

MASTERTON DISTRICT COUNCIL

COUNCIL AGENDA

MEETING

WEDNESDAY 15 DECEMBER 2021
3.00PM

MEMBERSHIP

Her Worship (Chairperson)

Cr G Caffell

Cr D Holmes

Cr G McClymont

Cr T Nelson

Cr C Peterson

Cr B Gare

Cr B Johnson

Cr F Mailman

Cr T Nixon

Cr S Ryan

Notice is given that a meeting of the Masterton District Council will be held at 3.00pm on Wednesday 15 December 2021 at Waiata House, 27 Lincoln Rd, Masterton.

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

10 December 2021



Values

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

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

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

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AGENDA

1. Karakia
2. Conflicts of Interest (Members to declare conflicts, if any)
3. Apologies
4. Public Forum
 - Presentation of Cyber Gold Award – Farm Focus
5. **Late items for inclusion under Section 46A(7) of the Local Government Official Information and Meetings Act 1987**
6. **Items to be considered under Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987:**
 - Minutes of the Council Meeting held with the public excluded on 27 October 2021
 - Minutes of the Extraordinary Council Meeting held with the public excluded on 24 November 2021
 - Report of the Audit and Risk Committee Meeting held with the public excluded on 17 November 2021
 - Report of the Awards and Grants Committee Meeting held with the public excluded on 24 November 2021
 - External Appointment to the Civic Facility Project Committee
 - Appointment of Civic Facility Architect
 - Land Acquisition
7. **Confirmation of Minutes of the Council Meeting held on 27 October 2021 (207/21)**
Pages 101-109
8. **Confirmation of Minutes of the Extraordinary Council Meeting held on 9 November 2021 (209/21)**
Pages 101-104
9. **Confirmation of Minutes of the Extraordinary Council Meeting held on 24 November 2021 (230/21)**
Pages 101-103
10. **Report of the Infrastructure and Services Committee meeting held 17 November 2021 (225/21)**
Pages 301-303
11. **Report of the Audit and Risk Committee meeting held 17 November 2021 (226/21)**
Pages 401-405
12. **Report of the Awards and Grants Committee meeting held 24 November 2021 (229/21)**
Page 601-602

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FOR DECISION

13. **PROGRESSING MORE HOUSING AT PANAMA VILLAGE: ADOPTION OF CONSULTATION OPTIONS FOR THE AMENDMENT OF THE LONG TERM PLAN 2021-31 (232/21)** Pages 121-127
14. **BUSINESS WAIRARAPA FUNDING REQUEST (233/21)** Pages 128-141

FOR INFORMATION

15. **CHIEF EXECUTIVE'S REPORT (234/21)** Pages 142-164
16. **MAYOR'S REPORT (235/21)** Pages 165-167

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MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED COUNCIL MEETING – WEDNESDAY 15 DECEMBER 2021

MOVED BY:

SECONDED BY:

That the public be excluded from the following parts of the proceedings of the meeting of the Masterton District Council:-

Confirmation of Minutes

17. Minutes of the Council meeting held with the public excluded on 27 October 2021
18. Minutes of the Extraordinary council meeting held with the public excluded on 24 November 2021
19. Report of the Audit and Risk Committee meeting held with the public excluded on 17 November 2021
20. Report of the Awards and Grants Committee meeting held with the public excluded on 24 November 2021

General Business

21. External Appointment to the Civic Facility Project Committee
22. Appointment of the Civic Facility Architect
23. Land Acquisition

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:-

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Confirmation of minutes of the Council meeting held with the public excluded on 27 October 2021	Refer to pages 108-109	Refer to pages 108-109
Confirmation of minutes of the Extraordinary Council meeting held with the public excluded 24 November 2021	Refer to pages 102-103	Refer to pages 102-103
Report of the Audit and Risk Committee meeting held with the Public excluded on 17 November 2021	Refer to pages 405-406	Refer to pages 405-406
Report of the Awards and Grants Committee meeting held with the Public excluded on 24 November 2021	Refer to pages 601-602	Refer to pages 601-602

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External Appointment to the Civic Facility Project Committee

7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons)

s48(1)(a)

That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.

Appointment of the Civic Facility Architect

7(2)(i) The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

s48(1)(a)

That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.

7(2)(b).the withholding of the information is necessary to protect information which if public would; (i). disclose a trade secret; or (ii). unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information

7(2)(c) the withholding of the information is necessary to protect information which is subject to an obligation of confidence where the making available of the information would be likely to: (i). prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or (ii). would be likely otherwise to damage the public interest.

Land Acquisition

7(2)(i) The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations

s48(1)(a)

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist. Where the local authority is named or specified in the First Schedule to this Act, under section 6 or section 7 except section 7(2)(f)(i) of this Act.

**MINUTES OF THE MEETING OF THE MASTERTON DISTRICT COUNCIL HELD AT
WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON, ON WEDNESDAY 27 OCTOBER
2021 AT 3.00PM**

PRESENT

Mayor Lyn Patterson (Chair), Councillors G Caffell, B Gare (by zoom), D Holmes, B Johnson, G McClymont, F Mailman, T Nelson, T Nixon (by zoom), C Peterson and S Ryan and iwi representatives Ra Smith and Tiraumaera Te Tau (from 3.21pm).

IN ATTENDANCE

Acting Chief Executive, Manager Finance, Manager Strategic Planning, Manager Community Facilities and Activities, Manager Communications and Engagement, Manager People and Culture, Regulatory Services Manager, Environmental Services Manager, Planning and Consents Manager, Policy Manager, Senior Policy Advisor, and Governance Advisor.

KARAKIA

Her Worship led the karakia.

CONFLICTS OF INTEREST

Councillor Nixon declared in relation to the update on Hood Aerodrome project in the Chief Executive's report that her partner was the Aerodrome Manager and leased land for a Hangar at the Aerodrome.

Councillor Ryan declared, in relation to the update on the Skatepark project in the Chief Executive's report, that a company she had an interest in was doing work on the project.

Councillor Johnson declared a conflict of interest in relation to the public excluded Land Acquisition item.

APOLOGIES

No apologies were received

PUBLIC FORUM

There was no public forum.

**LATE ITEMS FOR INCLUSION UNDER SECTION 46A(7) OF THE LOCAL
GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987**

There were no late items.

**ITEMS TO BE CONSIDERED UNDER SECTION 48(1)(A) OF THE LOCAL GOVERNMENT
OFFICIAL INFORMATION AND MEETINGS ACT 1987**

- Minutes of the Council meeting held with the public excluded on 15 September 2021

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- Minutes of the Extraordinary Council meeting held with the public excluded on 29 September 2021
- Land Acquisition

Moved by Councillor D Holmes

That in terms of section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 the items be dealt with at this meeting.

Seconded by Councillor C Peterson and CARRIED

CONFIRMATION OF MINUTES OF THE COUNCIL MEETING HELD ON 15 SEPTEMBER 2021 (174/21)

Moved by Councillor F Mailman

That the minutes of the meeting of the Masterton District Council held on 15 September 2021 be confirmed.

Seconded by Councillor C Peterson and CARRIED

CONFIRMATION OF MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 29 SEPTEMBER 2021 (187/21)

Moved by Councillor B Johnson

That the minutes of the extraordinary meeting of the Masterton District Council held on 29 September 2021 be confirmed

Seconded by Councillor G Caffell and CARRIED

CONFIRMATION OF MINUTES OF THE COUNCIL MEETING (REPRESENTATION REVIEW HEARING) HELD ON 13 OCTOBER 2021 (187/21)

Moved by Councillor T Nixon

That the minutes of the extraordinary meeting of the Masterton District Council held on 13 October 2021 be confirmed

Seconded by Councillor T Nelson and CARRIED

REPORT OF THE EXTRAORDINARY AWARDS AND GRANTS COMMITTEE MEETING HELD 22 SEPTEMBER 2021 (185/21)

The report of the Extraordinary Awards and Grants Committee meeting held on 22 September was taken as read. The following items had been considered

- Community Wellbeing Grant and Community Events Fund Applications for 2021/22 – Wairarapa Community Networks

Moved by Councillor G Caffell

That the Report of the Extraordinary Awards and Grants Committee meeting held on 22 September (169/21) including the following resolutions be confirmed

COMMUNITY WELLBEING GRANT AND COMMUNITY EVENTS FUND APPLICATIONS FOR 2021/22 – WAIRARAPA COMMUNITY NETWORKS

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That the Awards and Grants Committee allocates the unallocated 2021/22 Community Wellbeing Grant fund of \$2,200 to Wairarapa Community Networks.

Seconded by Councillor F Mailman and CARRIED

REPORT OF THE INFRASTRUCTURE AND SERVICES COMMITTEE MEETING HELD 6 OCTOBER 2021 (193/21)

The report of the Infrastructure and Services Committee meeting held on 6 October was taken as read. The following items had been considered

- Strategic Planning Infrastructure and Services Update
- Community Facilities and Activities Infrastructure Update
- Infrastructure Update
- Approval of the submission on the discussion document for Changes to the Wetlands Regulations

Moved by Councillor Johnson

That the Report of the Infrastructure and Services Committee meeting held on 6 October (169/21) including the following resolutions be confirmed

STRATEGIC PLANNING INFRASTRUCTURE AND SERVICES UPDATE (188/21)

That the Infrastructure and Services Committee notes the contents of Report 188/21.

COMMUNITY FACILITIES AND ACTIVITIES INFRASTRUCTURE UPDATE (186/21)

That the Infrastructure and Services Committee notes the contents of Report 186/21.

INFRASTRUCTURE UPDATE (189/21)

That the Infrastructure and Services Committee notes the information contained in Report 189/21.

APPROVAL OF THE SUBMISSION ON THE DISCUSSION DOCUMENT FOR CHANGES TO THE WETLANDS REGULATIONS (190/21)

That that Infrastructure and Services Committee approves the submission on the Discussion Document on wetlands regulations (Attachment 1 to Report 190/21)

Seconded by Councillor Ryan and CARRIED

FIVE TOWNS TRAILS MASTERPLAN (202/21)

The report requesting Council receive the Five Towns Trails Masterplan and that authority be delegated to the Chief Executive to work with the other Wairarapa councils to create a

suitable entity to deliver the Masterplan was presented by Jo Gillanders, Project Manager, by zoom.

(Tiraumaera Te Tau joined the meeting at 3.21pm)

Moved Councillor Ryan

That Council:

- (i) **Receives the Five Towns Trails Masterplan in Attachment 1 to Report 202/21.**
- (ii) **Delegates authority to the Chief Executive to work with the three Wairarapa district councils and Wairarapa Trails Action Group, to research and create a suitable legal entity with appropriate and representative governance to deliver the Wairarapa Five Towns Trail Master Plan.**

Seconded Councillor Peterson and CARRIED

ADOPTION OF THE 2020/2021 ANNUAL REPORT (197/21)

The report in relation to the adoption of the Annual Report was withdrawn from the agenda. Delays with completion of the audit had occurred. Audit NZ had acknowledged they had resourcing constraints. As a result, the audit opinion was not available on the day of the meeting.

It was noted that the statutory deadline for adoption had been extended to 31 December for the 2020/2021 financial year. Once the audit opinion was available the Annual Report would come back to Council for adoption.

WAIRARAPA YOUTH/RANGATAHI STRATEGY: APPROVAL OF PROPOSED REVIEW APPROACH (196/21)

The report seeking Council approval of a proposed review approach for a revised Wairarapa Youth/Rangatahi Strategy was presented by the Manager Community Facilities and Activities, who advised that discussions with the other councils about the funding aspects were still underway but would be settled before work was commenced.

Moved Councillor Mailman

That Council:

- (i) **notes that the Wairarapa Rangatahi Development Strategy 2016 – 2021 for the Masterton and Carterton Districts is due for review;**
- (ii) **notes that the three Wairarapa District Councils will work together to undertake the review and develop a revised Wairarapa Youth/Rangatahi Strategy that includes the South Wairarapa District;**
- (iii) **approves the proposed review approach for the Wairarapa Youth/Rangatahi Strategy;**

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- (iv) agrees that costs will be shared across the three Wairarapa District Councils as per the Wairarapa Shared Services Funding Policy (joint policy development activity type); and
- (v) delegates responsibility to the Wairarapa Policy Working Group to support the Review and make recommendations back to the three Wairarapa District Councils on a revised Wairarapa Youth/Rangatahi Strategy.

Seconded by Councillor Peterson and CARRIED

REMOVING PARKING PROVISIONS FROM THE WAIRARAPA COMBINED DISTRICT PLAN (194/21)

The report seeking a Council decision to remove provisions from the Wairarapa Combined District Plan that have the effect of requiring a minimum number of on-site parking spaces within Masterton District Council's jurisdiction to enable compliance with the National Policy Statement for Urban Development was taken as read.

It was noted that the aim of the provisions was to open up further opportunity for urban development but that it was also aimed at areas that had good public transport and cycling links.

Moved Councillor McClymont

That Council

Pursuant to Clause 16 of Schedule 1 of the Resource Management Act 1991, Masterton District Council hereby:

- (a) Amends the Wairarapa Combined District Plan ('the Plan') as it applies within the Council's jurisdiction, to remove objectives, policies, rules and assessment criteria that have the effect of requiring a minimum number of car parks to be provided for a particular development, land use, or activity without using a process in Schedule 1 of the Act, to comply with Clause 3.38 of the National Policy Statement for Urban Development 2020. The provisions being removed from the Plan are set forth in the Appendix to this Report.
- (b) Issues an edition of the Plan (henceforth referred to as the *Wairarapa Combined District Plan - Masterton 2021 Edition*) that has said provisions referred to in (a) removed. This edition of the Plan shall take effect upon adoption of this resolution.

Seconded by Councillor Peterson and CARRIED

COUNCIL AND COMMITTEE MEETING SCHEDULE FOR 2022 (192/21)

The report seeking Council approval of the Council and Committee meeting schedule for 2022 was taken as read.

Moved by Councillor Mailman

That Council approves the schedule of Council and Committee meeting dates for 2022 as set out in Attachment 1 to Report 192/21.

Seconded by Councillor Caffell and CARRIED

RESOURCE MANAGEMENT ACT DELEGATION TO STAFF – ROLE TITLE CHANGE

(198/21)

The report seeking Council approval for the amendment of the Delegation Register for Resource Management Act (RMA) responsibilities to reflect the new positions of Manager Regulatory Services and Principal Resource Planner was taken as read. It was noted that delegations under the RMA couldn't be subdelegated but had to come straight from Council to staff, rather than through the Chief Executive.

Moved by Councillor Johnson

That Council:

- (i) **receives the RMA Delegation – Role Title Change Report.**
- (ii) **approves amending the Council delegation for RMA responsibilities to reflect the new positions of Manager Regulatory Services, and Principal Resource Planner.**

Seconded by Councillor Holmes and CARRIED

SECTION 10A DOG CONTROL POLICY AND PRACTICES REPORT 2020/2021 (200/21)

The report seeking Council adoption of the Dog Control Policy and Practices Report for the 2020/2021 registration year was taken as read.

Moved by Councillor Nixon

That Council receives and adopts the Dog Control Policy and Practices Report for the 2020/21 registration year (Attachment 2 to Report 200/21).

Seconded by Councillor Ryan and CARRIED

RESPONSE TO MASTERTON ACTION GROUP PETITION (204/21)

The report providing commentary on the various requests within the petition on the Civic Centre received at the 15 September Council meeting and recommending Council continue with the project and provide regular updates on progress to the community was presented by the Manager Strategic Planning.

