



MEETING

of

Infrastructure and Services Committee

AGENDA

Time: 3:00 pm
Date: Wednesday, 29 May 2024
Venue: Waiata House
Lincoln Road
Masterton

MEMBERSHIP

Councillor David Holmes (Chairperson)

Mayor Gary Caffell

Councillor Bex Johnson

Councillor Craig Bowyer

Councillor Brent Goodwin

Iwi Representative Jo Hayes

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:

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

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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 INFRASTRUCTURE AND ASSETS UPDATE

File Number:

Author: Maseina Koneferenisi, General Manager Infrastructure and Assets

Authoriser: Kym Fell, Chief Executive


PURPOSE

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

RECOMMENDATION

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

ATTACHMENTS

[1. Infrastructure and Assets Update](#) 

Infrastructure & Assets Monthly Report:



Reporting Period: April 2024

1. General Update

The Infrastructure & Assets Team have been focused on business as usual alongside preparing for some operational changes on how we work as we head into 2024/25. These changes are primarily around the way projects are managed, automating compliance reporting as much as possible and how we move from undertaking asset management reactively to a more planned approach.

This report replaces the previous format. As these mature there will be more data on metrics relating to levels of service and overall performance.

The matters of interest, outside business as usual are the Opaki Water Race (see separate paper), and Cockburn Street (as update in the Compliance, Assets & Projects report sheet).

There are now 3 projects in operation relating to the Hood Aerodrome. These all feature in this report. They are

- Hood infrastructure
- Hood Certification
- Hood Enhancement

4. Top issues and risks	Impact	Mitigation / action plan
Treatment Plant staff resources – Low staffing levels present one of the top risks for council		There is an existing vacancy that has now been advertised. An apprentice will also be recruited.
Project delivery		Revisit PM processes and implement improvement plan

Roading:

Reporting Period: April 2024



Summary Update

- Higgins maintenance crews completed approximately 412 dispatches (59 were service requests received from MDC).
- Fixed 110 potholes & 140 signage-related tasks.
- Total number of dispatches opened in April was 391.
- 45 Corridor Access Requests received (no non-conformance notices issued)
- 45 TMPs during April (27 for excavation activities and 18 for non-excavation activities)

Emergency Works:

- New Projects Awarded:** Construction awarded for one concrete tied back wall and two column tie-backed retaining walls at three road sections on Masterton Castlepoint Road (to start in early June). Rock revetment infill at 4 sites on Mataikona Road is in progress and due to be completed by June.
- Upcoming Projects:** Planning to commence remediation and realignment of a large road slip on Tinui Valley Road at the 5.7km mark. Contract award expected in early May 2024.
- Ongoing Projects:** Langdale Road repair underway in May, addressing dropouts. Additional work required at major landslide. Construction of willow wall on Blairlogie Langdale Road [8.99km]. Scheduled completion in June 2024.
- Planning and Monitoring:** Planning and monitoring of areas identified as vulnerable for 2024/25 underway. Ongoing monitoring of sites that have grown or had movement/significant cracks in road sections over the last three months. Further remediation may be required.

Maintenance – Unsealed maintenance grading in Western Masterton, Mauriceville, Biddeford and Homewood areas.

Renewals:

- Footpath** completed at Oxford Street - Matai, Harley, and Third Street are in progress.
- All road **resurfacing** for this summer construction season has been completed under the maintenance contract.
- Safety Improvements** - Widened and installed guardrail barriers at the high-risk safety spot at Te Kanuka. (Repairs to the road and drainage improvements were also carried out under the project's traffic closure).
- Drainage and Vegetation Management:** Jetting culverts in high-risk areas for drainage improvement. Scheduled spraying in priority zones and clearing overgrown vegetation to prevent road corridor encroachment.

Top Issues and Risks	Impact details	Mitigations	Impact
Budget & Weather	Delays, reduced scope/quality, potential contractual dispute	Monitor & Report	
Disruption Public interest Resourcing	Increased community opposition Delays, higher costs, reduced output	Respond to complaints in timely manner. Communicate to stakeholders	
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: Finished 2023/24 Footpaths remaining –Matai, Harley and Third Street Drainage – Improvements at Pownall, Roberts Rd, Perry Street and some high-risk rural sites Full network Road remarking completed in April 	

2. Pavement Rehabilitation	Overall Status:
<ul style="list-style-type: none"> Contract 12_2021/2022 sites for 2022-2024 Approx. 3.3km of unsealed network, 2.9km of sealed network and 2 urban roundabouts completed. Planning and programming of rehab sites for the next two years underway – next 3-year NLTP 	

3. Capital Improvements	Overall Status:
<ul style="list-style-type: none"> 11_2023/24 Te Kanuka Curve Safety Improvements Project – 95% completed 24_2023/24 Delineation improvements (signs and markings) for improved curve and nighttime visibility on major routes – On track to be completed by June 2024 	

4. Emergency Works	Overall Status:
<ul style="list-style-type: none"> 03_22-23 Various Slips Remediation – July Event GL 3116304 – 1Geo Limited - Completed 15_22-23 Willow Brush Walls – Recovery Project – GoodRich - On track 12_23-24 Blairlogie Langdale Retaining Walls (Sites 41,42,44)– 1Geo Limited – On track 29_2023/24 Tinui Large Slip at 5.7km - planning and evaluation of prices 28_2023/24 Mataikona - Coastal Protection Works, repairs to 4 erosion sites started May 	

Utilities:

Reporting Period: April 2024

On track/low impact	At risk/ medium impact	Behind plan/ high risk
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Summary Update
<p>Water</p> <ul style="list-style-type: none"> Two water main upgrades were completed in April – Queen Street South & Bannister Street. Queen Street North is near completion. The Worksop Road water main upgrade is in progress <p>Wastewater</p> <ul style="list-style-type: none"> Three sewer lining projects are now complete – River Road (from the netball courts), High Street and South Road. Worksop Road and Colombo-Herbert Street are in progress. Colombo may need to be carried into the next financial year due to traffic management plan requirements and weather conditions The Chapel-Russell Street upgrade is now complete <p>Treatment Plants</p> <ul style="list-style-type: none"> Instrument installations have been completed; this enables MDC to comply with the new Drinking Water Assurance Rules A review of the plant operations has been complete with good results, there are opportunities for improvement which will be implemented in the coming quarter. <p>Solid Waste</p> <ul style="list-style-type: none"> A Section 17a LGA review is underway for the solid waste contract currently with Earthcare (expires June 2025). This is a shared contract with SWDC and CDC <p>Note – Next month the Utilities Team will be reporting on metrics, i.e. # of leaks repaired, time to repair, # of service requests received, lengths of pipe replaced etc.</p>

Top Issues and Risks	Impact Details	Mitigations	Impact
Weather, groundwater level, TMP from RCA & NZTA	Delays in delivery and potential increase in costs	Recast programme – deliver to financial envelope	
Higgins Contractors restructure losing critical staff.	Delays in delivery and potential increase in costs	Recast programme – deliver to financial envelope	
Poor project delivery	Scope creep, poor quality & over budget	GM has reviewed PM methodology and will be implementing business improvements ready for the new FY	

PROJECTS

Renewals	Overall Status:
<ul style="list-style-type: none"> Renewals are ongoing. The Opaki Road water main upgrade has been deferred to next year to enable council to remain within budget. Colombo-Herbert Street, Worksop Road sewer main lining unfinished as TMP clashes with Roding reseat. Contractor will be back in June. 	

Water Meters	Overall Status:
<ul style="list-style-type: none"> In total 8,690 meters installations of 9,186 properties have been completed. Matters still being worked through are: <ul style="list-style-type: none"> - Some issues with addresses - 45 need to be done afterhours in the CBD, some with access issues - 200 issues with locating tobies - 196 require further investigation <p>Work is still required to test the accuracy of the meters and the system end to end, including the inputs and requirements from the Finance team.</p>	

Colombo Road Sewage Pumping Station	Overall Status:
<ul style="list-style-type: none"> The pumping station and associated assets were installed and commissioned in December 2023 with sewage then being pumped across the Waipoua via the new pump station. The final phase is the fencing which is scheduled for completion in May 2024. 	

