

# MASTERTON DISTRICT COUNCIL

## AGENDA

# INFRASTRUCTURE AND SERVICES COMMITTEE

**WEDNESDAY 9 JUNE AT 2:00PM**

### MEMBERSHIP OF THE COMMITTEE

Cr B Johnson (Chairperson)

Her Worship

Cr B Gare

Cr G McClymont

Cr T Nelson

Cr C Peterson

Tiraumaera Te Tau

Cr G Caffell

Cr D Holmes

Cr F Mailman

Cr T Nixon

Cr S Ryan

Ra Smith

Quorum: Seven

Notice is given that the meeting of the Masterton District Council Infrastructure and Services Committee will be held on 9 June 2021 at Waiata House, 27 Lincoln Road, Masterton commencing at 2.00pm.

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

3 June 2021



# 1

## **AGENDA**

1. CONFLICTS OF INTEREST (Members to declare conflicts, if any)
2. APOLOGIES
3. PUBLIC FORUM
4. LATE ITEMS

## **FOR INFORMATION**

5. **COMMUNITY FACILITIES & ACTIVITIES INFRASTRUCTURE AND SERVICES UPDATE (110/21)** Pages 311-331
6. **INFRASTRUCTURE UPDATE (111/21)** Pages 332-342
7. **STRATEGIC PLANNING INFRASTRUCTURE AND SERVICES UPDATE (112/21)** Pages 343-356

<b>To:</b>	Infrastructure and Services Committee
<b>From:</b>	Corin Haines, Acting Manager Community Facilities and Activities
<b>Endorsed by:</b>	David Hopman, Manager Assets and Operations
<b>Date:</b>	9 June 2021
<b>Subject:</b>	<b>Community Facilities and Activities Infrastructure Update</b>
<b>INFORMATION</b>	
<b>Recommendation:</b>	
That the Infrastructure and Services Committee notes the contents of Report 110/21.	

## Purpose

The purpose of this report is to provide the Infrastructure and Services Committee with an update on key projects and summary of progress since the last report, including highlights and any new issues.

## Key Projects Currently Underway – Summary

Community Facilities and Activities have a capital budget of \$9,142,904 for the 2020/21 year.

Our larger financial projects will be reported via the Project's Office, Assets and Operation's report:

- Hood Aerodrome; \$17million
- Masterton Town Centre Revamp; \$1.4million (subject to LTP decision)
- Skatepark Upgrade; \$1.3million

The team also have operational projects on the go in the following areas:

## Housing

Two pensioner units are currently under renovation. Staff are working on an electrical upgrade of the internal power supply for Panama Village to allow the installation of heat pumps.

## Trust House Recreation Centre

Planned works have been completed for 2020-21 with the Leisure pool reopened to the public for the Term 2 school holidays.

## **Public Conveniences**

### *Henley Lake Toilets*

Work has been completed to replace the pump chamber and lifting pumps, and the toilet block reopened for use. A small area of fencing is still in place around the new chamber due to a delay in supply of steel locking covers.

## **Contractors**

### *Belgravia Leisure - Trust House Recreation Centre Contract*

There were 10,526 total facility visits in April 2021. In April 2020, the facility was shut due to the first COVID-19 shutdown. In April 2019 facility visits were 15,810. The reduction in numbers for this April was partly due to the closure of the Leisure Pool for maintenance. Memberships have declined by 1%. Belgravia Leisure advise this is due to a combination of reasons including people opting not to return after the closure and tighter finances for some families.

Council staff and Belgravia Leisure continue to progress a revised contract to commence 1 July 2021. The contract will be structured in line with the "NEC4" framework and our current maintenance contractor, Ordish and Stevens, have also agreed to move their contract to the same framework.

### *Recreational Services - Parks and Open Spaces Maintenance Contract*

Seasonal work programmes have been adjusted due to the dry Autumn. To help meet sport club's needs, Recreational Services have irrigated Pioneer and Memorial 2 and 3. The last time we irrigated the fields was three years ago. We have required less mowing throughout all our parks and open spaces, resulting in the ability to shift resources into Capex projects and prepare sites for winter planting.

Winter sports fields are performing well, with no issues raised from the various clubs. Queen Elizabeth Oval has had extra utilisation with Croquet playing while the club renovate their greens.

New furniture, and bollards have been installed at Queen Elizabeth Park and the park continues to impress visitors during the Autumn.

The end of the financial year is fast approaching, and the contractor is working hard to continue to deliver the contracted level of service and deliver both operational work and capital projects. Budgets are on track and there is no risk to deliverables to highlight at present. There are several contractual processes to complete by 30 June 2021 to formally include new and/or upgraded assets into the contract and supporting documentation.

### *Mawley Holiday Park Contract*

April was a reasonably busy month for the park. Comparison with the same time last year is not useful due to the COVID-19 lockdown, however revenue increased by \$12,500 compared to 2019. Looking forward, the last two months of the year appear quiet however the contractor is still on track to exceed the revenue target.

## **Hood Aerodrome**

### *Aircraft Movements*

The aerodrome uses a radio recording system called AIMM that is valuable for safety investigations and for calculating landing charges. It also provides management information on aircraft activity. We are seeing a significant increase in IFR flights (Instrument Flight Rules) from Life Flight and some training aircraft. In the 12 months from May 2020 to April 2021 there have been 493 day time IFR landings and 73 at night. Total aircraft landings for the same period were 12,934 which is 2,258 more landings than the previous period.

### *Safety Management*

The Hood Aerodrome Safety Group meets every six weeks to review safety hazard, issues, and incidents, recommend actions and consider safety procedures on the aerodrome. Notable hazards identified at the last meeting were security on the boundary to the river and stones being lifted from the ground and creating a risk to aircraft mainly on the junction to the sealed runways. The river boundary fence has been prioritised as part of the shovel ready project and will be replaced soon. We are investigating new options to sweep the runway more regularly for foreign objects (FOD).

### *Events and Wings Over Wairarapa*

The Aerodrome Manager recently participated in a debrief of Wings Over Wairarapa and provided suggestions for improvements and areas that worked well. We are all of course delighted that a very successful and safe Wings Over Wairarapa was held in 2021, while acknowledging that the cancellation of the Sunday due to the COVID level change was disappointing for all. This debrief will inform planning for future events and agreements between Masterton District Council and Wings Over Wairarapa.

Following the accident in 2019 a safety review was completed and has been previously reported to Audit and Risk and Full Council. As part of our Safety Management Systems (SMS) regular reviews of safety are required.

We are currently undertaking a review to look more closely at our requirements under the Health and Safety at Work Act. We will be providing the initial advice to management by 15 June from this review.

### *Schedule of Events for Next Summer*

We work closely with operators to coordinate events on the aerodrome and to improve safety to "deconflict" aircraft operations. The schedule for next summer includes several Vintage Aviator flying weekends, Regional Gliding Championships, the National Aerobatics Championships, and a Tiger Moth club fly-in.

## Rural Halls



Upgrades to both potable water supply system and stormwater reticulation have been completed at Bideford Hall.

Bookings of the rural halls have increased, with three significant bookings for Whangaehu Hall received in the past two weeks. This hall has historically been poorly utilised.

Local band Pencarrow utilised Rangitumau Hall for a recent performance.

## Trails and Cycling Activity

### *Cycling*

The Regional Trails and Cycling Coordinator assisted in organising a truck blind-zone workshop alongside Kelvin Aris of Share the Road that was delivered to the Carterton Cycling Group in April. It was well attended with over 20 cyclists with positive feedback. Plans to deliver Wairarapa wide in conjunction with Wairarapa Road Safety Council later around Spring 2021 dependent on funding from Waka Kotahi.

Planning for 2021 Greater Wellington Bike Festival held in October will begin shortly alongside Greater Wellington Regional Council teams and Wairarapa Road Safety Council. The Coordinator will work closely with each Council's Community and Communication teams to ensure events are held in each town to create a festival type atmosphere.

### *Five Towns Trails project*

The Five Towns Trails Project Steering Group has been working with the consultant on the draft master plan and this is now sitting with WTAG for discussion and endorsement on 1 June. WTAG will make decisions on the next steps which will be communicated after the meeting.

## Community Development

### *Transition*

Information has been provided to elected members as a part of the deliberations reports to endorse the model for Community Development at Masterton District Council. This will enable the final part of the transition from Connecting Communities Wairarapa.

### *Aratoi*

Aratoi has now raised over \$80,000 towards their solar project and all panels for Stage 1 have been installed on the roofs of Aratoi and Entice. They have the capacity of 44.4KWp and are expected to reduce the Aratoi electricity costs by almost \$17,000. Stage 2 will use the remaining roof and add another 14KWp. Fundraising is underway for this stage.

