



ORDINARY MEETING of Council AGENDA

Time: 2.00pm
Date: Wednesday, 11 December 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.

Order Of Business

1	Conflicts of Interest	5
2	Apologies	5
3	Public Forum	5
4	Items not on the Agenda	5
5	Confirmation of Council Minutes	6
5.1	Minutes of Council Meeting held on 30 October 2024	6
5.2	Minutes of Extraordinary Council Meeting held on 4 December 2024.....	18
6	Committee Reports	25
6.1	Audit and Risk Committee Meeting - 13 November 2024	25
7	Reports for Decision	37
7.1	Wairarapa Local Alcohol Policy Kaupapa Here Waipiro Ā-Rohe O Wairarapa Adoption Report	37
7.2	Parking Strategic Action Plan	80
7.3	Panama Vacant Land - Next Steps	93
8	Reports for Information	100
8.1	Wairarapa Water Resilience Strategy Governance Group Terms of Reference....	100
8.2	Strategy, Policy and Governance Activity Report	106
8.3	Community Activity Report	120
8.4	Infrastructure and Assets Activity Report.....	136
8.5	Chief Executive's Report	144
8.6	Meeting Reports from Councillors	148
8.7	Mayor's Report.....	149
9	Public Excluded	150
9.1	Public Excluded Minutes of Council Meeting held on 30 October 2024	150
9.2	Audit and Risk Committee Meeting - 13 November 2024	150
9.3	Section 17A Roading Review - Renewals & Maintenance.....	151
9.4	Property Disposal.....	151

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

Our work has finished

Mō tēnei wā

For the time being

Manaakitia mai mātou katoa

Protect us all

Ō mātou hoa

Our friends

Ō mātou whānau

Our family

Āio ki te Aorangi

Peace to the universe

1 CONFLICTS OF INTEREST

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

2 APOLOGIES

The Chair invites notice from members of:

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

3 PUBLIC FORUM

4 ITEMS NOT ON THE AGENDA

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

Matters requiring urgent attention as determined by resolution of the Council

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

Minor matters relating to the general business of Council

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

5 CONFIRMATION OF COUNCIL MINUTES

5.1 MINUTES OF COUNCIL MEETING HELD ON 30 OCTOBER 2024

File Number:

Author: Harriet Kennedy, Governance Team Leader

Authoriser: Kym Fell, Chief Executive

RECOMMENDATION

That the Minutes of the Council Meeting held on 30 October 2024 be received and confirmed as a true and correct record of that meeting.

ATTACHMENTS

- 1. Minutes of Council Meeting held on 30 October 2024**



MINUTES

**Ordinary Council Meeting
Wednesday, 30 October 2024**

Order Of Business

1	Conflicts of Interest	3
2	Apologies	3
3	Public Forum	3
4	Items not on the Agenda	3
5	Confirmation of Council Minutes	3
5.1	Minutes of Council Meeting held on 18 September 2024.....	3
6	Committee Reports	4
	Nil	
7	Reports for Decision	4
7.1	Traffic Bylaw Amendments.....	4
7.2	Acquisition, Retention and Disposal of Property Policy.....	5
7.3	Wairarapa Water Resilience Strategy Implementation Work Programme 2024/25	6
7.4	Meeting Schedule for 2025 and Amendment to 2024 Schedule	6
7.5	Update to Membership: Chief Executive Performance Review Committee.....	7
7.6	NZTA Funding for Road Improvements, Renewals and Maintenance	7
8	Reports for Information	9
8.1	Dog Control Policy and Practices Report 2023/2024	9
8.2	Masterton District Licensing Committee 2023-2024 Annual Report.....	9
8.3	Strategy, Policy and Governance Activity Report	10
8.4	Community Activity Report	11
8.5	Pou Ahurea Maori Activity Report.....	11
8.6	Infrastructure and Assets Activity Report.....	11
8.7	Meeting Reports from Councillors	13
8.8	Mayor's Report.....	13
9	Public Excluded	14
9.1	Public Excluded Minutes of Council Meeting held on 18 September 2024.....	14
9.2	Maintenance Contract Variation	14

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

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

IN ATTENDANCE: Iwi Representative Jo Hayes, Iwi Representative Robin Potangaroa, Chief Executive, General Manager Finance, General Manager Strategy and Development, Chief Advisor, General Manager Community, General Manager Infrastructure and Assets, General Manager Corporate, Strategic Planning Manager, Policy Manager, Economic Development Lead, Graduate Policy Advisor, Customer Services Manager, Environmental Services Manager, Library Manager, Roading Services Manager, Project Delivery and Assets Manager, Three Waters Operations and Transition Manager, Governance Advisor.

1 CONFLICTS OF INTEREST

No conflicts were declared.

2 APOLOGIES

RESOLUTION 2024/97

Moved by Councillor C Bowyer
Seconded by Councillor B Johnson

That the apology received from Councillor Lennox be accepted

CARRIED

3 PUBLIC FORUM

There was no public forum.

4 ITEMS NOT ON THE AGENDA

There were no late items

5 CONFIRMATION OF COUNCIL MINUTES

5.1 MINUTES OF COUNCIL MEETING HELD ON 18 SEPTEMBER 2024

RESOLUTION 2024/98

Moved by Mayor G Caffell
Seconded by Councillor B Johnson

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

CARRIED

6 COMMITTEE REPORTS

There were no Committee Reports.

7 REPORTS FOR DECISION

7.1 TRAFFIC BYLAW AMENDMENTS

The report seeking 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 was presented by the Economic Development Lead.

The Mayor noted that he was a member of the Bowling Club but was not on the Committee.

RESOLUTION 2024/99

Moved by Councillor M Tuuta

Seconded by Councillor C Bowyer

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.

CARRIED

7.2 ACQUISITION, RETENTION AND DISPOSAL OF PROPERTY POLICY

The report seeking Council's endorsement of the Acquisition, Retention and Disposal of Property Policy was presented by the Economic Development Lead.

In response to a question about why the Voluntary Buyout method of acquisition was included when it was a one off, it was advised that it was included for completeness as the process was not yet complete and Council may look to dispose of those properties in the future.

RESOLUTION 2024/100

Moved by Councillor C Bowyer
Seconded by Councillor B Johnson

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.

CARRIED

7.3 WAIRARAPA WATER RESILIENCE STRATEGY IMPLEMENTATION WORK PROGRAMME 2024/25

The report seeking Council agreement to the Wairarapa Water Resilience Strategy Implementation Work Programme for 2024/25 was presented by the Economic Development Lead.

It was noted that the Terms of Reference for the Governance Group would be coming to Council and that there may need to be another Masterton District Council appointment.

RESOLUTION 2024/101

Moved by Councillor C Bowyer
Seconded by Councillor T Hullena

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.

CARRIED

7.4 MEETING SCHEDULE FOR 2025 AND AMENDMENT TO 2024 SCHEDULE

The report seeking 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 was presented by the General Manager Strategy and Development.

RESOLUTION 2024/102

Moved by Councillor D Holmes
Seconded by Councillor C Bowyer

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.

CARRIED

7.5 UPDATE TO MEMBERSHIP: CHIEF EXECUTIVE PERFORMANCE REVIEW COMMITTEE

The report seeking appointment of another member to the Chief Executive Performance Review Committee was presented by the General Manager Strategy and Development.

RESOLUTION 2024/103

Moved by Councillor D Holmes
Seconded by Councillor C Bowyer

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.

CARRIED

7.6 NZTA FUNDING FOR ROAD IMPROVEMENTS, RENEWALS AND MAINTENANCE

The report:

- informing the Council of the Waka Kotahi/NZTA funding decision for our Low-Cost, Low-Risk

Improvement Programme and the Roothing Renewal/Maintenance Programme:

- seeking agreement to repurpose local share funding to accelerate repairs to our deteriorating network and meet the government's increased expectations for road renewal; and
- providing direction on future strategic work for Mataikona given reduced newly confirmed funding.

was presented by the Roothing Manager.

In response to questions the Roothing Manager advised that the risk in relation to the low cost low risk improvements that wouldn't proceed, was that the network wouldn't improve, it would stand still. The Roothing Team would look to do their best and achieve what they could within the funding constraints.

It was noted that a report on Mataikona would be brought to the December Council meeting.

RESOLUTION 2024/104

Moved by Councillor D Holmes

Seconded by Councillor C Bowyer

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.

CARRIED

8 REPORTS FOR INFORMATION

8.1 DOG CONTROL POLICY AND PRACTICES REPORT 2023/2024

The report submitting the Dog Control Policy and Practices Report for the 2023/2024 registration year to Council for adoption was presented by the Environmental Services Manager.

The cost of providing Animal Services was discussed and a request was made for a review of how things might be done differently so that behaviour of a few non-compliant owners wasn't such a huge cost to the community.

RESOLUTION 2024/105

Moved by Councillor T Hullena
Seconded by Councillor B Goodwin

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

CARRIED

8.2 MASTERTON DISTRICT LICENSING COMMITTEE 2023-2024 ANNUAL REPORT

The report providing Council with a copy of the Masterton District Licensing Committee (DLC) 2023/2024 Annual Report was presented by the Manager Environmental Services.

RESOLUTION 2024/106

Moved by Councillor C Bowyer
Seconded by Councillor M Tuuta

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

CARRIED

8.3 STRATEGY, POLICY AND GOVERNANCE ACTIVITY REPORT

The report providing Council with an update from the Strategy, Policy and Governance team (see Attachment 1) was presented by the Strategic Planning Manager, the Policy Manager, the Economic Development Lead, the Environmental Lead, and the Corporate Planning Lead.

RESOLUTION 2024/107

Moved by Councillor T Hullena
Seconded by Councillor D Holmes

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

CARRIED

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 General Manager Community.

RESOLUTION 2024/108

Moved by Councillor C Bowyer
Seconded by Councillor B Johnson

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

CARRIED

8.5 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.

RESOLUTION 2024/109

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

8.6 INFRASTRUCTURE AND ASSETS ACTIVITY REPORT

The report providing Council with an update from the Infrastructure and Assets Team was presented by the General Manager Infrastructure and Assets.

Matters discussed included the town hall demolition consent (the aim was to have the consent lodged in November but the timing after that would depend on what happened if it was publicly notified); the postponement of the Upper Plain Trunk Main replacement (staff advised its age rather than its condition was the reason it had previously been included, and deferring was based on asset management methodology as there were few leaks coming from the main, and staff also advised that there was a smaller main alongside it); and, whether work on proactively identifying cross connections and laterals that need fixing across the whole town could be advanced.

RESOLUTION 2024/110

Moved by Councillor D Holmes
Seconded by Councillor C Bowyer

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

CARRIED

8.7 MEETING REPORTS FROM COUNCILLORS

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

Councillor Johnson provided an update on the work being done by the Pasifika o Wairarapa Trust.

8.8 MAYOR'S REPORT

The Mayor provided a verbal report including:

- In relation to the anti-social boy racer behaviour at Waingawa, he congratulated Police on how they handled the situation. They brought the incident under control quickly without people being hurt. He was confident that the Minister of Police will put in place some laws to deal with

these types of incidents in the future. Councils have bylaws to deal with this sort of behaviour under the Land Transport Act where councils can restrict or prohibit cruising. We should be doing all we can to bring these incidents to conclusion. Council would need to designate particular areas.

- Over the last couple of weeks he had attended Council's Advisory Group meetings and had been impressed with the groups. The Disability Advisory Group will look at organising an event called 'Walk in Our Shoes' to show what its like for them.

RESOLUTION 2024/111

Moved by Councillor M Tuuta
Seconded by Councillor D Holmes

That Council receives the verbal report from the Mayor.

CARRIED

9 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2024/112

Moved by Councillor D Holmes
Seconded by Councillor B Goodwin

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
9.1 - Public Excluded Minutes of Council Meeting held on 18 September 2024	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons 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
9.2 - Maintenance Contract Variation	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

CARRIED

The Meeting moved into public excluded at 11.29am

The Meeting moved out of public excluded at 12.05pm

The Meeting closed at 12.05pm

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 11 December 2024.

.....
CHAIRPERSON

5.2 MINUTES OF EXTRAORDINARY COUNCIL MEETING HELD ON 4 DECEMBER 2024

File Number:

Author: Harriet Kennedy, Governance Team Leader

Authoriser: Kym Fell, Chief Executive

RECOMMENDATION

That the Minutes of the Extraordinary Council Meeting held on 4 December 2024 be received and confirmed as a true and correct record of that meeting.

ATTACHMENTS

- 1. Minutes of Extraordinary Council Meeting held on 4 December 2024**



MINUTES

**Extraordinary Council Meeting
Wednesday, 4 December 2024**

Order Of Business

1	Conflicts of Interest	3
2	Apologies	3
3	Items not on the Agenda	3
4	Confirmation of Council Minutes	4
4.1	Minutes of Council Meeting held on 13 November 2024.....	4
5	Reports for Decision.....	4
5.1	Annual Report 2023/2024	4
5.2	Notice of Motion - Revocation of Resolution passed 13 November 2024.....	5

**MINUTES OF MASTERTON DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 4 DECEMBER 2024 AT 2:00 PM**

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

IN ATTENDANCE: Iwi Representative Jo Hayes (to 2.30pm), Chief Executive, General Manager Finance, General Manager Strategy and Development, Chief Advisor, General Manager Assets and Infrastructure, General Manager Community, General Manager Corporate, Acting Strategic Planning Manager, Corporate Planning Lead, Governance Team Lead.

1 CONFLICTS OF INTEREST

No conflicts of interest were declared.

2 APOLOGIES

RESOLUTION 2024/101

Moved by Councillor C Bowyer
Seconded by Councillor T Hullena

That the apologies from Councillor Marama Tuuta and iwi representative Robin Potongaroa for non-attendance and iwi representative Jo Hayes for early departure be received and accepted.

CARRIED

3 ITEMS NOT ON THE AGENDA

The meeting was advised of the following item for inclusion in the agenda:

- Supplementary Report providing advice on the Notice of Motion

This item had not been available for inclusion with the agenda and could not be held over until a later meeting as it provided additional information relating to the Notice of Motion.

RESOLUTION 2024/102

Moved by Councillor D Holmes
Seconded by Councillor C Bowyer

That in terms of section 46A(7) of the Local Government Official Information and Meetings Act 1987 the item be dealt with at this meeting.

CARRIED

4 CONFIRMATION OF COUNCIL MINUTES

4.1 MINUTES OF COUNCIL MEETING HELD ON 13 NOVEMBER 2024

RESOLUTION 2024/103

Moved by Councillor D Holmes
Seconded by Councillor B Johnson

That the Minutes of Council Meeting held on 13 November 2024 be received and confirmed as a true and correct record of the meeting.

CARRIED

5 REPORTS FOR DECISION

5.1 ANNUAL REPORT 2023/2024

The report providing Council's 2023/24 Annual Report for adoption, following the completion of the audit undertaken by Audit New Zealand, was presented by the General Manager Finance.

Council's Audit Director, Karen Young, was in attendance to provide and speak to the unmodified audit opinion. She noted that it meant that Council's appointed auditors, Audit NZ, were satisfied that the performance and financial information is fairly depicted in the Council's Annual Report. She noted that the auditors had received a good quality document to check and that the Audit Management Report would be coming in a week or two.

The General Manager Finance noted that the Report had not been adopted within the statutory deadline of 31 October 2024 due to resourcing and workload pressures. He thanked the Council staff for the hard work that went into producing the Report and the audit team for their flexibility.

The Mayor paid testimony to Council staff in getting the Report to the completion stage and noted the positive feedback he had received from the auditors on the quality of the underlying information.

RESOLUTION 2024/104

Moved by Mayor G Caffell
Seconded by Councillor B Johnson

That Council

1. Adopts the Masterton District Council 2023/24 Annual Report;
2. Notes that the statutory deadline for adoption of the 2023/24 Annual Report was 31 October 2024, however the adoption has had to be delayed due to a combination of factors that impacted finalisation of the report;
3. Notes that the Annual Report and a Summary of that document must be published within one month of adoption;
4. Delegates authority to the Mayor and Chief Executive to approve any final changes requested

by Audit New Zealand and/or minor edits prior to publication that do not change the intent of the document.

CARRIED

5.2 NOTICE OF MOTION - REVOCATION OF RESOLUTION PASSED 13 NOVEMBER 2024

Deputy Mayor Bex Johnson, spoke to the proposed motion and set out her rationale: Following the Council decision on 13 November 2024 new information had come to light, including significant additional cost to the ratepayers, additional work and resources required and a change in the intended model structure. The Wellington model had originally included 10 councils but this had now reduced to six with Carterton, South Wairarapa, Kapiti and Horowhenua District Councils all exiting the model. Masterton would be the smallest of the remaining councils, geographically isolated from its partners, water services expertise and resources. How would Masterton's voice be heard or its needs prioritised and how would the Wairarapa iwi be represented? By continuing to consultation with the model there would be significant additional costs of \$200,000 which could not be recouped. Seven out of nine members at the last meeting did not support the Wellington model and it was disingenuous to spend money on a model that members don't support, also, by continuing down that path not only Masterton would face additional costs, but all the other councils involved would also have to do additional work. Continuing was a waste of ratepayers money, time and resources and wouldn't provide Masterton with a strong voice in water decisions in the future. It was time to exit the Wellington model and consult on models that stand up to scrutiny and provide a sustainable, local way forward for Council.

The motion was taken in parts.

RESOLUTION 2024/105

Moved by Councillor B Johnson

Seconded by Councillor D Holmes

That Council:

1. Notes the Notice of Motion provided to the Chief Executive.
2. Refers the proposal to the Chief Executive for consideration and report as the proposal is likely to be a significant decision.

.CARRIED

The General Manager Strategy and Development presented the Supplementary Report on the Notice of Motion from the Chief Executive.

Those who supported the motion noted that: with more councils exiting the Wellington Regional Model costs would increase; that Masterton would be an island under that Model and would be the only smaller council left in the Model; that Masterton and iwi would not have strong enough representation under the Regional Model; that most people spoken to did not support the Regional Model; and, that the other two options were better for Masterton and the public would be able to have their say on those.

Those who did not support the motion thought that the decision should be delayed as there wasn't

enough information on each of the models in relation to cost and the detail of the December bill was not known yet; and that while they didn't necessarily support the Wellington Model, they believed that the community should be consulted on three models.

RESOLUTION 2024/106

Moved by Councillor B Johnson
Seconded by Councillor C Bowyer

That Council:

3. Agrees to revoke Resolution 2024/116 from the Council meeting held on 13 November 2024:

That Council:

Notes that by not exiting the Wellington Regional Model, this model will continue to be developed for consultation with the community.

4. Agrees not to continue to develop the Wellington region water services delivery joint arrangement for consultation with the community and exits those joint arrangements.

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

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

CARRIED 5/3

The Meeting closed at 2.57pm.

The minutes of this meeting were confirmed at the Ordinary Meeting of the Masterton District Council held on 11 December 2024.

.....
CHAIRPERSON

6 COMMITTEE REPORTS

6.1 AUDIT AND RISK COMMITTEE MEETING - 13 NOVEMBER 2024

File Number:

Author: Harriet Kennedy, Governance Team Leader

Authoriser: Kym Fell, Chief Executive

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

THE COMMITTEE RECOMMENDS:

6.1 AUDIT AND RISK COMMITTEE MEETING HELD 13 NOVEMBER 2024

That Council confirms the report of the Audit and Risk Committee Meeting held on 13 November 2024 including the following resolutions:

- Changes to Aratoi Regional Trust Key Result Areas

That the Audit and Risk Committee:

1. receives the changes to Aratoi Regional Trust's Key Result Areas Report
2. agrees to recommend to Council that the Aratoi Regional Trust's Key Result Areas be amended as follows:
 - i. to increase the Revenue from other sources (other than Masterton District Council and Masterton Trust Lands Trust) from greater than or equal to 20% of total revenue to greater than or equal to 25% of total revenue.
 - ii. to remove the Increases in Self-generated Revenue Key Result Area.
 - iii. to increase the baseline for Taonga Māori display held annually from 1 per annum to 2 per annum.
 - iv. to increase the baseline for Exhibition held that tells the stories of our local history and heritage from 1 per annum to 2 per annum.

- Service Provision Report – Aratoi Regional Trust

That the Audit and Risk Committee receives the Service Provision Report for Aratoi Regional Trust, covering the summary results of the key result indicators for the quarter 1 July-30 September 2024.

- Destination Wairarapa Quarterly Report (1 July 2024 to 30 September 2024)

That the Audit and Risk Committee receives the first quarter report (1 July 2024 – 30 September 2024) from Destination Wairarapa.

- Non-Financial Performance 2024/25 Quarter 1 Report

That the Audit and Risk Committee

1. Receives the Quarter 1 non-financial performance report for the 2024/25 financial year

(Year 1 of the 2024-34 LTP).

2. Notes the target for “Percentage of real water loss from MDC’s reticulation system” has been updated to ‘no more than 45%’ to align with the change in calculating water loss as previously reported. The approach used to determine the target is the same
- Emissions Reduction Plan: Implementation Plan to December 2025
That the Audit and Risk Committee receives this report, which provides an update on the implementation 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 July 2024 to 30 September 2024).
 - Three Months to Date Financial Report 2024/25
That the Audit and Risk Committee receives the 3 months to date financial report and commentary.
 - 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.
 - 2023/2024 Annual Report
That the Audit and Risk Committee:
 1. receives the draft (pre audited) Annual Report for 2023/24; and
 2. notes the final Annual Report for 2023/24 will be considered for adoption by Council on 27 November 2024.

ATTACHMENTS

1. **Minutes of Audit and Risk Committee Meeting held on 13 November 2024**



MINUTES

**Audit and Risk Committee Meeting
Wednesday, 13 November 2024**

Order Of Business

1	Conflicts of Interest	3
2	Apologies	3
3	Public Forum	3
4	Items not on the Agenda	3
5	Reports for Decision	3
5.1	Changes to Aratoi Regional Trust Key Result Areas	3
6	Reports for Information	4
6.1	Minutes of the Previous Meeting held on 14 August 2024	4
6.2	Service Provision Report - Aratoi Regional Trust.....	4
6.3	Destination Wairarapa Quarterly Report (1 July 2024 to 30 September 2024)	5
6.4	Non-Financial Performance 2024/25 Quarter 1 Report.....	5
6.5	Emissions Reduction Plan: Implementation Plan to December 2025.....	6
6.6	Health and Safety Quarterly Report.....	6
6.7	Three Months to Date Financial Report 2024/25	7
6.8	Building and Planning Update	8
6.9	2023/2024 Annual Report	8
7	Public Excluded	9
7.1	Minutes of the Audit and Risk Committee Meeting held with the public excluded on 14 August 2024	10
7.2	2024/25 Quarter 1 Risk Management Report	10
7.3	Emergency Management Risk Report	11
7.4	Local Government Funding Agency AGM - Election of Directors.....	11
7.5	Chief Executive Update on Risk	11

MINUTES OF MASTERTON DISTRICT COUNCIL
AUDIT AND RISK COMMITTEE MEETING
HELD AT THE WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 13 NOVEMBER 2024 AT 1:00 PM

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

IN ATTENDANCE: Chief Executive, General Manager Finance, General Manager Strategy and Development, Chief Advisor, General Manager Community, General Manager Corporate, General Manager Infrastructure and Assets, Strategic Policy Manager, Economic Development Lead, Corporate Planning Lead, Environmental Lead, Planning and Consents Manager, Building Control Services Manager, and Governance Team Leader.

1 CONFLICTS OF INTEREST

No conflicts were declared.

2 APOLOGIES

There were no apologies.

3 PUBLIC FORUM

There was no public forum.

4 ITEMS NOT ON THE AGENDA

There were no late items.

5 REPORTS FOR DECISION

5.1 CHANGES TO ARATOI REGIONAL TRUST KEY RESULT AREAS

The report seeking approval from the Audit and Risk Committee to change four Key Result Areas (KRAs) that Aratoi Regional Trust report on quarterly as part of their funding agreement with Council was presented by the General Manager Community.