Upcoming work	Overall Status:
<ul style="list-style-type: none"> Looking at the packaging of work across the triennium in an attempt to achieve more competitive pricing and reduce the internal costs of continually going to the market. The actual results may not be less than current pricing due to the noticeable increases in costs at present, however, it may enable us to lock in forward works prices. Improving asset management practices 	

Projects, Assets & Compliance:

Reporting Period: April 2024

COMPLIANCE

On track/low impact	At risk/ medium impact	Behind plan/ high risk
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Compliance	Update	Status:	Overall Status:
Resource Consents	<p>Henley Lake Consent – Application lodged, working with GWRC on some additional information requested</p> <p>Opaki Water Race – Draft consent to extension has been shared with Council. Please see synopsis attached on further info relating to the race.</p> <p>Homebush WWTP – Review by GM required. This was placed on hold prior to reform</p>		
Drinking Water Standards	Changes to Drinking Water Quality Assurance Rules in 2022 have resulted in a technical non-compliance. The change requires continuous monitoring of some parameters. This has required installation of new technology. Systems are now installed.		

Youth Hub	Overall Status:
<ul style="list-style-type: none"> Underway. The prefabbed toilets have been ordered, design for consent application in progress – application is planned for end May 2024. Reduced scope for community (utilizing internal resources). Physical work starts June, scheduled completion date is Spring 2024. On budget. 	

Animal Shelter	Overall Status:
<ul style="list-style-type: none"> Project scope reviewed, minor descoping to deliver within budget. Contract being repriced by civil contractor Contract scheduled to be ready for CE sign end May 2024 Cages ordered Physical works scheduled to commence June 2024 with completion date March 2025. Forecast to be within budget across both FY. 	

PROJECTS

Hood Infrastructure	Overall Status:
<ul style="list-style-type: none"> Delays due to contractor performance. Liquidated Damages being sought Lighting design commences end May 2024. Depending on market response – physical install may be able to be complete by November 2024. Physical work on asphaltting runway recommences Sept/Oct 2024. On budget. 	
Hood Certification	Overall Status:
<ul style="list-style-type: none"> Draft SMS and Aerodrome Manual under review Draft RESA report received, feedback being provided On track for Certification application in July 2024 CEO training for Maseina booked August 2024 	
Storm & Wastewater Strategy (Cockburn/Taranaki St Trial)	Overall Status:
<ul style="list-style-type: none"> Project Team has been formed and the scope of work established Data continues to be collected across the defined pilot area (as above) Contractor has been engaged to undertake smoke testing – scheduled to be complete before end of May 2024 Awaiting proposal from GHD to contribute to development of roadmap Preparing to release report to residents of both streets, then have an information session with residents on the report findings and the project going forward – planning for early June. 	

Top Issues and Risks	Impact Details	Mitigations	Impact
Poor project delivery	Scope creep, poor quality & over budget	GM has reviewed PM methodology and will be implementing business improvements ready for the new FY	
Resources	Delivery to programme	Project schedules will be review frequently. Specialist work will be identified early and outsourced as appropriate	

Facilities & Open Spaces:

Reporting Period: April 2024

On track/low impact	At risk/ medium impact	Behind plan/ high risk
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Summary Update
<p>Facilities</p> <ul style="list-style-type: none"> Sweet Cheeks Cakery operating out of Coronation Hall has been burgled twice since the recent opening. The matter is with the Police. Three senior housing units have required varying levels of refurbishment after recently becoming vacant. The vacancies have now been filled; however, the waiting list continues to sit around 60. A section of butynol roofing in the Recreation Centre has been identified as failing, work is being undertaken to determine the remedial work required before it becomes an issue (approx. 25m2). This may extend to the roof area above the rear five lane pool and toddler pool. Preparation for a section 17a LGA review for the THRC facilities management contract has commenced. Contract expires June 2025 <p>Open Spaces</p> <ul style="list-style-type: none"> GWRC have issued a conditional Resource Consent for the Motuwaireka Stream stabilisation work at Riversdale Beach. Work continues on remedying the erosion in Northern Reserve. This is funded from the Central Govt. Flood Recovery fund. Winter planting programmes are scheduled to start - northern roundabout, CBD planters and park garden infills. A year-long regenerative turf study has begun, to help assess and address the condition of our sportsgrounds. Planting of 6000 eco sourced natives in has been scheduled.

Top Issues and Risks	Impact details	Mitigations	Impact
Trust House Recreation Centre roofing issue (as outlined above)	Water egress poses risk to electrics and hydraulics for the elevator. (Internal parapet panels form part of flashing system)	Design work in progress. Quotations to be sought.	
Mawley Holiday Park - Financials The park is struggling to meet financial revenue targets. Occupancy bookings for May are only at circa 50%. (Some feedback suggests Mawley Holiday Park doesn't offer enough of what consumers are after, EG Cabins with ensuites).	<ul style="list-style-type: none"> Failure to meet revenue target shows facility is underutilised. Inability to meet revenue targets means Contractor will not be entitled to the contractual annual bonus. Current performance may make it challenging to continue to outsource. 	Contractor has invested in new signage and is working on a social media strategy. MDC to take a strategic look at long term viability of holiday park.	

PROJECTS

Douglas Villa Ramp	Overall Status:	
Construction is near complete pending the finalisation of hand-rail designs from the Engineer and then installation. (Temporary use of scaffolding as handrailing has enabled opening the Clubrooms for home games). On track for completion end June 2024.		
Playground replacements	Overall Status:	
Four tenders were received for the Henley Lake playground. The evaluation exercise has been completed and the preferred supplier identified. Once confirmation of the Lions contribution has been received, the scope to budget can be confirmed. McJorow Park Playground upgrade on track for completion end of May.		
Trust House Rec Center	Overall Status:	
Maintenance works being completed during the shut-down period have progressed well, the main highlight being the re-surfacing of the female and family changing floor areas to remove risk of slipping. Leisure pool repainted. Officers are now working through the Condition Report.		
Riverside Cemetery Upgrade	Overall Status:	
The expansion of the Returned Services area and the ground works tidying up the northern end are now complete. Development of this space to an ash scattering area is on hold whilst GWRC complete work on the Ruamahunga River. Planting along the Te Whiti Road boundary will occur when weather conditions are right.		
Upcoming work	Overall Status:	
<ul style="list-style-type: none"> Review of Councils building and property portfolio to identify assets that could be considered for disposal Development and update to strategic plans Improving asset management practices 		

5.2 COMMUNITY UPDATE

File Number:

Author: Corin Haines, General Manager Community

Authoriser: Kym Fell, Chief Executive

PURPOSE

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

RECOMMENDATION(S)

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

ATTACHMENTS

1. **Community Update** [↓](#) 
2. **Riversdale Beach Community Plan Summary** [↓](#) 

COMMUNITY INFRASTRUCTURE AND SERVICES UPDATE

Library and Archive

Programming, Outreach and Collaboration

The April School Holiday programme was a success with 400 kids attending 18 programmes over 10 days. Our Digital Literacy Specialist has been working with Chanel College on RAD (Recycle a Device) and through weekly school visits, the students are rebuilding laptops to distribute to those in the community who may not have access to a device.

Mark Pacey, with the Wairarapa Archive has hosted his monthly Markavist talk in the library, along with talks at Masterton Age Concern, Probus, Featherston Age Concern, the Stroke Society and concluded with a sold-out event at Featherston Booktown.

Over the last year, our Community Engagement Librarian has been forming connections with cultural groups in Masterton. From the work over the last year, the library welcomed the Pasifika O Wairarapa Trust in early April. The group of over 20 Aosinasina enjoyed an interactive tour and explanation of library resources, they played board games, had lunch in our kihini and took an exercise break outside, dancing with so much laughter and enthusiasm and turning heads of passers-by who stopped to enjoy the experience too! From this connection, the library will be featuring the 11 Pacific Language Weeks throughout the year with social media and library displays.

