

MASTERTON DISTRICT COUNCIL

COUNCIL AGENDA

WEDNESDAY 31 MARCH 2021

3.00 PM

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 31 March at Waiata House, 27 Lincoln Rd, Masterton.

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

26 March 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
 - Wiremu Rupapere, Tuia Representative
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 17 February 2021
 - Minutes of the Audit and Risk Committee meeting held with the public excluded on 3 March 2021
 - Chief Executive Review Six Month Update
7. **Confirmation of Minutes of the Council meeting held on 17 February 2021 (018/21)**
Pages 101-108
8. **Confirmation of Minutes of the Extraordinary Council meeting held on 24 February 2021 (020/21)**
Pages 101-102
9. **Report of the Audit and Risk Committee meeting held on 3 March 2021 (030/21)**
Pages 401-408
10. **Report of the Infrastructure and Services Committee meeting held on 17 March 2021 (038/21)**
Pages 301-303
11. **Report of the Awards and Grants Committee meeting held on 24 March 2021 (043/21)**
Pages 201-206

FOR DECISION

12. **KEY LONG TERM PLAN DOCUMENTATION – ADOPTION FOR CONSULTATION (047/21)**
Pages 110-118
13. **ADOPTION OF THE DRAFT SIGNIFICANCE AND ENGAGEMENT POLICY FOR PUBLIC CONSULTATION (048/21)**
Pages 119-138
14. **WELLINGTON REGION CLIMATE CHANGE FORUM TERMS OF REFERENCE (045/21)**
Pages 139-144
15. **PROPOSED AMENDMENT OF THE WAIRARAPA CONSOLIDATED BYLAW 2019, PART 10 – TRAFFIC BYLAW SCHEDULES (041/21)**
Pages 145-148

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16. HOOD AERODROME GOVERNANCE GROUP (040/21) Pages 149-155
17. RESOURCE MANAGEMENT ACT DELEGATION – ROLE TITLE CHANGE (039/21)
Pages 156-166
18. APPROVAL TO REPLACE PLAYGROUND EQUIPMENT FROM KIDS OWN
PLAYGROUND (046/21) Pages 167-186

FOR INFORMATION

19. DOCUMENTS UNDER SEAL (044/21) Page 187
20. CHIEF EXECUTIVE'S REPORT (049/21) Pages 188-208
21. MAYOR'S REPORT
A verbal report will be provided

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MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED COUNCIL MEETING – WEDNESDAY 31 MARCH 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

22. Minutes of the Council meeting held with the public excluded on 17 February 2021
23. Report of the Audit and Risk Committee meeting held with the public excluded on 3 March 2021

General Business

24. Chief Executive Review Six Month Update

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 17 February 2021	Refer to pages 107-108	Refer to pages 107-108
Confirmation of the Report of the Audit and Risk Committee meeting Held with the public excluded on 3 March 2021	Refer to pages 404-406	Refer to pages 404-406

Chief Executive Review Six Month Update	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
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**MINUTES OF THE MEETING OF THE MASTERTON DISTRICT COUNCIL HELD AT
WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON, ON WEDNESDAY 17 FEBRUARY
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 Ra Smith

IN ATTENDANCE

Chief Executive, Manager Finance, Manager Assets and Operations, Manager Strategic Planning, Manager Community Facilities and Activities, Acting Communications and Marketing Manager, Policy Manager, Governance Advisor, one media representative

KARAKIA

Ra Smith led the karakia.

CONFLICTS OF INTEREST

No conflicts were declared.

APOLOGIES

Moved Mayor Lyn Patterson

That the apologies received from iwi representative Tiraumaera Te Tau be received.

Seconded by Councillor B Johnson and CARRIED

PUBLIC FORUM

- Ronald Karaitiana and Aileen Haeata (at 3.24pm) attended and requested Council establish Maori wards for the Masterton District.

**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 9 December 2020
- Minutes of the extraordinary Council meeting held with the public excluded on 16 December 2020

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 D Holmes and CARRIED

CONFIRMATION OF MINUTES OF THE COUNCIL MEETING HELD ON 9 DECEMBER 2020 (188/20)

Moved by Councillor G Caffell

That the minutes of the meeting of the Masterton District Council held on 9 December 2020 be confirmed.

Seconded by Councillor B Johnson and CARRIED

CONFIRMATION OF MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 16 DECEMBER 2020 (192/20)

Moved by Councillor S Ryan

That the minutes of the extraordinary meeting of the Masterton District Council held on 16 December 2020 be confirmed.

Seconded by Councillor B Gare and CARRIED

CONFIRMATION OF MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 3 FEBRUARY 2021 (012/21)

Moved by Councillor B Gare

That the minutes of the extraordinary meeting of the Masterton District Council held on 3 February 2021 be confirmed.

Seconded by Councillor C Peterson and CARRIED

REPORT OF THE INFRASTRUCTURE AND SERVICES COMMITTEE MEETING HELD ON 3 FEBRUARY 2021 (011/21)

The report of the Infrastructure and Services Committee meeting held on 3 February was taken as read. The following items had been considered

- Road Edge Tree Removal Project
- Community Facilities & Activities Infrastructure and Services Update
- Infrastructure Update

A correction was noted - Councillor Peterson was present at the meeting. *[Note: correction made]*

Moved by Councillor B Johnson

That the Report of the Infrastructure and Services Committee meeting held on 3 February (011/21) including the following resolutions be confirmed:

ROAD EDGE TREE REMOVAL PROJECT (004/21)

That Council notes the information contained in Report 004/21.

COMMUNITY FACILITIES AND ACTIVITIES INFRASTRUCTURE AND SERVICES UPDATE (005/21)

That the Infrastructure and Services Committee notes the contents of Report 005/21.

INFRASTRUCTURE UPDATE (006/21)

That the Infrastructure and Services Committee notes the information contained in Report 006/21.

Seconded by Councillor B Gare and CARRIED

APPROVAL OF AND ENTRY TO THE WELLINGTON REGIONAL LEADERSHIP COMMITTEE (016/21)

The report seeking Council's agreement to becoming a member on the Wellington Regional Leadership Committee (WRLC) was presented by the Chief Executive.

Kim Kelly, Greater Wellington Regional Council was in attendance by zoom.

As the Committee had some delegations, whether Masterton District Council would have a role in the Committee's decision-making processes was raised, particularly where things affected Masterton directly. Staff advised that matters would go through Council before they went to the Committee and that Masterton District Council staff would also be involved.

Moved by Mayor L Patterson

That the Council:

- a) **Receives Report 016/21;**
- b) **Agrees to becoming a member of the Wellington Regional Leadership Committee;**
- c) **Approves the Joint Committee Agreement of the Wellington Regional Leadership Committee;**
- d) **Authorises Mayor Lyn Patterson to sign the Joint Committee Agreement of the Wellington Regional Leadership Committee on behalf of the Masterton District Council;**
- e) **Notes that the Wellington Regional Leadership Committee will adopt a memorandum of understanding which will set out principles that guide the Wellington Regional Leadership Committee's work and approach;**
- f) **Appoints and establishes the Wellington Regional Leadership Committee as a joint committee under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002 on the terms set out in the Joint Committee Agreement, and with effect from the date that the Wellington Regional Leadership Committee Agreement is signed by all local authority parties;**
- g) **Appoints the Mayor of the Masterton District Council to the Wellington Regional Leadership Committee, with effect from the date that the Wellington Regional Leadership Committee is established;**
- h) **Appoints the Deputy Mayor as an alternate member of the Wellington Regional Leadership Committee and attend meetings in exceptional circumstances where the Mayor of the Masterton District Council is unable to attend;**

- i) Notes that the Wellington Regional Leadership Committee is a joint committee of all of the local authorities that are parties to the Wellington Regional Leadership Committee Agreement and includes members representing iwi and the Crown;
- j) Agrees to make the following delegations to the Wellington Regional Leadership Committee:
 - i. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Wellington Regional Leadership Committee, including:
 - Wellington Regional Growth Framework and the Wellington Regional Growth Framework Implementation Plan
 - Regional Economic Development Plan
 - Regional Economic Recovery Implementation Plan
 - ii. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Wellington Regional Leadership Committee.
- k) Notes that the Wellington Regional Strategy Committee is likely to be disestablished in the future, with the disestablishment process to be confirmed and agreed to.

Seconded by Councillor S Ryan and CARRIED

ADOPTION OF THE WAIRARAPA SOLID WASTE MANAGEMENT AND MINIMISATION BYLAW 2021 (013/21)

The report seeking Council adoption of the final Wairarapa Solid Waste Management and Minimisation Bylaw and Bylaw Controls 2021 (Attachments 1 and 2) and agreement to the recommendations made by the Wairarapa Policy Working Group was presented by the Manager Assets and Operations.

Moved by Councillor Mailman

That Council:

1. **Receives Report 013/21 Adoption of the Wairarapa Solid Waste Management and Minimisation Bylaw 2021;**
2. **Receives Report 002/21 of the Wairarapa Policy Working Group Proposed Wairarapa Solid Waste Management and Minimisation Bylaw Deliberations held at the Carterton Events Centre on Wednesday, 20 January 2021 (Attachment 3 to Report 013/21);**
3. **Adopts the final Wairarapa Solid Waste Management and Minimisation Bylaw and Bylaw Controls 2021 (Attachments 1 and 2) as recommended by the Wairarapa Policy Working Group, with the following amendment, and subject to adoption by the Carterton and South Wairarapa District Councils:**

Clause 6 Interpretation

- a) **Add the following waste hierarchy definition as an additional reference:
“a list of waste management options with decreasing priority – usually shown as reduce, reuse, recycle, reprocess, treat, dispose.”**
- 4. Agrees to the following recommendations made by the Wairarapa Policy Working Group, and subject to agreement by the Carterton and South Wairarapa District Councils:**
- a) **Councils will ensure that the compliance, monitoring and enforcement of the Wairarapa Solid Waste Management and Minimisation Bylaw and Bylaw Controls 2021 are sufficiently resourced;**
 - b) **Councils will consider possible incentives and support for diversion when developing the regional licensing fee structure;**
 - c) **The diversion of resources from landfill operations will be considered when developing the waste operator licensing framework;**
 - d) **Councils will ensure that there is information available and communicated to operators clarifying that the waste operator licensing in the Wairarapa Solid Waste Management and Minimisation Bylaw 2021 is additional licensing to the offensive trade licensing;**
 - e) **Councils will continue to encourage all event managers to consider waste minimisation and will provide advice and assistance with recycling and waste bin hire;**
 - f) **Councils will continue to better promote and educate on the benefits of waste minimisation plans for events of all sizes;**
 - g) **Councils will look at ways in which better waste management and minimisation education and promotion can be targeted at the building/construction sector;**
 - h) **Councils will look at ways to better provide waste management and minimisation education and promotion for businesses and the wider community;**
 - i) **Councils will look at ways to better promote and provide education about recyclable materials for hardcopy advertising/mail;**
 - j) **Councils will encourage residents to use signage on their letterboxes to reduce the receipt of unaddressed mail or advertising mail.**
- 5. Agrees to the following recommendations made by the Wairarapa Policy Working Group, and subject to agreement by the Carterton and South Wairarapa District Councils, regarding the scheduled Wellington Region Waste Management and Minimisation Plan 2017-23 Review:**
- a) **that the issue of banning unaddressed mail and advertising material (including inserts in community newspapers) is considered as part of the scheduled Wellington Region Waste Management and Minimisation Plan 2017-23 Review;**

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- b) that the event definition in *Clause 6 Interpretation* and *Clause 12 Events* of the Wairarapa Solid Waste Management and Minimisation Bylaw 2021 be considered as part of the scheduled Wellington Region Waste Management and Minimisation Plan 2017-23 Review, with a view to reducing the number of event attendees required to trigger an event waste minimisation plan and waste analysis report;
- c) that *Clause 2.9 Construction Site and Demolition Waste Management Plans* of the Wairarapa Solid Waste Management and Minimisation Bylaw Controls 2021 be considered as part of the scheduled Wellington Region Waste Management and Minimisation Plan 2017-23 Review, with a view to reducing the value required to submit a Construction Site and Demolition Waste Management Plan.

Seconded by Councillor B Gare and CARRIED

ADOPTION OF THE CODE OF CONDUCT 2021 (014/21)

The report providing a revised Code of Conduct for Council's adoption was taken as read.

In relation to the moderation of social media, whether there was a definition of abusive and inflammatory comments was raised as what might be abusive and inflammatory to one person may not be to another. It was advised that Facebook itself had tools to assist with moderating inappropriate comment. The Chief Executive advised that the Harmful Digital Communications Act also dealt with digital harm and a summary could be provided to elected members.

Moved by Councillor B Johnson

That Council

- (a) receives the Code of Conduct report 014/21.
- (b) adopts the Code of Conduct 2021 as included in Attachment 1 to Report 014/21.

Seconded by Councillor T Nixon and CARRIED

MASTERTON DISTRICT CLIMATE CHANGE ACTION PLAN: ESTABLISHMENT OF COMMUNITY-BASED FOCUS GROUP (015/21)

The report seeking Council agreement to the establishment of a community-based Focus Group to co-develop a Masterton District Climate Change Action Plan (District Action Plan) was taken as read.

Moved by Councillor S Ryan

That the Council:

- a) Approves the establishment of a community-based Focus Group to co-develop a Masterton District Climate Change Action Plan;
- b) Approves the process and criteria described in Report 015/21 and in the proposed terms of reference for the selection of community members of the Masterton District Climate Change Action Plan Focus Group;
- c) Approves compensation for the Masterton District Climate Change Action Plan

Focus Group members to attend meetings, and for the reimbursement of any additional expenses;

- d) Approves the draft Terms of Reference for the Masterton District Climate Change Action Plan Focus Group as attached to Report 015/21 (see Attachment 1 to Report 015/21); and**
- e) Approves the appointment of an independent chairperson for the Masterton District Climate Change Action Plan Focus Group.**

Seconded by Councillor C Peterson and CARRIED

CHIEF EXECUTIVE'S REPORT (017/21)

The Chief Executive presented the report providing Council with an update on Council operations and changes in the national and regional context since the last report to Council in December.

It was advised that a draft submission on the Climate Commission's Report will be circulated to elected members. It was proposed that the submission would be a joint submission with the other Wairarapa councils.

A question was raised in relation to the tractor and bulldozer from QE Park and it was advised that it was anticipated that a report would be coming to the next Council meeting.

The work undertaken by Manager Community Facilities and Activities, who had recently resigned, and the Planning and Building Manager, who had recently retired, was acknowledged by members.

Moved by Mayor L Patterson

That Council notes the information contained in the Chief Executive's report 017/21.

Seconded by Councillor S Ryan and CARRIED

MAYOR'S REPORT

The Mayor gave a verbal report.

Her Worship acknowledged the passing of Roddy McKenzie who had been the Chair of the County Council and the Deputy Mayor of Masterton District Council.

Her Worship also acknowledged the passing of Godwell Mahowa, who had worked at Masterton District Council.

Staff were thanked for their work on another successful Waifest and for the work undertaken in relation to the major events coming up in planning for the uncertainty around COVID-19.

MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED **COUNCIL MEETING – WEDNESDAY 17 FEBRUARY 2021**

MOVED BY: Councillor Peterson

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

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Confirmation of Minutes

18. Minutes of the Council meeting held with the public excluded on 9 December 2020
19. Minutes of the Extraordinary Council meeting held with the public excluded on 16 December 2020.

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 9 December 2020	Refer to page 111-112	Refer to page 111-112
Confirmation of Minutes of the Extraordinary Council meeting Held with the public excluded on 16 December 2020	Refer to page 405-406	Refer to page 405-406

SECONDED BY: Councillor B Gare and CARRIED

The meeting moved into public excluded at 4.30 pm

The meeting moved out of public excluded at 4.36 pm

The meeting closed at 4.36 pm

Confirmed at the Meeting of the
Council held on 31 March 2021

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**MINUTES OF THE EXTRAORDINARY MEETING OF THE MASTERTON DISTRICT
COUNCIL HELD AT WAIATA HOUSE, LINCOLN ROAD, MASTERTON ON WEDNESDAY
24 FEBRUARY 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 Sandy Ryan and iwi representatives Tiraumaera Te Tau and Ra Smith.

IN ATTENDANCE

Chief Executive, Manager Finance, Manager Assets and Operations, Manager Strategic Planning, Manager Community Facilities and Activities, Project Delivery and Assets Manager, Governance Advisor, two media representatives and one member of the public.

KARAKIA

Her Worship led the karakia.

CONFLICTS OF INTEREST

No conflicts were declared.

APOLOGIES

No apologies were received.

**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**

There were no items to be considered under Section 48(1)(A) of the Local Government Official Information and Meetings Act 1987.

KEY LONG TERM PLAN DOCUMENTATION – APPROVAL FOR AUDIT REVIEW

(019/21)

The report seeking Council approval of the key content for the draft Consultation Document, the draft Financial Strategy, the draft Infrastructure Strategy and the draft Significant Assumptions was presented by the Chief Executive.

Each attachment was discussed separately. The Chief Executive and staff were thanked for the work that had been done in getting the documents ready for audit.

Members were reminded that once the audit was finished, the next step was for the documents to go out for consultation where the community have their say. The community feedback comes back to Council and elected members listen and make decisions. Council had collectively come to the position in the documents and members needed to keep an open mind and not make statements of personal opinion before hearing from the community.

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In response to a question about the consultation and what methodology would be undertaken to ensure diversity and capture all views, the Chief Executive advised that the communications plan was being developed and staff would welcome any ideas about how Council could best engage with the community.

In relation to recommendation 2) delegating authority to the Chief Executive to finalise the wording of the documents, the Chief Executive advised that if any major changes were required they would come back to Council.

Moved by Councillor F Mailman

That Council

- (1) approves for Audit New Zealand review:**
 - a) the draft 2021-31 Long Term Plan Consultation Document (Attachment 1 to Report 019/21);**
 - b) the draft Financial Strategy, as supporting information for the 2021-31 Long Term Plan (Attachment 2 to Report 019/21);**
 - c) the draft Infrastructure Strategy, as supporting information for the 2021-31 Long Term Plan (Attachment 3 to Report 019/21);**
 - d) the draft Significant Assumptions as part of the supporting information for the 2021-31 Long Term Plan (Attachment 4 to Report 019/21);**
- (2) delegates authority to the Chief Executive to finalise the wording for readability and to make compliance changes to Attachments 1-4 in response to the review undertaken by Audit New Zealand.**

Seconded by Councillor B Johnson and CARRIED

The meeting closed at 3.25 pm

Confirmed at the Meeting of the
Council held on 31 March 2021

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**REPORT OF THE AUDIT & RISK COMMITTEE MEETING HELD AT WAIATA HOUSE,
LINCOLN ROAD, MASTERTON ON WEDNESDAY 13 MARCH AT 2.00 PM**

PRESENT

Philip Jones (Chair), Mayor L Patterson, Councillors B Gare, G McClymont, T Nixon, T Nelson, and C Peterson

IN ATTENDANCE

Chief Executive, Manager Finance, Manager Strategic Planning, Manager Assets and Operations, Manager Community Facilities and Activities, Acting Communications and Marketing Manager, People and Capability Manager, Health and Safety 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

Moved Mayor L Patterson

That the apologies from Tiraumaera Te Tau for non-attendance be accepted.

Seconded by Philip Jones and CARRIED

MINUTES OF PREVIOUS MEETING TO BE RECEIVED (173/20)

Moved by Councillor Nixon

That the minutes of the previous meeting of the Audit and Risk Committee held 18 November 2020 be received.

Seconded by Councillor T Nelson and CARRIED

WORKPLACE HEALTH AND SAFETY AND STAFF WELLBEING POLICY (024/21)

The report seeking endorsement of the revised Workplace Health and Safety and Staff Wellbeing Policy by the Audit and Risk Committee was presented by the Manager People and Capability.

Moved by Councillor G McClymont

That the Audit and Risk Committee:

- a) notes the Workplace Health and Safety and Staff Wellbeing Policy has been reviewed.

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- b) notes the revised Workplace Health and Safety and Staff Wellbeing Policy was approved by the Senior Leadership Team on 11 February 2021; and**
- c) endorses the revised Workplace Health and Safety and Staff Wellbeing Policy included as Attachment 1 to Report 024/21.**

Seconded by Councillor T Nixon and CARRIED

INVESTMENT POLICY AMENDMENT (029/21)

The report recommending a change to the Investment Policy to enable Council to provide loan funding to a wider range of entities was presented by the Chief Executive and the Manager Finance.

The Chair raised the need for an advice note to accompany the policy. The Chief Executive advised that a standard operating procedure with a checklist would be developed. Once a loan agreement has been approved by Council, there will also be a requirement to report back to Council at least annually, although each loan agreement would have different reporting timeframes depending on the level of risk involved.

Moved by Mayor L Patterson

That the Audit and Risk Committee recommends to Council that:

- a) Council amend its current Investment Policy to allow loans to a greater range of entities**
- b) Council adopts the proposed changes (as highlighted and struck through) to its Investment Policy in Attachment 1 of Report 029/21.**

Seconded by Councillor T Nelson and CARRIED

[Note the proposed Investment Policy changes (Attachment 1 to Report 029/21) are attached in Minutes Attachment 1]

SERVICE PROVISION REPORT (021/21)

The report providing the Committee with the quarterly progress report against key result areas for Aratoi Regional Trust, and key deliverables for Destination Wairarapa; the six-month report against key result areas for Connecting Communities Wairarapa; and key initiatives for Sport Wellington Wairarapa was presented by the Manager Community Facilities and Activities.

Moved by Councillor G McClymont

That Council receives Service Provision Report 021/21, which covers:

- (a) the summary results of the key result areas for the quarter 1 October – 31 December 2020 from Aratoi Regional Trust**
- (b) the summary results of key deliverables for the quarter 1 October – 31 December 2020 from Destination Wairarapa**
- (c) the summary results of key result areas for the six months 1 July – 31 December 2020 from Connecting Communities Wairarapa**

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(d) the summary results of the key initiatives for the six months 1 July – 31 December 2020 from Sport Wellington Wairarapa

Seconded by Councillor T Nixon and CARRIED

NON-FINANCIAL PERFORMANCE 2020/21 SECOND QUARTER REPORT (022/21)

The report advising the Committee of performance against non-financial measures for the period from 1 July 2020 to 31 December 2020 was presented by the Manager Strategic Planning.

A revised page 452 was provided as the measures for the War Memorial Stadium had been updated.

A request was made for the mandatory measures to be identified in future reporting.

The Manager Strategic Planning advised that the current measures had been revised and a new suite had been adopted for the LTP.

Moved by Mayor L Patterson

That the Audit and Risk Committee receives the Quarter 2 non-financial performance report for the 2020/21 financial year.

Seconded by Councillor T Nixon and CARRIED

HEALTH AND SAFETY QUARTERLY REPORT (025/21)

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 presented by the Senior Advisor Health and Safety.

Moved by Councillor B Gare

The Audit and Risk Committee notes the content and receives the Health and Safety Report for the second quarter (1 October 2020 to 31 January 2021).

Seconded by Councillor T Nixon and CARRIED

6 MONTHS TO DATE FINANCIAL REPORT 2020/21 (023/21)

The report providing the Committee with the financial report for the six months to 31 December 2020 was presented by the Manager Finance.

The accounting treatment of the three waters stimulus package funding and other one-off grants from central government was discussed. For the next financial report, the Chair requested a table setting out money approved, received, when it was planned to be spent, whether opex or capex and when Council needed to spend it by. Project updates were reported to the Infrastructure and Services Committee but, as there was a risk in money having to be returned, it was agreed that an initial report would come to Audit and Risk with exception reporting after that. Consideration of the accounting treatment of the income was requested - if income had been received but not spent at the end of a financial year.

Moved by Councillor T Nixon

That Audit & Risk Committee receives the 6 months to date financial report and commentary, including the Operating and Capital Expenditure Statements contained in Report 023/21.

Seconded by Mayor L Patterson and CARRIED

MATTERS TO BE TAKEN WITH THE PUBLIC EXCLUDED

Moved by Councillor B Gare

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 November 2020.

General Business

14. Risk Policy and Risk Management Enhancements

15. Update on CouncilMARK Assessment Report

16 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 November 2020	See page 405-406	s48(1)(d) That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceeding to which this paragraph applies
Risk Policy and Risk Management Enhancements	7(2)(c)(i) The withholding of the information is necessary to protect information which is the 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	s48(1)(d) That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceeding to which this paragraph applies

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

7(2)(c)(ii)

The withholding of the information is necessary to protect information which is subject to an obligation of confidence 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

Update on CouncilMARK
Report

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 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

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)(d)

That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceeding to which this paragraph applies

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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.

AND That Karl Dudley is permitted to remain at this meeting after the public has been excluded because of his knowledge of the agenda item relating to the Risk Policy and Risk Management Enhancements.

