



# MEETING

of

# Infrastructure and Services Committee

# AGENDA

**Time:** 3:00 pm  
**Date:** Wednesday, 31 January 2024  
**Venue:** Waiata House  
Lincoln Road  
Masterton

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## MEMBERSHIP

Councillor David Holmes (Chairperson)

Mayor Gary Caffell

Councillor Bex Johnson

Councillor Craig Bowyer

Councillor Brent Goodwin

Councillor Tom Hullena

Councillor Stella Lennox

Councillor Tim Nelson

Iwi Representative Ra Smith

Councillor Marama Tuuta

RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS COUNCIL POLICY  
UNTIL ADOPTED

## Values

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

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

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

## **Order Of Business**

<b>1</b>	<b>Conflicts of Interest .....</b>	<b>5</b>
<b>2</b>	<b>Apologies .....</b>	<b>5</b>
<b>3</b>	<b>Public Forum.....</b>	<b>5</b>
<b>4</b>	<b>Items not on the Agenda .....</b>	<b>5</b>
<b>5</b>	<b>Reports for Information .....</b>	<b>6</b>
5.1	Community Facilities and Activities Infrastructure and Services Update.....	6
5.2	Regulatory Services Infrastructure and Services Update.....	14
5.3	Assets and Operations Infrastructure and Services Update.....	27



**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 apologies, including apologies for lateness and early departure from the meeting.

**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 REPORTS FOR INFORMATION**

### **5.1 COMMUNITY FACILITIES AND ACTIVITIES INFRASTRUCTURE AND SERVICES UPDATE**

**File Number:**

**Author:** Corin Haines, Manager Community Facilities and Activities

**Authoriser:** Kym Fell, Chief Executive

#### **PURPOSE**

The purpose of this report is to provide the Infrastructure and Services Committee with an update from Community Facilities and Activities on key projects and summary of progress since the last report, including highlights and any new issues (see Attachment 1).

#### **RECOMMENDATION(S)**

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

#### **ATTACHMENTS**

- 1. Community Facilities and Activities Update** [!\[\]\(91f916b54a4c6447ad9638d4638be954\_img.jpg\) !\[\]\(f1f3815424e59f897c916108e2f1d706\_img.jpg\)](#)

## **COMMUNITY FACILITIES AND ACTIVITIES INFRASTRUCTURE AND SERVICES UPDATE**

### **Key Projects Currently Underway – Summary**

Community Facilities and Activities have a capital budget of \$8.119 million for the 2023/24 financial year. Our larger financial projects will be reported via the Project's Office, Assets and Operation's report:

- Hood Aerodrome; \$16 million
- Youth Hub; \$300,000

The team also have operational projects as follows:

### **Properties**

#### ***Senior Housing***

Panama Village - The homestead garage repairs commenced just prior to Christmas and will be completed by the end of January 2024.

A large water storage tank has been installed at the village, to help provide resilience to tenants in the event of an emergency and to provide an alternative water source to maintain the village vegetable gardens in water restrictions. This will be fed by the homestead garage roof rainwater.

#### ***Leased Facilities***

- Douglas Villa Football Club – The access ramp project is scheduled to commence on 15 January 2024, with an anticipated construction period of approximately eight weeks.

#### ***Facilities***

- Trust House Recreation Centre – Architectural plans have been received for the Toddler Pool roof replacement, which will also address the replacement of the delaminating support beams which triggered the closure. The plans will be reviewed to ensure the ventilation and vapour barrier protection is robust enough for the pool environment.

A decision to close the outside Dive Pool prior to Christmas was made after the investigative work to resolve considerable water loss from the outdoor pipework and filtration system, was unable to isolate the issue and prevent loss whilst keeping the Dive Pool operational.

Officers are continuing to work with the Contractor and Belgravia to identify the best time for significant maintenance to occur within the indoor main pool area.

#### **Parks and Reserves**

- Queen Elizabeth Park – The Park has received positive public endorsements over the holiday period. With water restrictions in place, careful management of the plants and maintenance of the Oval is underway. Park facilities have suffered from a spate of graffiti, damage and some thefts of toilet consumables.

Evidence of fire within the grandstand and on the Park Island have been found, with a burnt portion of seating fortunately not taking hold, and *carex* grass set alight on the island. CCTV upgrades and seating repairs in keeping with the heritage status of the grandstand are being arranged.

- Skatepark – Work to deliver the Youth Hub within the existing budget continues thanks to support from local businesses. Their trade-related skills have enabled the project to be re-scoped but remains focused on delivering a space that reflects our rangatahi vision.

Temporary portable toilets have been supplied over the school holiday period to support families utilising the skate park. A business has taken up the opportunity to operate a food caravan beside the skate park which has also enhanced the family experience, providing refreshments in close proximity so users don't have to pack up and leave.

- Reserves – Sporadic incidents of damage and destructive behaviour are being experienced in locations such as Henley Lake. Signs and dog bins have been run over and broken due to vehicle access which appears to have come across from the eastern side of the Ruamahanga River, and evidence of attempts to start a vegetation fire have been discovered. Theft of consumables from the 24-hour toilet are also occurring.

External funding has been secured to help improve accessibility to several pieces of play equipment within McJorrow Park, the design and costs are currently being finalised.

## **Contractors**

### **Belgravia Leisure**

#### ***Trust House Recreation Centre Contract***

Visitor numbers continue to track positively for pool use, reorganising and creating opportunities inside to cover for the Dive Pool closure have gone relatively smoothly. Staffing pressures due to illness prior to Christmas forced the cancellation of the summer holiday programme.

#### ***Mawley Park Contract***

Mawley Park has received positive consumer reviews for how it is presenting, occupancy rates are steady but tracking behind where they usually sit at this time of year.

### **Green by Nature (Recreational Services)**

#### ***Parks and Open Spaces Maintenance Contract***

The weather in the lead up to Christmas extended the pressure from growing conditions, particularly in the mowing of berms and urban reserves.



## **Library and Archive**

### ***Library Basement***

In October, follow up testing was conducted to detect any mould still present. The results are generally positive in that the work performed (removing carpet, porous materials and visible mould) has slowed down new mould growth. The air samples did not detect *Stachybotrys* and only low levels of *Chaetomium*. We will continue to monitor leaks after heavy rainfalls and control humidity and temperature with the air-conditioning units. Until the basement leak can be fixed, no items will be added to the stack collection.

### ***Archive Nitrate Film***

On 1 November 2023, Archive staff discovered a collection of large format panoramic nitrate film negatives in the collection that were in an advanced state of deterioration. The archive staff are in the process of identifying, separating and storing effected items in cool storage. Archive staff have identified where the bulk of potential items are and will continue the process of rehousing these. Through rehousing the nitrate film into cold storage and temperature and humidity control, any further deterioration should be minimal.

## **Community Development**

### **Events**

#### ***Christmas***

On Saturday, 2 December the Community Development Team, alongside the support of the wider Community, Facilities & Activities team, ran the Christmas parade. The parade was a great success with 36 floats and over 60 vehicles in total. The parade gathered down Queen and Herbert Streets before traveling down Queen Street from Countdown to The Farriers Bar & Eatery carpark. There was a great turnout from the community and public feedback has been good.