The library has been focusing on collaboration with people and groups in our community, who share our vision of creating a welcoming place for the community to learn grown. Every Wednesday and Saturday from 10am - 12noon, we have a passionate member of our community who will teach you how to play chess, give tips, or just challenge you to a match. We also welcomed the Wairarapa Parents group into the library for their weekly Music and Movement Sessions, every Monday at 10am. It's a lively time to be in the library, with singing, dancing and a whole heap of parents and babies. Both the chess and music group are free drop-in sessions for our community to enjoy.

On 27 June from 5pm – 7pm, the library will host our annual Matariki night at the library. Author Kirsty Wadsworth will be reading her book, *The Promise of Puanga: A Story of Matariki*. Those attending will be able to try their hand at weaving, making manu tukutuku and celebrate the new year with kai.

Community Development

Events

- ***Te Tiriti o Waitangi Screening*** – The screening took place on 29 April, at The Screening Room in Masterton, which has a capacity of 60 seats. Invitations were sent to the eight interviewees and three of their whānau/friends, the film crew, along with Elected Members, the Executive Leadership Team, and the Community Development Team. Prior to the screening, we gathered at Whaiora for nibbles and kōrero, allowing time for networking and discussion about what to expect in the videos. The evening was a success. The content was described as compelling, often sobering, and insightful. Everyone who attended thoroughly enjoyed the event. We are currently updating the titles of each person interviewed to reflect who they are, including their Hapū and Iwi, rather than just their roles. Once this has been completed we will make the finished video available online.
- ***Matariki*** – The Matariki Grant closes on 24 May. As of 17 May, we have received six applications. The selection panel will convene to review the applications and make their decisions. A map of events around the Masterton District will be created and promoted

through advertising and social media. These events, scheduled from Monday 24 June to Sunday 14 July, will be open to the whole community.

The Community Development team is also collaborating with iwi to explore ways to support their plans for Matariki. Further efforts are being made in this area.

- **The Big Shout Out** – We are currently exploring ways in which we can acknowledge and celebrate volunteers during the month of June. The Big Shout Out campaign helps to increase awareness of the vital role volunteers play, in our lives and communities.

Welcoming Communities

Welcoming Communities hosted a certificate ceremony on 15 April for participants of the Food Safety workshop, attended by approximately 25 migrant women. The event was organised in partnership with Innovative Hospitality NZ, Welcoming Communities, Wairarapa Women's Centre, Neighbourhood Support, and Red Cross, setting participants up well for future endeavours in the food industry.

A Welcoming Communities hui is scheduled for June to discuss the draft Welcoming Plan for the district, an important step toward becoming an accredited welcoming community.

Progress on the Welcoming Communities Statement of Commitment is positive, with approval secured from all three Iwi entities. Final preparations for the ceremony are underway.

Funding for the Business 101 course has been successfully secured to deliver the programme for former refugee women in Masterton. The Masterton Refugee Settlement Steering/Oversight Group will allocate this funding received from the Ministry of Business, Innovation and Employment.

Youth Council

The Youth Council have been busy, meeting regularly to progress their plans and initiatives. For Youth Week (week of the 20 May) they are hosting a free movie at Regent 3 Cinema. They met to submit on the Long- Term Plan, which they will present to. Also, they attended the Anzac Parade, with two members laying a wreath, with the others there in support.

Currently we are at 15 members, meetings are well attended, and the team are growing in their leadership and friendship, as well as working and learning from other members of council.

Tākaro Play Collaboration

A joint venture with Kia Hakinakina, Nuku Ora, Carterton and South Wairarapa District Councils, our Council led a week of free play pop-ups across the Wairarapa, during the school holidays. We had eight sessions run over the week, with waka tākaro the play trailer travelling far and wide. Our session at Queen Elizabeth Park was well attended, with over 70 whānau participating. Work is underway for next school holidays.

School Holiday Programme

In partnership with Pasifika o Wairarapa, we supported a free school holiday programme held at the Rec Centre in the first week of the April School Holidays. There were 29 participants over five days, with pick - ups and kai provided. Highlights included swimming, sports, crafts, baking and a day at Castlepoint. Feedback has been extremely positive, and we are keen to further grow our relationship with Pasifika o Wairarapa, who we could not have done this without.

Riversdale Beach Community Plan

The final copy of the Riversdale Beach Community Plan is provided in the Appendices below for Council information.

Disability Advisory Group

The Expressions of Interest closed on 17 May. Fourteen applications were received from community members, competing for six available seats. The Mayor and the elected member appointed to the Disability Advisory Group will select the six community members based on officers' recommendations.

Masterton Refugee Settlement Steering/Oversight Group

The Steering Group has successfully secured \$30,000 funding from the Ministry of Business, Innovation and Employment for meaningful refugee participation. The objective of this fund is to develop initiatives that will support former refugees to participate more meaningfully at a local level with an aim to empower former refugees to be a part of decisions that affect their communities, promote civic participation, and build refugee capability and capacity. The Steering Group will use the funding to deliver the following:

- Leadership training programme for Auxiliary Leaders, leader support and aspiring leaders.
- Business 101 training for former refugee woman.
- Support the increase of former refugee membership on the Steering Group.
- Support for costs that remove barriers to participation in the local decision-making forums.

Support initiatives that are identified by the Steering Group that support meaningful refugee participation.

Neighbourhood Support



Food Resilience Project - GROW Bins – We had a very successful final workshop with many connections being made from a culturally and demographically diverse migrant group of people to Masterton. South African, UK, USA – Alaska, Māori and Pasifika. Two Predator Free Traps were given out and three Bug Hotels were built by the youth.

Women only Swim and Water Safety Project – The fifth school holiday session took place in the first week

of the April school holidays only, as the pool was closed for the second week. Eleven women and eight children attended, from eight different countries: Sri Lanka, Philippines, India, USA, Uganda, Indonesia, Jordan, and Pakistan. Funds are still available to support a sixth holiday session for two weeks.

Migrant women savour success

Lucy Cooper
lucy.cooper@pjc.co.nz

The collaborative efforts of several community organisations, combined with the hard work and courage of a group of women from Wairarapa's diaspora, and migrant communities, have culminated in a celebration.

The Wairarapa Women's Centre worked alongside the Red Cross, Neighbourhood Support, and Masterton District Council (MDC) Welcoming Communities adviser Aris Kadlan to help 10 migrant women complete a food safety course.

The graduates of the course, funded by the



From left: Masterton Mayor Gary Caffell, Rujana Pooja, Pooja Sobhan, Tejas, Epi Pooja, Cathy Cameron, Geraldine Durrant, Aris Kadlan, Celia Wade-Brown, and Christine Johnson.

region," she said.

"That is what our Welcoming Communities programme is all about – to empower our communities and empower individuals, so you feel welcome and you feel included."

In the spirit of providing ongoing support, Kadlan has teamed up with Cathy Cameron from Neighbourhood Support to apply for funding to run a business 1-0-1 course.

"The course won't just be a one-off session and off you go, and do your stuff", Kadlan said.

"We will be doing the full research, and we'll be working collaboratively with different departments within the council"

WEconnect Project - Funds to cover this project finished in mid- April, but further funds have been applied for and the result should be known within the next two weeks. One participant from Indonesia completed a Food Safety course and was presented with her certificate at a ceremony provided and organised by the Women Centre where Mayor Caffell and Green MP, Celia Wade-Brown attended and was reported by the Wairarapa Times Age.

Positive Ageing



The second Wairarapa Senior Games was held in April. This was a hugely successful event with the Positive Ageing Strategy Co-ordinator in attendance. She supported Nuku Ora with the organising of the event including organising a contribution from Masterton District Council to the games. All three Councils supported the event. Eighty people attended the event, an increase from the 2023 event of forty. It is anticipated that this event will continue to grow in number of attendees. One of the outcomes from the event, is that Hockey Wairarapa are keen to offer a walking hockey programme to senior groups/individuals.