COMMITTEE RESOLUTION 2024/38

Moved by Councillor B Johnson
Seconded by Councillor C Bowyer

That the Audit and Risk Committee:

1. receives the changes to Aratoi Regional Trust's Key Result Areas Report
2. agrees to recommend to Council that the Aratoi Regional Trust's Key Result Areas be amended as follows:
 - i. to increase the Revenue from other sources (other than Masterton District Council and Masterton Trust Lands Trust) from greater than or equal to 20% of total

revenue to greater than or equal to 25% of total revenue.

- ii. to remove the Increases in Self-generated Revenue Key Result Area.
- iii. to increase the baseline for Taonga Māori display held annually from 1 per annum to 2 per annum.
- iv. to increase the baseline for Exhibition held that tells the stories of our local history and heritage from 1 per annum to 2 per annum.

CARRIED

6 REPORTS FOR INFORMATION

6.1 MINUTES OF THE PREVIOUS MEETING HELD ON 14 AUGUST 2024

The minutes of the previous meeting held 14 August 2024 were included for the Audit and Risk Committee's information.

COMMITTEE RESOLUTION 2024/39

Moved by Councillor M Tuuta
Seconded by Councillor C Bowyer

That the Audit and Risk Committee receives the minutes of the previous meeting held 14 August 2024

CARRIED

6.2 SERVICE PROVISION REPORT - ARATOI REGIONAL TRUST

The report providing the Committee with the first quarter report for 2024/25 on the key result indicators for Aratoi Regional Trust was taken as read. The Director, Aratoi, spoke to the report.

COMMITTEE RESOLUTION 2024/40

Moved by Councillor B Johnson
Seconded by Councillor S Lennox

That the Audit and Risk Committee receives the Service Provision Report for Aratoi Regional Trust, covering the summary results of the key result indicators for the quarter 1 July – 30 September 2024.

CARRIED

6.3 DESTINATION WAIRARAPA QUARTERLY REPORT (1 JULY 2024 TO 30 SEPTEMBER 2024)

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

COMMITTEE RESOLUTION 2024/41

Moved by Councillor C Bowyer
Seconded by Councillor B Johnson

That the Audit and Risk Committee receives the first quarter report (1 July 2024 – 30 September 2024) from Destination Wairarapa.

CARRIED

6.4 NON-FINANCIAL PERFORMANCE 2024/25 QUARTER 1 REPORT

The report advising the Audit and Risk Committee of performance against non-financial measures year to date, for the period from 1 July 2024 to 30 September 2024, was presented by the Corporate Planning Lead.

A request was made for information about why there had been an increase in the amount of waste sent to landfills.

COMMITTEE RESOLUTION 2024/42

Moved by Councillor C Bowyer
Seconded by Councillor T Hullena

That the Audit and Risk Committee

1. Receives the Quarter 1 non-financial performance report for the 2024/25 financial year (Year 1 of the 2024-34 LTP).
2. Notes the target for “Percentage of real water loss from MDC’s reticulation system” has been updated to ‘no more than 45%’ to align with the change in calculating water loss as previously reported. The approach used to determine the target is the same.

CARRIED

6.5 EMISSIONS REDUCTION PLAN: IMPLEMENTATION PLAN TO DECEMBER 2025

The report providing the Audit and Risk Committee with an update on the implementation of the Corporate Carbon Emissions Reduction Plan through to 31 December 2025 was presented by the Strategic Planning Manager and the Environmental Lead.

The Chair asked for the consequences and risks of not achieving the Plan to be reported in the next report.

In response to a question from the Chair, the General Manager Finance advised that proposed financial reporting standards would require Council to include information in future Annual Reports on the impact the organisation has on the environment.

COMMITTEE RESOLUTION 2024/43

Moved by Councillor B Johnson
Seconded by Councillor C Bowyer

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

CARRIED

6.6 HEALTH AND SAFETY QUARTERLY REPORT

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

In relation to the number of contractors audited the Chair asked for reporting against targets for the number of audits to be undertaken and the number of random audits to be undertaken.

COMMITTEE RESOLUTION 2024/44

Moved by Councillor C Bowyer
Seconded by Councillor M Tuuta

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

CARRIED

6.7 THREE MONTHS TO DATE FINANCIAL REPORT 2024/25

The report providing the Audit & Risk Committee with financial reporting for the three months to 30 September 2024 was presented by the General Manager Finance.

In relation to the graph on page 83 it was clarified that while the dollar value of rates unpaid had increased, the percentage was the same as the previous year. The dollar value of rates unpaid had increased in relation to the additional MDC and GWRC rates struck in 2024/25 year.

COMMITTEE RESOLUTION 2024/45

Moved by Councillor B Goodwin
Seconded by Councillor D Holmes

That the Audit and Risk Committee receives the 3 months to date financial report and commentary.

CARRIED

6.8 BUILDING AND PLANNING UPDATE

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

COMMITTEE RESOLUTION 2024/46

Moved by Councillor C Bowyer
Seconded by Councillor S Lennox

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

CARRIED

6.9 2023/2024 ANNUAL REPORT

The report providing the draft pre-audited 2023/2024 Annual Report was presented by the General Manager Finance. It was noted that the report would come to Council for adoption on 27 November 2024.

[Note to minutes: the Annual Report was adopted at the Extraordinary Council Meeting held on 4 December 2024]

COMMITTEE RESOLUTION 2024/47

Moved by Councillor B Goodwin
Seconded by Councillor B Johnson

That the Audit and Risk Committee:

1. receives the draft (pre audited) Annual Report for 2023/24; and
2. notes the final Annual Report for 2023/24 will be considered for adoption by Council on 27 November 2024.

CARRIED

7 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2024/48

Moved by Councillor B Goodwin
Seconded by Councillor C Bowyer

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>7.1 - Minutes of the Audit and Risk Committee Meeting held with the public excluded on 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</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

	<p>making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public</p> <p>s7(2)(e) - the withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	
<p>7.2 - 2024/25 Quarter 1 Risk Management Report</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</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>

	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	
7.3 - Emergency Management Risk Report	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
7.4 - Local Government Funding Agency AGM - Election of Directors	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
7.5 - Chief Executive Update on Risk	<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</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>information would be likely otherwise to damage the public interest</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	
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CARRIED

The Meeting moved into public excluded at 2.14pm

The Meeting moved out of public excluded at 2.58pm

The Meeting closed at 2.58 pm

The minutes of this meeting were confirmed at the Council meeting held on 11 December 2024.

7 REPORTS FOR DECISION

7.1 WAIRARAPA LOCAL ALCOHOL POLICY KAUPAPA HERE WAIPIRO Ā-ROHE O WAIRARAPA ADOPTION REPORT

File Number:

Author: Stephanie Frischknecht, Policy Manager

Authoriser: Kym Fell, Chief Executive

PURPOSE

The purpose of this report is to seek Council approval of the final Wairarapa Local Alcohol Policy Kaupapa Here Waipiro ā-Rohe o Wairarapa for adoption.

EXECUTIVE SUMMARY

Since 2018 Masterton, Carterton and South Wairarapa District Councils (the Wairarapa District Councils) have shared a joint Wairarapa Local Alcohol Policy made under sections 75 and 76 of the Sale and Supply of Alcohol Act 2012 (the Act).

The Wairarapa Policy Working Group (WPWG) has delegated authority to progress the review and make recommendations back to the Wairarapa District Councils.

Based on stakeholder feedback, research, information from health and addiction organisations, examples of other local alcohol policies from across New Zealand, and the recommendations of the WPWG staff considered the Wairarapa Local Alcohol Policy should be amended and produced a draft policy, statement of proposal and background report for consultation. This was adopted for consultation by the Wairarapa District Councils.

The Councils consulted with the community using the Special Consultative Procedure (SCP). Consultation was open from 20 September to 20 October 2024. We received 33 submissions on the draft Wairarapa Local Alcohol Policy (the Policy).

Councils must not produce a draft policy without having consulted the Police, alcohol licensing inspectors, and the Medical Officer of Health. These groups made comment on the Policy prior to consultation commencing during the review, they were also invited to provide further comment during the consultation period.

If agreed by the Wairarapa District Councils, the Policy will be publicly notified and is adopted 30 days from that notification. The Policy will be provided to the Alcohol Licensing Regulatory Authority and the District Licensing Committee following adoption.

RECOMMENDATIONS

That Council:

1. **notes** that the Wairarapa Policy Working Group heard submissions on 23 October 2024 and undertook deliberations on 6 November 2024;
2. **notes** 33 submissions on the draft Wairarapa Local Alcohol Policy were received;
3. **agrees** to the Wairarapa Policy Working Group recommendations that:
 - a) the Wairarapa District Councils agree to adopt the Wairarapa Local Alcohol Policy (Attachment 1) and gives public notice of adoption; and

- b) the Wairarapa District Councils agree to bring the changes to off-licence maximum trading hours into force on 1 April 2025 and the rest of the Wairarapa Local Alcohol Policy into force on 1 February 2025.
4. **notes** that the Wairarapa Local Alcohol Policy will be adopted 30 days after which it is publicly notified; and
5. **notes** that the current Wairarapa Local Alcohol Policy will remain in force until the revised policy is in effect.

CONTEXT

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

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

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

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

Purpose of the Wairarapa Local Alcohol Policy

The purpose of the Policy is to:

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

Work to Date

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

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

Staff first reported to the WPWG in January 2024. At this meeting, the WPWG were presented with research and data from the health and social sectors and a summary of feedback from key stakeholders engaged in the first phase of the review. At the meeting in August the WPWG endorsed the final draft Policy and key proposals for consultation. The Wairarapa District Councils approved the draft Policy and Statement of Proposal (Attachment 2) in September for consultation.

Consultation on the draft Policy was open from 20 September to 20 October 2024. During the consultation period, the opportunity for the community to have their say was advertised through direct emails to key stakeholders, targeted meetings, social media channels and traditional media (the Midweek newspaper). Staff also presented to the Wairarapa Community Network (WCN) and Masterton Youth Council.

Key stakeholders notified included Wairarapa licence holders, Business Wairarapa, Youth Councils and rangatahi representatives, community groups (through WCN), Pasifika o Wairarapa Trust, Wairarapa Road Safety Council, alcohol addiction services, schools and kura, and hapū, marae, iwi and hāpori Māori. Each council was responsible for connecting with relevant stakeholders in their districts.

Councils must not produce a draft LAP without having consulted the Police, alcohol licensing inspectors, and the Medical Officer of Health. These groups were consulted during the review phase and have made comment on the draft Policy prior to community consultation commencing. We have received further comments from the Medical Officer of Health as part of this round of consultation.

Copies of the Statement of Proposal, Background Report, FAQs and submission form were available on council websites and in hardcopy at libraries and customer service centres throughout Wairarapa.

Community feedback was sought on the following options:

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

The community was also given the option 1(a): adopt the proposed draft Wairarapa Local Alcohol Policy with amendments and were asked to describe the amendments.

In addition, we sought feedback on the five key proposed amendments to the policy; these were:

- **Proposal 1: Limiting the location of off-licence premises in relation to sensitive sites:** no new off-licences will be granted for premises within 100m of a sensitive site (e.g. childcare or educational facility, health care facility, marae, place of worship), unless an exemption applies;
- **Proposal 2: Reducing maximum trading hours for off-licence premises:** to reduce the maximum trading hours of off-licence premises (excluding supermarkets and grocery stores) from 7.00am – 10.00pm to 9.00am to 10.00pm;
- **Proposal 3: Special licences for events: to provide flexibility and guidance to applicants in how events are structured over the year.** This involves amending the event limit for a special licence from one event per month to 12 events in any 12-month period, with a duration limit of six months for a series of events;
- **Proposal 4: Special licences for events focused on children and young people:** to not grant special licences for events focused on children and young people aged under 18 years;
- **Proposal 5: Special licences for driving events:** to require the District Licensing Committee to have regard to the appropriateness of associating the consumption of alcohol with driving events and for applicants to put in place practicable steps to minimise the risk of driving under the influence of alcohol.

ANALYSIS AND ADVICE

Submission Summary

A total of 33 submissions were received during the consultation period. Nine submitters responded on behalf of an organisation and the remainder were made by individuals.

Submitter Demographics

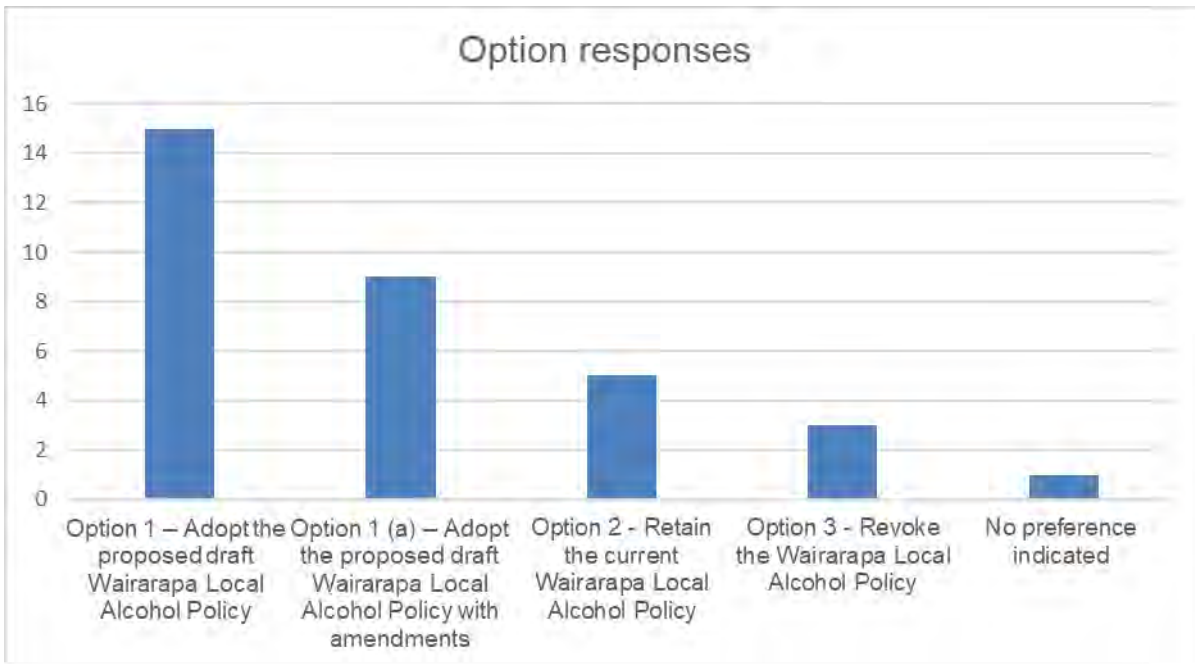
Submitters were asked demographic questions to help staff to understand which parts of the community responded. These questions were optional and not all submitters responded.

- The largest number of submitters fell into the 70+ age group.
- Most submitters identified as NZ European (23). Three submitters identified as Māori, two as Asian and one as Pacific Peoples.
- 17 submitters identified as men and 12 identified as women.
- Most submitters did not identify as living with impairments/long term health conditions or as tāngata whaikaha/ disabled (23). Six did.
- Most submitters lived in Wairarapa: Masterton (25), South Wairarapa (4), Carterton (0). Three submitters lived outside the region.

Consultation Proposals

Submitters were presented with four options regarding the Policy. Option 1 – Adopt the proposed draft Wairarapa Local Alcohol Policy was the most supported individual option and the majority of

submitters supported the proposed Policy as drafted or with amendments (24/33). Most proposed amendments were for more, rather than less regulation. Further summary of responses is outlined below.



Most submitters wanted us to adopt the proposed draft Wairarapa Local Alcohol Policy

15 submitters were in support of the proposed draft Policy. Of those submitters all supported each of the five proposals.

Nine submitters wanted Wairarapa District Councils to adopt the proposed draft Policy with amendments. Most respondents who suggested changes to the proposed draft Policy wanted increased regulation.

A small number wanted us to retain the current or revoke the Local Alcohol Policy

The Act enables councils to adopt a LAP if they wish. It is not a requirement of councils to have one. If a council does not have a LAP, then the maximum standards in the Act apply.

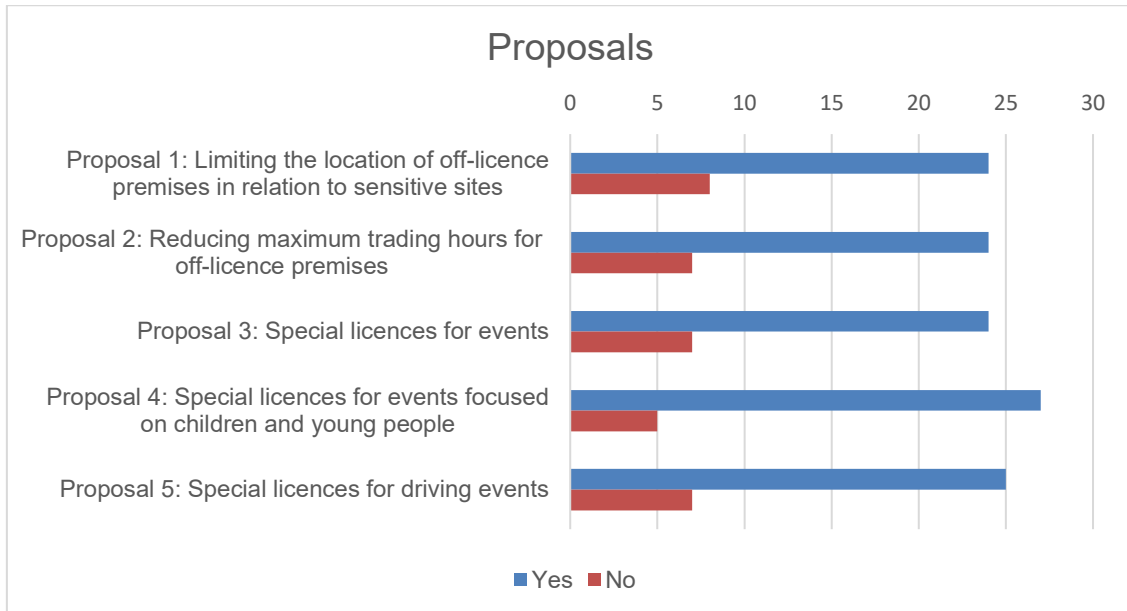
Five submitters recommended that the Wairarapa District Councils retain the current Policy. Some submitters considered that alcohol is not a problem for our community.

Three submitters recommended that the Wairarapa District Councils revoke the Policy. Their rationale was to reduce council spend on enforcing the Policy or to enable greater availability of alcohol at events. One of the submitters noted that they wanted councils to revoke the Policy but also noted they were in support of some proposals and sought further alcohol restrictions.

Some submitters provided comment on aspects outside the scope of the policy.

Proposals

There was support for all five proposals.



We consider there is sufficient support for each proposal to proceed with the changes to the Policy.

Deliberations Summary

On 6 November 2024 the WPWG considered the submissions received and further advice from staff. The WPWG also considered information and discussion from their earlier meetings in January and August. The WPWG discussed that the draft Policy was well balanced and noted that there was not a significant increase to the information provided by submitters to trigger further changes to the draft Policy.

The WPWG considered key themes from the feedback, these included:

Item considered	Submission summary	WPWG response
Increase to sensitive site limits (proposal 1)	Two submitters (including Health NZ Te Whatu Ora) recommended that we align the sensitive site limits to the Specialist Vape Retailer limits which is 300 metres.	No change proposed. Not appropriate for our local circumstances and would be a significant proximity increase for our communities.
Aligning off-licence hours for supermarkets and grocery stores (7am-10pm) with other off-licence premises (9am - 10pm) (proposal 2)	Some submitters recommended the reduction of opening hours for all off-licence premises to support minimising alcohol harm in the community. They wanted all off licences to have the same hours bringing supermarkets and grocery stores to 9am to 10pm.	No change proposed. Noted challenges for supermarket staff and differences between types of outlets. Staff to monitor over the duration of the Policy and provide options at the next review.

Item considered	Submission summary	WPWG response
Further reducing off-licences closing hours (proposal 2)	Some submitters recommended that consideration be given to further reducing the maximum trading hours for all off-licence from 10pm to 9pm closing (9am to 9pm).	No change proposed. Consider hours of 9am to 10pm appropriate for our districts. Staff to monitor over the duration of the Policy and provide options at the next review.
Discretionary conditions for off-licences	<p>Some submitters recommended the inclusion of further discretionary conditions in the Policy regarding:</p> <ul style="list-style-type: none"> • Remote sales/ delivery, including the ability to require a warning label on the outside of the package. • No external display of alcohol products or pricing including flags, sandwich boards or any mobile signage. • Restrict the methods of payment of Buy Now, Pay Later schemes which entice the consumer with a much lower upfront price. • Limit single sales of alcohol (beer, cider, RTDs, premixed shots). • Ban the sale of non-alcoholic products that pose a high risk of alcohol-related harm (e.g. beer pong cups). <p>One submitter recommended the removal of discretionary conditions from the Policy.</p>	<p>No change proposed.</p> <p>Some of the proposed conditions required further national direction and research before we take a position on the appropriateness of including these as example discretionary conditions (payment and non-alcoholic products). However, not including certain discretionary conditions in a LAP doesn't restrict the DLC's ability to impose reasonable condition that are not inconsistent with the Act.</p> <p>Including examples of what conditions might be considered is not constraining the DLC as they are free to consider any condition that is consistent with the Act. The ultimate decision as whether to impose any example conditions provided in the draft Policy remains discretionary and subject to the merits of each case.</p> <p>Staff to monitor over the duration of the Policy and provide options at the next review.</p>
Density limits (e.g. sinking lid, cap) for off-licences.	Six submissions provided commentary on the number of alcohol outlets in the region (either in their written submission	No change proposed. Previously considered as outlined in the Statement of

Item considered	Submission summary	WPWG response
	or at the Hearing). Some sought the provision of no new licences or a cap on licences, others sought a cap in deprivation areas.	Proposal and no new information provided to suggest a change was necessary. Staff to monitor over the duration of the Policy and provide options at the next review.

The Wairarapa Policy Working Group recommends councils adopt the Local Alcohol Policy

At the deliberations the WPWG endorsed the five key proposed changes. In addition, the WPWG recommended:

- the Wairarapa District Councils agree to adopt the draft Wairarapa Local Alcohol Policy (Attachment 1) and gives public notice of adoption; and
- the Wairarapa District Councils agree to bring the changes to off-licence maximum trading hours into force on 1 April 2025 and the rest of the Wairarapa Local Alcohol Policy into force on 1 February 2025.

OPTIONS CONSIDERED

The table below outlines the options available to Council.

Option		Advantages	Disadvantages
1	Adopt the Policy (recommended option)	<ul style="list-style-type: none"> - This option has been recommended by the WPWG. - Most submitters supported the proposed Policy and five proposals. - The Policy takes a community wellbeing and harm reduction approach. - The Policy was developed in consideration of the harm and economic/social benefits of consuming alcohol. - The flow and readability has been improved. - The Policy will support greater consistency across the Wairarapa region. 	<ul style="list-style-type: none"> - Some submitters may not feel their feedback has been considered. - May be perceived as restrictive by some applicants/licensees due to additional criteria.
2	Do not adopt the Policy with a preference to	<ul style="list-style-type: none"> - Advantages dependent on extent of changes. - May receive support from a 	<ul style="list-style-type: none"> - This option would involve referring back to the WPWG for reconsideration.