A motion was proposed by Councillor Caffell for a six month pause on the project and the establishment of a working group to look at the options for the site and to decide whether a referendum should be held. After an adjournment (from 4.31 to 4.39pm) the motion was not accepted as it was seeking to amend a previous decision of Council and did not meet the requirements set out in Council's Standing Orders for the revocation or amendment of resolutions.

Moved Mayor L Patterson

That Council:

- a) receives the 'Response to Masterton Action Group Petition' report, dated 27 October 2021; and
- b) notes receipt of the Masterton Action Group Petition presented virtually to the 15 September 2021 Council meeting (physically delivered to Council offices on the same day); and
- c) acknowledges the concerns raised in the Masterton Action Group petition by the 1,832 signatories; and
- d) declines the petition's demand to delay any action on the Civic Centre proposal and to hold a referendum/survey of the community on the proposal; and
- e) notes that detailed concept design plans and costings (part of the petition request) do not currently exist and the land purchase costs are not yet known because negotiations are not complete; and
- f) notes that we will continue to update the community promptly with new information as it comes to hand via our official communication channels and spokespeople.

Seconded by Councillor T Nixon and CARRIED

MASTERTON DISTRICT LICENSING COMMITTEE 2020-2021 ANNUAL REPORT

(201/21)

The report providing a copy of the Masterton District Licensing Committee 2020-2021 Annual Report for Council was taken as read.

Moved by Councillor D Holmes

That Council receives a copy of the Masterton District Licensing Committee 2020-2021 Annual Report.

Seconded by Councillor T Nixon and CARRIED

CHIEF EXECUTIVE'S REPORT (205/21)

The Chief Executives Report providing an update as at 20 October 2021 was taken as read.

A question was asked about events and the rate of vaccination and what was being done to ensure events can carry on without any risk. The new traffic light system will be in place for events in the new year and Council would be working through how that would be implemented.

Moved by Councillor B Johnson

That Council notes the information contained in the Chief Executive's report 205/21.

Seconded by Councillor S Ryan and CARRIED

MAYOR'S REPORT (206/21)

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The Mayor's report providing an update on activities since the last report to Council was taken as read.

Her Worship acknowledged the work done by the previous Mayor in 2010 on the roundabout at Ngaumutawa Road.

In relation to the Three Waters Reform announcement by government, it was advised that there would be no consultation with the community apart from through the Select Committee process that would be followed in bringing in the legislation that would be needed.

The Mayor noted that Council's water assets had been paid for by the community and were owned by the community.

Her Worship acknowledged the work being done by the DHB Staff in the vaccination centres in the Wairarapa.

Moved Mayor L Patterson

That Council receives the information in the Mayors Report (Report 206/21).

Seconded Councillor G Caffell and CARRIED

MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED **COUNCIL MEETING – WEDNESDAY 27 OCTOBER 2021 at 5.01pm**

Moved by Councillor McClymont

That the public be excluded from the following parts of the proceedings of the meeting of the Masterton District Council:-

Confirmation of Minutes

23. Minutes of the Council meeting held with the public excluded on 15 September 2021
24. Minutes of the Extraordinary council meeting held with the public excluded on 29 September 2021

General Business

25. Land Acquisition

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:-

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Confirmation of minutes of the Council meeting held with the public excluded	Refer to pages 115-116	Refer to pages 115-116

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on 15 September 2021

Confirmation of report of the Extraordinary Council meeting held with the public excluded 29 September 2021

Refer to pages 105-106

Refer to pages 105-106

Land Acquisition

7(2)(i) The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations

s48(1)(a)
That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist. Where the local authority is named or specified in the First Schedule to this Act, under section 6 or section 7 except section 7(2)(f)(i) of this Act.

Seconded by Councillor Holmes and CARRIED

The meeting moved into public excluded at 5.01 pm

The meeting moved out of public excluded at 5.30pm

The meeting closed 5.30 pm

Confirmed at the Meeting of the Council held 15 December 2021

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MINUTES OF THE EXTRAORDINARY MEETING OF THE MASTERTON DISTRICT COUNCIL HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON, ON TUESDAY 9 NOVEMBER 2021 AT 4.00PM

PRESENT

Mayor Lyn Patterson (Chair), Councillors G Caffell, B Gare, D Holmes, B Johnson, G McClymont, F Mailman, T Nelson, T Nixon, C Peterson and S Ryan.

IN ATTENDANCE

Acting Chief Executive, Manager Finance, Manager Community Facilities and Activities, Manager Communications and Engagement, Regulatory Services Manager, Corporate Planner and Governance Advisor.

KARAKIA

Her Worship led the karakia.

CONFLICTS OF INTEREST

No conflicts were declared

APOLOGIES

Moved Mayor L Patterson

That the apology received from Tiraumaera Te Tau for non-attendance be received.

Seconded by Councillor C Peterson and CARRIED

LATE ITEMS FOR INCLUSION UNDER SECTION 46A(7) OF THE LOCAL OFFICIAL INFORMATION AND MEETINGS ACT 1987

There were no late items.

Due to the attendance of the Auditors by zoom the agenda item on the Adoption of the Annual Report was taken first.

2020/21 ANNUAL REPORT ADOPTION (197/21)

The report seeking Council adoption of the 2020/2021 Annual Report was presented by the Manager Finance who noted that the full report had been circulated with the agenda and advised that there was an accounting surplus of some \$3.3m before valuation adjustments and vested assets. This was largely due to more financial contributions than planned and central government project funding. Expenditure was close to the planned level at \$50m. The surplus was not a windfall but had to be applied to what it had been received for.

Her Worship acknowledged the work staff had done on the Report.

The Audit Director and Audit Manager were in attendance by zoom. The Audit Director noted that, as in the past, they had received good quality financial statements and

performance information which meant that the audit process went well given the capacity constraints the profession was currently facing.

The Audit Director advised that the audit opinion was standard and that nothing substantial had come out of the audit that needed to be brought to Council's attention.

Her Worship noted that the audit was the last that the Audit Director would be undertaking for Masterton due to the rotation of auditors and thanked him and his team for their work.

Moved by Mayor L Patterson

That Council

- (i) **Receives the independent auditor's report on the Council's Annual Report for 2020/21.**
- (ii) **Adopts the Annual Report for 2020/21.**
- (iii) **Notes that the Annual Report and a summary of that document must be published within one month of adoption.**

Seconded by Councillor Ryan and CARRIED

2021 REPRESENTATION REVIEW – FINAL PROPOSAL (208/21)

The report seeking Council's determination of the final proposal for future representation arrangements as part of the 2021 Representation Review was presented by the Corporate Planner.

Moved by Councillor Johnson

That Council:

1. **Determines the final proposal for Masterton District Council's 2021 representation arrangements, intended to take effect for the 2022 and 2025 local government elections, will include:**
 - a) **A total of eight councillors plus the mayor.**
 - b) **A mixed arrangement with four councillors elected from a General Ward; one from a Māori Ward; and three At Large.**
 - c) **The General Ward and Māori Ward boundaries align with the Masterton district boundary.**
 - d) **No community boards are to be established.**
 - e) **The Wards will be named the Masterton/Whakaoriori General Ward and the Masterton/ Whakaoriori Māori Ward as this reflects the geographic area represented by these wards.**
2. **Notes that:**
 - a) **Points 1a) – 1d) are consistent with the Initial Proposal.**
 - b) **Ward names (point 1e) were not confirmed in the Initial proposal.**
 - c) **57 submissions were formally received, noting some contained comments that were assessed as out of scope.**
3. **Notes that the final proposal will be publicly notified by Monday 15 November 2021 with appeals and objections invited up until Wednesday 15 December**

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2021. If appeals or objections are received these will be forwarded to the Local Government Commission for a final decision.

Seconded by Councillor Nixon

Councillor Nelson put an amendment to increase the number of councillors to ten (and the number of at large councillors to five) providing reasons for that increase.

The meeting adjourned at 4.27pm and reconvened at 4.46pm.

All members were present when the meeting reconvened.

Moved Councillor Nelson

That Council:

- 1. Determines the final proposal for Masterton District Council's 2021 representation arrangements, intended to take effect for the 2022 and 2025 local government elections, will include:**
 - a) A total of ten councillors plus the mayor.**
 - b) A mixed arrangement with four councillors elected from a General Ward; one from a Māori Ward; and five At Large.**
 - c) The General Ward and Māori Ward boundaries align with the Masterton district boundary.**
 - d) No community boards are to be established.**
 - e) The Wards will be named the Masterton/Whakaoriori General Ward and the Masterton/ Whakaoriori Māori Ward as this reflects the geographic area represented by these wards.**
- 2. Reasons for amending the initial proposal by increasing the total number of councillors to ten, with five members elected at large, four from a general ward and one from the Māori ward (points 1(a) and 1(b)) are:**
 - i. Although the majority of submissions agreed with the initial proposal, the number of submissions received was of a low number to make such a significant change**
 - ii. Increasing the number of members to five at large gives Māori electors a larger number of members to elect**
 - iii. The increased number of councillors could lead to greater diversity**
- 3. Notes that**
 - (a) Points 1c) – 1d) are consistent with the Initial Proposal.**
 - (b) Ward names (point 1e) were not confirmed in the Initial proposal.**
 - (c) 57 submissions were formally received, noting some contained comments that were assessed as out of scope.**
 - (d) Notes that the final proposal will be publicly notified by Monday 15 November 2021 with appeals and objections invited up until Wednesday 15 December 2021. If appeals or objections are received these will be forwarded to the Local Government Commission for a final decision.**

Seconded Councillor Peterson and LOST

The original motion was put

Moved by Councillor Johnson

That Council:

1. **Determines the final proposal for Masterton District Council's 2021 representation arrangements, intended to take effect for the 2022 and 2025 local government elections, will include:**
 - a) **A total of eight councillors plus the mayor.**
 - b) **A mixed arrangement with four councillors elected from a General Ward; one from a Māori Ward; and three At Large.**
 - c) **The General Ward and Māori Ward boundaries align with the Masterton district boundary.**
 - d) **No community boards are to be established.**
 - e) **The Wards will be named the Masterton/Whakaoriori General Ward and the Masterton/ Whakaoriori Māori Ward as this reflects the geographic area represented by these wards.**
2. **Notes that:**
 - d) **Points 1a) – 1d) are consistent with the Initial Proposal.**
 - e) **Ward names (point 1e) were not confirmed in the Initial proposal.**
 - f) **57 submissions were formally received, noting some contained comments that were assessed as out of scope.**
3. **Notes that the final proposal will be publicly notified by Monday 15 November 2021 with appeals and objections invited up until Wednesday 15 December 2021. If appeals or objections are received these will be forwarded to the Local Government Commission for a final decision.**

Seconded by Councillor Nixon and CARRIED

Councillor Peterson requested his vote against 1(a) be recorded.

The meeting closed at 4.51pm

**MINUTES OF THE EXTRAORDINARY MEETING OF THE MASTERTON DISTRICT
COUNCIL HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON, ON
WEDNESDAY 24 NOVEMBER 2021 AT 3.00PM**

PRESENT

Mayor Lyn Patterson (Chair), Councillors G Caffell, B Gare, D Holmes, B Johnson, G McClymont, F Mailman, T Nelson, T Nixon, C Peterson and S Ryan and iwi representative Tiraumaera Te Tau

IN ATTENDANCE

Acting Chief Executive, Manager Community Facilities and Activities, Manager Communications and Engagement, Regulatory Services Manager, Corporate Planner, Senior Advisor Wastewater Strategy and Compliance, Project Manager and EA to the Mayor (minute taker).

KARAKIA

Her Worship led the karakia.

CONFLICTS OF INTEREST

No conflicts were declared

APOLOGIES

Moved Councillor B Gare

That the apology received from Councillor G McClymont for lateness and from Ra Smith for non-attendance be received.

Seconded by Councillor C Peterson and CARRIED

LATE ITEMS FOR INCLUSION UNDER SECTION 46A(7) OF THE LOCAL OFFICIAL INFORMATION AND MEETINGS ACT 1987

The meeting was advised of a late item for inclusion in the public excluded agenda:

- Appointment of Chief Executive

This item had not been available for inclusion with the agenda and could not be held over until a later meeting.

Moved by Mayor L Patterson **That in terms of section 46A(7) of the Local Government Official Information and Meetings Act 1987 the items be dealt with at this meeting.**

Seconded by Councillor G Caffell and CARRIED.

ITEMS TO BE CONSIDERED UNDER SECTION 48(1)(A) OF THE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

- Appointment of Civic Facility Quantity Surveyor

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- Appointment of Capital Fundraiser for the Civic Facility
- Appointment of Chief Executive

Moved by Councillor T Nixon

That in terms of section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 the items be dealt with at this meeting.

Seconded by Councillor B Johnson and CARRIED

MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED COUNCIL MEETING – WEDNESDAY 24 NOVEMBER 2021

MOVED BY: Councillor D Holmes

That the public be excluded from the following parts of the proceedings of the meeting of the Masterton District Council :-

General Business

5. Appointment of the Civic Facility Quantity Surveyor
6. Appointment of Capital Fundraiser for the Civic Facility
7. Appointment of Chief Executive

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:-

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Appointment of the Civic Facility Quantity Surveyor	<p>7(2)(i) The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p> <p>7(2)(b).the withholding of the information is necessary to protect information which if public would; (i). disclose a trade secret; or (ii). unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>7(2)(c) the withholding of the information is necessary to protect information which is subject to an obligation of confidence where the making available of the information would be likely to: (i). prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or (ii). would be likely</p>	<p>s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.</p>

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otherwise to damage the public interest.

Appointment of Capital Fundraiser for the Civic Facility

7(2)(i) The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

7(2)(b).the withholding of the information is necessary to protect information which if public would; (i). disclose a trade secret; or (ii). unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information

7(2)(c)To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: (i). prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or (ii). would be likely otherwise to damage the public interest.

s48(1)(a)

That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.

Appointment of Chief Executive

7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons)

s48(1)(a)

That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

Seconded by Councillor F Mailman and CARRIED

The meeting moved into public excluded at 3.05 pm

The meeting moved out of public excluded at 3.45 pm

The meeting closed at 3.45 pm

Confirmed at the Meeting of the Council held 15 December 2021

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**REPORT OF THE INFRASTRUCTURE AND SERVICES COMMITTEE MEETING HELD
AT WAIATA HOUSE ON WEDNESDAY 17 NOVEMBER 2021 AT 1.00 PM**

PRESENT

Councillor Johnson (Chair), Mayor Lyn Patterson, Councillors G Caffell, B Gare, D Holmes, G McClymont, F Mailman, T Nelson T Nixon, C Peterson, S Ryan and iwi representatives Tiraumaera Te Tau and Ra Smith.

IN ATTENDANCE

Acting Chief Executive, Manager Finance, Manager Community Facilities and Activities, Communications and Engagement Manager, Manager Regulatory Services, Roading Services Manager, Properties and Facilities Manager, Planning and Consents Manager, Policy Manager, Senior Advisor Wastewater Strategy and Compliance, Governance Advisor

CONFLICTS OF INTEREST

No conflicts were declared

APOLOGIES

There were no apologies

PUBLIC FORUM

There was no public forum

**LATE ITEMS FOR INCLUSION UNDER SECTION 46A(7) OF THE LOCAL
GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987**

There were no late items

**APPROVAL OF SUBMISSION TO THE MINISTRY FOR THE ENVIRONMENT:
TE HAU MĀROHI KI ANAMATA: TRANSITIONING TO A LOW-EMISSIONS AND
CLIMATE-RESILIENT FUTURE DISCUSSION DOCUMENT (210/21)**

The report seeking the Infrastructure and Services Committee's approval of a draft submission developed by the three Wairarapa District Councils in response to the Ministry for the Environment's consultation on the *Te hau mārohi ki anamata :Transitioning to a low-emissions and climate-resilient future* discussion document was taken as read.