Seconded by Councillor T Nixon and CARRIED

The public was excluded at 2.53pm

The meeting returned to open session at 3.06pm

The meeting returned to open session to take the item on the final Report from Council's Auditors, Audit New Zealand on their audit of Council for the year ended 30 June 2020.

REPORT TO THE COUNCIL ON THE AUDIT FOR THE YEAR ENDED 30 JUNE 2020

(028/21)

To provide the Audit and Risk Committee with the final Report from Council's Auditors, Audit New Zealand on their audit of Council for the year ended 30 June 2020.

Council's Appointed Auditor, John Whittal, was in attendance by zoom.

The Chair requested some of the audit comments be cleared in the interim audit, rather than the final. Most were easily addressed and could be cleared.

The Audit comment in relation to simplifying the content of the Annual Report was discussed. Audit NZ were requested to send an example of a report that met their requirements early on in the process of putting together Council's next Annual Report. An assessment could then be made of what simplification would be possible for the 2020-2021 report.

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Moved by Mayor L Patterson

That Audit & Risk Committee receives the Report on the Audit of Masterton District Council for the year ended 30 June 2020 attached to Report 028/21.

Seconded by Councillor T Nixon and CARRIED

The meeting concluded at 3.20 pm

unconfirmed

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INVESTMENT POLICY

Loan Advances

~~MDC may provide advances to CCOs, CCTOs, charitable trusts and community organisations for strategic and commercial purposes. New loan advances are by Council resolution only.~~

Loan advances may be made from time to time to assist the Council to achieve its investment objectives and Council outcomes. Council approval is required for all loan advances.

Council will make advances and other investments after considering the impact of these on the community and the security and return of the advance.

Council may offer advances at concessionary interest rates (except to a Council Controlled Trading Organisation as per below).

On occasion, Council may approve loans to trusts or other community-based organisations where there is social or community benefit to be achieved from the lending.

Often such lending might be made at significantly discounted or nil interest rates, again in recognition of the clear social and community benefit that is being provided.

~~MDC does not lend money, or provide any other financial accommodation, to a CCO or CCTO on terms and conditions that are more favourable than those that would apply if MDC were borrowing the money or obtaining the financial accommodation.~~

MDC does not lend to CCTOs on more favourable terms than what it can achieve itself, without charging any rate or rate revenue as security. MDC will not guarantee loans to CCTOs in accordance with the LGA (s.62).

MDC may allow time for ratepayers to pay rates via postponement arrangements or other agreements to pay off debts over time. Those arrangements are governed by separate policies and are not regarded as Loan Advances.

MDC reviews the performance of its loan advances on a regular basis to ensure strategic and economic objectives are being achieved. ~~The Manager Finance monitors loan advances and reports to Council annually.~~ Reporting to the Council on the loan advances and guarantees of other entity borrowing must be done at least annually.

**REPORT OF THE INFRASTRUCTURE AND SERVICES COMMITTEE MEETING HELD
AT WAIATA HOUSE, LINCOLN ROAD, MASTERTON ON WEDNESDAY 17 MARCH 2021
AT 2.00 PM**

PRESENT

Councillor Johnson (Chair), Mayor Lyn Patterson, Councillors G Caffell, B Gare, D Holmes, F Mailman, T Nelson, T Nixon, C Peterson and S Ryan and iwi representatives Tiraumaera Te Tau (from 2.16pm) and Ra Smith.

IN ATTENDANCE

Manager Assets and Operations, Manager Community Facilities and Activities, Project Delivery and Assets Manager, Senior Policy Advisor Climate Change and Environment, Senior Advisor Compliance and Projects, Governance Advisor, and one media representative.

CONFLICTS OF INTEREST

No conflicts were declared.

APOLOGIES

Moved by Councillor Gare

That the apology for non-attendance from Councillor McClymont be received.

Seconded by Councillor F Mailman and CARRIED.

**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 ON THE CLIMATE CHANGE COMMISSION 2021 DRAFT
ADVICE** (031/21)

The report seeking Council approval of the submission on the Climate Change Commission 2021 Draft Advice was presented by the Senior Policy Advisor Climate Change and Environment who advised that the advice from the Climate Change Commission was draft and that there would be another round of submissions sought on the final advice later in the year.

It was noted in relation to the section in the report relating to implications for Māori, that there could be positive implications for Māori in Council's decision to approve the joint submission, for example, in the realisation of partnerships with iwi/Māori, or in the use of Maori traditional knowledge in establishing new native forests and in the management of existing forests.

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Moved by Councillor B Johnson

That the Infrastructure and Services Committee approves the draft submission on the Climate change Commission 2021 Draft Advice (Attachment 1 to Report 031/21).

Seconded by Councillor T Nixon and CARRIED

ELECTRIC VEHICLE CHARGING SITE (032/21)

The report recommending that the Council designate two car parks for electric vehicle only parking was presented by the Senior Advisor Compliance and Projects.

Moved Councillor Ryan

That the Infrastructure and Services Committee recommends that Council;

- a) **Approves the use of the two carparks for electric vehicle use, as identified in Attachment 1 of Report 032/21 and resolves to modify the parking by-law controls accordingly;**
- b) **Delegates to the Chief Executive the power to negotiate and finalise a licence to occupy the two carparks.**

Seconded Councillor Nixon and CARRIED

COMMUNITY FACILITIES AND ACTIVITIES INFRASTRUCTURE UPDATE (033/21)

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 taken as read.

Moved by Councillor Holmes

That the Infrastructure and Services Committee notes the contents of Report 033/21.

Seconded by Ra Smith and CARRIED.

INFRASTRUCTURE UPDATE (034/21)

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

The campervan dump station planned at Henley Lake was discussed as there wasn't currently a dump station the public could use 24/7. Staff advised that a hui would be taking place in the next two weeks with those who had raised concerns.

The animal shelter and whether a shared service with the other Wairarapa councils was still possible was raised. It was advised that the building planned by Council had been designed to enable it to be expanded, shared services and management contracts had been discussed with the other councils in the past and that Council was always open to further discussion.

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Moved by Tiraumaera Te Tau

That the Infrastructure and Services Committee notes the information contained in Report 006/21.

Seconded by Councillor G Caffell and CARRIED.

The meeting closed at 2.42 pm

unconfirmed

REPORT OF THE AWARDS AND GRANTS COMMITTEE MEETING HELD AT WAIATA HOUSE, LINCOLN ROAD, MASTERTON ON WEDNESDAY 24 MARCH 2021 AT 10.00AM

PRESENT

Councillors G Caffell (Chair), Mayor L Patterson, Councillors D Holmes, B Johnson, and S Ryan.

IN ATTENDANCE

Manager Community Facilities and Activities, Senior Communications Advisor, Library Manager, Community Development Advisor, Grants Administrator/Personal Assistant to the Community Facilities and Activities Manager, Governance Advisor, and one media representative.

CONFLICTS OF INTEREST

David Holmes declared an interest in relation to the application from Victim Support Wairarapa as the Chair of the Group and would leave the room when that application was discussed.

APOLOGIES

Moved Council G Caffell

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

Seconded by Mayor Lyn Patterson and CARRIED

LATE ITEMS

There were no late items.

2020/21 COMMUNITY WELLBEING GRANT ROUND 2 AND COMMUNITY EVENTS FUND APPLICATIONS – PRESENTATIONS TO COUNCIL (035/21)

The Manager Community Facilities and Activities presented the report providing the Committee with a summary of the applications received for the 2020 Community Wellbeing Grants and Community Events Fund Applications and setting out those who indicated they wanted to be heard by the Committee.

Invitations were extended for elected members to visit the Shear History Museum, the Masterton Young Citizens Club and the Wairarapa Multi Sport Stadium Trust.

Councillor Holmes left the room for the Victim Support Wairarapa presentation.

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The Committee heard from the following presenters:

App #	Grant Type	Speaker and Organisation	Funding Requested
3 117917	Community Event	Jane Ross	Towards the expenses to hold a Wairarapa Film Festival from 12 - 16 May 2021 at the Regent 3 Cinema
8 117970	Community Wellbeing	Gavin Tankersley and Murray Tomlin, Shear History Trust	Towards the operating expenses of the Wool Shed complex
6 118651	Community Wellbeing	Tiri Sotiri and Pauline Shaw, Learning Disabilities Association Inc.	Towards the operating expenses to provide assessment, education, and support for those in our community with learning disabilities
7 118730	Community Wellbeing	Jen Butler, Masterton Young Citizens Club	For the purchase of three items of gym equipment to meet increased membership demand due to COVID-19
12 118744	Community Wellbeing	Kelly Haywood, Wairarapa Parents Centre	For fees to hold the post-natal educational Baby and You and CPR courses for new families
4 118746	Community Wellbeing	Sarah Wright, Digital Seniors	For costs towards three projects: (1) raw data collection and analysis (2) ongoing volunteer support (3) promoting the digital hub programmes
9 118789	Community Wellbeing	Gwen Zittersteijn, Victim Support Wairarapa	Towards recruitment, training, volunteer reimbursement and supervision expenses of the Wairarapa Volunteer Programme
13 118806	Community Wellbeing	Simon Ellis, Wairarapa Youth Charitable Trust	Towards the costs of the resurfacing works of the front carpark and rear driveway with asphaltic concrete
5 118745	Community Wellbeing	Lisa Birrell, Joanna Hehir and Fiona O Donoghue, Divine River NZ Trust	Towards workshop and website coordinators for the SEWstainable project on reducing menstrual waste, period poverty and social stigma linked to menstruation. A handout was provided (see Minutes Attachment 1)

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App #	Grant Type	Speaker and Organisation	Funding Requested
11 118829	Community Wellbeing	Simon Ellis, Dick Davison, and John Dalziell Wairarapa Multi-Sport Stadium Trust	Towards the repairs and maintenance costs of the all-weather pitch at Memorial Park

Moved by Mayor L Patterson

That the Awards and Grants Committee:

- (a) receives the *Community Wellbeing Grant* applications, noting 13 were received and of those 9 requested to be heard by the Committee.**
- (b) receives the *Community Events Fund* applications, noting 6 were received and of those 1 requested to be heard by the Committee.**

Seconded by Councillor B Johnson and CARRIED

Staff were recognised and thanked for the amount of work required to bring the information to the Committee.

The meeting adjourned at 12.05

The meeting reconvened at 1.00pm

Members present when the meeting reconvened were Mayor Lyn Patterson, Councillors G Caffell, D Holmes, B Johnson and S Ryan.

COVID-19 SPORTS GRANT (037/19)

The report providing the Awards and Grants Committee with information to make decisions regarding the allocation of funding from the COVID-19 Sports Grant budget was presented by the Manager Community Facilities and Activities who thanked elected members for their support for the sporting community.

The Nuku Ora Partnership Manager – Wairarapa and Iwi was in attendance to answer questions as Nuku Ora had assisted with the assessment of grant applications (Nuku Ora was previously named Sport Wellington).

Members discussed the applications and supported the assessment panel recommendations. As the unsuccessful applications did not seem to have taken into account the fund criteria and as the grants fund was a new initiative the Committee decided that the unsuccessful applicants should have an opportunity to revisit their applications in the light of the grant fund criteria. Staff would contact those applicants and report back to the Committee. An amendment to the recommendation was agreed to reflect the discussion.

Moved Councillor B Johnson

That the Awards and Grants Committee:

- a) receives the COVID-19 Sports Grant Report (037/21);**

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- b) notes the recommendations by staff, for applications received for the COVID-19 Sports Grant as listed in Attachment 1 to Report 037/21, for consideration and approval;
- c) allocates funding for the COVID-19 Sports Grant as listed below:

Grant Type	Organisation	Funding Allocated
COVID-19 Sports Grant	Masterton Squash Club	\$1,000
COVID-19 Sports Grant	Wairarapa Cricket Association	\$10,000
COVID-19 Sports Grant	YMCA Central Inc	\$10,000

- d) Requests staff to go back to the unsuccessful applicants to discuss their applications in the light of the criteria and report back to the Awards and Grants Committee.

Seconded Councillor S Ryan and CARRIED

COMMUNITY WELLBEING GRANTS ROUND 2 AND COMMUNITY EVENTS FUND APPLICATIONS FOR 2020/21 (036/21)

The purpose of this report is to provide the Awards and Grants Committee with information to make decisions on the allocation of funding from the Community Wellbeing Grant and Community Events Fund budgets.

The Committee discussed the applications and made the allocations set out below.

As the Community Wellbeing Grant budget had not been fully allocated, the Committee asked that consideration be given to applying the remaining balance to the COVID-19 Sports Grants fund if needed, and then to carry forward any balance remaining to the following year's grant round.

In relation to the application from the Wairarapa Youth Charitable Trust for resurfacing the carpark and driveway, the Committee requested staff investigate alternative funding, other than a Community Wellbeing grant, to enable a contribution from Council to the project.

Moved Councillor G Caffell

That the Awards and Grants Committee:

- (a) receives the information in the Community Wellbeing Grant Round 2 and Community Events Fund Applications for 2020/21 Report:
- (b) allocates funding to the 9 Community Wellbeing Grant Round 2 applicants, as listed below:

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App #	Grant Type	Organisation	Funding Allocated
118740	Community Wellbeing	Age Concern	\$6,000
117970	Community Wellbeing	Shear History Trust	\$12,000
118651	Community Wellbeing	Learning Disabilities Association Inc.	\$500
118730	Community Wellbeing	Masterton Young Citizens Club	\$4,400
118744	Community Wellbeing	Wairarapa Parents Centre	\$3,000
118746	Community Wellbeing	Digital Seniors	\$2,000
118789	Community Wellbeing	Victim Support Wairarapa	\$2,000
118745	Community Wellbeing	Divine River NZ Trust	\$2,000
118829	Community Wellbeing	Wairarapa Multi-Sport Stadium Trust	\$10,000

(c) allocates funding to the Community Events Fund applicant, as listed below

App #	Grant Type	Organisation	Funding Allocated
117917	Community Event	Wairarapa Film Festival	\$9,710

(d) notes the funding allocated by Community Development staff, under delegation (for the \$3,000 and under applications) to three Community Wellbeing Grant Round 2 applicants and five Community Events Fund applicants, as listed in Attachments 2 and 4 and set out below:

App #	Grant Type	Organisation	Funding Allocated by Staff
118576	Community Wellbeing	Alzheimers Wairarapa	\$1,100 to assist with first aid training for staff and volunteers
118731	Community Wellbeing	Crisis Pregnancy Support Wairarapa Trust	\$3,000 towards operating expenses of the new premise in the heritage building Hessey House
117929	Community Wellbeing	Wairarapa Community Centre Trust	\$3,000 to meet the shortfall in expenses due to the demand in the provision of meals to the community

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116529	Community Events	Castlepoint Fishing Club Incorporated	\$3,000 to hold the annual Castlepoint Fishing Competition on 8-9 January 2021
113065	Community Events	NZ Aerobatic Club Incorporated	\$1,000 to hold the annual Aerobatic Club Championship in late-February 2021 [<i>this event has now been cancelled due to COVID-19 Alert Level 2</i>]
117546	Community Events	O W Tapine and M Blake	\$950 to hold 10 music and singing events for the elderly and community to 30 April 2021
116448	Community Events	Tinui Horse Sports	\$1,462 to hold the annual East Coast calendar events on 12 February 2021 at Peaks Road, Tinui
115244	Community Events	Wairarapa Railway Modellers Incorporated	\$2,800 to hold the biennial Wairarapa Railway Modellers Exhibition from 14-15 May 2021

Seconded by Mayor L Patterson and CARRIED

The meeting closed at 1.23pm

To:	Your Worship and Elected Members
From:	Angela Jane, Manager Strategic Planning David Hopman, Manager Assets and Operations David Paris, Manager Finance
Endorsed By:	Kathryn Ross, Chief Executive
Date:	31 March 2021
Subject:	Key Long Term Plan documentation – adoption for Consultation
DECISION	
Recommendation:	
That Council	
<ol style="list-style-type: none"> 1. Adopts as supporting information for the 2021-31 Long Term Plan Consultation document: <ol style="list-style-type: none"> a) The 2021-31 Financial Strategy (Attachment 1); b) The 2021-51 Infrastructure Strategy (Attachment 2); c) Significant Assumptions for the 2021-31 Long Term Plan (Attachment 3); d) Our Work in Detail, incorporating performance measures and cost of service statements for each activity group (Attachment 4); e) Our Costs in Detail, incorporating the financial statements for the 2021-31 Long Term Plan, capital expenditure detail statements, the Revenue and Financing Policy, Financial Prudence Benchmarks and Funding Impact Statements (Attachment 5); f) Consideration of Appropriate Sources of Funding required under Section 101 of the Local Government Act, to support the Revenue and Financing Policy (Attachment 6). g) Other policies relevant to the Long Term Plan (Attachment 7): <ol style="list-style-type: none"> i) Treasury Management Policy; ii) Rates Postponement Policy; ii) Rates Remission and Postponement on Māori Freehold Land Policy iii) Rates Remission Policy iv) Development and Financial Contributions Policy 2. Adopts the Statement of Proposal for Fees and Charges for the 2021-31 Long Term Plan (Attachment 8). 3. Adopts the 2021-31 Long Term Plan Consultation Document for consultation with our community (Attachment 9). 4. Adopts the proposed Communication and Engagement Plan for the public consultation on the 2021-31 Long Term Plan Consultation Document (Attachment 10). 	

Purpose

The purpose of this report is to seek Council adoption of the 2021-31 Long Term Plan (LTP) consultation document, the supporting information for that document (listed below) and the statement of proposal for Fees and Charges.

Background

The Local Government Act 2002 (LGA) requires Councils to prepare and adopt a Long Term Plan (LTP) every three years, after public consultation that utilises a consultation document with special requirements supported by specific strategy and policy documents.

The LTP outlines the long-term direction for the activities we plan to deliver throughout the Masterton district. It states the vision and outcomes we want to achieve for our community. It details what we intend to do over the next 10 years, including the services we will provide, the projects we will undertake, how much we will spend, how we will pay for everything and how we will measure success.

We are also required to develop a Consultation Document (CD) that:

- fairly represents the matters proposed for inclusion in the LTP in a way that can be readily understood by interested or affected people;
- explains the overall objectives of the proposals, and how rates, debt, and levels of service might be affected; and
- explains what significant choices face the district, and the consequences of those choices.

The Financial and Infrastructure Strategies, and the Significant Assumptions, are key supporting documents for the LTP Consultation Document (CD) providing more detail about our strategies, assumptions and contextual information that has been considered. The content for the CD and supporting information discussed in this report have been developed in alignment with requirements of the Local Government Act 2002. For the CD we have also drawn on examples of best practice.

Supporting information includes:

- Financial Strategy (Attachment 1)
- Infrastructure Strategy (Attachment 2), and
- Significant Assumptions (Attachment 3).
- Our Work in Detail, incorporating performance measures and cost of service statements for each activity group (Attachment 4);
- Our Costs in Detail, incorporating the financial statements for the 2021-31 Long Term Plan and the Revenue and Financing Policy (Attachment 5);
- Consideration of Appropriate Sources of Funding required under Section 101 of the Local Government Act, to support the Revenue and Financing Policy (Attachment 6)
- Other Policies relevant to the Long Term Plan (Attachment 7).

The attachments will be provided in a separate document.

The Consultation Document, along with the supporting documentation (attachments to this report) have been audited by Audit New Zealand ahead of Council's adoption for consultation. The Council had adopted the draft Consultation Document, draft Financial Strategy, draft Infrastructure Strategy, and the draft significant assumptions ahead of the audit at its Council meeting on 24 February 2021.

The Council adopted the draft performance measures, activity groupings and community outcomes at the Council meeting on 3 February 2021.

Audit New Zealand have issued an unmodified opinion, stating that in their opinion:

- *the consultation document provides an effective basis for public participation in the Council's decisions about the proposed content of its 2021-31 Long-term Plan, because it:*
 - *fairly represents the matters proposed for inclusion in the Long-term Plan; and*
 - *identifies and explains the main issues and choices facing the Council and district, and the consequences of those choices; and*
- *the information and assumptions underlying the information in the consultation document are reasonable.*

Within the context of this report, Council is being asked to adopt the supporting information, 2021-31 LTP CD and the Statement of Proposal for Fees and Charges, for consultation with our community (refer Attachment 8).

Consultation will run from Thursday 1 April 2021 through until 4.00pm on Monday 3 May 2021.

Feedback and submissions from our community will be considered in May 2021, with the final LTP scheduled for adoption by 30 June 2021.

Analysis and Advice

Work on the 2021-31 Long Term Plan commenced over a year ago. A series of council workshops have been held to inform the development the 2021-31 LTP Consultation Document and its supporting information, and the Statement of Proposal for Fees and Charges. Workshops have included the levels of service for council activities, our asset management plans for infrastructure assets, and key assumptions that underpin the asset, activity and financial planning. All this content has been fed into the draft Infrastructure and Financial Strategies and our draft Consultation Document.

2021-31 LTP Consultation Document

The key content of the CD focuses on three issues that are included for consultation:

- Funding a new civic facility
- Masterton revamp project, and
- More housing for seniors.

The Consultation Document (CD) also includes important information from our Infrastructure Strategy, including an overview of other key capex projects for the next 10 years and forecast infrastructure expenditure for the next 30 years.

Information from our Financial Strategy, and some additional financial content, is also part of the CD. This includes how much the plan will cost, how we intend to pay for that, our plans for borrowing and other funding. Rates are a key source of funds and the percentage increase in rates

required and how that impacts different types of rateable properties is incorporated into the documents.

We have also included:

- Information about our response to key challenges - climate change, water resilience and COVID-19 recovery
- Emerging matters that will require further conversations with our community, including decisions related to Three Waters Reform.
- Reference to other consultation opportunities that are also occurring at the same time – the Wellington Regional Growth Framework, our Significance and Engagement Policy and Fees and Charges Proposal.

The Audit New Zealand opinion is included in the CD on pages 44 and 45. They have drawn attention to the uncertainty of the three waters reform but note that:

- the CD was prepared as if these services will continue to be provided by the District Council and
- that future decisions may result in significant changes and affect the information on which the CD has been based.

Supporting Information

1. Financial Strategy and Infrastructure Strategies

The Financial Strategy and Infrastructure Strategy support the Consultation Document. These strategies provide the foundations that support prudent asset and financial management over the long-term. The processes for developing these strategies is aligned, and the documents must reflect each other.

The **Financial Strategy** focuses on the financial implications, constraints, and consequences of Council's policy and service delivery options, and is a top-down direction for the way in which these will be managed. The Council's financial projections for the ten years have been developed using a financial model that builds up the financial data from base level budgets for operating revenue and expenditure, capital expenditure and funding in the form of rates, loans, external grants and Council reserves.

The **Infrastructure Strategy** details the significant infrastructural issues that are likely to arise over the next 30 years, including their financial and non-financial consequences, and the options for managing them.

The LGA requires that both strategies are adopted by Council as part of the 2021-31 LTP.

These strategies are key documents underpinning our Long Term Plan and are included as Attachment 1 and 2.

2. Significant Assumptions

Forecasting assumptions are one of the building blocks for the LTP. Forecasts of growth and demand are major drivers of expenditure and help inform financial forecasts.

In the LTP we must disclose all significant forecasting assumptions and risks, the level of uncertainty associated with each assumption and the potential effect of that uncertainty on financial estimates.

Our Significant Assumptions consist of three parts:

- Part 1 - Growth Assumptions, including population, household and economic growth as well as COVID-19 as a factor that has and will influence our economic growth
- Part 2 - Climate Change Assumptions
- Part 3 – Financial and Other Assumptions

Following audit review, there were a small number of revisions to the assumptions that were adopted on 24 February 2021 for audit review. The key revisions include an additional reference to vested assets from subdivision developments and the inclusion of commentary regarding Council's ability to deliver the proposed capital work programme. The revised parts of the assumptions document are included as Attachment 3.

3. Our Work in Detail

This document brings together key information about Council activities including how these activities contribute to wellbeing for our community, how we will measure our performance and the cost of service statements for each activity. This document is included as Attachment 4.

4. Our Costs in Detail

This document includes all the financial statements relevant to the 2021-31 Long Term Plan and is included as Attachment 5.

Our Costs in Detail includes the financial statements for ten years with supporting notes and accounting policies. It also includes Council's Revenue and Financing Policy and Rating Funding Impact Statement, and the financial disclosures that are required under the Local Government Act 2002 known as financial prudence benchmarks and funding impact statements. A supporting document to the Revenue and Financing Policy is the Consideration of Appropriate Sources of Funding required under Section 101 (3) of the LG Act 2002. This is included as Attachment 6.

5. Other Policies Relevant to the Long Term Plan

The Long Term Plan must also comply with key Council policies that we are legally required to have in place. These policies include:

- Treasury Management Policy – incorporating Investment Management and Liability Management Policies
- Rates Postponement Policy
- Rates Remission Policy
- Rates Remission and Postponement on Māori Freehold Land Policy
- Development and Financial Contributions Policy.