#### ***Waitangi Day***

We were successful with our funding application through the Ministry of Culture and Heritage. The interviews with eight local iwi were held last year in November. The content is currently being edited. We expect to receive the final videos on or around 20 January 2024.

#### ***Wairarapa Treaty Trials***

The Treaty Trials are scheduled for Friday; 2 February 2024 and we are currently coordinating logistics with Rangitāne o Wairarapa Incorporated. Invitations are prepared for distribution to selected organisations, including council. The concept is similar to the Amazing Race, with participants visiting 12 significant sites around Masterton. We aim to register 10 teams for the event.

#### ***Whānau Day***

This will be held on Saturday, 3 February 2024 from 11am to 2pm. There will be free access to the pools, free miniature train rides, free boat rides, competitions at the skate park and the outdoor basketball half court. There will be a range of food, craft and information stalls on the green space. This event is hosted by council and Kahungunu ki Wairarapa with the support of Rangitāne o Wairarapa.

### **Welcoming Communities**

In partnership with Red Cross, National Treaty People, Te Ore Ore Marae, Wairarapa Indian Association, and the Wairarapa Women's Centre, we successfully delivered a Treaty of Waitangi session aimed at migrant and refugee families in late November.

The fourth session of the Swim Project, starting on 15 January, will provide important water safety and CPR training. This initiative aims to impart vital life skills and underscores a commitment to the well-being of participants.

### **Youth Council**

The Youth Council will be attending an overnight stay/noho at Castlepoint from 24 - 25 January 2024, which will focus on team- building, mapping out the year ahead and a governance workshop. We will also be welcoming some new members, as we have some who are leaving for university, moving away or who have decided to pursue other endeavours.

### **Resident Associations**

On Friday, 10 November we held our bi-annual joint Residents Association meeting. The meeting was held at the Community Centre from 9am – 12pm.

Each Association present provided an update on the group and achievements since the last meeting in June. This also provided them with the opportunity to ask questions of the council representatives or community development team if they had any.



### **Riversdale Beach Community Plan**

The Riversdale Beach Community Plan 2024-2034 Draft has been open for feedback during the summer and will conclude on 6 February 2024. The feedback form seeks input on various aspects, including the vision, five key priority areas (preserving and comprehending our natural coastal environment, protecting our rural beach character and distinctive sense of place, nurturing our community spirit and atmosphere, improving our community organisations, facilities, and assets, and ensuring our infrastructure aligns with community needs), a local steering group, immediate short-term actions, and key priorities are outlined in the implementation guide.

### **Wairarapa Funders Event**

In collaboration with ECCT, we are coordinating a Wairarapa Funders Event forum scheduled for March 2024. There are three events, set to take place in Masterton, Carterton, and South Wairarapa throughout the month, running from 3 pm to 7 pm and embracing an expo-style format. Invitations will be extended to organisations providing community funding, schemes,

and grants to set up stalls, making themselves available for face-to-face discussions with individuals, community groups, and organisations.

### **Neighbourhood Support**

**Food Resilience Project - GROW Bins** – The second GROW bins workshop demonstrating ‘Lasagna composting’ was held on Saturday, 18 November 2023 at the GROW Community Garden on Park Avenue, where eight adults and three youths attended along with council’s Climate Change and Welcoming Communities Advisors. The three youths made a ‘Bug Hotel’ each, to be re-located later, within Masterton.



**Women only Swim and Water Safety Project** – The fourth school holiday session is being held in the last two weeks of the January summer holidays and is being opened to all women who do not know how to swim. There will be a limited number of 30 maximum due to funds available. Sessions consist of half-hour swimming sessions, with half an hour’s practice afterwards, so each participant can have one full hour in the pool. All participants are working through a 3-tier Skills Level programme, where participants will be awarded certificates at the completion of each level. It is anticipated that 3-4 participants should complete the first skill level. Participants will also be given further opportunities to develop their skills and knowledge on life jackets and basic lifeguard rescue. CPR training through Wellington Free Ambulance has been arranged along with a presentation of awards for any participants successful in the skills level programme.

### **Positive Ageing**

The coordinator attended the quarterly meeting for the Greater Wellington Regional Council’s Public Transport Advisory Group in November of which she is a member. The group gave feedback on the design of the new trains due for arrival by 2028. The focus was on accessibility and flexibility of space allowing for standing, cycles and wheelchairs that can be adapted depending on demand. Other feedback was regarding the look and feel of the trains, the provision of services including Wi-Fi etc.

**Community Facilities and Activities Infrastructure Projects**

<b>Properties and Facilities</b>							
<b>Project Name</b>	<b>Project Lead</b>	<b>This month</b>	<b>Next milestone</b>	<b>Budget</b>	<b>Risk</b>	<b>Council Decision Points</b>	<b>Completion Date</b>
<b>Trust House Recreation Centre and War Memorial Stadium - condition and energy assessment</b>  <b>(Feasibility Study into Splash Pad)</b>	Facilities and Open Spaces Manager	Meeting held with consultants to confirm dates for the remaining reports.  The condition assessment work and quantity surveying guide are being amalgamated and formatted.  Work continues to collate and interpret information over the facilities visitor profile and programmes.	Consultants to present final Condition and Energy Assessment Report and provide Master Plan for the facility including feasibility of a 'Splash Pad' to Officers in January 2024.	\$120,000	Consultant availability.  Scale of assessment work able to be completed within designated budget.		Full Reports to Council Officers during February 2024.  Full Report will enable findings to be used in 2024-34 LTP planning.
<b>Reserve Lease Review</b>	Manager Community Facilities and Activities	No action, on hold.	Alter draft lease policy based on discussions with Council.	Operational cost	Negative reaction from clubs/other leaseholders who have historical or expired agreements that do not comply with current legislation and do not wish to move to new agreements.		2 <sup>nd</sup> Quarter 2024

Services

Parks and Open Spaces							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
<b>Playground Renewals</b>	Parks and Reserves Advisor	<p>Meeting held with Waipoua Lions – Masterton Host and Henley Trust representatives to discuss engagement results.</p> <p>Public Comms thanking and updating the public on key themes from the engagement process completed.</p> <p>RFI proposal is being prepared for industry specialists to be approached to work on the design of the space, to enable costings to be confirmed.</p>	Seek industry interest to develop active space that meets community's needs.	<p>\$180,000</p> <p>Community contribution to be determined and will compliment council investment.</p>	<p>Inflation impact on material and labour costs, and contractor availability.</p> <p>Co-funding capacity of Waipoua Lions.</p>		<p>Design and procurement, November 2023 – February 2024.</p> <p>Installation, June 2024.</p>
<b>Riverside Cemetery Landscaping Upgrade</b>	Parks and Reserves Advisor	<p>Fencing upgrades, and boundary tree maintenance.</p> <p>Expansion of services burial area underway.</p>	<p>Expansion of services burial area</p> <p>Installation of vehicle gate at River Road and development of updated Cemetery signage.</p>	\$270,000	Weather conditions delaying project.		February 2024

Green: On target or low risk

Orange: Slightly off target or some Risk

Red: Significantly off target or Significant Risk

## **5.2 REGULATORY SERVICES INFRASTRUCTURE AND SERVICES UPDATE**

**File Number:**

**Author:** Terri Mulligan, Interim Manager Regulatory Services

**Authoriser:** Kym Fell, Chief Executive

### **PURPOSE**

The purpose of this report is to provide the Infrastructure and Services Committee with an update from the Building Control Services team, the Consents and Planning team and the Environmental Services team (see Attachment 1).

