



# ORDINARY MEETING of Council AGENDA

**Time:** 3.00pm  
**Date:** Wednesday, 14 December 2022  
**Venue:** Waiata House, 27 Lincoln Road,  
Masterton

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## MEMBERSHIP

Mayor Gary Caffell (Chairperson)

Councillor Bex Johnson  
Councillor Craig Bowyer  
Councillor Brent Goodwin  
Councillor David Holmes

Councillor Tom Hullena  
Councillor Stella Lennox  
Councillor Tim Nelson  
Councillor Marama Tuuta

## 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:

<b>Whakamana Tangata</b>	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.
<b>Manaakitanga</b>	Recognising and embracing the mana of others.
<b>Rangatiratanga</b>	Demonstrating effective leadership with integrity, humility, honesty and transparency.
<b>Whanaungatanga</b>	Building and sustaining effective and efficient relationships.
<b>Kotahitanga</b>	Working collectively.

## Order Of Business

<b>1</b>	<b>Conflicts of Interest</b> .....	<b>5</b>
<b>2</b>	<b>Apologies</b> .....	<b>5</b>
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<b>5</b>	<b>Confirmation of Minutes</b> .....	<b>5</b>
	See Items 7.1, 7.2, 7.3 and 7.4	
<b>6</b>	<b>Committee Reports</b> .....	<b>5</b>
	Nil	
<b>7</b>	<b>Reports for Decision</b> .....	<b>6</b>
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9.5 Chief Executive's Key Performance Indicators .....159

**Karakia timatanga**

Kia tau ngā manaakitanga a te mea ngaro  
ki runga ki tēnā, ki tēnā o tātou  
Kia mahea te hua mākihikihi  
kia toi te kupu, toi te mana, toi te aroha, toi te Reo Māori  
kia tūturu, ka whakamaua kia tīna! Tīna!  
Hui e, Tāiki e!

Let the strength and life force of our ancestors  
Be with each and everyone of us  
Freeing our path from obstruction  
So that our words spiritual, power, love and  
language are upheld  
Permanently fixed established and understood  
Forward together

**1 CONFLICTS OF INTEREST**

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

**2 APOLOGIES**

The Chair invites notice from members of:

- leave of absence for future meetings of Masterton District Council
- apologies, including apologies for lateness and early departure from the meeting where leave of absence has not previously been granted.

**3 PUBLIC FORUM**

- Graham Streatfield, Wairarapa Census Area Manager, re Census 2023
- Friends of Queen Elizabeth Park, re the Lake of Remembrance
- 350 Aotearoa, re Council use of renewable energy

**4 ITEMS NOT ON THE AGENDA**

The Chairperson will give notice of items not on the agenda as follows:

*Matters requiring urgent attention as determined by resolution of the Council*

- The reason why the item is not on the agenda; and
- The reason why discussion of the item cannot be delayed until a subsequent meeting.

*Minor matters relating to the general business of Council*

No resolution, decision or recommendation may be made in respect of the item except to refer it to a subsequent meeting of Masterton District Council for further discussion.

**5 CONFIRMATION OF MINUTES**

See Items 7.1, 7.2, 7.3 and 7.4

**6 COMMITTEE REPORTS**

Nil

## 7 REPORTS FOR DECISION

### 7.1 MINUTES FOR CONFIRMATION - COUNCIL MEETING 9 NOVEMBER 2022

File Number:

Author: Harriet Kennedy, Governance Advisor

Authoriser: David Hopman, Chief Executive

#### PURPOSE

The purpose of this report is to confirm the minutes of the Council Meeting held on 9 November 2022 provided in Attachment 1 to this report.

#### RECOMMENDATION

That Council confirms the minutes of the Council Meeting held on 9 November 2022 as a true and correct record of that meeting.

#### ATTACHMENTS

1. Unconfirmed Minutes of the Council Meeting held 9 November 2022  



# MINUTES

**Ordinary Council Meeting  
Wednesday, 9 November 2022**

**Order Of Business**

<b>1</b>	<b>Conflicts of Interest</b> .....	<b>3</b>
<b>2</b>	<b>Apologies</b> .....	<b>3</b>
<b>3</b>	<b>Public Forum</b> .....	<b>3</b>
<b>4</b>	<b>Items not on the Agenda</b> .....	<b>3</b>
<b>5</b>	<b>Confirmation of Council Minutes</b> .....	<b>3</b>
	See Item 7.1	
<b>6</b>	<b>Committee Reports</b> .....	<b>3</b>
	There were no Committee Reports.	
<b>7</b>	<b>Reports for Decision</b> .....	<b>4</b>
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<b>8</b>	<b>Reports for Information</b> .....	<b>8</b>
8.1	Chief Executive's Report .....	8
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9.1	Chief Executive's Key Performance Indicators .....	8
9.2	Sale of Land.....	9
9.3	Appointments to Council Organisations and the Wairarapa Combined District Plan Joint Committee.....	9



**MINUTES OF MASTERTON DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON  
ON WEDNESDAY, 9 NOVEMBER 2022 AT 3.00**

**PRESENT:** Mayor Gary Caffell, Councillor Bex Johnson, Councillor Craig Bowyer, Councillor Brent Goodwin, Councillor David Holmes, Councillor Tom Hullena, Councillor Stella Lennox, Councillor Tim Nelson, Councillor Marama Tuuta