The listed policies are included as Attachment 7, noting the Investment Policy has been updated (see the minutes of the Audit and Risk Committee meeting held on 4 March 2021 that also form part of

this agenda). The Audit and Risk Committee minutes contain a recommendation from that Committee to Council to amend Council’s Investment Policy with respect to providing loans to other entities.

With the exception of the Treasury Management Policy, there have been no changes to the policies listed for the 2021-31 LTP. Given that, this report seeks Council adoption of the policies as supporting information for the 2021-31 LTP CD versus adopting these policies as new or revised policies.

Council is consulting on proposed revisions to its Significance and Engagement Policy simultaneous to consultation on the 2021-31 LTP. See separate report also included in this agenda.

Statement of Proposal for Fees and Charges

Council is also consulting on proposed changes to Fees and Charges, which were reviewed as part of the development of the 2021-31 Long Term Plan. The proposed fees and charges align to the budgeted income contained in the financial statements. Proposed key changes include:

- All fees and charges will be increased by the rate of inflation.
- Some fees and charges will be increased by more in alignment with the cost of delivering these services, for example, swimming pool inspection fees and solid waste fees that reflect an increase in the waste levy collected by landfill operators.
- Dog registration fees will be increased to reflect the cost of the new animal shelter and costs that were absorbed last year when we did not increase fees as part of our COVID-19 recovery response.

A copy of the Statement of Proposal for Fees and Charges is included as Attachment 8.

Communications and Engagement Plan

A Communications and Engagement Plan has been developed in conjunction with the elected members for the formal public consultation. In-person engagements will depend on staff and elected member availability and COVID-19 alert levels. A schedule of public engagements for elected members to attend to hear feedback directly from residents will be maintained and distributed regularly.

Options Considered

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

Option	Advantages	Disadvantages
1 Adopts the 2021-31 Long Term Plan Consultation Document and supporting information and the Statement of Proposal for Fees and Charges for consultation.	<ul style="list-style-type: none"> • Council adopts the documents and content that has been audited by Audit NZ. • Consultation is able to commence on 1 April 2021, as scheduled. 	No disadvantages have been identified.

Option		Advantages	Disadvantages
		<ul style="list-style-type: none"> This would enable Council to adhere with timelines for adoption of the final Long Term Plan by 30 June 2021. 	
2	Delays the adoption of the 2021-31 Long Term Plan Consultation Document, or any of the supporting information, or the Statement of Proposal for Fees and Charges.	No advantages have been identified.	<ul style="list-style-type: none"> Will compromise consultation timelines. Will result in additional audit costs. Has implications for meeting legislative timeframes for adopting the LTP.

Recommended Option

Option 1 is recommended. This will ensure that we launch consultation on schedule and keep on track to meet both project and legislative timeframes.

Supporting Information

Strategic, Policy and Legislative Implications

The Local Government Act 2002 (LGA) is the primary legislative Act driving the requirements for the LTP, the CD, and all of the related LTP supporting information.

The LGA stipulates the frequency of when councils are required to prepare and adopt an LTP (every three years); details what must be included in the LTP and the CD and specifies what is considered supporting information. It also requires Councils to consult using the Special Consultative Procedure.

We have developed the 2021-31 Consultation Document and supporting information to meet our legal requirements. These documents have been reviewed by Audit New Zealand and an unmodified opinion issued.

Significance, Engagement and Consultation

The Consultation Document is the primary source of information for consultation on the 2021-31 Long term Plan. Consultation is scheduled to run from 1 April 2021 to 4.00pm on Monday 3 May 2021. Supporting information will also be made available for members of our community during the consultation period. The community can provide feedback/comment on any matter included in the Consultation Document or supporting information. As required by legislation, we are planning to consult following the requirements of the Special Consultative Procedure.

Financial Considerations

The LTP is the basis for the Council's budgets for the next ten years, so it has wide ranging financial implications. Full financial detail is available in the supporting documents.

The legislative requirements for developing a Long Term Plan involve an audit by our auditors and the Office of the Auditor General. The cost of the audit is influenced by the audit process. Delaying adoption to make any changes to the CD and the supporting information would result in additional audit costs.

In addition to audit costs:

- The Financial Strategy outlines how we intend to fund Council activities, and service and fund our Infrastructure requirements (as outlined in the Infrastructure Strategy), for the next 30 years.
- The Statement of Proposal for Fees and Charges outlines proposed changes to fees and charges for the 2021-31 LTP.
- The assumptions specify what financial information we have drawn on when developing our plan and what assumptions we have made about things like interest rates, borrowing and rates of inflation.
- The Revenue and Financing Policy defines how the Council will fund its activities and divide up the local government rates across the properties in the District.
- The Consultation Document reflects key projects and decisions that will influence rates for our community over the next 10 years.
- Together these are an important suite of documents that will influence our community for the next 10 years and beyond.

Treaty Considerations/Implications for Māori

No implications specific to Māori have been identified in relation to the recommendations made in this report being to adopt the Consultation Document and supporting information for consultation.

However, the issues included in these documents 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. Our Consultation Plan includes engagement with Māori regarding these issues.

Communications/Engagement Plan

A Communications Plan has been developed to support the consultation period. A range of different methods and approaches will be used to reach different members of our community and encourage submissions.

Environmental/Climate Change Impact and Considerations

No implications specific to the Environment/Climate Change have been identified in relation to the recommendations made in this report. However, the content proposed in the 2021-31 Long Term Plan Consultation Document provides information on what Council has planned or underway as a response to addressing impacts of climate change. Our budgets also reflect the investment we are planning to make in environmental/climate change related initiatives/programmes.

NEXT STEPS

The next steps for the 2021-31 LTP are outlined below:

March 2021	<ul style="list-style-type: none">• Council adoption of the 2021-31 LTP CD and supporting information for public consultation
April 2021	<ul style="list-style-type: none">• Public consultation commences 1 April 2021
May 2021	<ul style="list-style-type: none">• Public Consultation closes 3 May 2021• LTP Hearings are scheduled for 19 and 20 May 2021
June 2021	<ul style="list-style-type: none">• LTP Deliberations are scheduled for 2 and 3 June 2021• Council adoption of the final 2021-31 LTP on 30 June 2021

To:	Your Worship and Elected Members
From:	Angela Jane, Strategic Planning Manager
Endorsed by:	Kathryn Ross, Chief Executive
Date:	31 March 2021
Subject:	Adoption of the draft Significance and Engagement Policy for public consultation
DECISION	
Recommendations:	
That Council:	
<ul style="list-style-type: none"> a) adopts the draft Significance and Engagement Policy Statement of Proposal (Attachment 1) and the draft Significance and Engagement Policy (Attachment 2) for consultation; and b) approves the proposed consultation timeframes and approach described in Report 048/21. 	

PURPOSE

The purpose of this report is to seek Council adoption of the draft Significance and Engagement Policy Statement of Proposal (Attachment 1) and draft Significance and Engagement Policy (Attachment 2) for consultation with the community.

CONTEXT

Masterton District Council (the Council) is required, under section 76AA of the Local Government Act 2002 (LGA), to maintain a policy on significance and engagement. That is, how we determine the importance (significance) of an issue, proposal or decision, and how we go about engaging the community as part of decision-making. The Council reviews its Significance and Engagement Policy every three years as part of the Long-Term Plan process.

When adopting or amending the Significance and Engagement Policy, Council is required to consult in accordance with section 82 of the LGA unless it considers on reasonable grounds that it has sufficient information about community interests and preferences to enable the purpose of the Significance and Engagement Policy to be achieved.

ADVICE AND ANALYSIS

A review of the current Significance and Engagement Policy commenced in November 2020. Revisions to the draft Significance and Engagement Policy were informed by feedback received from Council (workshops held in November 2020 and February 2021), a presentation to Iwi, Hapū, Marae and Hapori Māori representatives (December 2020), the Senior Leadership team (January 2021), and an internal working group (throughout the duration of the review). In addition to this, the current Significance and Engagement Policy was assessed against other Significance and Engagement Policies from across the sector, including those highlighted as exemplars.

The review has focused on the following areas:

1. engagement to best meet the needs of both the community and the Council
2. review of the strategic assets list
3. update to reflect legislative changes
4. improved alignment with other Council documents
5. reformatting to improve clarity and readability.

Engagement to best meet the needs of both the community and the Council

There are different ways that we can engage our community. Once we know how significant an issue is, and the extent that our community should be engaged, we will consider the ways that we might do this.

As a general rule, a lower significance issue will have a less intensive method of community engagement. In every case, we will work to ensure the community is sufficiently informed to understand the issue(s) or proposal, options and impacts and has time to respond, so they are able to actively participate in any engagement opportunities.

Review of the strategic assets list

There are assets held by the Council that have been identified as strategic assets if they are necessary to maintain the capacity of Council to achieve or promote any outcome determined to be important to the current or future well-being of the community.

Achieving these outcomes may require the Council to hold assets that are needed to maintain roads, water, wastewater and stormwater collection. It may also include reserves and other recreational facilities and community amenities, and assets needed for libraries or museums. For example, a book in the library is not a strategic asset, but historic documents in the Archives can be considered as such.

A number of assets in the current Significance and Engagement Policy are being proposed for removal from the strategic assets list, with the main driver now to reflect that the assets on the list are more about the asset itself rather than the service it provides.

The following changes are proposed for the strategic assets list in the revised Significance and Engagement Policy:

- Transfer Station to be removed. We own the site but not the activity, the site itself is not strategic;
- Library to be removed. The building is not strategic, and the library asset of books is effectively rolling stock;
- Archives Assets to become a stand-alone item, reflecting that the assets are historically important and thus strategic;
- Cemeteries to become a stand-alone item, aligning with models from other councils;
- Council Reserves Network to replace Council Parks, Sports fields and Cemeteries (noting that Cemeteries will be stand-alone). This will align with models from other councils, and reflects assets covered by the Reserves Act 1977;
- District Building and Town Hall to be removed. These assets have not been utilised to deliver any Council services for the past four years. The assets are therefore not considered necessary to

meet the essential needs of the community or to achieve or promote any of the Council outcomes. Community engagement, via a resource consent process, is necessary should a future decision be considered that included demolishing the District Building is listed within the Wairarapa Combined District Plan as a heritage item for the protection of the exterior of the building.

Update to reflect legislative changes

Many of the Council's decisions are prompted or guided by particular legislation, and some of the legislation will dictate the process for consultation and decision-making.¹

There are a number of decisions that can only be made if they are explicitly provided for in the Council's Long-Term Plan as set out by the Local Government Act 2002. This includes a decision to significantly alter the intended level of service for any significant activity undertaken by or on behalf of the Council, including a decision to commence or cease any such activity.

A significant activity is now proposed as being an activity (or group of activities) where the annual operating expenditure for the current financial year is equal to or greater than \$5 million.

Improved alignment with other Council documents

The policy has been updated to improve alignment with key relevant Council documents, such as the Communications and Engagement Strategy and the upcoming Iwi, Hapū, Marae, Hapori Māori Engagement Framework.

Reformatting to improve clarity and readability

The policy has been updated to improve clarity and readability, streamlined to make it more user friendly, and is formatted to align with current best practice models used across local government in New Zealand. This includes amended definitions that are in plain English, and updated examples of when and how this policy has been applied previously.

¹ Examples of such legislation are the Resource Management Act 1991, the Biosecurity Act 1993, the Civil Defence Emergency Management Act 2002, or the Land Transport Act 1998.

OPTIONS CONSIDERED

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

Option		Advantages	Disadvantages
1	Adopt the proposed Significance and Engagement Policy Review Statement of Proposal	Consultation can start at the same time as and run alongside consultation on the Long Term Plan 2021-31 . Keeps review on track with project timelines agreed to.	None identified.
2	Amend the proposed Significance and Engagement Policy Review Statement of Proposal	Will allow a further opportunity to refine the Statement of Proposal and policy before consulting.	May impact on proposed consultation dates and alignment with Long-Term Plan 2021-31 consultation.
3	Do not adopt the proposed Significance and Engagement Policy Review Statement of Proposal	None identified.	Will cause delay in policy review. Will impact on proposed consultation dates and alignment with Long-Term Plan 2021-31 consultation.

Recommended Option

Option 1 is recommended. This option allows the progression of the policy review to maintain alignment with the timeframes for the Long-Term Plan process and enables public consultation to commence in a timely manner, leading to the approval of a revised Significance and Engagement Policy at or before the time the Long-Term Plan is approved.

Feedback from input received to date, as well as considerations from the review of other similar policies, has resulted in a draft revised Significance and Engagement Policy that should be clearer and easier to understand for both the community and council staff.

Going out for public consultation now will enable the community to offer feedback on the current draft, giving council staff an opportunity to review that feedback and amend the policy as required, while still meeting the timeframes of the Long-Term Plan process.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

Masterton District Council (the Council) is required, under section 76AA of the Local Government Act 2002 (LGA), to maintain a policy on significance and engagement.

The draft Significance and Engagement Policy aligns with Council's Wellbeing Strategy *He Hiringa Tangata, He Hiringa Whenua* and community outcomes, especially the community outcome and Wellbeing Strategy vision statement of the Masterton district being an engaged and empowered community.

Significance, Engagement and Consultation

Council is consulting with the community on the draft Significance and Engagement Policy alongside consultation on the Long-Term Plan 2021-31.

Communications/Engagement

If the Council adopts the draft Statement of Proposal (Attachment 1), the community consultation period will run from 1 April 2021 to 3 May 2021. It is also proposed that any submitters who want their submission to be heard will be considered as part of the Long-Term Plan 2021-31 Hearing in May 2021.

A consultation plan will be developed for the formal consultation period that includes:

- a media release announcing the start of the formal consultation period.
- promoting the consultation period via the newspaper and social media.
- a section on the consultations page on the Council website to provide information on the proposed changes, and the ability to complete the submission form online.
- hardcopies of the Statement of Proposal, draft policy and submission form (Attachments 1 and 2) will be available at the council office, 161 Queen Street and the Masterton District Library. These can also be downloaded from the Council website.

Key dates and the different ways the community can have their say are also included within the Statement of Proposal and submission form.

Financial Considerations

The review of the Significance and Engagement Policy and subsequent implementation will not have any impact on operational budgets, aside from costs associated with running the advertising for the consultation period.

Implications for Māori

The revised policy includes a section on engagement with Māori.

Iwi, Hapū, Marae, and Hapori Māori will have an opportunity to provide input on the proposed Significance and Engagement Policy changes during the formal consultation period. To date, a presentation was held with Iwi, Hapū, Marae, and Hapori Māori representatives in December 2020.

Environmental/Climate Change Impact and Considerations

The review of the Significance and Engagement policy will have no negative impacts on the environment.

Next Steps

Following consultation and a hearing and deliberations process, the revised Significance and Engagement Policy will be submitted to the Council for final adoption.

DRAFT SIGNIFICANCE AND ENGAGEMENT POLICY 2021

STATEMENT OF PROPOSAL

We're reviewing our Significance and Engagement Policy as part of our commitment to involve the local community in making council decisions about things that affect their lives.

WHAT IS THE PURPOSE OF THE SIGNIFICANCE AND ENGAGEMENT POLICY?

Under the Local Government Act 2002, we are required to develop a policy on significance and engagement. That is, how we determine the importance (significance) of an issue, proposal or decision, and how we go about engaging the community as part of decision-making.

This policy is reviewed every three years as part of the Long-Term Plan process. The current review has focused on ensuring that our Significance and Engagement Policy appropriately reflects how the Council communicates and engages with the community in a way that reflects the importance of issues, proposals or decisions being considered.

The draft revised policy is guided by the following principles:

- Engagement with Māori is based on the commitment to establish relationships that go beyond legislative commitments.
- The Council will use a consistent approach to establish the significance of a matter requiring a decision.
- How we engage, and the extent that we engage on matters, will be tailored to reflect the level of significance.
- Our community will be able to easily understand the different ways we, as Council, will seek to engage them on matters.
- Engagement is proactive, inclusive, accessible, a two-way dialogue, and people are aware of and understand the final decisions taken.
- Our decision-makers are well informed, aware of, and take into account the community's views.
- Decision-making and engagement processes are clear and transparent.

HAVE YOUR SAY!

We want to hear what you think about the changes we're proposing. Submissions are open until **4pm on Monday, 3 May 2021**.

Check out page 4 of this document for details on how you can have your say.

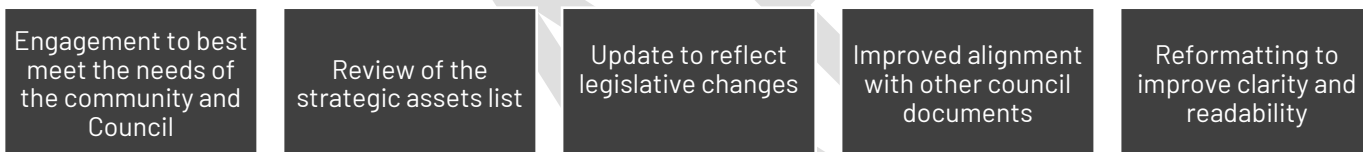
REVIEW PROCESS SO FAR

We are currently in the public consultation phase of our Significance and Engagement review. The timeline below outlines the review process undertaken to date:

November 2020	Review commenced
November 2020	Initial workshop held with Council
November 2020 – February 2021	Draft revised policy progressed following input received during the review process and an assessment against other Significance and Engagement policies from across the sector
December 2020	Presentation to iwi, hapū, Marae, hapori Māori representatives
January 2021	Socialisation of draft policy and feedback received by Senior Leadership Team
February 2021	Further workshop held with Council
March 2021	Draft Statement of Proposal and Significance and Engagement Policy submitted to Council seeking adoption of documents for public consultation

SIGNIFICANCE AND ENGAGEMENT POLICY REVIEW FOCUS AREAS

We have focused on the following areas for this review:



Engagement to best meet the needs of both the community and the Council

There are different ways that we can engage our community. Once we know how significant an issue is, and the extent that our community should be engaged, we will plan and undertake engagement with the community.

As a general rule, a lower significance issue will have a less intensive method of community engagement. This might be because it only relates to a small subsection of the community or is at the more operational end of the Council’s activities. However, even for these less significant items the Council may still choose to engage widely, or over a longer time via several different engagement methods.

In every case, we will work to ensure the community is sufficiently informed to understand the issue(s) or proposal, options and impacts and has time to respond, so they are able to participate in engagement processes with confidence.

Review of the strategic assets list

There are assets held by the Council that have been identified as strategic assets to maintain capacity to achieve or promote any outcome determined to be important to the current or future well-being of the community.

Achieving these outcomes may require the Council to hold assets that are needed to maintain roads, water, wastewater and stormwater collection. It may also include reserves and other recreational facilities and community amenities. The Library, for example, has books that are not deemed a strategic asset, but historic documents in the Archives may be.

We are proposing some changes to the strategic assets list within the context of the Significance and Engagement Policy. Some assets are being removed from that strategic assets list, reflecting that the list should be about the asset rather than the service.

- Transfer Station to be removed. We own the site but not the activity, the site itself is not strategic;
- Library to be removed. The building is not strategic, and the library asset of books is effectively rolling stock;
- Archives Assets to become a stand-alone item, reflecting that the assets are historically important and thus strategic;
- Cemeteries to become a stand-alone item, aligning with models from other councils;
- Council Reserves Network to replace Council Parks, Sports fields and Cemeteries (noting that Cemeteries will be stand-alone). This will align with models from other councils, and reflects assets covered by the Reserves Act 1977;
- District Building and Town Hall to be removed. These assets have not been utilised to deliver any Council services for the past four years. The assets are therefore not considered necessary to meet the essential needs of the community or to achieve or promote any of the Council outcomes. Community engagement, via a resource consent process, is necessary should a future decision be considered that included demolishing the District Building is listed within the Wairarapa Combined District Plan as a heritage item for the protection of the exterior of the building.

Update to reflect legislative changes

Many of the Council's decisions are prompted or guided by particular legislation, and some of the legislation will dictate the process for consultation and decision-making.¹

There are a number of decisions that can only be made if they are explicitly provided for in the Council's Long-Term Plan as set out by the Local Government Act 2002. This includes a decision to significantly alter the intended level of service for any significant activity undertaken by or on behalf of the Council, including a decision to commence or cease any such activity.

A significant activity is now proposed as being an activity (or group of activities) where the annual operating expenditure for the current financial year is equal to or greater than \$5 million.

Improved alignment with other Council documents

The policy has been updated to improve alignment with other Council documents, such as the Council's Communications and Engagement Strategy and the Iwi, Hapū, Marae, Hapori Māori Engagement Framework.

Reformatting to improve clarity and readability

The policy has been updated to improve clarity and readability, streamlined to make it more user friendly, and is formatted to align with current best practice models used across local government in New Zealand. This includes amended definitions that are in plain English, and updated examples of when and how this policy has been applied previously.

¹ Examples of such legislation are the Resource Management Act 1991, the Biosecurity Act 1993, the Civil Defence Emergency Management Act 2002, or the Land Transport Act 1998.

HAVE YOUR SAY

Submissions are welcome from any person or organisation who wishes to give feedback. Submissions close at **4pm on Monday, 3 May 2021**.

Written Submissions

Written submissions can be made using either our submission form, sending us an email or writing a letter.

Hardcopy submission forms are available at our Council office, 161 Queen Street, Masterton or from the Masterton District Library.

You can submit them in the following ways:

- Email: send to submissions@mstn.govt.nz with 'Draft Significance and Engagement Policy 2021' in the subject line
- Post: Draft Significance and Engagement Policy 2021, Masterton District Council, Freepost 112477, PO Box 444, Masterton
- Hand deliver: Draft Significance and Engagement Policy 2021, Masterton District Council, 161 Queen Street, Masterton

Online Submissions

Complete your submission here: www.mstn.govt.nz/current-consultations

WANT MORE INFORMATION?

Further information is available on our Council website. Alternatively, you can contact us on 06 370 6300 to request copies to be sent out to you.

TIMELINE

- Thursday, 1 April 2021: Submissions open.
- Monday, 3 May 2021: Submissions close.
- May/June 2021: Hearing and Deliberations.
- Wednesday, 30 June 2021: Significance and Engagement Policy submitted to Council for final adoption.



DRAFT SIGNIFICANCE AND ENGAGEMENT POLICY 2021

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Policy Number:	MDC024
First Adopted:	October 2014
Latest Version:	September 2017
Adopted by:	TBA
Review Date:	June 2024

POLICY STATEMENT

The Masterton District Council (the Council) is committed to the local community being involved in making decisions about things that affect their lives. To do this, we aim to genuinely engage the community in a way that reflects the importance of issues, proposals or decisions being considered.

PURPOSE

Under the Local Government Act 2002 (LGA), Council is required to develop a policy on significance and engagement. That is, how we determine the importance (significance) of an issue, proposal or decision, and how we go about engaging the community as part of decision-making.

SCOPE

This policy applies to all Council decisions and activities.

PRINCIPLES

This policy is guided by the following principles:

- Engagement with Māori is based on the commitment to establish relationships that go beyond legislative commitments.
- The Council will use a consistent approach to establish the significance of a matter requiring a decision.
- How we engage, and the extent that we engage on matters, will be tailored to reflect the level of significance.
- Our community will be able to easily understand the different ways we, as Council, will seek to engage them on matters.
- Engagement is proactive, inclusive, accessible, a two-way dialogue, and people are aware of and understand the final decisions taken.
- Our decision-makers are well informed, aware of and take into account the community's views.
- Decision-making and engagement processes are clear and transparent.

ENGAGING WITH MĀORI

Engagement with Māori will be guided by an Iwi, Hapū, Marae, Hapori Māori Engagement Framework, being co-designed by Council and Mana Whenua. The framework will take into account any co-governance or co-management arrangements established by legislation (including Treaty of Waitangi claim settlement legislation) and/or the relationship of Māori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taonga.

HOW WE DETERMINE SIGNIFICANCE AND LEVEL OF ENGAGEMENT

We will follow a three-step process to determine the significance of a matter under consideration, and how we will engage on that matter, including the extent of the engagement:

1.	Determine significance	We will use agreed criteria to decide if a matter is of higher or lower significance.
2.	Link level of significance to level of engagement	The level of significance will link to a corresponding level of engagement to be undertaken ¹ .
3.	Deciding how we will engage	Different methods may be used for different levels of engagement ² .

1. Determine Significance

We will assess the importance of (therefore, the significance of) an issue, proposal or decision by considering how much it could impact people, either people expected to be most affected, or those that have an interest in the matter. We will also consider whether there is any impact on our ability to perform our role, or the costs involved in us performing our role.