### **RECOMMENDATION(S)**

That the Infrastructure and Services Committee receives the update from the Building Control Services, Consents and Planning and Environmental Services teams.

### **ATTACHMENTS**

- 1. Regulatory Services Update** [↓](#) 

**REGULATORY SERVICES UPDATE**

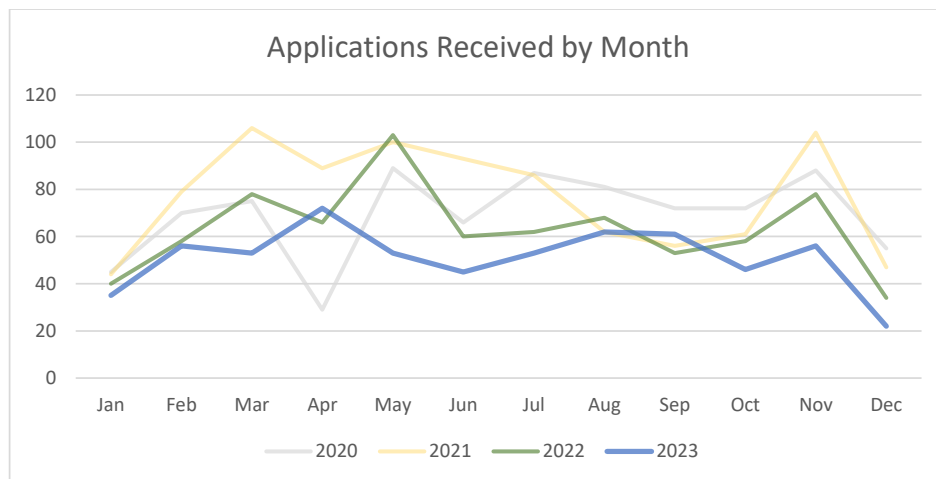
**BUILDING CONTROL SERVICES ACTIVITY**

**Activity Levels, Staff and Service**

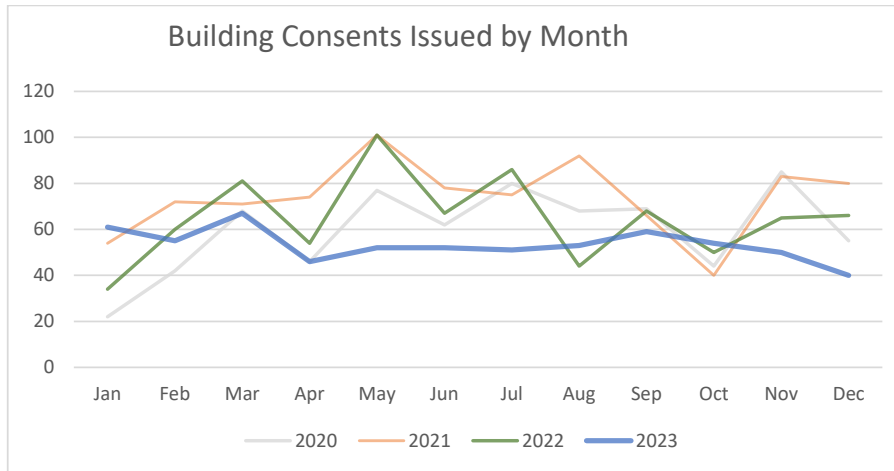
Activity in the construction industry remained subdued for 2023, there were no seasonal peak months as in previous years. The lower activity aligns with the forecast published by the Building Research Association of New Zealand. The same forecast predicts commercial construction will gain momentum.

Reliance on processing contractors has greatly reduced and this has enabled the team to train and upskill staff in a wider range of more complex work. Lower activity is allowing the Compliance team to focus on swimming pool inspections and BWOFF audits.

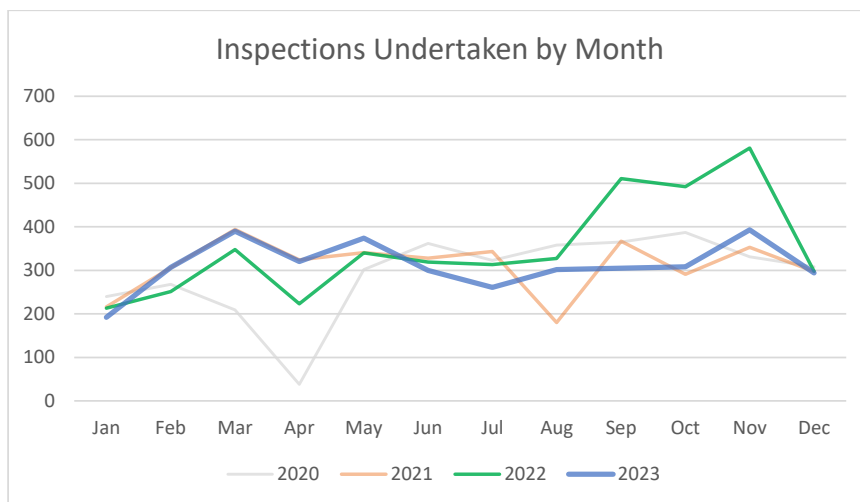
**Building Consent Authority Statistics**



*While there was a minor lift in activity in the months of April and November, activity remained muted for other months.*

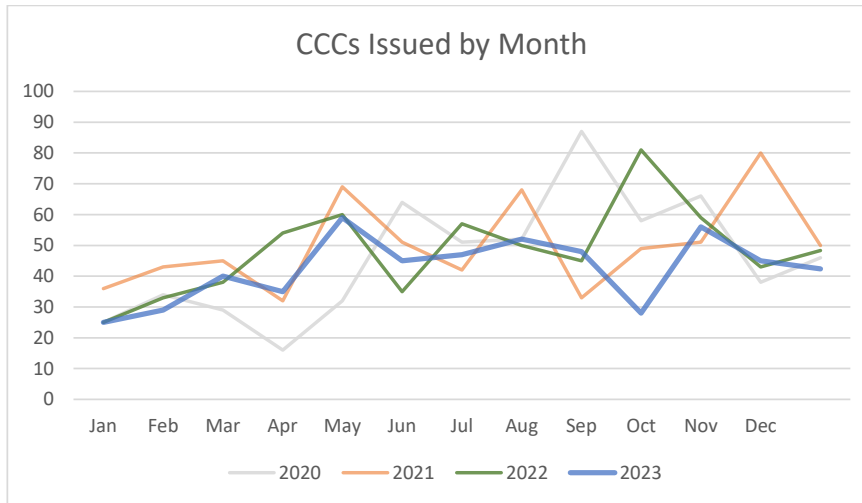


*The number of consents issued remained stable but will drop if the construction industry does not see an uplift in work.*



*The number of requested inspections remained steady for 2023. The wait time for inspections is at 3-4 working days.*





Overall Code Compliance Certificates remained steady for 2023.