**IN ATTENDANCE:** Chief Executive, Manager Finance, Manager Strategy and Governance, Manager Communications and Engagement, Manager Assets and Operations, Manager Regulatory Services, Pou Ahurea Māori, Manager People and Culture, Library Manager, Project Delivery and Assets Manager and Governance Advisor

His Worship opened the meeting with the karakia

**1 CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**2 APOLOGIES**

No apologies

**3 PUBLIC FORUM**

- Mike Butterick, Federated Farmers Meat and Wool Local Chair, spoke about the ramifications of the proposed Emissions Trading Scheme for the community
- Ian Gunn, Ray Stewart and Kirsten Browne spoke about the proposed sale of Bentley Street and the bigger picture in terms of mitigating the impact of climate change for Masterton with tree canopy coverage.
- Amber Craig, Rangitane o Wairarapa spoke about the proposed sale of Bentley Street and Rangitane's need to ensure that they have a voice on how the management of that land moves forward.

**4 ITEMS NOT ON THE AGENDA**

There were no late items

**5 CONFIRMATION OF COUNCIL MINUTES**

See Item 7.1

**6 COMMITTEE REPORTS**

There were no Committee Reports.

## **7 REPORTS FOR DECISION**

### **7.1 MINUTES FOR CONFIRMATION - INAUGURAL COUNCIL MEETING 26 OCTOBER 2022**

The report seeking confirmation of the minutes of the Inaugural Council Meeting held on 26 October 2022 was taken as read.

#### **RESOLUTION 2022/1**

Moved: Mayor Gary Caffell  
Seconded: Councillor Craig Bowyer

That Council confirms the minutes of the Inaugural Council Meeting held on 26 October 2022 as a true and correct record of that meeting.

**CARRIED**

### **7.2 APPOINTMENTS TO ORGANISATIONS, COMMITTEES, ADVISORY AND WORKING GROUPS**

The report seeking Council appointment of elected members to council organisations and a number of other joint committees, organisations and Masterton District Council working groups and forums was presented by the Manager Strategy and Governance.

The Manager Strategy and Governance advised that the Wellington Region Climate Change Forum would not be continuing this triennium so recommendation (i)(d) would be removed.

Councillor Hullena and Councillor Nelson requested their proposed respective appointments to the Wairarapa Policy Working Group and the Community Climate Advisory Group be swapped, so Councillor Nelson would be appointed to the Wairarapa Policy Working Group and Councillor Hullena be appointed to the Community Climate Advisory Group instead.

#### **RESOLUTION 2022/2**

Moved: Councillor Bex Johnson  
Seconded: Councillor Stella Lennox

That Council:

- i. nominates for appointment to the following Greater Wellington Regional Council committees and groups for the 2022-2025 triennium:
  - a. **Wellington Regional Leadership Committee** – His Worship the Mayor, Deputy Mayor Bex Johnson (alternate)
  - b. **Regional Transport Committee** – His Worship the Mayor, Deputy Mayor Bex Johnson (alternate)
  - c. **Wairarapa Committee** – His Worship the Mayor, Deputy Mayor Bex Johnson (alternate)
  - d. ~~Wellington Region Climate Change Forum~~ – Cr Tom Hullena, Cr Marama Tuuta (alternate)
  - d. **Upper Ruamāhanga River Management Advisory Committee** – Cr David Holmes,

Page 4

Cr Craig Bowyer, Cr Stella Lennox

- ii. appoints to the following Wairarapa council groups and Committees for the 2022-2025 triennium:
  - a. **Wairarapa Policy Working Group** – Cr Craig Bowyer, Cr Tim Nelson
  - b. **Wairarapa Trails Action Group** – Cr Stella Lennox, Cr Tim Nelson
  - c. **Wairarapa Economic Development Strategy Forum** – His Worship the Mayor, Deputy Mayor Bex Johnson (alternate)
  - d. **Wairarapa Climate Caucus** Cr Tom Hullena, Cr Marama Tuuta
  - e. **District Licensing Committee** Cr Craig Bowyer (Deputy Chair)
- iii. notes that the appointment of the individuals proposed to be appointed to the following Council Organisations will be considered with the public excluded:
  - a. **Destination Wairarapa**
  - b. **Montfort Trimble Foundation**
  - c. **Wairarapa Road Safety Council**
- iv. agrees to make the following elected member appointments to the Council Organisations below without advertising and following the formal appointment process in the Appointments to Council Organisations Policy as the appointees proposed have the required skills, knowledge and experience and have been, or are, involved in the governance of those groups:
  - a. **Cobblestones Trust** – Cr Brent Goodwin
  - b. **Te Āwhina Cameron Community House Trust** - Cr Stella Lennox
- v. notes that His Worship the Mayor is a member of the **Civil Defence Emergency Management Joint Committee**;
- vi. appoints Cr Tom Hullena and Cr Marama Tuuta (alternate) to the **Wellington Regional Waste Management and Minimisation Joint Committee** for the 2022-2025 triennium;
- vii. appoints Cr Tom Hullena and Cr Marama Tuuta (alternate) to the **Wellington Region Waste Forum** for the 2022-2025 triennium;
- viii. appoints to the following external committees and groups for the 2022-2025 triennium:
  - a. **Wainuioru Rural Water Supply Committee** – Cr Craig Bowyer
  - b. **Wairarapa Youth Council** – Cr Stella Lennox, Cr Bex Johnson (to support the Youth Council)
- ix. agrees to re-establish the Rural Advisory Group for the 2022-2025 triennium and notes that the terms of reference for the group will be reviewed prior to the appointment of community members;
- x. appoints to the following Masterton District Council forums and groups:
  - a. **International Relations Forum** – Cr Stella Lennox, Cr Tim Nelson
  - b. **Hood Strategic Advisory Group** – Deputy Mayor Bex Johnson, Cr David Holmes