## Te Hōkai Nuku - Positive Ageing Strategy

PAS Strategy Goal One									
Goal 1: Community Support and Health Services	Three – year implementation plan	Implementation for 2020/2021	Project Lead	This month/status	Next milestone	Budget	Risk	Council Decision Points	Completion Date
1.1: Providing high quality spaces, parks, activities, services, and corridors that are accessible for an increasing ageing population	Accessibility audit on key assets enjoyed by older people	<ul style="list-style-type: none"> <li>• Research best practice accessibility auditing</li> <li>• Identify public places and spaces most used by older adults</li> </ul>	Lisa Matthews/Audrey Dench	Research complete and Recreation Centre, Stadium, and Rose Cottage audited December 2020 ahead of schedule	Complete	Audit cost less than \$500	Reputational risk in regard to not taking action to audit findings	None in regard to results of the audit  Larger decisions around costings for stadium	First year work complete
1.2: Supporting the capability	Build working relationships and partnership projects with	<ul style="list-style-type: none"> <li>• Relationships and processes for information</li> </ul>	Lisa Matthews	Continue to meet regularly with Age Concern and	Next DHB meeting will include planning	Nil	None	None	Ongoing throughout the Positive Ageing Co-

PAS Strategy Goal One									
Goal 1: Community Support and Health Services	Three – year implementation plan	Implementation for 2020/2021	Project Lead	This month/status	Next milestone	Budget	Risk	Council Decision Points	Completion Date
and capacity of groups and organisations that provide community and health services to older people	DHB and other community health providers	sharing established  • Partner projects identified		quarterly newsletter article  Regular DHB and three Councils meeting in development  Involved in St John’s planning for Wairarapa services Initial meeting with Nuku Ora	Clarify Caring Caller and Check and Chat relationship  Complete stocktake on sports and activities for older persons				ordinator tenure
	Ensure needs of older people met in an emergency	Needs identified with WREMO	Lisa Matthews	10 interviewees participated in a review of the COVID-19		Nil	None	None	Complete



PAS Strategy Goal One									
Goal 1: Community Support and Health Services	Three – year implementation plan	Implementation for 2020/2021	Project Lead	This month/status	Next milestone	Budget	Risk	Council Decision Points	Completion Date
				response for older persons  Findings and recommendations provided to WREMO and the Emergency Operations Centre					

PAS Strategy Goal Two									
Goal 2: Communication and Engagement	Three - year implementation plan	Implementatio n for 2020/2021	Project Lead	This month/status	Next milestone	Budget	Risk	Council Decisio n Points	Completion Date
2.1: Targeted communication and customer services for older people from Councils	Customer service training on communicating with older people	Identify provider and provide training to customer service staff	Lisa Matthews /HR	Training held in March 2021		Less than \$500	None	None	Complete
	Council website review from the perspective of older people	<ul style="list-style-type: none"> <li>Identify provider</li> <li>Conduct review</li> </ul>	Lisa Matthews /Bella McClymont	Digital Seniors and CCS Disability Action involved in early review	Digital Seniors and CCS Disability Action involved in second review	Web upgrade budget	Recommend- ations of review ignored	None	Web Upgrade timelines
	Proactively support a Council ageing workforce	Develop HR policy and implementatio n plan in support of a positively ageing workforce	HR	Briefing paper written	Confirm existing policy meets criteria	None	None	None	July 2021

PAS Strategy Goal Two									
Goal 2: Communication and Engagement	Three - year implementation plan	Implementatio n for 2020/2021	Project Lead	This month/status	Next milestone	Budget	Risk	Council Decisio n Points	Completion Date
Goal 2.2 Regular, timely and appropriate advice to Councils on matters relating to older people	Ensure good practice community advice systems staff and elected members	<ul style="list-style-type: none"> <li>• Research on good practice for advice to elected members and officers from older peoples</li> <li>• Review of existing Council stakeholder/a dvisory groups for effectiveness in providing advice from older adults</li> <li>• Make recommendati ons</li> </ul>		Research underway	Report presented to PAS Steering group date June	None	Recommend- ations do not represent community view	If advisor y group is to be set-up	July 2021

PAS Strategy Goal Three									
Goal 3: Transport	Three - year implementation plan	Implementation for 2020/2021	Project Lead	This month/status	Next milestone	Budget	Risk	Council Decision Points	Completion date
3.1 Advocating for improved rail and bus services and linked connections	Advocate for improved bus services and linked connection	Establish key contacts and information	Lisa Matthews		Project to begin in June				July 2021
3.2 Safe and accessible journeys on cycleways and footpaths	Roading contractors prioritise areas of greatest use by older people are prioritised for improved safety and accessibility	<ul style="list-style-type: none"> <li>• Create a 'hotspot map' of the high-density populations of older adults and places they visit (e.g. medical centres, CBD)</li> <li>• Ensure roading contracts take account of these</li> </ul>	Lisa Matthews/ Twinkle Poulouse	Project complete	Complete	Nil	None	None	Complete
3.3 Sufficient disabled and accessible parking	Ensure appropriate levels of disability parking	Conduct a demand analysis for carparking	Lisa Matthews		Scheduled for June start	Not known	Start date may not be achieved – no appropriate	Not known	July 2021

PAS Strategy Goal Three									
Goal 3: Transport	Three - year implementation plan	Implementation for 2020/2021	Project Lead	This month/status	Next milestone	Budget	Risk	Council Decision Points	Completion date
							staff available		
3.4 Age-friendly CBD planning	Ensure appropriate advice from older people needed to ensure CBD planning is age-friendly	CDB Focus group recommendations	Sofia Craig	Advisory Group established with older members	CBD project milestones	CBD Upgrade budget	Older persons opinions not supported	CBD Upgrade Decisions	CBD Upgrade timelines

PAS Strategy Goal Four									
Goal 4: Cultural Diversity	Three - year implementation plan	Implementation for 2020/2021	Project Lead	This month/status	Next milestone	Budget	Risk	Council Decision Points	Completion Date
4.1 Strong relationships and partnerships between Iwi, hāpu and whānau and Council	Strengthening relationships with Māori	<ul style="list-style-type: none"> <li>Iwi Governance MOU Reviewed</li> <li>Establish relationships with a wider range of Māori community groups</li> </ul>	Tia Tuuta	Māori Wards voted in					

PAS Strategy Goal Four									
Goal 4: Cultural Diversity	Three - year implementation plan	Implementation for 2020/2021	Project Lead	This month/status	Next milestone	Budget	Risk	Council Decision Points	Completion Date
4.2 Cultural competency and Treaty knowledge/ training for all staff and elected members	Treaty of Waitangi and cultural competency training for all staff and elected members	Treaty Training provided	Tia Tuuta						
4.3 Supporting and capacity building of cultural groups and events	Support bi-cultural and multi-cultural activities	<ul style="list-style-type: none"> <li>• A stocktake completed which includes role of and participation by older people in events</li> <li>• Gaps identified</li> </ul>	Events Team/Lisa Matthews	Stocktake done by the Events team. Events checklist updated to include older persons when planning	An event will be planned for UN Day of Older persons October 1	Nil	None	None	Complete

PAS Strategy Goal Five									
Goal 5: Housing	Three - year implementation plan	Implementation for 2020/2021	Project Lead	This month/status	Next milestone	Budget	Risk	Council Decision Points	Completion Date
5.1 Housing development that considers the needs of older people	The District Plan and Regulations teams are informed of and take account of the needs of older people	<ul style="list-style-type: none"> <li>• Results of the Positive Ageing Strategy research shared with asset managers</li> <li>• Updated with next census information</li> <li>• Insights integrated into future plans</li> </ul>	Asset managers	Results shared					Ongoing
5.2 Sufficient social housing stock for older people	Wairarapa Economic Development Strategy Housing goal includes the needs of older people	<ul style="list-style-type: none"> <li>• Develop a position statement, strategy &amp; plan</li> <li>• Advocating land available for disposal/ Development</li> </ul>	Liz Fenwick	Housing Partnerships Meeting – March 2021  Long-term Plan proposal re senior housing	LTP decision	SEE LTP	SEE LTP	SEE LTP	Ongoing

PAS Strategy Goal Five									
Goal 5: Housing	Three - year implementation plan	Implementation for 2020/2021	Project Lead	This month/status	Next milestone	Budget	Risk	Council Decision Points	Completion Date
		<ul style="list-style-type: none"> <li>Support the WEDSAP Housing Plan</li> </ul>							

PAS Strategy Goal Six									
Goal 6: Places, Spaces & Activities	Three - year implementation plan	Implementation for 2020/2021	Project Lead	This month/status	Next milestone	Budget	Risk	Council Decision Points	Completion Date
6.1 Continued investment in accessible public spaces, places, and corridors	Ensure sufficient development of public spaces, places, and corridors for an ageing population	<ul style="list-style-type: none"> <li>Results of the Positive Ageing Strategy research shared with asset managers</li> <li>Updated with next census information</li> <li>Insights integrated into future plans</li> </ul>	Asset Managers						Ongoing



