



MEETING

of

Infrastructure and Services Committee

AGENDA

Time: 3:00 pm
Date: Wednesday, 6 March 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 ASSETS AND OPERATIONS INFRASTRUCTURE AND SERVICES UPDATE

File Number:

Author: Philip Evans, Interim General Manager Assets and Infrastructure

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.

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 Infrastructure and Services Update [↓](#) 

ASSETS AND OPERATIONS INFRASTRUCTURE AND SERVICES UPDATE

Corridor Management

Masterton District Council received 23 Corridor Access Requests for the period 12th of January 2024 to the 12th of February 2024. There have been three Traffic Management Audits completed.

There were no Non-conformance Notices issued for breach of Work Reinstatement conditions.

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

General Roading Maintenance

Maintenance crews continue focusing on pavement repairs in preparation for surface renewal by sealing crews over the next two months. Housekeeping teams have replaced damaged signs and conducted minor bridge and pavement repairs network wide. The final rural 22/23 Masterton Castlepoint Road rehabilitation section is now complete.

Summary of January Works:

- Bridge cleaning at Wardells and minor scour repair around Mātaikona Road Bridge.
- Drainage Crew: Conducted minor cyclic drainage work, cleared build-up from shoulder removal around resealing sites, jetted culverts, and contractor has started to clean all urban sumps. Some culvert soaks were added to high-risk outlets in the rural area.
- Footpath repairs were done network wide.
- Pavement repairs for January: filled 123 potholes and stabilised approximately 400m² of road.
- Resealing completed in Castlepoint, Herbert Street, Homewood Road, Johnstone Street, Kiriwhakapapa Road, Makoura Road and Pownall Street.
- 42 sign and post jobs completed.
- Berm mowing in progress, with roadside furniture and spraying activities starting. Additionally, nine dangerous trees were removed from various sites.

Cockburn Street Sewer Works

- Independent review commissioned by the Chief Executive.
- Physical works are now complete. An arrangement with contractors is in place to respond to rainfall events.

Activity Reports

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
ROADING						
Roading Renewals	Kaine Jaquery	Footpaths: 5.8km renewals programmed, completion by end of the financial year 2024. (Sites remaining: Third Street, Matai Street, Harley Street and Oxford Street.)	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 for April 2024.		\$340,000	May 2024	
Pavement Rehabilitation	Kaine Jaquery	Contract awarded to Higgins for 2022-2024 Rehabs. Approx. 3.3km of unsealed network, 2.9km	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
		<p>of sealed network and one urban roundabout has been completed.</p> <p>One more roundabout has been programmed to be completed by May 2024.</p> <p>Planning and programming of rehab sites for the next two years – next NLTP.</p>				Cyclone damage delaying programme completion and creating variations to total cost
Capital Improvements	Kaine Jaquierey	<p>Procurement of the Te Kanuka Curve Safety Improvements Project has been completed – Higgins have been awarded the contract.</p> <p>Procurement of the Delineation Improvements Project has been completed – Fulton Hogan have been awarded the contract.</p>	No Significant decisions	<p>\$150,000</p> <p>\$600,000</p>	<p>June 2024</p> <p>June 2024</p>	<p>Resourcing Contractors</p> <p>Weather</p> <p>Material availability</p> <p>Funding</p> <p>Staff illness</p>

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
<p>Emergency Works</p> <ul style="list-style-type: none"> • June/July Event 2022 (cost scope adjusted) • Cyclone Hale January 2023 • Cyclone Gabrielle February 2023 	Kaine Jaquier	<p>We have 66 active slip sites from the January and February cyclones that our staff are monitoring or planning to remediate. Ground conditions remain vulnerable, with some sites growing more complex due to soil saturation level changes. Assessments, designs and remediation works are underway. Currently we have four ongoing emergency works contracts with three separate contractors. Listed below are the current ongoing emergency works contract with their allocated contractors:</p> <ul style="list-style-type: none"> • 03/22-23 Various Slips Remediation – July Event – 1Geo Limited • 14/23-24 Dropouts Repair Project - Eco 	Awaiting funding approval from Waka Kotahi for applications submitted for Cyclone Hale/Gabrielle recovery work.	<p>June/July storms: \$4,264,415 - 2023/24</p> <p>Cyclone Hale: \$1,954,686 - 2023/24 and \$396,218 - 2024/25</p> <p>Cyclone Gabrielle: \$5,719,344 - 2023/24 and \$6,698,767 - 2024/25.</p> <p>(Various Government funding assistance rates apply to works, refer to Council report 24/05/2023)</p>	Remediation investigation and construction is phased over 2023, 2024 and 2025.	<p>Weather</p> <p>Public interest</p> <p>Disruption (road closure)</p> <p>Funding</p> <p>TMP</p> <p>Staff illness and resourcing and equipment availability</p> <p>Further risk of ground movement increases scope.</p> <p>Resourcing contractors</p>

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
		<p>Reef Concept – Fulton Hogan</p> <ul style="list-style-type: none"> • 15/22-23 Willow Brush Walls – Recovery Project – GoodRich • 12/23-24 Blairlogie Langdale Retaining Walls (Sites 41,42,44)– 1Geo Limited <p>Tender for another contract consisting of construction of three additional retaining walls has been released to the market and will close in March.</p>				

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 2021. Discussion with Iwi completed. General support for closure. Environmental impact of maintaining the race for the 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. Continuing to work on closure by June 2026.