Moved by Councillor B Johnson

That the Infrastructure and Services Committee:

1. **notes that the three Wairarapa District Councils have agreed to make a joint submission in response to the Ministry for the Environment's *Te hau mārohi ki anamata: Transitioning to a low-emissions and climate-resilient future* discussion document, and**

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2. approves the three Wairarapa District Council's draft submission on the *Te hau mārohi ki anamata: Transitioning to a low-emissions and climate-resilient future* discussion document (Refer Attachment 1 to Report 210/21).

Seconded by Councillor S Ryan and CARRIED

AMENDMENTS TO THE WAIRARAPA CONSOLIDATED BYLAW, PART 10: TRAFFIC BYLAW SCHEDULE (211/21)

The report seeking the Infrastructure and Services Committee's endorsement and recommendation for Council to adopt the proposed amendments to the Wairarapa Consolidated Bylaw, Part 10: Traffic Bylaw Schedule was taken as read.

Moved by Councillor Mailman

That the Infrastructure and Services Committee:

1. Endorses and recommends that the following proposed amendments to the Wairarapa Consolidated Bylaw, Part 10: Traffic Bylaw Schedule are adopted by Council:
 - a. The addition of Schedule 2F: No Stopping Areas on Streets.

Schedule 2F: No Stopping Areas on Streets.

Location		Description	Date of Resolution
Primary	Secondary		
South Belt	High Street	The eastern side of South Belt, commencing at the point of 11.9 metres northeast of the intersection of South Belt and High Street, extending in a south-eastern direction for a distance of 97 metres.	8 December 2021
High Street	South Belt	The southern side of High Street, commencing at a point of 9.4 metres east of the intersection of High Street and South Belt, extending in an eastern direction, for a distance of 59 metres.	8 December 2021

Seconded by Councillor Holmes and CARRIED

THREE WATERS REFORMS UPDATE (212/21)

The report providing an update from the Wellington Region Three Waters Reforms Project Director on the Government's three Waters reforms programme was presented by the Acting Chief Executive who noted that the update showed there was a long way to go in the reform process and responses were still needed on the issues raised and questions asked by Council.

The Chair congratulated the Mayor on her appointment to the working group which would look at governance and accountability arrangements for the three waters reform programme.

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Moved by Councillor B Johnson

That Council receives the information in Report 212/21 Three Waters Reforms Update for Wellington Councils.

Seconded by Tiraumaera Te Tau and CARRIED

REGULATORY SERVICES INFRASTRUCTURE AND SERVICES UPDATE (213/21)

The report providing the Infrastructure and Services Committee with an update from the Building Control Services Team, Consents and Planning team and Environmental Services team was taken as read

Moved by Councillor Johnson

That the Infrastructure and Services Committee notes the contents of Report 213/21.

Seconded by Councillor Nelson and CARRIED.

COMMUNITY FACILITIES & ACTIVITIES INFRASTRUCTURE AND SERVICES UPDATE (214/21)

The report providing the Infrastructure and Services Committee with an update on key projects and summary of progress, including highlights and any new issues, was presented by the Manager Community Facilities and Activities

In relation to the Lake in Queen Elizabeth Park, a request was made for staff to look at the aquatic weed problem in the lake. Staff advised that there were a number of things underway to look at a sustainable solution for the lake that met a range of needs.

Moved by Councillor B Johnson

That the Infrastructure and Services Committee notes the contents of Report 214/21.

Seconded by Councillor Peterson and CARRIED.

INFRASTRUCTURE UPDATE (215/21)

The report providing the Committee with an update on key infrastructure projects and areas of focus was taken as read.

Moved by Councillor Johnson

That the Infrastructure and Services Committee notes the information contained in Report 215/21.

Seconded by Councillor Gare and CARRIED.

The meeting closed at 1.15pm

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226/21

**REPORT OF THE AUDIT & RISK COMMITTEE MEETING HELD AT WAIATA HOUSE, 27
LINCOLN ROAD, MASTERTON, ON WEDNESDAY 17 NOVEMBER AT 3.00 PM**

PRESENT

Philip Jones (Chair), Mayor L Patterson, Councillors B Gare, G McClymont, T Nixon, T Nelson, and C Peterson and iwi representative Tiraumaera Te Tau.

IN ATTENDANCE

Acting Chief Executive, Manager Finance, Manager Regulatory Services, Manager Community Facilities and Activities, Communications and Engagement Manager, People and Culture Manager, Corporate Planner, Policy Manager, Senior Policy Advisor and Governance Advisor.

CONFLICT OF INTEREST

No conflicts were declared.

**LATE ITEMS FOR INCLUSION UNDER SECTION 46A(7) OF THE LOCAL
GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987**

There were no late items.

APOLOGIES

There were no apologies.

MINUTES OF PREVIOUS MEETING TO BE RECEIVED (153/21)

Moved by Councillor T Nelson

That the minutes of the previous meeting of the Audit and Risk Committee held 18 August 2021 be received.

Seconded by Councillor B Gare and CARRIED

SERVICE PROVISION REPORT ARATOI FIRST QUARTER(216/21)

The report providing the Committee with the quarterly progress report against key result areas for Aratoi Regional Trust was taken as read.

The Manager Community Facilities and Activities advised that the Memorandum of Understanding with Aratoi was still under discussion and in particular the setting of the key performance area around customer satisfaction. It was noted that three year funding was confirmed through the LTP process.

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In relation to a question about the key result area that Collections are documented in line with professional museum standards it was advised that a key result area could be included to require a three yearly independent review.

Moved by Mayor L Patterson

That Council receives Service Provision Report 216/21, which provides the summary results of Key Result Areas for the 1 July – 30 September 2021 quarter, from Aratoi Regional Trust.

Seconded by Councillor C Peterson and CARRIED

SERVICE PROVISION REPORT: DESTINATION WAIRARAPA FIRST QUARTER(217/21)

The report providing the first quarter report from Destination Wairarapa was presented by the Senior Policy Manager who advised that the Destination Management Plan would be brought to Council in the new year.

In relation to a question about the total guest nights and why the average nights stayed had stayed the same when the total guest nights had reduced staff advised that they would follow up.

Moved by Councillor G McClymont

That the Audit and Risk Committee receives Service Provision Report 217/21 that includes a summary of results of key deliverables for the first quarter, 1 July – 30 September 2021, from Destination Wairarapa.

Seconded by Councillor B Gare and CARRIED

NON-FINANCIAL PERFORMANCE 2021-22 FIRST QUARTER REPORT (218/21)

The report advising the Committee of performance against non-financial measures that are reported at year end was taken as read. It was noted that the measures reported against were the new measures set in the 2021-2031 Long Term Plan. Covid impacts had been noted.

A request was made for the next report to note those measures which weren't achieved in the current quarterly report, but would likely be achieved by year end, and also those that would not be achieved by year end, given the quarterly result.

Moved by Philip Jones

That the Audit and Risk Committee receives the Quarter 1 non-financial performance report for the 2021/22 financial year.

Seconded by Councillor B Gare and CARRIED

LGFA ANNUAL GENERAL MEETING (219/21)

The report advising the Committee of the action being taken under delegated authority with respect to Council's voting on matters at the Local Government Funding Agency's AGM was taken as read.

403

Moved by Philip Jones

That the Audit and Risk Committee notes the proxy vote to be cast under delegated authority on behalf of the Council at the Local Government Funding Agency's Annual General Meeting being held on 23 November 2021.

Seconded by Councillor T Nelson and CARRIED

MONITORING OF POLICIES (220/21)

The report providing a status update for each of the policies that the Audit and Risk Committee are responsible for monitoring was presented by the Policy Manager.

In relation to the Asset Management Policy, it was advised that, in the light of the three waters reform programme, there would be guidance coming from government about what will happen to councils' asset management plans.

A request was made for the Procurement Policy to be prioritised.

It was noted that the role of the Committee was oversight rather than responsibility as some of the policies monitored by the Committee were not required to be approved by Council.

Moved by Councillor T Nelson

That the Audit and Risk Committee

(a) **notes that the following policies are monitored by the Audit and Risk Committee;**

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

(b) **notes the status update for each of these policies in Report 220/21.**

Seconded by Mayor Lyn Patterson and CARRIED

HEALTH & SAFETY QUARTERLY REPORT (221/21)

The report providing an update to assist elected members carry out their role as officers under the Health and Safety at Work Act 2015 was taken as read.

In response to a question about how Council would be responding to the latest COVID requirements, staff advised that Council was waiting for more guidance as it was important to ensure some consistency in approach across councils. Council had obligations under the Health and Safety Act as an employer and guidance from Worksafe would be coming to outline how issues could be managed.

Moved by Councillor B Gare

The Audit and Risk Committee notes the content and receives the Health and Safety Report for the quarter (1 Jul 2021 to 31 Oct 2021).

Seconded by Councillor C Peterson and CARRIED

NZTA INVESTMENT AUDIT (222/21)

The purpose of this report is to provide the Committee with an update on the actions arising out of the 2020 NZTA Investment Audit as requested at the 18 November 2020 meeting of the Audit and Risk Committee.

In response to a question, it was advised that the next audit hadn't been confirmed and could be anywhere between 2-5 years.

Moved Councillor T Nixon

That the Audit and Risk Committee receives the update on the actions arising out of the September 2020 NZTA Investment Audit Report.

Seconded Councillor B Gare and CARRIED

THREE MONTHS TO DATE FINANCIAL REPORT (223/21)

The report providing the Audit and Risk Committee with the financial report for the three months to 30 September 2021 was presented by the Manager Finance who noted that overall expenditure was on track or slightly below budget.

A request was made, in relation to the rates information reported, for a breakdown of the aged receivables (i.e. how old the debt was) and some commentary on whether the current figures were an outlier and had continued and, if the trend had continued, where the arrears were e.g. commercial, rural or residential.

Another request was made for the next report, after the December results, to include a forecast of capital expenditure ie a realistic likely spend to the end of the year by activity and where there is uncertainty and why (e.g. Where there were potential supply shortages).

Moved Councillor McClymont

That the Audit and Risk Committee receives the 2021/2022 Three Months to Date Financial Report and Commentary

Seconded Councillor T Nixon and CARRIED

MATTERS TO BE TAKEN WITH THE PUBLIC EXCLUDED

Moved by Mayor L Patterson

Under section 48 (1) of the Local Government Official Information and Meetings Act 1987 the following matters will be taken with the public excluded :-

Minutes of the previous meeting

13. Receive the Minutes of the previous meeting held with the public excluded 18 August 2021.

General Business

14. SLT Risk Discussion.

The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation to the matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution is as follows:-

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Minutes of Previous Meeting held 18 August 2021	See pages 406-407	s48(1)(a)(i) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
SLT Risk Discussion	7(2)(c)(i) The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely	s48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

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to prejudice the supply of similar information or information from the same source and it is in the public interest that such information should continue to be supplied.

7(2)(c)(ii)

The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to damage the public interest.

Seconded by Councillor C Peterson and CARRIED

The public was excluded at 3.47 pm

The meeting returned to open session at 4.23 pm

The meeting concluded at 4.23 pm

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229/21

**REPORT OF THE AWARDS AND GRANTS COMMITTEE MEETING HELD AT
WAIATAHOUSE, LINCOLN ROAD, MASTERTON ON WEDNESDAY
24 NOVEMBER 2021 AT 2.00PM**

PRESENT

Councillors G Caffell (Chair), Mayor L Patterson, Councillors D Holmes, B Johnson, S Ryan and iwi representative Tiraumaera Te Tau.

IN ATTENDANCE

Manager Community Facilities and Activities, Manager Communications and Engagement, EA to the Mayor (notetaker).

CONFLICTS OF INTEREST

No conflicts were declared.

APOLOGIES

No apologies were received.

LATE ITEMS

There were no late items.

**MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED
AWARDS AND GRANTS COMMITTEE MEETING – WEDNESDAY 24
NOVEMBER 2021**

MOVED BY: Councillor Caffell

That the public be excluded from the following parts of the proceedings of the meeting of the Masterton District Council:

General Business

- Civic and Youth Awards

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:-

General subject of each matter to be considered

Reason for passing this resolution in relation to each matter

Ground(s) under section 48(1) for the passing of this resolution

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Civic and Youth Awards

7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons.

s48(1)(a)

That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.

SECONDED BY: Mayor Patterson and CARRIED

The meeting moved into public excluded at 2.05 pm

The meeting moved out of public excluded at 2.25 pm

The meeting closed at 2.25 pm

To:	Your Worship the Mayor and Councillors
From:	Nerissa Aramakutu, Policy Manager Matt Steele, Senior Policy Advisor Economic Development
Endorsed by:	David Hopman, Chief Executive
Date:	15 December 2021
Subject:	Progressing more housing at Panama Village: Adoption of consultation options for the amendment of the Long Term Plan 2021-31
DECISION	
Recommendation:	
That Council:	
<ul style="list-style-type: none"> a. Approves the preferred and alternative options for making vacant land at Panama Village available to someone else to develop public housing for inclusion in the Consultation Document for the amendment of the Long-Term Plan 2021-31 (Consultation Document): <ul style="list-style-type: none"> i. Preferred Option: Authorise Council to sell the vacant land at Panama Village on the condition that it is used for public housing. ii. Alternative Option: Authorise Council to lease the vacant land at Panama Village on the condition that it is used for public housing. b. Approves for inclusion in the Consultation Document the use of any proceeds resulting from the sale or lease of the vacant land at Panama Village for reinvestment in Council's existing housing stock or associated infrastructure. c. Delegates authority to the Chief Executive to revise the phrasing of the options and proposed use of funding proceeds in response to legal and/or Audit advice received. d. Notes that the draft Consultation Document to progress more housing at Panama Village will be submitted to Council for adoption in February 2022, following Audit approval. 	

Purpose

The purpose of this report is to seek Council agreement on the preferred and alternative options for making the vacant land at Panama Village available for public housing¹, and the

¹ The definition of public housing in the NZ Public Housing Plan 2021-2024 is: *Public houses are properties owned or*

preferred use for any proceeds, for inclusion in the Consultation Document for the amendment of the Long-Term Plan 2021-31.

Executive Summary

As part of the adoption of the Long-Term Plan 2021-31, Council resolved to (refer Report 100/21 LTP 2021-31 Deliberations – More Housing for Seniors):

- make the vacant land at Panama Village available for someone else to build more public housing; and
- work with the government (via Kāinga Ora)/community housing providers/iwi) to ascertain the most appropriate arrangement for a provider/s to fund and build more public housing on the vacant land.

To progress this decision, a Long-Term Plan (“LTP”) amendment is required to specify options for making the vacant land available (i.e. by sale or lease), including what will happen with any proceeds.

Following the report that came to Council on 15 September 2021 (refer Report 171/21 High Court application and LTP amendment for Panama Village), Council has undertaken work to scope the proposed options for inclusion in the Consultation Document for the amendment of the Long-Term Plan 2021-31 (“LTP 2021-31”). This work has included consideration of a broad range of alternatives including what would happen with the proceeds of any sale or lease, and how the existing housing at Panama Village might be impacted.

The preferred and alternative options, as well as the proposed use of any proceeds, will be included in the 2021-31 Long-Term Plan Amendment Consultation Document (“Consultation Document”). The proposed options for community consultation are:

- Option 1 (Preferred) – Authorise Council to sell the vacant land at Panama Village on the condition that it is used for public housing; or
- Option 2 (Alternative) – Authorise Council to lease the vacant land at Panama Village on the condition that it is used public housing.