- c. **Masterton Refugee Resettlement Steering Group** – Cr Stella Lennox
- d. **Rural Advisory Group** – Cr David Holmes (Chair), Cr Craig Bowyer
- e. **Community Climate Advisory Group** – Cr Tom Hullena, Cr Marama Tuuta

**CARRIED**

**7.3 PREFERRED OPTIONS (EMERGING SOLUTION) FOR MATAIKONA SINGLE STAGE DETAILED BUSINESS CASE**

The report seeking Council approval to endorse the emerging preferred option to be used in the single stage business case for investment on Mataikona Road was presented by the Roading Manager.

**RESOLUTION 2022/3**

Moved: Councillor Tom Hullena  
Seconded: Councillor David Holmes

That Council:

1. **approves** the preferred hybrid option which is to be investigated further in the detailed Business Case phase. The hybrid option is:
  - i) a retreat package where the road can be realigned (where possible and feasible)
  - ii) increased maintenance
  - iii) priority strengthening (when and where this can be afforded).

**CARRIED**

**7.4 ADOPTION OF THE EASTER SUNDAY SHOP TRADING STATEMENT OF PROPOSAL FOR COMMUNITY CONSULTATION**

The report seeking Council adoption of the Easter Sunday Shop Trading Policy Statement of Proposal and draft Policy (Attachments 1 and 2 to the report), and agreement that Council's preferred option is to continue the Policy with no amendments was presented by the Policy Advisor.

**RESOLUTION 2022/4**

Moved: Councillor Bex Johnson  
Seconded: Councillor Craig Bowyer

That Council:

1. notes the Easter Sunday Shop Trading Policy (the Policy) is due for review under section 5C of the Shop Trading Hours Act 1990;
2. notes consultation with the community is proposed to take place between 10 November 2022 and 12 December 2022;

3. notes that the Hearings Committee will hear submissions and undertake deliberations in February 2023 ahead of making final recommendations to Council;
4. agrees that Council's preferred option is to continue the Policy with no substantive amendments; and
5. adopts the Statement of Proposal and draft Policy for consultation, using the Special Consultative Procedure, with the community (Refer Attachments 1 & 2 to this Report).

**CARRIED**

#### **7.5 DELEGATIONS POLICY AND REGISTER PARTS A, B AND C**

The report seeking Council adoption of the Delegations Policy and Parts A and B of the Masterton District Council (MDC) Delegations Register was presented by the Policy Manager.

In response to a question about the delegations to committees, it was advised that the delegation to approve expenditure variances in excess of 15% of the planned budget, up to a maximum of \$250,000 was in the terms of reference for the Infrastructure and Services Committee which was a committee of the whole.

#### **RESOLUTION 2022/5**

Moved: Councillor Tom Hullena

Seconded: Councillor Bex Johnson

That Council:

1. **adopt** the Delegations Policy included in the Masterton District Council Delegations Register (the Register);
2. **adopt** Part A of the Register which contains the delegation of statutory and other delegations by the Council to the Chief Executive;
3. **adopt** Part B of the Register which contains delegations by the Council to officers under the Local Government (Rating) Act 2002 and the Resource Management Act 1991;
4. **notes** that on 26 October 2022 Council appointed Committees and approved their Terms of Reference, including delegations, and these delegations have been incorporated into the Register as Part C; and
5. **notes** that Part D of the Register, which contains sub-delegations from the Chief Executive to staff, is not included in this report as it does not require Council approval.

**CARRIED**

**8 REPORTS FOR INFORMATION**

**8.1 CHIEF EXECUTIVE'S REPORT**

The Chief Executive presented his report providing Council with an update on Council operations as at 4 November 2022.

**RESOLUTION 2022/6**

Moved: Mayor Gary Caffell  
Seconded: Councillor David Holmes

That Council receives the Chief Executive's Report as at 4 November 2022

**CARRIED**

**8.2 MAYOR'S REPORT**

**RESOLUTION 2022/7**

Moved: Mayor Gary Caffell  
Seconded: Councillor Tim Nelson

That Council receives the information contained within the report.

**CARRIED**

**9 PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RESOLUTION 2022/8**

Moved: Councillor David Holmes  
Seconded: Councillor Brent Goodwin

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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 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 for the passing of this resolution
<b>9.1 - Chief Executive's Key Performance Indicators</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

<b>9.2 - Sale of Land</b>	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>9.3 - Appointments to Council Organisations and the Wairarapa Combined District Plan Joint Committee</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**CARRIED**

**The Meeting moved into public excluded at 4.28pm**

**The Meeting moved out of public excluded at 5.34pm**

**The Meeting closed at 5.34pm**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 14 December 2022.**

.....  
**CHAIRPERSON**

**7.2 MINUTES FOR CONFIRMATION - EXTRAORDINARY COUNCIL MEETING 23 NOVEMBER 2022**

**File Number:**

**Author:** Harriet Kennedy, Governance Advisor

**Authoriser:** David Hopman, Chief Executive

**PURPOSE**

The purpose of this report is to confirm the minutes of the Extraordinary Council Meeting held on 23 November 2022 provided in Attachment 1 to this report.