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, on hold for now.	Decision making Resources Supply of components
Water Meters	James Li	Meters installed to 95% of all properties.	Water charges: To be confirmed by Council resolution.	\$600,000 On budget	All shared meters installed: June 2024	Public uncertainty of shared supply and cost of water. Lack of motivation of property owners to decide to separate their supplies.
Three Waters Renewal Projects	James Li	Installation: Planned renewals work to be tendered		Water: \$1.8million - actual \$2.2million Sewer: \$1.52million - actual \$4.3million Stormwater: \$475,000 - actual \$638,000 - over budget	June 2024	Potential delay and cost increase to this year's renewal programme.
Treated Water Storage	Phil Evans	Provides for an extra 1,000m ³ 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.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
PROJECT DELIVERY						
Civic Facility	Lisa Neill/ Phil Evans	Project Advisory Group meet fortnightly to discuss scope and options for LTP.	Confirmed outputs of PAG meetings including scope and refined options being included in LTP CD.	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.
Masterton Revamp <ul style="list-style-type: none"> 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.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
Animal Shelter	Corin Haines	Developed design and costings completed with indicative budget of \$2.5million. 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. Kennel Design and ACO requirements.
Hood Aerodrome	Lisa Neill	Preferred supplier identified for Stage 1 works, including runway reseal and widening, apron extension and grass runway realignment. Project team working with supplier to finalise contract. Kanoa funding agreement approved. Project working through requirements to become a qualified aerodrome by June 2025.		\$17million, consisting of \$10million Kanoa funding and \$7million Council co-funding.	Q1 2026	Timeframe to deliver works. Earthworks consent from GWRC granted. Site works to commence March with completion by May 2024.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
Queen Elizabeth Park Lake	Phil Evans	Discussing with GWRC option to align requirements under current consent due to expire in 2023. This will require a variation to existing consent. New consent lodged 2023.	No significant decisions.	To be confirmed. CFA to determine next steps in operation/management of the lake.	2023	Decision making
Youth Hub	Phil Evans/Tracey Rowe	Options being looked at with CFA team.	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.

5.2 COMMUNITY FACILITIES AND ACTIVITIES INFRASTRUCTURE AND SERVICES 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 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 Infrastructure and Services Update** [↓](#) 

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 is scheduled for the final phase of repairs after the fire from Christmas 2022, with the exterior painting due to be finished mid-March 2024. Two Panama Village Units (semi-detached) will have the deteriorating roof replaced and ceiling insulation upgraded by the end of March 2024.
- Truro Flats - A re-paint of the roof area of the flats will be completed by the end of the financial year.
- General - There has been some recent movement on the waiting list for senior housing units. There are two units left undergoing minor refurbishment at Bodmin Flats and Laurent Place due to recent vacancies which, once completed, will see all senior housing units occupied in early March 2024. The waiting list continues to fluctuate between 50 to 60 persons.

Leased Facilities

- Douglas Villa Football Club – The access ramp project is well under way, with groundworks for foundations and support posts in place. The ramp is on track for completion by the start of the football season. Turf work to expand the pitch closest to the clubrooms has experienced issues with turf generation due to the recent dry spell and water restrictions, access to the expanded area may be delayed a season to ensure the ground can stand up to play.
- Rose Cottage (Come Sew With Me) – Officers have met with the new governance group, who are managing the Come Sew With Me Trust, to progress returning the lease agreement back to a level more in keeping with the current market rate. It was previously agreed to reduce the lease due to a period of financial hardship; the Trust have now stabilised their position.
- Coronation Hall - Officers received an influx of interest during the start of 2024, two formal proposals were received which have been assessed against the lease criteria and fit within Queen Elizabeth Park. A food industry business has been preferred and lease discussions are progressing.

Facilities

- Trust House Recreation Centre – Scheduled maintenance will see staged closures at the Centre, the first will be during the second week of the school holidays (April), the rear five lane pool will close for a week to enable work on the HVAC filtration system, and the final modifications to the new water heat pump system that was previously purchased as a back-up when the heating system failed.

At the end of the school holidays, a three-week shutdown of the main pool between 29 April to 19 May 2024 will enable the remaining maintenance to be completed. The Pool complex will still operate using the five-lane pool which will be back up and running.

The tiled surface for the female changing area and family rooms adjacent to the main pool will be re-surfaced during the shut-down maintenance period.

- Mawley Holiday Park – high winds and stormy weather in January/February 2024 has seen tree damage within the camp and required an arborist assessment and tree removal.

Rural Halls

- Whangaehu Hall – The hall has required modifications to prevent theft of its water pump.
- Bideford Hall – A representative of the Bideford community has approached officers to discuss the future ownership and management of the hall.

Parks and Reserves

- Queen Elizabeth Park – Positive feedback has been received for the planting improvements beside the Miniature Train Station. The weather conditions and water restrictions have contributed towards some juvenile trees on the Park Island and within the Cemetery showing signs of distress.

A new park seat has been installed near the Cenotaph to enable a place to sit and reflect about those who have served and been lost.

Collaborative work between our Parks Contractor, Wairarapa Cricket and council officers continues to ensure The Oval remains playable for the remainder of the cricket season.

- Kids Own Playground - The climbing frame has been decommissioned for health and safety reasons. This is the result of a wire strand within the composite rope protruding, causing an injury to a child's hand. Increased auditing has discovered further failures of the rope and research into a replacement rope has determined it uneconomical to repair. The replacement climbing frame will be sourced and installed within four to seven weeks of its closure from a New Zealand company.
- Skate Park – 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. The outcome of a funding application to support the project will be known by the end of February 2024.

- Reserves – Greater Wellington Regional Council has begun to address noxious weeds in Solway Reserve; to progress further planting for the Key Native Eco-system at Southern Reserve – Riversdale Beach and works along the Waipoua River to tidy up the banks and prevent further erosion.

Officers are receiving increased reports of homeless persons setting up make-shift camps within our reserve areas. They pose a health and safety risk to our Parks Contractor, and impact on the ability to maintain some of the park spaces. A meeting with Wairarapa Police has been arranged to discuss the best way to address this social issue, to facilitate inter-agency support where appropriate.

- Sports Fields – An independent consultant has been engaged to carry out analysis of council's sports fields, to provide advice and develop a regenerative turf programme. A meeting is being arranged to bring the various sports codes together during the cross over between seasons to seek feedback on how grounds are played and to plan for winter.