The draft Consultation Document will be reviewed by Audit NZ. Following Audit review and opinion issued, the draft Consultation Document will be submitted to Council in February 2022 to be adopted for consultation as per the Special Consultative Procedure (“SCP”) prescribed in the Local Government Act 2002 (“LGA”).

leased by Housing New Zealand and Community Housing Providers that can be tenanted by people who are eligible for public housing. Public housing is therefore a general term covering both state and community housing.

Once the LTP amendment on progressing more housing at Panama Village is adopted, Council will progress a High Court application. This application will cover any changes to the Council Scheme affecting the use of the land, and the approach for use of any proceeds from selling or leasing the vacant land. The High Court will make the final decision on the necessary amendments to the Council scheme, and therefore how the vacant land at Panama Village can be made available for public housing.

With regard to the conditions on the homestead and existing housing set out in the Council Scheme, work will be progressed to modernise the conditions as part of the High Court application. Approval will be sought from Council for any proposed changes.

Further information about the history of Panama Village, the Whatman bequest, the Council Scheme, and the need for a High Court Application and LTP Amendment are included in report 171/21, received by Council on 15 September 2021: <https://mstn.govt.nz/wp-content/uploads/2021/09/AGENDA-Council-2021-09-15.pdf>

Context

There is limited public housing in Masterton

There is an urgent need for more housing in the Masterton district. Masterton has a shortage of rental accommodation. There are currently 32 people on Council's senior housing waitlist. There are also significant waitlists for housing with community housing providers in Masterton. There is currently no Kāinga Ora (formerly Housing New Zealand) presence in the Wairarapa region.

Council recognised the need for more housing in the LTP 2021-31

As part of the development of its LTP 2021-31, Council proposed developing more senior housing on vacant land at Panama Village as a response to Masterton's housing challenges. Through the LTP deliberations process, guided by community feedback, Council resolved to make the vacant land at Panama Village available for someone else to develop public housing.

Making the land available to someone else achieves the outcome of delivering more housing, with less financial commitment from Council and our community. It also provides the opportunity for wider public housing to meet the needs of younger people and families too, and tenants of the new housing being eligible for Income Related Rent Subsidies.

Panama Village and the vacant land are subject to terms and conditions which restrict activity and development

Under the conditions of the bequest of the Panama land, and the Council Scheme for Panama Village, the land cannot be sold or leased. There are also restrictions on the usage of the property, down to the detail of where furniture can be placed in the homestead. High Court approval is

required to:

- enable either sale or lease of the vacant land;
- modernise restrictive aspects of the Council Scheme; and
- approve proposed use of any proceeds resulting from the sale or lease of the vacant land.

Feedback from the LTP amendment will inform Council's High Court application.

Analysis And Advice

The LGA 2002 requires Council to identify a preferred option, and at least one alternative option, for inclusion in the Consultation Document. The options that have been identified are:

Option 1: Authorise Council to sell the vacant land at Panama Village on condition that it is used for public housing (preferred)

Under this option, the LTP would authorise the Council to sell the vacant land at Panama Village on the condition it is used for public housing. The Council would ensure the public housing use by registering an encumbrance or covenant on the record of title for the land, which would require that the land be used for public housing. This would bind all future owners of the land. This is our preferred option because it:

- Supports further development of housing at Panama Village.
- Provides more public housing for the Masterton district.
- No additional ratepayer funding is required for the building of new public housing.
- More public housing may reduce waiting lists for residents seeking public housing.
- Modernisation of some parts of the public housing stock.
- Another provider may develop housing for younger people and families too. Positive aspects of mixed model housing on the vacant land.
- Impact on rates is negligible.

Option 2: Authorise Council to lease the vacant land at Panama Village on the condition that it is used public housing (alternative)

Under this option, the LTP would authorise Council to lease the vacant land at Panama Village on the condition that it is used for public housing. The terms of the lease would require the provider to build public housing on the vacant land, likely within a particular timeframe, and to then provide public housing services from that site on an ongoing basis.

The lease would be a long-term lease that reflects the lifespan of any buildings and improvements that are constructed on the vacant land. Rental would be subject to negotiation, based on a market rate reflecting the intended use of the land.

Although there are similar benefits to selling, and Council retains ownership of the land, enabling it to have greater control over the long-term use of the land. It is recommended that this option be the alternative as:

- Leasing may be a less attractive option to developers/providers.
- Leasing does not provide the capital needed to fund the necessary infrastructure improvements and Council would likely need to borrow the funds. However, it is expected that the rental would cover the cost of this borrowing over time.

Approach to proceeds

Under these proposed options, any proceeds would be reinvested in Council's existing housing stock or associated infrastructure.

Other options considered (and not progressed)

Council considered including the potential future sale (or lease) of the existing housing at Panama Village as part of the LTP amendment and High Court Application process. Under this proposed approach Council would have sought approval to have the ability to sell (or lease) the existing housing at Panama Village at some time in the future, for the purposes of providing public housing. Any sale (or lease) would have been subject to further consultation on the details of the proposed sale (or lease).

Given Council's desire to provide security of tenancy to the tenants at Panama Village, and Council's recognition of the current issues with housing supply and availability in Masterton district, this option has not been progressed.

Recommended Option

It is recommended that Council approve the preferred and alternative options (above), and proposal for use of any proceeds, for inclusion in the Consultation Document for the amendment of the LTP 2021-31 on progressing more housing at Panama Village with our community. These options are viable options for making the land at Panama Village available for public housing. The proposed use of any proceeds is consistent with the intent of the bequest.

Undertaking an LTP amendment (and subsequent High Court Application) will enable Council to continue to progress options to make the vacant Panama land available for public housing in line with the existing Council Scheme. Proceeding with this work will help to achieve Council's goal of supporting housing while minimising Council's financial contribution.

If the Council does not confirm its preferred and alternative options for the Consultation Document for the amendment, this will result in delays in finalising the draft Consultation Document for Audit NZ review, and could ultimately further delay community consultation and the application to the High Court.

Risks and Mitigation

Both options present risks for the Council:

- Option 1: Sale terms will need to be carefully considered to protect the future of public housing at Panama Village.
- Option 2: Conditions of lease will need to be carefully considered to detail who is responsible for what maintenance and what happens at the end of the lease to protect Council from being landed with a rundown asset.

Supporting Information

Strategic, Policy and Legislative Implications

The LGA is the primary legislative Act driving the requirements for the LTP amendment, the Consultation Document, and all of the related LTP supporting information. The LGA stipulates the process for undertaking an LTP amendment and the details that must be included in the amendment and the Consultation Document. It also requires Councils to consult using SCP.

The Consultation Document will be developed and supporting information collated to meet legislative requirements. Simpson Grierson has also completed a legal review of the Consultation Document. These documents will also be reviewed by Audit NZ and an Audit opinion issued.

Significance, Engagement and Consultation

The Consultation Document and relevant supporting information will be the primary source of information for consultation on the amendment of the LTP 2021-31 on progressing more housing at Panama Village. Under SCP the consultation period must be open for a minimum of one month. Consultation is scheduled to run from mid-February to mid-March 2022.

Financial Considerations

Costs relating to the two options will be included in the Consultation Document:

- The cost of the High Court Application process, including external legal advice and support (Council does not currently have internal legal counsel/expertise): \$30-40k.
- The cost of infrastructure to enable the land to be made available for public housing development: \$1,082,000 (includes \$440,000 for stormwater improvements)

Financial costs relating to the LTP amendment process that have been identified include the cost of the Audit NZ review of the Consultation Document and supporting information (this is a legal requirement); the cost of the legal review of the Consultation Document and the community consultation costs. Other costs include the opportunity cost for staff time.

Iwi/Māori Considerations

Increased public housing will have implications for Māori, and other members of our community. It is important for Māori to have the opportunity to share their views and provide feedback on these issues during the consultation period. Iwi, Hapū, Marae, and hapori Māori will have an opportunity to have further input into this process.

Environmental/Climate Change Impact and Considerations

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

NEXT STEPS

The next steps for the amendment of the LTP 2021-31 on progressing more housing at Panama Village are outlined below:

December 2021-January 2022	Audit NZ review
February 2022	Council adopts the draft Consultation Document for community consultation
February 2022	Consultation launches mid-February 2022
March 2022	<ul style="list-style-type: none"> • Consultation Closes mid-March 2022 • Community Workshops (opportunity to heard in lieu of formal hearings)
April 2022	<ul style="list-style-type: none"> • Council deliberations • Council adoption of LTP Amendment
May 2022	High Court Application progressed – to be submitted as soon after adoption of the LTP Amendment as possible.

To:	Your Worship the Mayor and Elected Members
From:	Matthew Steele, Senior Policy Advisor - Economic Development Nerissa Aramakutu, Policy Manager
Endorsed by:	David Hopman, Chief Executive
Date:	15 December 2021
Subject:	Business Wairarapa – Request for funding
DECISION	
Recommendations:	
<p>That the Council:</p> <ul style="list-style-type: none"> a) Notes that Business Wairarapa is requesting \$60,000 per annum in 2021/22 and 2022/23 from the three Wairarapa District Councils to provide business liaison and economic development services for businesses in the Wairarapa region; b) Notes that Business Wairarapa has recently completed a 2020/21 contract for services with the Masterton District Council to provide business liaison and economic development services for businesses in the Wairarapa region; c) Notes that the MDC contract for services with Business Wairarapa was part of Council’s wider COVID-19 recovery response in 2020/21; d) Approves funding of \$30,000 in 2021/22 to Business Wairarapa to provide business liaison and economic development services for businesses in the Wairarapa region; and e) Agrees that funding is conditional on support from Carterton and South Wairarapa District Councils. 	

Purpose

The purpose of this report is to seek approval from Council to provide funding of \$30,000 in 2021/22 to Business Wairarapa to provide business liaison and economic development support services to businesses in the Wairarapa region.

Context and Discussion

Business Wairarapa

Business Wairarapa is an organisation set up to support businesses in the Wairarapa region by providing support such as linking businesses together, fostering collaboration, and helping to influence policies that impact businesses. The organisation currently has just under 200 member businesses, with their fortnightly newsletter going out to 800 individuals. The organisation is currently working to grow its membership to between 500-700 businesses.

Business Wairarapa have submitted a funding proposal to provide business liaison and economic development services to businesses in the Wairarapa region. They have submitted a funding

proposal detailing their intention to deliver the same services (Refer Attachment 1 for the Business Wairarapa proposal).

The proposal seeks funding requesting \$60,000 (per annum) in 2021/22 and 2022/23 (for a term of two years with an annual review) from the three Wairarapa District Councils. It is proposed that the contract for services would include:

- Completion and maintenance of a centralised, district wide Wairarapa business database.
- Extension of education and training programmes through partnerships with the National Chambers of Commerce and Business New Zealand.
- Facilitation of Government strategy through events and outreach to businesses, with a particular focus on COVID-19 associated support.
- Delivery of an Annual Business summit and Wairarapa awards event.

Business Wairarapa recently completed a 2020/21 contract for services with the Masterton District Council (value \$30,000) to provide business liaison and economic development services for businesses in the Wairarapa region. Key achievements over the 12 months of the 2020/21 contract for services include:

- Carrying out regular business confidence surveys, which provide regular snapshots of how businesses are doing in the Wairarapa region and identify opportunities and issues.
- Regular communications and information for members on a wide range of COVID-19 associated issues including updates on Alert Level Rules, support on adjusting to changes, and expert advice through webinars and meetings.
- Hosting the Wairarapa Business Awards 2021 in November. The event was a success, even with the additional challenges due to the latest COVID-19 outbreak, with smaller satellite gatherings being held and bought together via video link.
- Successful Wairarapa Business Summit held in April 2021. Sixty businesses attended, with 100 percent of respondents to a post event survey saying they would attend if the event was to be held again.

The 2020/21 contract for services funding was part of Council's COVID-19 recovery response to support local businesses. Previous to this, Council has provided Business Wairarapa funding either via the Annual or Long Term Plan process or through Council's grants process, generally to support business events and generally less than \$7,500 pa.

COVID-19

COVID-19 continues to affect the country and region, with businesses impacted through the rules and restrictions in place to contain the spread COVID-19 as well as the drop in domestic tourism and the complete shutdown of international tourism. The move from the Alert Level system to the COVID-19 Protection Framework (Traffic Light System) also provides businesses with challenges as they adjust to requirements such as vaccine passports. Business Wairarapa have provided valuable support to businesses throughout the pandemic, through regular emails and events – such as the Legal Q&A webinar with Gibson Sheat held on 2 December 2021.

Wairarapa Economic Development Strategy

The Wairarapa Economic Development Strategy (WEDS) Review is underway, with a refreshed strategy expected in February/March 2022. The implementation of the WEDS is overseen by the WEDS Governance Group, led by chair Adrienne Young-Cooper. Members on the group include the three mayors, iwi representatives and representatives from across the sectors. There will be opportunities for Business Wairarapa to be involved in supporting the implementation of the refreshed WEDS.

Options Considered

Three options have been identified for Council to consider in terms of funding support for Business Wairarapa:

Option	Advantages	Disadvantages
<p>1. Council commits to a 2-year funding agreement with Business Wairarapa to deliver services (discussed in this report), with funding split with Carterton and South Wairarapa District Councils (if they agree to fund Business Wairarapa)</p>	<ul style="list-style-type: none"> • Provides Business Wairarapa with security of funding for the next two years. • Business Wairarapa continue to provide business liaison and economic development services for local businesses in the Wairarapa region. • Business Wairarapa funded to continue to provide COVID-19 support for local businesses. • There is existing budget for 2021/22. 	<ul style="list-style-type: none"> • May create expectations from other community groups regarding funding. • Commits Council to funding for economic development services that will likely also be provided through the refreshed WEDS.
<p>2. Council commits to funding Business Wairarapa for a further year on the same terms as the 2020/21 contract for services.</p>	<ul style="list-style-type: none"> • Business Wairarapa continue to provide business liaison and economic development services for local businesses in the Wairarapa region. • Business Wairarapa funded to continue to provide COVID-19 support for businesses. • There is existing budget for 2021/22. 	<ul style="list-style-type: none"> • May create expectations from other community groups regarding funding. • Does not provide Business Wairarapa with the full security of funding that they are seeking.

<p>3. Council returns to providing Business Wairarapa with funding at similar levels provided prior to COVID-19 (circa \$7.5k).</p>	<ul style="list-style-type: none"> • Does not create expectations from other community groups regarding funding. • Is in line with approach taken previously by Council. 	<ul style="list-style-type: none"> • Does not provide Business Wairarapa with the necessary funding to support their stated ambitions. • Business Wairarapa may have a reduced ability to provide COVID-19 support to businesses.
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Recommended Option

Option 2 is recommended. In addition to this, it is also recommended that the three Wairarapa District Councils (via the WEDS Governance Group) discuss what Business Wairarapa can support through the implementation of the refreshed WEDS.

Summary of Considerations

Strategic, Policy and Legislative Implications

The provision of funding support to Business Wairarapa for business liaison and economic development services to local businesses in the Wairarapa Region aligns with Council's commitment to achieving a Strong Resilient Economy as set out in the Wellbeing Strategy *He Hiringa Tangata, He Hiringa Whenua*. The provision of funding also aligns with the key values of the WEDS, particularly building business capability and capacity.

Financial Implications

As part of the Long-Term Plan 2021-2031, there is a budget of \$162,000 each year to support economic development. The request from Business Wairarapa of \$30,000 for 2021/22 can be met from that budget. Of the \$162,000, there is already commitment by Council to contribute \$100,000 to support the delivery of the WEDS. A commitment beyond 2021/22 may compromise other initiatives that have yet to be confirmed.