We will think about the following things when determining the significance of an issue, proposal or decision. The greater the impact, the more significant the issue, proposal or decision will be:

- Number of people affected and/or with an interest;
- Level of impact on those people affected;
- Level of community interest already apparent for the issue, proposal or decision; or the potential to generate community interest;
- Level of impact on Māori, Māori culture and traditions;
- Likely impact and consequences on the current and future social, economic, environmental, or cultural well-being of the district or region;
- Possible costs/risks to the Council, ratepayers and wider community of carrying out the decision;
- Possible benefits/opportunities to the Council, ratepayers and wider community of carrying out the decision;
- Level of impact on the capacity of the Council to carry out its role and functions;
- Whether the impact of a decision can be easily reversed;
- Whether the ownership or function of a strategic asset(s) is affected.

2. Link the level of significance to level of engagement

The significance of the issue, proposal or decision will influence how, and to what extent, we engage the Masterton community. That includes how much time, money and effort we will invest in exploring and evaluating options and seeking thoughts and feedback. An important part of this process is ensuring the costs of engagement are appropriate for the level of significance of an issue/matter.

¹ For example, a highly significant issue will prompt more engagement, while a matter of low significance may prompt limited, or targeted engagement.

² For example, for a limited or targeted engagement, advertising and website updates may be used. Meanwhile, a more extensive engagement may include mailbox drops, face to face community meetings, and/or Council stalls at community events.

We will think about the best ways to engage people in the conversation, relevant to the issue under consideration, while also considering the extent that community engagement is able to influence the decision - therefore the value of investing in engagement (e.g. if there is only one or very limited viable options such as a specific change required by new legislation).

We use the International Association of Public Participation engagement spectrum (Appendix One) to help guide the extent of engagement, and the best ways to engage. Typically, the more significant an issue, the higher the level of engagement, as outlined from left to right in the IAP2 spectrum. This is a baseline, and there will be times when we decide to engage with our community at a higher level, even if not indicated by this policy.

3. Deciding how we will engage

There are different ways that we can engage our community. Once we know how significant an issue is, and the extent that our community should be engaged, we will consider the ways that we might do this.

We will build on existing relationships and networks with people and communities and look to extend the range of parties involved in the community engagement as appropriate.

Differing levels and forms of engagement may be needed during the varying phases of consideration and decision-making on an issue or proposal, and for different community groups or stakeholders. Throughout the process, we will review whether the way we're seeking to engage the community is still effective, or whether other methods might work better.

As a general rule, an issue that is determined to be of lower significance will have a less intensive method of community engagement. This might be because it only relates to a small subsection of the community or is at the more operational end of the Council's activities. However, even for these less significant items the Council may still choose to engage widely, or over a longer time via several different engagement methods.

In every case, we will work to ensure the community is sufficiently informed to understand the issue(s) or proposal, options and impacts and has time to respond, so they are able to participate in engagement processes with confidence.

A more detailed explanation of the engagement matrix is provided in Appendix Two as well as some examples of how we have applied this policy previously in Appendix Four.

URGENCY AND CONFIDENTIALITY

Sometimes the nature and circumstances of a decision could mean that we can't seek community feedback before making a decision. It could be that we need to act quickly, or there are commercial sensitivities involved.

The health and safety of people or the immediate need to protect property are reasons for making urgent decisions, as well as to avoid missing out opportunities that may help us achieve our strategic objectives.

Confidential decision-making may be required when engagement is likely to considerably increase the cost of a commercial transaction to the Council.

In these situations, we will either not engage at all, or we may tailor engagement to suit the circumstances.

STRATEGIC ASSETS

An important objective of the Council is to achieve or promote outcomes that are important to the current or future well-being of our community. Achieving these outcomes may require the Council to hold assets that are needed to maintain roads, water, wastewater and stormwater collection. It may also include reserves and other recreational facilities and community amenities, and assets needed for libraries, archives – for example a book in the library is not a strategic asset, but an historic document in the Archives may be.

Council-owned assets that allow or provide these services are considered to be of strategic value and the Council has determined they need to be retained to help meet its objective. These assets must be listed in this policy.

A decision to transfer the ownership or control of a strategic asset cannot be made unless it is explicitly provided for in the Council's Long-Term Plan (LTP) and the public is consulted through the Special Consultative Procedure (SCP).

The Council's strategic assets are set out in Appendix Three to this policy.

LEGISLATIVE CONSIDERATIONS

Many of the Council's decisions are prompted or guided by particular legislation and some of the legislation will dictate the process for consultation and decision-making.³ This includes how the public should be informed, how public submissions are considered, and how decisions are made.

Even if a decision is clearly a significant one, this policy does not apply to the requirements for decision-making prescribed in any other enactments, such as the Resource Management Act 1991 and the Biosecurity Act 1993 on the following matters:

- resource consents or other permissions
- submissions on plans
- decisions required when following the procedures set out in Schedule 1 of the RMA
- references to the Environment Court
- decisions about enforcement under various legislation including bylaws (unless these are specifically included in this policy).

There are a number of decisions that can only be made if they are explicitly provided for in the Council's Long-Term Plan as set out by the Local Government Act 2002. These are:

- to significantly alter the intended level of service provision for any significant activity undertaken by or on behalf of the Council, including a decision to commence or cease any such activity;
- to transfer the ownership or control of a strategic asset to or from the Council.

In addition, the Council is required to use the Special Consultative Procedure set out in section 83 of the Local Government Act (with the modifications set out in section 93A) in order to adopt or amend a Long-Term Plan. If the Council is carrying out consultation in relation to an amendment to its Long-Term Plan at the same time as, or combined with, consultation on an Annual Plan, the Special Consultative Procedure must be used for both matters.

There may be other situations where the Council deems it appropriate to use a Special Consultative Procedure.

³ Examples of such legislation are the Resource Management Act 1991, the Biosecurity Act 1993, the Civil Defence Emergency Management Act 2002, or the Land Transport Act 1998.

DEFINITIONS

TERM	MEANING
Community	A group of people living in the same place or having a particular characteristic in common. Includes interested parties, affected people and key stakeholders.
Consultation	A subset of engagement; a formal process where people can present their views to the Council on a specific decision or matter that is proposed and made public.
Decisions	Refers to all the decisions made by or on behalf of Council, including those made by delegation.
Engagement	The process of seeking information from the community to inform and assist decision-making. There is a continuum of community involvement.
Significance	The degree of importance (of the issue, proposal, decision, or matter) as assessed by the Council. This includes consideration of its likely impact on or consequences for the current and future well-being (social, economic, environmental, or cultural) of the district or region, any people or groups who are likely to be particularly affected by or interested in the matter, the capacity of the Council to perform its role, and the financial and other costs of doing so (as described by section 5 of the Local Government Act).
Significant Activity	Is an activity (or group of activities) where the annual operating expenditure for the current financial year is equal to or greater than \$5 million.
Special Consultative Procedure (SCP)	<p>Describes the minimum requirements for a formal consultation process (as per section 83 of the Local Government Act) that must be met when consulting on particular matters prescribed by legislation.</p> <p>The special consultative procedure may be supplemented by the Council, for example, by expanding the timeframes for feedback and providing multiple opportunities to seek clarification and voice feedback in person. The minimum requirements, in summarised form are:</p> <ul style="list-style-type: none"> • Councils must prepare a statement of proposal setting out the issue or decision to be made; • the community must be made aware of the issue and how they can make submissions on it; • every submitter must be given a reasonable opportunity to be heard, if requested.
Strategic Asset	An asset, or group of assets, that the Council needs to retain if it is to maintain the capacity to achieve or promote any outcome determined to be important to the current or future well-being of the community (as described by section 5 of the Local Government Act).

RELATED DOCUMENTS

- Masterton District Council Iwi, Hapū, Marae, Hapori Māori Engagement Framework (in development)
- Masterton District Council Communications and Engagement Strategy

REFERENCES

- IAP2 Spectrum of Engagement
- Local Government Act 2002

REVIEW

This policy will be reviewed every three (3) years as part of the Long-Term Plan process.

DRAFT

APPENDIX ONE: IAP2 SPECTRUM OF ENGAGEMENT

The table below is the IAP2 public participation spectrum is a guide that can be used to define roles in engagement processes.

IAP2'S PUBLIC PARTICIPATION SPECTRUM 2'S PUBLIC PARTICIPATION SPECTRUM

The IAP2 foundation has developed the Spectrum to help groups define the public's role in any public participation process.

The IAP2 Spectrum is quickly becoming an international standard.

INCREASING IMPACT ON THE DECISION 

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

APPENDIX TWO: EXAMPLES OF ENGAGEMENT ACTIVITIES

The table below includes examples of engagement activities and have been adapted based on the IAP2 spectrum of engagement.

ENGAGEMENT LEVEL	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
What does it involve?	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
Examples of the tools Council might use (NB: These tools may be applicable across many levels of engagement)	Email newsletter to local communities and networks; Information flyers to neighbourhoods; Public notices/info in Community newspapers, website	Formal submissions and hearings or the Special Consultative Procedure; Focus groups; Community meetings; Online opportunities to submit ideas/ feedback	Workshops Focus/ stakeholder groups' meetings; Public meetings; drop-in sessions; Online surveys/ forums	External working groups (involving community experts) Community Advisory Groups (involving community representative s) Forums	Binding referendum in Local body elections; Delegation of some decision-making to a community
Examples of matters	<ul style="list-style-type: none"> • Annual Report • Infrastructure upgrades • Results of hearings 	<ul style="list-style-type: none"> • Rates reviews • Bylaw reviews 	<ul style="list-style-type: none"> • Long-Term Plan development • Infrastructure projects that impact on people 	<ul style="list-style-type: none"> • Resource consents • Shared services issues 	<ul style="list-style-type: none"> • Local body elections • Locally based policies, bylaws and initiatives
When the community is likely to be involved	Once a decision is made and is being implemented.	Once the Council has determined an initial preferred position it would endeavour to provide the community with sufficient time to participate and respond.	The community or specific communities could be engaged throughout the process, or at specific stages of the process as appropriate.	The community or specific communities will be engaged from the outset, including the development of alternatives to the identification of the preferred solution.	The community or communities will be engaged throughout the process to ensure ownership of the development of alternatives, identification of the preferred solution(s) and delegated decision-making on the preferred solution.

APPENDIX THREE: LIST OF STRATEGIC ASSETS

The following assets held by the Masterton District Council have been identified as strategic assets if it is to maintain the capacity to achieve or promote any outcome determined to be important to the current or future well-being of the community:

- Utility Networks (as a whole)
- Urban Water Supply Network
- Wastewater Treatment and Reticulation Network
- Roading Network
- Stormwater Network
- Archives Assets
- Hood Aerodrome
- Senior Housing
- Cemeteries
- Council Reserves Network (including parks, reserves, walkways and sports fields under the Reserves Act 1977)
- Recreation Centre (including the War Memorial Stadium)
- Mawley Park Campground

APPENDIX FOUR: EXAMPLES OF ENGAGEMENT UNDERTAKEN BY THE COUNCIL

Examples of how the Council has applied the Significance and Engagement Policy previously:

Smokefree Policy	<ul style="list-style-type: none"> • Significant as there was likely to be community interest and would affect a particular demographic (smokers) • Low-moderate significance as community interest was expected to be minor and the policy is easily reversible • Engagement methods: informal consultation with interested community groups and food premises with outdoor dining, informing the community via our website.
Long-Term Plan 2018-28	<ul style="list-style-type: none"> • The Local Government Act 2002 requires council to consult with the community, using the Special Consultative Procedure. • Hearing and Deliberations processes held. • Engagement methods: radio and newspaper advertising, hardcopy and online submission process, website information, email promotion, pop up stalls at different locations in the district, attending meetings held by community organisations.
Senior Housing Policy	<ul style="list-style-type: none"> • Significant as it is related to a strategic asset and affects a particular demographic (seniors) • Low significance as there was no impact on the asset itself, the community impact was minor and the policy is easily reversible • Engagement methods: informal consultation with interested community groups (e.g. Age Concern), informing the community via the website.

To:	Your Worship and Elected Members
From:	Natasha Tomic, Senior Policy Advisor Climate Change and Environment
Endorsed by:	Angela Jane, Manager Strategic Planning
Date:	31 March 2021
Subject:	Adopting the Wellington Region Climate Change Forum Terms of Reference
DECISION	
Recommendations:	
<p>That the Council:</p> <ol style="list-style-type: none"> a. Adopts the updated Wellington Region Climate Change Forum Terms of Reference (Attachment 1) to Report 045/21; and b. Re-confirms Councillor Chris Peterson and Councillor Sandy Ryan as the Masterton District Council representatives on the Wellington Region Climate Change Forum. 	

Purpose

The purpose of this report is to seek Council adoption of the updated Wellington Region Climate Change Forum (formerly Wellington Regional Climate Change Working Group) Terms of Reference (Attachment 1), and to reconfirm Cr Peterson and Cr Ryan as Masterton District Council representatives.

Context

Wellington Region Climate Change Forum

The Wellington Regional Climate Change Working Group (the Forum) was established in 2017 to provide a forum for councils and mana whenua from across the Wellington Region to network, discuss issues, share information and where appropriate, achieve a consistent approach across all jurisdictions on climate change mitigation (reducing greenhouse gas emissions) and adaptation (preparing for impacts such as sea level rise, drought and enhanced natural hazards effects).

In May 2020, the members of the Forum agreed to review the objectives and composition of the group and to assess whether the original terms of reference is still current given the change in emphasis on climate action in between 2017 and 2020.

The terms of reference was reviewed, and the key changes adopted by the members of the Forum.

Masterton District Council and the Forum

At the 18 November 2020 Masterton District Council workshop, officers informed elected members and iwi representatives about the proposed changes and sought feedback¹. There were no objections to the proposed changes raised in the workshop discussion.

Below is a summary of key changes to the terms of reference:

1. Changes to the purpose and title;
2. Introduction of a new objective and small changes to language for all objectives;
3. Changes to membership and appointment processes:
 - a. The position of alternate member has been removed, and is replaced with two appointed members for each council;
 - b. The same provision is made for each iwi signatory to the Memorandum of Partnership (iwi authority);
4. Changes to chair arrangements
 - a. The Forum will appoint two Co-Chairs, a councillor co- chair and another co-chair appointed by mana whenua.

Greater Wellington Regional Council is the lead organisation responsible for the arrangements and the terms of reference for the Forum. On 25 February 2021, the regional council adopted the new terms of reference for the newly-named Wellington Region Climate Change Forum, and agreed its start date to be 1 July 2021. The regional council resolved to disband the working group and establish the forum, effective from 1 July 2021.

The appointment and/or re-appointment of the Forum members, will take effect when it is notified formally in email/letter from the relevant council or iwi authority to the Chief Executive of regional council.

Strategic, Policy and Legislative Implications

The work of the Forum aligns with relevant Masterton District Council policies and strategies.

Significance, Engagement and Consultation

The decision to adopt the terms of reference and reconfirm membership has been assessed against Council's Significance and Engagement Policy and is considered to be of low significance.

Communications/Engagement

No communication or engagement plan is required as a result of this decision.

Financial Considerations

There are no significant financial implications identified as a result of this decision.

¹ Memo dated 13 November 2020

Implications for Māori

Mana whenua representation has been strengthened with the new terms of reference. However, the regional council is still in discussions with mana whenua around the representation on the Forum, still leaving a level of uncertainty over the next few months about the mana whenua members and nominations for the co-chair position.

Environmental/Climate Change Impact and Considerations

There are no direct implications arising from this decision. However, better collaboration and working together regionally on climate change issues will have a positive impact on both climate change and environmental matters.

Proposed Terms of Reference for the Wellington Region Climate Change Forum**1 Purposes**

- 1.1 To provide a platform to facilitate alignment and recommend actions to address climate change mitigation and adaptation for the Wellington Region's councils and mana whenua.
- 1.2 To provide a forum through which the Wellington Region's councils and mana whenua can network, learn, discuss issues, and share climate change-related information.

2 Specific responsibilities

- 2.1 Identify and promote regional and local initiatives to address climate change issues with and for:
 - a Māori and mana whenua
 - b The wider community.
- 2.2 Provide a collaborative forum for the Wellington Region's councils and mana whenua to network, discuss issues, and share information.
- 2.3 Provide a regional forum for dialogue with stakeholders.
- 2.4 Consider strategies, plans, research and initiatives being implemented or developed by councils within the Wellington Region² and (where appropriate) recommend how to align these activities to achieve greater consistency and impact.
- 2.5 Recommend options to utilise the full range of skills and capabilities available in the Wellington Region's councils, and amongst other organisations, to address the economic, social, environmental and cultural opportunities and consequences related to climate change.
- 2.6 Recommend joint projects, initiatives, and campaigns that impact on, or actively involve, more than one council (e.g. by sharing capacity, funding, or governance through a joint steering committee).
- 2.7 Enable the development of regional recommendations, consistent with the Forum's purposes, which could be considered and adopted by each council individually (within a timeframe that meets each council's needs).
- 2.8 Act as a reference group to recommend to councils consistent, integrated and coherent messaging for climate change-related outreach and awareness-raising activities by those councils, including the development and dissemination of joint communications by councils to the public.

² Including the climate change-related work progressed through the Regional Natural Hazards Management Strategy.

- 2.9 Provide a platform for joint advocacy and leadership – enabling the Wellington Region’s councils to speak with one voice when appropriate³ (e.g. preparing, for adoption by the councils, draft joint submissions on policy proposals).

3 Members

- 3.1 The Forum has up to 30 members as follows:
- a Up to 18 Councillor members, being two elected members appointed by each council in the Wellington Region⁴.
 - b Up to 12 mana whenua members, being two members appointed by each iwi signatory to the Memorandum of Partnership (iwi authority).
- 3.2 Each appointment, and any change to an appointment, takes effect when it is notified formally in a letter from the relevant council or iwi authority to Greater Wellington Regional Council’s Chief Executive.

4 Co-Chairs

- 4.1 At the first meeting of the Forum in each triennium, the Forum will appoint two Co-Chairs:
- a A Councillor Co-Chair appointed by the Councillor members
 - b Another Co-Chair appointed by the mana whenua members.
- 4.2 The Co-Chairs will arrange amongst themselves who is the presiding chair of each meeting.

5 Quorum

- 5.1 Half the number of members, including one of the Co-Chairs (once appointed).

6 Decision making and voting entitlement

- 6.1 The Forum will seek to make decisions by consensus.
- 6.2 Where a consensus cannot be reached, decisions are made by majority vote.
- 6.3 Each member has full speaking and voting rights. No proxy votes are allowed.

7 Arrangements

- 7.1 The Forum is a collaborative group of representatives from each of the councils and iwi authorities in the Wellington Region. The Forum is not a subordinate decision making body of Council and is not a joint committee under the Local Government Act 2002. Any recommendation of the Forum is for consideration by each council⁵.

³ This approach is consistent with Local Government New Zealand’s *Local Government Leaders Climate Change Declaration 2017*.

⁴ Greater Wellington Regional Council; Wellington City Council; Hutt City Council; Upper Hutt City Council; Porirua City Council; Kāpiti Coast District Council; Masterton District Council; Carterton District Council; and South Wairarapa District Council.

⁵ Including any consultation process that is appropriate to that council.

7.2 The Forum meets at least quarterly, and more often as agreed by the members.

7.3 The Forum may form subgroups to meet and pursue specific lines of inquiry or projects.

8 Participation

The members will:

- a Attend meetings and participate in activities relevant to their respective councils and iwi authorities
- b Report to their respective councils and iwi authorities about the Forum's activities
- c Champion the Forum's relevant recommendations to their respective councils and iwi authorities.

9 Administrative support

9.1 Councillor members will be supported by officers from their respective councils. Mana whenua members will be supported by their respective iwi authorities.

9.2 For meetings:

- a Secretariat support (i.e. developing the agenda and associated content) is provided by Greater Wellington
- b Administrative support (i.e. venue, catering and logistical support) is shared across the councils, including arranging and hosting meetings on a roster basis
- c Venues will be selected to minimise emissions and travel time for members and officers. Virtual meetings may be held from time to time.

10 Remuneration and expenses

10.1 The expenses of the Councillor members shall be met by the council they represent.

10.2 Mana whenua members may claim Greater Wellington's standard daily meeting fee, and mileage allowance or reimbursement of public transport travel expenses.

10.3 In addition to the entitlement under section 10.2, a Co-Chair (only if the Co-Chair is a mana whenua member) is eligible to receive an annual taxable honorarium of \$5,000 paid by Greater Wellington.

To:	Mayor and Elected Members
From:	Phil Evans, Senior Advisor Compliance and Projects
Endorsed by:	Kathryn Ross, Chief Executive
Date:	31 March 2021
Subject:	Proposed Amendment of the Wairarapa Consolidated Bylaw 2019, Part 10 – Traffic Bylaw Schedules
DECISION	
Recommendation:	
That Council amends Part 10 Traffic Bylaw Schedules of the Wairarapa Consolidated Bylaw 2019 to add to Schedule 2P two time limited parking spaces for electric vehicles on the southeastern side of Queen Street commencing at a point 44 metres northeast of the intersection of Queen Street and Crayne Street, extending in a northeast direction for 12 metres.	

Purpose

To seek Council approval to amend the Part 10 Traffic Bylaw Schedules of the Wairarapa Consolidated Bylaw 2019 to provide two time limited parking spaces for electric vehicles on the southeastern side of Queen Street commencing at a point 44 metres northeast of the intersection of Queen Street and Crayne Street, extending in a northeast direction for 12 metres.

Context

On 17 March 2021 the Infrastructure and Services Committee considered a report containing a proposal to establish an electric vehicle (EV) charging site on Queen Street and recommended that Council

- a) **Approves the use of the two carparks for electric vehicle use, as identified in Attachment 1 of Report 032/21 and resolves to modify the parking by-law controls accordingly;**
- b) **Delegates to the Chief Executive the power to negotiate and finalise a licence to occupy the two carparks.**

This report (Report 041/21) recommends the Council amends the Wairarapa Consolidated Bylaw 2019, Part 10 Traffic Bylaw Schedules and designates the two car parks for EV parking only, as recommended by the Infrastructure and Services Committee.

Proposed Amendments

Amendments to Part 10 Traffic Bylaw Schedules of the Wairarapa Consolidated Bylaw 2019 are required for:

- a) Queen Street – (Adjacent to 427 Queen Street, Masterton)

As a result of the installation of a new electric vehicle charging station there is a need to designate two existing carparks as electric vehicle charging bays with the existing 120 minute time limit.

The proposed amendment will be to the Traffic Bylaw Schedules of Part 10 of the Wairarapa Consolidated Bylaw 2019. In particular, one location will be added to **Schedule 2P – Electric Vehicle charging areas** as detailed below:

Schedule 2P – Electric Vehicle charging areas

By the addition to Schedule 2P, the following parts of the street will be designated as Electric Vehicle charging areas.

Location		Description	Commentary
Primary	Secondary		
Queen Street		The southeastern side of Queen Street commencing at a point 44 metres northeast of the intersection of Queen Street and Crayne Street, extending in a northeast direction for 12 metres.	(Also described as a P120 maximum parking in Schedule 2L)

Please note that for the purpose of this resolution, the definition of intersection shall be the intersection point of the boundary lines nearest to the measurements.

A photo of the proposed parks to be designated is attached (see Attachment 1).

Strategic, Policy and Legislative Implications

The provision of EV charging facilities is consistent with Council’s adopted EV strategy, and Environmental Development component of Council’s Wellbeing Strategy He Hiringa Tangata, He Hiringa Whenua.

Significance, Engagement and Consultation

Clause 20.1 of Part 10 (Traffic) of the Wairarapa Consolidated Bylaw 2019 provides that Council may amend the Traffic Schedule by resolution.

Clause 20.2 of Part 10 provides that where Council intends to make a resolution to amend the schedule, Council is required to undertake consultation, as required, in accordance with section 156 of the Local Government Act 2002 (LGA).

In this case, the proposed amendment (to amend the Bylaw Schedule and create two EV only car parks) has been assessed as not being significant under Council’s Significance and Engagement Policy as:

- the decision doesn’t relate to a strategic asset;
- it doesn’t involve a change in level of service provided by Council;

- there is unlikely to be a high level of community interest in the decision;
- the decision doesn't impact on debt, rates or the financial figures in the Long-Term Plan; and
- it doesn't involve Council exiting an existing activity or adding a new activity.

The proposed amendment to the parking schedule is minor as it will not have a significant impact on the public. There are numerous alternative carparks in the vicinity and the business that is directly impacted by the restricted parking immediately outside their premises (Powershop) has requested the restriction which has resulted in the proposed amendment.

Having regard to the provisions of Section 156 of the LGA, officers consider that consultation in relation to the decision is not required in this instance.

Communications/Engagement

As stated above, it is not proposed to undertake any external engagement in relation to creating two EV only carparks.

Internally, the proposal has been discussed with Council's Roading and Regulatory teams, who have raised no concerns.

Communication with the public around the installation of the EV charger will be carried out by Meridian and Powershop as part of their marketing and promotion.