Contractors

Belgravia Leisure

Trust House Recreation Centre Contract

Visitor numbers continue to track positively for pool use. Reorganising and creating opportunities inside to cover the Dive Pool closure continues to run relatively smoothly. The outdoor Lido Pool has also proven popular with the hotter temperatures. The Manager has worked in with Officers and the Maintenance Contractor to ensure the pending closures create minimal impact on users. The maintenance and facility management contracts will both undergo a Section 17A LGA review during 2024.

Mawley Park Contract

Mawley Park occupancy rates are still steady but continue to track behind where they usually sit at this time of year. The Section 17A LGA review for how Mawley Park is operated will be completed in March 2024. The current contract lapses in November 2024, the Section 17A review outcome will guide the tender process for the new contract model.

Green by Nature (Recreational Services)

Parks and Open Spaces Maintenance Contract

Operational and capital expenditure targets are tracking well.

Library and Archive

Library Basement

Library staff are continuing to monitor leaks in the basement after rainfalls. There has been no change over the last few months. The air-conditioning unit has been serviced and continues to operate to minimise humidity.

Community Development

Events

Waitangi Day

Waitangi Day related activities went well with the Treaty Trails event and Whānau Day been very well received. The Whānau Day in particular was a highlight with great community reaction and attendance (circa 2,000) and a wide range of vendors taking part (29). The pools saw approximately 670 visitors, while the train and boats attracted 1,200 and 400 visitors, respectively. Additionally, the basketball 'nothing but net' competition saw participation from 40 individuals. The interviews continue to be published until the end of the month.

Parks Week

We are now in the process of planning for Parks Week, scheduled from 2-10 March 2024. Parks Week is about celebrating the vital role that parks play in creating liveable towns, cities, and thriving communities. Parks Week will focus on how spending time in our parks and open spaces positively influences our wellbeing. Council, Masterton District Library, and the Wairarapa Archive will present a series of events throughout Parks Week, which will include:

- Hip to be Square - a public talk presented by Mark Pacey, of Wairarapa Archive
- Instagram Reels featuring our parks and open spaces
- Waka Takaro Play Trailer in our parks and open spaces
- A guided walk and barbeque led by Green By Nature

Welcoming Communities

The Multicultural Council meeting is scheduled for mid-March, involving different ethnic groups and Multicultural New Zealand, this group holds great potential for fostering community collaboration and understanding.

With the support of our Pou Ahurea Māori, we are working with iwi to sign the Welcoming Communities Statement of Commitment. This move is a positive step towards ensuring the programme's success.

Welcoming Communities is supporting the newly established Punjabi community and their initiatives. Welcoming Communities played a supportive role in the Eastside Festival, led by the Eastside Community Association, by proactively reaching out to various ethnic community groups, enhancing community involvement and interaction.

Youth Council

2024 Noho - Eight youth council members, plus the three Council Activators attended an overnight stay at Castlepoint, to facilitate team building, as well as prepare for the year ahead. The Noho included a Te Tiriti session, as well as discussing what they would like to achieve this year, how they want to work and what they want to do. Members commented that the opportunity to spend time together and get to know each other was the highlight of their trip.



Their monthly meetings resume at the end of the month, with the first meeting focusing on solidifying their work plan and aims for the year ahead.

Whānau Day Support - Members of the Youth Council attended and supported Whānau Day, by cooking and handing out hundreds of free sausages at the event.

Riversdale Beach Community Plan

The period for providing feedback on the Draft Riversdale Beach Community Plan has concluded. In mid-February, the Project Steering Group met to review the feedback report and outline the next steps. A total of 31 respondents participated, indicating strong support for the draft plan. Each of the five priority areas have been systematically ranked, providing a clear roadmap for the Project Steering Group's future endeavours. Further work is being done over the next few weeks to create the final plan.

Neighbourhood Support

Food Resilience Project - GROW Bins – The third GROW bins workshop demonstrating 'Lasagna composting' is being held on Wednesday 21 February 2024, at the GROW Community Garden on Park Avenue. Neighbourhood Support, Welcoming Communities, Predator Free Masterton, and the Wairarapa Community Centre will all be giving presentations to the participants.



Women Only Swim and Water Safety Project – The fourth school holiday session was held in the last two weeks of January. Eleven women and twelve children participated, from five different countries: Sri Lanka, Philippines, India, Jordan, and Pakistan. Participants had one session to develop their skills and knowledge on life jackets (photo right). CPR training through Wellington Free Ambulance was also provided, where we had eight women and requests for four men, from the refugee community, to participate. Thanks to the Trust House Recreation Centre's support a major barrier was overcome as they provided a minibus to transport two refugee families (one family having only been in Masterton for one week) and two immigrant families without driver licenses – they have registered with the WEconnect programme to gain their licence!



WEconnect Project – This project was successful in gaining funds at the end of 2023 from the National Neighbourhood Support New Zealand Membership to continue through to the middle of April 2024. Further funds have been applied for from the Department of Internal Affairs, to hopefully continue to the end of this calendar year. Six volunteers have been buddied up with five participants, mainly to support and help with their 'Kiwi' English and acquiring driving licences. One volunteer has been particularly successful with helping her buddy acquire her learner's licence, something that she had failed three times previously and over a five year period. Another participant has learned



how to ride a bike, learnt to swim, gained her learner licence, and is now on the Community Driver Mentor Programme (CDMP) with a second volunteer. She has also been successful in gaining employment, all due to the dedication and commitment of the participant's relationship and support of her two volunteers.



Positive Ageing

The coordinator was invited to go along and experience the Hato Hone St John's Waka Ora Health Shuttle service and see first-hand how it supports Wairarapa's older persons. The shuttle is a koha (donation) based community service, delivered by volunteers, that transports people to health and wellbeing related appointments, and then brings them home again. A morning was spent with the driver volunteer picking people up, taking them to the hospital and dropping them home again.