Option		Advantages	Disadvantages
	adopt a Policy with amendments (alternative option)	small number of submitters who preferred an alternative option.	<ul style="list-style-type: none"> - Disadvantages dependent on extent of changes. - May not receive support from most submitters who supported the proposals. - Significant changes may be inconsistent with the consultation proposals and trigger a requirement for further community consultation and research which would delay the review.
3	Retain current Policy (alternative option)	- Supported by a small number of submitters (5 submitters / 15%).	<ul style="list-style-type: none"> - This option would involve referring back to the WPWG for reconsideration. - Does not respond to stakeholder feedback received from early engagement period. - Council may not proceed with proposed policy amendments despite consulting on changes and receiving majority support for the five key proposals. - The proposed policy has been developed in consideration of alcohol related harm and the social/economic benefits. - Does not take advantage of opportunities to clarify existing aspects of the policy that are unclear or applied inconsistently throughout Waiararapa.
4	Revoke the current Policy (alternative option)	- No advantages identified.	<ul style="list-style-type: none"> - This option would involve referring back to the WPWG for reconsideration. - Most submitters may not feel their feedback has been considered. - Would be in contradiction to advice from the Medical Officer of Health, Police and licencing inspectors. - May lead to an increase in alcohol related harm.

Option	Advantages	Disadvantages
		<ul style="list-style-type: none"> - Would not offer protective factors for our communities most at risk of alcohol related harm - Would be a significant shift from the Wairarapa District Councils current position.

RECOMMENDED OPTION

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

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

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

The Act sets out the review process and requires councils to consult using the SCP.

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

Significance, Engagement and Consultation

No further consultation is required on the Policy. No further changes are proposed.

Following the adoption, the Policy will be publicly notified and available on each council website. Each council will be responsible for informing licence holders in their districts and update website information to include relevant changes.

Those who submitted on the draft Policy will be contacted and provided information regarding the adoption of the Policy.

Financial Considerations

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

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

The enforcement of the Policy is through councils’ respective Environmental Health teams and met from existing baselines.

Implications for Māori

Māori make up 22.6% of the population of Masterton (Census 2023). The Policy is a regulatory tool to help manage the harm caused by excessive or inappropriate consumption of alcohol which affects all our community. Māori are overrepresented in alcohol harm statistics and health agencies recognise local alcohol policies as an important tool to help minimise these adverse effects.

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

Two submitters identified as Māori, accounting for six per cent of the submissions received.

Environmental/Climate Change Impact and Considerations

The Policy has no direct impact on environmental or climate policies. We do note that alcohol products often come in single use packaging. Cans, glass and some plastics can be recycled through existing council recycling collection.

NEXT STEPS

The Policy can only be adopted after the finalised Policy has been publicly notified in accordance with Section 80 of the Act. The Policy will be adopted 30 days from the public notice date, and can be brought into force after this date. However, not all parts of the Policy can come into force straight away. Amendments that relate to one way door restrictions or maximum trading hours can only come into force three months after the date of public notice (see section 90 of the Act).

The proposed timeframes for the public notice, adoption, and the Policy being in force are set out below.

Proposed timeframes for adoption of the Wairarapa Local Alcohol Policy	
Council Meetings Finalise proposed Policy	20 November / 11 December
Public notification of finalised Policy	16 December 2025
Policy comes into force (excluding changes to maximum trading hours)	1 February 2025
Policy (maximum trading hours) comes into force	1 April 2025

South Wairarapa District Council supported the adoption of the Policy on 20 November 2024. Carterton District Council is considering adopting the Policy on 11 December 2024.

Following adoption, the Policy will be published on the Council websites and notification will be sent to submitters, licence holders and stakeholders that were informed of the consultation.

A copy will also be provided to the Alcohol Regulatory & Licensing Authority and District Licencing Committees.

Following adoption councils will discuss monitoring and reporting of aspects of the Policy to ensure we can provide accurate and helpful data and information for the next review.

ATTACHMENTS

1. **Wairarapa Local Alcohol Policy Kaupapa Here Waipiro a-Rohe o Wairarapa** [↓](#)
2. **Statement of Proposal** [↓](#)

Attachment 1: Wairarapa Local Alcohol Policy Kaupapa Here Waipiro ā-Rohe o Wairarapa



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

First Adopted:	1 August 2018
Latest Version:	X 2024 (Version 2) (TBC)
Adopted by:	Masterton (X 2024), Carterton (X 2024) and South Wairarapa District Councils (X 2024) (TBC)
Effective:	1 February 2025 (TBC) Maximum Trading Hours 1 April 2025
Review Date:	December 2030 (TBC)

CONTENTS | RĀRANGI ŪPOKO

1.	GENERAL FRAMEWORK ANGA WHĀNUI	3
2.	PURPOSE PŪTAKE.....	3
3.	SCOPE WHĀNUITANGA	3
4.	OFF-LICENCE POLICY KAUPAPA HERE RAIHANA Ā-WAHO	6
5.	ON-LICENCE POLICY KAUPAPA HERE RAIHANA Ā-ROTO	7
6.	CLUB LICENCE POLICY KAUPAPA HERE RAIHANA KARAPU.....	10
7.	SPECIAL LICENCE POLICY KAUPAPA HERE RAIHANA MOTUHAKE	11
8.	DEFINITIONS KUPUTAKA.....	13
9.	REVIEW OF POLICY HERENGA AROTAKE KAUPAPA HERE	15

OVERVIEW

1. GENERAL FRAMEWORK | ANGA WHĀNUI

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

2. PURPOSE | PŪTAKE

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

3. SCOPE | WHĀNUITANGA

APPLICATION OF POLICY

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

GENERAL CRITERIA FOR LICENSING APPLICATIONS

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

badly affected by the existing licence) and the criteria set out in section 142 of the Act, which includes:

- the nature of the particular event for which the licence is sought;
- any areas of the premises that the applicant proposes should be designated as restricted areas or supervised areas;
- any steps the applicant proposes to take to ensure that the requirements of the Act in relation to the sale and supply of alcohol to prohibited persons are observed;
- the applicant's proposals relating to;
 - the sale and supply of non-alcoholic drinks and food;
 - the sale and supply of low alcohol drinks;
 - the provision of help with or information about alternative forms of transport from the premises.

3.8. A DLC may refuse a licence, or grant it but with conditions, if the issue of the licence, or the consequences of the issue of the licence, would be inconsistent with the Policy.

3.9. Renewal of a licence may be declined if the renewal would be inconsistent with any density or location policy in the Policy, or conditions imposed if the renewal of licence, or the consequences of the renewal of licence, would be inconsistent with the Policy.

3.10. As well as the above legislative criteria, when making decisions, DLCs may also consider relevant case law and Alcohol Regulatory and Licensing Authority practice notes and guides.

3.11. DLCs cannot take into account the impacts of a new or renewed licence on business conducted by an applicant under any other licence.

3.12. A licence may not be issued for any premises unless the location of that premises complies with the provisions of the Wairarapa Combined District Plan or a Resource Consent that has been granted or it complies with Section 10 of the Resource Management Act 1991, where there are existing use rights.

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

4. OFF-LICENCE POLICY | KAUPAPA HERE RAIHANA Ā-WAHO

INTRODUCTION

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

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

- 4.3. Except as allowed by clause 4.5, no new off-licence will be granted for a premises which is located within 100 metres of a Sensitive Site¹. This setback is measured from the legal property boundary of the Sensitive Site to the legal property boundary of the proposed premises.
- 4.4. Clause 4.3 does not apply to:
 - a) supermarkets or grocery stores²;
 - b) an application for renewal of an existing off-licence for any type of premises;
 - c) an application for renewal of an existing off-licence for any type of premises when after a licence has been issued and prior to renewal, a Sensitive Site has moved to a location within 100 metres of an existing licensed premises;
 - d) an application for an off-licence for a premises whose operator has an existing off-licence, but where the business operated from the premises is sold or transferred to a new owner/entity³.
- 4.5. Where an applicant for a new off-licence for a premises in a location that is within 100 metres of the legal property boundary of a Sensitive Site (and the applicant is not one of the groups set out in clause 4.4) can demonstrate to the DLC that it has limited the exposure to alcohol sales and marketing and Alcohol-Related Harm to the people who use the Sensitive Site by meeting the following criteria:
 - a) there is no external display of alcohol related signage/advertising;
 - b) there is no internally placed display of alcohol related signage/advertising that is visible to people from outside the premises;
 - c) there is an ID 25 Policy on the premises;

then the DLC may (at its discretion) determine whether that applicant is exempt from clause 4.3.

- 4.6. In considering an application under clause 4.5, the DLC may impose other reasonable discretionary conditions prescribing steps to be taken by the licensee to ensure the exposure to alcohol sales and marketing and Alcohol-Related Harm to the people who use the Sensitive Site is limited (i.e. over and above those specified in clause 4.5(a) to (c)).

MAXIMUM TRADING HOURS

- 4.7. The following maximum trading hours apply to off-licence premises in the Wairarapa region and

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

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

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

include all off-licence sales including over the counter sales:

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

DISCRETIONARY CONDITIONS FOR OFF-LICENCES

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

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

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

- d) at least 50% of any store front glazing shall be transparent, consistent with CPTED;
- e) and no more than 30% of the external area of any side of the premises may contain alcohol-related signage or advertising, excluding the company name.

4.9. External alcohol-related signage must comply with the signage requirements outlined in the Wairarapa Combined District Plan.

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

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

INTRODUCTION

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

MAXIMUM TRADING HOURS

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

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

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

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

DISCRETIONARY CONDITIONS FOR ON-LICENCES

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

k) requirement for multiple managers for large events and/or establishments.

5.6. The following condition may be appropriate for on-licensed premises such as a BYO restaurant:

a) the holder of a manager's certificate to be on duty during busy periods e.g. Thursday, Friday and Saturday nights.

6. CLUB LICENCE POLICY | KAUPAPA HERE RAIHANA KARAPU

INTRODUCTION

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

MAXIMUM TRADING HOURS

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

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

DISCRETIONARY CONDITIONS FOR CLUB LICENCES

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

7. SPECIAL LICENCE POLICY | KAUPAPA HERE RAIHANA MOTUHAKE

INTRODUCTION

- 7.1. A **special licence** can be either an on-site or off-site special licence:
- a) **On-Site Special Licence:** an on-site special licence is where a licensee can sell or supply alcohol for consumption on the premises to people attending an event described in the licence. Common examples include at a community event, or when a bar has a special licence to open earlier/close later for a significant event.
 - b) **Off-Site Special Licence:** an off-site special licence is where a licensee can sell the licensee's alcohol for consumption somewhere else, to people attending an event described in the licence.
- 7.2. No special licence will be issued where a permanent or variation of a permanent licence is more appropriate.
- 7.3. Any special licence for a series of events should not be for a period exceeding 6 months.
- 7.4. Generally, no premises should have more than 12 events under a special licence in any 12-month period. The DLC will require the multiple events named in a special licence application to be related in some way. Examples include a theatre group performing several performances over several days, or an organisation holding a series of quiz nights.

SPECIAL LICENCES: EVENTS FOCUSED ON CHILDREN AND YOUNG PEOPLE

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

SPECIAL LICENCES: DRIVING EVENTS

- 7.6. When deciding on whether or not to issue a special licence for a driving event, as well as having regard to the general criteria for issuing a special licence in section 142 of the Act, the DLC shall have regard to the appropriateness of associating the consumption of alcohol with driving events. Applicants must demonstrate they have put in place practical steps to minimise the risk of driving under the influence of alcohol. Where this cannot be effectively demonstrated, a licence may not be issued.
- 7.7. Minimising the risk of driving under the influence could include (but is not limited to⁵):
- a) provision of breathalysers or alcohol testing during the event;
 - b) provision of help with or information about sober drivers or alternative transport available to take participants home;
 - c) a reasonable range of food available at a reasonable price;
 - d) reduced prices for non-alcoholic beverages;
 - e) maximum number of serves per person; and/or
 - f) continuous supply of free drinking water.

MAXIMUM TRADING HOURS

- 7.8. The hours (opening and closing) and duration of a special licence are set at the discretion of the

⁵ See also the Guidelines for managing alcohol at large events published by Health New Zealand Te Whatu Ora published September 2020.

DLC for each event, having regard to the nature of the event, or series of events, as assessed on a case-by-case basis.

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

DISCRETIONARY CONDITIONS FOR SPECIAL LICENCES

- 7.9. In addition to the mandatory conditions for special licences outlined in section 147(3) of the Act, the DLC may issue a special licence subject to any reasonable conditions not inconsistent with the Act. Conditions relating to the following matters (as well as any other reasonable conditions) **may** be appropriate for special licences:
- a) specify the range of food, non-alcoholic and low-alcohol drinks to be provided;
 - b) alcoholic drinks to be sold by the glass or plastic container only;
 - c) areas to be clearly defined/cordoned off/demarcated where alcohol is being sold/consumed outside of the building e.g. beer tent. Where appropriate people are to remain within the defined area;
 - d) require licensed outside areas to be monitored;
 - e) require a management plan for the management of patrons in outdoor areas to minimise impacts on the amenity of nearby properties;
 - f) one way door restrictions from a specified time;
 - g) the holder of a manager's certificate is to be present when alcohol is available for sale. For large events or establishments, multiple managers may be specified;
 - h) restrict BYO alcohol and require security to check the public for alcohol as they arrive and confiscate any alcohol found;
 - i) where an event is taking place within an alcohol ban area require signage at the event exit to remind the public that when they leave the event, they will be entering an alcohol ban area;
 - j) for events with over 400 attendees, or as otherwise considered appropriate:
 - i. require an Alcohol Management Plan in a form acceptable to the DLC. The plan should identify alcohol related risks as they apply to the event and state how these will be mitigated; and
 - ii. specify the maximum number of alcoholic drinks per sale transaction, as appropriate.

8. DEFINITIONS| KUPUTAKA

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

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

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

9. REVIEW OF POLICY | HERENGA AROTAKE KAUPAPA HERE

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

RELATED DOCUMENTS

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

REFERENCES

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

VERSION CONTROL

Date	Summary of Amendments	Approved by
2018	First adopted	Masterton, Carterton and South Wairarapa District Councils
2024	<p>Amendments included: limiting the location of off-licence premises in relation to sensitive sites; reducing maximum trading hours for off-licence premises (excluding supermarkets and grocery stores) from 7.00am – 10.00pm to 9.00am to 10.00pm, and reviewed special licence guidance for:</p> <ul style="list-style-type: none"> • events across the year to provide flexibility and guidance to applicants in how events are structured over the year; • events focused on children and young people under 18; and • driving events: to require the DLC to have regard to the appropriateness of associating the consumption of alcohol with driving events. 	Masterton, Carterton and South Wairarapa District Councils

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WAIPIRO Ā-ROHE O WAIRARAPA

WAIRARAPA LOCAL ALCOHOL POLICY REVIEW: STATEMENT OF PROPOSAL





KUPU WHAKATAKI

INTRODUCTION

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

It includes the following sections:

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

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

4.00pm Sunday 20 October 2024.

HOROPAKI **BACKGROUND**

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

What is a Local Alcohol Policy?

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

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

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

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

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

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

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

What is a licence?

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

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

What has been considered in reviewing the policy?

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

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

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

Key findings from our background research

- Wairarapa has had a net increase of 23 licensed premises since the policy was introduced in 2018 - 17 in South Wairarapa, four in Masterton and two in Carterton. The growth in South Wairarapa has largely been driven by increases in Martinborough and Greytown which are areas that tourists to the Wairarapa tend to visit.
- Wairarapa has a higher proportion of people who consumed alcohol in the past year than elsewhere in the country (87.9 per cent average for Wairarapa compared to 80.4 per cent nationally).
- Almost 30 per cent of people aged 15 – 24 years in Wairarapa were identified as ‘hazardous drinkers’¹.
- Communities in deprived areas are at greater risk of alcohol-related harm and around half (52 per cent) of police-recorded alcohol harm in Wairarapa occurs in a private residential setting. The next most common location is a public space (38 per cent).
- There has been an increase in the number of alcohol-related driving offences. Wairarapa accounted for 15 per cent of alcohol-related driving offences in the greater Wellington region in 2023, up from 11 per cent in 2015.
- Wairarapa’s alcohol attractions play a significant role in its tourism offer. Tourism accounted for 6.1 per cent of tourism related employment in Wairarapa in 2023, up from 5.0 per cent in 2015.

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

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

TĀ TĀTOU TONO **OUR PROPOSAL**

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

Summary of key proposals

The key proposed changes are summarised below.

Description of Proposal	Reason for Proposal
<p>Proposal 1: Limiting the location of off-licence premises in relation to sensitive sites <i>Refer clauses 4.3 to 4.5 of the draft Policy and the Definitions section</i></p>	
<p>No new off-licences will be granted for premises within 100m of a sensitive site, unless an exemption applies. A sensitive site includes sites such as a childcare or educational facility, playground or recreational facility, healthcare facility, marae, a place of worship.</p> <p>Applications relating to existing off-licence premises are exempt. An exemption may also apply if the premises limits the exposure to alcohol sales and marketing and alcohol-related harm to the people using the sensitive site. This includes supermarkets and grocery stores because the Act prevents them from advertising alcohol products in a way that can be seen outside of the premises.</p> <p>The restriction has not been applied to on-licence premises. On-licence premises have additional host responsibilities that help minimise alcohol-related harm and are recognised for their contribution to Wairarapa’s tourism offer.</p>	<p>Reduces exposure to alcohol promotion for people who use sensitive sites which supports a reduction in alcohol-related harm. This aligns with feedback from stakeholders who advocated for the policy to provide protections for certain users, such as those visiting rehabilitation centres.</p> <p>Introducing a definition of sensitive sites into the policy will also provide clarity to the community, licensing inspectors and the District Licensing Committee should a licence application be opposed by the community on the basis of it being in close proximity to a sensitive site.</p> <p>The exemptions ensure an appropriate balance between harm reduction and minimising impacts to existing local businesses.</p>

Description of Proposal	Reason for Proposal
<p>Proposal 2: Reduced maximum trading hours of off-licence premises <i>Refer clause 4.7 of the draft Policy</i></p>	
<p>We are proposing to amend the maximum trading hours for off-licence premises from 7.00am to 10.00pm to 9.00am to 10.00pm.</p> <p>This excludes supermarkets and grocery stores which retain the hours of 7.00am to 10.00pm. Retaining 7.00am for supermarkets and grocery stores recognises that the sale of alcohol is not the primary purpose of these stores. This time provides for the convenience of shoppers carrying out their normal grocery purchases at this time.</p>	<p>The current policy modified the default national trading hours from 11.00pm to 10.00pm but did not reduce the start time. Reducing maximum trading hours is one tool councils can use to reduce the availability and accessibility of alcohol. This is supported by key stakeholders.</p> <p>Research shows that most alcohol consumed, is purchased from off-licence premises. Alcohol available from off-licence premises (e.g. RTDs) can also be a popular option for our communities at risk of alcohol-related harm (i.e. youth).</p> <p>Most off-licence premises (excluding supermarkets and grocery stores) do not advertise opening hours from 7.00am. This change therefore better reflects our local circumstances and ensures we do not see increased availability in future. It is also consistent with guidance on an effective local alcohol policy².</p>

² [Effective Local Alcohol Policy Guidelines \(Alcohol Healthwatch\)](#)

Description of Proposal	Reason for Proposal
<p>Proposal 3: Special Licences for events <i>Refer clauses 7.2 to 7.4 of the draft Policy</i></p>	
<p>A special licence is used to sell and supply alcohol to people attending an event. The Act does not allow a special licence where a permanent or variation of an existing permanent licence (e.g. on-licence) is more appropriate.</p> <p>The current policy considers one entertainment evening per month as reasonable before a permanent or variation to a permanent licence should be applied for. We have proposed an amendment to state that premises should not have more than 12 events under a special licence in any 12-month period, or that a special licence for a series of events should not exceed a period of six months.</p>	<p>New and emerging tourism means that events at certain times of the year are becoming more common, such as those associated with Matariki or Dark Skies over the summer.</p> <p>We have heard from some parts of our community that one event per month may not provide sufficient flexibility to applicants in how events are structured throughout the year. Amending the policy from one entertainment evening per month to a maximum of 12 events in a 12-month period increases flexibility for applicants in how they structure their events over the year, while not increasing the overall volume of events permitted. A six-month limit for a series of events provides guidance to applicants and the District Licensing Committee on how long a series of events may extend for.</p>
<p>Proposal 4: Special licences for events focused on children and young people <i>Refer clause 7.5 of the draft Policy</i></p>	
<p>The policy has been amended to state that special licences will not be granted for events focused on children and young people aged under 18 years old. Examples include children’s sports games, school galas and school kapa haka events.</p> <p>The age limit aligns with the legal age to purchase alcohol which is 18 years.</p>	<p>Statistics show that the prevalence of drinking is high among young people and the Health Promotion Agency states that “people who are exposed to alcohol marketing are more likely to start drinking at a younger age or participate in hazardous drinking behaviours.” The World Health Organisation (WHO) includes bans on exposure to alcohol advertising as one of the five ‘best buys’ for reducing alcohol-related harm³.</p> <p>This proposal offers protective factors for children and young people from exposure to alcohol promotion. It also supports a consistent approach being taken throughout Wairarapa and aligns with Council run events for children and young people which are increasingly becoming alcohol free.</p>

³ [Te Hīringa Hauora, Health Promotion Agency, statement on Alcohol advertising, promotion and sponsorship \(2022\)](#)

Description of Proposal	Reason for Proposal
<p>Proposal 5: Special Licences for driving events <i>Refer clauses 7.6 and 7.7 of the draft Policy</i></p>	
<p>We have proposed an amendment to state that in considering licence applications, the District Licensing Committee shall have regard to the appropriateness of associating the consumption of alcohol with driving events. Applicants must also demonstrate they have put in place practical steps to minimise the risk of driving under the influence of alcohol. Examples include providing information about alternative transport available, continuous supply of free-drinking water, and/or food available at a reasonable price.</p> <p>Driving events include demonstrations or events where cars drive in convoy together from location to location.</p>	<p>Evidence shows that alcohol is a key contributing factor in vehicle related crashes, with NZ Police stating alcohol and/or drugs are a factor in about a third of all fatal crashes⁴. There has also been an increase in the number of alcohol related driving offences in Wairarapa– up from 235 offences in 2015 to 332 offences in 2023⁵.</p> <p>This proposal supports a preventative approach to managing the potential risk of driving under the influence of alcohol.</p>

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

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

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

NGĀ MEA I WHAKAAROTIA E TE KAUNIHERA

OPTIONS CONSIDERED BY THE COUNCILS

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

Option 1

Councils adopt the proposed draft Wairarapa Local Alcohol Policy

This is our preferred option

Advantages

- The policy has been developed based on latest available information, including alcohol-related harm and tourism benefits.
- The policy supports an alcohol-related harm reduction approach but provides exemptions where appropriate to reduce impacts to existing businesses.
- The policy takes into account feedback received through the early engagement period.
- The flow and readability of the policy has been improved.
- The policy will enable greater consistency across the Wairarapa region.

Disadvantages

- May be perceived as restrictive by some applicants/licensees due to additional criteria.

Our proposed Wairarapa Local Alcohol Policy can be found on each of the Wairarapa District Council websites.

Masterton: mstn.govt.nz

Carterton: cdc.govt.nz

South Wairarapa: swdc.govt.nz

Option 2

Councils retain the current Wairarapa Local Alcohol Policy

Advantages	Disadvantages
<ul style="list-style-type: none"> • The current policy is familiar to the community, licensees and the District Licensing Committee. • The current policy offers some protective factors to children and young people. • May be preferred by some applicants/ licensees as there is less criteria. 	<ul style="list-style-type: none"> • Does not take advantage of opportunities to further reduce alcohol-related harm based on latest available information. • Does not respond to stakeholder feedback received through the early engagement period. • Does not take advantage of opportunities to clarify existing aspects of the policy that are unclear or applied inconsistently throughout Wairarapa. • Does not take advantage of the opportunity to improve the flow and readability of the policy.

Option 3

Councils revoke the Wairarapa Local Alcohol Policy

Local Alcohol Policies are not mandatory. However, they allow communities to have a say on the sale and supply of alcohol in their community. Without the policy, licensing decisions would be made based on the default criteria in the Sale and Supply of Alcohol Act 2012.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Premises would have more flexibility in when and where they sell and supply alcohol. • Council resources would not be required to review the policy in future. 	<ul style="list-style-type: none"> • May lead to an increase in alcohol-related harm. • Would not offer protective factors for our communities at most risk of alcohol-related harm. • Views and preferences of the community would not be reflected in licensing decisions. • Does not align with feedback from key stakeholders, including those that Council is required to consult with under the Act. • Would be a significant shift from Council's current position.