## TA Building Functions

### Building Warrants of Fitness (BWoF)

Annual BWoF renewals provided to Council are being reviewed within a 20-working day period. There are approximately 16 buildings for which BWoFs have not been provided and staff are working with the owners to help them improve compliance.

### Earthquake Prone Buildings

Staff have completed an audit of Earthquake Prone Buildings (EPB) to ensure compliance with the requirement to prominently display EPB notices. These notices play a crucial role in informing occupants, users, and the public about the seismic risk associated with a building.

Out of the eighty-one earthquake prone buildings audited, it was found that twenty-two are not displaying their required EPB notice. Staff are actively following up with the relevant building owners to ensure they display an EPB notice.

Future Consideration:

In the next 24 months three buildings are approaching the date in which they required to be remediated. From 2027 onwards there is a growing number of buildings that will reach the deadline in which they must be strengthened.

It is anticipated that some owners will face challenges, primarily driven by the substantial costs associated with remediation works. Council officers will engage with building owners to understand the problems they face, and this engagement will help council assess the number of buildings that may not be remediated.

### Swimming Pools

We have continued with pool barrier inspections and have completed 191 inspections for this financial year. We are now 68% through the pool register. We have planned to complete all

pool barriers by the end of the calendar year.

## CONSENTS AND PLANNING ACTIVITY

### Resource Consents

The Planning Team has processed the following consents for 1 July 2023 to 31 December 2023:

Type of Consent Received	Number of Consents Processed 1 July 2022 – 31 Dec 2022	Number of Consents Processed 1 July 2023 - 31 Dec 2023	% Within RMA timeframe
Land use	28	29	92.8%
Subdivision	34	50	80.3%
Permitted Boundary	13	10	100% (within 10 days)
Outline Plan (Designations)	0	2	100%
<b>TOTAL</b>	<b>75</b>	<b>91</b>	<b>93.3%</b>

A total of 91 applications were received between 1 July 2023 – 31 December 2023. Twelve applications are in the process but on hold (waiting further information).

### LIMs (Land Information Memorandum)

Period	1 July 2022 - 31 Dec 2022	1 July 2023 – 31 Dec 2023	% Within Required Timeframe
Number of LIMs Processed	164	184	100%

### Planning Enquires - 1 January 2023 to 31 December 2023

Period	Number of Enquiries
January 2023	51
February 2023	45
March 2023	36
April 2023	33
May 2023	80
June 2023	44
July 2023	33
August 2023	41
September 2023	46
October 2023	41

<b>November 2023</b>	57
<b>December 2023</b>	35
<b>Total</b>	<b>542</b>

### **Publicly Notified Application**

#### ***RM230068 – Meridian Energy Ltd (Mt Munro)***

Submissions on the application for the wind farm closed on 6 December 2023. A total of 71 submissions were received and a summary of submissions will be available in the near future. The hearing for this application is a direct referral to the Environment Court and is scheduled for July 2024.

#### ***RM220167 – 71 High Street***

A hearing to hear the application will be held on 30 January 2024 in the Kiwi Room (Masterton) by Hearing Commissioner Alistair Aburn. The application has been on hold at the request of the developer. The application was initially for seven residential units and lots (subdivision & land use), but this has been amended now for five residential units and lots.

### **Proposed Wairarapa Combined Proposed District Plan**

Submissions to the Proposed Wairarapa Combined District Plan closed on 19 December 2023. At the time submissions closed there was a total of 289 submissions. After checking the website, it has been recorded that there has been some double ups and incomplete submissions that has now taken that total down to 241. It is anticipated that there will be some late submissions which will take the total to around 250. It is considered that this total is a good number, and it was anticipated that there would be as many as these submissions received. Submissions have been received from central government agencies, regional council, commercial organisations, iwi, interest groups and individuals.

Council officers from all three Councils and Boffa are currently summarising the submissions received and once that is completed a summary of submissions will be available to the public towards the end of February/early March 2024. Further submissions will be notified and called for in early April 2024. Further submissions will close in early May 2024.

The composition of hearing panel, dates and venues are still to be considered. This phase is scheduled from around July 2024 onwards.

## **ENVIRONMENTAL SERVICES ACTIVITY**

### **Bylaws and Parking**

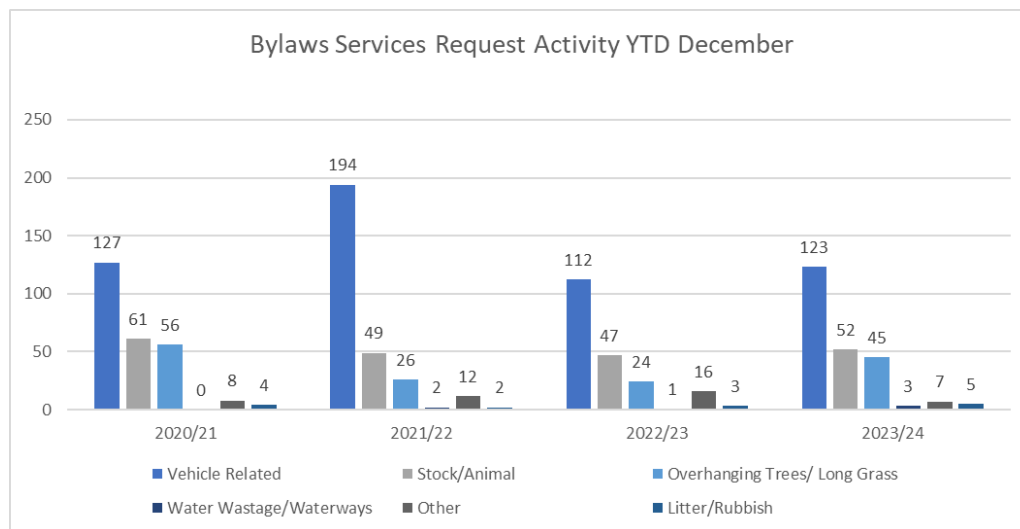
#### ***Businesses Using Public Parking***

Some Masterton car dealerships and vehicle repair businesses have been using public parking spaces to park their excess vehicles. Some of the vehicles do not have current registration or warrant of fitness (WOF) when parked in the public spaces and can be parked in the spaces for extended periods. Currently, officers do not issue infringements for no

registration or no WOF, however it would be a useful tool to ensure that vehicles that are parked on a public road are done so legally. The Wairarapa Consolidated Bylaws are due to be reviewed in the 24/25 year and staff have noted it may be useful to include a prohibition on vehicles being stored on the road in connection to businesses.