Significance, Engagement and Consultation

The funding request has been reviewed against Council's Significance and Engagement Policy and has been assessed as 'low significance' given the level of funding requested and that Council have funded them in 2020/21 for the same services funding is requested for now.

Communications/Engagement Plan

A Communications/Engagement Plan is not required for this decision.

Environmental/Climate Change Impact and Considerations

There are no direct environmental impacts associated with the proposed funding for Business Wairarapa.

Next Steps

If Council decide to provide funding to Business Wairarapa, a new funding agreement will be developed. In addition to this, Council will raise via the WEDS Governance Group what opportunities there are for Business Wairarapa to support the implementation of the WEDS.



Joint Council Partnership Proposal 2021-2022

Business Liaison and Economic Development
Services

Prepared for:

MASTERTON DISTRICT COUNCIL

CARETERTON DISTRICT COUNCIL

SOUTH WAIRARAPA DISTRICT COUNCIL

OCTOBER 2021



21.10.21

Dear Matthew,

Thank you for the invitation to submit a proposal to continue our **Contract for Business Liaison and Economic Development Services in partnership with Masterton District Council.**

2020 – 2021 created the first year of such an arrangement, born from a Covid-19 recovery strategy coupled with the ability of Business Wairarapa to engage and facilitate communication between council and the wider business community.

Over and above covid-19 recovery intent, this proposal outlines what has been further accomplished in the past 12 months, and how funding has enabled success and influence beyond the key performance indicators originally set.

This proposal recommends a path to realise momentum gained – for the benefit of continued business development and growth in Wairarapa – district wide.

The total estimated funding needed is included.

As this proposal is suggesting partnership with all three councils, with feedback from MDC, it may be appropriate as an Agenda item for the November WEDS meeting.

We sincerely thank you for your thoughtful consideration and will be available to answer any questions you have and clarify anything within this document.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized initial 'J' followed by a long, horizontal flourish.

Julie Millar, CHAIR

BUSINESS WAIRARAPA



Business Wairarapa – your local Chamber of Commerce, is dedicated to the enhancement and growth of economic well-being of all businesses in Wairarapa through the principles of **link, collaborate and influence**.

A member of the National Chambers Central Hub, the Wairarapa works alongside Taranaki, Whanganui, Manawatu, Dannevirke, Hawke’s Bay, Kapiti, Porirua, Hutt Valley and Wellington chambers to advocate for robust infrastructure, productive government policy and better business services across the Lower North Island.

Business Wairarapa is a **not-for-profit organisation** and one of 30 chambers that make up the New Zealand Chambers of Commerce and Industry body (NZCCI), whose network represents over 20,000 businesses throughout the country.

Mission

Business Wairarapa - Where your Business Belongs.

***Business Wairarapa** is an inclusive, district-wide Chamber of Commerce that acts as conduit for advocacy, education, training and communication between all member businesses, the three district councils and central Government agencies, for the benefit of business growth, business attraction and economic development, throughout Wairarapa.*

As of May 2021, the Board of Business Wairarapa continued its 2018 strategy to **represent every Wairarapa business** by further stepping up, taking responsibility for, and focusing on being the central organisation, conduit and facilitator for business capability and economic development in Wairarapa.

A revised structure of Business Wairarapa incorporates a formalised Masterton Business Association (Business Masterton), through which we continue to deliver and grow member-paid,

Masterton-centric, networking, support and training events (effectively operating similarly to the other bespoke Business Associations we have in our sub-regional towns).

As of the November 2021 AGM, it is proposed that the Business Wairarapa Board include representation from each sub-regional business association – being Featherston, Martinborough, Greytown, Carterton and Masterton.

Position

1. An increase in energy and activity within Business Wairarapa over the past 12 months has seen membership revitalised. Alongside of which, **there is increased expectation from our stakeholders to continue to lead an all-inclusive, region-wide organisation with national influence.**
 2. As the role of Business Wairarapa continues to grow and deliver on district-wide strategic outcomes, it has become abundantly clear that **the necessary hours required, cannot be funded by membership alone.**
 3. However, business and **business owners within our hyper-locale communities all need to have collaborative support and regional voice bespoke to their needs.** By being associated with the wider Chamber of Commerce Brand, Business Wairarapa has access to a far-reaching body that is a source of information, education and influence - which businesses here, both need and deserve to have.
 4. **Financial assistance will enable Business Wairarapa the capacity to continue catering for ALL Wairarapa Businesses - in tune with business development, outcomes and priorities of a refreshed WEDS action plan.** Business Wairarapa will continue localised member-paid activities, plus deliver value by providing impartial regional voice, influence and action on the objectives of our own strategy, whilst supporting and implementing economic development on behalf of all stakeholders, to deliver upon their own KPI's.
-

Objective

To continue a Contract for Business Liaison and Economic Development Services for Masterton District Council and in association with Carterton District Council and South Wairarapa District Council

Because of partnership with Masterton District Council over the past 12 months, Business Wairarapa has achieved stakeholder value by:

- Becoming a central agency for facilitation of Government strategy – *eg: Digital Boost-Wairarapa*
- Being a point of contact and information for greater regional bodies – *eg: providing input to Metlink's future regional transport design*
- Establishing partnerships with central Government to deliver education & training – *eg: H&S and the Business Central Leadership Programmes*
- Providing ability for businesses to seek advocacy and have 'voice' – *eg: arranging for Ministers of Parliament to speak with members*
- An annual Wairarapa Business Summit – *for the benefit of Business development and capability*
- The annual Wairarapa Awards – *a celebration and showcase of exceptional Wairarapa businesses*
- Significant contribution to national business confidence data - *through quarterly member surveys*
- Participation and input to the Wairarapa Economic Development Strategy – *WEDS*

This has been achieved over and above the original Key Performance Indicators as outlined in Appendix #1

Member-paid subscriptions have continued to support the following:

- The design of a Business Wairarapa Member App - for the benefit of direct member engagement, notification of region-wide events, access to member-to-member benefits and access to the national Chamber network
- Advocacy and engagement of Council objectives with local Businesses
- Local hosting of speaker events for personal or business development and growth
- The provision of regular, local networking opportunities to further collaboration, information sharing and create growth opportunities
- Advocacy on behalf of Members and Non-Members when it comes to challenges and issues business owners face with local and central Government

Continuation of a Financial partnership with MDC would enable achievement of the following key deliverables:

- Completion and maintenance of a **centralised, district-wide Wairarapa business database** – through engagement with ALL member-paid Wairarapa Business Associations
 - Enables stakeholders to acquire information and promote their interests
 - Greater reach and regional view for stakeholders
 - Increased exposure to businesses wanting to promote themselves to the greater community
 - Extension of **high-calibre education and training programmes** through strategic partnerships with the National Chambers of Commerce - Business Central Hub and Business New Zealand – made available to ALL businesses
 - Continuation and **facilitation of Government strategy** by providing reach to district-wide Wairarapa businesses
 - **Connecting business development through relationships** (Wellington Chamber, Business NZ, Parliamentary Office, sub-regional business organisations, Youth 2 Work)
 - Delivery of an **Annual Business Summit** - at a subsidised rate - allowing all local businesses the opportunity to receive relevant training in a 'one day' format
 - Delivery of The Annual **Wairarapa Awards** Event
 - **Timely reporting** to all stakeholders
 - **Localised business development outcomes and key deliverables** as specified by each district council from in-house workshops
-

Funding

Business Wairarapa achieved the **2020 Scope and Nature of Services (Appendix #1)** via a 0.5 FTE contractor delivering activity in combination with member-paid services.

Additional to these services, an invigorated Business Wairarapa has invested in over-arching, Wairarapa-wide engagement to establish itself as a district-wide, umbrella organisation that through enlivened relationships with local and central Government agencies, leads business economic development on behalf of the region.

To see momentum gained over the past year realised, and to achieve deliverables as outlined above, we propose the following model of input:

- **15 hrs per week** – Usual activity, events, engagement and admin (**member paid**)
- **15 hrs per week** – Wairarapa-wide activity, service and engagement as included in a **Contract for Services**

The proposed Contract for Services would include (but is not limited to):

- | | |
|---|-----------|
| • Centralised Database | \$ 5,000 |
| • A 2022 Wairarapa Business Summit | \$ 6,000 |
| • The Wairarapa Awards | \$ 9,000* |
| • Management - surveys, WEDS deliverables, engagement & reporting | \$40,000 |

ANNUAL FUNDING SOUGHT (between all three councils) \$60,000*

*\$2,000 previously granted by Carterton District Council in September 2021 toward the Wairarapa Awards 2022

TERM: Two (2) years with annual review

Summary

The continuation of a collaborative partnership between Masterton District Council and Business Wairarapa will leverage the momentum of the past 12 months whilst successfully delivering all outcomes as detailed in this proposal.

We believe we all have the same underlying goal when it comes to business attraction and growth in Wairarapa. That a healthy, strong, vibrant, aspirational business sector is fundamentally important to us all. Through collaborative partnerships, a clear, over-arching strategy and from working from the ground-up, Business Wairarapa is acutely positioned to deliver local, regional and national stakeholder policy towards that goal.



APPENDIX #1

Scope and Nature of Services 2020

Contract for Business Liaison and Economic Development Services for Masterton District Council 2020-2021

The scope of service included, but was not limited to, the following:

<p>1. Fronting, administering and reporting on up to four business surveys over the duration of the contract</p>	<p>ACHIEVED 2021 – A quarterly Business Confidence Survey is carried out in association with Business Central</p> <ul style="list-style-type: none"> - Engagement covers the entire central region from Nelson to Gisborne – with Wairarapa businesses representing 15% of total contribution – 3rd contributor behind Porirua and Wellington - The results are published by Business Wairarapa and Business Central – plus local and national media - Surveys are also carried out after major events such as The Wairarapa business summit; post lockdown August 2021 for member feedback and contribution to future strategy
<p>2. Providing input into the COVID-19 Wairarapa Recovery Plan</p>	<p>ACHIEVED 2020 – Covid-19 updates and support provided via member newsletters</p> <p>Aug 2021 – Working closely with the Wairarapa parliamentary office and Business Central to provide accurate and up to date information – including webinar links</p>

	<ul style="list-style-type: none"> - Regular (weekly) member updates on Covid-19 Alert Level Rules, resurgence support, advice and links - Covid19 dedicated webpage – regularly updated in blog manner - An August 2021 Post-lockdown member survey contributes to the Business Wairarapa strategy and content of the 2022 Wairarapa Business Summit - Results of this Survey have been shared with the Parliamentary Office, MDC and SWDC
<p>3. Organising and hosting a Wairarapa Business Awards 2020 (or similar event)</p>	<p>ACHIEVED 2020 - was cancelled due to Covid19 resurgence 2021 - in progress, with an unprecedented number of nominations</p> <ul style="list-style-type: none"> - Currently the Awards evening is booked in for November 4th – with a HYBRID contingency plan in place - pending Alert Levels
<p>4. Organising, hosting and reporting on a Wairarapa Business Summit, to be held at a venue within the Masterton District</p>	<p>ACHIEVED 2021 Wairarapa Business summit was held April 28th</p> <ul style="list-style-type: none"> - 60 Businesses - Business article published in the following day's Times-Age - Attendee feedback –positive with 100% of respondents to a post-event survey saying that they would attend again - 55% found topics covered very relevant, - 45% mostly relevant to their business - Desire amongst attendees for more similar topics/training – especially in regards to business leadership, work/life balance, personal development marketing and brand awareness

To:	Your Worship and Members
From:	David Hopman, Chief Executive
Date:	15 December 2021
Subject:	Chief Executive's Report
FOR INFORMATION	
Recommendation:	That Council notes the information contained in the Chief Executive's report 234/21.

Purpose

The purpose of this report is to provide Council with an update (as 8 December 2021) on Council operations and projects. I would also like to take the opportunity to thank the Councillors for their support in appointing me as Chief Executive. The challenges around COVID, the Council's capitals works and community services delivery, Three Waters, Resource Management Act (RMA) and local government reforms will be key issues for the next 3 years. I am looking forward to helping Councillors, Council staff and the community in delivering positive results in all these areas.

COVID-19 Protection Framework

The Government has implemented the COVID-19 Protection Framework (traffic light system). This has resulted in changes to some Council services and operations.

Council facilities operating as normal are:

- Water treatment
- Wastewater treatment
- Water testing
- Kerbside rubbish collection
- Kerbside recycling collection in urban areas

Vaccine Passes required:

Vaccine Passes are required at the Trust House Recreation Centre. Children under 12 attending the pool are required to be accompanied by someone aged 16 or over with a Vaccine Pass. Children aged 12 years and older need to show a Vaccine Pass upon entry.

This decision has been based on the Recreation Centre being a multi-use facility occupied by a mix of

services – some of which require a vaccine pass to legally operate, including the gym and after-school care. The Centre has many shared spaces (including changing rooms in the pool) where it would be impossible to maintain appropriate measures to protect those who are using a Vaccine Pass and those who are not. This decision allows the Recreation Centre to run as close to normal as possible, while impacting as few people as possible and maintaining the strongest health protections for those using its facilities.

All attendees at Council and Committee meetings will require Vaccine Passes.

Vaccine Passes not required:

Vaccine Passes are not required at Masterton District Library or in the Council's Queen Street office.

We believe we can maintain the safety of both our staff and library users under an Orange Traffic Light by managing the numbers of people in the building, and by asking all users to scan in, wear masks and observe physical distancing. That is allowing us to continue an important service in assisting people having difficulty with the new system.

Parks and sports fields are open to use with no Vaccine Passes required, but 1m physical distancing rules in place.

These requirements may be reviewed if conditions change.

Civic Facility Project Committee

Councillor Johnson has resigned from the Civic Facility Project Committee. The Terms of Reference for the Committee will need amending as a result so a report will be brought to Council in the new year.

Submission on Te kawae i haepapa para: Taking responsibility for our waste (Waste Strategy, Waste Minimisation and Litter Act) consultation document

The Ministry for the Environment (MfE) has been seeking feedback on a proposed new waste strategy and on issues and options for developing new more comprehensive waste legislation to regulate the management of waste and products and materials circulating in the economy. See the Ministry for the Environment website for more detail:

<https://consult.environment.govt.nz/waste/taking-responsibility-for-our-waste/>

WasteMINZ's Territorial Authorities Officers' Forum has put together a response on behalf of councils which was submitted to MfE on Friday 10 December. The Wairarapa councils' Regional Zero Waste Advisor provided input from workshops held into the submission. The submission is attached for your information (See Attachment 1).

Quarterly Economic Update - September 2021

Despite the Delta Level 4 lockdown in August, which resulted in GDP declining by 2.9% in the September 2021 quarter compared with the same quarter last year, the Masterton economy is in good shape and is outperforming the national economy according to most indicators that we track. Over the year to September 2021, Infometrics provisionally estimates GDP to have increased by 5.2% which is well ahead of the national rate of 3.7%.

The strength of the economy is also reflected in strong increases in traffic flow (up 12.8% over the year, compared with 7.1% nationally) and robust consumer spending (7.7% compared with 4.7% nationally).

Masterton's population expansion has been a source of economic growth for the best part of a decade. The district's population grew by 1.8% in the year to June 2021 to reach 28,200, despite the absence of international migration. The growth rate was three times higher than the national growth rate of 0.6%.