**RECOMMENDATION(S)**

That Council confirms the minutes of the Extraordinary Council Meeting held on 23 November 2022 as a true and correct record of that meeting.

**ATTACHMENTS**

1. **Unconfirmed Minutes of the Extraordinary Council Meeting held 23 November 2022** [↓](#)







# MINUTES

**Extraordinary Council Meeting  
Wednesday, 23 November 2022**

**Order Of Business**

<b>1</b>	<b>Conflicts of Interest</b> .....	<b>3</b>
<b>2</b>	<b>Apologies</b> .....	<b>3</b>
<b>3</b>	<b>Items not on the Agenda</b> .....	<b>3</b>
<b>4</b>	<b>Public Excluded</b> .....	<b>3</b>
4.1	Colombo Road Pump Station Variation .....	3

**MINUTES OF MASTERTON DISTRICT COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON  
ON WEDNESDAY, 23 NOVEMBER 2022 AT 2.30PM**

**PRESENT:** Councillors B Johnson (Acting Chair), C Bowyer, B Goodwin, D Holmes, T Hullena, S Lennox, T Nelson and M Tuuta

**IN ATTENDANCE:** Chief Executive, Manager Assets and Operations, Manager Finance, Manager Strategy and Governance, Manager Regulatory Services, Governance Advisor

**1 CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**2 APOLOGIES**

Moved Councillor B Johnson  
Seconded Councillor T Nelson

That the apology received from Mayor G Caffell be received.

**CARRIED**

**3 ITEMS NOT ON THE AGENDA**

There were no late items

**4 PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RESOLUTION 2022/14**

Moved by Councillor B Johnson  
Seconded by Councillor D Holmes

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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 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 for the passing of this resolution
4.1 - Colombo Road Pump Station Variation	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	
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**CARRIED**

**The Meeting moved out of public excluded at 2.48pm**

**The Meeting closed at 2.48pm.**

**The minutes of this meeting were confirmed at the Ordinary Meeting of the Masterton District Council held on 14 December 2022.**

.....  
**CHAIRPERSON**

**7.3 MINUTES FOR CONFIRMATION - EXTRAORDINARY AWARDS AND GRANTS COMMITTEE MEETING 23 NOVEMBER 2022**

**File Number:**

**Author:** Harriet Kennedy, Governance Advisor

**Authoriser:** David Hopman, Chief Executive

**PURPOSE**

The purpose of this report is to confirm the minutes of the Extraordinary Awards and Grants Committee Meeting held on 23 November 2022 provided in Attachment 1 to this report.

**RECOMMENDATION**

That the minutes of the Extraordinary Awards and Grants Committee Meeting held on 23 November 2022 including the following resolution be confirmed:

- Community Events Funding Application

*That the Awards and Grants Committee:*

- receives an unexpected 2022 Community Events Fund application from Alzheimers Wairarapa;*
- approves the \$700 grant for the LEGO Brick Show billboard advertising*

**ATTACHMENTS**

1. **Unconfirmed Minutes of the Extraordinary Awards and Grants Committee Meeting held 23 November 2022** [↓](#) 



# MINUTES

## Extraordinary Awards and Grants Committee Meeting Wednesday, 23 November 2022

**Order Of Business**

<b>1</b>	<b>Conflicts of Interest</b> .....	<b>3</b>
<b>2</b>	<b>Apologies</b> .....	<b>3</b>
<b>3</b>	<b>Reports for Decision</b> .....	<b>3</b>
3.1	Community Events Funding Application .....	3

**MINUTES OF MASTERTON DISTRICT COUNCIL**  
**EXTRAORDINARY AWARDS AND GRANTS COMMITTEE MEETING**  
**HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON**  
**ON WEDNESDAY, 23 NOVEMBER 2022 AT 2.00PM**

**PRESENT:** Councillor T Nelson (Chair), C Bowyer, S Lennox and M Tuuta

**IN ATTENDANCE:** Councillor Hullena, Councillor Holmes, Manager Community Facilities and Activities, Community Development Team Leader, Manager Finance, Manager Regulatory Services and Governance Advisor.

**1 CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**2 APOLOGIES**

Moved by Councillor T Nelson  
Seconded by Councillor C Bowyer

That the apologies for non attendance received from Mayor G Caffell and Councillor B Johnson be received.

**CARRIED**

**3 REPORTS FOR DECISION**

**3.1 COMMUNITY EVENTS FUNDING APPLICATION**

The report providing the Awards and Grants Committee with an unexpected 2022 Community Events Fund application for decision was presented by the Manager Community Facilities and Activities.

**COMMITTEE RESOLUTION 2022/1**

Moved by Councillor M Tuuta  
Seconded by Councillor S Lennox

That the Awards and Grants Committee:

- i) receives an unexpected 2022 Community Events Fund application from Alzheimers Wairarapa;
- ii) approves the \$700 grant for the LEGO Brick Show billboard advertising

**CARRIED**

The Meeting closed at 2.08 pm.

The minutes of this meeting were confirmed at the Council meeting held on 14 December 2022.

.....  
**CHAIRPERSON**



## 7.4 MINUTES FOR CONFIRMATION - AUDIT AND RISK COMMITTEE MEETING 23 NOVEMBER 2022

File Number:

Author: Harriet Kennedy, Governance Advisor

Authoriser: David Hopman, Chief Executive

### PURPOSE

The purpose of this report is to confirm the minutes of the Audit and Risk Committee Meeting held on 23 November 2022 provided in Attachment 1 to this report.