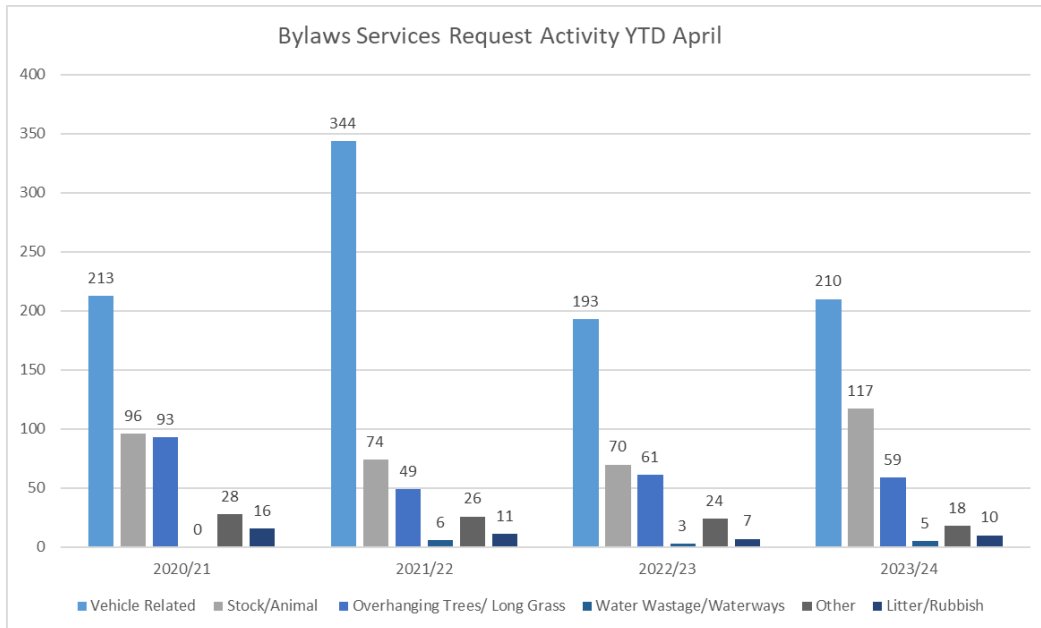
The Positive Ageing Strategy Co-ordinator attended the Greater Wellington Regional Council's Public Transport Advisory Group meeting. One of the agenda items was the renewal of contracts with bus companies providing train replacement buses. The Co-ordinator was able to give feedback on the Wairarapa experience which has been problematic for people with disabilities and older people who have received less than optimal services when catching a train replacement bus.

The Co-ordinator has developed a guide for the Communications Team that outlines the language to use when writing about older persons.

Environmental Services

Bylaws

- **Parking in Colombo Road** – Vehicles parking on Colombo Road footpath on Saturdays to watch the rugby games from their vehicles should expect to receive a \$40 infringement. There were 6 infringements issued for parking on the footpath on the 27 April.
- **Livestock** - Livestock on the roads continues to be an issue. Staff are concerned about the danger wandering stock poses of road users. There have been 34 reports of wandering stock in the month of April. This is the highest number of reports in a month that relate to stock in the past seven years.



Animal Services



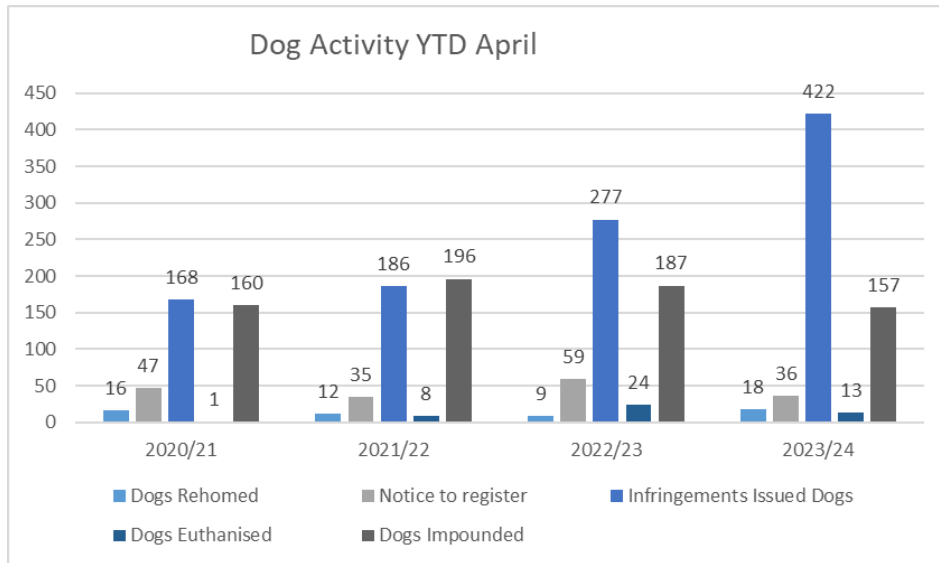
Dogs in togs

Photo taken by Jade Cvetkov Photography

Dogs in togs was held on 6 April at the Masterton Trust House Recreation Centre in the outdoor pools. The event was well attended with approximately 74 dogs with their people at the event. The feedback was all positive. Officers noted that there were many requests for the event to be run more frequently.

Education about dog safety

Staff have been in pre-schools and primary schools educating children about keeping themselves safe around dogs. Staff have presented to over 500 children this year with key messages about how children can keep themselves safe round dogs both known and unknown to them. The education has been well received.



Infringements

Infringements issued have increased significantly in the past 12 months (52%) due to the team being fully staffed. This has allowed the following up on people with outstanding compliance issues, the closer following of enforcement guidelines leading to more infringements being issued and more infringements being issued for not paying to register their dogs. Being fully staffed has also meant that streamlined processes have been able to be put in place.

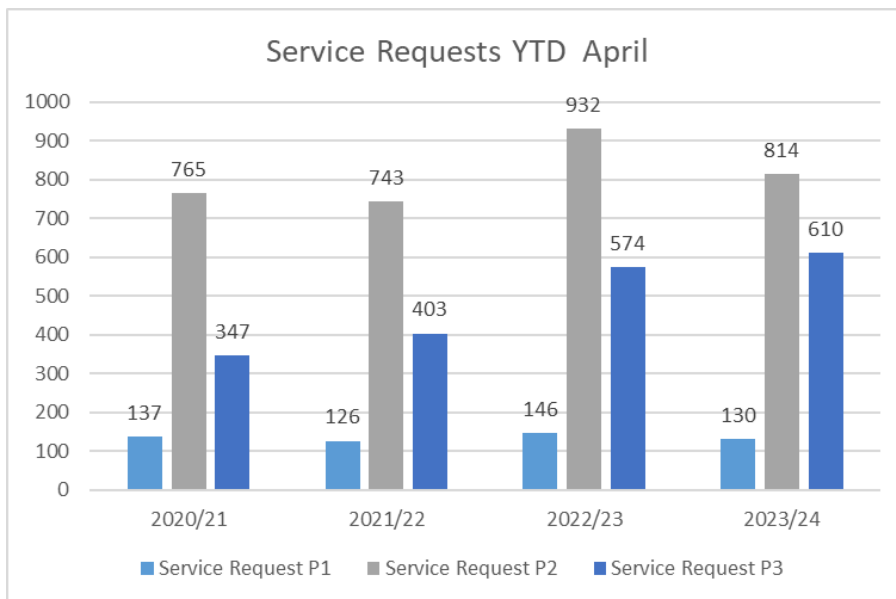
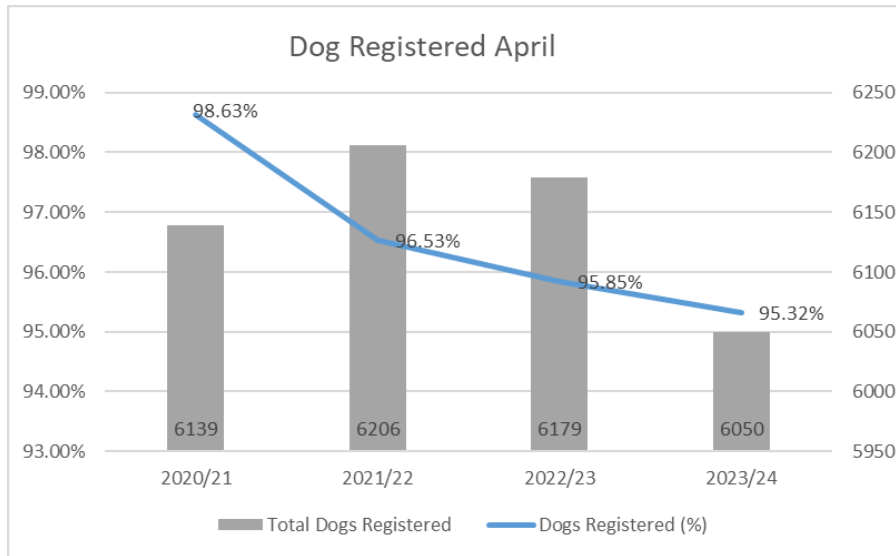
Wagging trails

Join the team on 7 July of the launch of wagging trails. This will be an event for dog owners to get out with their dogs on some of Masterton's recreational walking trails. This event will be self-directed and run over a 6-week period. There will be prizes for participants.