PAS Strategy Goal Six									
Goal 6: Places, Spaces & Activities	Three - year implementation plan	Implementation for 2020/2021	Project Lead	This month/status	Next milestone	Budget	Risk	Council Decision Points	Completion Date
6.2 Promotion of opportunities aimed at older people	Stocktake of community and services and activities for older people	<ul style="list-style-type: none"> <li>• Stocktake undertaken</li> <li>• Gaps and opportunities identified</li> </ul>	Aaron Bacher/ Lisa Matthews	Planning for stocktake underway	Stocktake completed June 30	Staff costs	Lack of available staff	None	July 2021

## Infrastructure Projects

Properties and Facilities							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
Douglas Villa Clubroom Repairs	Brett Tickner	2021 works complete	Preparation for next season's work on change rooms	Provision of \$250,000 in 2020-21 financial year for sportsfield building upgrades	Project budget risk – Budget covers recladding and strengthening but not ramp and changeroom upgrade  Reputational risk from public perception of		December 2021 (project schedule to be confirmed)

Properties and Facilities							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
					over-investment in facility		
<b>Memorial Park Grandstand</b>	Brett Tickner	Issue of RFQ for design and build  Development of user group questionnaire	Output from user groups incorporated into proposed design with option analysis for Council	Provision of \$500,000 in 2020/21 Financial Year	Budget – while QS identifies sufficient budget for works this does not guarantee tenders will be within budget  Disruption to users while work is in progress – phased approach anticipated  Project slipping due to resource availability	Options for review June 2021	Approve detailed design September 2021  Completion June 2022 (to be confirmed)
<b>Waiata House Vehicle Compound</b>	Kane Harris	Preparation for electrical infrastructure	Site establishment	\$50,000 offset by operational savings from fewer vehicle movements (cost neutral over two years)	Delay in materials for works and contractor availability  Slipping due to availability of fencing contractor		July 2021


Properties and Facilities							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
<b>Reserve Lease Review</b>	Paula Beasley	Draft policy finalised and reviewed by Senior Leadership Team	Adoption and initiation of public renewal process for all reserve sites	Operational cost	<p>Negative publicity from clubs and other leaseholders who have historical or expired agreements that do not comply with current legislation and do not wish to move to new agreements</p> <p>Project slipping due to lack of internal resource</p>		<p>Policy approval June 2021</p> <p>Lease renewal process September 2021</p>

Parks and Open Spaces							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
<b>Percy's Reserve Upgrade</b>	Odell Sugrue	Winter planting of trees	Complete tree planting	Provision of \$50,000	Disruption to public due to restricted access of vehicles		June 2021
<b>Henley Lake Overflow Carpark Upgrade</b>	Odell Sugrue	Topsoil delivered and levelled	Make ready for grassing June 2021	\$30,000	Reduced parking for events during works. Delays due to contractor availability		June 2021
<b>Queen Elizabeth Park Furniture</b>	Odell Sugrue	Install Furniture, re-cycling bins and bollards	Install furniture and replace old furniture May 2021  Install purpose-built recycling bins in parking areas June 2021	\$90,000	Disruption to public due to work in parking areas		June 2021

Parks and Open Spaces							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
<b>Parks and Open Space Strategy (POSS)</b>	Corin Haines	Submission analysis, collation of feedback and draft changes to POSS with staff workshop and report back to Hapori Māori	Workshop with Elected Members.	Originally a \$0 budget, staff time required due to change in personnel, now to be resourced externally  Project to be funded by salary savings	Failure to complete work will impede asset management planning and property strategy development	Elected Members to adopt final Strategy in August 2021	August 2021
<b>Archer Street Cemetery re-vamp</b>	Odell Sugrue	Install new Ash berms and soft landscaping	Soft landscaping	\$68,900	Delays due to contractor availability		June 2021

## Services

Community Wellbeing							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
Community Development Transition	Aaron Bacher	Information provided as part of the deliberation's reports	Confirmation of Community Development Model	Budget to be set through LTP	Council objectives may be subject to change, this review could result in different delivery model than current	Report back to Council as part of LTP process	June 2021
Community Development Framework	Aaron Bacher	Finalising graphics and policy standards	Completion of work on the Framework including associated documents	Offer of Service cost \$26,250  Originally a \$5,000 budget with staff time required. Project to be funded by salary savings	Mixed understanding of community development and community-led development	Include in Chief Executive report for information to Elected Members	July 2021

Community Wellbeing							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
	Alicia Todd and Kata Ngatai	<p>Collaborated with Bailey (Community Development Team) to create twelve24 for Youth Week</p> <p>Brought in all Shift groups</p> <p>Invited all Schools/Colleges to Winter Sports Jam – have all partners confirmed and have five teams registered thus far</p> <p>Te Tauoranga was nominated for Nuku Ora Community Starter Award</p>	<p>To do a final push with Winter Sports Jam invitations.</p> <p>To confirm contracts as they are both ending 30 June 2021</p> <p>Have confirmed Term 3 2021</p>	<p>Staff salaries covered by external funding and project delivery shared across Wairarapa Councils</p> <p>Funding successfully secured until 30 June 2021 for 2FTE</p>	Shift are yet to secure funding for two staff beyond 30 June 2021		June 2021

Green: On target or low risk

Orange: Slightly off target or some Risk

Red: Significantly off target or Significant Risk

To:	Infrastructure and Services Committee
From:	David Hopman, Manager Assets and Operations
Date:	9 June 2021
Subject:	<b>Infrastructure Update</b>
<b>FOR INFORMATION</b>	
<b>Recommendation:</b>	
That the Infrastructure and Services Committee notes the information contained in Report 111/21.	

### **Purpose**

The purpose of this report is to provide the Committee with an update on key infrastructure projects and areas of programme focus.

### **Corridor Management**

Masterton District Council received 57 corridor access requests for the one-month period and invoiced out 34 approved requests. There have been no traffic management audits completed.

There was one non-conformance notice issued.

No Traffic Management Plans (TMP) for events and other such non-excavation activities were approved. 26 work completions were completed, 33 two-year warranty inspections were completed.

### **Submission on GWRC State of Environment charging policy**

The Council has submitted to GWRC on the proposed changes to the State of Environment (SOE) charging policy (Attachment 1). The submission highlights MDC's 27% increase in SOE fees and requests that opportunities to reduce these costs are explored.

The submission points to the multiple sampling that occurs in some locations by GWRC and consent holders, and the saving possible by combining this sampling. It also highlights the expected increase in SOE monitoring required by the Natural Resources Plan (NRP) that will be associated with the new stormwater consents and Freshwater Management Units.

MDC would like to discuss a combined SOE sampling programme with GWRC especially regarding any new consent sampling requirements.



## Activity Reports

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
ROADING						
Roading Maintenance	Kaine Jaquierey	Footpaths: 90% of the renewals programmed are now completed for the year.	June Annual Plan adoption	\$620,000	June 2021	Resourcing Weather Covid 19 alert level
		Reseals: Preseal repairs and sealing design completed. Reseals in the rural area are 100% completed. Urban area is 60% completed.		\$1,400,000	June 2021	
		Road Remarking: On track, rural completed and urban is 60% completed.		\$440,000	May 2021	
		Kerb and Channel Renewal: Ongoing (Renall & Cornwall Streets, Colombo Road.)		\$300,000	June 2021	
Pavement Rehabilitation	Kaine Jaquierey	Two year contract for sealed and unsealed sites awarded to Higgins in November 2020. 2021 sites are Te Ore Ore, Westmere and Mangapurupuru Roads and Bute Road.	June Annual Plan adoption	\$1,448,826 Yr 1 \$2,241,346 Yr 2/3 Year 2 sites will need to be moved into year 3 to remain within budget.	June 2022/23	Resourcing Weather Covid 19 alert level
Pedestrian Safety Improvements	Kaine Jaquierey	Contract awarded to Higgins. Sites are Church/Colombo Road intersection, Renall Street kerb & channel and SH2 Opaki pedestrian footpath. Programmed for May 2021.	June Annual Plan adoption	\$558,000 On budget	Church Street & Colombo Road – Completed. Renall Street <u>June 2021,</u>	Services TMP Covid 19 alert level

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
		Colombo Road/Church Street intersection improvements are completed.			Opaki Road <u>June 2021</u> .	Delays due to contractor resourcing.
Goodlands Bridge - Masterton Castlepoint Road	Kaine Jaquierey	Contractor secured: Higgins Contractors Limited. Started April 2021. Widening completed, barrier and sealing work scheduled for June.	Contract awarded: March 21	\$417,319.38	July 2021	Resourcing (contractor availblilty) Weather Covid 19 alert level TMP
QE Swing Bridge	Kaine Jaquierey	Design - Wagner's approved to design and supply materials. A separate contract has been prepared for installation. Tender awarded to Riverside Construction, estimated start date in April.		\$190,000	Started 20 April 2021 with completion in May 2021.	Budget Availability of resources & materials Covid 19 alert level Variations: timber replacement, uncover further wood rot.
Colombo Road Bridge Renewal	Kaine Jaquierey	Tender prepared: Design and build style contract. Geotech groundworks investigations completed. RLTP variation approval obtained on 24 September 2020. A funding application has been forwarded for NZTA inclusion and prioritisation in the next NLTP, finalised	Awaiting approval next NLTP: Contract award: – 2021/22	\$3 million	Construction in 2021/22	Central Govt funding Availability of resources Covid 19 alert level