A growing population and robust economy have resulted in strong employment growth in Masterton. The number of residents in employment increased by 1.7% over the year to September 2021, much higher than the national rate of 0.6%. The construction sector was the biggest contributor to job growth. As a result of the strong labour market, the number of Jobseeker Support recipients has been tracking down in recent quarters, from a peak of 1,049 in September 2020 to 903 in September 2021. At 3.0% Masterton's unemployment rate has reached its lowest level since our time series began in 2001.

House values have been skyrocketing in Masterton with the average reaching \$664,000 in the September 2021 quarter, up 39% on the same quarter last year. The rapid increase in values is encouraging residential house building with residential consents up nearly 50% in the year to September 2021. The non-residential building sector is also busy with the value of consents running well above the 10-year average.

Kaitakawaenga Activity

For the past 12 months Tia has been supporting the PGF Marae Renovations project for six Wairarapa Marae, which was supported by Masterton District Council in the development stage, and MSD contracts to decrease the Māori Unemployment Rate in Wairarapa and supporting Wairarapa Māori in the COVID space. Tia's secondment finished on 8 December, and she will return to Council full-time in the new year.

Jareth Fox was employed to support Tia during her secondment and will continue to support when she returns full-time until May next year. Having Jareth continue will support the capacity of the work specific to iwi, hapū, Marae and Hapori Māori relationships, policy and framework development, other project support e.g. POSS Strategy, internal facing development, internal translations and cultural advice required across Council.

The workplan for next year is being developed to ensure all first year workstreams are met before the end of the financial year, including looking at how we engage in a Treaty Settlement era.

MDC Values

During the first half the year the Kaitakawaenga was asked for a Māori perspective on the refresh of the Masterton District Council values. A hui was held with all Māori staff to look at the values, which resulted in developing the new values based on whakatauki. Quite a bit of work was put into this piece of work to ensure it well understood by all staff and was launched on Monday 29 November.

Marae Development Grant

The Marae Development grant round closed on November 19 2021 with three applications being received from Te Ore Ore Marae, Tumapuhia-a-rangi Marae and Okautete Marae. These are currently being assessed and a hui will be called by the Iwi approval committee to finalise these applications.

Ko Wairarapa Tēnei

Ko Wairarapa Tēnei are in the process of developing a revised Wairarapa Māori COVID-19 Pandemic Response that incorporates an ongoing Social and Health response under the new traffic light system including SIQ requirements. This has been heavily influenced by the recent positive cases here in Wairarapa.

Ngāti Te Korou Reserve

Working with the Parks team, progress on the Ngāti Te Korou Reserve has been made in partnership with Ngāti Te Korou hapū, with the first year looking to be completed on track and planning for the second year being completed before June 2022. This includes developing a site plan for years two and three and developing training for Recreation Services to learn how to care for native plants, such as how to cut harakeke for it to grow and thrive.

Strategic Planning Activity

Development of the Masterton District Climate Change Action Plan by Community Focus Group

The Climate Change Community Focus Group has been exploring ways the Council can lead, partner, enable or advocate to address current and future impacts of climate change for our district as well as looking at how the wider community can contribute. Most recently, the Group has workshopped actions around transport, waste, circular economy, energy efficiency, and the natural environment. The input of Group members has been thoughtful and pragmatic, drawing on their own knowledge and expertise whilst being open to best practice across the country and abroad.

Attendance of Elected Members and staff (such as the Regional Zero Waste Advisor) at workshops

has been welcomed and appreciated by the Group. Elected Members have been sent the upcoming themes and asked to express their interest in attending.

Climate Change Exhibition 2022

The Ministry for the Environment (MfE) have been organising a travelling pop-up exhibition 'Our Climate Future' to bring more awareness to what climate change means for communities around the country. The pop-up exhibition has been held in Wanaka, Palmerston North and the Kāpiti Coast.

The exhibition was scheduled to be held across the Wairarapa during February-April 2022, with the exhibition being hosted in Masterton at Aratoi – Wairarapa Museum of Art and History from 16 February to 6 March 2022. The MfE provides all the equipment and general content for the pop-up exhibition, but the three Wairarapa District Councils have been working together to include local content as well.

Council was advised by MfE on 22 November that due to the uncertainty with COVID and risk associated with encouraging the community to gather, that MfE would not be continuing with the 2022 'Our Climate Future' exhibition at this stage but will keep Councils informed once there is further clarity on the future of the project.

Wairarapa Economic Development Strategy Review

Henley Hutchings continue to make good progress on the review and refresh of the Wairarapa Economic Development Strategy (WEDS), including engaging with both the WEDS Governance Group and the three Wairarapa District Councils on priorities for the refreshed economic development strategy. The review is scheduled to be completed by the end of February 2022.

In December the first of two multi-stakeholder workshops takes place in Carterton. These workshops include people from across different sectors and interest areas and will help shape the areas of focus for the refreshed strategy and action plan. Separate engagements with iwi representatives are also scheduled.

Wellington Regional Economic Development Plan

The Wellington region lacks an agreed, comprehensive and up to date regional economic development plan to provide an overall picture of what economic development means for the region, guide long-term direction and focus implementation activities. WellingtonNZ is currently developing a refreshed regional economic development plan to focus regional economic development approaches, initiatives and projects and to ensure integration and coordination across multiple delivery agencies. Masterton District Council is represented in this work both at the governance and operational level.

On December 6 WellingtonNZ are running a regional workshop, drawing together representatives from across the region and sectors. Wairarapa will be represented by individuals from across the sectors including tourism, primary sectors and food and fibre. The final regional plan is expected to

be completed in April and will have clear links to the Wairarapa's own strategy.

Local Alcohol Policy Review

The Wairarapa Local Alcohol Policy (LAP) was adopted by the Masterton, Carterton and South Wairarapa District Councils in 2018. While the Sale and Supply of Alcohol Act 2012 specifies a minimum six-yearly review period, the Wairarapa LAP provides for a review after three years and is therefore now due for review. We are currently in the initial planning stages and have formed a project team with staff from across the three Wairarapa District Councils. A workshop will be held in the new year to discuss the project approach and timeframes.

Community led, council support initiatives

Positive Ageing Strategy – towards a new workplan.

With the extension of the Positive Ageing Coordinator role for a further six months, work will be done to create a new workplan for the next three years. Although there was extensive engagement before the strategy was written in 2018/2019, life in Wairarapa and Aotearoa New Zealand has changed significantly with the advent of COVID-19 and two lockdowns in the Wairarapa.

As part of this process, the priority/ies and the actions can be identified that will make a difference. Alongside this key purpose, the engagement can also include a report-back on work done so far and check-in regarding whether the strategy is still fit for purpose.

The scope of the engagement will include:

1. Key interviews (Age Concern, Digital Seniors, DHB, other partners)
2. Workshop with Wairarapa Community Organisations that work with older people – 25 October, Carterton Events Centre
3. Community “pop-ups” in council/public venues – public facing/ publicised events that are informal “cup of tea and a chat” events across the five towns including Masterton Library, Senior Citizens Hall, 8 Cole St, Masterton 2 December 1.30 – 2.30 pm
4. Engagement with Māori to be determined in conjunction with Kaitakawaenga MDC
5. Engagement with [Pasifika o Wairarapa](#) Trust to be determined in consultation with them
6. Internal engagement determined by each Council.

The engagement programme starts next week with the community organisation workshop and will continue into early next year.

Library Activity

On 18 October 2021 the library extended its hours and started opening at 9:30am rather than 10.00am. In the first two weeks of opening earlier, we had 240 people through the library in the first new half hour from 9:30am - 10:00am. If this trend continues, the benefits of opening the library earlier will be evident in our service to the community.

The home health kits introduced in July have been extremely popular. We now have three kits that have been circulated to 15 households and still have a number of reserves on them. We have added additional discovery kits to our collection. These are kits that allow people to explore the world outside of books. In October, we launched BeeBot's and MakeyMakey's, for teaching children coding. Next month, our Ukelele Kits, Overlocker Sewing Machine and STEM Building Kits will be added to the collection. The goal is to add new kits each month. These are being funded through the Masterton Trust Lands Trust grant we received this year.

Due to COVID-19 Alert Level 2 Delta restrictions, we are having to adapt to how we serve our customers. Our school holiday programme moved online this term. Instead of in person activities, children were able to participate in STEAM challenges like building creatures and ziplines from items around their house. We also provided take and make activities through the holiday and our children's librarian provided Story Time online. Our school holiday programme concluded with a Story Walk around Library Square for people to enjoy the outdoors by strolling around and reading the story. We had over 450 people participate in library activities during these school holidays.

We ended the month of October with a Halloween celebration of a digital ghost hunt in the library. This creative digital activity was created by Lisa Pedersen, our Digital Services Specialist and Charlotte Algie, our Children and Youth Services Librarian.

It was a very creative and innovative way to celebrate Halloween in the library with social distancing at the front of mind. Overall, we are adapting and changing our services and programmes to ensure we can continue to serve our community while being safe with COVID-19 restrictions and impacts.

Since the decision to move to the COVID framework for NZ, the library staff have been busy with assisting customers in downloading, installing and printing these passes. In just 8 days, we have helped over 260 people get their vaccine pass. We have been providing this service for 3 hours each day, with 4 to 5 staff.

Archive Activity

The Wairarapa Archive reading room has remained closed to the public since the end of the September lockdown. This has been necessary due to the inability to achieve social distancing in our present accommodation. However, archival work and supply of material has continued apace, and the public have adapted well to our current way of working.

Archive Librarian Michelle Clausen continues to research and write material in preparation for the upcoming Skate Park opening, work that is shaping up to be a future book on the history of skating in Masterton. Her research has uncovered a long and rich tradition of skating dating back to 1876.

Archivist Mark Pacey is launching his latest book shortly, looking at 100 shipwrecks of Wairarapa. This book sprung out of his weekly column in the Times-Age which, during the first COVID-19 lockdown, focused on maritime incidents and accidents, as a means of providing readers with diversionary writing while the pandemic dominated headlines.

Other outreach:

- Mark Pacey launching a book written by a long-time friend of the Archive, and fellow researcher, Don Farmer.
- Mark's regular writing for the Times-Age continues and is always well-received by readers.
- Archivist Adam Simpson ensures the Archive is well-promoted on our Facebook page and on Twitter, with excellent engagement results for both. This is especially important at the moment with the reading room closed to the public.

Grants

The Masterton District Creative Communities Scheme applications for Round 2 are now open and will close on 26 November 2021. The Assessment Committee will meet on 9 December to consider any applications received and allocate funding.

Hood Aerodrome

Safety

Events for this summer include the monthly Vintage Aviator flying weekends and significant gliding activity planned for February 2022.

Safety preparation for the summer season has been our focus. This includes working with Vintage Aviator, gliding organisations and planning for the National Aerobatics Championships to be held in early March next year.

Aeronautical Study

The Director of Civil Aviation Authority (CAA) has requested an Aeronautical Study to inform decision on changes proposed in the Masterplan and being implemented in the Hood Aerodrome Shovel Ready project and the need for qualifying aerodrome certification.

The Aeronautical Study led by Mike Haines, will be provided to CAA in December 2021, well ahead of the due date of 28 February 2022. Workshops were held with operators via Microsoft Teams with good engagement that provided a valuable contribution to the project and the final study report. The final report will be provided to operators prior to sending it to CAA.

The report will make recommendations focused on the changes to the infrastructure at Hood Aerodrome and the management of change during this process.

An analysis of safety occurrence data does not highlight any major issues at Hood Aerodrome and is consistent with a general aviation aerodrome operation.

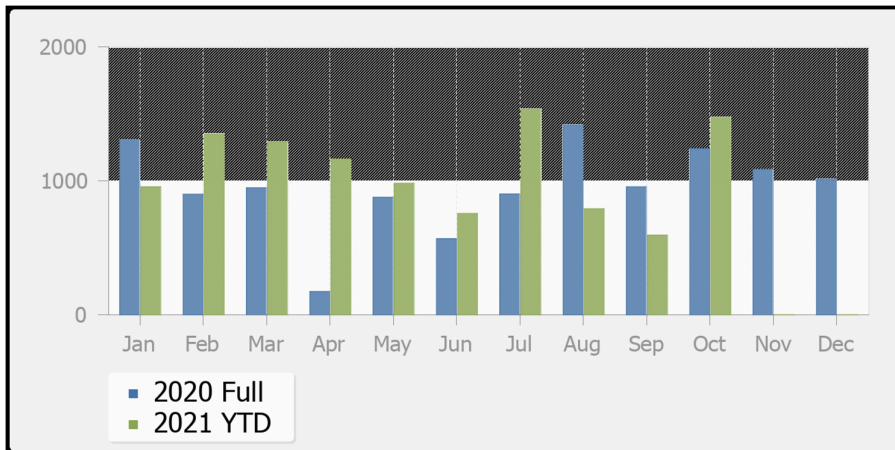
Resourcing

Recruitment of a fixed term part time Safety Officer has been approved to continue the safety workplan approved by Council following the tragic accident of 2019.

A Safety Management System (SMS) has been prepared and discussed with management. This role is an important requirement of SMS and will focus on the work needed during full implementation over the next two years.

Activity

The Wairarapa Aeroclub and the Wairarapa Flying Tigers have recorded the highest levels of movements on the aerodrome for October 2021 with around 600 movements combined. The year-to-date movements for the aerodrome are well ahead of last year although reduced during August and September 2021 due to the wet and strongly westerly wind conditions of this Spring.



Aircraft movements at Hood Aerodrome in 2020 and 2021 Year to Date

Properties and Facilities Activity

Senior Housing

Heat pump installations are on target for completion by mid-December 2021. Asbestos removal has been completed at Laurent Place and Bodmin Flats. Reinstatements for both locations are well underway to be finished at these sites by Christmas with Panama works starting in the new year.

Waiata House

The vehicle compound has been completed to house non-on-call vehicles overnight. The compound is open to vehicles 6am – 6pm Monday - Friday, between 6pm – 9pm Monday – Friday vehicles can still leave the compound by driving over the Yellow E-Loop. Anyone entering will need to use their Waiata House swipe card. If a vehicle is needed after these hours or weekends drivers will need to swipe in for entry and departure.

Fleet

Additions and replacements are underway with two vehicles expected in mid-December 2021 and a further vehicle to be delivered in March 2022. Purchasing of vehicles is delayed considerably due to the ongoing pandemic. The vehicles expected are 1x Ford Ranger replacing P0109 which will move to Hood Aerodrome as an airfield inspection vehicle. 2 x Toyota Yaris cross hybrids have been purchased, one is a replacement for P0112 which will be traded in and the other will be a new inspection vehicle for the building team.

Parks and Open Spaces Activity

- The spring flush has been well managed given the wet October conditions and the summer bedding display has been completed on schedule and is establishing well.
- The opening day for cricket at the oval was a day the grounds man would rather forget. The 2.7m extra-long wicket has been fully investigated by Recreational Services and measures put in place to ensure the pitch is marked to standard.
- New bollards have been installed around the Memorial Drive carparks at Queen Elizabeth Park.
- Contractors are back on site and the Henley Lake overflow carpark is nearing completion thanks to the spell of fine weather.

Contractors

Belgravia Leisure - Trust House Recreation Centre Contract

The Trust House Recreation Centre is operating under the restrictions of COVID-19 Alert Level 2. All services, classes, trainings, holiday programmes and facility activities are available except the hydro slide, sauna, and toddler pool. In October facility visits were down compared with last year by 50% due to cancelled bookings and restrictions on travel. Total facility visits stood at 7,972 compared to 14,091 for the same month last year. The current facility manager leaves at the end of November. The replacement has been appointed and is working with the incumbent to ensure a smooth handover.