Dog Registration

Dog Registration is just round the corner and the team are busy preparing.

This year there will be pop up registrations available after normal office hours at the library on Thursday 11 and 25 July (5pm - 6.30pm) and Saturday 13 & 27 July (10am - 1pm) to assist dog owners who want to register their dogs in person, but it does not suit them to visit customer service centre during normal office hours.



Environmental Health

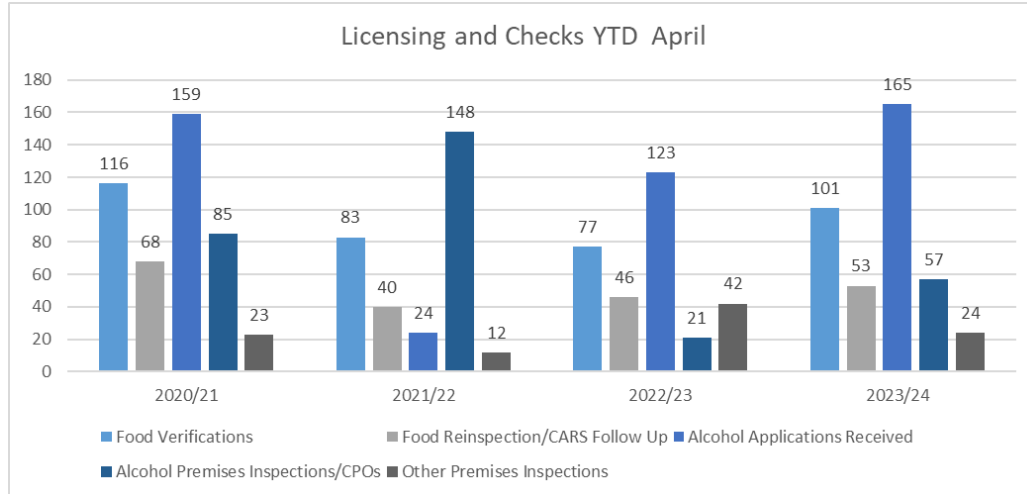
Workshop for clubs

Raising the bar workshop was held on 22 April. This was arranged by Masterton licensing inspectors in partnership with NZ Police and Health NZ Te Whatu Ora. The workshop covered:

- Responsibilities of the club and committee members
- The Law in regards to the Sale and Supply of Alcohol Act 2012
- Club licences and Special licences
- Host Responsibility
- Alcohol in our community

The event was well attended with 43 people from 25 clubs across the Wairarapa. Since the event a club has contacted Masterton licensing inspectors to organise a meeting with their

committee and more enquiries are expected. There have also been enquires and applications received for Special Licences, so alcohol can be sold to those not covered by the club-licence.

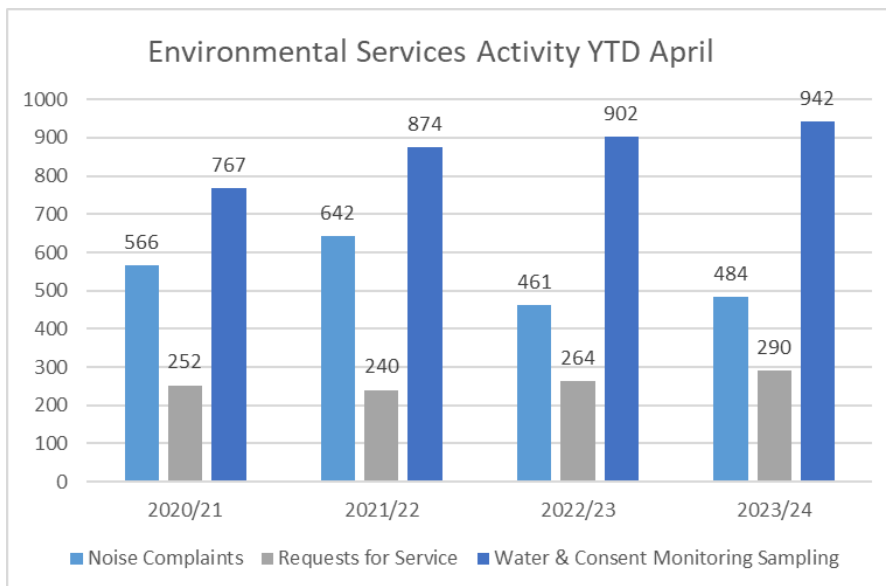


There were 13 new licence or certificate applications received in April bring the total for year to 124 new applications received. New applications or certificates relate to Food, Alcohol, Health and Bylaws.

Taking Care of Business

A new service is available to Masterton would-be businesses owners. The aim of this is to streamline the experience for customers when making applications when either opening a new business or making a significant change to their existing. By filling in a single information form the applicants will receive a report about all the requirements they need to fulfil and the processing times.

The new website page can be located at <https://www.mstn.govt.nz/rules-regulations-and-licenses/setting-up-a-new-business>



Riversdale Beach Community Plan Summary 2024-2034

The Riversdale Beach Community Plan has been developed by the Riversdale Beach Community Association (RBCA) to set out community priority goals and ways to achieve them over the next 10 years. This is a summary of the plan. A copy of the full plan can be found on the Riversdale Beach Community Association Facebook page: @RiversdaleBeachCA

The plan was developed following engagement with the community, and those with a connection to the area, through workshops, interviews, and targeted engagement with local hapū, Whareama School, the Riversdale Beach Surf Life Saving Club, staff and elected members of Masterton District Council (MDC) and other key organisations like Greater Wellington Regional Council (GWRC).



Riversdale Beach
Community Plan



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f @RiversdaleBeachCA
RBCP2024@gmail.com

Supported by Masterton District Council

This table sets out the vision, priority areas, and actions in the plan. The plan sets out a number of projects and initiatives that have yet to be costed or funded. This work would be required prior to implementation.

Riversdale Beach Community Plan

Vision statement – Riversdale Beach – A community that cares for

Key Priority Areas

1. Protecting and understanding our natural coastal environment

To provide a healthy and resilient environment (beach, sand dunes, parks and reserves) that supports and enhances our village’s biodiversity and natural heritage, and to actively plan for climate change.

2. Safeguarding our rural beach character and sense of place

To encourage a slower relaxed pace of life that protects our rural beach character and celebrates our village’s heritage.

Foundation Actions- underpin much of the way the plan will be implemented

The Riversdale Beach Community Association will take the lead role in implementing the plan.

- a) RBCA governance review regarding how the community plan will be implemented
- b) Develop a Community Communications Plan regarding the Riversdale Beach Community Plan
- c) Resourcing and Funding - Investigate funding for a part-time Community Facilitator
- d) Develop an external funding strategy that identifies potential funding opportunities
- e) Continue to maintain effective working relationship with MDC, including appointing a liaison officer

Enabling Actions

1. Natural Environment

1.1 Providing better information and communication about how to care for our beach and sand dunes, and be a low impact resident and visitor

1.2 Controlling and monitoring pest animals

1.3 Managing the impacts of human activities and coastal erosion on our sand dunes

1.4 Controlling pest plants, education and monitoring

1.5 Monitoring and influencing responsible dog control to protect nesting birds and other wildlife

1.6 Influence water quality improvements to all Riversdale’s streams

1.7 Encourage active local community action towards climate change

2. Rural Beach Character

2.1 Providing better information and communication about subdivisions, shared streets, active transport choices, litter prevention and local history

2.2 Encouraging a slower pace of life culture

2.3 Encouraging low impact development and sensitive design

2.4 Celebrating our heritage

Coastal environment, rural beach character and one another.