Community Facilities and Activities Infrastructure Projects

Properties and Facilities							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
Douglas Villa Access Ramp	Facilities and Open Spaces Manager	Worksite prepared, steel steps removed, ground works to prepare foundations and post placement completed. H & S audit of worksite by MDC Officers, positive result.	Concrete foundations poured and set, support posts braced, and timber ramp support joists and decking installed.	\$170,000	Contractor availability. Supply and costs of building materials. Project over-runs and impact on access to club for start of football season.		April 2024
Trust House Recreation Centre and War Memorial Stadium - condition and energy assessment (Feasibility Study into Splash Pad)	Facilities and Open Spaces Manager	Full Condition and Energy Assessment reports, with master plan and feasibility of Splash Pad to Council Officers and Elected Members - February 2024. Assessed opportunities for subsidies through Energy Efficiency & Conservation Authority - EECA.	Evaluation of Condition Assessment to guide LTP OPEX and CAPEX decisions. Report on BOF progress to DIA. Scope costs to conduct detailed needs assessment of Stadium, and costs to install improved metering.	\$120,000	Consultant availability. Scale of assessment work able to be completed within designated budget.		July 2024 Final Report to the Department of Internal Affairs.

Properties and Facilities							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
Reserve Lease Review	General Manager - Community	Drafting of lease charge calculation methodology	Presentation to 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.		2nd Quarter 2024

Services

Parks and Open Spaces							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
Playground Renewals	Facilities and Open Spaces Manager	RFI proposal sent out to playground industry specialists to work on tendering for the design and installation of the play equipment. Review of playground location within Henley Lake, and consultation with Henley Trust.	Site meetings to be held with Industry representatives as part of design and Tender process. Receipt of proposals, and further consultation with Waipoua Lions and Henley Trust.	\$180,000 Community contribution to be determined and will complement council investment.	Inflation impact on material and labour costs, and contractor availability. Co-funding capacity of Waipoua Lions.		Design and procurement, November 2023 – March 2024. Installation, June 2024.
Riverside Cemetery Landscaping Upgrade	Parks and Reserves Advisor	Fencing upgrades, and boundary tree maintenance. Expansion of Services burial area. Vegetation clearance of northern land area beside Ruamahanga River.	Installation of new berms in expanded Services area. Design and installation of vehicle gate at River Road entrance and development of updated Cemetery signage. Planting along Te Whiti Road boundary with Cemetery.	\$220,000	Weather conditions delaying project.		June 2024

Green: On target or low risk

Orange: Slightly off target or some Risk

Red: Significantly off target or Significant Risk

5.3 REGULATORY SERVICES INFRASTRUCTURE AND SERVICES 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, 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 Infrastructure and Services Update** [↓](#) 

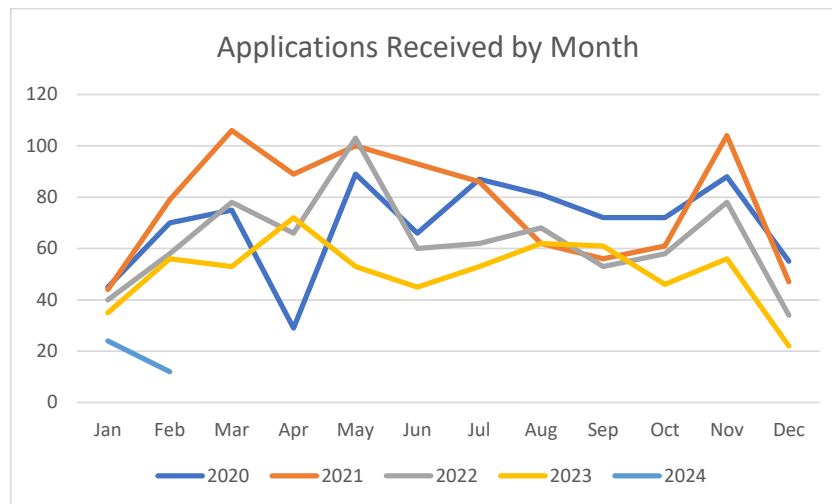
REGULATORY SERVICES UPDATE

BUILDING CONTROL SERVICES ACTIVITY

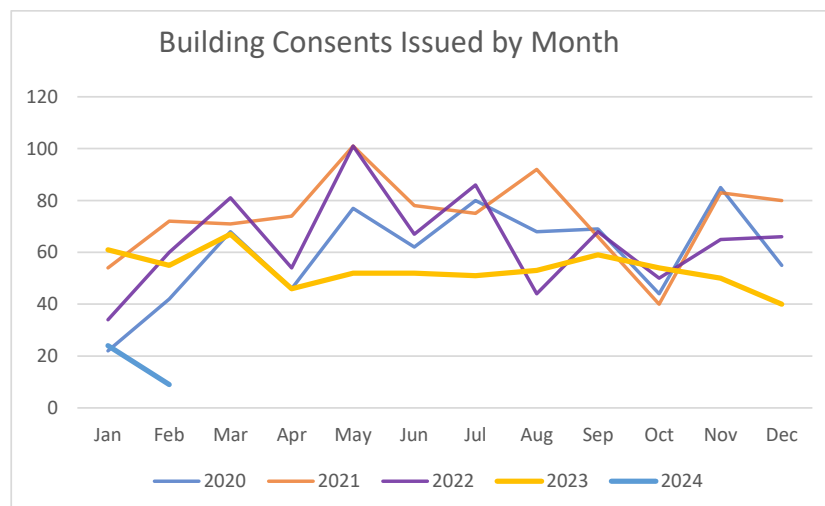
Activity Levels, Staff and Service

As a result of low activity in the construction sector, building consents are being processed in-house by council staff and are not being sent out to contractors. Despite low activity, housing companies advise they have work in the pipeline and are confident that activity will lift through the year.