### RECOMMENDATION

That the minutes of the Audit and Risk Committee Meeting held on 23 November 2022 including the following resolutions be confirmed:

- Service Provision Report – Aratoi  
*That the Audit and Risk Committee receives the Service Provision Report from Aratoi Regional Trust providing the summary results of key result indicators for the 1 July – 30 September 2022 quarter.*
- Service Provision Report – Destination Wairarapa  
*That the Audit and Risk Committee receives the first quarter report (1 July 2022 – 30 September 2022) from Destination Wairarapa.*
- Transport Accident Investigation Commission Inquiry Report  
*That the Audit and Risk Committee*
  - (i) *receives the Report on the Transport Accident Investigation Commission Inquiry into the mid-air collision, near Hood Aerodrome on Sunday 16 June 2019*
  - (ii) *notes the findings and recommendations in the Report.*
- Health and Safety Quarterly Report  
*That the Audit and Risk Committee notes the content and receives the Health and Safety Report for the quarter from 1 July 2022 to 30 September 2022*
- Key Policies to be Monitored by the Audit and Risk Committee  
*That the Audit and Risk Committee:*
  1. *Notes that the following policies are monitored by the Audit and Risk Committee:*
    - *Asset Management Policy*
    - *Fraud, Dishonesty and Corruption Control Policy*
    - *Workplace Health and Safety and Staff Wellbeing Policy*
    - *Procurement Policy*
    - *Revenue and Financing Policy*
    - *Risk Management Policy*
    - *Significance and Engagement Policy*
    - *Sensitive Expenditure Policy, and*
    - *Treasury Management Policy.*
  2. *Notes that a status update for each of these policies in this Report;*
  3. *Notes that further work will be undertaken to identify any further policies that should be monitored by the Audit and Risk Committee;*

4. *Notes that an update has been provided on policies that are programmed for development or review in 2022/23; and*
  5. *Notes that a status report will be provided at the end of this financial year on all policies in Council's Policy Register.*
- *Non-Financial Performance 2022/2023 Quarter 1 Report*  
*That the Audit and Risk Committee receives the Quarter 1 non-financial performance report for the 2022/23 financial year.*
  - *Three Months to Date Financial Report Quarter 1 2022/2023*  
*That the Audit and Risk Committee receives the financial report and commentary for the 3 month period to 30 September 2022.*
  - *2021/2022 Annual Report (Pre Audit Draft)*  
*That the Audit and Risk Committee*
    - i) *Receives the draft Annual Report for 2021/22.*
    - ii) *Notes that some aspects of the financial statement Notes to the Accounts are still to be completed*
    - iii) *Notes that due to Audit New Zealand capacity, the audit of the Annual Report has been deferred to early 2023.*
    - iv) *Notes that in deferring the audit, the 2021/22 Annual Report will not be adopted by the legislative deadline of 31 December 2022.*

## **ATTACHMENTS**

1. **Unconfirmed Minutes of the Audit and Risk Committee meeting 23 November 2022** [!\[\]\(cf5be311f7b2821912d8009884508fa2\_img.jpg\)](#) [!\[\]\(9804e70d96ff9fe9899b264c06a33cd7\_img.jpg\)](#)



# MINUTES

## Audit and Risk Committee Meeting Wednesday, 23 November 2022

**Order Of Business**

<b>1</b>	<b>Conflicts of Interest</b> .....	<b>3</b>
<b>2</b>	<b>Apologies</b> .....	<b>3</b>
<b>3</b>	<b>Public Forum</b> .....	<b>3</b>
<b>4</b>	<b>Items not on the Agenda</b> .....	<b>3</b>
<b>5</b>	<b>Reports for Information</b> .....	<b>3</b>
5.1	Minutes of the Previous Meeting held on 17 August 2022 .....	3
5.2	Service Provision Report - Aratoi.....	4
5.3	Service Provision Report - Destination Wairarapa Quarter 1 Report.....	4
5.4	Transport Accident Investigation Commission Inquiry Report .....	4
5.5	Health and Safety Quarterly Report.....	5
5.6	Key Policies to be Monitored by the Audit and Risk Committee .....	5
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5.8	Three Months to Date Financial Report Quarter 1 2022/2023.....	6
5.9	2021/2022 Annual Report (Pre Audit Draft).....	7
<b>6</b>	<b>Public Excluded</b> .....	<b>7</b>
6.1	Minutes of the Audit and Risk Committee Meeting held with the public excluded on 17 August 2022 .....	8
6.2	Risk Management Update Report Quarter 1 2022/2023 .....	8
6.3	SLT Risk Discussion.....	9

**MINUTES OF MASTERTON DISTRICT COUNCIL  
AUDIT AND RISK COMMITTEE MEETING  
HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON  
ON WEDNESDAY, 23 NOVEMBER 2022 AT 3.00**

**PRESENT:** Philip Jones (Chair), Councillors B Johnson, C Bowyer, B Goodwin, D Holmes, T Hullena, S Lennox, T Nelson and M Tuuta

**IN ATTENDANCE:** Chief Executive, Manager Finance, Manager Strategy and Governance, Manager Community Facilities and Activities, Manager People and Culture, Manager Assets and Operations, Policy Manager, Corporate Planner, Health and Safety Advisor and Governance Advisor.

**1 CONFLICTS OF INTEREST**

Councillor Bowyer advised in relation to the item on Hood Aerodrome that he owns a plane, has a hangar at Hood and also has a maintenance contract at the Aerodrome.