Financial Considerations

There will be no financial considerations for Council in the creation of two EV only carparks. All costs incurred in installing the charger itself will be met by Powershop and Meridian, including any disestablishment costs. Council will enter into a licence to occupy agreement to ensure that this is achieved.

Implications for Māori

There are no implications from Māori arising from this decision.

Environmental/Climate Change Impact and Considerations

The provision of EV charging facilities is consistent with Council's adopted EV strategy, and Environmental Development component of Council's Wellbeing Strategy He Hiringa Tangata, He Hiringa Whenua.

Next Steps

Once the bylaw is amended, Council will enter into an agreement with Powershop and Meridian for the installation of the EV charger, installation of signage and repainting of the road markings. These will be carried out by Meridian's contractor. No fixed date has been set for this, but Council is advised it will be done as soon as possible once the agreement is signed.

Appendix: Photo 1

Proposed Amendment to Queen Street

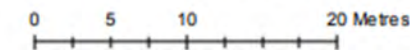


March 23, 2021

- Masterton Property
- Carterton Property
- South Wairarapa Property

DISCLAIMER
The Masterton, Carterton, and South Wairarapa District Councils accept no responsibility for actions or projects undertaken or loss or damages incurred, by any individuals or company, or agency, using all or any of the information presented on this map. The Councils do not provide interpretation of this information or advice on how to interpret, or utilise this information. Your own independent and appropriate professional advice should be sought. The information displayed on this map may contain errors or omissions or may not have the spatial accuracy required for some purposes.

1:500



To:	Your Worship and Elected Members
From:	Martyn Round, Project Manager
Endorsed by:	Kathryn Ross, Chief Executive
Date:	31 March 2021
Subject:	Hood Aerodrome Governance Group
DECISION	
Recommendation:	
That Council:	
<ul style="list-style-type: none"> a) Agrees to appoint two nominated elected member representatives Deputy Mayor Graham McClymont and Councillor Bex Johnson to be included on the newly established Hood Aerodrome Infrastructure Project Governance Group. b) Agrees that the Chair of the Hood Aerodrome Infrastructure Project Governance Group will be the Masterton District Council Chief Executive. c) Approves the Terms of Reference for the Hood Aerodrome Infrastructure Project Governance Group attached to Report 040/21 (Attachment 1). 	

Purpose

To seek Council approval of the appointment of two Councillors to the Hood Aerodrome Infrastructure Project Governance Group and Council agreement to the Group's Terms of Reference.

Background

With funding secured for the Hood Aerodrome infrastructure project under the government's "shovel ready" fund, Council officers have completed project scoping, planning for resources, and have commenced the first stages of delivery for the multi-staged project.

To ensure the project is well supported, requirements are clear, the project is managed and delivered with a high-quality result, and our central government funding obligations are adhered to, it is necessary to establish a project governance group to provide this guidance and assurity.

Masterton District Council requires that projects with significant budgets, that are complex in nature, and have significant public and political interest, have high level oversight and governance by those with accountability for the expenditure of rate-payers' money. The Project Governance Group will support the project from initiation through to completion, which is currently expected by December 2025.

Why is it necessary?

As projects progress, they require a mechanism that ensures alignment between business strategy and direction, and the path to the project achieving its desired outcomes. Governance must help the project sustain its potential to deliver its promised value and provide oversight and control during project execution. They help project managers, or leads, to assess the project's current state and adjust approach, budget, and direction if necessary.

Governance Group Role and Membership

The role of the Hood Aerodrome Infrastructure Project Governance Group is to support the project by:

1. providing oversight and guidance on critical decisions pertaining to the project
2. supporting the appropriate mitigation of high-level risks, and
3. managing any political interests that may impinge on the successful delivery of the project.

Final decisions on specific project delivery milestones rest with the Project Sponsor and/or Project Manager who will report to the governance group relevant to the Hood Aerodrome upgrade.

A full copy of the Terms of Reference can be found in Attachment 1.

It is recommended that the Hood Aerodrome Governance Group is chaired by the Masterton District Council Chief Executive, who is the sponsor, with further representatives being two elected members and senior council officers.

It is proposed that the Deputy Mayor Graham McClymont (Council's representative on the Hood Aerodrome Strategic Advisory Group (SAG)) and Councillor Bex Johnson (Council's alternative member on the SAG) are the two Councillor representatives. The Council representatives are the conduit from the project to keep the elected members informed and to help provide advice and support to the officers to mitigate issues and risks that may occur throughout the course of the project.

Masterton District Council strategic leadership representation will be the Chief Executive, the Manager Finance and the Manager Assets and Operations who have been selected for the relevant expertise, skills and experience they bring to this particular project.

It is important that a wide range of experience is drawn on throughout the term of the project and as the joined experiences are drawn on, the project benefits to minimise the risks and issues.

Existing Governance Arrangements

There are already a number of existing governance arrangements in place. The governance mechanisms and how they will interact with the new group are listed below.

Internal Project Steering Group

The internal steering group membership is comprised of a number of the Masterton District Council Senior Leadership Team and Masterton District Council's Māori Liaison Advisor. Their role is to

monitor project progress across Council's delivery programme, understand issues raised and adjustments made, assess potential impacts within their own business areas, and carry back information about committee decisions to their respective business areas. Monthly status reports are prepared by the Project Manager and reviewed by this group. There will be little interface between the internal Project Steering Group and the Hood Aerodrome Infrastructure Project Governance Group.

Project Sponsor: Chief Executive

The role of the Project Sponsor is to ensure that the project is making the appropriate and necessary contribution to the overall business strategy, vision, and objectives. The Sponsor is designated as the final decision maker, provides advice and impact assessments and is ultimately responsible for a successful project outcome. There will be consistency across the Project Sponsor role and the Hood Aerodrome Infrastructure Project Governance Group, with the Sponsor as the Chair of the Governance Group.

Strategic Advisory Group (SAG) for Hood Aerodrome

The approved Terms of Reference for the SAG define its role as providing strategic advice, guidance and monitoring of progress of the aerodrome management plan. The SAG is a distinct small group that is focused on strategy and direction. It is not a governance body or a stakeholder engagement forum. The SAG is anticipated to support Hood Aerodrome beyond the conclusion of the Infrastructure Project. While they are a critical stakeholder for the success of the project, there will be little interface between the SAG and the Hood Aerodrome Infrastructure Project Governance Group.

Council

The Council are decision-makers in respect to the direction and financial investment that is being made. The elected member representatives on the Hood Aerodrome Infrastructure Project Governance Group will be responsible for disseminating information and bringing back any questions that Council may have to the Governance Group meetings.

Recommendation

It is recommended that Council agrees to Deputy Mayor Graham McClymont and Councillor Bex Johnson representing Council on the Hood Aerodrome Infrastructure Project Governance Group and approves the Terms of Reference.

Supporting Information

Significance, Engagement and Consultation

The Hood Aerodrome is a strategic asset for the community and the aerodrome development is to create long term resilience for the Wairarapa area and provide an asset that can serve the community into the future. While there will be a high level of community interest in the project, the decision to appoint members to the Governance Group and to agree the Terms of Reference for that group are not considered to be significant in terms of Council's Significance and Engagement Policy.

Financial Considerations

There are no financial implications in the appointment of the members and the approval of the Terms of Reference for the Hood Aerodrome Infrastructure Project Governance Group. As this is an internal group, members are not paid and the usual Council rules relating to reimbursement of expenses apply.

Treaty Considerations/Implications for Māori

While this decision does not give rise to or affect Treaty/Tiriti obligations, the intention is to work closely with iwi, hapū, and marae when determining the future of Hood Aerodrome. This engagement will be a core workstream for the project. The Hood Aerodrome Infrastructure Project Governance Group will be responsible for ensuring that this engagement is undertaken, and desired outcomes are achieved.

Environmental/Climate Change Impact and Considerations

Council has a commitment to environmental sustainability and wherever possible, solutions that have low or no environmental impact will be explored. The Hood Aerodrome Infrastructure Project Governance Group will be responsible for ensuring that the environmental commitments are considered and delivered on.

Communications/Engagement Hood infrastructure Project

A community engagement plan is being developed for the Master planning of the Aerodrome to allow the general public a chance to identify what they would like to see at the aerodrome over the next 20 years. This will be the critical engagement opportunity and the role of the Hood Aerodrome Infrastructure Project Governance Group will be to ensure that authentic, transparent, and fair engagement opportunities are given.

Next Steps

Following Council approval, Council officers will coordinate the first Hood Aerodrome Infrastructure Project Governance Group meeting to occur by the end of April 2021.

Hood Aerodrome Terms of Reference

Purpose

The Masterton District Council requires that all projects with a budget of more than \$5M have high level oversight and governance by those with accountability for the expenditure of ratepayers' money on major assets and/or infrastructure of strategic significance.

The role of the Hood Aerodrome Governance Group is to support the project by:

- providing oversight and guidance on critical decisions pertaining to the project
- supporting the appropriate mitigation of high-level risks, and
- managing any political interests that may impinge on the successful delivery of the project.

Final decisions on specific project delivery milestones rest with the Project Sponsor and/or Project Manager who will report to the Project Steering Committee relevant to the Hood Aerodrome.

Timeframe

The Hood Aerodrome Governance Group will be convened from 1 February 2021 and continue until December 2025.

Membership

The Hood Aerodrome Governance Group will be chaired by the Masterton District Council Chief Executive and have a membership selected from the Masterton District Council Senior Leadership Team with specific responsibilities or expertise in the area of the project delivery. Two elected members, nominated by Council, will also be part of the Governance Group. Masterton District Council reserve the right to add new members to the group if an area of expertise is identified that the Hood Aerodrome Governance Group could benefit from.

It is expected that the Masterton District Council Project Manager for the Hood Aerodrome project will provide the primary first point of communication and contact including the programming of meetings.

The Hood Aerodrome Governance Group members will support the Hood Aerodrome project by:

- Approving the Project Implementation Plan to deliver the redevelopment of the Hood Aerodrome as set out in the approved Business Case.
- Resolving any issues/ concerns that will create barriers to the success of the project.
- Directing the management of potential and actual impacts or unanticipated consequences for community, stakeholders, iwi or interest groups that may arise from the activities of the project implementation.
- Approving the planned management of the project budget at each phase of implementation, and
- Approving the sign-off of major project milestones.

The Hood Aerodrome Governance Group will commit to:

- Attending all meetings.
- Representing the interests of the Masterton community clearly and in good faith
- Sharing information openly and respectfully across group members
- Building mutual respect and trust through actions and behaviour
- Respecting the confidentiality of the work in hand
- Not engaging with the media on matters discussed by the Hood Aerodrome Governance Group unless authorised by the Chair.
- Not substituting their own personal interests, or that of their partners, family or close associates for the community which they are representing.
- Notifying members, as soon as is practical, of any arising matters that could negatively impact on the successful design or implementation of the project.

The Hood Aerodrome Governance Group members will expect:

- that each member will be provided by the Project Sponsor and Project Manager with complete, accurate and meaningful information pertaining to the project in a timely way.
- to be given reasonable time to consider relevant information pertaining to decisions they will be required to make.
- be alerted to potential high-level risks/ issues that could significantly impact on the project scope or delivery.
- that the Hood Aerodrome project team will implement the decisions they have taken
- that any changes/amendments to the Hood Aerodrome scope or key deliverables will be transparent and communicated to them in a timely manner.
- That they are not required to carry out additional consultation or engagement with those whose interests they are representing.

Conflicts of Interest

Members of the Hood Aerodrome Governance Group will be required to disclose conflicts of interest relating to the Hood Aerodrome and its implementation. Members of the Hood Aerodrome Governance Group who have a specific, real conflict of interest in relation to an issue or item will advise the Chair and excuse themselves from consideration of those issues or items.

Meetings

- The Hood Aerodrome Governance Group will be chaired by the Masterton District Council Chief Executive
- Meeting notes will be taken and distributed by Masterton District Council staff
- Meetings will be pre-scheduled for the duration of each project and notified to members at the time of the project set-up
- Meetings to be held between 1 and 2 pm. Meetings are expected to be no more than one hour in duration.
- All meetings will be at Masterton District Council offices or in Masterton at venues to be advised.
- Apologies in the event of inability to attend scheduled meetings should be tendered to the Masterton District Council Hood Aerodrome Project Manager. Substitutes will not be accepted.
- Agendas and items for discussion will be provided by Masterton District Council at least 3 clear working days in advance of a scheduled meeting. This will not prevent late items being tabled and sufficient time will be allowed for those items to be presented.

Payment

As this is an internal Masterton District Council/Council executive group, the normal rules relating to reimbursement of expenses applies.

To:	Her Worship the Mayor and Councillors
From:	Angela Jane, Manager Strategic Planning
Endorsed by:	Kathryn Ross, Chief Executive
Date:	31 March 2021
Subject:	Resource Management Act Delegation – Role Title Change
DECISION	
Recommendation:	
That Council:	
a)	receives the Resource Management Act Delegation – Role Title Change Report.
b)	approves amending the Council delegation for Resource Management Act responsibilities to reflect the new position of Planning and Consents Manager.

Purpose

The purpose of the report is to seek Council approval to change the Council's Delegation Register to reflect the new job title for the Planning and Consents Manager.

Context

The Council delegations for the responsibilities, duties and powers within the Resource Management Act 1991 are recorded in Part B of the Masterton District Council Delegations Register (Parts A and B of the Register were approved by Council at its meeting on 18 December 2019).

These delegations cannot be sub-delegated and must come from Council. When the Planning and Building Manager retired earlier this year the role was split into two roles – the Planning and Consents Manager and the Building Control Services Manager. The Council delegations need to be updated to reflect the change in title for the Resource Management Act 1991 delegations.

The relevant parts of Part B of the Delegations Register (pages 29-36) have been amended to reflect the change and an updated version, showing the alterations made, is attached (see Attachment 1).

Delegations exist to support the efficient and effective operation of Council. Without the proposed amendments to the delegations the new Planning and Consents Manager will not be able to perform his role.

Recommended Option

Option	Advantages	Disadvantages
1 Amend Section 9.2 Part B of the Delegations Register to reflect the change in role title from Planning and Building Manager to Planning and Consents Manager	<ul style="list-style-type: none"> The Planning and Consents Manager will be able to perform his role 	<ul style="list-style-type: none"> None identified
2 Do not amend the Delegations Register	<ul style="list-style-type: none"> None identified 	<ul style="list-style-type: none"> The Planning and Consents Manager will not be able to perform his role

Option 1 is recommended. This ensures the Planning and Consents Manager can perform his role efficiently and effectively.

Summary of Considerations

Strategic, Policy and Legislative Implications

The Delegations Register complies with Council’s Delegations Policy, which sets out overarching principles for MDC delegations. Seeking a Council decision on the proposed amendments is in accordance with the requirements of the Resource Management Act which require delegation directly from Council to officers. The proposed amendments to the Delegations Register are purely administrative and do not change the original delegations in any way.

Significance, Engagement and Consultation

The decision to amend the Delegation Register as proposed is not considered a significant decision in terms of Council’s Significance and Engagement Policy. Neither engagement nor consultation with the community is required in this instance.

Communications/Engagement

No communications or engagement plan is required.

Financial Considerations

There are no financial considerations or implications in the decision to amend the Delegations Register as proposed.

Implications for Māori

There are no implications for Māori in the decision to amend the Delegations Register as proposed.

Environmental/Climate Change Impact and Considerations

There are no environmental or climate change considerations or implications in the decision to amend the Delegations Register as proposed.

9.2 Resource Management Act 1991

Section	Activity	Delegation
	<p>All of Council's functions, powers or duties under the Resource Management Act, OTHER THAN:</p> <ul style="list-style-type: none"> a) The approval of a policy statement or plan or any change to a policy statement or plan. b) The making of a recommendation on a requirement for a designation or a heritage order under Part VIII. c) This power of delegation 	<p>Chief Executive (<i>all RMA provisions, whether or not listed in the remainder of this table</i>)</p> <p>Manager Strategic Planning (<i>all RMA provisions, whether or not listed in the remainder of this table</i>)</p> <p>Planning and Building Consents Manager (<i>all RMA provisions, whether or not listed in the remainder of this table</i>)</p> <p>Senior Resource Planner (<i>all RMA provisions, with the exception of Schedule 1 and sections s.44A; s.55; and all s.58 O-T delegations, whether or not listed in the remainder of this table</i>)</p> <p>Intermediate Resource Planner (<i>all RMA provisions, with the exception of Schedule 1 and sections s.44A; s.55; and all s.58 O-T delegations, whether or not listed in the remainder of this table</i>)</p> <p>Resource Planner (<i>only for those Sections specified below</i>)</p> <p>Manager Finance (<i>only for those Sections specified below</i>)</p>

Section	Activity	Delegation
s.10	The power to grant an extension to existing use rights in the circumstances specified.	
s.36	Authority to make decisions about administrative charges.	Manager Finance - <i>in consultation with the Planning and Building Manager <u>Consents Manager</u> and/or Senior or Intermediate ResourcePlanners</i>
s.36AA, s.360 (1)(h-j)	To determine, under section s 36AA and in accordance with regulations made under section 360(l)(h-j), and discount an administrative charge imposed under section 36, where a resource consent or an application to change or cancel conditions has not been processed within statutory timeframes and the responsibility of the failure rests with Council.	
s.36AAB	Authority to remit the whole or any part of any charge referred to in section 36.	
s.37, 37A	To grant waivers and extend time limits. Delegation does not extend to submissions or further submissions on any resource consent application, plan change request or proposed plan which is received by Council after the hearing of the relevant application, request or proposed plan.	
s.38	Power to authorise certain persons to carry out all or any of the functions and powers as an enforcement officer under the Act. Duty (as local authority) to supply every enforcement officer with a warrant under the RMA.	
s.39B	Authority to appoint hearing commissioners.	
s.41, 41B, 41C, 41D 42	Powers and duties (as local authority) prior to or in relation to holding a hearing (other than hearing the matter).	
s.42A	Powers regarding the preparation, commissioning and provision of reports.	
s.44A	Power to amend plans or proposed plans to remove duplication or conflict or include a reference to a national environmental standard.	ONLY TO: Chief Executive Manager Strategic Planning Planning and Building <u>Consents</u> Manager

Section	Activity	Delegation
s.55	Power to amend plans or proposed plans to recognise national policy statements.	ONLY TO: Chief Executive Manager Strategic Planning Planning and Building <u>Consents</u> Manager
s.58I, 58J	Ability to exercise discretion in relation to options for amending planning documents as directed by a national planning standard, ability to take any action that is directed by a national planning standard.	
s.58O, 58P, 58Q, 58R, 58S, 58T	Power to initiate a Mana Whakahono a Rohe (MWR) or enter into negotiations regarding a MWR if iwi initiated, determine the contents of the MWR, and to determine disputes that arise in course of negotiating MWR.	ONLY TO: Chief Executive Manager Strategic Planning Planning and Building <u>Consents</u> Manager
s.79	Powers in relation to the review of a district plan.	
s.80C	Decision to apply to use the streamlined planning process to prepare a planning instrument.	
s.82	Decision to refer dispute to the Environment Court.	
s86	Decision to acquire land by agreement under the Public Works Act 1981 for certain purposes.	
s86D	Ability to apply to the Environment Court for a rule to have legal effect from a date other than the date on which the decision is publicly notified under clause 10 of Schedule 1.	
S87BA	To issue or decline certificates for boundary infringements as permitted activities.	Resource Planner
S87BB	To make decisions on whether a rule breach is marginal or temporary and consequently whether it is or is not a permitted activity.	Resource Planner
s.87E, 87F, 87G	Powers and duties in relation to an application where the applicant requests that the application be determined by the Environment Court.	
s.88 – s88F	Powers and duties in relation to an application for resource consent.	Resource Planner
s.91	The power to defer processing an application.	Resource Planner

Section	Activity	Delegation
s.91C	Authority to make decisions about suspended applications or applications where a total of 130 or more working days have been excluded from time limits.	
s.92, 92A, 92B	Powers and duties in relation to the adequacy of information received with an application for resource consent; and to request further information and commission reports.	Resource Planner
s.95, 95A-95G	To determine all matters relating to the need to notify, or serve notice of, an application for a resource consent.	Resource Planner
s.95E(3)	The power to give approval as an affected party on behalf of Council as a landowner.	
s.96	Power to make a submission on a resource consent application.	
s.99	To initiate, conduct and implement all procedures relating to pre-hearing meetings. Power to decline to process or consider the application of a person who fails to attend a meeting.	Resource Planner
s.99A	To refer resource consent applicants and/or submitters to mediation, subject to the restrictions specified.	
s.99A	To delegate to an appropriate person the power to conduct mediation.	
s.100	To determine the necessity for a hearing on an application for a resource consent.	
s.100A	Ability to request a hearing and ability to request delegation of decision-making functions to hearings commissioners.	
s.101	To determine the commencement date, the time and the place for the hearing of application for resource consents.	
s.102	To determine the need for joint hearings and the making of joint decisions.	
s.103	To determine the need for combined hearings.	
s.104, 104A, 104B, 104C, 104D, 106, 108, 108A, 108AA, 220	Power to determine resource consent applications and impose conditions, PROVIDED that this delegation shall NOT be exercised on applications which have been the subject of a hearing under section 100 of the Act.	
s.109	Power to register bonds specified under the Land Transfer Act 2017. Power to enter land to ascertain whether work under bond has been carried out and/or carry out unfinished work as specified. Duty (as consent authority) to return balance of sum retained after deduction of costs.	
s.110	Ability to refund financial contribution to consent holder and retain a portion in the circumstances specified.	
s.114	To determine the range of persons and authorities on whom notices of decisions should be served.	
s.120	Ability to lodge an appeal against a resource consent decision.	

Section	Activity	Delegation
s.124, 124B, 124C	Power to allow consent holder to continue to operate under an existing consent in the circumstances specified.	
s.125	The power to extend the period in which a resource consent lapses.	
s.126	To cancel a resource consent	
s.127	To consider and grant an application to change or cancel consent conditions for any resource consent.	Resource Planner
S.128-132	To review the conditions of any resource consent in accordance with section 128 to 132 of the Act.	
s.133A	To issue an amended resource consent that corrects minor mistakes or defects in the consent.	Resource Planner
s.138	Powers and duties in relation to the surrender of a resource consent.	
s.139	To grant certificates of compliance, including the power to require an applicant to provide further information in accordance with section 139(4) of the Act.	Resource Planner
s.139A	To issue existing use rights certificates, including the power to require an applicant to provide further information in accordance with section 139A(3).	Resource Planner
s.142	The power to request the Minister to call in a matter that is or is part of a proposal of national significance.	
s.145	The power to lodge matter with the Environmental Protection Authority.	
s.149 – 149ZD	Powers and duties in relation to matters that are called in or lodged with the Environmental Protection Authority.	
s.168, 168A, 169, 171, 172 and 173	Powers in relation to notices of requirements for designations.	
s.170	To exercise the discretion contained in section 170 of the Act on the inclusion of a notice of requirement in Council's proposed plan.	
s.176A	Powers and duties in relation to outline plans.	
s.179	Power to lodge an appeal.	
s.181	Powers in relation to the alteration of a designation.	
s.182	Powers and duties in relation to the removal of a designation.	
s.184 and 184A	Powers and duties in relation to the lapsing of a designation.	
s.189, 189A, 190, 191, 195A	Powers and duties in relation to requirements for heritage orders.	

Section	Activity	Delegation
s.198A – 198M	Powers and duties in relation to direct referral of requirements to the Environment Court.	
s.220(1)(b) and (2)(a)	Authority to undertake online registration of certificates as an authorised officer.	Resource Planner
s.221	Power to issue, vary, cancel or review a consent notice.	
s.222	To take a bond and issue (and, if necessary, extend) a completion certificate - as long as it is not for financial contributions.	
s.223, 224	Power to approve or decline a survey plan and provide the relevant certificate(s), except where net payment of reserve contributions by Council less credits for land to vest exceeds the delegation for the role.	Resource Planner
s.226	The power to consider an application under section 226. The power to issue a certificate pursuant to section 226.	Resource Planner
s.232, 234, 235, 236, 237, 237B	All powers and duties for the purpose of the creation or variation of an esplanade reserve, esplanade strip or access strip.	
s.237C	Powers and duties in relation to the closure of an esplanade strip or access strip.	
s.237H	Power to object to a determination about the compensation payable.	
s.239	Power to certify any interest under this section on a survey plan.	
s.240	The power to impose a condition requiring a covenant be registered. The power to cancel a covenant against the transfer of Allotment. The power to certify a covenant or cancellation of a covenant as an Authorised Officer.	
s.241	To consider and grant any requests for cancellation or changes to amalgamation conditions.	
s.243	To consider and grant any requests for easement cancellation or changes.	
s.274	Powers and duties in relation to joining and participating in proceedings in the Environment Court.	
s.291	Powers and duties in relation to commencing, joining and participating in proceedings in the Environment Court.	
s.292	Powers and duties in relation to a direction by the Environment Court to amend a district plan.	
s.293	Powers and duties in relation to a direction by the Environment Court to prepare changes to a proposed plan, consult the persons specified and submit changes to the Court for confirmation.	
s.299-308	Powers and duties in relation to commencing, joining and participating in High Court and Court of Appeal proceedings.	
s.310-313	Powers and duties in relation to commencing, joining and participating in an application to the Environment Court for declarations.	