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
		funding approvals will be notified to TAs in Jun/Aug 2021. No approval granted.				
Te Ore Ore Road and Blair Street Intersection Improvements	Kaine Jaquierey	Contractor secured: Downer New Zealand. Started in May 2021. Kerbing work underway, followed by pedestrian and splitter islands then pavement.	Contract awarded: April 2021.	\$746,155.91 Funding bridging 2021/22 financial year and next NLTP.	September 2021	Roading pavement Weather Public interest and disruption TMP Covid 19 alert level
Essex Street Car Park	Kaine Jaquierey	Contractor secured: PCL Limited. Started April 2021. Phase one construction progress: Drainage work and lighting duct installation is progressing well.	Contract awarded: November 2020	\$604,129.00 Carry over of funding may be required into 22/23.	June/July 21 Construction delays due to weather.	Availability of resources Weather Public interest and disruption Covid 19 alert level
Under Veranda CBD Lighting, LED Upgrade	Kaine Jaquierey	Procured Alf Downs Street Lighting Limited to scope work programme and prepare lighting design to upgrade and infill CBD under veranda lighting.	Contract awarded: February 21	\$309,215 Variation to budget of \$73,000 for additional lighting	Installation underway, completion June 2021. Lighting in Kuripuni and Lansdowne will occur in Jul/Aug and carry over	Covid 19 alert level Availability of resources Access to street lighting circuit

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
					of funds will be required.	
Henley Lake, Stormwater Improvement Project	Kaine Jaquiery	Awarded to Higgins - utilising maintenance contract resources. Work started in April 2021.		\$66,000	June 2021	Weather Covid 19 alert level Availability of resources
Opaki Road Stormwater Upgrades	Kaine Jaquiery	Stormwater upgrades to Opaki Road and Oxford Street. Contract awarded to Sierra Delta Civil Ltd. Work start date is TBC.		\$432,341.88 Funding bridging 2020/21 & 2021/22 financial years.	TBC – estimated Nov 2021.	Weather Public interest and disruption TMP Covid 19 alert level
WATER						
Henley Lake Resource Consent	Phil Evans	Consent renewal: Resource consent application lodged with GWRC for processing. Further information requested and discussions with Iwi required. Inlet automation: Completed.		\$80,000	June – July 2021	Non-compliance with existing consent.
Opaki Water Race	Phil Evans	Consent renewal: Amended application lodged in February 21. Discussion with Iwi required. Council decision to close water race in 2026.	March	\$15,663 Scope to be confirmed	Amended application lodged February 2021. Application in progress.	Non-compliance with resource consent.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
Water Treatment Plant	David Hopman	Sludge disposal project: Additional onsite drying/storage area has been completed. Drying performance is to be reviewed over winter before finalising disposal option.	Disposal options: To be confirmed	\$251,200	Option to be reviewed in the Summer 21/22	Need to dispose sludge to landfill if consent not progressed.
Homebush WWTP	David Hopman	Old pond decommissioning: Consent application submitted and preparation of a cultural impact assessment is in progress.  Irrigation project: Procurement and installation to be completed once new lease finalised.	Contract award: To be confirmed	\$200,000 On budget  \$300,000 On budget	Site preparation, planting 2021/22  Irrigation installation: June 21	Decision making Resources
Water Meters	James Li	Installation delayed due to COVID-19 with the first meters installed on 10 February 2020.  6,769 meters installed to April 2021, this equates to 75% total required.	Confirm water charges: October	\$2,000,000 On budget	Boundary meters installed: October 2020  Shared meters installed: Aug/Sep 2021	Contractor resources Public uncertainty of shared supply and cost of water. COVID-19 alert level
Three Waters Renewal Projects	James Li	Installation: Planned renewals work now under contract.		Water: \$1,640,000  Sewer: \$1,126,400  Stormwater: \$337,920	June 2021	Potential delay and cost increase to next year's renewal programme.  COVID-19 alert level

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
				Laterals: \$200,000 On budget		
Water Treatment Plant Upgrades	David Hopman	Includes new pond aerators, control system and electrical upgrades, bulk water tanker supply terminal, fish inlet screens and design work for future water resilience projects.  Specifications are currently in development.	Contract awards: To be confirmed	\$1,000,000	March 22	Availability of resources
Rural Water Treatment	David Hopman	Includes point of use filters and UV disinfection on rural halls and Council water supply schemes.  Specifications are currently in development.	Contract awards: To be confirmed	\$1,300,000	March 22	Availability of resources
Treated Water Storage	David Hopman	Provides for 1,000m3 treated water storage in Nikau Heights, Lansdowne.  Specifications are currently in development.	Contract awards: To be confirmed	\$800,000	March 22	Availability of resources
Sediment Removal from Urban Streams	David Hopman	Provides for sediment removal from problematic urban streams to improve their capacity to reticulate stormwater.  Specifications currently in development.		\$200,000	March 22	Availability of resources

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
PROJECT DELIVERY						
Civic Centre	Sofia Craig	Council to adopt the project as part of the LTP. Procurement planning underway for key external project resources, with the intention that documents will be released following the adoption fo the LTP.	LTP adoption	\$30.8 Million	2026	Outcome of LTP consultation.
Masterton Revamp	Sofia Craig	Council to adopt the project as part of the LTP. Concept designs for North, Kuripuni entrances and Queen Street stage two and Charlie's Lane have been approved by Council for further development. The Waipoua River Precinct scoping is underway with meetings with Iwi and Waipoua River Catchment Committee underway.	LTP adoption	To be confirmed as part of LTP.	2031	Outcome of LTP consultation.
Animal Shelter	Rose O'Neill	Quantity surveyor estimates have been received that accompany the developed design. The project team, QS, architect and contractor are undertaking value engineering to ensure that best value for money can be achieved. There is potential that the current design may need to be de-scoped slightly due to the budget pressures caused by rising industry costs. Staff and animals are now residing in the temporary premises with the Ngaumutawa Road site vacant and ready for demolition, currently scheduled for June.	Approval of budget increase as part of LTP (to \$1.7m).	\$1.46 million	Q2 2022	Budget provision
Skatepark Revamp	Rose O'Neill	Hunter Civil due to establish on site in June with works to commence shortly after. Pricing is underway for the pump track based on the initial concept design, this is a variation to the original Hunter Civil contract. Rec	No significant decisions.	\$1.3 million	Q1 2022	Budget provision

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
		Services is preparing costings for their package, and once all costs are confirmed we will be assessing the budget and final cost envelope.				
Hood Aerodrome	Martyn Round	Master planning engagement close date is 31 May and refinements to the initial three concepts will be made by Beca as a result. Once refined and reviewed by the Strategic Advisory Group (SAG) and the Safety Group, the master plan will go back out to the public before it is adopted by Council. All other activities are on hold until the master plan is stable.	Approval of the master plan.	\$17 million	Q1 2026	Stakeholder engagement.
Henley Lake Dump Station	Martyn Round	Paper to Council re recommendation for alternative location, following hui with Iwi on 3 May.	Approval of paper.	\$30,000	Q3 2021	Budget provision
Waipoua Bridge	Martyn Round	Abseil Access completing the concept design for the bridge which now incorporates feedback from GWRC re flood plain levels. Sam Te Tau engaged to work with Iwi and local artists for designs for the totara bridge railings and work is progressing well in this space. Construction due to commence August 2021.		\$300,000	Q3 2021	Budget provision
Queen Elizabeth Park Lake	Phil Evans	Discussing with GWRC option to align requirements under current consent due to expire in 2023, (first part due to expire in Sept 2020). This will require a variation to existing consent.  Next steps: <ul style="list-style-type: none"> <li>• Draft variation to consent.</li> <li>• Scope design and investigate work.</li> </ul>	Approval of budget provision as part of LTP.	To be confirmed	2023	Decision making





5 May 2021

The Manager  
Environmental Regulation Department  
Greater Wellington Regional Council  
PO Box 41  
Masterton 5840  
**Email:** [notifications@gw.govt.nz](mailto:notifications@gw.govt.nz)

Dear Sir/Madam,

### **Submission on GWRC's Proposed Resource Management Charging Policy (2021)**

Thank you for the opportunity to submit on the proposed fees increase. Masterton District Council holds over 30 resource consents issued by the Regional Council, and the proposed fee increases will have a significant effect on our costs. Whilst we generally support the concept of costs incurred by Councils being recovered from those who create those costs, we do have some concerns as to how the SOE fees are being recovered. Please note that we have raised similar concerns in past submissions.

Based on the information provided to us, the proposed increases will result in an additional \$23,352 being paid by our Council per annum. This is an overall increase of approximately 27%, or an increase from \$85,000 to \$108,000. However, some of the individual costs are increasing by significantly more than this, with a 49% increase being applied to larger water takes and a 60% increase being applied to closed landfills. Given that Council is required to carry out significantly more sampling and reporting for complex consents, this means that the most complex consents are proposed to become even more disproportionately expensive.