**Bylaws Service Requests**

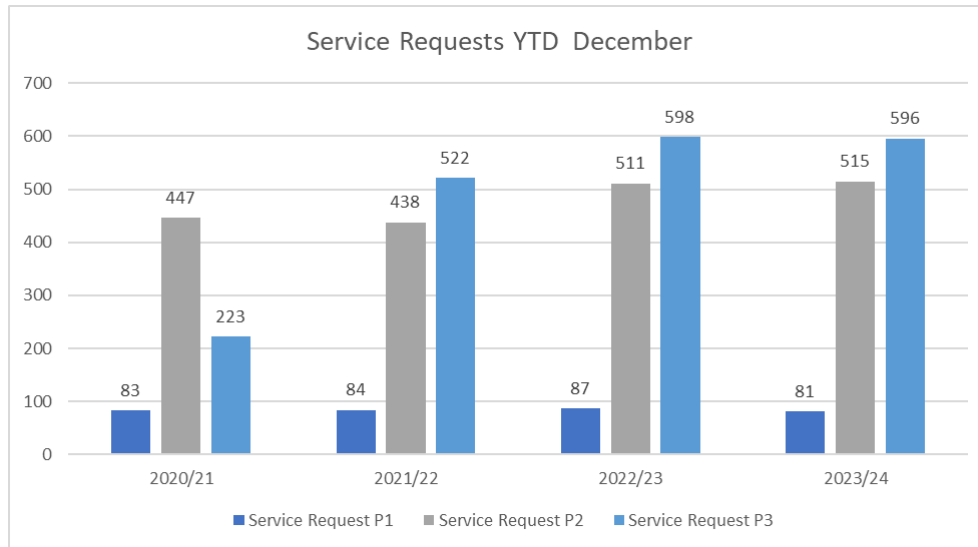
Service requests for bylaws remain consistent compared to the same time frames as in previous years. Vehicle-related service requests still make up the majority of requests made to the team, the majority are for concerns about parked vehicles in the urban area.



**Dog Control**

**Dog Related Service Requests**

Service requests remain steady for the team. There has been a total of 1192 service requests relating to dogs this financial year, compared with the same time period of previous years, 1196 in the 22/23 year, 1044 in the 21/22 year, and 753 in the 20/21 year.



P1, P2 and P3 reflect the priority/urgency of the requests for service received.

- P1 – The most urgent calls, for example, dog attacks, police assistance. Attendance within one hour.
- P2 – Barking, contained dog for collection and wandering. Attendance within 24 hours.
- P3 - Non-urgent requests, for example changing details on a dog account. Response within 5 working days.

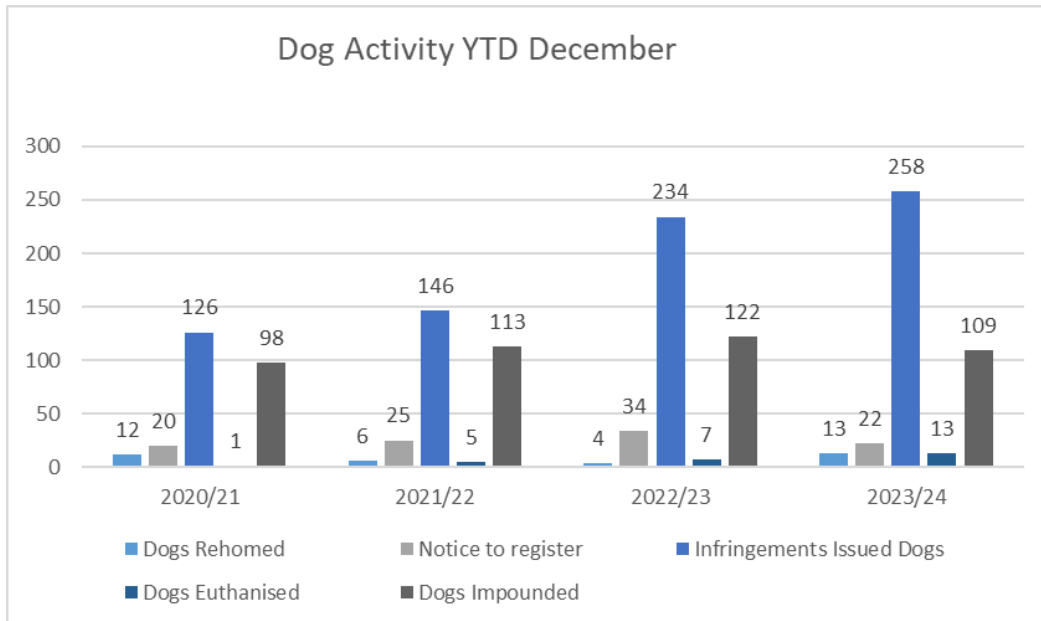
### ***Increase of Patrols***

With the weather improving and more people likely using the public spaces and footpaths the Animal and Bylaws team has increased their patrols. To prevent incidents, the team have been doing more regular patrols of the areas that the community has raised concerned about.

The areas currently under priority with daily patrols are East of Colombo Road, Henley Lake (Foot patrols), Masterton Intermediate School area, Kuripuni, Bird Reserve, French, Kippenberger, and Raglan Streets.

Positive change has been noted by the public within the Bird Reserve and we hope to follow suit with the other areas.

These patrols require time and resource to be conducted. Dog owners are reminded that it is important for dogs to be kept confined to their property and under active control at all times, even in off-leash areas.



**Dog Registration**

There is a legislated requirement under the Dog Control Act 1996 for all dog owners to register their dogs or any dogs in their possession for more than 72 hours unless the dog is already registered for the current year and there is evidence of this or is under 3 months of age. The registration year runs from 1 July through to 30 June every year and Masterton District Council are required to enforce the DCA.

To be fair to all registered dog owners in the community Masterton District Council follow up with known unregistered dogs each registration year to encourage compliance. Failure to register a dog as required is a fineable offence against the Dog Control Act 1996 and the infringement fee for this is \$300 per dog, this infringement fee is payable in addition to any outstanding registration costs. Further to the infringement the unregistered dogs can be seized and impounded for non-registration; for the owner to retrieve their dog/s full outstanding registration plus any additional seizure and impounding costs must be paid in full.