Section	Activity	Delegation
s. 314-321	The power to apply to the Environment Court for an enforcement order pursuant to section 314 or for an interim enforcement order pursuant to section 320. The power to make decisions on any matters relating to applications for enforcement orders (including any application to change or cancel enforcement order).	
s.325A	Powers and duties in relation to the change or cancellation of abatement notices.	
s.330-331	Powers and duties in relation to emergency works.	
s.336	Powers and duties in relation to the return/disposal of property seized and impounded as specified.	
s.342	The power to collect fines for an offence under section 338.	Resource Planner
s.343B and Criminal Procedure Act 2011	Powers and duties in relation to proceedings for an offence or infringement offence.	
s.343D	Power to retain all infringement fees specified.	
s.357	The power to consider and make decisions on objections which do not require a hearing, except where the decision would result in a net payment of reserve contributions by council less credits for land to vest exceeding the delegation for the role. The power to decide whether an objection requires a hearing.	Resource Planner
s.357C-D	The power to consider and decide upon objections and to dismiss or uphold (in whole or in part) any objection under sections 357,357A or 357B of the Act 'PROVIDED that this delegation shall NOT be exercised in respect of objections on resource consent applications which have been the subject of a hearing under section 100 of the Act.	
s.358	Powers and duties (as person who has objected as specified) in relation to appeals to the Environment Court against the decision on the objection.	
Schedule 1	<p>All powers and duties relating to the preparation, change and review of policy statements and plans with the exception of:</p> <ul style="list-style-type: none"> • the approval of a proposed policy statement or plan under clause 17 of Schedule 1. • Schedule 1, clause 5 – power to decide to proceed with and notify a proposed plan. • Schedule 1, clause 8D – power to withdraw a proposal to prepare, change, or vary a proposed plan. • Schedule 1, clause 25 – powers to decide how a request for plan change is to be dealt with. • Schedule 1, clause 37 – power to decide to use the collaborative planning process to prepare or change a plan. • Schedule 1, clause 88 – power to withdraw a proposed plan that is subject to a direction to use a streamlined planning process. 	<p>ONLY TO:</p> <p>Chief Executive Manager Strategic Planning Planning and Building <u>Consents</u> Manager</p>
Non-Statutory	The commissioning of independent consultants to process applications to recommendations stage. Unless exceeds financial delegation.	

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Section	Activity	Delegation
s.120 and Schedule 1, clause 27	Decisions relating to Council's case in any resource consent or District Plan related process, and in any appeals to the Environment Court, in which Council is a party.	

To:	Your Worship and Elected Members
From:	Phil Evans, Senior Advisor Compliance and Projects
Endorsed by:	Kathryn Ross, Chief Executive
Date:	31 March 2021
Subject:	Approval to replace playground equipment from Kids Own Playground
DECISION	
Recommendation:	
That Council:	
<ul style="list-style-type: none"> a. Agrees to permanently remove the tractor and bulldozer from the Kids Own Playground at Queen Elizabeth Park; b. Agrees to undertake engagement with the community to seek input on the type of playground equipment replacements; c. Approves the proposed engagement timeframes and approach described in Report 046/21. 	

Purpose

The purpose of this report is to provide further information for Council's consideration and seek Council agreement to:

- permanently remove the tractor and bulldozer from the Kids Own Playground at Queen Elizabeth Park,
- investigate replacement playground equipment
- undertake community engagement to seek views on the type of replacement playground equipment.

Executive Summary

The Kids Own Playground at Queen Elizabeth Park had two pieces of old agricultural machinery, a bulldozer and tractor, as playground equipment. Over time, the equipment became increasingly unsafe and weathered by the elements. The tractor and bulldozer do not comply with the Playground standard and this non-compliance was highlighted to Council in a 2017 audit report by Park Central.

The machinery was removed from the site to be assessed for refurbishment at the end of last year. They are currently stored at the Council's Bentley Street yard where they have been inspected by local engineering firms which has resulted in 3 proposals to refurbish them.

Due to the investment required, further cost exposure once the work is initiated and uncertainty around the appearance of the finished articles, it is not recommended that we carry out this work. Instead, it is recommended that Council consults with the community on appropriate replacement play items.

Context

Council last considered the tractor and bulldozer at the Infrastructure and Services Committee meeting on 18 November 2020. At that time, the Committee resolved that officers should look at options to retain the two pieces of equipment. In December 2020 the items were removed from the site and stored at the Council’s Bentley Street yard for further assessment and to alleviate safety concerns.

Following their removal, officers contacted the original auditor – Park Central – and engaged them to provide a detailed report on the work required to comply with NZS5828:2015. A copy of this report is included as **Attachment 1**.

Fifteen local engineering and fabrication companies were contacted and invited to provide an estimate to carry out the work contained in that report. These companies were selected on the basis that they had either carried out work for Council previously or had expressed an interest in doing the work.

Of the fifteen contacted, nine expressed an interest in receiving the report, four subsequently visited the site to view the items and three provided a cost estimate.

These companies all have a background in steel fabrication. Council officers have not yet appointed a preferred supplier for the work.

The cost estimates that have been received cover a wide value range, which is an indication of the uncertainty of the amount of work required. Further, there are uncertainties, as noted above, about the final result of the refurbished equipment. Officers have also received separate offers to carry out portions of the work (such as spray painting) at cost which may be able to be pursued should this option be pursued. This may help defray the total costs. For the purpose of calculating a budget estimate for this work however, we have used an estimate provided to us and have not allowed for free labour offers.

Total budget Estimate:

Fabricate, sandblast and paint both machines	\$28,000
Transport to workshops and reinstatement to park (est)	\$10,000
Contingency 30%	\$11,400
Park Central Report and sign off	\$3,100
GST	\$7,875
Total	\$60,375

Officers assessed all the information contained in the cost estimates and the scope of work that will be required to bring the equipment to the required safety standard. Officers consider that the work required to complete the refurbishment may also require further structural work. However, until the actual refurbishment is underway, we are unable to assess the extent of potential structural work. The above costs should therefore be taken as provisional.

While officers are reasonably confident that the necessary work, as detailed in the Park Central report, could be carried out, officers consider that there is doubt as to what the likely result will be. Extensive work is required to enclose spaces, remove protrusions, remove moving parts, install shrouds and fill gaps. Once repaired, the equipment will look significantly different to the historic agricultural machinery that is familiar to the community. While it is difficult to illustrate this, two images of other machinery that has been refurbished are attached (see Attachment 3).

Options Considered

Option		Advantages	Disadvantages
1	Do nothing.	No additional cost to be incurred. Risk to public has been removed.	Gap in playground not filled. Questions about removal remain unanswered. Ongoing negative public feedback due to loss of items.
2	Engage contractor to refurbish the tractor and bulldozer.	Refurbishment and reinstatement of the equipment to the KOP.	Significant costs incurred, not clear what the finished items will be like from a playability viewpoint. Opportunity to install new, modern play equipment will be lost.
3	Replace with new playground equipment.	New, modern, compliant equipment installed. More likely to provide value for money.	Negative public feedback due to loss of items.

Option 3 – Replace the equipment with appropriate, modern, play equipment:

This option has been considered previously at the 18 November Infrastructure and Services Committee meeting with alternatives presented with that report. Public consultation will be carried out prior to the exact mix of play equipment being selected. Attached for reference only are examples from the previous report (**Attachment 2**).

Recommended Option

Council staff recommend permanently removing the tractor and bulldozer and:

- Replacing them with new equipment that meets the New Zealand Playground Standard 5828:2015 and extends current play opportunities within the Queen Elizabeth Park; and
- Engaging with the community to consult on the replacement(s).

Summary of Considerations

Strategic, Policy and Legislative Implications

Option 3 is in alignment with the purpose of local government as stated in the LGA, which includes promoting the social, economic, environmental, and cultural well-being of communities in the present and for the future. Option 3 also aligns with the 2018-28 Long-Term Plan, Community Outcomes and our wellbeing strategy *He Hiringa Tangata, He Hiringa Whenua*.

Significance and Engagement

The decision to remove the equipment is likely to generate significant community interest and possibly controversy and, on that basis, can be significant. Additionally, it will not be possible to reverse the decision.

Council will develop an engagement plan to consult with the community on appropriate replacements.

Financial Considerations

Budget has been allocated for the replacement, repair and refurbishment of community facilities in the LTP, which includes provision for playgrounds. No additional budget is required. Some funding may be required for the consultation and engagement around the consideration of replacements, but again this should be able to be covered from existing budgets.

Implications for Māori

There are no aspects of this decision that would have a particular impact on Māori. Council will engage with our Maori community regarding replacements.

Environmental/Climate Change Impact and Considerations

Although there are no direct climate change impact from replacing the equipment, there will be an opportunity to look at a replacing them with environmentally themed play equipment.

Next Steps

Council officers will attempt to return the items to the original donor families. If this is not possible, alternative options – such as museums or community groups – will be pursued to see who would be interested in taking them.

In terms of the replacement play equipment, Council officers will begin a consultation process immediately with the community to determine the most appropriate replacement equipment.

If the Council chooses to not adopt the officer recommendation, and prefers Option 2, then the following recommendations should be considered;

- That Council directs staff to engage a suitably qualified engineering firm to carry out the work identified by the Park Central Report, attached to this report, and;
- The Council directs staff to reinstate the equipment at Queen Elizabeth Park once the equipment has been refurbished to a standard that complies with NZS5282:2015, and;
- That Council authorises the expenditure of up to \$60,375 for this refurbishment work.

Attachment 1. Tractor Bulldozer Compliance Report

Playground Safety Report Masterton District Council Bulldozer/tractor Play Items Kids Own Playspace

Park Central

Park and Playground Solutions Limited

p +649 361 1099 **m** +6421 764 250

e tina@parkcentral.co.nz

54 Norfolk Street, Ponsonby, Auckland.

w www.parkcentral.co.nz



The playspace is located in a public park. The playground is open and accessible to the public.

The items assessed are a Bulldozer and Tractor. They are estimated to be up to **80 years old and have been in its current location for many years.**

The items have modified to fit into the children's playspace.

The playground standards NZS 5828:2015 define play equipment and apply to:

3.1 Play equipment: equipment and structures, including components and constructional elements with, or on which, children can play outdoors or indoors, either individually or in groups, according to their own rules or own reason for playing which can change at any time.

For items such as the Bulldozer and Tractor that have been modified to fit into a children's playspace – there are aspects of the standards that cannot be applied. However, the definable elements, and measurements can be applied.

As the playground standards are not retrospective they have been used as a guide to assessing the safety of the items and their suitability as play item in the playspace.

Both items are clearly much loved play item, by the local children.

Definitions that apply: NZS 5828:2015

Entrapment : hazard presented by the situation in which a body, or part of a body, or clothing can become trapped. Note; this part of EN1176 only considers certain types of entrapment where the user is not able to free him/herself and injury is caused by the entrapment.

Crushing point: place where parts of the equipment can move against each other, or against a fixed area so that persons, or parts of their body can be crushed.

Shearing point: place where part of the equipment can move past a fixed or other moving part, or past a fixed areas so that persons, or parts of their body, can be cut.

Falling space: space in, on and around the equipment that can be passed through by a user falling from an elevated part of equipment

Finish of equipment: There shall be no protruding nails, projecting wire rope termination or pointed or sharp edged components. Rough surfaces should not present any risk of injury. Protruding bolts threads within any accessible part of equipment shall be permanently covered e.g. dome headed nuts. Nuts and bolt head that project less than 8mm shall be free from burrs. All welds shall be ground smooth.

Projection: Corners, edges and projecting parts within the space occupied by the user that protrude more than 8mm, and which are not shielded by adjacent areas that are not more than 25mm from the end of the projecting part, shall be rounded off. The minimum radius of the curve shall be 3mm.

Summary Recommendation:

Items of compliance to playground safety standards are identified in this report. The gaps identified need to be filled or covered.

Finding 1: Head Entrapments – fill gaps

There are a number of head entrapments in the following items:

Head entrapment these items fails to meet the head and neck entrapment requirements for completely bound openings of NZS5828:2015 as tested according to D.2.

A head entrapment gap is any gap over 600mm high from finished ground level and any gap between 89-230mm for a depth of 100mm There can be no gap of this size. The gap can be larger than 230mm or smaller than 89mm.

Any gaps of head entrapment size should be filled.

Finding 2: Finger entrapments- fill gap, plug holes

There are finger entrapments throughout the frame. These items fail to meet the requirements of NZS5828:2015 as tested.

A finger entrapment gap is any gap over 1000mm high from finished ground level and any gap between 8-25mm-for a depth of 100mm. There can be no gap of this size. The gap can be larger than 25mm or smaller than 8mm.

There are finger entrapment gaps on the frame, platform, seat base, tank and wheels.

4.2.7.6 If the 8mm passes through the opening then the 25mm finger rod shall also pass through. The entrapment should not occur in areas of forced movement or areas over 1000m high.

Fill any finger entrapment gaps.

Finding 3: Sharp edges, protrusions- cover sharp edges and protrusions

There are sharp edges throughout the structure. There are protrusions in the bolts.

4.2.5 Corners, edges and projecting parts within any accessible part of the equipment that project more than 8mm, and which are not shielded by adjacent areas that are not more than 25mm from the end of projecting part, shall be rounded off. The minimum radius of the curves shall be 3mm.

There shall be no hard and sharp edged parts within any accessible part of the equipment.

There are sharp edges on the seat, frames, there are protruding parts on the front and rear sections.

The sharp edges should be covered.

Finding 4: Finish of Equipment- clean scrape back, cover sharp rusted edges

Throughout the structure the metals have rusted and defoliated. There are holes in the metal throughout that expose sharp, splintering parts. The holes impact on structural integrity.

The images show defoliating, splintering metals. There are a number of sharp defoliating edges exposed, all these areas are exposed and open for children to access.

4.1.1 Metals

Metal parts should be protected against atmospheric conditions and cathodic corrosion. Metals that produce toxic oxides that scale or flake shall be protected by a non-toxic coating.

4.2.5 Finish of equipment

The surface finish of equipment made of other materials shall be non-splintering.

Clean scrape back any rusting defoliating parts. Cover sharp edges.

Finding 5: Crush points-fill gap/provide buffer or dampening**4.2.6 Moving parts**

There shall be no crushing points or shearing points between moving and or stationary parts of the equipment.

There are crush points on the moving parts such as the pedals.

Provide buffers or dampening items to restrict the movement.

Finding 6: Falling space

The falling space required for the roller would be taken from the tank, as this would be considered a standing surface.

4.2.8.4 b) The surface in the impact area shall meet the requirements for impact attenuation so that the critical height of the surfacing according to EN1177 shall be equal to or greater than the free height of fall of the equipment.

Bulldozer:



Falling space of 1500mm minimum required all around the Bulldozer



Sharp edges



Finger entrapment gaps, protrusion and sharp edges



Sharp edges, protrusion, finger entrapment



Crush point, sharp edges, finger entrapment



Sharp edges, Crush point Head entrapment gap



Finger entrapment, sharp edges

Tractor:



Falling space of 1500mm minimum required all around the tractor



Head entrapment gaps, sharp edges



Head entrapment gaps, sharp edges



Sharp edges



Sharp edges



Sharp edges, rusted lifted parts



Protrusion



Rusted sharp edges

Attachment 2 – Alternative equipment

Examples of suggested new equipment

Rocking Boat

\$4975 plus installation and freight.



Spinning Equipment

Shockwave \$3,650 plus installation



Shockwave

Product Code: **FS629**

Physical Size: **1.4mtr x 1.4mtr**

Physical Height: **1.0mtr (above surface)**

Loose Fill Surface Area Required: **3.4mtr
DIA**

Synthetic Surface Area Required: **3.4mtr x
DIA**

Free Height of Fall: **1.0mtr**

Age: **5-12 yrs**

Capacity: **4**

Use: **Outdoor Recreation Areas**

Firetruck - dual steer - \$5,406



Seesaw Swing Boat \$21,762



Farm Scene - Timber \$40,042



Tractor - Timber \$20,533



Attachment 3 – Examples of other refurbished machinery for reference only

#1 – Train - MOTAT



#2 – Steam Roller – Cambridge



To:	Your Worship and Members
From:	Kathryn Ross, Chief Executive
Date:	31 March 2021
Subject:	Document Signed Under Council Seal
FOR INFORMATION	
Recommendation:	
That Council notes the seal was used to execute a temporary increase to the existing Wairarapa Multi Stadium Sports Trust (WMSST) Loan Contract.	

Purpose

Clause 7.1 of Council's Delegations Register authorises any two of the following positions to execute documents under seal:

- Mayor
- Deputy Mayor
- Chief Executive
- Manager Assets and Operations
- Manager Finance

The Delegations Register also requires all use of the seal to be reported to Council.

The purpose of this report is to advise that on 15 March 2021 the seal was used to execute a temporary increase to the WMSST facility loan of \$60,000, which was until then \$45,000. This temporary increase is within the original amount guaranteed and approved by Council and will be in place until July 2021.

The increase was required as the Trust are still waiting for this year's subscriptions from Football and WBRU along with other fees and outcomes of funding applications they have with various organisations.

Agreeing the temporary increase was a low risk move and not a significant decision.

To:	Your Worship and Members
From:	Kathryn Ross, Chief Executive
Date:	31 March 2021
Subject:	Chief Executive's Report
FOR INFORMATION	
Recommendation:	That Council notes the information contained in the Chief Executive's report 049/21.

Purpose

The purpose of this report is to provide Council with an update (as at 22 March 2021) on Council operations and changes in the national and regional context for Council since the last CEO report to Council dated 17 February 2021.

Chief Executive's Overview

As I write this we are heading into "hot review" on our draft Consultation Document and supporting documents, and all signs are positive for adoption on the 31 March 2021 and consultation beginning on 1 April 2021.

The Mayor and I are also heading off to Parliament on Wednesday 24 March when, alongside local government and iwi leaders, the Wellington region and Horowhenua will be presenting to Ministers and Members of Parliament (and central government and parliamentary staff) our progress on the Wellington Regional Growth Framework and the Wellington Regional Leadership Joint Committee.



Photo taken 24 March.

Tai Gemmell also attended the launch on behalf of Kahungunu ki Wairarapa Charitable Trust.

Consultation on the draft Wellington Regional Growth Framework is now open and we will be promoting this as part of our own Long Term Plan consultation process.

Work around water reform continues to dominate a lot of our senior staff's workloads (more on this below) and we are making progress on delivering our All-In programme of work (outlined last report).

As part of my commitment to continuous improvement and growing our people and leadership capability (and capacity), I am happy to announce that Corin Haines our current Library Manager will be the Manager Community Facilities and Activities for the next six months with hand over commencing 29 March 2021. Tiffany Daubitz, Library Assistant Manager will step up into Corin's role for the six months. The Strategic Leadership Team and staff will be supporting Corin and Tiff transition into these roles and we know they will be great.

Since my last report, we have also officially farewelled Sue Southey from the role of Manager Planning and Building after nearly 50 years of service to council and our communities. As per her request she had a low-key event with current and past colleagues and friends from the Masterton County and District Councils. We are grateful that Sue continues to provide us with support as we start the review of the current Wairarapa Combined District Plan.

Next week we will be saying goodbye to Gareth Winter, QSM. Gareth has been with us for nearly 25 years and as kaitiaki, and under his guardianship, the Wairarapa Archive has grown to become the premier provincial archive it is today. He will be sorely missed.

National/Regional Context

Three waters reform

Water Services Bill Submission

As mentioned in my email to you on 2 March staff reviewed the Water Services Bill (which is an omnibus bill that implements the Government's decision to reform the drinking water regulatory system. It includes reforms to improve the regulation and performance of wastewater and stormwater networks, including requirements on those that supply others and sanctions for non-compliance).

We have updated you with our thoughts on the direction of travel – everyone wants good water and wastewater quality and good stormwater management – but there will be issues for some of our community and private suppliers (which may mean these supplies default to councils). There are also strong penalties if we and others do not get "it" right that range across the whole spectrum (from failure to meet the standards to documentation issues).

We did not have a lot of time with everything else that was going on to prepare a Council submission to meet the Select Committee's timetable, however we reviewed draft submissions from the sector (e.g. LGNZ and SOLGM). The LGNZ submission was comprehensive and comprehensible. We therefore prepared a submission in support of the LGNZ submission (refer to Attachment 1), noting that the enforcement and liability provisions need to be commensurate with the risks.

As the submissions closed on 2 March, in consultation with the Mayor, I authorised that the Council submission was submitted before the deadline and the submission was circulated to you for your information.

LGNZ's submission can be accessed at <https://www.lgnz.co.nz/assets/Uploads/LGNZ-submission-Taumata-Arowai-The-Water-Services-Bill-FINAL.pdf>

Three waters reform workshop

Last week, elected members and staff attended the Zone 4 Department of Internal Affairs (DIA) and the Joint Steering Committee workshop on the Three Waters Reform Programme. While many elected members were in attendance, the workshop slide pack is available on the DIA website ([https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/\\$file/Three-Waters-Reform-Programme-March-Engagement-slides.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme/$file/Three-Waters-Reform-Programme-March-Engagement-slides.pdf)) and I have attached the double sided A3 of the content that was discussed for ease of reference (see Attachment 2).

As previously reported the government is operating on an 'opt-out' basis with the three waters (water, wastewater and stormwater) reforms. The Government has said that the decision on whether Masterton (and other councils) remain in or opt out will, on its current programme, occur between September and December this year. Removing these activities from councils will have a significant impact on our activities.

At this stage we don't have all the detail around the process, so staff are therefore concentrating on preparing information for Council and the DIA (in collaboration with our regional colleagues) to ensure Council has the best information it can have to make its decisions. We are focusing our efforts on ensuring, whatever decision is made in the future, that

- the reforms can deliver better water outcomes for our communities
- the scale and boundaries of entities consider Iwi rohe/takiwa, water catchment boundaries, the scale of proposed regional spatial plans and other relevant communities of interest, employment and housing linkages, as well as economic and commercial concerns.
- three waters planning, prioritisation and investment will be co-ordinated at multiple scales (national, regional, catchment and local e.g. district and community), with meaningful roles for Iwi/Maori, councils, customers, and local communities and that this all integrates with climate change planning, Council consenting, subdivision, land use planning, spatial planning, roading, our parks, rivers, lakes and streams, commercial and industrial water use, and infrastructure paid for or provided by others
- governance arrangements are meaningful
- Council has the full information on the effect of a transfer of assets from it to a new entity, including providing information on the effect on revenue, debt, our balance sheet, overheads, staff, as well as likely transition costs, etc and what would be needed to ensure that there was fairness in any transition process and that risks would be effectively managed
- Council has the best information available on what the likely consequences would be if it decided not to participate in the reform process, including the effect of higher standards, workforce availability, etc.

Future Mayoral Forums will discuss the reform process in the context of regional and local planning and delivery and wider government reforms (that affect the sector). This information will be fed back

into the respective councils for consideration as part of our decision making on how to respond to the Government's programme (and timeline) for water reform.

Climate change

The draft **Wellington Regional Growth Framework** has been developed over the past two years with input from local government, central government, iwi, technical experts, stakeholders, interest groups and industry organisations. It also draws upon existing policy from around the region, such as city and district-scale spatial plans, iwi management plans and central government policy such as the Climate Change Response (Zero Carbon) Amendment Act and the National Policy Statement on Urban Development.

The Challenge 2 of the draft framework is "Natural hazards, climate change and enhancing the region's natural environment" and the project aims, amongst other things to

- Enable growth that protects and enhances the quality of the natural environment and accounts for a transition to a low/no carbon future
- Build climate change resilience and avoid increasing the impacts and risks from natural hazards

Consultation is now open on the draft framework and we will be consulting on this alongside our 2021-2031 Long Term Plan. <https://wrgf.co.nz/>

Staff are progressing Council's February decisions to establish the **Community-Based Focus Group for the Masterton District Climate Change Action Plan** and the three Wairarapa councils (Masterton, Carterton and South Wairarapa District) have submitted jointly on the Climate Change Commission draft advice and provided this to LGNZ to ensure the rural provincial sector is represented in their submission on behalf of the local government sector.

Aratoi Solar Project - Earlier this month a letter was received from Aratoi thanking Council for the donation towards Aratoi's planned solar project also updating us on progress. The amount of available roof space has meant they needed to revise the original proposal and reconfigure the location of the panels, however the cost for each kilowatt of production capacity and the return on capital from the planned investment have maintained at the original level.