Fostering our community spirit and vibe	4. Enhancing our community organisations, facilities and assets	5. Ensuring our infrastructure meets community needs
strengthen and maintain active partnerships with bach owners, visitors, mana whenua, local authorities, community stakeholders and volunteers (RBCA, local clubs etc), to provide a vibrant, safe, inclusive village community.	To continue to provide quality community organisations, facilities and assets that offer choice, are accessible, meet community needs and connect people to the coast.	To provide reliable infrastructure assets and services that meet community needs and that are adaptable to our changing climate

plan with regular communication with Masterton District Council and the local community
 example setting up a RBCP Steering Group under RBCA
 Community Plan
 Coordinator
 specific projects/actions
 place-based relationship manager and one point of contact.

Community Spirit and Vibe	4. Community organisations, facilities and assets	5. Infrastructure
Providing better information and communication about local regulatory rules, considering others and keeping safe	4.1 Coordinating greater collaboration between our community organisations and local businesses to provide a quality range of visitor and recreational experiences	5.1 Better information about subdivisions, MDC service request process, shared streets and active transport choices
Ensuring community safety	4.2 Celebrating our volunteers and encouraging the leaders for tomorrow	5.2 Ensure a safe and reliable Riversdale Beach access road and shared local streets
Prioritising and supporting community events	4.3 Providing more recreational trails	5.3 Ensure improvements to stormwater management and improvements in stream water quality
Emergency preparedness	4.4 Upgrading beach access areas (Bodle Drive and Southern Reserve)	5.4 Reduce and control our rubbish disposal
Providing access to health services	4.5 Providing visitor facilities and services e.g. more seats, fitness trail, EV charge station etc.	

The following tables set out a summary of actions identified to date. (for more detailed information, download the full plan from the Riversdale Beach Community Association Facebook page: @RiversdaleBeachCA).

- Immediate priorities are quick wins that can be started now and achieved in the short term (within 6-12 months).
- High will be undertaken as resourcing allows.
- Medium will be completed once high-priority items have been completed.
- Future priorities can be started once high and medium-priority items are underway.
- Business as Usual (BAU) are those activities that are already happening. Continuing to deliver these activities will contribute to achieving the outcomes of the plan.

Key priority area 1. Protecting and understanding our natural environment

Action #	Action description	Priority
1.1	Identify and coordinate key environmental information and messages	Immediate
1.2	Work with GWRC, DOC, and NZ Forest and Bird to understand the main animal pests and how to control and monitor these pests (includes rabbits, cats and stoats) and encouraging property owners to continue to control rats and mice	High
1.3	Continue work to protect the NZ Dotterel and other coastal breeding birds	High
1.4	Work with MDC and GWRC to understand the main pest plants and develop a Riversdale Beach Coastal Planting Guide	High
1.5	Monitor if garden waste dumping is an issue	Future
1.6	Work with MDC Animal Control and provide more information regarding dog off-leash areas and being a responsible dog owner.	High
1.7	Establish a local Riversdale Beach Water Quality Steering Group	High
1.8	Obtain more information on the effectiveness of dune plantings and coastal erosion minimisation and communicate with local community including local workshops. Continue working with MDC and GWRC to protect the sand dunes.	High
1.9	Decide on projects for which MDC Community Climate Fund funding could be applied for by May/June 2024.	High





Key priority area 2. Safeguarding our rural beach character and unique sense of place

Action #	Action description	Priority
2.1	Identify key information and messages that help promote the rural beach character of Riversdale Beach	Immediate
2.2	Work with the Wairarapa Regional Walking and Cycling Coordinator to promote active forms of transport choices	High
2.3	Work with MDC to ensure infrastructure and public facilities are designed in sympathy to the rural beach character	BAU
2.4	Investigate options for improving litter control and management, especially during the busy summer period.	High

Key priority area 3. Fostering our community spirit and vibe

Action #	Action description	Priority
3.1	Work with Police to develop a community education campaign regarding responsible quad bike use	High
3.2	Continue support of alcohol bans and to ensure Police presence at Labour weekend and New Year's eve.	BAU
3.3	Continue to publish an annual Riversdale Beach community events and celebrations calendar	BAU
3.4	Continue to work with Wellington Regional Emergency Management Office (WREMO) & the Riversdale Beach Golf Club to host a series of resilience events including reviewing the RB Emergency Response plan over Summer 23/24	Immediate

Key priority area 4. Enhancing our community organisations, facilities and assets

Action #	Action description	Priority
4.1	Continue to publish the annual Riversdale Beach service directory.	BAU
4.2	Encourage effective succession planning training and development for our local community organisations including ensuring critical information and processes are documented.	Medium
4.3	Investigate a public recreational trail from the Village to the Homewood Storeroom along the coast	Future
4.4	Continue to maintain the recreational trails in the Southern Reserve.	BAU
4.5	Investigate developing a fitness trail within the village – one piece of equipment a year.	Medium
4.6	Upgrade Bodle Drive Area, Karaka Reserve and the entrance to the Southern Reserve	High
4.7	Establish a local Riversdale Beach Water Quality Steering Group	High
4.8	Install more seating around the village which is sensitive to the rural beach character.	Immediate
4.9	Investigate options for providing an electric vehicle charging station.	Medium
4.10	Investigate provision of a dump station.	Future
4.11	Work collaboratively with MDC and the contractor to improve the presentation and hygiene of public toilets.	BAU

Key priority area 5. Ensuring our infrastructure meets community needs

Action #	Action description	Priority
5.1	Continue to promote the MDC Request a Service process and continue to work with MDC to improve response times and outcomes from requests.	Immediate
5.2	Work with the Wairarapa Regional Walking and Cycling Coordinator to promote active forms of transport choices	High
5.3	Work with MDC to identify appropriate locations for new street lights	Medium
5.4	Continue to work with MDC to investigate effective stormwater systems	BAU
5.5	Continue to work with MDC to provide and maintain public rubbish bins throughout the village, with increased servicing during peak visitor periods.	High

We'd like to thank everyone for their contributions to making Riversdale Beach a great place to live and to visit. We have already achieved so much as a community over the last year or two and want to continue to build on this. Here's a summary of things that have already been achieved by local community members, MDC and GWRC: fixing the entrance to the beach from the surf club, major remediation and improvements to the access road, dotterel protection fences, new Homewood Storeroom café and walks to the air strip, dune planting, planting of trees in the southern reserve, WREMO and Community Plan workshops, DORA bus to assist people with computer learning, assistance given to flood victims including a great community dinner at the golf club, litter surveys of the beach, pilates classes on Tuesdays, and summer events are some good examples...

RBCA are keen to do more in the near future and have identified the following “Quick wins” to focus on over the next 6- 12 months:

- Install more seating around the village which is sensitive to the rural beach character.
- Continue to work with MDC to improve response times and outcomes from requests.
- How to treat the beach info sheet – laminated document for bach users on how to treat Riversdale Beach and preserve it for others’ enjoyment
- Focus on reducing rabbit numbers
- Ensure northern walking trail including bridge is reinforced and saved – work with SLSC,MDC and GWRC.
- Promoting shared corridors –information for visitors to promote taking care on the road especially over summer and long weekends

Riversdale Beach Community Association



Blue House Productions

Riversdale Beach
Community Plan

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RBCP2024@gmail.com

Supported by Masterton District Council

5.3 BUILDING AND PLANNING UPDATE

File Number:

Author: Karen Yates, General Manager Strategy & Development

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 team and the Consents and Planning team (see Attachment 1).