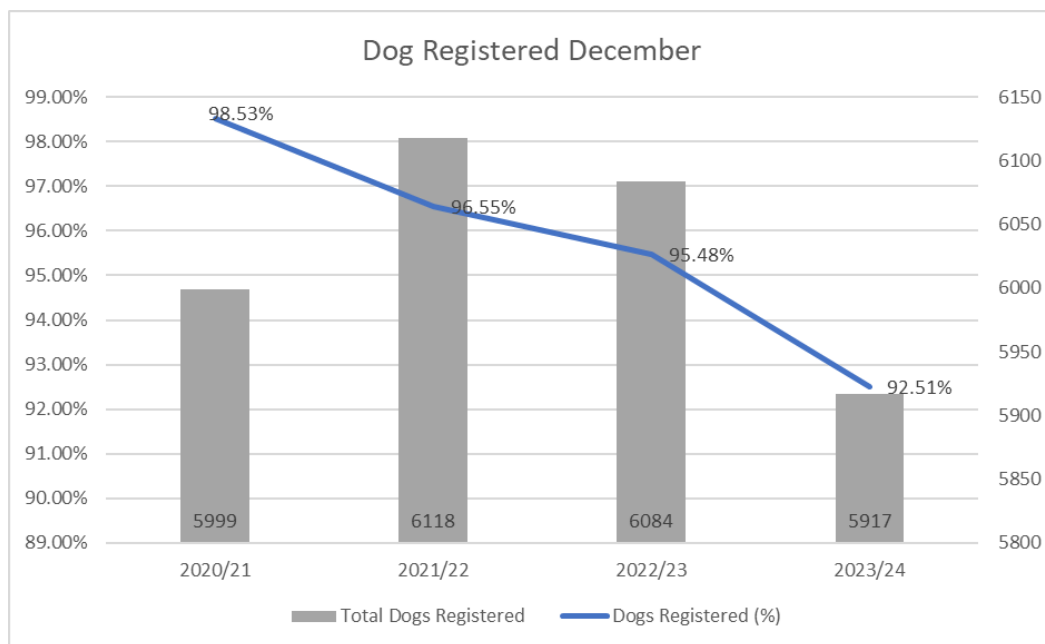
As of 31 December 2023, Masterton District has 6396 known dogs and of those 92.51% are registered for the current year. This leaves a balance of 479 known unregistered dogs. Known dogs are those that have come to the attention of Masterton District Council during the year for a variety of reasons or those that have registered their dogs in previous registration years, often as a result of the dog being impounded and the owner required to pay registration to have their dog released. All of the follow up of unregistered dog owners takes up a significant amount of the Animal and Bylaw Services time. It is always a last resort to seize unregistered dogs, but to be fair to those dog owners that pay to register their dogs, on occasion Masterton District Council are put in a position where to gain compliance they are left with no other option.

Seizure of unregistered dogs often requires the execution of a Search Warrant, with the assistance of Police. Planning, preparation and execution of the seizure can take a lot of

officer time. Since the start of the new registration year Masterton District Council Animal Services have seized 13 unregistered dogs, 9 being rural and 4 from urban properties.

There have been 243 infringements issued for Failure to Register for the current registration year 1 July 2023 to 31 December 2023, these infringements do not prevent dogs that remain unregistered from being seized. For dog owners that are repeatedly non-compliant and have previously been infringed for unregistered dogs, to gain compliance it is likely that there will be more seizures pending. The remaining known unregistered dog owners should expect to be issued a \$300 infringement per dog in January.

To enable dog owners to receive all notifications regarding registration it is necessary for them to ensure that all contact details including change of address, change of ownership and notifying the death of a dog are updated with Masterton District Council, this is also a requirement under the Dog Control Act 1996 and failure to do so could incur infringements. Refusal to provide details of a dog, owner details, or providing false details relating to registration could incur a \$750 fine. To update details visit: <https://www.mstn.govt.nz/rules-regulations-and-licenses/animal-services/dogs>



***Menacing Dogs***

Menacing dog follow ups are being carried out currently to confirm if menacing dog owners are meeting their requirements of having their dogs desexed. Owners of dogs classified by deed, or breed must have their dog(s) desexed within one month of the classification and notify officers.

Menacing dogs are defined by: if officers consider the dogs may pose a threat to any person, stock, poultry, domestic animal, or protected wildlife because of any observed or reported

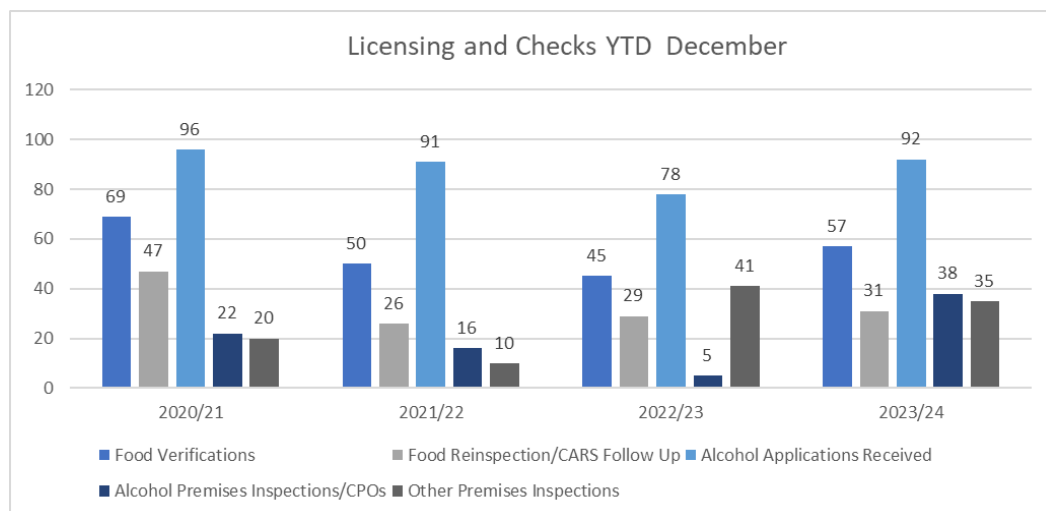
behaviour of the dog or any characteristics typically associated with the dog's breed or type. The breeds are Brazilian Fila, Dogo Argentino, Japanese Tosa or Perro de Presa Canario. The type of dog is an American Pit Bull Terrier.

27 owners have been followed up with about meeting the menacing requirements. Failure to comply with any of the effects of the classification may result in a \$300 infringement being issued and/or having their dog seized.

There is still funding for Masterton dog owners who have menacing dog(s) to get the dog desexed under the funding that was secured from the Department of Internal Affairs (DIA). Applications can be made through the Animal Services Team.

**Environmental Health**

***Verifications, Inspections and Checks***



***Sale and Supply of Alcohol Act 2012***

An alcohol newsletter was written and sent to all alcohol licence holders in December 2023. The newsletter had information on recent law changes, a case law decision to clarify interpretation of the Act, reminder of the records licensees must keep and the availability of free training for staff. Inspectors will continue to send more newsletters to premises in 2024.

Alcohol compliance visits were carried out on a Friday night in December 2023. 12 licensed premises were visited by Alcohol Licensing Inspectors including premises at Riversdale Beach and Castlepoint. Compliance visits will be undertaken on a regular basis throughout the year.

There is a large Special Licence for a first-time event Matahiwi Hops in the Vines for Wellington Anniversary weekend, on 20 January. This is a new venture between Brewtown Upper Hutt and Matahiwi Vineyards to provide a music event in a vineyard. This has involved working collaboratively with other teams at Masterton District Council as well as our partner agencies



Police and the Medical Officer of Health. The event organisers may be looking to hold similar types of events if this event proves successful.