HE AHA ATU NGĀ MEĀ I WHAKAAROHIA? **WHAT ELSE HAS BEEN CONSIDERED?**

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

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

TE ĀHUA O TŌ TUKU KŌRERO

HOW YOU CAN HAVE YOUR SAY

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



Complete our online submission form at: mstn.govt.nz, cdc.govt.nz, or swdc.govt.nz



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



Pick up a submission form from one of our libraries or customer service centres or print out our printer-friendly form from the websites above. Post it to Masterton District Council, Freepost 112477, PO Box 444, Masterton 5840, or drop it off to one of our libraries or customer service centres.

Masterton District Council	161 Queen Street, Masterton
Carterton District Council	28 Holloway Street, Carterton
South Wairarapa District Council	19 Kitchener Street, Martinborough



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

Submissions close at 4.00pm on Sunday 20 October 2024

Hearing

A joint hearing with representatives of the Wairarapa District Councils will be held Wednesday 23 October 2024 to provide any person or organisation who makes a written submission the opportunity present their views.

Please indicate on your submission form that would you like to speak at the hearing and include an email address or phone number. We will contact you to arrange a time.

What happens next?

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

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

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



Masterton District Council
mstn.govt.nz
06 370 6300
161 Queen Street, Masterton



Carterton District Council
cdc.govt.nz
06 379 4030
28 Holloway Street, Carterton



SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau

South Wairarapa District Council
swdc.govt.nz
06 306 9611
19 Kitchener Street, Martinborough

7.2 PARKING STRATEGIC ACTION PLAN

File Number:

Author: Matt Steele, Economic Development Lead

Authoriser: Kym Fell, Chief Executive

PURPOSE

This report provides Council with an overview of the challenges and opportunities around parking in the Masterton central business district and fringes, and seeks agreement to changes to address the challenges and opportunities set out.

RECOMMENDATIONS

That Council

1. Notes the challenges and opportunities around parking in the Masterton central business district and surrounding areas
2. Notes the proposed new time-limited parking zones to address parking challenges in hotspot areas
3. Notes that a new bylaw is proposed to address issues with businesses using public parking for their businesses
4. Notes that consultation on the new time-limited parking zones, and the business parking bylaw, will be included as part of the wider bylaw review, which will be considered by Council in 2025
5. Agrees to retain the existing paid parking zones in the Masterton CBD, with replacement parking infrastructure to be budgeted for in the upcoming Annual Plan
6. Agrees to include consideration of the expansion of paid parking as part of the 2027 Long-Term Plan process
7. Notes the Strategic Action Plan (Attachment 1) will be updated to reflect the decisions made in this meeting

CONTEXT

Parking resources in Masterton are provided and managed in an equitable and coherent way, contributing to the accessibility and vitality of the Masterton District, particularly in the town centre. Parking enables vehicle access to destinations for residents, staff and visitors without compromising safety, efficiency and amenity of roads, cycleways, footpaths, public transport and adjoining land uses.

Masterton District Council (MDC) manages parking across the district to meet community, business and visitor needs while minimising adverse effects on community wellbeing including economic, social, cultural, health, safety and environmental. The principles that underpin our parking management approach include:

- Maximising the efficient use of parking resources, including on-street parking where appropriate

- Managing parking to minimise adverse effects on transport safety and efficiency
- Providing and managing on-street parking and loading in areas of high demand
- Managing and controlling parking to avoid parking behaviours which may compromise safety or cause a nuisance to other transport users
- Managing parking resources to provide for the needs of the surrounding land use activities including mobility, loading, drop-off and residents.

MDC currently has a multifaceted approach to managing parking in the district. In the main CBD area, which encompasses Queen Street and side streets between Worksop Road and King Street, parking spaces are metered at \$1 per hour for a maximum stay of two hours. In other hotspot areas, including off-street carparks, CBD fringes, and Kuripuni and Lansdowne shopping villages, parking is time-limited with a maximum of two hours occupation. All other off-street parking, and on-street parking outside the hotspot areas, is free of charge and not time-limited. MDC employs third party contractors to enforce the parking restrictions detailed above. These contractors also ticket vehicles for inappropriate/inconsiderate parking, such as blocking driveways and entranceways.

Parking Challenges

Masterton is facing a number of challenges with regards to parking, with one of the most pressing issues being the outdated parking meter system. These aging meters are becoming increasingly problematic as the supplier no longer produces replacement parts, making repairs impossible. Many meters have ceased functioning altogether, resulting in significant revenue loss. Additionally, their coin-only operation often leads to non-payment as many people no longer carry cash.

Another significant concern is the misuse of on-street parking by commercial businesses. This is particularly evident in areas such as Dixon Street near Memorial Park, Wholesalers operate, and near QEII Park. Adding to this problem is the presence of unwarranted and unregistered vehicles taking up valuable parking spots.

The lack of time-limited parking in certain areas of town has created additional challenges. Without proper time restrictions, many people use these spots for all-day parking, particularly while at work. This practice significantly reduces vehicle turnover and can negatively impact the visitor experience, as tourists and shoppers struggle to find available parking spaces.

Several hotspots have been identified where these parking issues are particularly acute. These areas include the vicinity of QEII Park, the Recreation Centre, the Woolshed, Shear History, and the Kuripuni area.

How things are working – compliance

Analysis of parking enforcement data shows that there are two main reasons for infringement tickets. The most common offence is overstaying, where drivers exceed the posted time limits or the time that they have paid for in the meters. The second most common offence is 'parking over the line' or 'outside of the marked bay,' which typically results from inconsiderate parking behaviour that affects other drivers' ability to use adjacent spaces.

A recent spot check in November 2023 highlighted compliance issues on Queen Street, with 41% of vehicles (98 parks) having not paid for parking or where meters had expired. This high rate of non-compliance may be partially attributed to the coin-only payment system, as many drivers may not have coins on hand to pay for parking.

On a more positive note, there was high levels of compliance at mobility parking spaces, with every car in these spaces displaying a mobility pass. This encouraging trend demonstrates that drivers generally respect and understand the importance of keeping these essential spaces available for those who need them most.

How things are working – revenue

Our parking fee structure remains competitive when compared to other regional centres of similar size. However, a detailed analysis of the 2022/23 financial year reveals some concerning trends in our parking revenue streams.

Total revenue for 2022/23 amounted to \$235,000, split between two main sources. Parking meter revenue contributed \$130,000, though this figure has been steadily declining since 2018/19 due to widespread meter malfunctions. The remaining \$105,000 came from parking infringements, which has remained relatively stable over the years.

Operating expenditure for 2022/23 reached \$237,000, excluding carpark maintenance costs. This figure encompasses several key expenses: enforcement contractor costs, meter maintenance, legal proceedings, MDC's regulatory team staffing, and depreciation of parking meter assets. Notably, over the past five years, there has been a substantial increase in both contractor costs and parking meter maintenance expenses, putting additional pressure on the already tight operating budget.

Other considerations

Masterton District has experienced significant demographic changes, with a notable population growth of 9.5% between 2013 and 2018. Currently, the district supports over 38,000 registered vehicles, and projections indicate a further population increase of more than 5,000 residents over the next decade. This growth trajectory will inevitably impact parking demands and urban mobility patterns.

The district is also undergoing major urban renewal through several town centre redevelopment projects, including upgrades to the Town Hall, Library, and CBD areas. These developments will reshape how people access and utilize the town centre, necessitating careful consideration of parking provisions and accessibility.

Looking ahead, several societal trends are influencing parking requirements and transportation patterns. The increasing focus on emissions reduction is driving changes in travel behaviour, while the rise of remote working is altering traditional commuting patterns. Additionally, the district's aging population presents unique challenges and considerations for parking accessibility and urban mobility planning.

These various factors must be carefully balanced to ensure our parking infrastructure can effectively serve the community's evolving needs while supporting environmental sustainability goals and accommodating changing work patterns.

Examples from other areas

Taupo

In response to the COVID-19 pandemic, Taupo received \$20 million in government funding for shovel-ready projects, which sparked a comprehensive redevelopment of its central business district and complete overhaul of parking infrastructure. The town's main shopping precinct now features a mix of 30-minute and 60-minute free parking areas, while areas beyond the central zone offer unrestricted parking options, including off-street facilities. The parking management approach appears to be rigorous, with the council issuing 11,730 parking infringements in the 2022/23 period—a substantial figure that notably exceeds Masterton's 3,146 infringements during the same timeframe.

Feilding

Feilding's parking management strategy has historically been less developed compared to other areas, characterized by an absence of time limits and parking charges in its central business district. This approach created significant challenges, with CBD parks frequently occupied all day, effectively preventing shoppers from accessing business areas. A Council survey in 2019 revealed an alarming parking situation, with over 85% occupancy observed on Wednesdays and Fridays. Business owner feedback in 2023 further highlighted the deteriorating parking conditions, prompting the Council to introduce time-limited parking in the CBD, complemented by free off-street parking options. However, enforcement of these new parking regulations only commenced in July of that year. Notably, the costs associated with parking enforcement are entirely funded through rates, with 75% sourced from the general rate and 25% targeted at CBD businesses.

Wellington

Wellington has experienced a significant transformation in its parking landscape over recent years. From a peak of 3,170 metered car parks in 2018, the city saw a dramatic reduction to just 2,010 by early 2024. However, the Council has now charted a new course, deciding to reinstate metered parking with an ambitious plan to increase the number to 3,060 by 2028. This resurgence will be achieved through the conversion of nearly 1,200 coupon parks (parks where users can buy coupons to park for the whole day) back to metered spaces. The strategic shift promises financial benefits, with the city projected to generate \$40.9 million in parking revenue this financial year. Complementing these changes, Wellington has also invested in innovative meter technology, enabling dynamic adjustments to time limits and charges to support various events and city needs.

ANALYSIS AND ADVICE

The need to replace our parking meter infrastructure provides us with an opportunity to review our parking management approach, including both our paid parking areas in the CBD, and our time-limited parking areas on the fringes and hot spot areas.

A number of potential approaches to manage parking across the CBD and fringe areas are detailed below. Where possible, an analysis of the estimated revenue and expenditure for each option, based on historical data for Masterton and estimated costings of new infrastructure.

For each of the options it is assumed that licence plate recognition equipment is used for enforcement. License plate recognition (LPR) technology is become more common across councils in New Zealand and offers significant advantages for parking enforcement, including improved efficiency and accuracy in monitoring parking compliance. By using automated cameras that can quickly scan and verify vehicle information, we can reduce operational costs, increase revenue collection, and provide real-time monitoring of parking areas. The technology enables enforcement officers to cover more ground with less manual effort.

Included in the costs for all options are LPR cameras, handheld ticket machines, software and staff costs. For the paid parking options, each option has costs of new parking meter infrastructure and software costs included.

It is important to note that the above assumptions for equipment and operations have been included as a baseline. The actual operational model will be confirmed through a procurement process, with a focus on accuracy and value for money.

Bylaw changes for time-limited parking and business issues

The recent parking study, observations from Council regulatory staff, and feedback from the community, suggest that there are some issues around the availability of parking in fringe areas particularly Queen Elizabeth Park, Kuripuni, and Lansdowne shopping village. To help address these issues the following changes are proposed:

- P120 for the on-street parking on both Queen Street and Crayne Street in Kuripuni Village. This is recommended to encourage turnover for the on-street carparks, supporting the nearby businesses. Those in need of longer-term parking are able to utilise the off-street carpark behind the Kuripuni shops.
- Implementation of P120 restrictions for the on-street carparks in the immediate vicinity of the First Street shopping village. Those in need of longer-term parking are able to utilise the surrounding areas, which are unrestricted.
- P120 for the on-street parking for both the east and west side of Dixon Street, between Park Avenue and Memorial Drive. Making this area P120 will encourage turnover in an area that sees high visitor numbers due to Queen Elizabeth Park, Woolshed Museum, Aratoi, and the Trust House Recreation Centre. Those in need of longer-term parking are able to utilise the off-street carpark in Queen Elizabeth Park, as well as the nearby Horseshoe carpark.

Time-limited parking is part of MDC's Traffic Bylaws. It is proposed that the above changes are consulted on as part of the upcoming Wairarapa Combined Bylaws consultation. Further advice on this will be provided to council in the new year.

Another issue that has been raised by regulatory staff and members of the public is vehicle businesses storing vehicles on the road, occupying large sections of on-street parking. This issue is particularly acute on Dixon Street both near Queen Elizabeth Park and the intersection with McKenna Street. As part of the Bylaws consultation, it is proposed that a new provision be included to restrict vehicles in connection with trade or business being parked on the road for storage purposes.

Parking Management Options

The need to replace Council’s existing parking meters presents an opportunity to review how parking is managed in the area. Detailed below are a set of potential approaches to manage parking in the paid parking area in the CBD. Included with each option is the estimated revenue and associated expenditure.

For each option it is assumed that licence plate recognition (LPR) technology is used for enforcement, which is widely used across the country. Included in the costs for all options are LPR cameras, handheld ticket machines, software and staff costs.

For all paid parking options, each option has the costs of new parking meter infrastructure and software costs included. It is also assumed that paid parking is on a pay by plate basis, and for on-street parking in the CBD vehicles can move within the paid parking zone during the time that has been paid for. Final decisions on the types of parking meters, number etc would be made as part of the procurement process for replacement infrastructure.

Approach 1 – Business as Usual

- Replaces existing pay by space meters with pay by plate meters.
- Better utilise technology, with consideration of apps for payment, as well as different payment options.
- Covers the existing paid parking footprint – on-street parking.
- Retains current pricing – \$1 per hour

Approach 1 Revenue and Costs		
	Annual	10 Year
Meter Revenue	\$244,000	\$2,440,000
Infringement Revenue	\$290,000	\$2,900,000
Total Revenue	\$534,000	\$5,340,000
Parking Meter Costs	\$62,000	\$620,000
Enforcement Asset Costs	\$25,000	\$250,000
Operational Costs (Staff)	\$235,000	\$2,350,000
Maintenance Costs	\$5,000	\$50,000
Legal Fees	\$47,000	\$470,000
Total Costs	\$374,000	\$3,740,000
Net Revenue (NPV)	\$160,000	\$1,600,000

Approach 2 – Expanded Town Centre

- This is similar to Approach 1.
- Pricing for on-street parking would remain at \$1 per hour
- This approach introduces paid parking to the five public off-street car parks in the paid parking area (Library (41), ACC (14), Perry Street (7), Woolshed (43) and Southey (24))

- In the five off-street car parks users would be able to stay as long as they need, with pricing used to manage demand (\$1/hr).

Approach 2 Revenue and Costs		
	Annual	10 Year
Meter Revenue	\$487,000	\$4,870,000
Infringement Revenue	\$290,000	\$2,900,000
Total Revenue	\$777,000	\$7,770,000
Parking Meter Costs	\$85,000	\$850,000
Enforcement Asset Costs	\$25,000	\$250,000
Operational Costs (Staff)	\$235,000	\$2,350,000
Maintenance Costs	\$6,000	\$60,000
Legal Fees	\$47,000	\$470,000
Total Costs	\$398,000	\$3,980,000
Net Revenue (NPV)	\$379,000	\$3,790,000

Approach 3 – Town Centre and Centre Fringe

- This approach builds on approach 2 and includes the introduction of paid parking in the main public commuter and shopping areas on the fringe (excluding Horseshoe and QEII car parks), as well as introducing paid on-street parking to King and Bruce Streets
- Pricing for the on-street car parks, and the five off-street car parks from approach 2 remain as set out above
- The off-street carparks on the fringe are currently free and many experience high demand and little turnover. They are often used by employees of CBD businesses to park all day.
- The pricing for these car parks would be \$0.50/hr, capped at a \$3 a day charge.

Approach 3 Revenue and Costs		
	Annual	10 Year
Meter Revenue	\$706,000	\$7,060,000
Infringement Revenue	\$290,000	\$2,900,000
Total Revenue	\$996,000	\$9,960,000
Parking Meter Costs	\$134,000	\$1,340,000
Enforcement Asset Costs	\$25,000	\$250,000
Operational Costs (Staff)	\$235,000	\$2,350,000
Maintenance Costs	\$10,000	\$100,000
Legal Fees	\$47,000	\$470,000
Total Costs	\$451,000	\$4,510,000
Net Revenue (NPV)	\$545,000	\$5,450,000

Approach 4 – Enforcement Only

- This approach would see the removal of all parking meters in the CBD and use enforcement to manage parking demand
- Using mobile and handheld LPR equipment will increase the number of infringements issued and improve efficiency and accuracy of the infringement process
- The removal of parking meters will result in decline in revenue and may require a targeted or general rate to subsidise parking activities
- It is expected that infringement revenue would decline over time as behaviour changed and compliance improved

Approach 4 Revenue and Costs		
	Annual	10 Year
Meter Revenue	\$0	\$0
Infringement Revenue	\$290,000	\$2,900,000
Total Revenue	\$290,000	\$2,900,000
Parking Meter Costs	\$0	\$0
Enforcement Asset Costs	\$25,000	\$250,000
Operational Costs (Staff)	\$235,000	\$2,350,000
Maintenance Costs	\$0	\$0
Legal Fees	\$47,000	\$470,000
Total Costs	\$374,000	\$3,070,000
Net Revenue (NPV)	\$-17,000	\$-170,000

Comparison of Approaches – 10 years

Comparison of Approaches				
	Approach 1	Approach 2	Approach 3	Approach 4
Meter Revenue	\$2,440,000	\$4,870,000	\$7,060,000	\$0
Infringement Revenue	\$2,900,000	\$2,900,000	\$2,900,000	\$2,900,000
Total Revenue	\$5,340,000	\$7,770,000	\$9,960,000	\$2,900,000
Parking Meter Costs	\$620,000	\$850,000	\$1,340,000	\$0
Enforcement Asset Costs	\$250,000	\$250,000	\$250,000	\$250,000
Operational Costs (Staff)	\$2,350,000	\$2,350,000	\$2,350,000	\$2,350,000
Maintenance Costs	\$50,000	\$60,000	\$100,000	\$0
Legal Fees	\$470,000	\$470,000	\$470,000	\$470,000
Total Costs	\$3,740,000	\$3,980,000	\$4,510,000	\$3,070,000
Net Revenue (NPV)	\$1,600,000	\$3,790,000	\$5,450,000	-\$170,000
Net Revenue (NPV) – Annual	\$160,000	\$379,000	\$545,000	-\$17,000

An analysis of the estimated revenue and expenditure (over 10 years) is shown in the table above. Expenditure includes LPR cameras, handheld ticket machines, software and staff costs; for the pricing approach options this includes new parking meter infrastructure and software costs. Revenue includes money received from meters and infringements.

The analysis shows a significant range of cost savings between the pricing-approach options, ranging from \$160,000 per annum for replacement of existing meters (Option 1) to \$545,000 per annum for the most expansive pricing approach option (Option 3). By contrast, the enforcement-approach option (4) will incur a cost to Council of around \$17,000 per annum.

OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
1 That Council: Agrees to retain the existing paid parking zones in the Masterton CBD, with replacement parking infrastructure to be budgeted for in the upcoming Annual Plan; and Agrees to include consideration of the expansion of paid parking as part of the 2027 Long-Term Plan process.	<ul style="list-style-type: none"> - Retains the existing paid parking areas in Masterton, which users are used to - Allows the replacement of infrastructure which is failing and no longer fit for purpose - Replacing infrastructure will ensure that parking fees can be paid, ensuring that user pays for parking remains (in line with the Revenue and Finance Policy) 	<ul style="list-style-type: none"> - Initial investment required in Infrastructure. However this will be repaid from parking revenue

2	That Council: Agrees to progress one of the other paid parking approaches, for consultation next year.	<ul style="list-style-type: none"> - Increasing the paid parking areas would increase parking revenue - Increasing paid parking areas may help address parking issues that have been identified 	<ul style="list-style-type: none"> - Initial investment required in Infrastructure. However this will be repaid from parking revenue - Expanding paid parking may not be well received by stakeholders - Pushing ahead with expansion now does not give time for other changes to take effect and for their impacts to be assessed.
3	That Council: Agrees to progress approach 4, enforcement only, for consultation next year.	<ul style="list-style-type: none"> - No investment required in Infrastructure - Removes the payment requirement for users parking in the CBD 	<ul style="list-style-type: none"> - Is not in line with the Revenue and Finance Policy - Removes consistent revenue stream meaning that parking would likely need to be subsidised by rates

RECOMMENDED OPTION

Option 1 is recommended. This option continues the current parking approach while providing flexibility for future improvements. It maintains paid parking zones and allows the council to replace existing infrastructure with more efficient payment systems. By keeping paid parking, the council can address stakeholder concerns, generate necessary revenue, and ensure that users—including those from outside the district—contribute to parking costs (in line with the Revenue and Finance Policy)

The option includes evaluating potential parking zone expansions during the 2027-2037 Long-Term Plan process. This approach allows time to assess the impact of recent bylaw changes and new parking infrastructure before making further changes.

Removing paid parking is not recommended, as it would likely require subsidizing parking costs through rates, which contradicts the council's user-pays policy.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

The Local Government Act 2002 sets out the responsibility and powers of territorial authorities to provide parking spaces and set parking restrictions. MDC details the rules and regulations for public parking through the Wairarapa Consolidated Bylaw, Traffic Bylaw Part 10. Any changes to the rules and regulations for parking as a result of this paper will be reflected in the bylaws.

MDC's Revenue and Finance Policy outlines the revenue sources used to fund the range of services the Council provides. It also sets out the factors that Council must consider when determining its funding sources in accordance with section 101(3) of the Local Government Act

2002. Under this policy, Council seeks to maximise the portion of the service paid for through user fees and charges wherever feasible and appropriate.

Significance, Engagement and Consultation

The proposed changes to the bylaws set out in this paper will be consulted on as part of the Wairarapa Consolidated Bylaws Review.

As the recommended option for paid parking does not change the extent of the paid parking zone, consultation is not required under the Significance and Engagement Policy. However, if Council resolves to pursue another option, consultation and engagement with the community will need to take place.

Financial Considerations

As set out above, parking is intended to be user pays under the Council's Revenue and Finance Policy.

Under the recommended option, this would remain in place. While an initial upfront investment to replace infrastructure would be required, this and other associated costs would be covered through the resulting revenue from parking charges and enforcement.

Implications for Māori

There are no specific implications for Māori as a result of the recommendations of this report.

Communications/Engagement Plan

The proposed bylaw changes will be communicated as part of the Wairarapa Consolidated Bylaws Consultation.

If the Council agrees to proceed with the recommended option, a detailed communications plan will be developed to support the implementation of the new infrastructure.

Environmental/Climate Change Impact and Considerations

Paid parking offers significant environmental benefits by reducing traffic congestion and unnecessary driving, which directly decreases vehicle emissions. The financial disincentive of parking costs motivates people to plan trips more carefully, consolidate errands, and make more thoughtful transportation decisions.

NEXT STEPS

If Council agrees to the proposed recommendations, officers will undertake a procurement process for new parking infrastructure, with a focus on cost effectiveness and fit for the requirements of the Masterton district.

ATTACHMENTS

1. **Parking Strategic Action Plan** [↓](#)

STRATEGIC ACTION PLAN: PARKING

Vision: To maintain Masterton's public parking resource in a way that maintains and improves equity, accessibility, safety and convenience while supporting the local economy. We aim to manage parking efficiently, operating a user pays system for town centre car parks, and an enforcement and education approach outside the town centre area.

What are the problems we are trying to address?

Infrastructure

Council parking meter infrastructure is approaching end of life. The machines were installed many years ago and the supplier no longer produces parts, making repairs difficult. Six meters are currently out of order. The meters only accept coins, limiting payment options. Spot check saw approx 41% of people not paying.