The response to Aratoi's appeal has been encouraging and it is pleasing to hear that they have now secured over \$60,000 of the \$85,000 that is required for the initial stage. Although the project is underway the completion of the project depends on them being able to secure the remaining \$25,000 and they continue to seek external support.

Wairarapa COVID-19 Recovery

The Wairarapa Recovery Committee has been paused as the focus shifts from recovery to potential resurgence and building long term resilience.

The WREMO Community Sentiment Survey (January 2021) highlighted a continued focus on:

- Housing availability and affordability;
- The cost of living;
- Employment prospects; and
- COVID resurgence;

Many service providers report an ongoing high demand for services, particularly housing, budgeting and mental health support, and rising levels of fatigue and the most vulnerable being impacted the most.

Positive feedback included sentiment about:

- Support being provided by community service organisations;
- Support from within own communities & neighbourhoods; and
- Good communication/direction from government agencies.

At the Regional Leadership Group meeting this month, the COVID 19 Dashboard for February 2021 was presented.

Key takeaways for this month include:

- Mental health indicators look stable- calls and texts to Youthline have been dropping steadily since the peak of the COVID 19 lockdown last year
- Average number of weeks in emergency housing continues to climb sharply
- Number of people receiving accommodation supplements is rising gradually
- Big drop in the number of people employed within the 15-19 & 20 – 24 age categories – hopefully a short term monthly blip as a result of summer holiday period
- Jobseeker support continues to remain 40% up on pre-COVID levels
- Consumer spending in Wellington City remains below spending levels at the same time last year (-12%)
- Business confidence in the region remains high and above the national average
- Traffic volumes are back to normal but public transport usage remains dynamic as we go in and out of COVID 19 restrictions and people elect to work from home more
- The number of regional events compared to the same time last year is well down as a result of ongoing COVID 19 restrictions
- Food parcel deliveries remain up compared to the same time last year

The Community Sentiment Survey is bi-monthly and will be available for the next meeting of the Group.

The Wairarapa Leaders Social Wellbeing Forum will meet again on 1 April to discuss the Wairarapa situation in more detail and it is anticipated at this stage that both the Wairarapa DHB response plan and suicide prevention programme will be agenda topics. Pasifika funding is also on the agenda.

Corporate planning

The Long-Term Plan audit has dominated staff time on the project over March. The supporting documentation and draft Consultation Document were approved by the Council in February and are now subject to the Audit by Audit New Zealand and a 'hot review' by the Office of the Auditor General. No significant amendments have been identified to date through the audit process. Officers will update the Council on anything significant as soon as practicably possible. The final Consultation Document and supporting information is scheduled for adoption on 31 March 2021.

Preparations for the formal public consultation period over April are underway. A schedule of meetings and pop-up appearances is developing along with our social media and online information which will include short videos to help engage particularly with the youth.

Strategy development

Consultation has closed on the Parks and Open Spaces Strategy (10 March), which also marked our new consultation software's first outing. We received 58 submissions, which are currently being themed to assist in advice to and consideration by elected members. Staff anticipate bringing recommendations to Council to enable it to adopt the Parks and Open Spaces Strategy and a draft implementation plan before Council deliberates on the Long-Term Plan (at the beginning of June).

Regulatory Services

The regular reporting for the regulatory services (building consenting, planning, environmental health and animal services) has been transferred to a report to the Infrastructure Services Committee starting with their April 2021 meeting. Reporting to the Committee on the regulatory services was a change in the terms of reference this term but had not been implemented to date.

Projects of interest this month

Please refer to Attachment 3 for a dashboard update on key Council projects of interest.

Community Facilities and Activities

Community Development

Shift Foundation

The team have added two new schools to the Shift Programme: Carterton School has lunchtime 'Just Shift It' and the 'Intermediate' programmes; Wairarapa College has lunchtime 'Te Tauoranga', 'Just Shift It' and a 'LeadHER/Just Shift It/Shift Your Mind' programme. Preparation for the Shift Summer Sports Jam is complete, and the event is ready to go for early April 2021.

Welcoming Communities

The team was successful with its application to the Welcoming Communities National Programme. Staff are currently exploring timing and messaging for a launch.

Community Development

The team is preparing for a workshop with elected members on 14 April. The focus will be confirming future community development levels of service and endorsing the Community Development Framework.

Work is ongoing with the contract transition from Connecting Communities Wairarapa (CCW) to Council. The contract, which ends 30 June 2021, includes three roles: Neighbourhood Support Coordinator, Community Development Manager, and Youth Development Coordinator. The latter two roles are currently vacant following the resignations of those staff members from CCW. The effect of this is a decrease in capacity which affects the levels of service in youth development and

community development. The team is doing its best to prioritise key projects and relationships in the meantime.

Events

Parks Week

The Parks Week event was held from 6 – 14 March 2021. To launch the event, staff held a free Disc Golf session at Henley Lake. All ages came to participate in the new sport taking over New Zealand parks! The portable disc golf course was set up in the proposed location of the permanent course and all feedback received was positive. Shift Wairarapa also delivered a Disc Golf session at Henley Lake as part of this event and Recreational Services hosted a successful sausage sizzle in Queen Elizabeth Park.

Civic and Youth Awards

The Civic and Youth Awards were held at Copthorne Hotel and Resort Solway Park, on Monday 15 March with approximately 90 attendees. This was after initially being postponed due to the change to Alert Level 2 for COVID-19. It was a great night to celebrate the work that this year's award recipients had done for our community. Seven Civic and four Youth Awards were awarded for the 2020 year.

The team is reviewing the event process on how nominations are received and managed. Nominations for both awards are open year-round. The team will present a recommendation to the Awards and Grants Committee based on the review and feedback received from the community and committee.



Above picture from Civic and Youth Awards

Neighbours Day Aotearoa

Two public community events have been held this month.

The Great Plant Swap at the Age Concern Expo on 20 March and the launch of Neighbours Day Aotearoa in conjunction with the Red Cross and Oxford Street Community Garden's event on 23 March.

A neighbourhood support rural group event at Taueru was held on 21 March 2021 in collaboration with WREMO's Jane Mills and covered Emergency Planning.

Grants

The Awards and Grants Committee meeting on 24 March 2021 considered Round 2 of the *Community Wellbeing Grant, Community Events Fund and Sports Grant* applications. Applicants will be notified of decisions following the meeting.

The Masterton District Creative Communities Scheme committee also met on 26 February to assess five applications. Funding of \$11,465 was allocated to these applications for three workshops, a theatre production and festival.

Library

The Library once again took part in the STEM programming at Wings over Wairarapa running circuitry and soldering classes. Over the Friday and Saturday approximately 107 children took part in the classes, in which they built a small bug with LED eyes which light up in the dark.

These classes are valuable in teaching both an understanding of how circuits work but also hand/eye coordination working with small objects.

COVID-19 Alert Level 2 once again presented a challenge for the library service and our Click and Collect operating model was successful from a staff wellness point of view and was generally well received by the customers. One interesting takeout from operating click and collect was a new appreciation by our customers of the skills the library staff have in picking items of interest for people based on their requests and borrowing record. Some were amazed at the ability to do this and in many cases, they were introduced to new authors.

The Library has launched two new programmes, Women's Cross Stitch and The Gathering. Cross Stitch builds on the already successful knitting programme which not only provides a place of contact for participants but produces baby garments for new-born children at the hospital. The Gathering has been introduced in response to the isolation experience by many during the COVID-19 lockdown last year. The Gathering is intentionally not structured. This is to allow the group to engage as they wish and has led to many one on one and group discussions. Age Concern are also attending and are providing a valuable addition to group sharing information about their services and community need.

A few examples of positive outcomes from The Gathering are:

- One individual has decided to get a hearing aid where previously the cost was stopping them.
- Several new residents in Masterton have made connections and discovered interest groups which they are now attending.
- The sharing of Masterton's history is also occurring within the group.

Archive

There has been a pleasant rebound in researcher numbers, January's total of 194 comparing favourably with 196 in 2019, and 199 in 2020. A further ten accessions were added to the collection, including registers from Masterton West School that came after contact with the Masterton Memories Facebook group; an historical report on dairying in Wairarapa; a photograph of the founding Beetham brothers of 'Brancepeth', and photographs of the Remutaka Incline.

During the month the District Archivist attended a quarterly meeting of the Archives Council. He also published five stories in the Wairarapa Times-Age relating to early burials in Archer Street cemetery. Archivist Mark Pacey contributed three articles in his series on Wairarapa shipwrecks.

Properties and Facilities

- *Hood Aerodrome* – the Strategic Advisory Group Chair has met with iwi representatives to review the draft strategic recommendations report.
- *Housing* – the six-monthly inspections have been completed for all residential properties.
- *Trust House Recreation Centre* – repairs are underway to replace the end-of-life pipework and repaint the islands in the leisure pool.
- *Pioneer Clubrooms* – developing a fix for two structural vulnerabilities to repair these in the immediate term.
- *Rural Halls* – initial works started to upgrade the potable water upgrades in line with the successful stimulation funding application.

Belgravia Leisure and Recreational Services – Contractors

- **Parks and Open Space Maintenance Contract**

It should be noted how willing Recreational Services are to contribute to the various capital expenditure projects underway within the district and in particular are providing significant support to the Skate Park Refurbishment project.

The team have undertaken a six-monthly review of budgets, planning is on track and there are no significant financial risks to highlight. We are now starting to prepare for the end of the financial and contractual year.

- **Trust House Recreation Centre Contract**

Total facility visits for February were at 16,227 slightly up on the same month in 2020 (16,157) which was pleasing considering the facility operated under COVID-19 Alert Level 2 twice during the month. As authorised by Elected Members, staff are working with Belgravia Leisure on the contract review. The current contract expires 30 June 2022, and the team are working on a risk share contract extension from 1 July 2022. Belgravia Leisure have provided high level numbers which are realistic and align to Council's expectations. We are now working with Belgravia Leisure on understanding and reviewing the detail.

- **Mawley Holiday Park Contract**

While the cancellation of the last day of Wings over Wairarapa was disappointing, the Park remained very busy over that weekend. The cancellation of other events (Crusty Demons, Golden Shears, Martinborough Fair and the Vintage Motorcycle Rally) resulted in low forward bookings for March compared to the previous year. However due to more successful months earlier in the financial year, the operator is still on track to exceed revenue targets.

Communications and Marketing

- **CouncilMARK** – Proactive release of the Council’s improved CouncilMARK rating to BBB resulted in considerable positive coverage. The independent rating saw financial decision making and transparency improve from competent in 2017 to ‘better than competent’, and an improvement to ‘performing well’ service delivery and asset management and communicating and engaging with the public and business.
- **Long-Term Plan** – Council’s draft proposals have received a lot of interest. In particular, the Civic facility and images of how a new facility could look resulted in widespread coverage and considerable debate. Coverage also included reference to plans to complete the Masterton Revamp and build 25 pensioner housing units.
- **Playground tractor** – The issue of two tractors removed from the Queen Elizabeth Park playground has received media coverage over the last month, including a front page article in the Wairarapa Times Age of a possible \$30,000 cost of bringing the equipment up to the New Zealand Playground Standard, was followed by another front page story based on comments from a supplier who said they had tendered to do the work for \$15,000. This issue trumped coverage of Carterton’s Boil Water Notice (which was relegated to page 3).
- **Revaluations** – The effect of QV revaluations on rates has been explained on the rates page of the Council website.
- **Donation to community kitchen** – The Councillors’ donation of \$2,750 to the Wairarapa Community Kitchen received prominent coverage and the Times-Age is promoting **the Civic and Youth Award** winners based on the photographs and information we supplied.

Media

The February-March period was somewhat quieter than normal, with the Local Democracy Reporter on leave for several weeks, but period saw around 250 council-related articles appear.

Of particular note:

- **Playground equipment in QE Park** – As indicated above media interest in this issue continues.
- **Water restrictions** – After being on the cusp of a total watering ban, rain in the ranges increased the flow of the Waingawa River allowing restrictions to be eased to sprinklers on alternative days. This is the lowest form of restriction in the summer period, which formally ends on 31 March.
- **COVID-19 vaccinations** – A Times-Age Facebook poll saw 59 per cent of respondents saying they would not take a COVID-19 vaccine. Mayor Lyn Patterson was among the region’s mayors quoted as saying they would take it as soon as it was available. Efforts will be made to publicise her vaccination to promote awareness and the vaccine roll-out.
- **LTP proposals** – Coverage of proposals in the draft LTP in both the Times-Age and the Stuff website highlighted the rates increase and images of how the new civic facility could look. There was also speculation about the fate of the old town hall building after a suggestion that it would be sold.
- **CouncilMark** – The Council’s improved CouncilMARK was covered extensively by the Times-Age and briefly by the Dominion Post.

Digital communications

Web Project

A second round of design has been completed, this has been circulated to members of the blind and low vision community for feedback. It will also be shared with our older participants who have provided feedback previously.

Antenno

We now have 545 installs total with five active posts and many completed posts covering topics including road closures, pool upgrade, Essex St carpark closure, water restrictions, current consultations, and rubbish and recycling changes.

Social Media

The Council has been maintaining a strong engagement rate of around 3.5 per cent and reaching around 30,000 people per month. Followers have grown steadily, with around 200 new likes since January.

We have created a new Instagram account for the skatepark revamp and have been promoting the Facebook page.

Website

Our website maintains a very steady usership with around 15,000 sessions per months and 10,000 visitors in total. The most popular pages continue to be online maps, the combined district plan, rates, and rubbish and recycling.

Email

The Masterton Monthly Wrap continues to be sent to around 4,300 people. For 2021 we have maintained an open rate of more than 40 per cent (industry benchmark is 21 per cent). The most recent edition focussed on the town revamp project, CouncilMARK, road closures and civic facility images. We are also sending regular update emails to Hood Aerodrome users about the master planning project and ongoing construction work.

Customer Services Activity

Compliments / Complaints

From 1 February 2021 through to 12 March 2021, five compliments have been received, ranging from:

- A compliment to the staff manning the transfer station at Riversdale, they are very helpful and considerate.
- The care of the grounds of Queen Elizabeth Park continues to improve, thank you.
- To Masterton council garden staff: I was just wishing to say how much I've enjoyed the gardens opposite New World. The flower beds have been magnificent and have held on with colour through all this hot weather.

- For Coral Stace-Mawson - I met with Tim Munro (virtually) last week and he was effusive in his praise for your organisational skills, your knowledge of the Recreational Services contract, and your relationship management skills with Recreational Services.

Service Requests

Over the 1 February through to 12 March 2021 period, Council has received 934 service requests; 296 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.

Local Government Official Information and Meetings Act Requests

During the month of December and January, Council received 10 Local Government Official Information Act (LGOIMA) requests, all of these requests have been closed with zero withdrawn. None have been transferred to another organisation or resulted in a complaint to the Ombudsman. The average response time for the month of December is 16.8 working days and January is 14.8 working days. 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, the table below reflects when the full response has been sent and closed off. You will note in the table that one of the responses went over the 20 working day timeframe, this was due to technical issues/error.

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

Period					
	No.	Responded	Ave time Working days	> 20 days	No. outstanding
April 2020	6 (note some information was only able to be retrieved from sites after entering Alert Level 2)	100%	15	1	0

May 2020	6 (note some information was only able to be retrieved from sites after entering Alert Level 2)	100%	10.1	1	0
June 2020	2 (note there was an additional request that was received in June however the request was amended on 8 July, therefore it will fall into the next round of reporting).	100%	14	0	0
July 2020	12	100%	10.8	0	0
August 2020	8 (one request was denied due to substantial collation or research)	100%	11.75	0	0
September 2020	8	100%	14.8	0	0
October 2020	7	100%	13	0	0
November 2020	5	100%	13	0	0
December 2020	5	100%	16.8	1	0
January 2021	5	100%	14.8	0	0

Financial Report

The Financial Report for the eight months to 28 February 2021 is attached (see Attachment 4).



2 March 2021

Health Committee
Parliament Buildings
Wellington

Via email: he@parliament.govt.nz

Kia ora

Water Services Bill Submission

Masterton District Council (MDC) strongly supports Local Government New Zealand's Submission, including supporting the intent of the bill and the opportunity to work with Central Government to deliver robust and cost effective three water infrastructure and services.

We do ask that that select committee consider whether the level of penalties for all offences are proportionate in all cases to the levels of risk (and the control measures that will be required to mitigate risk) and satisfies itself that sufficient resources (including funding) exist within the system for the reporting and investigation of alleged / actual offences, drawing potentially on lessons learnt under the Health and Safety and Building regimes.

Ngā mihi,

A handwritten signature in black ink, appearing to read 'K. Ross', is positioned above the printed name and title.

Kathryn Ross
Chief Executive

Three Waters Reform Programme

A proposal to transform the delivery of council-owned three waters services



MARCH 2021

1. BACKGROUND

Over the past three years central and local government have been considering solutions to challenges facing the regulation and delivery of three waters services. This has seen the development of new legislation and the creation of Taumata Arowai, the new water services regulator.

Through our work in a joint Steering Committee, both central and local government acknowledge that there are broader challenges facing the delivery of water services and infrastructure, and the communities that fund and rely on these services.

As Crown Treaty partners, Iwi/Māori also raised concerns about current arrangements and have a significant interest in Te Mana o Te Wai and improving outcomes in Aotearoa. Both central and local government acknowledge the importance of rights and interests under the Treaty of Waitangi and the role of the Treaty partners in progressing these issues.

It is now clear that significant additional investment is required to increase public confidence in the safety of drinking water and to improve environmental outcomes of wastewater and stormwater networks. The scale of this investment need also requires a new way for three waters services to be delivered while retaining these assets in public ownership.

2. CHALLENGES

Our understanding of challenges has been improved by the most comprehensive data collection from councils on three waters assets and service delivery ever undertaken in New Zealand*.

PRELIMINARY ANALYSIS SHOWS:

The investment needed to maintain and enhance infrastructure, and meet requirements of growth, over the next 30 to 40 years, could be in the order of: **\$50-\$90 billion**

The total investment, on top of maintenance and renewals, over the next 30 to 40 years could be in the order of: **\$110-170 billion**

Councils currently spend around \$1.5bn annually which adds, over the next 30 years, to around: **\$45 billion**

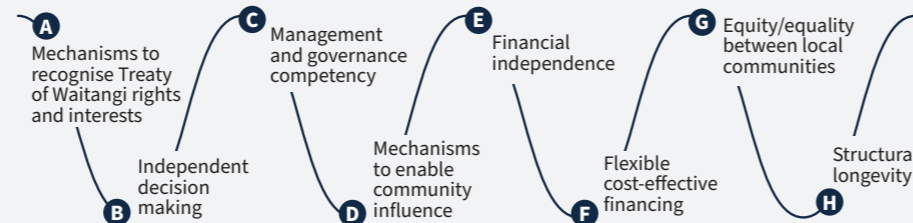
Without this investment and efficient service delivery and infrastructure upgrades we can expect a continued decline in outcomes for our communities.

*Financial analysis available mid-2021

3. WHAT IS PROPOSED

Multi-regional entities of scale Significant aggregation into a smaller number of multi-regional entities	Balance sheet separation Complete structural separation from local authorities	Competency based boards Professional directors on three waters boards
Public ownership Entities must be publicly owned, with mechanisms to enable community and Iwi/Māori input, and prevent future privatisation	Asset ownership Three waters entities responsible for ownership of all water infrastructure assets	Statutory entities Three waters entities designed and established by legislation

SUCCESS FACTORS



5. OPTIONS RELATED TO IWI/MĀORI INTEREST

OPTIONS FOR STRATEGIC INFLUENCE

Council and mana whenua representatives could have a key role in governing the new entities through the Governor Representative Group or through a mana whenua forum

STATUTORY RECOGNITION

Statutory reference to both the Treaty of Waitangi and Te Mana o Te Wai

BOARD ACCOUNTABILITY

Statutory roles and responsibilities as Treaty partners

Competency requirement of all Directors and specific requirements for mātauranga Māori knowledge

LOCAL INFLUENCE

Capacity and capability support to ensure mana whenua are best supported to express Te Mana o Te Wai

Mechanism to enable mana whenua to influence local investment decisions and prioritisation processes

4. WHY WILL THESE BIGGER ENTITIES BENEFIT COMMUNITIES?



Greater financial capability

Balance sheet separation and the ability of the entities to borrow at advantageous rates will enable the significant intergenerational investment required to ensure fit-for-purpose water services for our communities

Freeing Council balance sheets from funding water infrastructure and services will allow an enhanced capacity to focus on place-making and community well-being



Far more efficient providers

Large entities will be far more efficient providers than individual Councils and this will mean cheaper water services for households than otherwise would be the case

A step-change in operational scale will enable greater professional pathways for staff, contribute to improved procurement practices and lower operating costs while facilitating a more strategic and co-ordinated investment approach across catchments



Cost sharing across communities

Cost-sharing across larger areas of population will bring the average price of future water services down particularly for smaller communities, compared to having to meet those costs alone should Councils opt-out of the reforms



Improved outcomes for communities

Ensuring an affordable way for communities/households to meet cost of water services now and into the future

Significant contributions to improving water quality and environmental outcomes

More direct mechanisms for Iwi/Māori to influence outcomes with clearer accountabilities

Introduction of a range of protections for consumers through a new regulatory regime

6. OPTIONS RELATED TO COMMUNITY INFLUENCE

STRATEGIC INFLUENCE

Council and mana whenua representatives could have a key role in governing the new entities through the Governor Representative Group

PLANNING MECHANISMS

Requirements for the new entities to work alongside, and with regard to, planning and mechanisms such as Long Term Plans and Resource Management Act tools (or replacement tools)

LEGISLATED REQUIREMENTS TO ENGAGE ON INVESTMENT DECISIONS

New mechanisms that require engagement and consultation on the core business documents outlining the entity's investment decisions

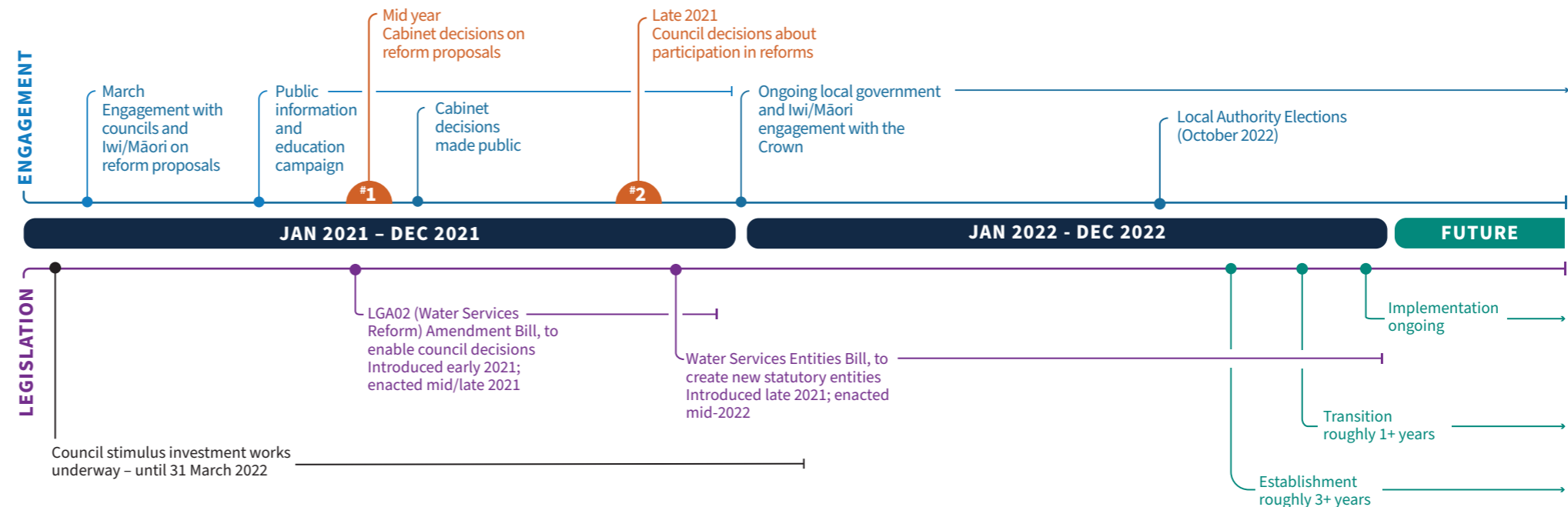
VULNERABLE CONSUMER PROTECTIONS

New mechanisms to protect interests of smaller communities and vulnerable consumers, for example through a Government Policy Statement

ECONOMIC REGULATION

An economic regulatory regime designed to ensure that entities act in the best interests of consumers

7. NEXT STEPS



Three Waters Reform Programme

Iwi/Māori rights and interests



MARCH 2021

1. WHAT IWI/MĀORI HAVE TOLD US

Through our previous engagements with Iwi/Māori representatives and ropū Māori we have heard some consistent themes.