### ***Applications***

In November and December 2023 new applications for businesses such as food, alcohol and stalls, were received with the expectation that they would be processed before the New Years holidays. Some applicants expected incomplete applications to be approved in 1 – 3 days. This is a very high workload period for the Environmental Health team who are also short-staffed, and the expectation to process incomplete applications received close to the holidays puts a lot of pressure on staff. Staff do not want to be difficult and stop businesses from operating but cannot stop other essential programmed work. The processing times are on application forms. In September and October 2024, there will be more advertising of dates to submit applications to be processed before the end of the year.

### ***Food Quality Management System (QMS)***

Confirmation from MPI that the surveillance audit for QMS is not due until June 2024. This means Masterton District Council are on an 18 month frequency which is great news in terms of compliance costs to maintain QMS. Verifications are tracking well with Masterton food business. With competent staffing in the food team, this shows how important it is to have sufficient staff, both verifiers Food Safety Officers, and importantly administration support. Administration staff have been very good in this space. Environmental Health staff continue to be valuable and experienced food verifiers and Food Safety Officers who add value to the Environmental Health team.

### ***Food Verification***

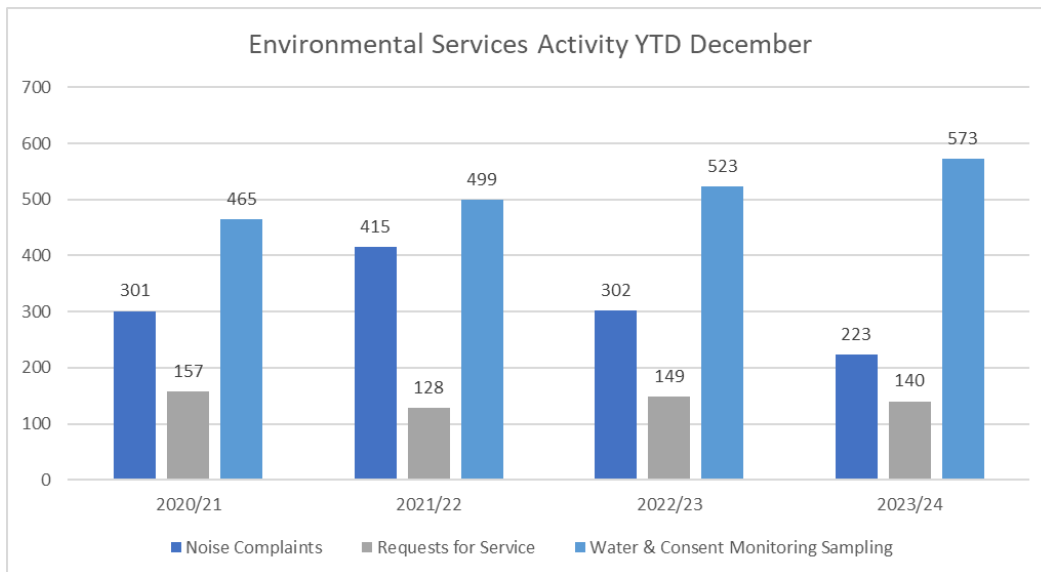
There has been an increase in new food businesses and significant changes to existing businesses. It is great to see new initiatives including one new business in Tinui. Verifiers have 5 new verifications scheduled for January 2024. Food verifications are up to date and the verifiers have booked premises through to March 2024.

### ***Noise***

As summer is now here there has been a marked increase in noise complaints and excessive noise directions (END) notices issued. People who fail to comply with excessive noise directions (END) notices will have their stereo seized. 150 noise complaints were made over the November-December period, compared to 93 in the prior 2 months.

### ***Service Requests***

There have been quite a few requests for service regarding health nuisances, overgrown properties (FENZ) and several food complaints which have (mostly) been resolved to the satisfaction of the complainants.



### **5.3 ASSETS AND OPERATIONS INFRASTRUCTURE AND SERVICES UPDATE**

**File Number:**

**Author:** Philip Evans, Interim Manager Assets and Operations

**Authoriser:** Kym Fell, Chief Executive

#### **PURPOSE**

The purpose of this report is to provide the Infrastructure and Services Committee with an update from Assets and Operations on key infrastructure projects and areas of project focus (see Attachment 1).

#### **RECOMMENDATION(S)**

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

#### **ATTACHMENTS**

- 1. Assets and Operations Update** [↓](#) 

## **ASSETS AND OPERATIONS INFRASTRUCTURE AND SERVICES UPDATE**

### **Corridor Management**

Masterton District Council received 75 Corridor Access Requests for the period 1<sup>st</sup> of November 2023 to the 12<sup>th</sup> of January 2024. There have been two Traffic Management Audits completed.

There was one Non-conformance Notice issued for breach of Work Reinstatement conditions.

There were four Traffic Management Plans (TMP) for an event, fifty-four for excavation and seventeen for non-excavation activities.

### **General Roading Maintenance**

Since October, maintenance crews have focused on pavement repairs and have stabilised major weak or faulty pavement areas of the network that are due for surface renewal over the next three months. Housekeeping crews have replaced a number of damaged signs, conducted small bridge repairs across the network, and performed a general clean-up before the Christmas period.

Drainage crews have replaced approximately half a dozen culverts including addressing several side drains in the rural area that were blocked. Roadside vegetation cutting commenced but was not completed; it will be carried out and completed over the January-February months. Some footpath renewals were carried out.

A larger section of the Masterton Castlepoint Road rehabilitation project was completed before the Christmas break removing a significant portion of traffic management from the network before the break.

### **Cockburn Street Sewer Works**

- 12 tanks installed.
- 7 reflux valves installed.
- 1 property being looked at further, but all works now substantially complete.
- Independent review commissioned by Council Chief Executive Kym Fell.

**Activity Reports**

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
<b>ROADING</b>						
Roading Renewals	Kaine Jaquery	Footpaths: 5.8km Renewals programmed, completion by end of the financial year 2024 (sites remaining Third, Matai, Harley and Oxford Streets)	No significant decisions.	\$565,000	June 2024	Contractor resourcing and equipment availability is a major risk to programme completion.  Weather  Staff illness and resourcing and equipment availability.
		Reseals: major pre sealing repairs are underway on 2023/24 sites. All sites are scheduled for completion by end of April 2024.		\$1,386,000	April 2024	
		Road Remarketing: scheduled April 2024.		\$340,000	May 2024	
Pavement Rehabilitation	Kaine Jaquery	Contract awarded to Higgins for 2022-2024 Rehabs.  Approx. 3.3km of unsealed network, 1.4km of sealed network and 1	No significant decisions.	\$1,800,000.00	May 2024	Resourcing  Weather  Staff illness and resourcing and equipment availability.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
		urban roundabout has been completed. Approx. 1.5km of the sealed network and 1 more roundabout has been programmed to be completed by May 2024. Planning and programming of rehab sites for the next two years – next NLTP.				Cyclone damage delaying programme completion and creating variations to total cost.
Capital Improvements	Kaine Jaquiere	Procurement and award of the Te Kanuka Curve Safety Improvements Project.  Procurement and award of Delineation Improvements Project.	No significant decisions.	\$650,000  \$650,000	June 2024	Resourcing Contractors Weather Material availability Funding Staff illness
Emergency Works <ul style="list-style-type: none"><li>June/July Event 2022 (cost</li></ul>	Kaine Jaquiere	We have 59 active slip sites from the January and February cyclones that our staff is monitoring or planning to remediate. Ground conditions remain vulnerable, with some	awaiting funding approval from Waka Kotahi for applications submitted for Cyclone	June/July Storms \$4,264,415 - 2023/24 Cyclone Hale \$1,954,686 - 2023/24 and \$396,218 - 2024/25 Cyclone Gabrielle \$5,719,344 - 2023/24	Remediation investigation and construction is phased over 2023, 2024 and 2025.	Weather Public interest Disruption (road closure) Funding TMP