Regulatory/Practice Change

A number of Issues have been identified by the regulatory team including:

- Commercial premises taking up a large number of on-street parks with vehicles associated with business and/or staff parking
- Concerns around unwarranted/unregistered vehicles being left on streets
- Lack of time limited on-street parking near QEII Park and in Kuripuni prevents vehicle turnover
- Calls for more mobility and special uses spaces in some areas
- Lack of consistency across our loading zones

What opportunities exist?

Parking Management

The need to replace our parking meter infrastructure provides us with an opportunity to review our parking management approach, including our paid parking areas, and whether we should expand to include some of our off street car parks or other areas.

What we propose to do

- Replace current parking meter infrastructure with new infrastructure which allows flexibility in payment methods (card, app, cash)
- Consider pay by plate over pay by space, allowing people to move around in designated zones
- Utilise licence plate recognition technology to manage compliance

- Ticketing unwarranted and unregistered vehicles to help address on street parking issues.
- Implementing time limited parking in 'hot spots' (e.g. around QEII Park and Kuripuni) to increase parking turnover in these areas.
- Other bylaw amendments to implement and support decisions relating to infrastructure/management.

- Our existing paid parking zone provides convenient parking outside businesses, while ensuring turnover
- New technology provides an opportunity to consider if these zones should be expanded, or include our off street parks.
- Four potential approaches have been identified, with more detail here

Outcomes we are trying to achieve

- Well managed parking supports the CBD by making it easy for people to park near where they want to be.
- Updating parking meter infrastructure will make it easier for people to pay for parking by providing choice in parking methods.
- Improving meters, enforcement, and potentially expanding pay zones, increases the amount of net revenue and reduces the rates burden for parking and associated costs.
- Increasing user pays, consistent with our Revenue and Finance Policy approach, spreads some of the costs to those from outside Masterton district.
- Regulatory changes will help address concerns raised by a number of people, particularly parking issues around QEII Park and Dixon Street and McKenna Street.
- Increasing parking turnover supports accessibility.

Parking Management Options (Maps on Page 2)

Option 1: BAU (Map 1)

- Replace current meters with new technology (detailed above).
- Better utilise technology (app etc).
- Covers the existing paid parking footprint - Queen Street between King Street and Worksoop Road, Park Street, Lincoln Road between Chapel and Queen Streets, Perry Street between Chapel and Queen Streets, and Jackson Street.
- Retain existing pricing for all parking - \$1 per/hour.

Option 3: Town Centre and Fringe (Map 3)

- Includes all the features of Option 2: Town Centre and Fringe.
- Expands paid on-street parking to King Street and Bruce Street.
- Introduces paid parking in the main public commuter and shopping areas on the fringe (excluding Horseshoe and QEII car parks).
- These carparks are currently free and may experience high demand and little turnover.
- Pricing of \$0.50 per/hour, capped at a \$3 a day charge.

Other Considerations

- Population Growth - 9.5% increase in population between 2013 and 2018 and an estimated 5,000 additional people over the next 10 years
- Quality and access to alternative modes of transport is poor in Masterton. The local bus and inter-regional train services have poor frequency and hours of operation. This lack of options, coupled with the linear layout of town centre means there are long distances between key destinations, results in high demands for parking at key destinations.
- The impact of Council projects on parking, particularly during works (to be assessed through the projects):
 - Town Hall and Waiata House
 - CBD Revamp
 - Library redevelopment
- Other factors:
 - Differing parking needs of an ageing population
 - Emissions reduction
 - Working from home and its impact on parking usage

PARKING MANAGEMENT OPTIONS

Map 1: Business As Usual



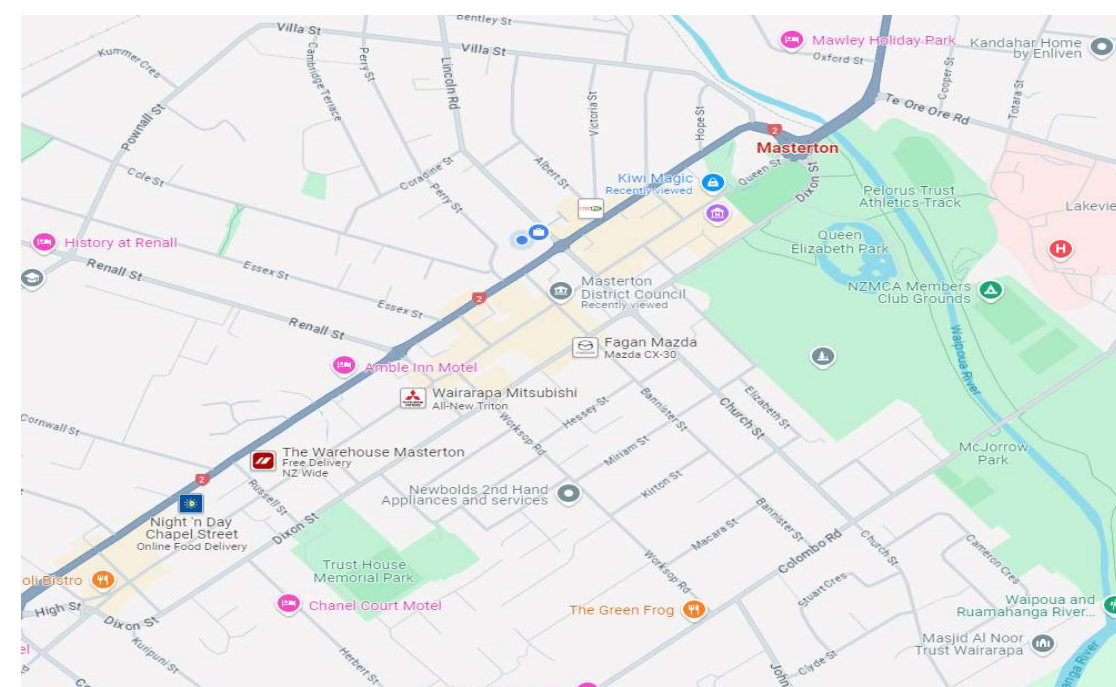
Map 2: Expanded Town Centre



Map 3: Town Centre and Fringe



Map 4: Enforcement Only



7.3 PANAMA VACANT LAND - NEXT STEPS

File Number:

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PURPOSE

This paper provides an update on the project regarding the vacant land at Panama Village, which includes the land adjacent to the existing housing and 116 Ngaumutawa Road, and seeks Council's agreement to the proposed next steps.

RECOMMENDATIONS

That Council

1. Notes that on 1 August 2024, the Honourable Justice Radich at the Wellington High Court made an order under section 53 of the Charitable Trusts Act 1957 approving Council's proposed scheme for Panama Village under Part 3 of that Act
2. Notes that Council has complied with the process set out in sections 140 and 141 of the Local Government Act 2022 (LGA 02) by taking reasonable steps to confirm with the donor's potential successors that they hold no further interest in the land, as required under the Local Government Act
3. Agrees to proceed with the process to sell or lease the vacant land adjacent to Panama Village
4. Agrees to the development of an expressions of interest process (EOI process)
5. Notes that Council approval to commence the EOI process will be sought in 2025.

CONTEXT

2022 LTP Amendment

MDC has operated senior housing at Panama Village since 1966, when the land and buildings were transferred to MDC from the Wairarapa Health Board under a Council Scheme that controls the use of the land and buildings at Panama Village (which honours the intent of the original bequest from Arthur Whatman). The conditions of the Council Scheme required MDC to provide housing at the site; and to seek High Court approval to amend the Council Scheme to sell or lease either the housing or the adjacent vacant land.

As part of the LTP 2021-31 process, MDC resolved to investigate selling the vacant land at Panama Village to someone else to provide public housing at the site. MDC were advised by Simpson Grierson that in order to sell the vacant land at Panama Village it would need to undertake an LTP amendment process and then seek approval from the High Court to amend the Council Scheme.

Work on the amendment to the LTP 2021-31 commenced in September 2021. A series of Council workshops were held to inform the development of the amendment, with discussions focused on agreeing the options for consultation, and outlining the High Court approval process.

Over March–May 2022 MDC undertook consultation on Council’s preferred option of selling the vacant land at Panama Village for the provision of public housing, with the proceeds of any sale to be used on supporting infrastructure and reinvested in MDC’s existing housing portfolio. This consultation included direct engagement with Panama residents, including assurances that the proposal was only for the vacant land and not the existing housing.

Through the deliberations, Council agreed to amend the LTP 2021-31 to give effect to the preferred option, to sell the vacant land.

In June 2022 MDC adopted the amended LTP 2021-31. Following adoption, officers commenced work with Simpson Grierson on the High Court application to create a new charitable scheme governing Panama Village, which would enable the future sale or lease of the vacant land.

High Court Application Process

The High Court application process commenced in late 2022, following the adoption of the amended LTP. Simpson Grierson led the application process for the Council.

The process suffered delays due to resourcing issues at Crown Law. It was important to engage Crown Law in the process to ensure that the application was robust, and there were no government objections.

MDC’s application was submitted to the High Court on 21 May 2024. The public were notified of the application through the Wairarapa Times-Age and our website, in line with legislative requirements. Those wishing to oppose the scheme were invited to submit to the High Court, Simpson Grierson, or Crown Law, ahead of the hearing.

Four submissions were received in opposition to the scheme. One of those submissions was received outside deadline, but Council agreed to waive any objection to this submission being considered as a show of good faith.

The application was heard at the High Court in Wellington on 15 July 2024, by Hon Justice Paul Radich. Simpson Grierson presented on the Council’s behalf, with one of the submitter groups attending and presenting.

Council and the other parties received the judgement on 1 August 2024, with the decision made to accept the Council’s proposed scheme, to allow the vacant land to be leased or sold for public housing, without amendment. All parties were given two weeks to appeal, however no appeals were received. The judgement was gazetted in September 2024.

Compliance with the LGA 02

Under section 141(1)(d) of the LGA 02, Council must make a reasonable attempt to notify the successors of the donor (in this case Arthur Whatman’s successors) that it intends to sell/lease the vacant land and provide them with a reasonable opportunity to comment on the proposal to sell/lease the vacant land.

As far as we can establish, with support from researchers at Simpson Grierson, there are no living relatives of Arthur Whatman. Acting on legal advice, we also contacted Te Whatu Ora and the Salvation Army, as potential successors with an interest in the land. Te Whatu Ora were identified as a potential successor as the land was previously held by the Wairarapa Health Board, while the Salvation Army were identified because the organisation was also gifted land by Arthur Whatman. Both parties have confirmed that they hold no further interest in the land and had no comments on the proposal.

Under section 141(1)(a) of the LGA 02, the proposed use of the proceeds of the sale/lease of the vacant land must be consistent with the purpose of the endowment. The charitable scheme governs the purpose of the endowment (now public housing) and as both the Attorney-General and the High Court concluded, the use of the proceeds for meeting the cost of infrastructure upgrades and other specified purposes under clause 9 of the charitable scheme is consistent with the public housing purpose.

Next Steps

Following the completion of the High Court process, and compliance with the provisions of the LGA 02, Council is now in a position to resolve to seek proposals for the sale or lease of the vacant land.

Clauses 8.1 and 8.3 of the charitable scheme empower the Council to sell or lease the vacant land for the purpose of providing and facilitating public housing with a covenant or encumbrance placed on the land to restrict its use for those purposes.

Clause 8.2 of the charitable scheme requires the Council (before accepting any sale or lease proposal) to first publicly notify its intention to sell or lease the vacant land and call for both sale and leasing proposals. In order to satisfy this requirement, officers will develop an EOI Process and seek Council approval to commence the process in early 2025. In the interim, officers will begin informal engagement with potential local providers, including iwi entities.

It is important to note that Council can add terms for developers/potential partners but don't have to accept any proposal. Considerations to be included in the EOI Process will include timing, form, and extent, of the public housing development, completion of infrastructure upgrades/payment of development contributions, and how the Council's contribution (from the sale proceeds) to the infrastructure upgrades would be applied to safeguard the Council's funding.

The land at Panama will likely need to be subdivided as part of this work. To support this, Council will have a draft survey of the land area (including the vacant land) completed in early 2025. It is intended that any further work to support the subdivision will be confirmed once a purchaser or leaseholder has been identified.

SUMMARY

In summary, the decisions required in this report are to continue the process to be able to sell or lease the vacant land adjacent to Panama Village for public housing, and to direct officers to develop an EOI Process for identifying potential purchasers or leaseholders. Council has satisfied the requirements set out in both the charitable scheme governing Panama Village, and the requirements under the LGA 02.

OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
1 Recommended Option Council agrees to develop an expressions of interest process to proceed with the process to sell or lease	<ul style="list-style-type: none"> - Continues to progress the work in line with the direction set out in the Long-Term Plan - Allows conversations to begin with 	<ul style="list-style-type: none"> - No disadvantages identified

	the vacant land adjacent to Panama Village	potential purchasers and leaseholders	
2	<p>Alternative Option:</p> <p>Council does not agree to develop an expressions of interest process to proceed with the process to sell or lease the vacant land adjacent to Panama Village</p>	<ul style="list-style-type: none"> - No advantages identified 	<ul style="list-style-type: none"> - Does not progress the work in line with the direction set out in the Long-Term Plan

RECOMMENDED OPTION

Option 1 is recommended. This ensures that Council will be able to continue with the work to sell or lease the vacant land adjacent to Panama Village, in line with the direction set out in the Long-Term Plan

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

The project to progress more housing on the vacant land at Panama Village aligns with the key priorities adopted by Council as part of the Long-Term Plan 2024-34.

Significance, Engagement and Consultation

Council undertook a full consultation process as part of the 2021-31 Long-Term Plan Amendment process. Interested parties were also given an opportunity to submit as part of the High Court application process.

As the recommendation in this report implements the decision reflected in the LTP Amendment, and the judgement of the High Court, no further consultation is necessary in relation to the decision in this report.

Financial Considerations

The work to develop the EOI process, and undertake a draft survey of the land, will be funded from within existing operating baselines.

Implications for Māori

As part of the LTP amendment process, Council communicated with iwi entities inviting them to submit and meet with Council to discuss the proposals.

Iwi will be advised of the opportunity to submit an EOI to progress housing in the vacant land at Panama Village.

Communications/Engagement Plan

No communications plan is required for the content of this report. Any EOI process will be publicly notified.

Environmental/Climate Change Impact and Considerations

Any housing development can have both environmental and climate change impacts. Those involved in housing developments can reduce carbon emissions by choosing low carbon building materials, higher building standards and making more energy efficient choices. If a housing development proceeds on the vacant land at Panama Village, there will be opportunities to negotiate with a funder/s and builder/s to mitigate impacts by nature-based infrastructure and sustainable planning.

Next Steps

If Council agrees to the recommendations in this report, then the expression of interest process to sell/lease the land adjacent to Panama will be progressed.

ATTACHMENTS

1. **Order Approving the High Court Scheme** [↓](#)

In the High Court of New Zealand
Masterton Registry

CIV-2024-435-000006

I te Kōti Matua o Aotearoa
Whakaoriori Rohe

Under Part 3 of the Charitable Trusts Act 1957 and Part 19 of the
High Court Rules 2016

In the matter of a Scheme under Part 3 of the Charitable Trusts Act 1957
in respect of the Estate of ARTHUR POWYS WHATMAN

Between **MASTERTON DISTRICT COUNCIL**

Applicant

ORDER APPROVING A SCHEME UNDER PART 3 OF THE
CHARITABLE TRUSTS ACT 1957

**SIMPSON
GRIERSON**

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PO Box 2402 Wellington



To: Phillip and Lorraine Bartlett;
Christopher Blunden;
Hamish Duncan;
Raymond and Barbara Roydhouse.

1. The application made by Masterton District Council under sections 32 and 33 of the Charitable Trusts Act 1957, dated 16 April 2024 and filed on 23 April 2024, was determined by the Honourable Justice Radich on 1 August 2024.

2. The determination was made following a hearing held on 15 July 2024.

(a) Counsel for the Applicant was Mr Hamish Harwood. There were no other appearances of counsel.

(b) Raymond and Barbara Roydhouse appeared in person.

3. The following order was made:

[An] order under section 53 of the Charitable Trusts Act approving the "scheme under Part 3 of the Charitable Trusts Act 1957" that is attached as annexure A to the Council's originating application of 16 April 2024.

Date: 1 August 2024

Signature:


(Deputy Registrar) **Denia Nunns**

Deputy Registrar
of the High Court
of New Zealand



8 REPORTS FOR INFORMATION

8.1 WAIRARAPA WATER RESILIENCE STRATEGY GOVERNANCE GROUP TERMS OF REFERENCE

File Number:

Author: Matt Steele, Economic Development Lead

Authoriser: Kym Fell, Chief Executive

PURPOSE

This report provides Council with the Wairarapa Water Resilience Governance Group Terms of Reference for information.

RECOMMENDATIONS

That Council

1. Notes that the Wairarapa Water Resilience Strategy Implementation Work Programme was endorsed by Council on 30 October 2024.
2. Notes that Wairarapa Water Resilience Strategy Governance Group Terms of Reference was approved by the Governance Group on 29 October 2024.
3. Note that Councillor Holmes was appointed as the Chair of the Governance Group at the same meeting.
4. Notes the final Terms of Reference.

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."

Wairarapa Water Resilience Strategy 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. This was the Interim Governance Group, chaired by Councillor David Holmes.

On 29 October 2024, the Governance Group transitioned from being an Interim Group, with Councillor David Holmes elected Chair. The membership of the group is:

- (a) Ngāti Kahungunu Iwi: Robin Potangaroa
- (b) Rangitāne o Wairarapa: Jo Hayes
- (c) Masterton District Council: Cr David Holmes (Group Chair)
- (d) Carterton District Council: Mayor Ron Mark, Cr Brian Deller
- (e) South Wairarapa District Council: Cr Melissa Sadler-Futter
- (f) Greater Wellington Regional Council: Cr Adrienne Staples, Cr Penny Gaylor

Ex Officio

- (g) Janice Smith, CEO, South Wairarapa District Council
- (h) Geoff Hamilton, CEO Carterton District Council
- (i) Maseina Koneferenisi, GM Infrastructure & Assets, Masterton District Council
- (j) Nigel Corry, CEO Greater Wellington District Council

Wairarapa Water Resilience Strategy Governance Group Terms of Reference

The Terms of Reference were adopted by the Governance Group on 29 October 2024 and are included as Attachment 1. The terms of reference set out the purpose, membership of the group, and ways of working.

ATTACHMENTS

1. **Wairarapa Water Resilience Strategy Governance Group Terms of Reference** [↓](#)



Terms of Reference

Governance Group for the implementation of the Wairarapa Water Resilience Strategy

Purpose and objectives

1. The Wairarapa Water Resilience Governance Group brings together the four Wairarapa councils and two iwi to oversee the implementation of an agreed, 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
 - 3.1. Receive and provide updates
 - 3.2. Provide direction for the development and implementation of the work programme
 - 3.3. Make and maintain connections and support collaboration between councils, mana whenua and wider stakeholders to benefit the work programme and water resilience in the Wairarapa generally.

Membership

4. The Governance Group is made up of the following members:
 - 4.1. Ngāti Kahungunu Iwi: Robin Potangaroa
 - 4.2. Rangitāne o Wairarapa: Jo Hayes
 - 4.3. Masterton District Council: Cr David Holmes
 - 4.4. Carterton District Council: Mayor Ron Mark, Cr Brian Deller
 - 4.5. South Wairarapa District Council: Cr Melissa Sadler-Futter
 - 4.6. Greater Wellington Regional Council: Cr Adrienne Staples, Cr Penny Gaylor
5. Ex Officio:
 - 5.1. Janice Smith, CEO, South Wairarapa District Council
 - 5.2. Geoff Hamilton, CEO Carterton District Council
 - 5.3. Maseina Koneferenisi, GM Infrastructure & Assets, Masterton District Council
 - 5.4. Nigel Corry, CEO Greater Wellington District Council

WAIKARARAPA WATER RESILIENCE

6. The Senior Leaders Group is made up of senior staff able to make resourcing and work programme decisions within their organisations. The membership may overlap with, but is not restricted to, the officers attending the Governance Group and some of the workstream leads.

Ways of working

7. 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.
8. All members are committed to contributing to a free and frank exchange of ideas during the meeting while respecting confidentiality where required.
9. Conflicts of interest, real or perceived, must be declared and recorded. Where the conflict compromises the member relating to specific agenda items, the member may not be able to participate.
10. Any communications with the media and the wider public about this group will be in line with an agreed communications protocol.
11. Officers of the member organisations and external guests may be invited to attend and support the meeting or present agenda items.
12. 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.
13. All meeting papers and minutes are kept on the GWRC record and are available on request.

Meetings and dissolution

14. 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 at least once prior to the Governance Group meetings.
15. Meetings are scheduled in advance and may not be regular.
16. The forward agenda will be agreed and reviewed at each meeting.
17. 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.
18. A quorum shall be met by at least one iwi representative from each of the two iwi, 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.
19. The group may recommend its dissolution.



Governance and programme management arrangements

20. 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.
21. 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.
22. Progress reporting and ensuring a flow of information within and across the agencies is also important.
23. 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.
24. The Governance Group (GG), with members from all four councils and iwi oversees the progress and resourcing of the work programme as a whole and receive updates on workstream development and individual projects.
25. The Senior Leaders Group (SLG) working with the Programme Director provides connection to management and resourcing decisions of member organisations and ensures cohesion and communication within and across organisations.
26. 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.
27. 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.
28. 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.
29. The work of workstream leads will be coordinated by a programme director and supported by the secretariat.
30. 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.

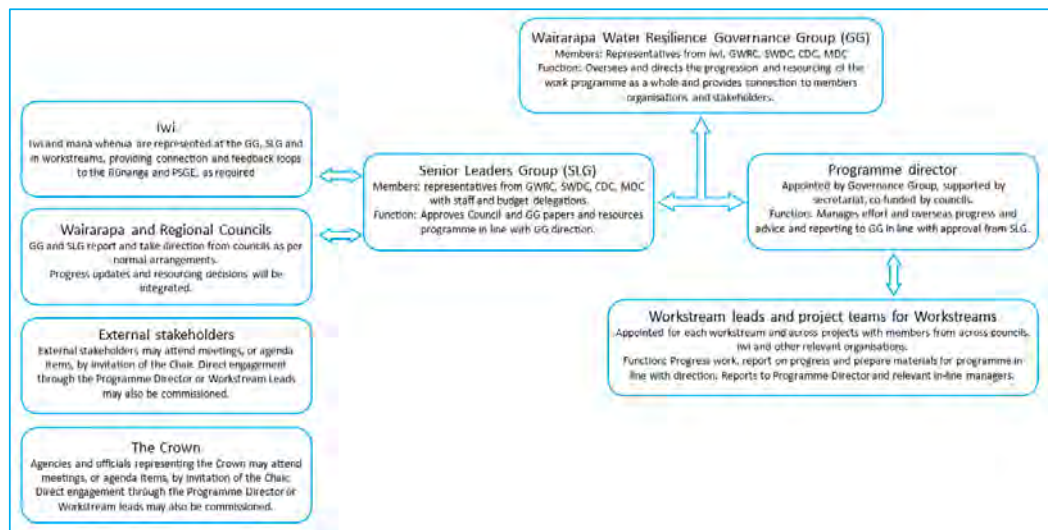


- 31. Regardless of the size, complexity and stage of the workstreams and projects, the governance group oversees the implementation of the WWRS as a whole and champions its progress against all dimensions.
- 32. Figure 1. Outlines the governance and management structure put in place to drive and oversee the work programme at large.