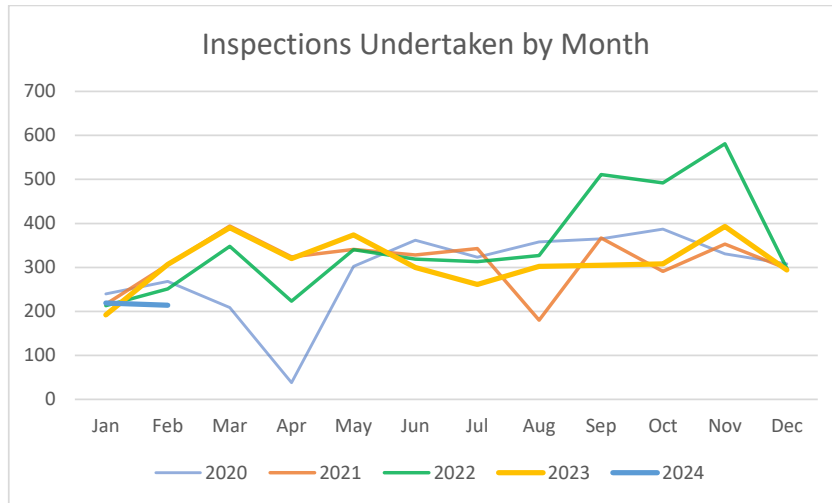
Building Consent Authority Statistics



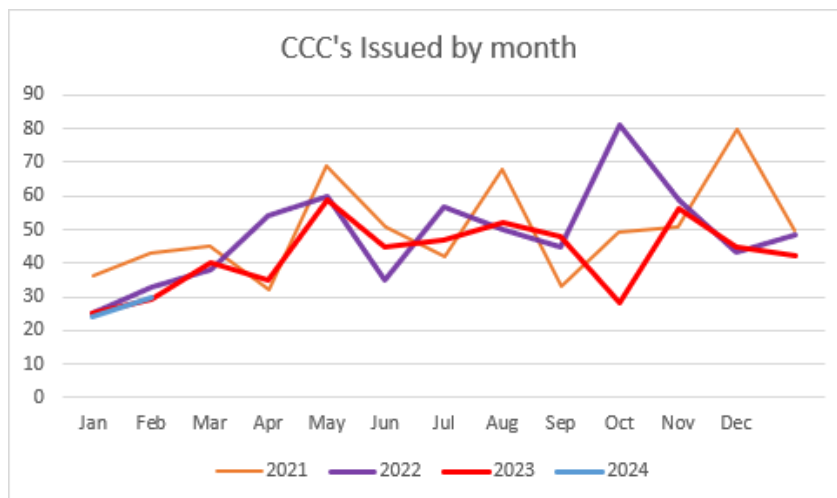
Low number of applications being received.



The number of consents issued has dropped.



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



Code Compliance Certificates are trending down.

TA Building Functions

Building Warrants of Fitness (BWoF)

Annual BWoF renewals which are provided to Council are being reviewed within 20-working days. Staff continue to work with building owners where their BWoF becomes overdue.

Earthquake Prone Buildings

Staff are continuing to follow-up with owners of earthquake prone buildings to ensure they display an EPB notice.

EPB Engagement project

The team have initiated a project to proactively work with owners of earthquake prone buildings (EPBs). The purpose of this project is to find out whether owners intend to undertake seismic strengthening work and the barriers that may prevent them from doing so. The project will provide Council with valuable insight regarding the number of EPBs that are likely to be resolved and the number of buildings that may remain a risk to the public and require intervention.

Council officers will provide building owners with guidance and information from the Ministry of Business, Innovation and Employment (MBIE) regarding the remediation process. They will also advise owners of the potential penalties associated with failing to remediate their building(s).

The team had the opportunity to trial the approach with a building owner in February. The owner had an awareness of his responsibility to ensure his building didn't pose an earthquake risk, but he was uncertain about different options open to him. Staff outlined potential options and provided the owner with a copy of his property file and MBIE's EPB guidance information.

Swimming Pools

We have continued with pool barrier inspections and have completed 246 inspections for this financial year. We are now 78% through the pool register. We have a plan to complete all pool barriers by the end of the financial year.

A full-page advertisement highlighting the inspections process, and fee, is being run in the Midweek newspaper, delivered free to all Wairarapa households each week.

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	32	90.6%
Subdivision	34	53	80%
Permitted Boundary	13	10	100% (within 10 days)
Outline Plan (Designations)	0	2	100%
TOTAL	75	97	92.6%

A total of 97 applications were received between 1 July 2023 – 31 January 2024. Twenty-two 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	198	100%

Planning Enquires - 1 July 2023 to 31 January 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
Total	295

Proposed Wairarapa Combined Proposed District Plan

The summary of submissions has been completed and will be tabled at the Joint District Plan Committee on the 14 March 2024 to be endorsed and later publicly notified with the request for further submissions in late March 2024.

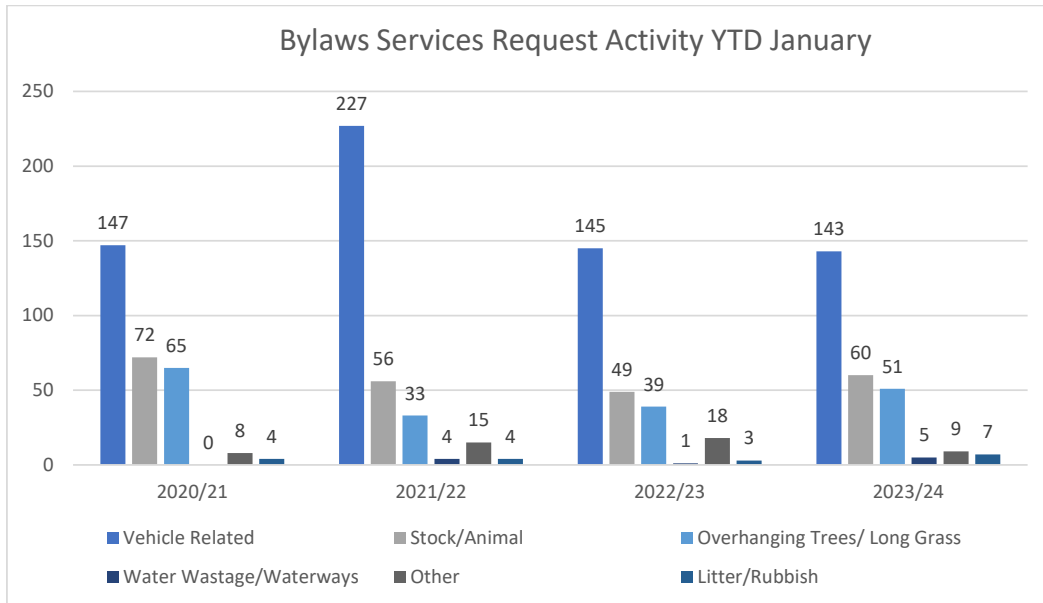
The composition of hearing panel, dates and venues are still to be considered. This phase is scheduled from around July 2024 onwards.