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
scope adjusted) <ul style="list-style-type: none"> <li>• Cyclone Hale Jan 23</li> <li>• Cyclone Gabrielle Feb 23</li> </ul>		sites growing more complex due to soil saturation level changes. Assessments and designs, and remediation works are underway. Currently we have 4 ongoing emergency works contracts with 3 separate contractors. Listed below are the current ongoing emergency works contract with their allocated contractors:  03_22-23 Various Slips Remediation – July Event GL 3116304 – 1Geo Limited  14_23-24 Dropouts Repair Project - Eco Reef Concept – Fulton Hogan  15_22-23 Willow Brush Walls – Recovery Project – GoodRich  12_23-24 Blairlogie Langdale Retaining Walls	Hale/Gabrielle recovery work	and \$6,698,767 - 2024/25. (Various Government funding assistance rates apply to works, Refer Council report 24/05/2023)		Staff illness and resourcing and equipment availability Further risk of ground movement increases scope. Resourcing contractors

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
		(Sites 41,42,44)– 1Geo Limited  Tender for another contract consisting of 3 additional retaining walls construction will be released to market shortly.				
Transport Choices Lansdowne to Kuripuni Cycle Facilities	Laura Maclean	Project procurement phase cancelled. Due to funding constraints, the Eastside Link Cycleway Project is cancelled. The Minister of Transport has communicated that TC projects without a signed funding agreement with NZTA for construction are ineligible for further Transport Choices funding.		\$1,322,00 (funding delivered in stages) All further implementation funding cancelled.	Now on hold until further funding can be secured.	Funding availability for construction with change of govt. Timeframes – must be delivered by June 2025 Project resourcing governance and public support. Funding (securing implementation funding and uncertainty in estimated project costs) Public interest



PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
WATER						
Henley Lake Resource Consent	Phil Evans	Consent renewal: Resource consent application lodged with GWRC for processing. Further information requested. GWRC Ecologists to visit the site and determine effect of the discharge on the wetlands.		\$80,000	Further information requested to be developed and supplied to GWRC, in particular ecological impact on wetlands.	Non-compliance with existing consent.
Opaki Water Race	Phil Evans	Consent renewal: Amended application lodged in February 21. Discussion with Iwi completed. General support for closure. Environmental Impact of maintaining Race for next few years to be assessed. Council decision to close water race in 2026.		TBC. Working on closure by June 2026.	Amended application lodged February 2021. Application in progress. Further information to be supplied to GWRC.	Non-compliance with resource consent conditions. Difficulty in progressing Consent application further without expert consultant input. Ongoing discussions with GWRC to resolve.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
Homebush WWTP	Phil Evans	Old Pond decommissioning: Consent Application submitted, and preparation of a Cultural Impact Assessment is in progress.	Contract Award: To be confirmed	\$200,000 On budget	Water reforms halted. Need to assess options going forward.	Decision making Resources Supply of components
Water Meters	James Li	Meters installed on to 93% of all properties.	Water charges: To be confirmed by Council resolution.	\$600,000 On budget	All shared meters installed: September 2023	Contractor Resource – Contractor secured Staff for Project continuity. Public uncertainty of shared supply and cost of water.
Three Waters Renewal Projects	James Li	Installation: Planned renewals work to be tendered		Water: \$1,800,000, Actual \$2.2M Sewer: \$1,524,000, actual \$3.1M Stormwater: \$475,000, actual \$638K over budget	June 2023	Potential delay and cost increase to this Year's Renewal Programme.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
<b>PROJECT DELIVERY</b>						
Treated Water Storage	Phil Evans	Provides for an extra 1,000m3 Treated Water Storage in Nikau Heights, Lansdowne. Resource Consent process is underway.	Contract awarded – supply and install. Tank manufactured.	\$800,000	December 2023	Draft S&P prepared for Golf Club Committee for signing. Resource Consent to be granted on securement of Agreement.
Civic Facility	Phil Evans	Project Advisory Group meeting fortnightly to discuss scope and options for LTP.	Confirm outputs of PAG meetings including scope and refined options	TBC	Existing Town Hall Building earthquake prone status needs to be resolved by 2026.	Updated costs for options to PAG. Consultation on preferred option to be carried out through LTP. Ability to deliver costed options within timeframe for LTP consultation.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
Masterton Revamp Queen Street Stage 2 Southern Roundabout	Tracey Rowe/ Phil Evans	Options for LTP confirmed 13/9/23	Decision part of LTP	Preferred option to develop Stage 1 and Stage 2 of Queen Street redevelopment. Budget estimate of \$14M. Full scope of works over the 10 year period on hold.	2026 / 2027	Scope being confirmed via LTP consultation. Budget provision of \$14M to be included in LTP.
Animal Shelter	Steve May	Developed design and costings completed with indicative budget of \$2.5M. Council direction to proceed to tender. The temporary shelter is operational in the meantime.	The project scope and timeframe have been confirmed.	Contract being finalised. Intending to be signed and work commenced this quarter (Q4 2023).	Q2 2024	Scope Budget provision Delivery timeframe Contractor and materials
Hood Aerodrome	Phil Evans / Lisa Neill	Preferred supplier identified for Stage 1 works, including runway		\$17 million, consisting of \$10M Kanoa funding	Q1 2026	Timeframe to deliver works.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
		<p>reseal and widening, apron extension and grass runway realignment. Project Team working with supplier to finalise contract.</p> <p>Kanoa funding agreement approved.</p> <p>Project working through requirements to become a qualified aerodrome by June 2025</p>		and \$7M Council co-funding.		Earthworks Consent from GWRC
Queen Elizabeth Park Lake	Phil Evans	<p>Discussing with GWRC option to align requirements under current consent due to expire in 2023. This will require a variation to existing consent.</p> <p>New consent lodged 2023.</p>	No significant decisions.	To be confirmed. CFA to determine next steps in operation / management of the lake.	2023	Decision making

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
Youth Hub	Phil Evans / Tracey Rowe	<ul style="list-style-type: none"> <li>Options being looked at with CF&amp;A.</li> </ul>	Staff looking at repurposing existing portable buildings	Total Budget \$485,837.00 \$267,661 of funds paid to Podular.	2024	Staff looking at options to provide facility within current budgets.