Belgravia Leisure - Mawley Holiday Park Contract

October initially looked to be a quiet month, however there were steady bookings and a busy long weekend. Revenue increased by approximately \$7,000 on the same month last year, which has gone some way towards countering the shortfalls of the last two months. The removal of restrictions to travel should prove positive for the park as it continues to field cancellations from Auckland area guests, who hold out to the last moment in the hope that they will be free to travel.

Recreational Services - Parks and Open Spaces Maintenance Contract

At COVID-19 Alert Level 2, Recreational Services are fully operational, working within the restrictions. We are currently focusing on budget planning for the next 2022/23 financial year. The

forecast for inflation from 1 July 2022, using the bespoke contract formula, is currently estimated at 8.51%. The formula considers price movements across labour/on site overheads, fuel, consumables, and capital costs. Performance of the formula is usually undertaken at the start of the next financial year, so whilst this is an early estimate and may change, it does provide a useful indication of the current impact of covid on labour availability and delays and availability within supply chains.

Local Government Official Information and Meetings Act Requests






During October and to 20 November, Council received 22 Local Government Official Information Act (LGOIMA) requests, 14 of these requests have been closed with the remaining 8 still within the 20-working day period. The average response time for the closed requested in this period was 12 working days. We had one response exceed the 20-working period due to staffing workload.

Note: Not all requests for information from Council are tracked through this tracking system therefore, the actual number of LGOIMA requests is a lot higher than reported. These requests go straight to individual staff members who provide the information directly.

The process for LGOIMA requests and responses has changed recently and staff involved in the new process are slowly working through the improvements.

Requests and responses are in the process of being made available on the Council website. In some cases, information has been staggered and sent at different stages.

<https://mstn.govt.nz/council-2/official-information-act-requests/>

				
Total number of LGOIMA received.	Responded	Ave time Working days	> 20 days	No. outstanding
22	68%	12	1	8 (but still within the 20-working day timeframe)

Customer Services Activity

Compliments / Complaints (13 October to 2 December)

- Three official complaints have been received, one for animal control and two for elected member's code of conduct.

Five compliments have been received:

- Animal Services: *"Blown away by the kindness from animal services Masterton, these people have been fantastic, they do an amazing job."*
- Recreational Services for the spraying work they have completed along the boundaries of properties and Douglas Park.
- Recreational Services: *"I would like to pass on our delight with all the wonderful reserves and freedom camping sites you guys run. They are so well maintained and run. We very recently joined the freedom camping set and have already spent many happy times in the Wairarapa. The loos at Castlepoint, lake Henley and Lake Wairarapa are soooo clean. Thank you so much for sharing your great place with us."*
- Parks & Reserves: *"We stayed in our motor home at Henley Park, what a lovely place set around the lake with lots of bird life, well done."*
- Parks & Reserves: *"Wanted to pass on that the parks/Recreational Services contractor does an amazing job around Masterton."*

Service Requests

Over the 13 October to 2 December 2021 period, Council has received 986 service requests. 301 of these remain open. Four of the total number of service requests have come via Elected members and the remainder came from the public.

In general, the service requests cover the full range of Council activities such as footpaths, streetlights, rural water meters, recycling, roading, water leaks, dogs (microchipping), etc.

Project Delivery Activity

An update on the Project Delivery Programme is attached (see Attachment 2).



wasteMINZ

Territorial Authorities' Officers Forum submission on *Te kawe i haepapa para: Taking responsibility for our waste* consultation document

Company name	WasteMINZ Territorial Authorities' Officers Forum
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Submitter type	Industry Organisation

WasteMINZ is the largest representative body for the waste, resource recovery and contaminated land management sectors within Aotearoa New Zealand. The TAO forum was established to create consistency and efficiency of service amongst territorial authorities through sharing knowledge and best practice around waste minimisation, recycling and resource recovery.

TAO Forum Committee Members

- Andre Erasmus (Kawerau District Council)
- Angela Atkins (Hastings District Council)
- Eilidh Hilson (Christchurch City Council)
- Jennifer Elliot (Wellington City Council)
- Kimberley Hope (New Plymouth District Council)
- Kirsty Quickfall (Hamilton City Council)
- Parul Sood (Auckland Council) - Board Champion
- Sophie Mander (Queenstown Lakes District Council) - Chair

Preamble: The TAO Forum would like to thank the Ministry for the Environment for their work to date on moving NZ towards better waste outcomes. The TAO Forum supports the Ministry's current work programme which demonstrates a commitment to many of the sector issues highlighted in the TAO Waste Manifesto including kerbside standardisation, mandatory product stewardship schemes and recycling infrastructure investment.

A major aspect that the TAO Forum believes is missing from the strategy and legislation is a focus on

preventing waste in the first place. Estimates suggest that 99% of the things people buy become waste within six months of purchase,¹ presumably because items are made for single use only, or are not made to last or be easily repaired. This illustrates that to transformational change requires solutions that prevent the creation of waste and a commitment to solutions that radically increase activity at the top of the waste hierarchy.

The TAO Forum has submitted a key points submission on the proposed waste strategy and legislation below that addresses specific questions and provides a waste prevention focus.

1. Vision - Questions 1-3: Tackling NZ's waste via a circular economy approach

The TAO Forum supports the intent of the vision and recommends it includes:

- a Te Tiriti framework designed in partnership with tangata whenua to situate a circular economy (CE) within Aotearoa and to acknowledge the Te Ao Māori origin of many of the principles, as well as to ensure equitable participation from mana whenua and urban Māori;
- a systems approach that focuses on designing out waste and addressing models of overproduction and poor design to stem the overwhelming tide of waste;
- an acknowledgement that waste is not a problem to be solved in isolation but a symptom of an economic system that is not working properly. Just tweaking the waste system will not solve the issue nor reduce emissions; and
- an acknowledgement of the whakapapa of a circular economy including mātauranga Māori, Zero Waste, Cradle to Cradle and systems thinking and how a circular economy and these concepts are all different and necessary tools to reach the end goal.

2. Principles and timelines - Questions 4-8

The TAO Forum is supportive of the six proposed principles. The following are recommended for inclusion as 'guiding points':

- Principle 1. Commitment to addressing the import of materials and goods that do not fit within a NZ and Pacific-centric circular economy.
- Principle 3. Include "protect" as well as "regenerate" natural systems to align better with the concept of kaitiakitanga.
- Principle 4. Government agency leadership through procurement as a key tool to tackling the generation of waste.

The TAO Forum agrees with the need for a staged approach but has no consensus on the proposed timelines. Some TAs recommend the timelines be accelerated while others consider the proposed timelines realistic, recognising the need to catch up and lay foundations for transformational change.

¹ <https://theconversation.com/what-a-sustainable-circular-economy-would-look-like-133808>

Regarding the Priorities and Stage 1, the TAO Forum recommends the inclusion of higher landfill levies and the establishment of more regulated product stewardship schemes.

Comments related to specific priorities:

- Priority 1 – the foundations for transformational change are connected to other regulatory review including the Building Act, Local Government Review RMA Reform. The connections and respective actions must be explicit to ensure they are not lost in the process.
- Priority 3 – the easiest way to change behaviour is to change the environment and system within which we live. The priority needs to focus on the change in systems with the learning opportunities and information-sharing supporting the ‘why’. Nationally available resources tailored by communities for communities are the keys to success.
- Priority 4 - The focus must be wider than just household material and their associated recycling systems. It must include construction and demolition waste, medical wastes, soils, and products or equipment containing hazardous components such as lithium batteries and synthetic gas.
- Priority 5 – a ban on organic materials from landfill is supported provided there are alternative ways to recover and process the materials. The use of the waste disposal levy to fund the implementation of this would support local government to deliver on increased diversion activities. The relevant emission values of different waste streams and respective recovery options would help guide Councils and industry to plan for and deliver a de-carbonised future.
- Priority 6 - we recommend Priority 6 include actions to strengthen national guidance for soil and soil contamination. This should include the following actions:
 - standardise the levels of soil contamination acceptable at Landfills Classes 1-5 (as per finalised Landfill Guidelines²⁴)
 - publish long-delayed guidance for the identification and management of ‘HAIL’ (Hazardous Activities and Industries List) contaminated sites, particularly to narrow the definition of HAIL sites so that only sites with a high-level of risk of significant contamination fall into this category
 - revise the National Environmental Standard for Contaminated Sites to exclude consenting requirements for low-level contamination (where levels comply with human health criteria), and
 - encourage the retention and re-use of topsoil within construction projects as a valuable resource

Barriers to achieving the stage one actions identified by the TAO Forum are:

- potential lack of staff resources to implement the strategy. More support is needed to upskill, train and expand our workforce and promote our sector as a strong career option;
- other legislative reform that may delay or act as a barrier. With integrated all-of-government thinking and good planning, the opportunities will be aligned and optimised;
- procurement of infrastructure and materials due to supply chain issues resulting from COVID-19 (e.g. electric collection vehicles) may create barriers or delays and impact the timeframe proposed for Stage 1;

- funding – it is hard to comment on the barriers to funding when there is a lack of clarity on the economics and how initiatives will be funded. Clear financial impacts and responsibilities need to be identified; and
- lack of baseline data – ambitious waste targets have been set despite the absence of baseline data and measurement systems. The TAO supports the establishment of measurement systems and gathering of data from a centralised agency.

3. Waste Strategy targets - Q9 and 10

The TAO Forum recommends targets should not just apply to households. Greater attention should be focused on the business and public sectors by identifying the different business sectors and the gaps in their waste minimisation systems. The public sector should demonstrate leadership with high targets for schools, hospitals, police, local and central government.

The “business” target should include industries such as construction and demolition and have higher targets. To achieve a circular economy before 2050 we need to move from the current business model of ‘produce more faster, sell more’ to a regulated product stewardship that incentivises and rewards design for low emissions, durability, reusability, repairability and lastly recyclability.

Comprehensive data collection systems for businesses could be a requirement of Waste Licensing. Targets only relate to material disposed of to Class 1 landfills and will not capture construction and demolition wastes disposed to other landfills or cleanfill facilities.

The whole country target needs to clarify that with better tonnage data, from farm dumps for example, the values will be higher than currently understood.

Emissions target

The TAO Forum supports this and recommends it includes biosolids and sewage sludge as these have large emissions footprints and increase with population growth. It is very difficult – if not impossible – to reduce sewage sludge, and the processing of sewage sludge impacts other parts of the waste stream. While the Ministry for the Environment (MfE) has drafted standards for the management of sewage sludge in the past, the proposed management methods have not been acceptable from a Te Ao Māori perspective. If sewage sludge is not addressed now as a priority, however, the processing of sewage sludge will continue to prevent the diversion of other organic wastes to compost.

Litter target

Illegal dumping needs to be clearly included in the definition of litter. Reducing harm from litter and illegal dumping is important and well-defined targets will help to drive action, along with the methods proposed to measure and monitor it such as ongoing funding for the Litter Intelligence Programme. The TAO Forum supports the inclusion of fines for companies whose products are littered (especially tobacco and takeaway) leading to micro-plastics and other toxins in the environment. This lever could sit

alongside incentives such as the Plastics Innovation Fund to support changes to packaging, such as reusable models.

By removing barriers to disposal options, fast-tracking and expanding regulated product stewardship schemes will reduce litter and illegal dumping of rubbish.

Other targets

The TAO Forum also supports other targets that are focused on top-of-the-waste-hierarchy activity, such as a target for the implementation of regulated product stewardship schemes and targets for reuse and repair activity (data could be gathered through Repair Cafe Aotearoa NZ, Consumer NZ, retailers and repairers). Plastic reduction targets should be included to create long-term and binding guidance to the waste and manufacturing industries on the direction of and expectations for material usage in Aotearoa, as well as targets for construction and demolition waste, and organic waste.

4. Legislation and waste strategy, roles and responsibilities - Questions 11- 19

The TAO Forum supports the requirement of a waste strategy that is periodically updated, and suggests that:

- local government are part of the development of AIPs
- the waste strategy and supporting AIPs are extended beyond political cycles and priorities, such as the approach used in forming the Climate Change Response (Zero Carbon) Amendment Act 2019 which provides the framework for long term policy (such as the requirement for government to have an Emissions Reduction Plan and National Adaptation Plan)
- the waste strategy review period be no less than a 6-yearly cycle as currently required for local government waste plans
- local government plans need to be consistent with the national waste strategy to strengthen efforts and make progress towards common goals. In addition, the legislative requirement should be stronger than the current 'have regard to', while at the same time being flexible enough to enable the tailoring of local plans to local circumstances and priorities

The TAO Forum supports annual public reporting for both local and central government to measure progress towards targets set by central government. A consistent methodology should be used such as the National Waste Data Framework and SWAP categories, in addition to any new data collection methodologies required to capture, for example, activity at the top of the waste hierarchy such as reuse and repair. It is also suggested that:

- for central government, reporting should include GDP to allow the analysis of trends between the economy and waste habits;
- state of mauri and cultural monitoring frameworks and reporting (as called for by the Independent Māori Statutory Board and mana whenua in Tāmaki Makaurau) become business as usual;

- there is an expansion of the ‘supplied materials and waste emission factors’ to enable local authorities to model the carbon impacts of waste management in their region, including which materials to target, and the emissions footprint of different processing options (e.g. re-use and recycling versus landfill, anaerobic digestion versus composting). This should include the emissions footprint of production, processing, transportation as well as disposal e.g. a life cycle / materials flow analysis;
- local and central governments be required to share information about trans-boundary waste movements;
- there is an alignment with public reporting requirements and proposed changes to legislation regarding licensing and duty-of-care requirements;
- there is better reporting on the use of levy revenue through the Waste Minimisation Fund in a similar way that local authorities are required to report on levy expenditure through WMMPs;
- Class 2 and 4 landfills are included in reporting requirements;
- a standardised methodology for local authority to measure behaviour change and activity at the top of the waste hierarchy be developed; and
- data from other organisations such as repairers, repair cafes and makerspaces, op shops, retailers and brands be collected to ascertain activity at the top of the waste hierarchy. Volunteer organisations, small repairers and charities would be supported to implement systems that easily capture this data.

Central and local government functions

The TAO Forum supports the establishment of a separate government entity that is founded in a Te Tiriti o Waitangi framework, is independent of political cycles and philosophies and can oversee the proposed all-of-government Circular Economy Strategy. Having a Te Tiriti Framework would facilitate a genuine partnership with iwi/Māori with a seat at the table rather than being advisors with no influence over strategy and policy. This entity could also identify the new regulated product stewardship schemes and oversee the design processes so they are independent of industry. Overseas examples include Sustainability Victoria, Zero Waste Scotland and WRAP.

Central government should continue to develop and implement strategy, policy and the levy and licensing framework and provide a clear direction of travel along with data and reporting and some compliance functions.

Local authorities will continue to have the vital role of providing services to local communities following direction from central government and are best placed to deliver education alongside local community organisations they partner with.

Regional approaches are becoming increasingly important and can provide clear benefits to local authorities, especially those with limited resourcing. Regional authorities could provide an insight into how other legislation interacts with the waste strategy and waste legalisation.

Standardisation of kerbside materials

The standardisation of kerbside recycling materials is supported by the TAO Forum as it will decrease confusion and contamination and allow for the development of national educational materials. It will also encourage sharing of facilities, save cost, and increase diversion rates. The Love Food Hate Waste programme is a leading example of nationally developed material, adopted and adapted by and for local communities.

The standardisation of kerbside collections should be outcomes-focused with set diversion rates and a maximum contamination threshold. A local example of this is Hastings District Council where the tender for new kerbside collection services did not specify the type of collection required but specified that the recyclate needed to be of high enough quality to be able to go to local reprocessors. An overseas example is the Welsh Blueprint model which has a phased in diversion rate that local authorities need to meet.² This has led to the voluntary adoption of a model that ensures high quality recyclate and low contamination levels.