Partners and Stakeholders

- 33. 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.
- 34. 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 1. Governance structure and management structure for the Wairarapa Water Resilience Work Programme



8.2 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

National

Treaty Principles Bill

1. On 7 November the Treaty Principles Bill was introduced. Its intention is to create certainty about what the Treaty principles are and how they apply in New Zealand law, including legislation relevant to Local Government.
2. The Bill received its first reading on 14 November and was referred to Parliament's Justice Committee for consideration. Public submissions on the Bill close with the Committee on 7 January 2025.
3. A nine-day hīkoi - "Hīkoi mō te Tiriti" - started at Te Rerenga Wairua (Cape Rēinga) on 11 November and finished in Wellington in front of Parliament on 19 November. About 42,000 people joined the hīkoi in Wellington. The hīkoi is primarily a protest of the Treaty Principles Bill.
4. Officers will monitor developments and keep Council informed.

Local Water Done Well

5. Government is expected to introduce the Local Water Done Well Bill #3 in December 2024.
6. The third Bill will establish the enduring settings for the new water services system, including decisions relating to the powers and duties of proposed new water service entities, and the framework for economic regulation. Some changes to quality and environmental regulation and powers of Taumata Arowai are also expected.

Land Transport Management (Time of Use Charging Amendment Bill)

7. The Land Transport Management Act 2003 (LTMA) provides the legal framework for managing and funding land transport activities. A Bill is to be introduced to provide the enabling framework for “time of use schemes” .
8. Time of use schemes are similar to congestion charging but with a broader focus. They are a way to improve traffic flows and shorten journey times by charging road users at certain times or locations, depending on how busy the roads are.
9. Once the new law is in place local authorities will be able to propose schemes and work will be able to begin on scheme development.
10. The Bill is expected to be introduced to Parliament before the end of 2024 with the draft Bill being considered by the Transport and Infrastructure Select Committee in 2025. Officers will monitor developments and keep Council informed.

Regional Policy Statement

11. The Regional Policy Statement Proposed Change 1 (administered by GWRC) had its decision notified on 4 October 2024 with appeals closing on the 18 November 2024. GWRC has received a number of appeals on the decision, however, Council is not required to undertake further action at this point.

Back to Basics of Local Government

12. There has been no further update since the last Council report on what the “Back to Basics” announcement will mean. Officers will continue to monitor developments and keep Council informed.

Corporate Planning

2023/24 Annual Report

13. The year end audit has been completed with an unqualified Audit Opinion. The Annual Report was adopted on 4 December 2024. Following the adoption of the Annual Report, we have one month (i.e. by 4 January 2025) to publish the Annual Report and Annual Report Summary.

2025/26 Annual Plan

14. Councillors met on 20 November and 4 December to discuss high level priorities and efficiencies to inform the 2025/26 work programme and budget.
15. Proposed key dates for the 2025/26 Annual Plan process are outlined below:

Activity	Proposed date
Council Workshop 3: Confirm consultation issues and finalise budgets	22 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

Infometrics Update

16. The latest Infometrics Quarterly Economic Monitor reveals a nuanced economic landscape in New Zealand. While overall economic activity appears flat compared to the previous year, the reality is more complex, with significant variations across industries and regions.
17. Regional Disparities:
- Metro areas saw a slight 0.1% increase in economic activity
 - Provincial and rural regions experienced more significant challenges, with economic activity declining by 0.3% and 0.4% respectively
18. Industry Performance:
- Construction and retail sectors continue to struggle, primarily due to high interest rates:
 - Residential consents dropped nearly 17% over the past 12 months
 - Non-residential consent values decreased by 6.4%
 - Construction activity remains below previous year's levels
19. Consumer Behaviour:
- Households are maintaining financial caution
 - Marketview data shows a 2.8% decline in card spending during the September quarter
 - Despite personal income tax cuts and easing interest rates, immediate economic impact remains limited

20. Bright Spots:

- The primary sector offers some positive signals:
- Dairy prices are higher
- Meat prices are recovering
- Horticulture exports remain strong
- Fonterra's milk price is projected to reach \$9.50/kgMS
- Expected dairy payout for 2024/25 season: \$18.1 billion (a \$3.4 billion increase from the previous season)

Dark Skies

21. We have commenced the comprehensive mapping of municipal lighting infrastructure as a critical element of our Dark Sky certification process. Utilizing advanced Geographic Information Systems (GIS) technology, the data collection effort will serve dual strategic purposes: precise asset management and environmental light pollution mitigation.

22. The project is structured in two distinct phases:

- Daytime geospatial mapping is scheduled for completion by April, systematically documenting the location and characteristics of existing lighting assets
- Subsequent nighttime light intensity readings will be conducted following the conclusion of daylight savings time, enabling comprehensive illumination profiling

Water Resilience

23. The WEDS Steering Group have allocated \$67,000 of funds to support the Water Capture of the Wairarapa Water Resilience Implementation Plan, to assist the compilation and analysis of multiple data sources to form a region-wide 'Case for Action' around water capture options.

24. Work has now commenced on this workstream. It is being led by Jennie Marks, with support from Geoff Copps as well as Matt Steele from MDC.

Regional Deals

25. The Government has decided to hold an open invitation process for regions to submit 'light-touch' proposals for the first regional deal. The Wellington Regional Leadership Committee (WRLC) are co-ordinating the application process for the region, and we expect work to commence on this early in the New Year.

26. It is expected that the first regional deals will be finalised by December 2025, with three in place by October 2026.

National Infrastructure Pipeline

27. The National Infrastructure Commission is compiling a pipeline of all planned infrastructure projects by Local and Central Government organisations. MDC, like all of these organisations, provides details of our infrastructure projects on a quarterly basis.
28. The Commission is overseeing an Infrastructure Priorities Programme (IPP) designed to address long-term challenges and provide strategic direction for future projects. The programme's ambitious scope encompasses critical areas such as climate change mitigation, urban development, regional connectivity, infrastructure resilience, and the transition to a circular economy.
29. Inclusion in the IPP does not guarantee funding from Central Government. The Wellington Regional Leadership Committee (WRLC) is currently compiling and evaluating potential projects from across the Wellington region. One such project under consideration is the Wairarapa Water Resilience work programme. We will provide further updates on this process as it progresses.

Environment

International

Climate Change Performance Index

30. The 20th annual Climate Change Performance Index has been released. The index is an instrument to enable transparency in national and international climate politics and uses a standardised framework to compare the climate performance of 63 countries and EU, that together account for over 90% of global emissions.
31. New Zealand has dropped seven places to 41st place. The report notes that national climate policy has taken significant backwards steps, and it is unclear how New Zealand will meet its international climate obligations or its 2050 reduction target.
32. Denmark, the Netherlands and the UK took the highest spots. Iran, Saudi Arabia, the UAE and Russia are at the bottom of the list, with 'no sign of departing from fossil fuels as a business model.'
33. The full report can be seen online: cpqi.org

National

34. The Department of Conservation and Manaaki Whenua Landcare Research have released a report considering the carbon loss from the 2022 Southland

wetland fires. The wetlands in question are peatlands, which have a considerable ability to store carbon in peat, built up over tens of thousands of years. Peat soil can be highly flammable when dried out.

35. Fires burned though 2,900 hectares of Kaimaumau-Motutangi wetland, and 980 hectares of Awarua wetland. The report found that over 600,000 tonnes of carbon were released into the atmosphere as a result. To give context, this is equivalent to 5% of New Zealand's annual target for the 2026-2030 emission reduction period and would cost \$32 million on current carbon markets if the loss had to be paid for. It reiterates the need to keep wetlands wet, to make them less likely to burn.
36. The fires also resulted in a loss of over 3,000 hectares of native vegetation and damaged habitats of the critically threatened matuku-hūrepo/Australasian bittern bird, and at-risk freshwater fish.

Regional

37. The Regional Adaptation project scope has been approved by the Wellington Region Leadership Committee. The purpose of the project is to determine a mechanism or set of actions that can help us best position ourselves as a region to deal with the current and future impacts of a changing climate. The project is expected to take 18 months.

Masterton District

38. Sustainable Wairarapa held the two-day 'Electrify Wairarapa' Conference in Solway in November. Over 120 people attended the ticketed speakers programme that included 16 speakers from Rewiring Aotearoa, Massey and Victoria Universities, Douglas Park School and Transit Group, among others. Over 20 exhibitors participated in the free expo that was open to the public.
39. The Corporate Greenhouse Gas inventory for Council's emissions is underway. The Inventory will expose where Council's emissions are generated from and help inform decision making with regards to the Emission Reduction Plan.
40. The Emission Reduction Plan priorities through until December 2025 were presented to the Audit and Risk Committee in November. Here, the committee endorsed the plan to report on progress of priority actions over the next 12 months.
41. Officers met with Greater Wellington Region Council and Stantec in November. The purpose of the meeting was to discuss the next steps for the road at Mātaikona, and help inform our approach to adaptation planning. A memorandum is being prepared outlining the benefits and disadvantages of various options which will be workshopped with the Council and Mātaikona community.

Better Off Funding Projects

- 42. The Eco Corridors (Fish Passage and Biodiversity Planting) project reached a milestone with its first planting in October 2024. Close to 3,000 plants were planted at Homebush.
- 43. The project team, consisting of representatives from Rangitāne o Wairarapa, Kahungunu ki Wairarapa Iwi Development Trust, Sustainable Wairarapa, Greater Wellington Regional Council and Masterton District Council are now working to identify priority sites for planting and fish passage remediation over the 2025 season. Once sites are confirmed, community planting events will be scheduled.
- 44. 'Clean Stream' education and engagement will run alongside community planting, noting the importance of practises that support fish passage; and of being mindful that whatever we put into or remove from our streams impacts the water quality and biodiversity of that waterway, and any it feeds in to. For the Mākoura Stream, this includes the Ruamāhanga River and ultimately Wairarapa Moana.
- 45. Work on the Mātauranga Māori workstream under this project has also commenced. This workstream will develop a resource that will enable mātauranga Māori to be used alongside western science to assess the health of streams.



Left – right: Grass after it was cut to prepare for planting; Newly planted natives - contractors planted close to 3000 plants in one day, minimising disruption to the WTPP; The two-week post-planting spot spray. The project team worked with the contractor to use the least harmful chemicals and techniques we know of to maximise the survival rate of riparian natives.

- 46. The Mana Whenua Climate Change project also achieved a milestone with the delivery of *Te Ao Hurihuri | Facing a changing world wānanga* in November. The one-day wānanga saw renowned mātanga discuss the health of the environment, the part colonialism plays, and considerations to ensure

mokopuna inherit a Wairarapa that can withstand the environmental and social pressures caused by the climate crisis and breakdown of global ecosystems.



Policy

Regional

Wairarapa Local Alcohol Policy Review

47. 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).
48. 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.
49. The Wairarapa Policy Working Group (WPWG) heard submissions on 23 October and deliberated on 6 November. Their recommendation to adopt a policy with no further changes will be presented to Council at this meeting. South Wairarapa District Council agreed to adopt the policy on 20 November and Carterton District Council is also considering adoption on 11 December.

Wairarapa Consolidated Bylaw 2019 Review

50. The Wairarapa District Councils share a joint Wairarapa Consolidated Bylaw (the Bylaw) made under sections 145 and 146 of the Local Government Act 2002, and other relevant statutes. It regulates a broad range of matters such as

activities in public places, keeping of animals, cemeteries and crematorium, and water supply and wastewater infrastructure.

51. A review of the Bylaw is currently underway. The WPWG has delegated authority to support the review and make recommendations back to the Wairarapa District Councils.
52. The WPWG last met in May 2024 to discuss the Bylaw and review approach. The key focus of the review team since this date has been undertaking background research, engagement with key stakeholders, and drafting an amended Bylaw.
53. The WPWG is meeting on 3 December to consider a draft Bylaw. Work through the WPWG will continue in 2025, with a view to present a draft amended Bylaw and consultation material to the Councils for consideration in April/May 2025.

District

Masterton Water Meter Charging Consultation

54. Masterton District Council is currently consulting the community about plans to change how it charges for water services, by using water meters.
55. The proposed charging approach involves a three-year transition to a charging basis that moves away from CV-based rates, to one that is made up of a targeted service charge (**equal charge per connection**) and volume charges. To support the proposed charging approach, changes are proposed to the Council's Revenue and Financing and Rates Remission Policies.
56. The opportunity for the community to have their say has been advertised on the Council website, through social media, traditional media, and targeted email to key stakeholders. Copies of the consultation material is available at the Customer Service Centre and Masterton Library.
57. Consultation closes on 13 December. Hearings and Deliberations will be held by the full Council, commencing on 18 December.
58. Subject to adoption, the new charging approach is proposed to take effect from 1 July 2025.

Masterton Dog Policy and Bylaw

59. 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.
60. 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.
61. 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 in early 2025.

Masterton Dangerous, Affected and Insanitary Building Policy

62. 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.
63. Under section 131 of the Building Act 2004 a council must adopt a 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.
64. 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.
65. 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.
66. The Policy and consultation documents will be considered by Council at the February 2025 meeting. Community consultation is expected to run through late February to late March 2025 alongside the Dog Policy and Control of Dogs Bylaw. The Hearings and Deliberations will be held by the Hearings Committee.

Masterton Alcohol Control Bylaw

67. Councils are able to make alcohol control bylaws under section 147 of the Local Government Act 2002 following community consultation. This bylaw controls the consumption and possession of alcohol in public places. Alcohol control bylaws

aim to reduce crime or disorder caused or made worse by alcohol consumption.

68. Masterton District Council has had a bylaw controlling alcohol in public places since 2013 and it was last reviewed in 2018. Staff have commenced initial planning and research phases of reviewing the bylaw for delivery in 2025.
69. The current bylaw has some permanent alcohol ban areas (CBD, Skatepark and Queen Elizabeth Park), and under the bylaw the Council can also put in place temporary alcohol bans, often used at peak holiday times in our coastal areas.
70. Staff will provide a further update on the timing of the review at the February 2025 Council meeting with a view to providing further advice on proposed changes and next steps in mid-2025.

Governance

Local Government Official Information and Meetings Act Requests

71. For the period 19 October to 29 November 2024, Council received a total of 10 Local Government Official Information Act (LGOIMA) requests.

Requests in Progress

Subject	Requester	Date Received	Due Date
Building Consent Authority Liabilities	ACT	06/11/2024	04/12/2024
Fast track process – correspondence	350 Aotearoa	08/11/2024	06/12/2024
Andrew Street – approval of additional connection to wastewater network	Individual	15/11/2024	13/12/2024
Street Trees - Maintenance and Renall Street Trees	Individual	20/11/2024	18/12/2024

Requests Completed Since Last Report

Subject	Requester	Date Received	Days to respond
Remote controlled boats on Henley Lake	Ministry for Primary Industries	02/10/2024	15
Subdivisions in the last 3 years	Wairarapa Times Age	23/09/2024	23
Annual Financial Reports 2000-2024	Individual	29/10/2024	1
Policy on Council workshops and briefings	Individual	11/10/2024	16

Subject	Requester	Date Received	Days to respond
Andrew Street consents	Individual	10/10/2024	20
Request for information re staff attendance	Individual	30/09/2024	28 (with extensions)
Cost of pensioner and social housing and cost of complying with treaty requirements	Individual	11/10/2024	20
Rating RID Data	Headway Systems Ltd	08/10/2024	25
Opaki Water Race – MDC papers	Opaki Water Race Users	10/10/2024	22
Resource consents – Trust House, Kainga Ora and Iorns Street North	Urban Edge Planning Ltd	17/10/2024	18
Costs associated with High Court Case	Individual	15/10/2024	21
Milford Downs proposed subdivision	Individual	24/10/2024	17
MDC Governing Document or Constitution	Individual	29/10/2024	19
Utility Operators Access to Transport Corridors – Annual compliance return	NZ Utilities Advisory Group	24/10/2024	23 (with extension)
District Licensing Committees	Community Law Centres of Aotearoa	05/11/2024	16

SUMMARY (by financial year)	2024-2025 (year to date)	2023-2024	2022-2023
Total Received	54	116	100
% sent in timeframe (including extensions)	51 requests completed to date 42 were sent within timeframe	93%	87%

Privacy Act Complaints

72. No Privacy Act complaints have been received for the period 19 October to 29 November 2024.
73. One Privacy Act request was received for the period 19 October to 29 November 2024.

Ombudsman Investigations

74. Two Ombudsman investigations have been closed, one has been responded to and another two are in progress.

Report writers:

Stephanie Frischknecht | **Policy Manager**

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Kylie Robinson | **Environment Lead**

Approved by:

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

8.3 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
11 DECEMBER 2024

COMMUNITY TEAM ACTIVITY REPORT

[Library and Archive](#)

Library and Archive Programmes

- **Wellington Heritage Festival** - The Wairarapa weekend of the Wellington Heritage Festival, held from 15–17 November 2024, featured a series of engaging events in Masterton that celebrated local history. The weekend began with a tour of the Wairarapa Archive, attended by 13 people. The smaller group suited the venue, and the event included a vault tour, staff introductions, and a Q&A session. Attendees were enthusiastic, with one planning a material donation and others expressing interest in future visits. A Queen Street walking tour on 16 November attracted 8 participants, reduced from the expected 19 by steady rain. The tour covered local landmarks and extended to 90 minutes due to high engagement. On 17 November, a Solway Showgrounds tour drew 15 attendees, concluding at the memorial, which left a strong impression. In the afternoon, a Queen Street theatres tour, co-led with Jane Ross, highlighted historic theatres and ended with a film screening at Aratoi, attracting 20 participants.
- **Archive Talks:**
 - *6 November 2024 – Kandahar Village* - A well-received talk on writing and publishing, attended by 15 people.
 - *25 November 2024 – Masonic Village* - A talk on Wairarapa shipwrecks, attended by 45 people.
 - *27 November 2024 – Masterton Probus Club* - A talk on the marines and memorial project to 70 attendees.
- **DORA (Digital On-Road Access)** - From 11 to 15 November, Masterton District Library participated in the DORA (Digital On-Road Access) programme, in collaboration with Digital Seniors, visiting locations such as Riverdale Beach, Hau Kāinga, Pasifika O Wairarapa, St James Union Church, Tinui, and Castlepoint Beach. DORA is a mobile digital learning centre, a 33-year-old converted school bus equipped with 10 laptops, satellite, 4G, and 3G internet, as well as solar panels and a petrol-driven generator to keep everything powered. The bus can accommodate up to 15 people at a time for computer and internet training and becomes a mobile Wi-Fi hotspot when its 12-metre mast is extended. Library staff were on hand throughout the week

to assist the community, providing support with the Manage My Health app, offering guidance on using smartphones, tablets, and laptops, and giving tips on staying safe online. Their efforts ensured that attendees could fully benefit from the digital resources available.

Customer Services

- **Customer Services Team** - The Customer Service Team have raised 1,292 service requests from the beginning of October to end of November 2024. There are more people out and about with the warmer weather, resulting in more Antenno reports being received. The team attended a successful full day's training session, which included a water workshop for the morning and service request and administration training in the afternoon. Taking Care of Business continues to track well with several new applications received.
- **Call Centre**
Call numbers continue to remain steady with 2999 incoming calls with a 5% breach base.
- **Service Desk**
Waiata House front service desk continues to remain steady with walk in customers seeking advice from Building and Planning teams regularly. The drop-in sessions are run daily from 11am to 2pm only at Waiata House.

Community Development

Events

- **Halloween** –This year's event took place on 31 October at Queen Elizabeth Park, with Wai Tech's *Hospital of Horrors* set up in the War Memorial Stadium. It proved to be a massive hit with the community. Attendees enjoyed a family-friendly experience that featured food trucks, free train and boat rides, face painting, and a haunted hunt for free candy floss. Feedback has been overwhelmingly positive, with many already enquiring about next year's haunted house theme.
- **Youth Hub Launch** –The Youth Hub was officially launched on 15 November with a dawn ceremony at 5.30am, followed by a youth market at the skatepark from 5–7pm. The evening coincided with the kick-off of our *One NZ Summer Series*, which included live music, a barbeque, and giveaways sponsored by One NZ. The event drew a fantastic turnout from the community.
- **Pack the Bus** – Masterton District Council is once again supporting the *Pack the Bus* initiative led by MediaWorks. The bus was stationed in Masterton from 25-29 November to collect donations.
- **Masterton Christmas Parade** – On 30 November we had the Masterton Christmas Parade, the parade featured over 40 entries and was a great success. Floats competed in four categories—Commercial, Community Group, Sports Team, and Education—with cash prizes for first place and runner-up in each category, sponsored by Trust

House. The parade began at 12.30pm, travelling north on Queen Street from Woolworths and ending in the carpark at Farriers Bar & Eatery.

- **Party on the Green** – Following the Christmas Parade, *Party on the Green* was held at Queen Elizabeth Park from 12.45-4pm. Families enjoyed an afternoon of local musical acts, dance performances, and a concert by the Masterton District Brass Band. The event also featured food vendors and free train and boat rides throughout the afternoon.

Upcoming Events

- **Twelve Days of Christmas** – A series of festive events is planned from 1-12 December, including activities at the Masterton District Library, *Christmas Waka Takaro Play Trailer* sessions, the *One NZ Christmas Summer Series* at the skatepark on 6 December, and the *Masterton South Rotary Club Christmas Fair* on 7 December. The celebrations will conclude with *Carols in the Square* on 12 December 2024.
- **Waitangi Day 2025** – Staff continue to work on this with the focus this year being on an ‘On the Couch’ panel discussion and a Year 13 wānanga, where rangatahi can view last year’s Waitangi videos and discuss their content with Te Tiriti experts.

Christmas Decorations

The new Christmas decorations have arrived and been successfully installed, bringing a festive feel to the CBD. Garlands decorate every intersection and selected lamp posts, while larger installations, including illuminated Christmas trees, oversized presents, glowing spheres, and Christmas murals, are spread throughout the town. Queen Street and the Library feature beautiful Christmas entranceway garlands at their front entrances, complemented by large presents inside for visitors to enjoy and take photos with. The Library Square is now home to the giant Christmas tree. This year, the decorations have expanded to Lansdowne, and Kuripuni is enjoying some of the larger festive displays as well.

Youth Hub

The Youth Hub remains a key focus for the team as we continue to gather valuable feedback to guide its development. Interest in our Rangatahi Advisory Group is growing, and we plan to convene this group early next year to help shape the hub further. Pasifika o Wairarapa will begin using the hub in early January to run a two-week School Holiday Programme to support 30 participants to participate in a free holiday programme. We are working with school principals to identify those who would benefit most. Additionally, the One NZ Summer Series will continue at the skatepark, running monthly for the next five months. This event draws people to the space, raises awareness about the hub, and enhances its visibility within the community. The team are also working with several groups who have responded expressing interest in using the space for youth orientated activities in the New Year.

Youth Council

- **Youth Hub Opening and Market** - A committed team from the Youth Council worked tirelessly to bring the Youth Hub opening to fruition (including social media, promotion and creating registrations for stalls). One of the Youth Council members also joined Brent Gare on More FM, to speak about the event and share what the Youth Council does. On the day, nine of the team were there to help the stall holders set up, prepare the Youth Hub, show people through, sort the rubbish, pack everything down and three of our members worked with Holly Hullena as MCs on the night.
- **End of Year Celebration** - The Youth Council had their final meeting and end of year celebration on 26 November, at the Youth Hub. The team were able to celebrate the success of the year and their amazing contribution to youth in the community, as well as to council.
- **Recruitment for 2025** - Recruitment will be starting the beginning of December 2024, going over the summer and ending mid- February (to allow the colleges and agencies to support youth coming forward), with a panel of previous members and Chair's meeting to select the council for 2025. Their first wānanga, learning session together will be in early March.
- **Youth Grants** - A Youth Council panel, with the support of Councillor Tim Nelson, provided three \$500 grants to youth in the community:
 - Frankie Lennox - to provide a 3x3 basketball competition
 - Lennox Broderick - to run a DJ set from the Skatepark/ Youth Hub
 - Milly Frances - Masterton Squash Club event, to support junior training.

We are working with Lennox Broderick to run his event, which is at the Skatepark/ Youth Hub on 13 December from 4pm - 8pm.