RECOMMENDATION

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

ATTACHMENTS

1. **Building and Planning Update** [↓](#) 

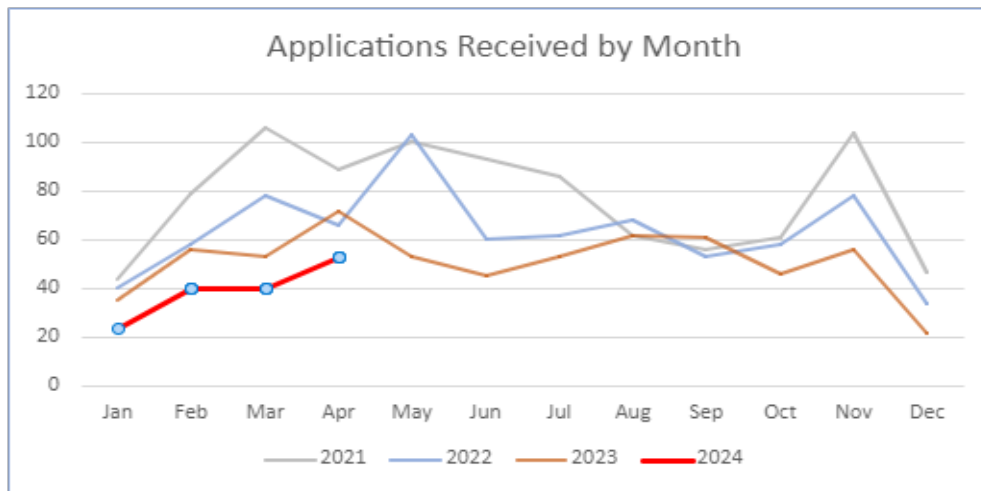
BUILDING AND PLANNING UPDATE

BUILDING CONTROL SERVICES ACTIVITY

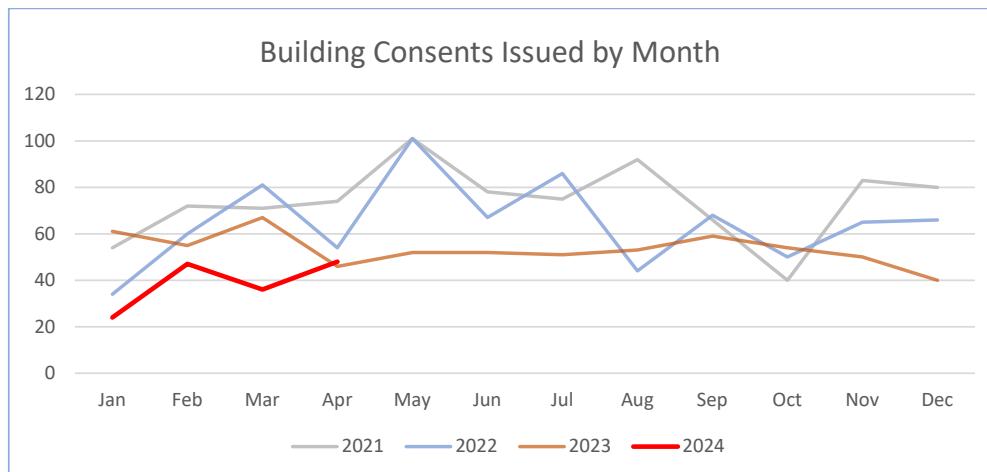
Activity Levels, Staff and Service

There is a 25% reduction in residential construction compared to 2023.

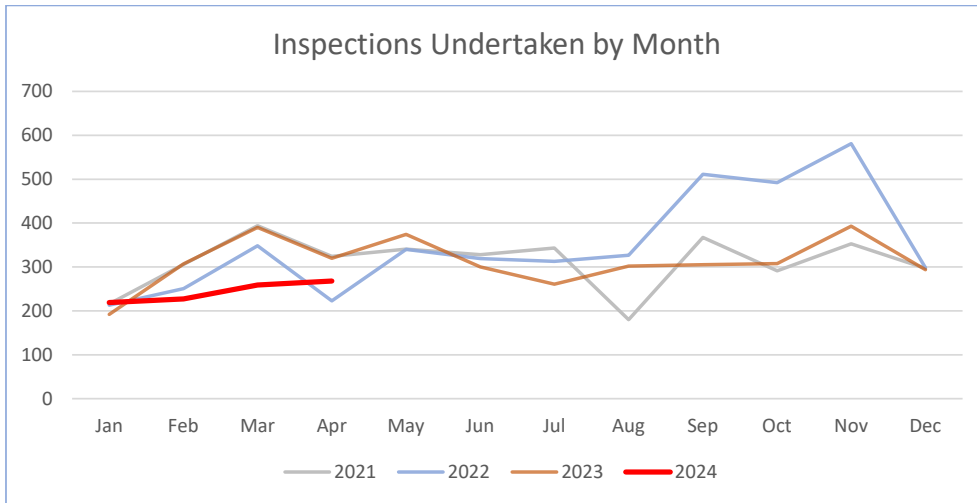
Building Consent Authority Statistics



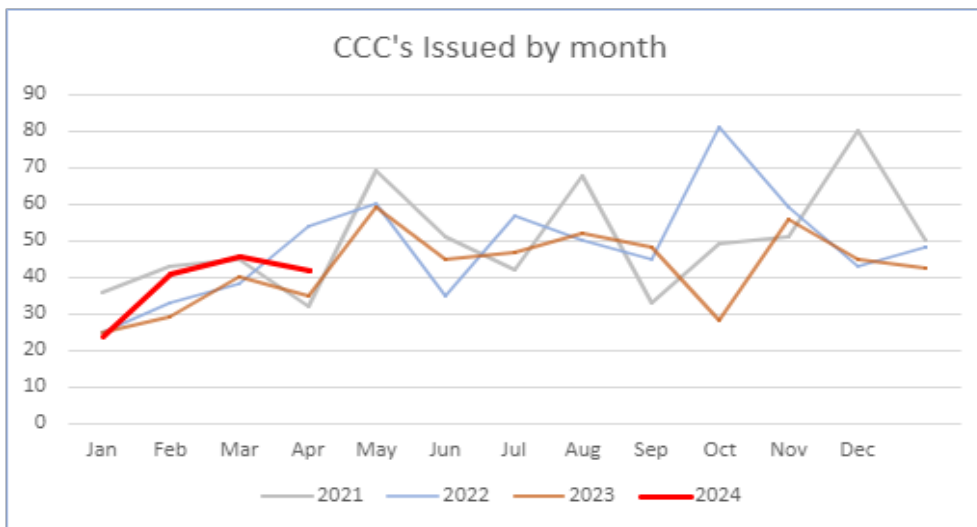
The number of applications received has increased in the last month



The number of consents issued in April 2024 equals April 2023.

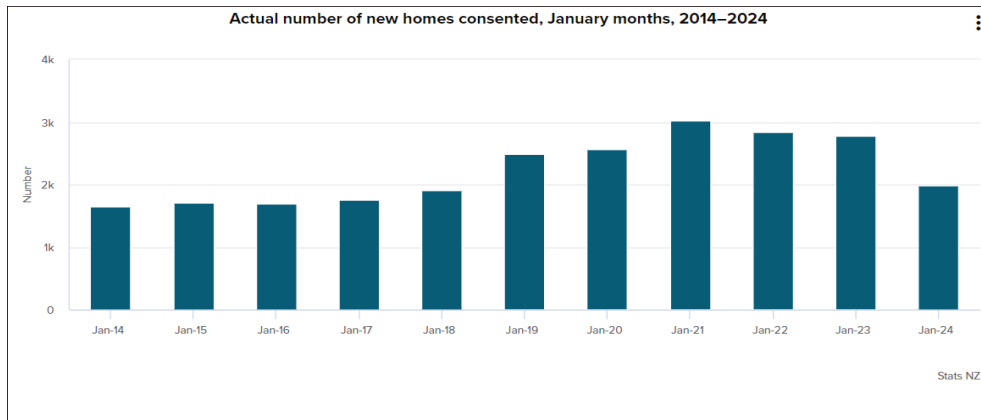


The number of requested inspections is lower than 2023. The wait time for inspections is less than 48 hours.