Council already incurs significant costs in the monitoring and compliance work that is being carried out under the requirements of our resource consents, and the increases, particularly the SOE component, will add an extra financial burden to our ratepayers.

We believe that there may be opportunities to reduce costs and increase efficiencies that have not been explored, and which may assist in minimising any increases.

#### **Beneficiaries**

As noted above, MDC contributes significantly to the collection of environmental data. Larger, more complex resource consents have more extensive sampling programmes and collect more data. This data can be incorporated into the SOE reporting programme and is already provided to GWRC. It is therefore difficult to state that these consent holders are beneficiaries of the SOE programme, as they are currently collecting and contributing far more environmental data than smaller consent holders.

We would see the beneficiaries as being those consent holders who are not required to carry out environmental monitoring as part of their consent, and the wider community who are carrying out activities that do not require any consent. The SOE monitoring is the only

mechanism to determine what effect these activities are having, and it would therefore be appropriate if the costs predominantly fell on them.

## **Duplication**

As noted above, the Masterton District Council carries out a significant amount of environmental sampling to demonstrate compliance with the conditions of resource consents that we hold. We are concerned that in many instances this work is duplicated by the Regional Council as part of their SOE monitoring. Unfortunately, although the data collected by MDC under our resource consents is supplied to GWRC on a regular basis, it does not get incorporated into the SOE reporting, even where GWRC science officers are taking samples for the same parameters at the same locations as MDC.

We have discussed this with GWRC science officers on multiple occasions, but the reasons for it not being utilised are still unclear. Given that the data is all available electronically, we can see no reason why it is not utilised.

Because of this, MDC is in effect being asked to pay twice for some elements of the environmental sampling. Once to carry out the work required by our resource consents, and then again via the SOE fee to have duplicate work done by GWRC.

We would recommend that the Regional Council reviews its SOE sampling programme and looks to avoid duplication wherever possible. This will lead to increased efficiencies, assist with reducing costs and may in fact result in a larger and more robust dataset to support the SOE reporting. MDC is happy to work with the Regional Council on achieving this. This is particularly important and timely as local authorities around the Wellington Region are beginning to work on the Stage One Resource Consents for monitoring stormwater in their districts.

This work will result in a large amount of environmental data being collected across the region. If this data is not being incorporated into the SOE monitoring process, then it is difficult to see any justification for doing the work.

Thank you for the opportunity to make this submission. We would like to speak to this submission and answer any questions.

Yours faithfully,



David Hopman  
**Manager Assets and Operations**

<b>To:</b>	Infrastructure and Services Committee
<b>From:</b>	Angela Jane, Manager Strategic Planning
<b>Date:</b>	9 June 2021
<b>Subject:</b>	<b>Strategic Planning Infrastructure and Services Update</b>
<b>INFORMATION</b>	
<b>Recommendation:</b>	
That the Infrastructure and Services Committee notes the contents of Report 112/21.	

### Purpose

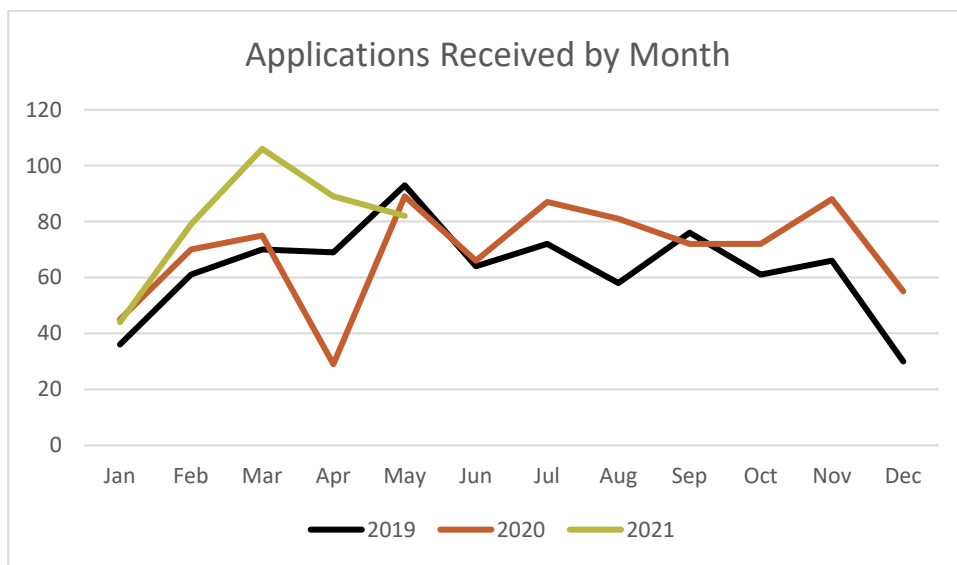
The purpose of this report is to provide the Infrastructure and Services Committee with an update from Building Control Services team, Consents and Planning team and Environmental Services team.

The information within this report provides a summary of each team’s major activities with trend data and commentary provided to relate the quantum of the workload compared to prior years. The teams are open to providing further information of interest to the Committee in future reports.

### Building Control Services Activity

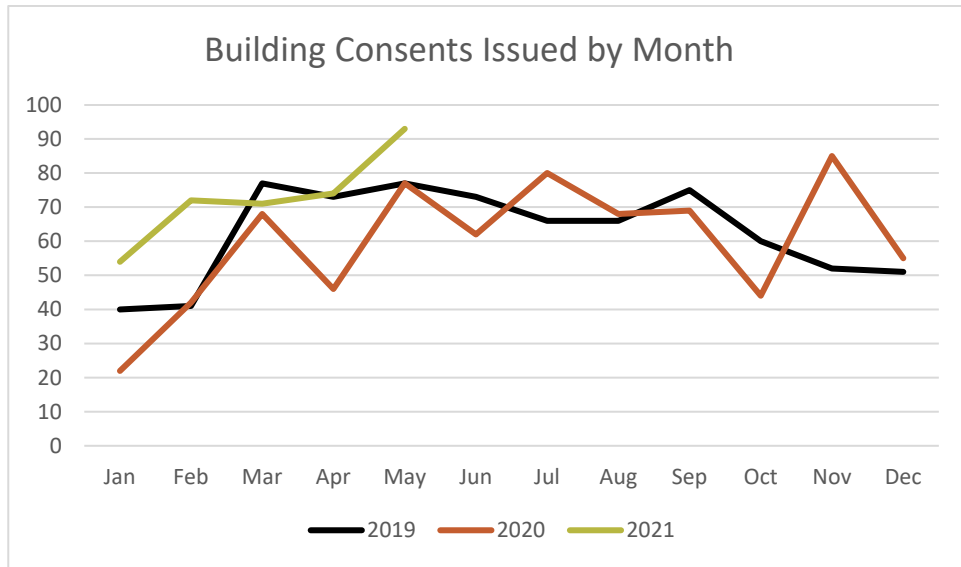
#### Building Consent Authority (BCA) Services

Graph Data to 27/05/21

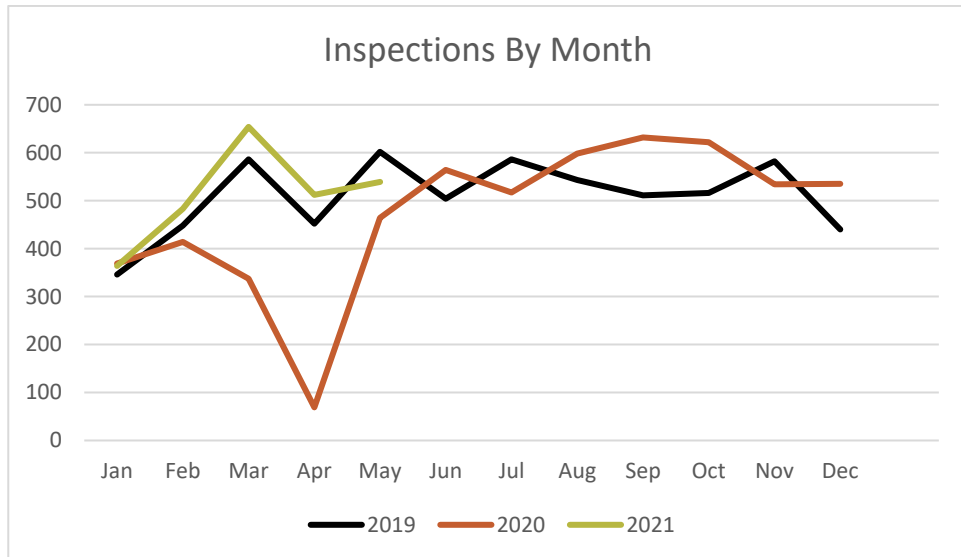


The graph above shows the building consent applications for the last three calendar years. The numbers for May are not complete with 2 business days remaining at the time of writing. Incoming application numbers are still high but consents have been tracking down from the record in March. We are aware of a high number of dwelling consents coming as developed subdivisions are made available for building.