**2 APOLOGIES**

Moved Councillor B Johnson  
Seconded Councillor T Hullena

That the apologies for non-attendance from Mayor G Caffell and for lateness from Councillor Lennox be accepted.

**CARRIED**

**3 PUBLIC FORUM**

There was no public forum.

**4 ITEMS NOT ON THE AGENDA**

There were no late items

**5 REPORTS FOR INFORMATION**

**5.1 MINUTES OF THE PREVIOUS MEETING HELD ON 17 AUGUST 2022**

The Committee received the minutes of the previous meeting held 17 August 2022.

**COMMITTEE RESOLUTION 2022/1**

Moved by Philip Jones  
Seconded by Councillor T Nelson

That the Audit and Risk Committee receives the minutes of the previous meeting held 17 August 2022.

**CARRIED**

**5.2 SERVICE PROVISION REPORT - ARATOI**

The report providing the Audit and Risk Committee with the first quarter report against key result indicators for Aratoi Regional Trust was presented by the Manager Community Facilities and Activities.

The Director of Aratoi, Sarah McLintock, was in attendance.

In relation to a question about the Memorandum of Understanding with Aratoi, staff advised that the term of the agreement was six years and that it was in its first year.

**COMMITTEE RESOLUTION 2022/2**

Moved by Councillor C Bowyer  
Seconded by Councillor T Hullena

That the Audit and Risk Committee receives the Service Provision Report from Aratoi Regional Trust providing the summary results of key result indicators for the 1 July – 30 September 2022 quarter.

**CARRIED**

**5.3 SERVICE PROVISION REPORT - DESTINATION WAIRARAPA**

The report providing the Audit and Risk Committee with the first quarter (1 July 2022 – 30 September 2022) progress report on key deliverables of Destination Wairarapa was presented by the Policy Manager.

The General Manager Destination Wairarapa, Anna Neilson, was in attendance.

The Destination Management Plan would be provided to elected members.

**COMMITTEE RESOLUTION 2022/3**

Moved by Councillor B Johnson  
Seconded by Councillor T Nelson

That the Audit and Risk Committee receives the first quarter report (1 July 2022 – 30 September 2022) from Destination Wairarapa.

**CARRIED**

**5.4 TRANSPORT ACCIDENT INVESTIGATION COMMISSION INQUIRY REPORT**

This report providing an update on the Transport Accident Investigation Commission Inquiry into the mid-air collision, near Hood Aerodrome on Sunday 16 June 2019 was presented by the Manager Community Facilities and Activities.

With the agreement of the meeting the officers' recommendation was changed to receive the Report.

In response to a question about the possibility of the same thing happening again, it was advised that the runway had been closed immediately, that there had been a change in behaviour and that

Council would continue to drive the safety culture at the aerodrome.

**COMMITTEE RESOLUTION 2022/4**

Moved by Councillor M Tuuta  
Seconded by Councillor D Holmes

That the Audit and Risk Committee

- (i) receives the Report on the Transport Accident Investigation Commission Inquiry into the mid-air collision, near Hood Aerodrome on Sunday 16 June 2019
- (ii) notes the findings and recommendations in the Report.

**CARRIED**

**5.5 HEALTH AND SAFETY QUARTERLY REPORT**

The report providing the Committee with information to assist them to carry out their role under the Health and Safety at Work Act 2015 (all elected members are deemed 'officers' and must exercise a duty of due diligence in relation to health and safety) was presented by the Manager People and Culture.

A request was made, in relation to contractor management, to have a metric that set out the number of site visits, what was found at each of the sites and to what extent the sites complied with requirements.

**COMMITTEE RESOLUTION 2022/5**

Moved by Councillor C Bowyer  
Seconded by Councillor T Hullena

That the Audit and Risk Committee notes the content and receives the Health and Safety Report for the quarter from 1 July 2022 to 30 September 2022

**CARRIED**

**5.6 KEY POLICIES TO BE MONITORED BY THE AUDIT AND RISK COMMITTEE**

The report providing a status update of policies monitored by the Audit and Risk Committee was presented by the Policy Manager.

(Councillor Lennox joined the meeting at 4.24pm)

**COMMITTEE RESOLUTION 2022/6**

Moved by Councillor D Holmes  
Seconded by Councillor C Bowyer

That the Audit and Risk Committee:

1. Notes that the following policies are monitored by the Audit and Risk Committee:
  - Asset Management Policy

- Fraud, Dishonesty and Corruption Control Policy
  - Workplace Health and Safety and Staff Wellbeing Policy
  - Procurement Policy
  - Revenue and Financing Policy
  - Risk Management Policy
  - Significance and Engagement Policy
  - Sensitive Expenditure Policy, and
  - Treasury Management Policy.
2. Notes that a status update for each of these policies in this Report;
  3. Notes that further work will be undertaken to identify any further policies that should be monitored by the Audit and Risk Committee;
  4. Notes that an update has been provided on policies that are programmed for development or review in 2022/23; and
  5. Notes that a status report will be provided at the end of this financial year on all policies in Council's Policy Register.

**CARRIED**

#### **5.7 NON-FINANCIAL PERFORMANCE 2022/2023 QUARTER 1 REPORT**

The report advising the Audit and Risk Committee of performance against non-financial measures for the period from 1 July 2022 to 30 September 2022 was presented by the Corporate Planner.