ENVIRONMENTAL SERVICES ACTIVITY

Bylaws and Parking

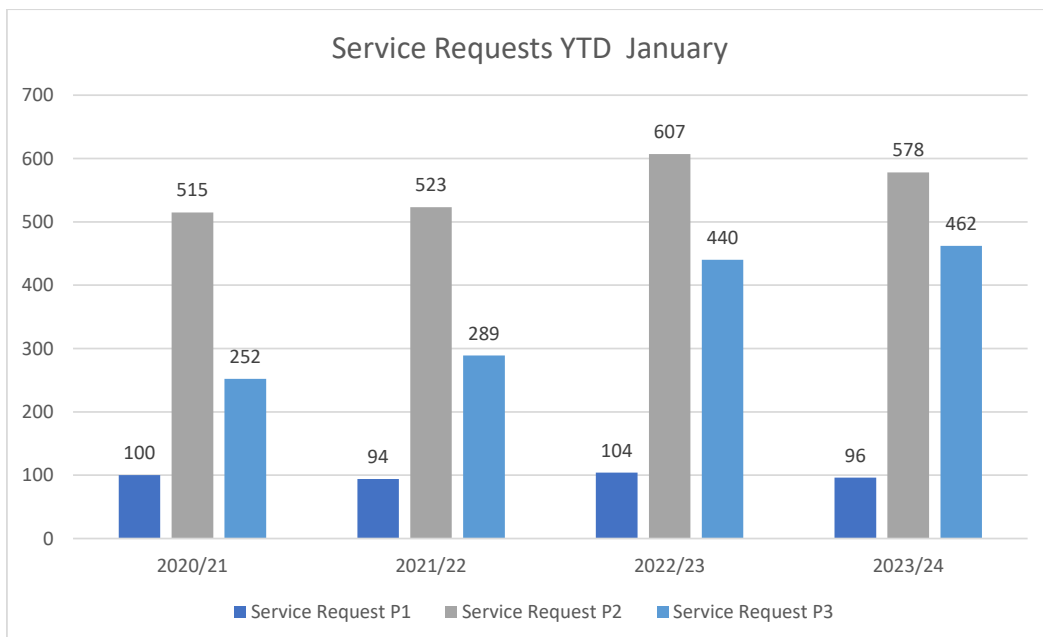
Vehicle-related service requests such as vehicles causing damage, abandoned vehicles, and parking issues in the urban area remain consistent with the same period the previous year.

There are two areas causing concern where some members of the public park incorrectly in angle parking. One area is the Departmental Building Carpark on Chapel St, and the other is known as Uncle Bills Carpark on Dixon Street. By parking in an angle space with the nose of the vehicle facing out of the parking space leaves the vehicle facing oncoming traffic. This can also cause drivers to have to make multiple manoeuvres to exit the parking space. This appears to be the result of people not understanding the implications of parking this way.



Dog Control

Dog Related Service Requests



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.

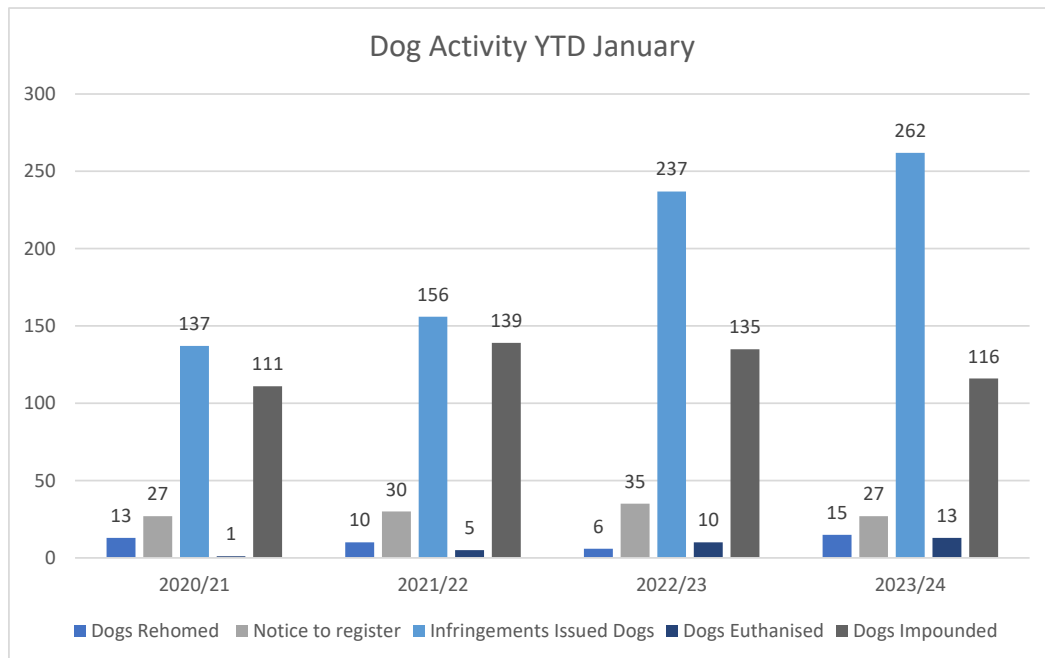
School Engagement

During the final term of school last year, an offer was sent out to all the local intermediate schools, primary schools, and some preschools, offering a school education program about dog safety for the students. This involves an officer going to the school and speaking to the children about dog safety and how they can keep themselves safe around dogs. Staff also take a small dog with them for the children to pat and interact with. Some children have never patted a dog and are scared, this is usually overcome by the mascot dog Scruffy. The program is well received by the schools. There are four confirmed bookings for this year already. Staff enjoy this area of work and find it extremely rewarding.