- These include:
- Whatever approach is taken, there is a need to uphold **Te Mana o Te Wai**.
 - There is a need for **community education about the value of water** – communities need to own and lead the conversation.
 - Māori have **rights and interests in water**, which need to be addressed. These are not to be undermined through waters reforms.
 - Need for a holistic approach**.
 - Māori are over-represented in communities with small or no water supplies.
 - Thought needs to be given to how emerging proposals will impact on Iwi/Māori models such as papakāinga.

We need to take the opportunity of the service delivery reforms to address long-standing issues.

2. KEY THEMES

Ongoing engagement is revealing these themes:

- PARTNERSHIP**
Iwi and Māori shared resounding support for a stronger partnership between tangata whenua and the Crown, with the need to have the Treaty of Waitangi/Te Tiriti o Waitangi embedded more explicitly throughout the reform process and beyond.
- PARTICIPATION**
Iwi and Māori shared concerns regarding their ability to participate and engage in this kaupapa. Currently, there is insufficient capacity and capability for many iwi, hapū and Māori to engage. Support needs to be given to develop Māori capacity and capability to participate.
- PROTECTION**
Iwi and Māori called for protection of their rights, roles and responsibilities as tangata whenua particularly for protection around their cultural assets. Iwi and Māori also want to see protections against privatisation of water services.
- RECOGNITION OF CULTURAL VALUES**
Iwi want to see their mātauranga-ā-iwi incorporated within the three waters reform process and Taumata Arowai's regulatory regime. In relation to entity design, iwi and Māori do not want to see catchments broken and have a strong preference for the entity boundaries to adhere to the 'ki uta ki tai' concept. Additionally, iwi, hapū and Māori do not want their whakapapa/iwi/hapū boundaries to be separated by the new entities.
- USE MANA ENHANCING PROCESSES**
Iwi see the reform as an opportunity to work together to design something that works better than the status quo for iwi, hapū, whānau and small rural communities.

3. DRAFT RIGHTS AND INTERESTS OBJECTIVES

- Draft objectives to guide our thinking on the Crown/Māori relationship:**
- Enable greater strategic influence**
Enable Iwi/Māori to have greater strategic influence/exercise greater rangatiratanga/over water service delivery including through enhanced capacity and capability.
- Integrated within a wider system**
Ensure that the rights and interests of Iwi/Māori are analysed within a wider system, including issues related to allocation and the future of the RMA, but with a focus on the specific issues that relate to the establishment of water service entities and delivery of water services.
- Reflective of a Te Ao Māori perspective**
Recognise the holistic manner (environmental, cultural, spiritual, economic) in which water is viewed using a Te Ao Māori perspective and Te Mana o Te Wai including ki uta ki tai or catchment approach and consistent with rohe/takiwa or whakapapa links.

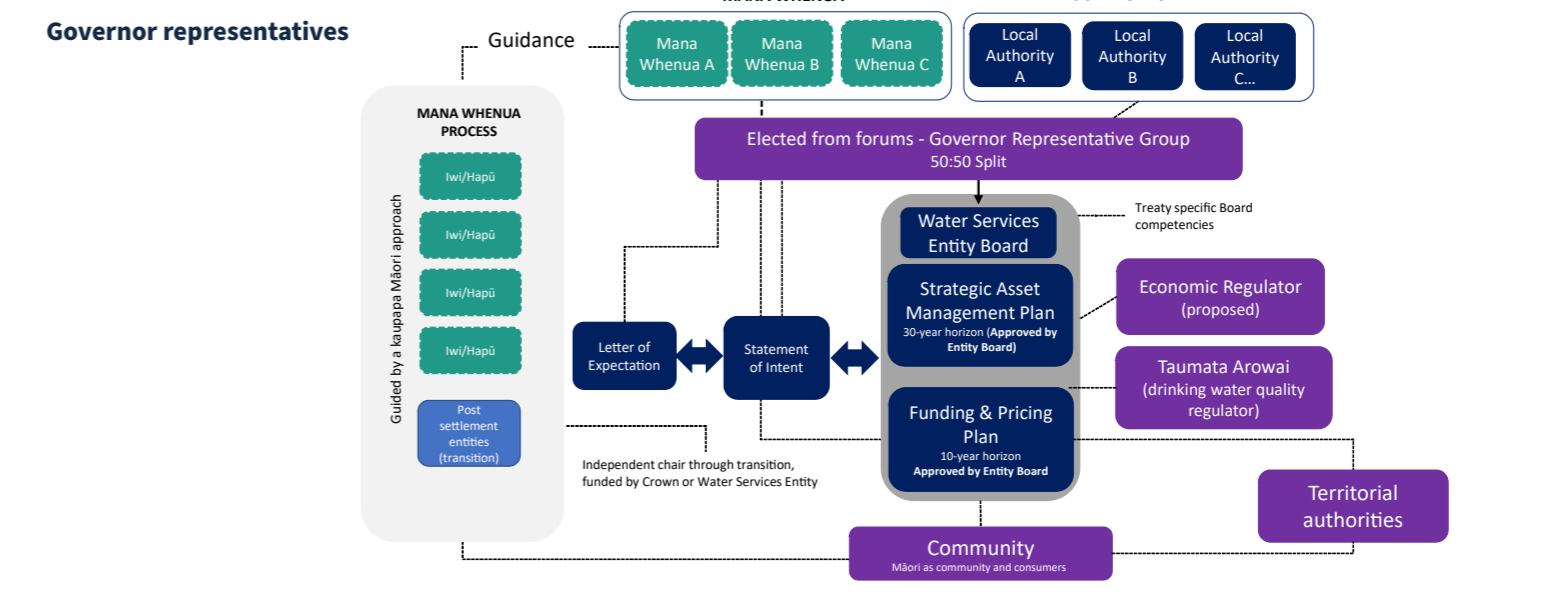
- Supporting clear accountabilities**
Ensure roles, responsibilities, and accountability for the relationship with the Treaty partner is clear throughout the wider system.
- Improving outcomes at a local level**
Provide a step change improvement in delivery of water services for Iwi/Māori at a local level including through enhanced capacity and capability and improved wellbeing.

4. ISSUES TO CONSIDER

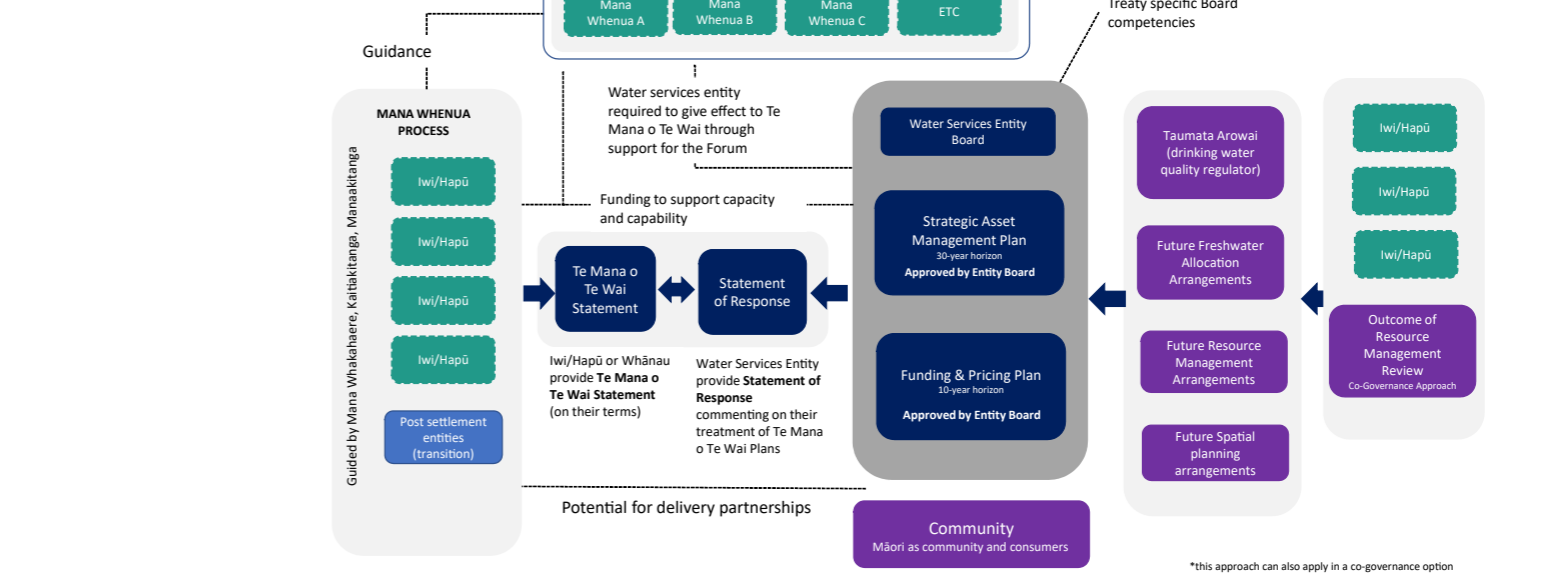
Reform presents a significant opportunity to address and protect Treaty rights and interests.

Statutory recognition	of both the Treaty of Waitangi/ Te Tiriti o Waitangi and Te Mana o Te Wai in legislation.
Recognition that water services sits with a wider Te Ao Māori framework	including support for capacity and capability and application of mātauranga Māori.
Creation of new mechanisms to enable Iwi/Māori directly influence outcomes for Māori	includes proposals around governance, board competencies, and direct mechanisms for mana whenua in the form of Te Mana o Te Wai statements and protections for Māori consumers.
Opportunities to improve wider outcomes for Māori	recognition of the need for improved services for marae and papakāinga, and opportunities for partnership in delivery.

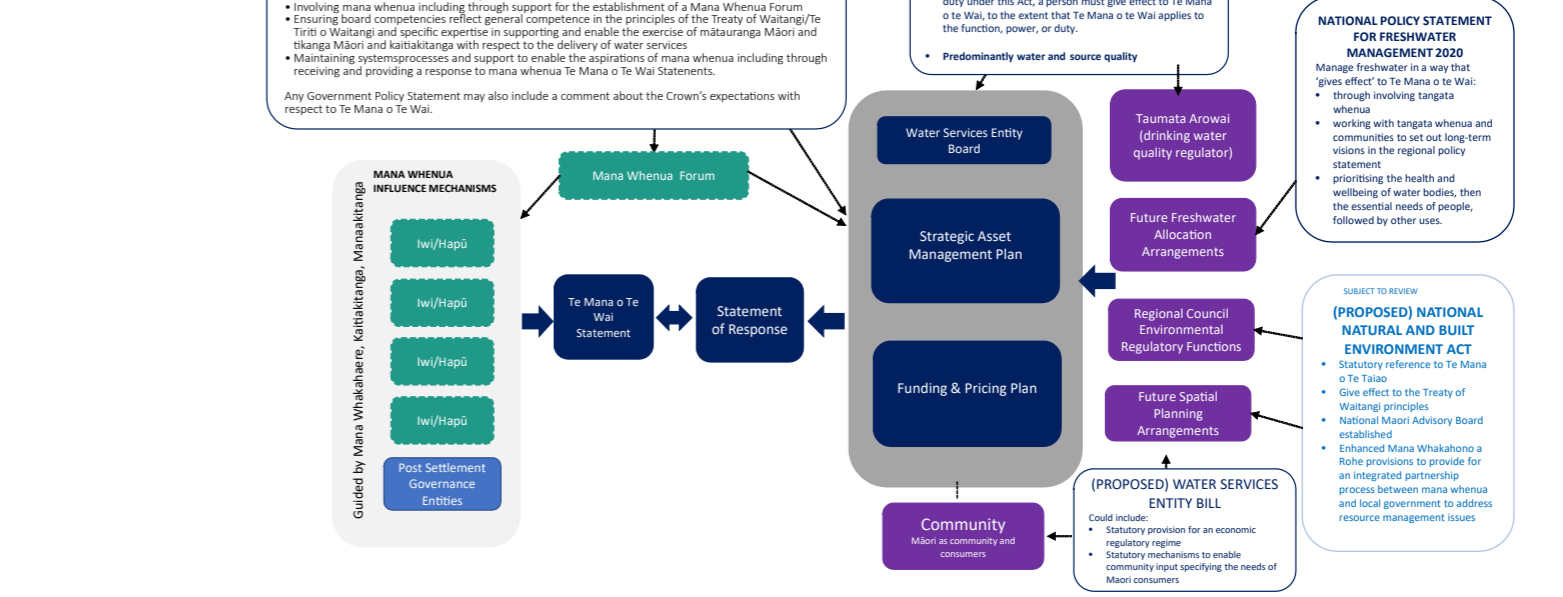
5. OPTIONS FOR DISCUSSION



Te Mana o Te Wai and resourcing support



Statutory recognition



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, 26 March 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	Artistic impressions were finalised following a presentation to Council in February and they have now been incorporated into the LTP material, and shared with the public. We launched an expression of interest (EOI) for quantity surveying services which has generated a lot of interest and closed on the 19th of March. The responses will be evaluated but contracts with any consultants or contractors will not be initiated until after the Long-Term Plan is adopted.
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	Design work is well underway and we have two review dates with Elected Members for the north entrance, Kuripuni roundabout, Charlie’s Lane and Queen Street (Perry to Park). These will be on 14th April and 12th May, respectively. We received over 50 applications for the Community Reference Group and we plan to have our first meeting on the 29th of May.
P 003	High	Implementation	Animal Shelter	Q3 2021	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.	A	A	G	G	G	A temporary housing for the animal shelter while rebuild is underway has been found at a Council owned facility and work is underway to prepare the site and vacate the animals and staff from the Ngaumutawa Road premises. Concept designs have been finalised and detailed designs and costings are about to commence. Holmes Construction Group has been selected as the construction delivery partner, and initial meetings have taken place.
P 004	High	Implementation	Skatepark Revamp	Q2 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	G	G	G	Tender responses have been received and evaluated and we will be able to announce the award in the coming weeks. It is likely that the contractor will take possession of site in April with works to commence shortly after. Recreational Services has accepted the lead for the Aesthetics work package (lighting, landscaping, shading, and art works).
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	G	G	G	The security fence down Moncrieff Drive separating ground side and air side is mostly complete, and the South Road perimeter fence was also replaced. The Moncrieff Drive security gate has also been installed and is awaiting electrification. Master planning with Beca is well underway and a plan for user group and wider community consultation is progressing.

					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	Henley Lake Dump Station	Feb-21	On hold	↔	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.						The Henley Lake dump station site is currently on hold pending iwi engagement. We are also evaluating other long-term locations for a Council owned dump station to be installed this year, should the Henley Lake site not be agreeable.
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	G	G	G	We have received feedback from GWRC regarding flood levels, and this information has been forwarded to Abseil Access. Sam Te Tau is working with the Project Delivery Team as an Iwi Artist Coordinator and engaging with iwi and local artists to develop designs for the bridge panels.
P 021	Low	Implementation	Playground Health & Safety Audit	Q4 2020	G	↓	To ensure that the playgrounds managed by MDC meet modern safety standards and community needs, including accessibility, and the results of the 2017 health and safety audit are addressed and remediated.	G	G	G	G	G	Progress is being made on the removal and remediation on some of the equipment that was identified in the 2017 audit. This work is being progressed by Rec Services and plans are underway to engage with community groups about their vision and what new playground equipment could be provided at these sites.
P 010	High	Pre-initiation	Rec Trail Signage	28/02/2021	A	↑	To increase usage of our recreation trails by increasing awareness of the trails and where they go.	G	A	G	A	G	Scope has been finalised to include the Waipoua Mile and Henley Lake signage. Stakeholders have been consulted with and are happy with the proposed signage. The use of wood signage has been discarded in favour of rusted steel and we are awaiting quotes for this.
Open but non-active projects													
P 019	Med	Pre-initiation	Queen Elizabeth Park Lake	2023	n/a	↔	The current consent is due to expire in 2023. We will need to explore alternative water sources and the option for lining the lake as part of this project	n/a	n/a	n/a	n/a	n/a	No new update.
P 017	High	Initiation	Henley Lake Water Consent	2020	n/a	↔	The previous resource consent for Henley Lake water take has allowed water to be take below the 'minimum flow'. The lake is dependent on the water taken from the Ruamahanga river however changes to national and regional policy statements mean that the likelihood of future consent that would allow water to be taken at low flow is unlikely.	n/a	n/a	n/a	n/a	n/a	No new update.
P 010	High	Pre-initiation	5 Towns Trail	TBC	n/a	↔	A trail linking the five Wairarapa towns, Featherston, Martinborough, Greytown, Carterton and Masterton. The Trail will be a significant new experience readily accessible from Wellington City and offering a great experience of the Wairarapa. Bridge infrastructure is key to crossing various rivers and some other trail work and road alignment will be required.	n/a	n/a	n/a	n/a	n/a	No new update.

Finance Report

The summary financial reports for the 8 months to 28th February 2021 are reported below.

The Statement of Revenue & Expenditure shows a YTD accounting surplus of \$0.793 million. This is \$1.533 million better than the planned YTD deficit of \$0.739 million. This better-than-planned result is due to higher Operating Revenue from both Financial Contributions and Fees & Charges and lower-than-planned expenditure.

Statement of Revenue & Expenditure						
8 months 2019/20 Actual	8 Months Year to Date to 28 February 2021	8 months	8 months			Full Year 2020/21
		2020/21 Actual	2020/21 Plan	Variance		
20,667,354	Rates Revenue*	21,372,405	21,366,413	5,992	0.0%	32,366,946
193,114	Interest Received (external)	251,918	384,000	(132,082)	-34.4%	577,838
2,915,169	NZTA Rooding Subsidies	3,549,004	3,580,241	(31,236)	-0.9%	7,165,235
1,497,658	Financial Contributions	1,208,280	808,180	400,100	49.5%	1,258,000
5,782,365	Fees, Charges & Other Revenue	7,177,810	6,084,166	1,093,644	18.0%	9,460,611
31,055,659	Total Operating Revenue	33,559,417	32,223,000	1,336,418	4.1%	50,828,630
	Expenses					
6,320,024	Personnel Costs	6,826,993	7,276,691	449,698	6.2%	10,972,239
14,549,740	Other Operating Expenditure	15,750,108	15,651,672	(98,436)	-0.6%	23,989,164
1,323,763	Interest Expense	1,414,178	1,432,528	18,350	1.3%	2,148,779
8,027,371	Depreciation & amortisation	8,774,648	8,601,352	(173,296)	-2.0%	12,901,945
30,220,898	Total Operating Expenses	32,765,927	32,962,243	196,316	0.6%	50,012,127
\$834,761	Operating Surplus/(Deficit)	\$793,490	(\$739,243)	\$1,532,734		\$816,503

*Rates Revenue excludes rates on Council properties

Fees, Charges & Other Revenue are \$1.09 million ahead of planned. This variance has arisen through more project subsidy for the roadside trees project than planned, back-dated NZTA subsidy of \$384,000, transfer station fees 10.5% ahead of planned, financial contributions 33% ahead of planned and building consent fee income 36% ahead of planned.

Personnel Costs have run 6.2% less than planned as a number of budgeted positions were not filled from the start of the year.

Other Operating Expenditure is 0.6% more than the budgeted level, with a number of under and over planned items making up this result. Urban water reticulation maintenance costs are running ahead of plan, solid waste disposal and recycling costs are more than planned. On the positive side are marginally lower spending than planned in the property, parks, wastewater and library activities.

Total Rates Requirement on the following page shows a positive variance overall of \$325,000, being 1.6% less than planned year to date.

2020/21 8 Months to 28 February 2021

2019/20 8 months	Rates Requirement Summary	2020/21 8 months	2020/21 YTD Plan	Variance		2020/21 Full Year Plan
\$		\$	\$	\$	%	\$
	RATES REQUIRED BY ACTIVITY					
	Transport					
3,395,028	Roading	3,994,278	3,966,868	(27,410)		6,483,252
	Water Services					
2,163,033	Urban Water supply	2,294,862	2,241,300	(53,562)		3,387,678
61,104	Rural Water supplies & races	25,092	14,707	(10,385)		103,545
	Sewerage Services					
3,153,544	Urban Sewerage system	3,113,366	3,080,379	(32,987)		6,533,166
138,877	Rural Sewerage systems	208,351	208,872	521		335,295
	Stormwater Services					
279,665	Stormwater	357,086	368,238	11,152		561,016
	Solid Waste Services					
435,077	Solid Waste Services	440,426	496,840	56,413		926,554
208,083	Waste Minimisation Services	293,196	247,849	(45,346)		245,422
	Community Facilities/Activities					
1,893,532	Parks, Reserves & Sportsfields	1,999,325	2,033,448	34,123		3,075,430
716,908	Trust House Recreation Centre	801,320	823,332	22,012		1,168,128
43,947	Cemeteries	83,547	87,575	4,028		138,961
1,355,160	Library & Archive	1,437,628	1,506,975	69,347		2,251,287
513,242	District Building	321,998	323,965	1,967		562,993
102,725	Housing for Elderly	94,702	58,365	(36,337)		55,118
490,903	Other Property	484,951	507,689	22,738		844,580
147,983	Hood Airport	143,165	127,419	(15,746)		326,409
31,794	Mawley Holiday Park	9,394	71,687	62,293		167,710
	Community Wellbeing					
797,324	Community Development	703,224	705,977	2,753		907,723
348,672	Arts & Culture	355,252	359,426	4,174		523,398
734,085	Economic Devlpmt & Promo	789,403	796,499	7,096		1,016,481
88,319	Environmental Initiatives	173,553	173,708	155		247,723
	Planning & Regulatory Services					
596,250	Resource Mgmt & Planning	527,457	588,723	61,266		885,274
224,694	Building Development	216,719	394,513	177,794		641,044
280,113	Environmental Services	268,772	331,305	62,533		516,493
(41,084)	Parking Control	44,665	13,176	(31,489)		5,771
21,079	Animal Services	(258)	4,826	5,084		86,864
114,842	Emergency Management	171,548	185,474	13,926		246,931
	Governance					
491,493	Representation	472,730	472,728	(1)		793,599
(53,505)	Internal Functions (net)	(9,953)	(51,233)	(41,280)		-
\$ 18,732,888	Total Rates Requirement	\$ 19,815,795	\$ 20,140,630	\$ 324,835	1.6%	\$ 33,037,845
	RATES INCOME					
21,271,246	Masterton District Council rates	22,067,717	22,048,563	19,154		33,072,845
177,015	Penalty Income	105,643	108,750	(3,107)		145,000
(135,888)	Rates Remissions	(140,129)	(120,000)	(20,129)		(180,000)
\$ 21,312,372	Net Rates Income	\$ 22,033,231	\$ 22,037,313	(\$4,082)	0.0%	\$ 33,037,845
\$ 2,579,484	Surplus/(Deficit) of Rates Income	\$ 2,217,436	\$ 1,896,684	\$ 320,753	1.6%	\$ 0

Capital Expenditure year to date is 30% by value of the full year budgets.

Much of the Roading renewals programme is still to be started (scheduled for Q3 & Q4). The Town Centre capital budget of \$1.4m will not be spent and has been allowed for in the 2021/22 LTP.

The water metering project has seen \$230,000 spent of the \$1.8m budget. Installation of meters is progressing, but much of the more costly install work will be completed later in the financial year or carried over into 2021/22.

The Skatepark upgrade budget of \$1.35m sits in the Parks, Reserves & Sportsfields budget line and consultation for the final design is currently underway but the project spend is now in 2021-22.

Summary Statement of Capital Expenditure	YTD	Plan YTD	Full Year Plan	Full Year Forecast
	28-Feb-21	28-Feb-21	2020/21	2020/21
	\$	\$	\$	\$
Roading	2,606,122	2,711,758	9,360,195	7,773,197
Water Services	1,266,101	1,477,000	4,150,480	2,821,530
Wastewater Services	1,599,231	1,279,500	2,055,000	2,242,568
Stormwater Services	28,968	35,000	402,000	383,750
Solid Waste Services	0	0	90,420	0
Parks, Reserves & Sportsfields	592,422	594,658	3,174,704	1,721,804
Wellbeings	29,765	30,000	120,000	60,000
Other Property	449,181	581,950	1,415,900	751,328
Recreation Centre	75,889	80,000	280,000	280,000
Housing for the Elderly	43,562	43,026	266,050	236,050
Library & Archive	128,322	114,626	566,250	241,250
Airport	245,445	231,371	1,810,000	540,000
Regulatory Services	48,673	48,500	510,000	280,000
Corporate Services	213,375	175,762	215,525	254,568
TOTAL COUNCIL	\$ 7,327,055	\$ 7,403,151	\$ 24,416,524	\$ 17,586,045
% spent of full year Plan	30%			72%