- **The Impact Challenge** - The Youth Council received funding from Inspiring Stories, to run a clean-up. The funding covered the cost of equipment and kai for the event. The first one was cancelled earlier in the year, but the team came together on 16 November (the day after the Youth Hub opening) to do a clean-up of the space and further sort the bins from the event the day before.

Rangatahi

- **Tuia Programme 2025** - Recruitment for the Tuia Programme will start early December and close in January 2025. We are working with agencies, schools and mana whenua to secure a Tuia mentee for 2025. The Tuia mentee is a rangatahi Māori, who is mentored by the Mayor and attends wānanga and learning opportunities throughout the year.
- **Waka Tākaro (Play Trailer)** - The trailer is booked every weekend from now until January. Most recently it has been used for events such as the Lego Show in early November and is off to Christmas at Matua Pa as well as the Lansdowne Resident Associations' Christmas at Burling Park. Over the summer it will be in Riversdale. It is also being used by the Community Development team for the Twelve Days of Christmas.

- **Wairarapa Connecting Communities - Rangatahi Hui** - As part of our commitment to Te Rautaki Rangatahi o Wairarapa (the Youth Strategy), we alongside Carterton District and South Wairarapa District Councils were able to present on the strategy and implementation plans to a group formed by Wairarapa Connecting Communities, specifically focused on youth. The group is made up of teachers, public health nurses and agencies and organisations that work with youth. This was well received, and we have been invited to present to the College Principals.

Wairarapa Māori Sports Awards 2024

We were on the committee for the Wairarapa Māori Sports Awards with the role of sorting through applications. The event was on Thursday 21 November at Copthorne. It was a great event enjoyed by all who attended. Mayor Gary Caffell was there to present on behalf of the Masterton District Council.

Welcoming Communities

- **Collaboration with Inland Revenue** - Welcoming Communities has partnered with Inland Revenue to provide information about the *Family Boost Scheme*. This initiative supports low-income families with children by offering one-on-one assistance and accepting individual referrals. This collaboration ensures that newcomer families and ethnic communities are well-informed and supported.
- **Welcome Plan Update** - The *Masterton District Welcome Plan* has been drafted and is currently under review. This plan outlines key strategies to create a more welcoming and inclusive environment for all residents.
- **Business 101 Project** - We successfully delivered two-day *Business 101* sessions on 4 and 5 November, with 15 participants attending. The sessions were tailored to the needs identified by the community, focusing on how to start and sustain a business. The primary aim of this project is to drive economic growth in our town by supporting participants individually with:
 - Information on business registration and compliance processes.
 - Assistance in lodging applications.
 - Language support for those with limited English proficiency.



- **Success Stories**
 - **Participant 1** - Successfully registered their company, obtained a food license, and received approval for a food control plan. They have now started operating their business.
 - **Participant 2** - Registered with the Companies Office, set up a business account, and is in the process of lodging legal consent and compliance applications with the council.
- **Language Assistance Services** – Welcoming Communities is looking at exploring partnerships with *Connecting Now*, an organization offering comprehensive language services, including interpreting and translation, to support culturally and linguistically diverse communities. Discussions with our People and Culture team are underway to evaluate the feasibility of utilizing these services within council.
- **Citizenship Ceremony** – The Welcoming Communities Advisor supported the Council's Governance team to successfully host one of the largest Citizenship Ceremonies in the district, welcoming 50 new citizens from 13 different countries. It was a wonderful opportunity to welcome and celebrate the cultures within our community, and attendees thoroughly enjoyed the event.
- **Upcoming Initiatives**
 - **CPR Training for Newcomers** - Neighbourhood Support initiative in collaboration with Welcoming Communities and Wellington Free Ambulance will conduct a two-day CPR training on 3 and 4 December 2024 with 26 participants. This initiative aims to equip newcomers and their families with essential emergency response skills, fostering resilience in the community.

Resident Associations and Groups

- **Lansdowne Residents' Association; Christmas at Burling Park Event** - We have been supporting the planning of the Lansdowne Residents' Association Christmas event to be held on the 14 December at Burling Park. The event runs from 11am - 1pm, and will have Santa's Grotto, free sausage sizzle, slushies, donuts and candy floss, as well as temporary tattoos, Waka Tākaro (play trailer), games, music and a colouring competition.

- **Eastside Community Group; 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 trial period has ended successfully, with 34 households in the Eastside now participating. The next step is to find a volunteer to help with Friday collections. Last week, an impressive 64 kilos of kai waste were collected. We are currently collaborating with WaiWaste Food Rescue to use their van and secure a volunteer. Moving forward, we will focus on securing additional funding while working toward sustainability to reduce the need for ongoing financial support.
- **Eastside Community Group; Stuart Crescent Alleyway** - The community has recently commissioned a local person to create a mural in the alleyway, aiming to enhance its appearance and deter ongoing tagging.

Neighbourhood Support (NS)

- **WEconnect** - Two women participants recently gave birth and are all doing well. One extended a dinner invite to all of her volunteer buddies, in appreciation to all their support. Some of the participants have also registered for the women only swim and water safety programme, having never been in water before. Friendships have developed and support of each other in the pool has been amazing to witness. Two participants have been regular volunteers to their local community garden (see photo), giving back to their community which is so awesome to see the results and connectedness and other opportunities this has provided them.



A visit to the local retirement village was a highlight and great enjoyment for all. One new volunteer has registered, and we are awaiting the result of their police vetting in order to buddy them up with a registered migrant. It was lovely to also be mentioned on the Masterton Community Group FB page, in acknowledgement and appreciation of the WEconnect participant (see extract below).

Hello Masterton Community,
I wanted to take a moment to say a big thank you to everyone who has helped me since I arrived in Masterton. As someone new to this country, I came here to work, and your support and friendliness has been incredible in making me feel welcome and settled. I am especially grateful to the wonderful Jany Lamb who offered accommodation.-your kindness made a huge difference, and I will always be grateful. Cathy Cameron from WE CONNECT, did exactly that, and put me in touch with many people to support me. A special thanks to Cathy, Arti Kadian at UCOL, Helen McGowan for ESOL and academic support and driving instructors Susie Barnes and Bruce Pauling. With the support of this wonderful team, Masterton is the place where I have learned to drive, swim, and ride a bike. I appreciate their steadfast commitment to helping others. With an immigration issue Mike Butterick and his staff jumped into action to resolve it- thank you again. I now have work at Wakefield Hospital in Wellington but Masterton will always be my New Zealand home.
Thank you all for your generosity and warm hearts.
Best Regards

- **Women Only Water and Safety Programme** - This was the most successful holiday session since its conception back in January 2023. It ran for the second week of the school holidays from 7-11 October 2024. Nineteen youths (being funded by Nuku ora) and fourteen women (being funded still by the Rotary Club of South Masterton) attended the weeklong swimming session which also included a life jacket session. CPR free training from Wellington Free Ambulance is being offered to all the participants and taking place in December 2024.
- **Former Refugee Swimming Lessons** - Term 4 has started with eleven men registering for this term. There has been an underspend of funds which was granted from Te Whatu Ora, and we are investigating forwarding these into 2025, with the idea to also incorporate the new former refugee community men arriving from the Democratic Republic of Congo. CPR training is also being offered to the men in December.
- **Riversdale Beach Trip** - A Riversdale Beach safety and family barbeque fun day is being organised and funding is being sourced to cover transport, food, activities and staffing for this event. Sunday, 26 January 2025 has been confirmed as the date. Neighbourhood Support Masterton is organising this event in collaboration with Red Cross, Trust House Belgravia Leisure, Welcoming Communities and Riversdale Surf Life Saving Club.
- **Ageing with Attitude Expo** – The Neighbourhood Support Coordinator exhibited at this Expo. It was great to see so many at this event, and even better to get some of the attendees to register and show a keen interest in becoming a member of Neighbourhood Support. Six people registered to have a free Fire and Emergency New Zealand home fire safety check and were linked up to their community liaison person to organise a visit.

Te Hōkai Nuku Positive Ageing Strategy

The Coordinator attended the second meeting of the Disability Reference Group after supporting the Community Development Team Leader with recruitment. The Coordinator's contribution included outlining:

- the role of Positive Ageing Strategy Coordinator with Greater Wellington Regional Council's Public Transport Advisory Group
- the research commissioned that predicts the number of mobility cards that there will be in Masterton in the future.

An article was submitted with a summer theme to the Age Concern quarterly newsletter that included information about summer activities that the council supports (pools, parks and walking opportunities).

The Coordinator also participated in the quarterly Greater Wellington Regional Council's Public Transport Advisory Group meeting. They were seeking feedback on their website and App from a useability perspective i.e. accessibility, usefulness of information, timeliness, etc. Feedback was also requested on a second transport corridor along the Golden Mile and Harbour Quays. An update was given on changes to the real time information system and the progress with the new contract for Train Replacing Buses.

The Office for Seniors that funded the Initial Te Hokai Nuku Wairarapa Positive Ageing Strategy, challenged councils working in the older persons space, to complete Alzheimers NZ's "Dementia Friendly" training and send in photographs of teams that compete. The Community Development team has completed the training, and a photo of the team has been sent (see below).



Other work with the Office for Seniors has included attending the national network quarterly meeting and participating in the WHO Age-Friendly Environment five-part programme.

The final kuia/kaumātua and older persons network meeting was held on 25 November. This was done in partnership with Wairarapa Community Networks, with the Coordinator in the leadership/facilitator role. This is an opportunity for organisations that work with older people to network, identify issues facing older persons and collaborate on special projects. The Grab and Go project came out of this network and is almost complete with a very hopeful funding application submitted to South Wairarapa Rotary for torches. This meeting was about planning for the year ahead.

Grants and Funding

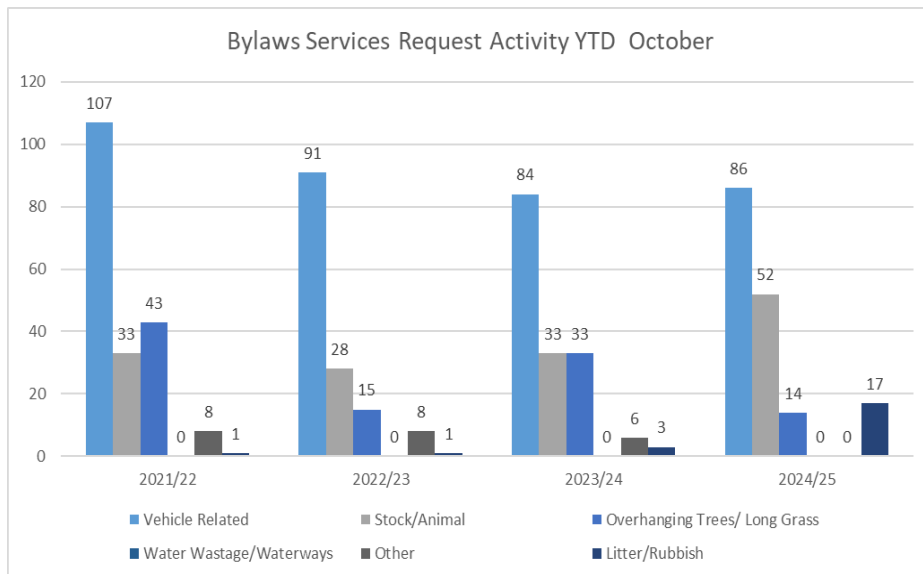
- **Masterton District Creative Communities Scheme**

Round 2 closed on 22 November, seeking applications for projects taking place from 6 December 2024. Five applications were received requesting \$21,180 in total funding with \$9,943.68 available for allocation. These applications will be considered by the Assessment Committee on 5 December 2024.

Environmental Services

Bylaws

- **Masterton Intermediate School Parking** - The school had done a good job of communicating with their community over their expectations for parking when they were picking up their children supported by the Wairarapa Road Safety Council. Over the last month the Animal and Bylaw Services supported by the First Security Wardens, the Police and Wairarapa Road Safety Council have been conducting targeted enforcement in Intermediate Street to address poor parking behaviours. A small number of infringement notices have been issued for parking across driveways, parking on broken yellow lines and parking on bus stops. There has been a noticeable improvement in driver behaviour, however more work is required to ensure that the changes are sustained.
- **Warrant of Fitness and Registrations enforcement** - Since 1 November, the Animal and Bylaw Service Team supported by the First Security Wardens have been issuing warnings to motor vehicles that have no current Warrant of Fitness or registration. To date 194 warnings for those infringement offences have been issued. The Wardens are reporting that the numbers of non-compliant motor vehicles have dropped from the first week when 106 were issued. From 25 November the team will visit business owners who park motor vehicles in public spaces to advise them that from 1 December 2024 they will receive warnings for vehicles with no current Warrant of Fitness or registration. From 16 December 2024 infringement notices will be issued for non-compliant vehicles.
- **Increase in parking explanations** - The increase in parking infringement fines has seen a noticeable increase in the number of applications for infringement fines to be waived. Most of the waiver requests however relate more to the cost of the infringement as opposed to what people have been infringed for. There have been 17 tickets issued for people parking in a disability parking space. Eight of these infringements have been cancelled.

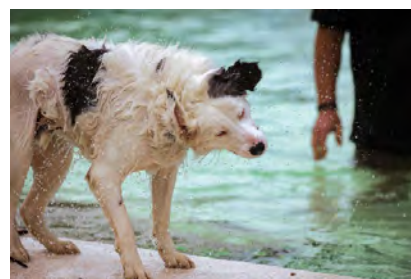
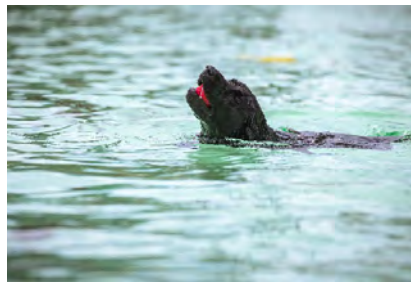


Animal Services

Dog Events

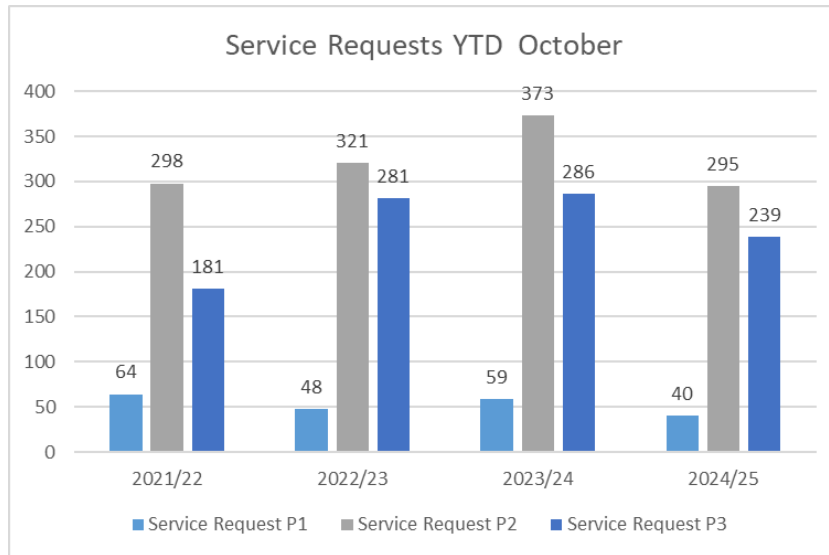
- **Microchipping event** - The microchipping event was held on 23 October 2024 at Henley Lake. It was noticeable that there were less people walking their dogs at the lake than previous years. Microchipping was being done at the reduced price of \$10 per dog. Eight dogs were microchipped, and two other dogs had their chips checked.

- **Dogs in Togs** - On 9 November our second Dogs in Togs event for the year was held at the Trust House Recreation Centre outdoor pools. There were three groups all with different tiem slots , small dogs, medium dogs and all dogs. The cost was \$5 per dog and this was distributed evenly between Chance 4 Change and HUHA. Just on 100 dogs attended. A few owners braved the water and swam with their dogs. We had two floating Islands and two ramps giving easy access to the pool for dogs, these were built by staff out of recycled materials. All participants had a great time and were very keen to find out when the next one is. Another event is planned for March 2025. A big thanks to Nikki and her staff at the Trust House recreational center who help make this possible, without them we could not do this.



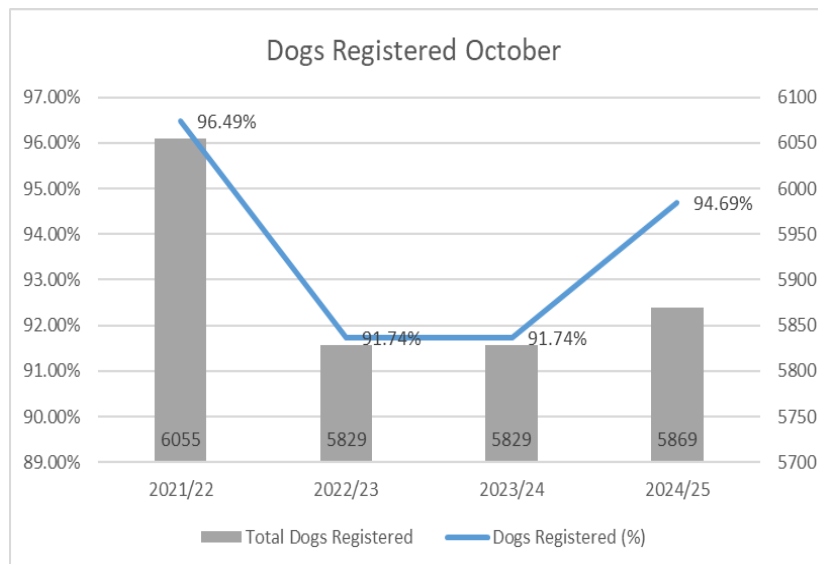
We also had a coffee cart this time and it proved very popular.

- **School Education** - The team will be engaging with Wairarapa Schools over the month of December to arrange school visits to educate primary school students on safety around dogs.



Dog Registration

Dog registrations continue to trickle in. There were still 329 known dogs unregistered in the month of October. The majority of the unregistered dogs are urban entire dogs, there are over 140 unregistered entire dogs. Infringements for keeping an unregistered dog have been issued.

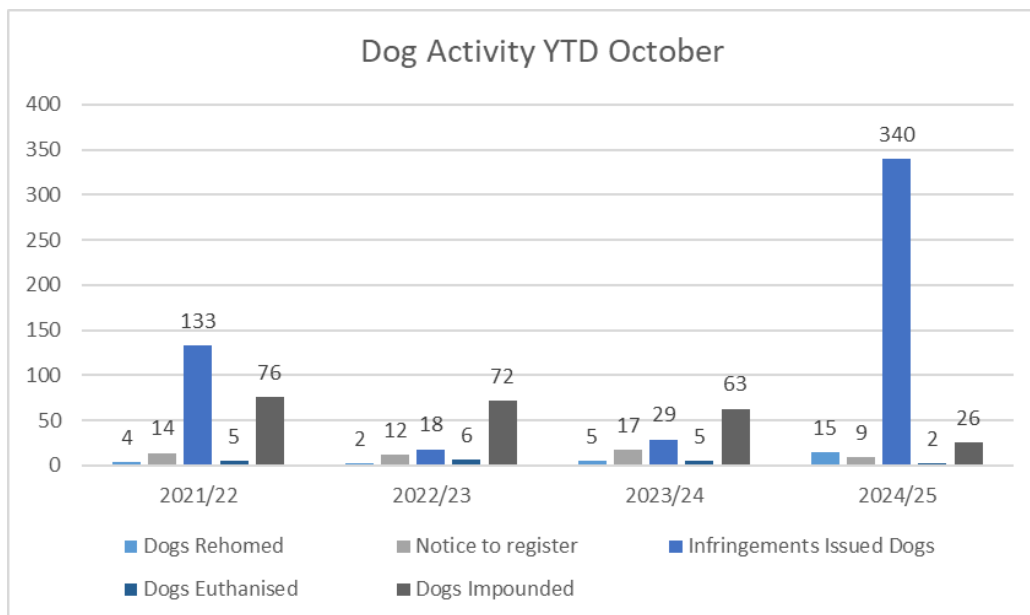


Vet care for dogs

In the last two months four dogs have been impounded that have required emergency vet care, with two of those dogs requiring ongoing treatment , one for a lacerated leg that required surgical intervention to repair a tendon. That dog now known as Jed has been rehomed to Chance 4 Change. While he was recuperating he was fostered by a member of staff.

Another staff member is currently fostering Orla, a puppy that was uplifted after she was dropped at the SPCA with what was initially suspected to have ruptured her anterior cruciate ligament.

Two other dogs have required attention after impounding. One for poor body condition and chronic flea related dermatitis and another for a broken toe and damaged pad. This is placing significant pressure on the team’s vet care budget. There is a duty of care required under the Animal Welfare Act 1999, if a dog is impounded that is ill or injured staff must make sure it gets treatment for any unreasonable or unnecessary pain or distress.



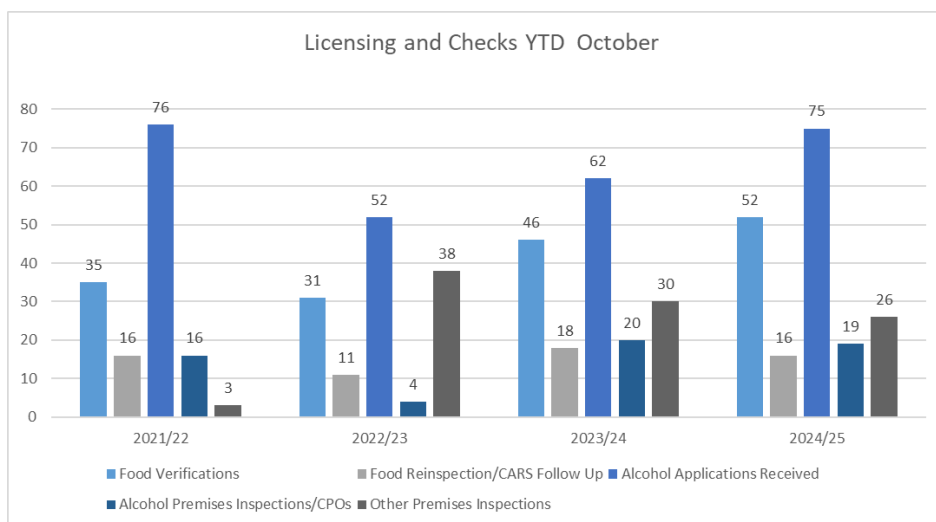
Environmental Health

There were 47 food stall notifications during September/October. Anyone selling food should notify Masterton District Council. Food stalls for charity or fundraising purposes may be exempt from registering but still need to provide safe and suitable food and notify through the online portal. <https://www.mstn.govt.nz/rules-regulations-and-licenses/food/food-notification?ed-step=1>

There were more Special Licence applications during September/October (12) compared to July/August (7) which is consistent with the increased number of applications over the same period last year. The number of Special Licence applications for both periods in 2024 (19) is greater than the corresponding period in 2023 (12).

There were more Service Requests in September/October (116) compared to July/August (88). The number of requests for service for both periods in 2024 (204) is greater than the corresponding period in 2023 (105) this is likely due to the number of food stall applications, enquires about food licencing also remains high.

An alcohol newsletter was created and sent to all alcohol licence holders in November 2024. The newsletter had information on recent compliance visit issues, infringements, staff training requirements and free resources available from council. We will continue to send more newsletters in 2025.