The graph below demonstrates the 'flow' of consents through the process if months below are compared with the previous month in the graph above. We have issued a record number of consents this month but there are still 108 on the books. As we have been able to issue more than we have received this month we should see our statutory clock compliance return. 25% of consents granted in May have gone over 20 days with an average of 18 processing days across the 93 consents issued.

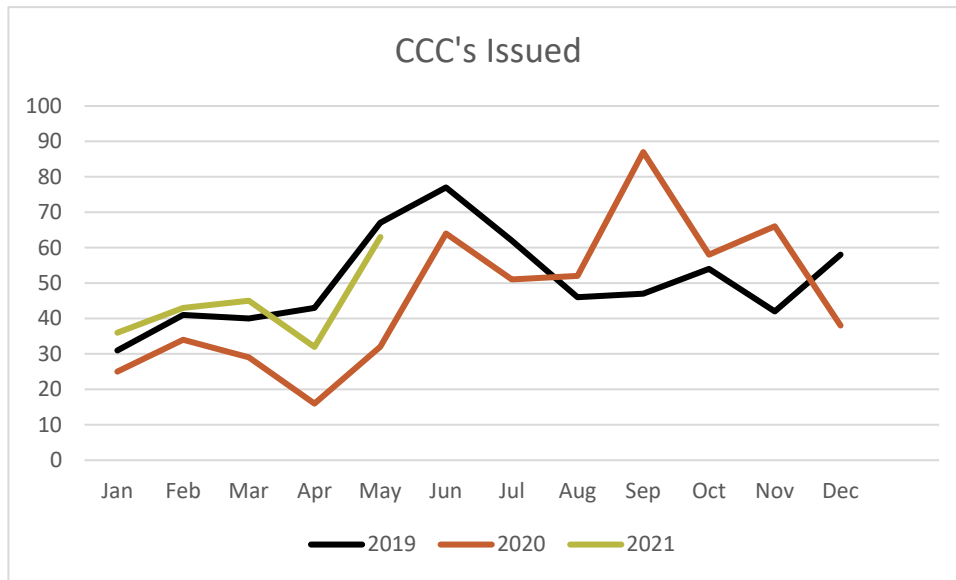


There are currently 108 building consent applications on hand (at various stages of processing) with 14 over the 20 day statutory clock.



The district struggles with material and labour supply issues but the level of building activity remains high. As the processing pressure has increased, we have reallocated resource and allowed the inspection wait time to increase to 5 days, this is seen as an acceptable time by our external stake holders.

The graph below shows code of compliance certificates (CCCs) issued by month, this has substantially increased on the month previous as we have had more office-based staff.



### Building Warrants of Fitness

74% of building warrants in the district are current, in total there are 379 buildings with Building Warrants of Fitness. The number of out of date Building Warrants typically increases in May and June as this was the time of year that the original legislation was introduced in 1991 and there are proportionally more buildings requiring attention by IQPs at this time. A process is being documented to share with building owners and re-engage building owners with the regime before any enforcement with fines becomes necessary.

### Earthquake Prone Buildings

The increased work load in the Building Consent Authority meant we have had to postpone the planned time with the engineers to complete our identification of potentially earthquake prone buildings. This process will be picked up again in Q3, if the BCA is able to find adequate resources.

### Swimming Pools

The Council is not currently resourced to fulfil its responsibilities under the Building Act 2004 in regards to swimming pool fencing.

## **Activity Levels, Staff and Service**

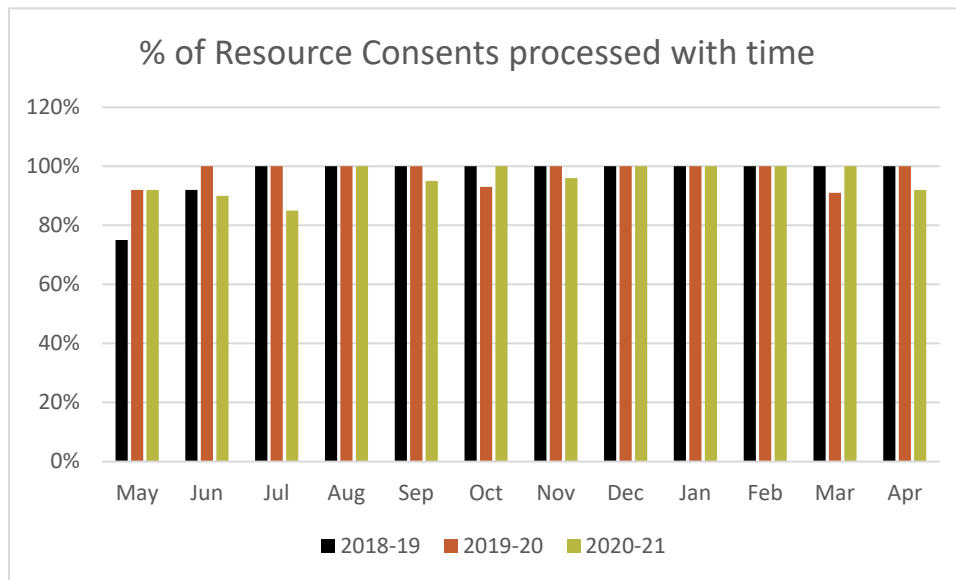
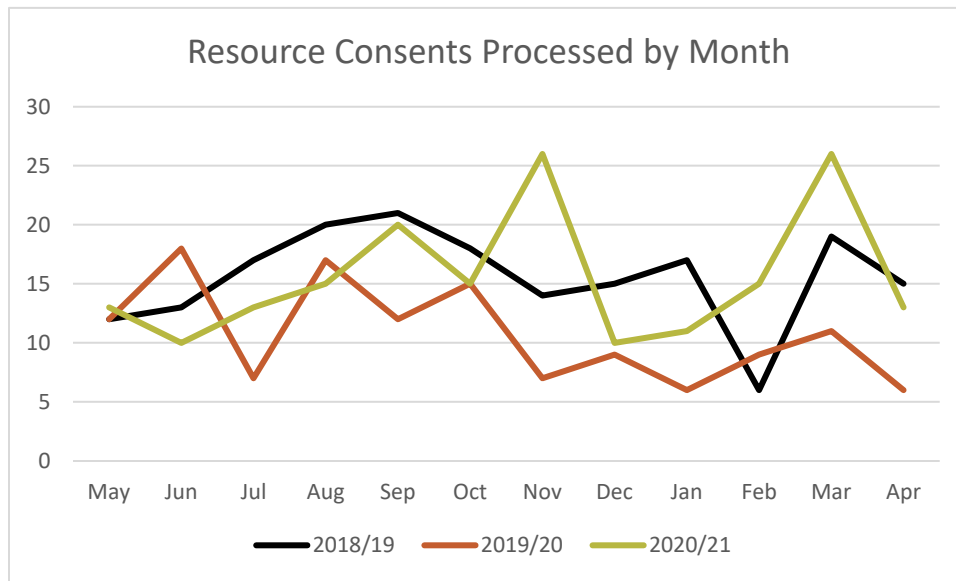
The BCA has received two recent resignations and these vacancies are advertised; this is in addition to our previously discussed team leader vacancy. As part of the BCA Accreditation scheme, we are required to notify MBIE and IANZ of any substantial staff changes or loss. This notification was sent in late May and we are now required to submit monthly statistics to demonstrate our ability to deliver the BCA services within statutory time frames.

The Building Control Services Manager is now assisting operationally with processing and inspections, but this comes at the expense of strategic leadership and control.

## Consents and Planning Activity

Resource Consents processed in 3-yearly period ending April 2021

YEARLY PERIOD	NUMBER OF CONSENTS PROCESSED	% WITHIN RMA TIMEFRAMES
May 2018 – Apr 2019	187	97%
May 2019 – Apr 2020	129	98%
May 2020 – Apr 2021	187	98%



The drop in resource consent applications in April 2021 follows a peak of applications processed in March 2021. The March peak partly reflected resolution of several applications that had previously been suspended pending information requests, and also partly reflects other applications in March that were processed well within statutory timeframes. It also coincides with a slight drop in new applications for April. So far, the Council are on track for a rebound in consent numbers for May 2021. This will be reported on in the next reporting cycle.

## **Development Capacity within Future Development Areas ('FDAs')**

The Wairarapa Combined District Plan has 4 FDAs within Masterton District. The remaining subdivision capacity left within these areas as at 26 May 2021 is:

### **Opaki Road FDA (Residential Zone)**

- 85 Opaki Road – capacity for 48 new residential lots with reticulated sewerage connections.
- Cashmere subdivision - Capacity for 79 new residential lots with reticulated sewerage connections in 2 remaining future stages (stage 2 and 3) as at 21/8/2020 <sup>1</sup>. (Subdivision consent RM200074 approved 24 lots in Future stage 1).