5. Putting responsibility at heart - Questions 20-25

The TAO Forum believes the duty of care model should emphasise a duty to design out waste by producers.

A duty of care model should be applied to waste and recycling collectors to ensure recycling is maximised and of the highest quality possible.

The TAO Forum supports the concept of a national licensing regime for the waste sector (with waste materials clearly defined) that follows the National Waste Data Framework and is subject to councils maintaining their ability to establish local licensing conditions that may be contextually relevant to their territorial area. A national licensing system would ensure private waste operators are required not only to be licensed, but also to report waste data. Other considerations could also include mandatory waste data reporting from large waste producers to provide a more complete picture of waste data flows (i.e., activity-source data).

The TAO Forum supports the idea of tackling hazardous waste through a full track-and-trace system that starts with the producer and assigns responsibility through the entire chain of custody to disposal point. The system must be appropriately resourced to enable ongoing monitoring and compliance, and penalties for non-compliance must be higher than the cost of treatment to discourage dumping.

6. Other regulatory powers - Questions 26-33

The TAO Forum supports a rapid increase in regulated product stewardship schemes, as well as the concepts of right-to-return packaging, right to repair measures, better use of import and export controls and track-and-tracing systems. Anti-Waste and Circular Economy legislation in France provides a good

² <https://collectionsblueprint.wales/>

example of policy that specifically tackles planned obsolescence and aims to design out waste.³ The TAO Forum also urges the implementation of the Container Return Scheme that the Minister has yet to make a decision on.

Recommendations for product stewardship:

- Increase the number of regulated product stewardship schemes in design and speed up the process of implementation. Mandatory schemes will drive real change and shift to a shared responsibility model for preventing waste.
- The process for designing schemes should be overseen by an independent government agency and more resource put into supporting the small, dedicated team at MfE to speed up the regulatory process for implementation.
- A portion of levy funds be allocated to seed-fund the co-design phase of mandatory product stewardship schemes to ensure the design process has broader stakeholder involvement.
- Adopt an 'eco-modulation' scheme approach that specifically targets and incentivises durable design and repairability. Rather than leaving it to scheme designers to determine the fee model, eco-modulation has been used in France and there are clear lessons that can help Aotearoa develop an eco-modulated fee model that is fit for purpose.⁴

The TAO Forum supports the powers in section 23 of the current WMA being maintained, enhanced and expanded to ensure that these powers remain available for both non-priority and priority products. In particular, the TAO Forum supports product design specifications, labelling requirements for products and packaging and standards for waste management and resource recovery.

The TAO Forum supports a right to return packaging to retailers if:

- The packaging is not disposed of to landfill by retailers and must be diverted through reuse or recycling
- The measures include incentives for packaging to shift to reuse systems

7. Waste disposal levy - questions 34-39

The TAO Forum recommends the waste levy be applied to all materials that fall below recycling and composting on the waste hierarchy. The TAO Forum also supports the Ministry's proposal for the levy rate to be reviewed at the same time as the proposed Action and Investment Plans (potentially three-yearly) and notes the 2017 Eunomia report suggests the best practice waste levy rate for Aotearoa New Zealand would be \$140 per tonne.

³ <https://ellenmacarthurfoundation.org/frances-anti-waste-and-circular-economy-law>

⁴ https://561fa32e-aa15-4cf4-9a17-84a646abe653.filesusr.com/ugd/f9296e_bbb3657e2e32465cb30c67e0ffed60d5.pdf

The TAO Forum supports the continuation of 50% of the waste disposal levy going to local authorities, and believes allocation should be at a base level with additional amounts based on resident and visitor population numbers.

The waste disposal levy should continue to be used and available for activity tied in with Councils WMMPs. Additional funds need to be available to address environmental risks relating to contaminated land, hazardous wastes, closed landfills, and monitoring and enforcement programmes.

Allocation of waste levy funding should be available to Māori-led solutions.

8. Compliance, monitoring and enforcement - questions 40-43

The TAO Forum does not have a collective view on which elements of compliance, monitoring and enforcement should be the responsibility of which parts of government (central government, regional councils, territorial authorities) under new waste legislation, because it is dependent on how well resourced individual TAs are. New compliance, monitoring and enforcement responsibilities delegated to local authorities will require additional funding from central government.

However, there is support for expanded powers to address non-compliant behaviour and address issues such as littering (including windblown material from building sites) and illegal dumping, as well as the additional power to investigate anyone advertising waste removal services.

Information-sharing arrangements between enforcement agencies and the powers to provide information is supported, but stopping and searching vehicles and access to premises is a function of NZ Police, not TAs.

Measures to address litter (including illegal dumping of rubbish) could include:

- Holding companies accountable for their littered packaging
- Enabling penalties for littering and illegal dumping of waste to include community service to clean up litter and illegally dumped waste
- Increased penalties for inappropriate disposal of hazardous waste or waste dumped in waterways
- The ability to issue fines for a range of litter and illegal dumping offences based on different levels of evidence such as littering from a car, with the owner being fined from licence plate information
- Removing the requirement for a Litter Control Officer (or equivalent) to “observe” a person committing an infringement offence
- Inclusion of an infringement offence provision for people dumping litter on their own land
- Comprehensive behaviour change programmes shaped by better understanding and research for what drives illegal dumping

Ends

Council Project Delivery Programme					At a Glance			Status					Current Status & Next Milestone
Summary of current status of all projects within Project Delivery Work Programme.													
As at: Friday, 10 December 2021													
Ref	Profile	Stage	Project Name	Completion Date	RAG	Risk Trending	Executive Summary	Scope	Programme	Financial	Resource	Stakeholder & Comms	Commentary
P 001	High	Initiation	Civic Centre	2026 works need to be completed on the existing building to remedy earthquake damage	G	↔	To deliver a Civic facility that: Meets the needs of the Masterton community, and contributes to the wellbeing and liveability of the Wairarapa; embraces our Māori culture and multi-cultural community; utilises Green Building design for efficiency and environmental benefit; is financially sustainable and affordable for the community to use; is multipurpose and will be suitable and well utilised for future generations; is well located to encourage activity, provides easy access, and complements the surrounding community facilities	G	G	G	G	G	<ul style="list-style-type: none"> The Lead Architect Request for Tender closed and the tender review process is underway. An outcome and recommendation is expected in December Two key appointments have been made for the project. Council has appointed SGL Ltd to undertake the capital raising for the project; and RPS Ltd was appointed as the Quantity Surveyor Progressing the land acquisition process on the preferred site
P 002	High	Implementation	Masterton Revamp	2031 - 10 year programme	G	↔	The objectives of the Masterton revamp are: <ul style="list-style-type: none"> Increased connection with the Waipoua River – Masterton is the only Wairarapa town set on a river and showcase the three river crossings Joining things up – creating linkages throughout the town between key features. Focusing investment – helping to create a “heart” for the Town Centre and avoiding it spreading out. Greening things up – bringing in more natural landscapes and plantings and include more green along Town entrance routes Define the Town thresholds and emphasise them Be mindful of creating a safer environment for pedestrians and cyclist Reflect Masterton’s identity and enhance buildings of cultural or municipal importance 	G	G	G	G	G	<ul style="list-style-type: none"> Waka Kotahi (NZTA) have approved the development of a roundabout at the Ngaumutawa Road/ SH2 intersection, which will bring a focus on our Southern Entrance in the coming months The Community Reference Group met in November and discussed this new roundabout; and they provided good ideas which could contribute to the final southern approach design
P 003	High	Implementation	Animal Shelter	Q2 2022	A	↓	The Masterton District Council Animal Shelter does not currently fully meet the legislative requirements and it is essential that the facilities are upgraded. Improvement is necessary for the welfare of staff, the animals under their care and visiting public retrieving their animals.	G	A	A	G	A	<ul style="list-style-type: none"> The scope of the Animal Shelter project was reset in November, with a re-design commissioned for the 79 Ngaumutawa Road site Further remedial work on the temporary animal shelter is underway will be completed early in the new year
P 004	High	Implementation	Skatepark Revamp	Q4 2021	G	↔	The skatepark needs refurbishment and the community has led the development of this project and how the skatepark could be improved. The revamped park will provide new experiences for our local families, a safe, welcoming environment for our rangitahi, an option for those not into team sports, minimise damage to public and private property (by providing a challenging environment for those wanting one), as well as becoming a regional attraction for visitors, with spin off benefits as visitors spend money within the community.	G	G	A	G	G	<ul style="list-style-type: none"> Hunter Civil continue to work at pace, with all demolition and earthworks now complete Phase 2 of the project is well underway, with several key features either complete or near completion
P 011	High	Implementation	Hood Aerodrome	2025	G	↑	To meet current demand and enable further economic and business investment critical infrastructure improvements are required. The Hood Aerodrome is a 5 year multi-stage project which includes security upgrades, infrastructure upgrades to allow for expansion and to support current hangers, widening and eventually lengthening the runway.	G	G	A	A	G	<ul style="list-style-type: none"> Procurement documents are currently being drafted for the Design/ Build contract for the widening and lengthening of the runway, and diversion of Manaia Road. This is expected to go out to tender in the next month A Topographical Survey is now complete Tenders for the resealing of Moncrieff Drive and Geotech Services have been let An RFP for Planning services was released in November and a preferred supplier should be identified in December

					At a Glance			Status					Current Status & Next Milestone
Ref	Profile	Stage	Project Name	Completion Date	RAG	Risk Trending	Executive Summary	Scope	Programme	Financial	Resource	Stakeholder & Comms	Commentary
P 018	Med	Initiation	Dump Station	Feb-21	G	↔	There is currently only one dump station in Masterton and this is located at Mawley Park. The Mawley Park dump station does not operate 24/7 and has constraints for access and turning for larger motorhomes. Henley Lake is an unofficial freedom camping site and currently people are illegally dumping behind the toilet block which is a H&S hazard and problematic for the Council. The new dump station would operate 24/7 and would provide for more motorhomes to travel to the region.	G	G	G	G	G	<ul style="list-style-type: none"> Conversations have been progressing well with Solway Showgrounds re the ability to have their dump station opened up for 24 hour access. An MOU is being drafted currently and should be available to bring to the next Council meeting
P 020	High	Implementation	Waipoua Bridge	Q4 2021	G	↓	To deliver a pedestrian, cyclist and wheeled user (pushchairs, wheelchairs, etc.) bridge over the Waipoua River, in close proximity to the Town Centre and Queen Elizabeth Park. The bridge will enable users to complete a short loop circuit utilising our existing recreation trails bridge and provide additional access and connection to Colombo Road and Henley Lake.	G	G	A	G	G	<ul style="list-style-type: none"> There has been relatively little work on this project this month. A key point is the required consents have been approved by GWRC and MDC
P 021	High	Initiation	Youth Hub	Q1 2022	G	↑	To design and construct a Youth Hub on a site adjacent to the Skatepark in QEII Park at 1 Dixon Street.	A	G	G	G	G	<ul style="list-style-type: none"> The Resource Consent has been approved Detailed design has been approved, and a soft furnishing proposal has been received, which will be considered over the coming weeks

To:	Council
From:	Mayor Lyn Patterson
Date	15 December 2021
Subject:	Mayor's Report
Recommendation:	
That Council receives the information in Report 235/21.	

Purpose

To provide an information update to members.

Meetings, Appointments, Events and Activities: November/December

Excludes meetings with CEO, staff, Councillors, Council and committee meetings and workshops

- Armistice Day
- Climate Change Commission visit – Caucus
- Community engagement with Lansdowne Village Residents
- Digital Seniors Crowdfunding Event
- GWRC dawn ceremony to open and bless new offices in Wairarapa
- Henley Trust meeting
- Ko Wairarapa Tēnei Hui
- Leaders Breakfast Circle
- LGNZ Zone 4 meeting
- LGWM briefing for Elected Members
- Masterton Ratepayers Association meeting
- Masterton Refugee Resettlement Steering Group
- Members of public meeting x 8
- MTFJ Core Group meeting
- Netball Wairarapa Sponsors/Volunteers Evening
- Pōwhiri - Te Ore Ore Marae
- Rural and Provincial Sector meeting
- Three Mayors catch-up x 2
- Three Waters discussion with Kieran McAnulty and Elected Members
- Three Waters Reform Workshop with Wairarapa Councils
- Three Waters update LGNZ – Mayors, Chairs and CEs x 4
- Three Waters Working Group meeting x 2
- Three Waters Entity C meeting
- Wairarapa Business Awards
- Wairarapa Combined Council Forum
- Wairarapa Committee meeting
- Wairarapa Economic Development Strategy: Stakeholder Workshop
- Wairarapa Kaumatua Council lunch
- Wairarapa Leaders' Social Wellbeing Forum
- Wairarapa Mayors / WDHB Covid meeting x 3
- Wairarapa Water Limited meeting

- Ranfurly Club – speak about Three Waters with members
- Regional Transport Committee meeting and workshop
- WEDS Governance Group meeting
- Wellington Regional Leadership Committee

1. Wairarapa Committee of GWRC – 7 December

GWRC will consult on the Upper Ruamāmahanga Floodplain Management Plan early next year, as well as the proposed funding changes which will be part of the GWRC Revenue and Funding Policy. Proposed changes may have a significant rating impact on landowners, including Masterton District Council and therefore our ratepayers. We have asked to be kept informed on the proposals.

The Waipoua Urban Catchment Plans have been peer reviewed and hydraulic modelling is progressing. The draft maps are due to be released in February 2022.

The public transport presentation by Metlink highlighted that the light refurbishment of the Wairarapa carriage fleet is progressing with many of the carriages completed and the remaining due for completion in 2023. There is currently a bus network review being undertaken for the Wairarapa, looking into more travel options and whether on-demand services might be a more cost-effective way for delivering increased service levels being sought by the community, and there may be an opportunity to trial this in our region.

The Lower North Island Rail Integrated Mobility (LNIRIM) business case proposal prepared by GWRC and Horizons Regional Council has been submitted to the Waka Kotahi Board for approval. If the business case is supported by government funding allocated, it has the potential to increase additional rail services on the Wairarapa line and fleet maintenance facilities located in Masterton.

2. Wellington Regional Leadership Committee (WRLC) - 11 November

Mid-year the WRLC approved priority projects to commence in 2021/2022 with a Regional Housing Action Plan being one of the projects. The project purpose is 'to develop a short term (next five years) regional wide housing action plan that includes a stocktake of current localised activity and identifies regional level actions that may be implemented in the short term to increase housing across the continuum'. The draft plan is expected early next year.

3. Wairarapa Social Wellbeing Group

A focus has been on how prepared we are as a region for dealing with community transmission of COVID 19 from a health and welfare perspective and that adequate systems are in place to meet the needs of individuals and families in self isolation quarantine (SIQ).

The DHB Chief Executive and the three Wairarapa Mayors are having regular zoom meetings to be kept informed, and to raise any issues. The DHB have recently presented their COVID processes and plans to their Board and will be presenting to the Social Wellbeing Group on 16 December.

Finally, the three major local government reforms – Three Waters, RMA and Future For Local Government, together with a high level of uncertainty given the COVID 19 pandemic. has and will continue to place pressure on Council resources. In the meantime, Council continues with business as usual in delivering services to our community.

I sincerely thank and acknowledge CE David Hopman and all Council staff for their dedication and hard work over the past 12 months and their continued commitment to the delivery of services in the future.

I thank Councillors for their endeavours this year through the LTP processes and proposed reforms and I wish Councillors, staff and their families a relaxing, safe and fun festive season.