Ministry of Primary Industries Audit

The temporary animal shelter was inspected in November by the Ministry of Primary Industries (MPI) animal welfare inspectors. Inspectors audited the facility to check compliance with the Code of Welfare: Temporary Housing of Companion Animals. Inspectors noted in their initial report that the facility is well run but the building does have issues as an animal facility.

There were recommendations for both recording processes and for the facility itself. Staff have been making changes to both standard operating procedures and equipment additions over recent months where possible. Some areas cannot be addressed in the current facility without significant investment. The new facility when built will address all areas of concern raised.



Responsible Dog Owners

With all the unregistered dog property checks completed, the officers have been able to concentrate on the responsible dog owner applications and inspections. There are 157 Responsible Dog Owners. 42 applications were considered by the officers in January. Applications for Responsible Dog Owners close in March for the 24/25 registration year. Responsible Dog Owners receive a 25% discount on urban neutered fees. To be eligible for Responsible Dog Owner status, the following criteria must be met:

- Registration fees paid by 31 July for the previous two years (or, if newly registered in Masterton, able to provide evidence that registration was paid on time to the previous territorial authority).
- The dog has been desexed. (An exception may be made for certified breeders, at MDC's discretion).
- The dog is kept securely on the owner's property with access to at least one door of the dwelling available without encountering the dog.
- The dog's shelter complies with the requirements of the Control of Dogs Bylaw.
- The dog is microchipped (if the dog was registered for the first time after 1 July 2006).
- The dog has not been the subject of a substantiated complaint; been impounded; or had any infringements received in the previous two years.

Rural dogs, dogs that are menacing by deed and dangerous dogs are not eligible for Responsible Dog Owner (RDO) status.

Recidivist Non-Compliant Dog Owners

The Dog Control Act 1996 (the Act) is the overarching national legislation to make better provision for the care and control of dogs. The obligations of dog owners are outlined in Section 5 of the Act.

Masterton District Council and all other Territorial Authorities in New Zealand are required by the Act to adopt a policy in respect of the dogs in their district.

As of January 2024, there are 6,402 known dogs in the Masterton District.

Animal and Bylaw Services officers try to take dog owners through a journey of compliance by engaging with and educating dog owners before moving to more punitive outcomes of infringements and prosecution. Unfortunately, there is the small minority that make the most work for the officers following up on non-compliance of the Act, often resulting in the issuing of infringements for failure to comply with various requirements of the Act.

These infringements are issued for several different offences including Failure to register a dog - \$300, failure to keep a dog controlled, confined or under control - \$200. Other infringement offences provided for by the Act include failure or refusal to supply information or providing false particulars - \$750, failure to advise change of ownership or change of address - \$100 and failure to comply with the effects of a menacing dog classification - \$300 to name a few. The full list of infringements offences under the Dog Control Act 1996 can be found in Schedule 1 of the Act.

Dog owners that have a total disregard for the requirements of the Act can receive multiple infringements for different offences relating to their dogs, as a result the dog owners then put themselves into a situation where they may be disqualified from owning a dog.

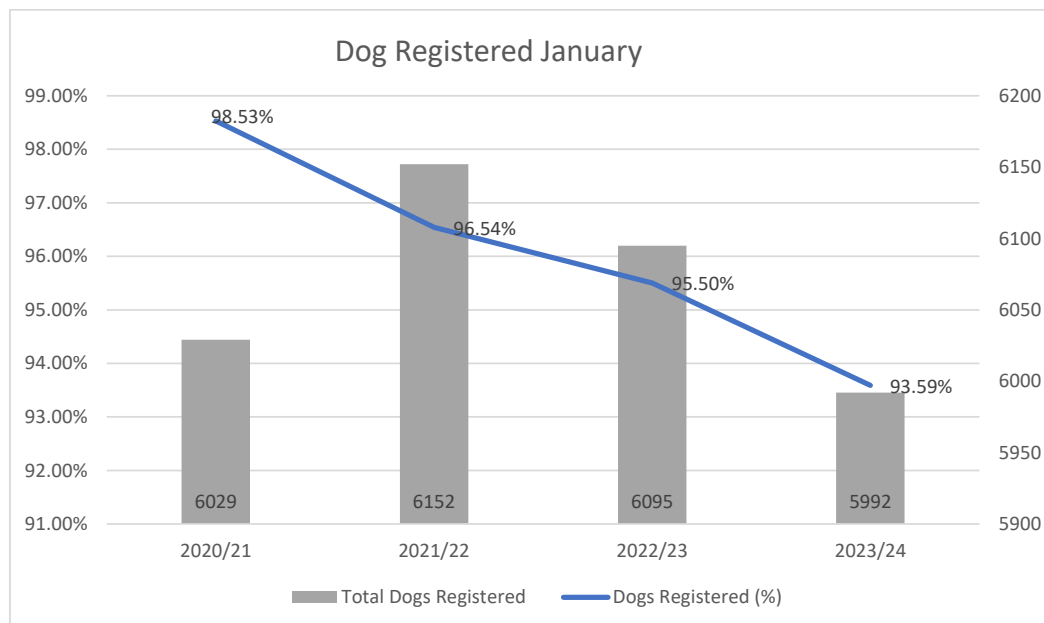
Under the Dog Control Act 1996, Section 25, there is a requirement to disqualify a person

from being the owner of a dog for up to five years if the person commits three or more infringement offences (not relating to a single incident or occasion) within a continuous period of 24 months (two years). This is not something that Animal and Bylaws Officers wish to do as they understand that dogs are a part of a family and to lose the right to own a dog would be devastating for most owners. However, to be fair to all of the community and dog owners in the community, continued non-compliance and ignoring the requirements of the law leaves the team with no option.