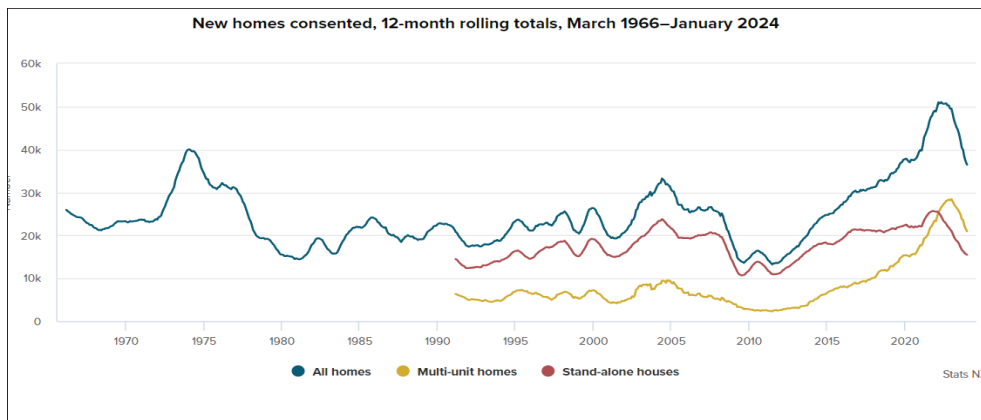


The number of Code Compliance Certificates issued remains steady.

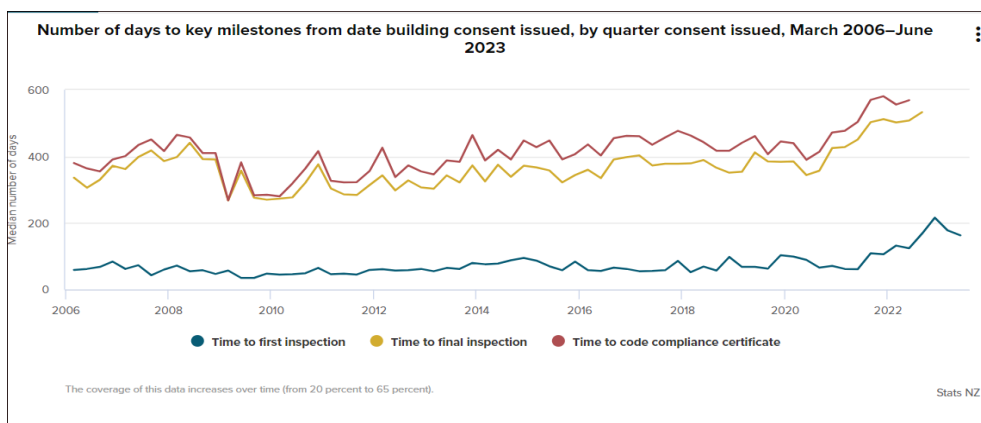
National Construction Trends



For the month of January, the number of new homes consented is the lowest since 2018.

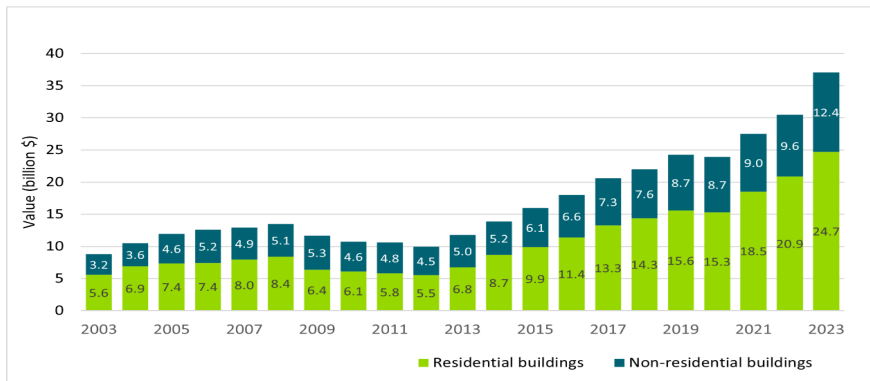


Since 2020 there is a 25% decline in the number of new homes consented.



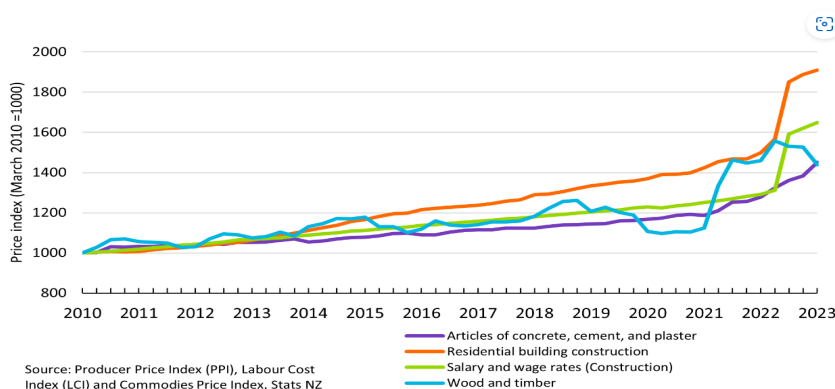
Time between consents granted and beginning of construction has extended, completion of projects have also extended.

Figure 12: Annual value of residential and non-residential building work put in place (year ended June 2003-2023)



Despite the reduction in building consent activity, cost have continued to climb significantly.

Figure 16: Residential construction cost price indices



While timber costs have reduced, all other costs have increased.

TA Building Functions

Building Warrants of Fitness (BWoF)

Annual BWoF renewals provided to Council are being reviewed within 20-working days.

Earthquake Prone Buildings

MBIE have announced a review of the regulatory settings for managing earthquake prone buildings. All buildings have been granted an additional 4-year extension before they are required to be strengthened.

Swimming Pools

Two hundred and fifty-six pool barrier inspections have been completed for this financial year. The total number of pools inspected on the register is now at 91%. Thirty-six pools were removed from the database.

The remaining pools requiring inspection are not accessible to staff. Letters have been sent-out to the homeowners requesting they contact the building team to book a suitable time for the inspection.

The team is on track to complete the inspection of all pools by July 2024.

CONSENTS AND PLANNING ACTIVITY

Resource Consents

The Planning Team has processed the following consents for 1 July 2023 to 30 April 2024:

Type of Consent Received	Number of Consents Processed 1 July 2022 – 30 April 2023	Number of Consents Processed 1 July 2023 – 30 April 2024	% Within RMA timeframe
Land use	43	51	90%
Subdivision	55	72	84%
Permitted Boundary	23	16	100% (within 10 days)
Outline Plan (Designations)	0	3	100%
TOTAL	121	142	93%

A total of 142 applications were received between 1 July 2023 – 30 April 2024. Sixteen applications are in the process but on hold (waiting further information).

LIMs (Land Information Memorandum)

Period	1 July 2022 - 30 April 2023	1 July 2023 – 30 April 2024	% Within Required Timeframe
Number of LIMs Processed	236	321	100%

Planning Enquires - 1 July 2023 to 30 April 2024

Period	Number of Enquiries
July 2023	33
August 2023	41
September 2023	46
October 2023	41
November 2023	57
December 2023	35
January 2024	42
February 2024	62
March 2024	70
April 2024	46
Total	473

Proposed Wairarapa Combined District Plan

Further Submissions closed on the 23 April 2024

- 89 further submissions received.
- Summary of further submissions will be available at the end of May 2024.

An Errata to Summary of Decisions Requested with a call for further submissions on the points raised in the Errata was notified on 15 May and closes 29 May 2024.

Hearings for the Proposed District Plan are scheduled to commence on the week of 5 – 9 August 2024.

Resource Consents

RM230126 – Summerset Retirement Village

The applicant has applied to the Environment Protection Agency (EPA) to have they application fast tracked. EPA has advised the Council that Summerset Ltd has been granted approval to fast track. The applicant is considering this and will advise Council if it will proceed to fast track or continue with the ordinary process with Council.