### **Chamberlain Road FDA (Residential Zone)**

- Land area for 197 new residential lots with reticulated sewerage connections.

### **Ngamutawa Road FDA (Industrial Zone)**

- 12ha still 'subdividable' with possible connections to reticulated sewerage system.

### **Castlepoint FDA (Residential Zone)**

- Land area for 768 new residential lots with reticulated sewerage connections.

## **Development capacity within urban areas other than FDAs**

Estimated capacity for approximately 1,000 additional 'infill' lots within Masterton's urban area (Residential Zone) with connections to reticulated sewerage at January 2021. However, the uptake of this capacity is expected to be slower and more sporadic than the uptake of development capacity within the FDAs, because this 'infill' development capacity is spatially pepper-potted in differently owned land parcels, presenting differing economic drivers and constraints.

---

<sup>1</sup> Based on most-recent available information when this report was written. However, it may be that subdivision of Cashmere Stages 2 and 3 has been approved and connected already, in which case there is no more future capacity in the Cashmere subdivision.



## **Future development capacity outside urban areas**

There are a range of possible options for increasing Masterton District's future development capacity that involve extending urban areas (rezoning Rural Zone land to Residential Zone land). These options are being explored in the review of the Wairarapa Combined District Plan that is currently underway. Consideration for new extended development areas should be prioritised as the district plan review advances.

## **Review of the Wairarapa Combined District Plan ('WCDP') (updated at 26 May 2021)**

The Joint Committee considering the review has previously expressed an interest in the Government's 10 February 2021 announcement of Resource Management Act reform with a view to considering implications of this for the review of the WCDP. There is also the Three Waters reforms work being led by the Department of Internal Affairs. The implications of these Government reforms are likely to have an increasing influence on how the district plan review proceeds. Meanwhile, work will continue over the coming months on developing the preliminary issues-scoping reports to inform the district plan review. This work should assist the Council with future decisions that may prioritise any subsequent change in emphasis of the district plan review that may be needed to respond to the Government reform program.

The Joint Committee is supported by a Technical Advisory Group consisting of staff from the three Councils. Council staff are currently focussing on gathering information around financial contributions for infrastructure services to assist with development of the issues scoping reports.

## **Resource Management Act Reform**

On 10 February 2021, the Government (MfE) announced its intention to reform the Resource Management Act and replaced this with three pieces of legislation; a Natural and Built Environment Act (NBA) focussed on land use and environmental regulation; a Strategic Planning Act (SPA) pulling together laws around urban development, spatial planning and funding mechanisms; and a Climate Change Adaptation Act (CAA) focused on managed coastal retreat and its funding. This is based on the recommendations in the Randerson Report.

MfE has announced it will work collaboratively with the local government sector on the Government's reform program throughout 2021 and 2022. As of 26 May 2021, the conceptual was still as follows:

- June–September 2021: NBA 'exposure draft' considered by Special Select Committee inquiry.
- December 2021: NBA, SPA and CAA introduced to Parliament in late 2021. A Standard Select Committee process will consider them in early 2022.
- December 2022: It is intended that all three pieces of legislation (NBA, SPA and CAA) will be passed by the end of 2022.

MfE are seeking Council participation in the select committee processes – including in the middle of 2021 for the NBA 'exposure draft' inquiry. More information from MfE is expected on this later.

**General Comments:**

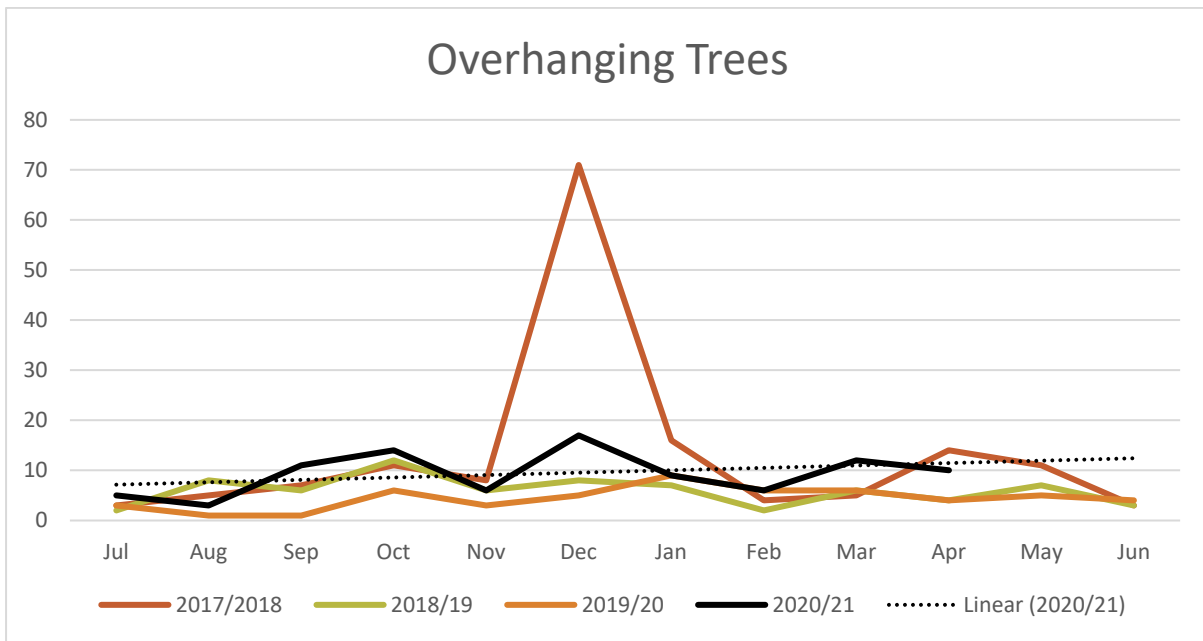
Interest in the housing and subdivision market has kept planning staff busy with public enquiries. There were 174 public counter planning enquiries in the 6-week period up to 20 May 2021. These have decreased in part because of improved filtering of public enquiries as a result of processes adopted in April for more efficient directing of enquiries into planning, building or LIM requests.

## Environmental Services Activity

### Bylaws and Parking

#### Over hanging trees

Over hanging trees continues to increase again this month. Staff expect the service requests raised by the community will continue to increase in the coming months. When planting boundaries, property owners need to be more considerate of how large the plant will become. The team often come across foliage that has been planted so close to the property boundary that if the foliage were to be trimmed back to the property boundary there would very little or no foliage left on one side of the plant.



#### Bees

A neighbourhood group engaged with us about their issues with the numbers of bees they were experiencing in their properties. The concerns raised were mainly about the nuisance that bees caused in relation to the excrement that was being produced by the bees. The group noted the excrement was landing on their washing, houses and vehicles and was difficult to remove. The residents are located close to both industrial and primary production land where the activity of harvesting honey and keeping beehives is permitted.

#### Parking Control

Dealing with illegal parking and abandoned vehicles can be very frustrating and time consuming for the Animal and Bylaw Services team. Managing the expectations of the community is an important consideration when dealing with these issues. Most unregistered motor vehicles found on the road

also have no Warrant of Fitness, which in turn makes them a road safety risk, as there is no evidence that the vehicles are safe to be used on the road. A major concern of the community is also the visual aspect of some vehicles and the affect that has on their neighborhood and businesses using community parking spaces to park non road legal vehicles while contacting business.

The Land Transport Act 1998 and Land Transport Road User Rules 2004 require that all vehicles on the road (whether parked or driven) are legal i.e. must have a current registration or warrant of fitness to be licensed to be on the road. For parked vehicles these are Stationary Offence Notices and are issued by Parking Wardens of Territorial Authorities. Although this remit does also fall with Police; due to the enormous amount of legislation that Police are required to enforce this is not a priority for them to enforce when stationary vehicle enforcement could be managed by Authorities that also deal with other stationary vehicle offences ie parking offences.

Having the ability to infringe vehicle owners or issue a warning infringement notice adds another method of enforcement to the toolkit for managing compliance. Often the threat of a monetary fine will encourage compliance, or for those receiving an infringement being offered an opportunity to bring the vehicle up to a legal standard within a specified time and then have the ticket waived will encourage compliance and ensure that only road safe vehicles are parked and used on the road.

## **Dog Control**

### **Registration**

The number of registered dogs continues to increase. In April there were 34 new dogs registered bringing the total to 6,139 dogs registered. Registration invoices have been sent to all dog owners. Staff hope to see that more dog owners use the option of registering their dogs online through the MDC website.