Currently, there are two disqualified dog owners listed in Masterton District, the owners were disqualified from owning a dog for five years in 2022 and 2023 respectively. The team are working through a process where if a dog owner has had two infringements within 24 months they will receive a warning advising that if they continue the path of non-compliance they will be disqualified as a dog owner. If they are then issued a further infringement within that period they will be advised of the pending disqualification and given the opportunity to respond in writing giving reasons why they should not be disqualified.

The Dog Control Act 1996, Section 21, has a provision for stepping back from disqualification and classifying a dog owner as probationary, however that would only be considered for dog owners that show a genuine desire to get out of the cycle of offending.

It is important for dog owners to remember that their actions and/or inactions have consequences. If an Animal and Bylaw Services officer tries to contact dog owners it is important that they respond, this may prevent issue of an infringement for non-compliance.



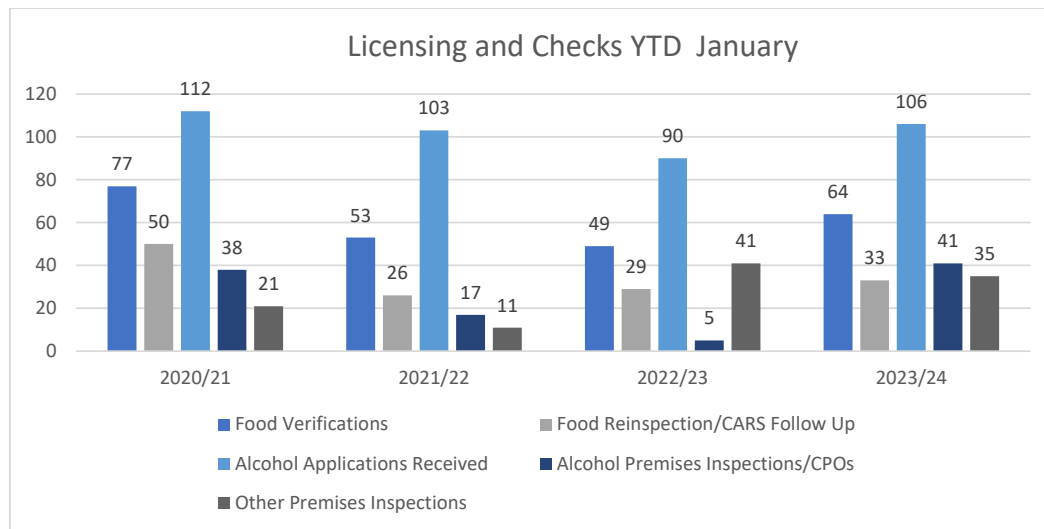
Environmental Health

Verifications, Inspections and Monitoring

Food verifications are up to date and under control, verifications are being done on or before they are due, with appropriate recommendations and corrective actions being issued. Overall, the level of compliance in the food space has been fantastic. There was a food complaint investigated by Food Safety Officers and a resolution was found. To ensure the

verifications are being kept on track, both verifiers are conducting at least two verifications per week along with all their other programmed work. Monitoring for resource consents continues to be high and will be until April with Henley Lake, Queen Elizabeth Park Lake, Opaki Water Race and Riversdale Wastewater Treatment Plant monitoring required fortnightly.

There were also 31 service requests requiring attention, most of the requests related to food enquiries.



Verification Agreements

As part of the Food Quality Management System (QMS), Masterton District Council has agreements with food businesses to provide verification services. There have been 109 completed agreements returned and another 57 agreements to be followed up.

Food

The Ministry for Primary Industries (MPI) is consulting on a proposed new annual levy for all food businesses in New Zealand. The MPI Domestic Food Business Levy would be an additional cost, on top of the current registration and verification fees paid to Masterton District Council. This new levy will go to MPI, not Masterton District Council (MDC), to cover services they provide. Public submissions close on 15 March 2024. The proposed MPI Domestic Food Business Levy is an annual charge, rising from \$57.50 per site in 2025, to \$86.25 in 2026, and \$115 from 2027. If a business has multi-site registration, the levy applies to each site.

The full cost a business will need to pay per site with the proposed MPI Domestic Food Business Levy is set out below. This includes the MPI levy, an \$11 administration fee, and GST.

Year	MPI Levy	Administration fee	GST	Total
2025	\$57.50	\$11	15%	\$78.77
2026	\$86.25	\$11	15%	\$111.84

2027 onwards	\$115	\$11	15%	\$144.90
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MPI emailed all businesses on 2 February 2024. On 15 February 2024, Masterton District Council also sent out an email to registered businesses to ensure they are aware of the proposal and encourage them to put their views forward.

Further information can be viewed on the MPI website:

<https://www.mpi.govt.nz/consultations/cost-recovery-proposal-to-maintain-and-expand-new-zealand-food-safety-core-regulatory-services-under-the-food-act-2014>.

If the proposal is successful, local councils will be required to collect the levy. This will make council staff the customer-facing collection agency for MPI. This is a significant cost increase for food businesses.

Alcohol

Hops in the Vines, a first-time event between Brewtown Upper Hutt and Matahiwi Vineyard, was a daytime music event with wine and beer in a vineyard. Approximately 1,000 people attended the Saturday event. Joint compliance visits took place with an MDC Licensing Inspector, Masterton Police and Public Health. Largely, the event was well run with no issues. There was good collaboration with the local police and public health. A debrief was held with the MDC Licensing Inspectors, Traffic Management Coordinator and the applicants. Good improvements were identified, and planning started for next year’s event. Overall, a positive outcome for our community.