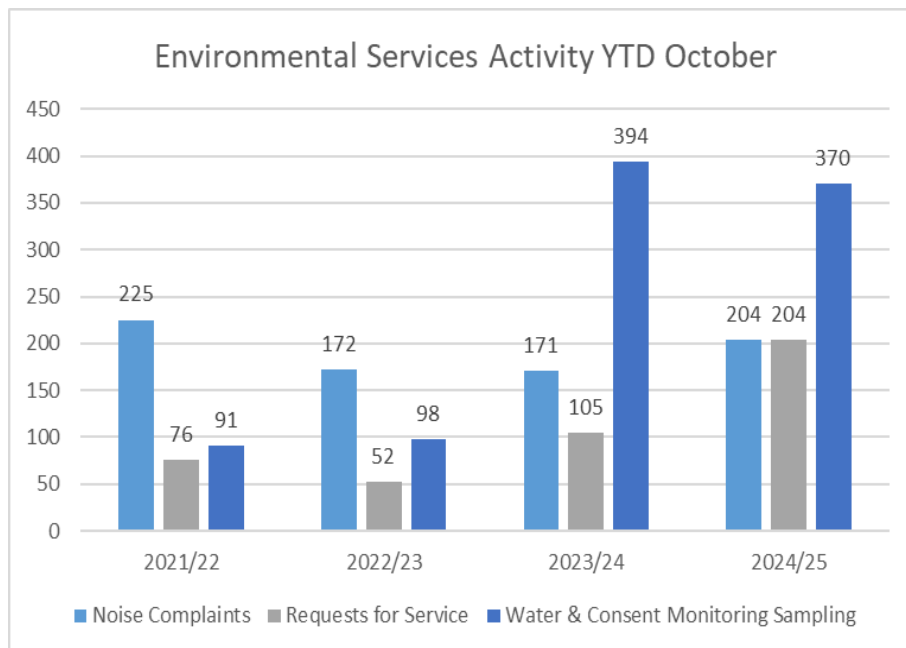


October Not So Silent Nights!

- 63 noise complaints received
- 17 excessive noise directions issued
- 3 noise abatement notices issued
- 2 seizures and 2 infringement notices issued

- 1 person arrested for obstruction
- “And a partridge in a pear tree” which was too noisy and was issued an excessive noise direction.

The average number of noise complaints since July has been about 47 per month, in October last year there was 41 noise complaints compared to the 63 noise complaints this year. Noise can be deemed excessive or unreasonable at any time of the day or night and an excessive noise direction can be issued. If an excessive noise direction is issued and then breached within the 72-hour time period, Police will be called to assist with seizure of the noise making device. If they are not available Council Staff may issue an infringement of \$500. There is a cost to recover a seized noise making device and the officer must be satisfied that the noise does not occur again. Council staff ask people to please respect your neighbours and keep noise to a reasonable level.



8.4 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

On track/low impact	At risk/ medium impact	Behind plan/ high risk
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Reporting Period: October-November 2024

General Update

A considerable amount of capex work has been completed in the last period. All projects are tracking well with a myriad of smaller FOS ones to kick off in the new year.

The volume and quality of work being done in the I & A Group is high. We have had some great successes this period, the key one to share is as follows:

Roading Excellence Assessment - NZTA provide a self assessment framework any provider can undertake to give themselves a clear understanding of their performance across eight critical areas of business and transport delivery, they are:
Systems, Evidence, Communication, Decision making, Service delivery, Benefit delivery, People and Culture and Quality improvement.

The team self assess using a range of tools provided by NZTA. NZTA then bring in a team of external assessors and facilitators to assess the results and undertake a moderation exercise focusing on 'what excellence looks like'. The result is a score, and an improvement plan built collaboratively by the team and NZTA assessors. This is an optional framework offered to providers who are looking to improve, it is not mandatory or regulated in any way. The results are not monitored but set a benchmark for teams.

Our roading team elected to undertake this work. The actual assessment took place over 2 days with observations shared with the GM I & A. The Assessors advised that our MDC Roding team are likely to be the highest performing team they have assessed out of 17 organisations over the last 18 months. They assessed our team's performance higher than the team had themselves. The improvements we can adopt are minor but do give the team a few things to focus on. This is an outstanding result.

The Team
Often when groups are made up of a few teams, silos of operations can occur. These are fit for purpose mostly for technical work but opening these up to form one team brings great value to our organisation. The team are heading in the right direction in this regard. There is an increase in collaboration, comradery is evident, and we have the momentum we need to deliver focused work whilst building a culture of continuous improvement.

Whilst things are going well, there continue to be historical challenges relating to legacy decisions being dealt with regularly. We want to do things right which means addressing some of these issues head on. As we move into the new year, we will be needing to dedicate time on the processes that underpin our work. This is needed so we can move from working reactively, it will enable us to identify where the opportunities to streamline and rationalise are.

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 many 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 Framework is almost complete

Roading

Reporting Period: October-November 2024

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

Maintenance & Operations:

- Higgins has accepted our counteroffer on rates under review, and all work is now progressing under the negotiated rates.
- Approximately 122 potholes were filled across the Masterton network in the October month.
- It's been a big month for pavement repairs, with over 7,600 m² completed across the network.
- Major pavement repairs were completed on nine roads.
- Grading was undertaken on 47 km of road, with 1,214 tonnes of metal placed.
- More than 50 edge marker posts were replaced on Whangaehu Valley Road.
- The rural network mowing round has been completed.
- Phoenix palm trees in Riversdale were trimmed.
- The resealing programme has been delayed due to mechanical issues with the specialised spraying truck.
- No weather incidents were reported last month.
- Several large pavement faults on Masterton-Castlepoint Road are being programmed for repair before the Christmas break.
- The new speed review rule is now in effect:
 - By 1 May 2025, RCAs must identify roads subject to speed reversals.
 - By 1 July 2025, reversed speed limits must be implemented.
 - By 1 July 2026, all roads outside school gates must have variable speed limits.
- Regional roading leads have begun discussions on improving cost efficiency, lifecycle value in maintenance, being led by Road Efficiency Group.

Budgets:

- Second-quarter forecasts highlight budget shortfalls in both sealed and unsealed road maintenance due to increased pre-seal repairs, cost escalations, and rate reviews. Work is being done to keep expenses lower in other areas to offset these shortfalls.

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

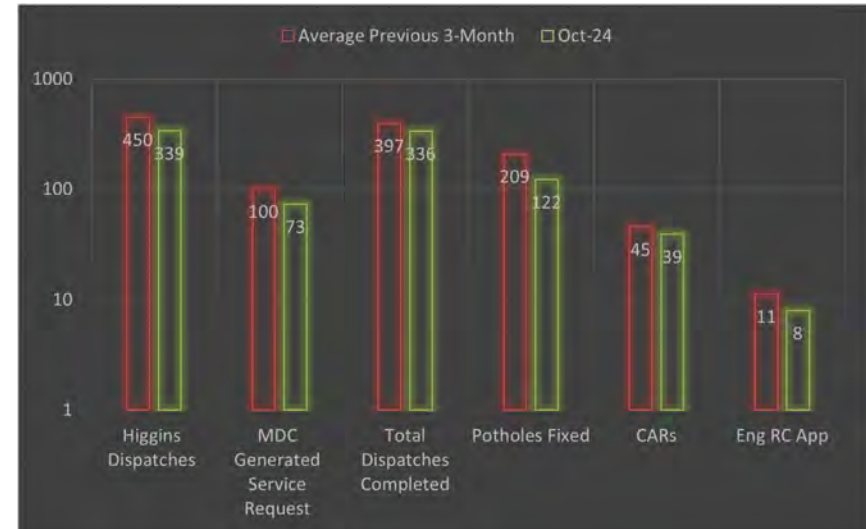
PROJECTS

1. Roading Renewals	Overall Status:	
<ul style="list-style-type: none"> Road resurfacing: The 2024/25 sealing design and programme are complete, with work set to begin in November (awaiting spraying vehicle certification). Site remedials for 2023/24 have been rescheduled early December. Footpaths: reduced budgets are confirmed, sites are being programmed for May 2025. Drainage: Improvements are being investigated at some high-risk urban sites. 		
2. Pavement Rehabilitation	Overall Status:	
<ul style="list-style-type: none"> Contract conditions are now in place, and work is underway, beginning with the Bute Road rehabilitation. 		
3. Capital Improvements	Overall Status:	
<ul style="list-style-type: none"> Bridge deck replacements on Whangaehu Valley Road and Homewood Road bridges are complete 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. Work has started on the Mataikona Crown resilience funding case, prioritising options and identifying the best strategies within limited funding. We will reconnect with the community for feedback on preferred options. 		
4. Emergency Works & Strategy	Overall Status:	
<ul style="list-style-type: none"> 21-2023/24 Masterton Castlepoint Retaining Walls (Site 14,15,RP50.9) – On track, nearing completion 28-2023/24 Mātaikona - Coastal Protection Works – additional high-risk sites are complete. 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. 		

Roading Reporting Period: October-November 2024

Roading Dashboard

- **Higgins Dispatches:** Reduced (450 vs. 339) due to activity in large renewal jobs.
- **MDC-Generated Service Requests:** Decreased (100 vs. 73).
- **Total Dispatches Completed:** Lower than the average (336 vs. 397).
- **Potholes Fixed:** Reduced (209 vs. 122), likely due to the transition out of wet weather and more stable road conditions.
- **CARs:** Decrease in requests (36 vs. 47), indicating a temporary drop in demand for road access approvals before Christmas.
- **Engineering Resource Consents Applications:** Reduced (11 vs. 8).



Utilities

Reporting Period: October-November 2024

On track/low impact	At risk/ medium impact	Behind plan/ high risk
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Water supply – Ops & Projects
<ul style="list-style-type: none"> Completed 97 service requests; 74 to City Care and 23 to Utilities Three Waters Maintenance Contract Extension is now in place to June 2026.
<p>Water Projects</p> <ul style="list-style-type: none"> Work has commenced on analysing the water reticulation network as Phase 1 of determining district metered area's(DMA)/zones. Hydraulic model complete, now in use to assist DMA work (determining flows/pressures). Nikau reservoir tank replacement project is currently being scoped. Procurement of land from golf course to house tanks is underway. Tank components have been moved from a storage facility and are now stored at Kaituna WTP. Planning in progress to replace laterals on High Street with rider mains to coincide with NZTA resurfacing road programme. Water Treatment Plant - Kaituna main electrical switchboard is currently being replaced.
<p>Water Renewals</p> <ul style="list-style-type: none"> Opaki Road Water Main Renewal, 1.3km x 250mm diameter construction started in Sept, approx. 184m laid. Will be adding a rider main to do away with laterals across State Highway. Engineering design for the railway crossing at Cornwall Street for the water main renewal is in progress Pownall St to Hillcrest St water main replacement 702m x 150mm – Awarded Intermediate St to Lowes Place water main replacement 277m x 100mm – Awarded Taranaki St sewer main re-lining 647m x 150mm dia.
<p>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.</p>
<p>Solid Waste</p> <ul style="list-style-type: none"> The WMMP Regional implementation plan was endorsed by the Joint Committee meeting on 2 September 2024 WMMP Local Action Plan is progressing . The Wairarapa team hosted the Wellington waste forum in November, 70 + attended. Positive feedback received.

Wastewater – Ops & Projects	Overall Status:
<ul style="list-style-type: none"> Hydraulic model is being built as part of the Storm and WW Strategic Roadmap project. <p>Wastewater Projects</p> <ul style="list-style-type: none"> Tama Road, Riversdale sewer network capacity investigation is in progress. Preliminary report has been received and under review. Emptying of wastewater wet-wells at Riversdale & Castle Point has been arranged pre-holiday season influx. Olive, Perry & Grey Streets (approx. 2km's of pipe) have been CCTVd to determine condition for future re-lining. Tender prices have been received for another 4 wastewater renewal projects, totally some 2kilometers. 	
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'.</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>Security of Plant Control Systems – A review of the current security and back up protocols and automated controls will be undertaken.</p> <p>Understanding network limitations – Implementing the hydraulic models and starting to use these before any new service applications and subdivisions are approved.</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>	

Water Meters	Overall Status:	Top Issues and Risks	Impact Details	Mitigations	Impact
<ul style="list-style-type: none"> There remain approx.. 1400 meters to be installed across residential, commercial and industrial users. Funding arrangements are being worked on, an estimated additional \$800-900k is required to complete. Ideally funding will be provided to complete this work as early as possible (this FY). Monthly meter reading has commenced. Options to automate data collection for readings are going to be explored. 		Health & Safety	Incidents & injuries	Update procedures, implement audit programme and H & S operational training	
		Failure of critical assets	Loss of service delivery	Asset Management System, Condition Assessments, Demand Management	
		Approving new supplies without understanding network capacity	Scope creep, poor quality & over budget	PM methodology and contract management process being reviewed	

Projects, Assets & Compliance

COMPLIANCE Reporting Period: October-November 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	The move to the new compliance management tool, Infrastructure Data (ID) has identified some potential technical non-compliances in relation to the number of samples taken in the distribution network. This is being worked through now. Corrective actions will be put in place accordingly (this will be increasing the number of samples taken so we have a buffer if days are missed).	

PROJECTS 2023 +

Hood Infrastructure	Overall Status:
<ul style="list-style-type: none"> Lighting installation work to commencing now to tie in with runway shut down. Physical work on asphaltting the runway recommenced and progressing well. 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. Senior Person and CEO interviews completed. Second interview for CEO scheduled in February 2025 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. There is a tentative turnaround time of three to six months. Charging structure report has been completed. Analytics and options to be completed. Charging structure required by mid Feb. 	

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. Defect letters sent to property owners. Further infiltration identified within Council network, and remediation work underway. Hydraulic model is almost complete. The Roadmap on future direction due early December. This will help to identify longer term spending requirements. 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 physical project work is now complete, and the youth hub has been handed to Councils Community team for operation. Project was delivered to scope and within budget. Total spend circa \$300k. 	

Animal Shelter	Overall Status:
<p>Physical works is underway and on target. Following is now complete:</p> <ul style="list-style-type: none"> Reinforcing installed and tied In-slab services completed Foundations Footings completed In-slab insulation installed First concrete pour completed 1 November <p>Nex milestones are:</p> <ol style="list-style-type: none"> Set up for second Concrete Pour Complete second Concrete Pour Prefabricated Frames & Trusses delivered to Site Structural Steel Shop Drawings complete and manufacture started 	

Waiata House - Extension	Overall Status:
<ul style="list-style-type: none"> Tender evaluation for Lead architect is complete, Architect Plus (partnering with Silverwoods) have been engaged. Design work commencing. QS procurement underway. Programme to be finalised in new year. 	

Town Hall	Overall Status:
<ul style="list-style-type: none"> The consent application was lodged on 29 November 2024, application is for a fully notified consent. Submissions will be called for in the coming weeks. We now await direction from the Planning Team on exact timing and any requests for further information. Procurement documentation for the demolition will be ready to commence the tender process as soon as commissioner has completed assessment. 	

Projects, Assets & Compliance

Reporting Period: October-November 2024

PROJECTS 2024 +

On track/low impact	At risk/ medium impact	Behind plan/ high risk
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Local Water Done Well	Overall Status:	
<p>Detailed updates will be provided upon confirmation of scope of work for the Wai + T Project Team.</p> <p>The current workstream of focus for GM I & A is:</p> <ul style="list-style-type: none"> • Development of the work programme, best efforts as the final will need to be contributed to by numerous subject matter experts (regardless of option) • Consultation process and content (including potential future shareholding councils) • Structure of Water Services Delivery Plans for MDC, ready for drafting in January 2025. 		

Library	Overall Status:	
<ul style="list-style-type: none"> • WPS have been appointed as the lead Architect. • Work is underway to secure a site for the library to operate from during construction. • Concept design was delivered on Friday 15 November. One week ahead of schedule. • Concept design has been distributed to the Governance Group (GG), Architect team are presenting the design to the GG on 2 December • The project team will present the design to library staff on 10 December. • The Preliminary Design is due to be delivered on 14 Feb 2025 		

Top Issues and Risks	Impact Details	Mitigations	Impact
Poor project delivery	Scope creep, poor quality & over budget	PM framework is near completion. Projects are now being managed via new framework Plan for formal implementation is underway for January 2025. PM training internal training undertaken in November 2024.	
Resources	Delivery to programme	Project schedules will be reviewed frequently. All projects have now been allocated. Weekly reporting in place.	
Accuracy of planning and funding documents	Inaccurate due to low level of data collection	Asset Management Project GIS project Asset Management methodology maturity improvement programme	

Page 0

Facilities & Open Spaces Reporting Period: October-November 2024

On track/low impact	At risk/ medium impact	Behind plan/ high risk
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Summary Update	
Facilities	
<ul style="list-style-type: none"> The re-paint of Tinui Hall exterior has been completed. The Hall's hot water supply system has also been upgraded. Contract procurement for the road & driveway resurfacing of Laurent Place & Bodmin Flats is complete. Work is scheduled to commence in Q1 next year. The installation of solar panels onto the Whareama Rural Hall is progressing ahead of schedule. A new Mowing Contractor for Hood Aerodrome has been approved, contract documentation is being finalised. Painting upgrades for the Mini-Putt building and adjacent Toilet facility in QEP have commenced. The THRC outdoor pool will be open to the public in early December. Work is continuing to install filtration to get the Dive Pool operational around the same time. The Dive Pool work will include bypassing infrastructure to prevent water loss. Work to progress the LGA S17A outcome is underway, this is for the THRC Management Contract. 	
Open Spaces	
<ul style="list-style-type: none"> GWRC have begun preparation for building a new rock revetment on the north-western Waipoua River edge, before the Opaki Road bridge, this will see the closure of the Villa Street carpark for just under six months. Release spray work has been carried out in Southern Reserve – Riversdale Beach to support future native planting in the key native eco-system in 2025. Consultation has begun to support an action point in the Riversdale Beach Community Action Plan, which will look at future design concepts for the Bodle Drive precinct area. The Friends of Mauriceville community group have facilitated a new shelter at Mauriceville West Cemetery with sponsorship from Versatile Garages, they are developing some information signage to help reflect its history. Work by Friends of the Park to refurbish the QEP Tractor is complete, it passed audit and will return to QEP 4 December. 	

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 – Suppliers, CREO have advised of delays with the equipment supply chain. This will result in a new commence date after Waitangi Day 2025. Masterton Host Waipoua Lions and Lansdowne Residents Assn. have confirmed their financial contribution, and the Obstacle Course and Exercise equipment have been ordered. A Contractor for the ground-work prep has been engaged.		
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 to the feasibility phase.		

Riverside Park Cemetery Upgrade	Overall Status:	
<ul style="list-style-type: none"> Masterton Cemetery Network Capacity and site analysis remains in progress. This will feed into the future development of a Cemetery Master Plan. GWRC are continuing to build rock groynes for flood protection along the Cemetery edge with the Ruamahunga River. 		
Motuwaireka Stream Edge Stabilisation	Overall Status:	
<ul style="list-style-type: none"> The procurement process is complete, all consultants have been appointed, which includes QS, Engineering, Ecologist and Archaeologist. The design phase is underway. Project reporting to Crown Infrastructure continues without issue. Physical works will occur May - June 2025. The Cyclone Gabriel emergency works are holding up well. 		
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. Financial approach to leases, report will come to council in February. Development and update to strategic plans Introduce asset management practices 		

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

8.5 CHIEF EXECUTIVE'S REPORT

File Number:

Author: Kym Fell, Chief Executive

PURPOSE

The purpose of the attached report is to provide Council with an update on Council operations (as at 6 December 2024).

RECOMMENDATION

That Council receives the Chief Executive's Report as at 6 December 2024.

ATTACHMENTS

1. Chief Executive's Report [↓](#)

Chief Executive Report to Council – December 2024

Introduction

As the year draws to a close, November has been a productive month, marked by significant milestones and progress across key areas. Below are a few organisational highlights from the month.

Organisational Updates

Finalist in the 2025 NZ HR Awards

We are delighted to announce that Masterton District Council has been named a finalist in the Wellness Programme Award category at the New Zealand Human Resources Awards. This recognition is particularly significant given the record number of submissions across all categories this year. Winners will be announced at the NZ HR Awards Ceremony on Thursday 27 February 2025, at the Viaduct Events Centre in Auckland.

ELT Cultural Intelligence Training

The Executive Leadership Team recently participated in a Cultural Intelligence workshop led by Hone Hurihanganui of *Engaging Well*. This insightful and thought-provoking session strengthened our understanding of cultural intelligence, highlighting its importance in leadership and its positive impact on both our organisation and the wider community.

Continuous Improvement

Over the past month, people leaders have worked to identify efficiencies across the organisation. The finance team and managers undertook a detailed line-by-line analysis to explore cost-saving measures and revenue-generation opportunities. These findings will be discussed with elected members and considered as we refine budgets in year 2 of the LTP.

Christmas Closedown

All Masterton District Council buildings will close at 12:00 pm on Tuesday 24 December, and reopen at 9:00 am on Monday, 6 January. This includes Queen Street, Waiata House, and the Library & Archive. The closure aligns with our quietest operational period, allowing us to reduce leave liabilities while minimising disruption to the community. Essential on-call services will remain available for urgent matters.

Employee Engagement Survey

The results of the 2024 *Korero Mai* Survey are in, and I am pleased to report a 75% employee engagement score. This marks a significant improvement over prior years (2023: 64%, 2022: 62%, 2021: 53%). The results reflect an engaged workforce, a positive organisational culture, and strong leadership within the Council.

Key Projects

Hood Aerodrome

Significant progress continues at Hood Aerodrome, with the asphalt runway now complete. Line-marking is underway, and trenching for the new lighting has commenced. The specialised lights are currently enroute from Europe by ship. We remain in ongoing

discussions with the Civil Aviation Authority about the Runway End Safety Area (RESA) and Aerodrome Certification and anticipate an outcome in the coming months.

Animal Shelter

The new animal shelter construction is advancing steadily, with framing and roof trusses installed. The Ngaumutawa Road development remains on budget and on schedule. The fabricated cages are expected to arrive later this month, ensuring no delays in the programme of works.

Masterton Town Hall

The demolition consent application for the Masterton Town Hall was submitted on 29 November 2024 and is now with the consenting department for processing. We expect that the consent will require public notification.

Masterton District Library Extension

A concept design for the library extension has now been received, with preliminary designs anticipated in mid-February 2025. These designs will be shared with elected members to ensure they remain well-informed.

Storm and Wastewater Improvements – Cockburn / Taranaki Street

Work on storm and wastewater improvements is progressing well. Relining on Taranaki Street is expected to significantly reduce infiltration issues. The project team is also addressing remediation work and resolving cross-connection challenges.

Wellington Regional Emergency Management Office (WREMO)

Later this month, Chief Executives from the Wairarapa Councils will meet with WREMO's Executive Team to discuss levels of service. As a joint Wairarapa Emergency Operations Centre, it is essential to evaluate the support provided and identify areas for improvement. While our relationship with WREMO is strong, these discussions ensure we are delivering this critical service as effectively and efficiently as possible.

Fresh New Look

Masterton District Council has a fresh new look thanks to an in-house rebranding led by our very own Anita Crocker, who embraced this as a growth opportunity and undertook it between her BAU design work, outside of work hours. The best part? It hasn't cost ratepayers a cent. The new branding will be rolled out gradually as signage gets updated, keeping things practical and low cost. This project not only gives us a modern, more professional identity but also highlights the creativity and talent within our team.

Use of the Masterton District Council Seal

The Masterton District Council Delegations Register (adopted by Council in November 2022) requires all use of the Common Seal to be reported to Council.

The Masterton District Council Common Seal, signed by Mayor Gary Caffell and Chief Executive Kym Fell, was used on Thursday 12 November 2024 to authorise a Warrant of Appointment for Gordon Crawley, Animal and Bylaw Services Team Leader.

Closing Remarks

I want to take a moment to acknowledge the team's dedication and collaborative spirit over the past year. Together, we have reached remarkable milestones, reflecting our collective commitment to making Masterton a vibrant and thriving community.

I also extend my gratitude to our elected members for their valuable contributions and guidance, which have been instrumental in shaping our work.

As we look ahead to 2025, we are preparing for a busy and productive year. Our focus will remain on delivering an ambitious capital works programme while operating efficiently to achieve outstanding outcomes for our district.

Kym Fell

Chief Executive

Masterton District Council

8.6 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

8.7 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 30 October 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 - 13 November 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</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

	<p>making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public</p> <p>s7(2)(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>	
9.3 - Section 17A Roding Review - Renewals & Maintenance	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 - Property Disposal	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