### **Notice to register**

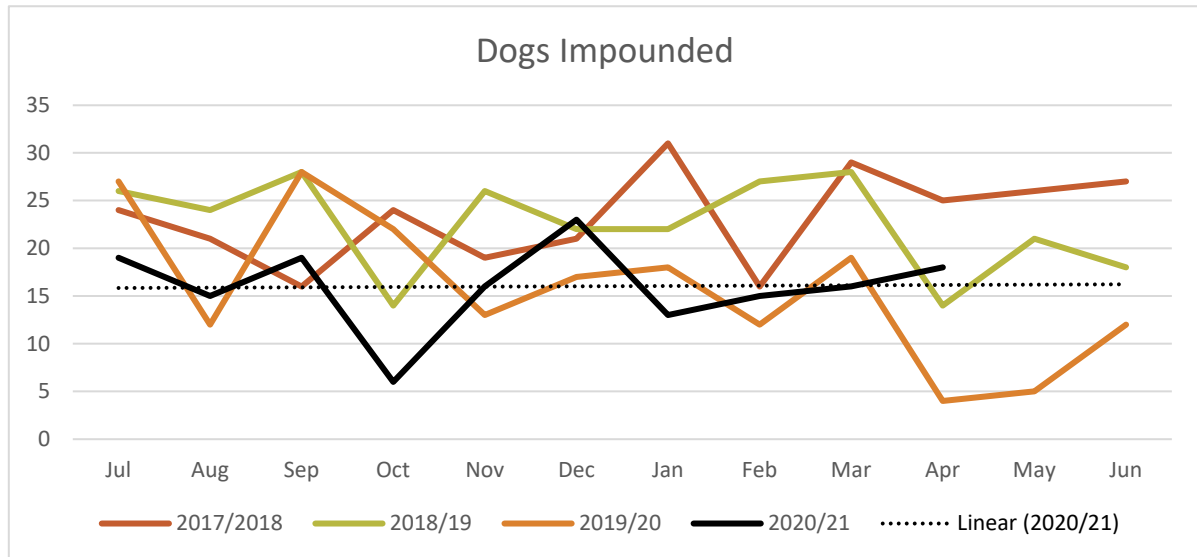
There were 12 notices to register in April. Notices to register are issued to people when staff come across dogs that are not registered. All dogs over the age of 3 months are required to be registered under the Dog Control Act 1996. The majority of notices that are issued are as a result of another service request raised about the dog(s). The dog owners have 10 working days in which to arrange registration; failure to do so will result in a \$300 infringement being issued for failing to register.

### **Impounding**

There has been a reduction in the number of dogs impounded this year, compared to the previous four years. Most dogs are collected by their owners with only around 10% of dogs having to be rehomed.

In order to rehome the dogs, the Animal and Bylaw Services team must assess the dog as being suitable for rehoming. The SPCA take the rehomed dogs in the first instance. Vaccination for Parvo

virus is carried out and the dog is cared for at least another 7 days while the vaccination status is completed, and a space becomes available.



## Temporary Shelter

The temporary shelter will be in operation shortly. Costs have been minimised by re using and recycling items from the current site and wherever possible any new items will be repurposed at the new shelter.

## Environmental Health

### Alcohol Hearing

A hearing of the Masterton District Licensing Committee is being organised for June. This will be the first hearing since December 2014. The Medical Officer has opposed the application of an off licence under sections 105 and 131 of the Sale and Supply of Alcohol Act 2012 (see Attachment 1 for full details). Police and the licensing inspector have not opposed the application but will attend the hearing to be interviewed should it be required.

### Environmental Health Team

Masterton District Council Environmental Health team has a new team member, Baker Siddique. Baker has worked for Masterton District Council previously approximately 9 years ago. With the Environmental Health Officer position being filled this will hopefully reduce the pressure on wider Environmental Health teams workloads.

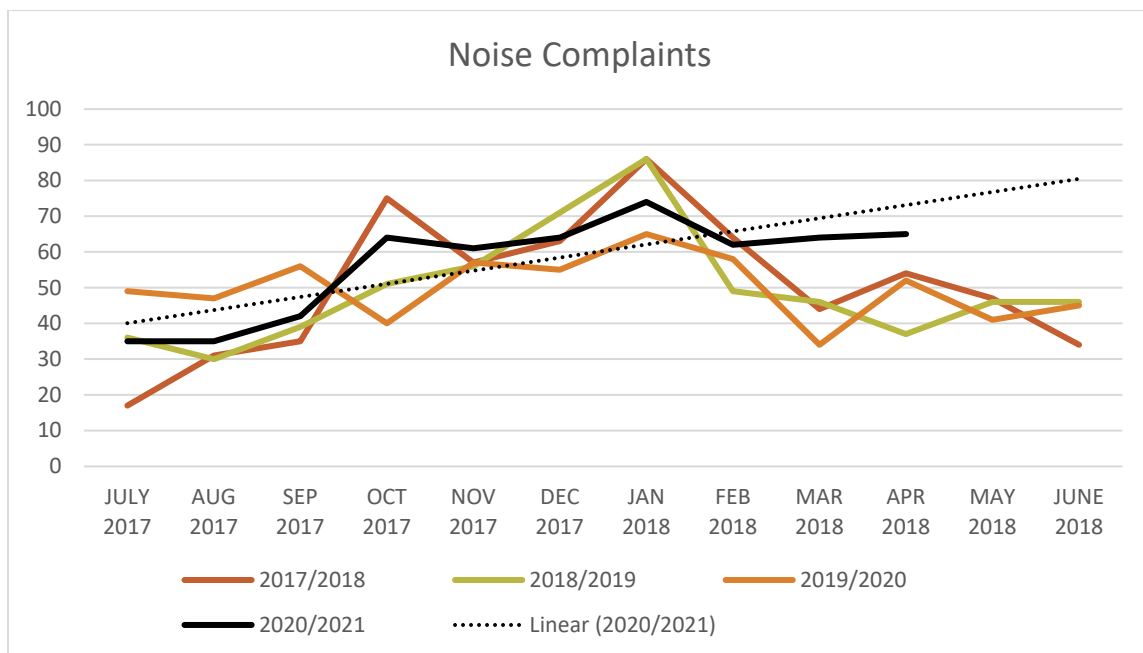
## Verifications and inspection

Another member of the Environmental Health team has had their witness assessment undertaken by AsureQuality. This is required as part of becoming a recognised person, allowing verifications of national programmes under the Council’s Food Quality Management System – this means the Council has three recognised persons able to undertake National Programme verifications. The team has also been undertaking external training as part of continuous professional development requirement as food verifiers.

End of May and June is a catch-up period on food licensing matters and allows for inspections for other health licences such as: hairdressers, beauty therapists, tattooists, funeral directors and offensive trades.

## Noise Complaints

Noise complaints while steady for the year, have increased compared to previous years. There have been several callers that have generated service requests about noise in their neighbourhood more frequently than most. If the calls are generated out of hours or when Environmental Health Officers are in appointments a contactor will attend and charge per call out regardless of the result. The top 3 frequent callers in relation to noise generated 68 service requests that required attendance. Upon arrival Excessive Noise Direction (END) notices were issued only 20 times.



**Sale and Supply of Alcohol Act 2012****105 Criteria for issue of licences**

(1) In deciding whether to issue a licence, the licensing authority or the licensing committee concerned must have regard to the following matters:

- (a) the object of this Act:
  - (b) the suitability of the applicant:
  - (c) any relevant local alcohol policy:
  - (d) the days on which and the hours during which the applicant proposes to sell alcohol:
  - (e) the design and layout of any proposed premises:
  - (f) whether the applicant is engaged in, or proposes on the premises to engage in, the sale of goods other than alcohol, low-alcohol refreshments, non-alcoholic refreshments, and food, and if so, which goods:
  - (g) whether the applicant is engaged in, or proposes on the premises to engage in, the provision of services other than those directly related to the sale of alcohol, low-alcohol refreshments, non-alcoholic refreshments, and food, and if so, which services:
  - (h) whether (in its opinion) the amenity and good order of the locality would be likely to be reduced, to more than a minor extent, by the effects of the issue of the licence:
  - (i) whether (in its opinion) the amenity and good order of the locality are already so badly affected by the effects of the issue of existing licences that—
    - (i) they would be unlikely to be reduced further (or would be likely to be reduced further to only a minor extent) by the effects of the issue of the licence; but
    - (ii) it is nevertheless desirable not to issue any further licences:
  - (j) whether the applicant has appropriate systems, staff, and training to comply with the law:
  - (k) any matters dealt with in any report from the Police, an inspector, or a Medical Officer of Health made under section 103.
- (2) The authority or committee must not take into account any prejudicial effect that the issue of the licence may have on the business conducted pursuant to any other licence.

## 131 Criteria for renewal

- (1) In deciding whether to renew a licence, the licensing authority or the licensing committee concerned must have regard to the following matters:
  - (a) the matters set out in paragraphs (a) to (g), (j), and (k) of section 105(1):
  - (b) whether (in its opinion) the amenity and good order of the locality would be likely to be increased, by more than a minor extent, by the effects of a refusal to renew the licence:
  - (c) any matters dealt with in any report from the Police, an inspector, or a Medical Officer of Health made by virtue of section 129:
  - (d) the manner in which the applicant has sold (or, as the case may be, sold and supplied), displayed, advertised, or promoted alcohol.
- (2) The authority or committee must not take into account any prejudicial effect that the renewal of the licence may have on the business conducted pursuant to any other licence.