In relation to wastewater overflows, a request was made for a plan to deal with those in the short term, in addition to the long term fix. The Chair noted that the issue should be discussed at Council and not at the Audit and Risk Committee, but the Chief Executive advised that that work was underway.

#### **COMMITTEE RESOLUTION 2022/7**

Moved by Councillor T Hullena  
Seconded by Philip Jones

That the Audit and Risk Committee receives the Quarter 1 non-financial performance report for the 2022/23 financial year.

**CARRIED**

#### **5.8 THREE MONTHS TO DATE FINANCIAL REPORT QUARTER 1 2022/2023**

The report providing the Audit and Risk Committee with financial reporting for the three months to 30 September 2022 was presented by the Manager Finance.

The Manager Finance advised that there was an error in the Statement of Revenue & Expenses to 30 September 2022 - the 2022/23 Full Year Plan column was from the previous year's plan. The



correct figures would be included in the CE Report to the next Council meeting.

**COMMITTEE RESOLUTION 2022/8**

Moved by Councillor B Johnson  
Seconded by Councillor M Tuuta

That the Audit and Risk Committee receives the financial report and commentary for the 3 month period to 30 September 2022.

**CARRIED**

**5.9 2021/2022 ANNUAL REPORT (PRE AUDIT DRAFT)**

The report presenting the draft Annual Report for 2021/22; advising Council that the audit of the Annual Report has been deferred to early 2023; and that as a result of the deferred audit, the Annual Report will not be adopted by the legislative deadline of 31 December 2022 was presented by the Manager Finance.

**COMMITTEE RESOLUTION 2022/9**

Moved by Councillor D Holmes  
Seconded by Councillor B Johnson

That the Audit and Risk Committee

- i) Receives the draft Annual Report for 2021/22.
- ii) Notes that some aspects of the financial statement Notes to the Accounts are still to be completed
- iii) Notes that due to Audit New Zealand capacity, the audit of the Annual Report has been deferred to early 2023.
- iv) Notes that in deferring the audit, the 2021/22 Annual Report will not be adopted by the legislative deadline of 31 December 2022.

**CARRIED**

**6 PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**COMMITTEE RESOLUTION 2022/10**

Moved by Councillor T Hullena  
Seconded by Councillor C Bowyer

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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 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 for the passing of this resolution
<p><b>6.1 - Minutes of the Audit and Risk Committee Meeting held with the public excluded on 17 August 2022</b></p>	<p>s7(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</p> <p>s7(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 otherwise to damage the public interest</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p><b>6.2 - Risk Management Update Report Quarter 1 2022/2023</b></p>	<p>s7(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</p> <p>s7(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 otherwise to damage the public</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

	interest	
<b>6.3 - SLT Risk Discussion</b>	<p>s7(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</p> <p>s7(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 otherwise to damage the public interest</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

**CARRIED**

**The Meeting moved out of public excluded at 6.07pm**

**The Meeting closed at 6.07pm.**

**The minutes of this meeting were confirmed at the Council Meeting held on 14 December 2022.**

.....  
**MAYOR**

## **7.5 CIVIC FACILITY INDEPENDENT WORKING GROUP REPORT**

**File Number:**

**Author:** David Hopman, Chief Executive

### **PURPOSE**

The purpose of this report is to provide Council with an update on the work of the Civic Facility Working Group and to seek agreement to the Working Group's recommendations and proposed next steps to progress the Civic Facility project.

### **RECOMMENDATIONS**

That Council:

1. Notes the work undertaken by the Civic Facility Working Group
2. Accepts the Civic Facility Working Group's report and recommendations and directs staff, based on the report, to progress next steps which include:
  - (a) Establishing an independent oversight group.
  - (b) Developing a project plan.
  - (c) Undertaking the recommended actions to inform decision making, including confirming key principles, the future demand profile and updating market demand and financial analysis.
  - (d) Identifying and developing options for consultation with our community.

### **CONTEXT**

Masterton District Council has approved the development of a new Civic Facility through the adoption of the Long-Term Plan 2021–31 (LTP). On 23 May 2022, Council was advised that the estimated cost of the project was \$57.14 million, with a recommended contingency of \$14.2 million. This would increase the total cost to \$71.3 million. As this is an 85% increase on the \$30.8 million budget included in the LTP, Council agreed to pause all design and build work, undertake a review of information considered and decisions made on the project and undertake complementary work on the project. Council agreed to form an independent working group to undertake and supervise that work. The Terms of Reference for the working group were agreed at the Council meeting on 29 June 2022. An update on the workstreams is provided below.

### **ANALYSIS AND ADVICE**

The Working Group was required to review work and provide a brief for the incoming Council. The purpose of the review was to inform the incoming Council of the progression of the project from 2016 to the current state so the Council could make informed decisions about next steps. Council staff identified key decisions made by Council or its sub-ordinate bodies that have informed the scope of the civic facility. Staff also documented the nature of the information provided, options considered, decisions made and the rationale for decision-making. Consultation undertaken to date with stakeholders and the community was also included. The Working Group were tasked with preparing a brief advising the incoming Council of their conclusions and recommendations for the project based on the information reviewed.

The Working Group were also required to consider ongoing work regarding

- Preparing the cultural narrative
- Co-ordinating with the Masterton Theatre Company
- Preparing a funding strategy

The Civic Facility Working Group's report is attached at Attachment 1.

### OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
1 Accept the Civic Facility Working Group's recommendations and progress proposed next steps  (Recommended option)	<p>Recommendations are based on robust and independent analysis</p> <p>Recommendations include determining demand and usage profile, and updating the Market demand and Financial Analysis Report, providing sound evidence base for options</p> <p>Provides a clear path forward which is consistent with LGA decision-making, planning and consultation requirements</p> <p>Recommendations include appointing an independent group for oversight of the project, enabling enhanced public oversight of the project</p> <p>Maintains public trust and confidence in the process and Council</p>	<p>Costs associated with updating the Horwath Market Demand and Financial Analysis Report, developing the events plan and administering an independent group for oversight of the project</p>
2 Choose alternative next steps for the project	<p>Depending on the next steps, costs may be lower</p>	<p>Not updating the Horwath Market Demand and Financial Analysis Report or developing the events plan risks progressing an option that is not supported by evidence</p> <p>Depending on next steps, may be inconsistent with LGA requirements, risking legal challenge and</p>

			<p>complaints to oversight bodies</p> <p>Alternative next steps may not be consistent with the corporate planning cycle, which would impact staff time with additional costs for consultation</p> <p>Depending on next steps, may impact public trust and confidence in the process and Council</p>
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**RECOMMENDED OPTION**

Option 1 is recommended. Council appointed the Civic Facility Working Group to bring some independence and direct community participation to a contentious and politicised project and to propose next steps based on robust analysis of decisions made. Not accepting the Working Group’s recommendations or progressing proposed next steps risks undermining the integrity of the Working Group and public trust and confidence in the process and Council at this crucial point.

The Working Group’s recommendations are consistent with the LGA’s decision-making, planning and consultation requirements. In particular, updating the Horwath Market Demand and Financial Analysis Report and developing the events plan provides an up-to-date evidence base on which to make informed decisions. These documents can be progressed during 2023 and will inform options analysis and the selection of a preferred option to be confirmed as part of the LTP 2024–2034.

**SUMMARY OF CONSIDERATIONS**

**Strategic, Policy and Legislative Implications**

The Civic Facility is a key strategic project for the Council and there is high community interest in the project. The decision-making process, community consultation, planning and budget setting are governed by the Local Government Act 2002 (LGA). Council’s Procurement Policy applies to all procurement activities relating to the project, including the design and build of the Civic Facility. Following complaints earlier in the process there is likely to be a high level of scrutiny of the project by the community, the Office of the Ombudsman and the Office of the Auditor-General. The Civic Facility Working Group’s recommendations and proposed next steps comply with the requirements of the LGA.

**Significance, Engagement and Consultation**

The construction of a new Civic Facility is a significant decision as it would result in a new strategic asset for MDC. The provision of a Civic Facility has been consulted on with the community and the scope and budget has been included in the LTP 2021–31. The level of significance has been assessed as high as there will be a high level of community interest, a substantial effect on residential rates and on MDC’s reputation. The Civic Facility Working Group’s report includes recommendations for further work with stakeholders and consultation with the community.

### **Financial Considerations**

The Civic Facility Working Group's recommendations have financial implications, including the cost of updating the Horwath Market Demand and Financial Analysis Report, developing the events plan and administering an independent group for oversight of the project. \$300,000 has been budgeted in this financial year to progress the project, of which \$51,006 has been spent, with some costs for the Working Group still to be invoiced as well as internal project management time allocations. The current spending includes costs incurred with Architectus in July 2022. Costs for consultation through the Annual Planning cycle will be met out of the corporate planning operational budget in the ordinary way.

### **Implications for Māori**

Embracing our Māori culture and multi-cultural community is an objective for a Civic Facility. The Civic Facility Working Group has benefitted from mana whenua membership, and it is proposed that representation would continue on an oversight group. While this decision does not give rise to or affect Treaty/Tiriti obligations, the intention is to work closely with iwi, hapū, and marae about their aspirations for Council facilities.

### **Communications/Engagement Plan**

A communications and stakeholder engagement plan to progress the Civic Facility project is one of the Civic Facility Working Group's recommendation.

### **Environmental/Climate Change Impact and Considerations**

One of the objectives for a new facility is that it "utilises Green Building design for efficiency and environmental benefit" and there is a strong commitment from Council to explore all possible options to deliver a building that is sustainable and efficient, now and for the future. This is recognised in the Civic Facility Working Group's recommendations.

### **NEXT STEPS**

The next steps for the project are outlined in the Civic Facility Working Group's report.

### **ATTACHMENTS**

1. Report of the Civic Facility Independent Working Group [↓](#) 

# CIVIC FACILITY WORKING GROUP – REPORT TO COUNCIL

## BACKGROUND INFORMATION

### Introduction to the report

This report has been prepared by the Civic Facility Working Group for consideration by the elected members of the Masterton District Council. This report intends to provide the Council with information to support their decision making on the future of the civic facility project in the new term.

Masterton District Council staff have helped in the preparation of this report, primarily in gathering information requested by the group. Staff have also provided assistance in formatting the report and adding additional contextual information. It is important to note that staff have not provided advice and feedback on the Working Group's observations and recommendations. The Working Group takes its independence very seriously and has made every effort to ensure this has been understood and adhered to through every step of this process.

### Background to the civic facility decisions to date

The Masterton Town Hall was closed in 2016 following an earthquake assessment. Since then, there has been much time and energy invested by Masterton District Council (MDC) engaging with the community, investigating, and analysing options on what a civic facility for Masterton should or could look like. Council identified a civic facility as a key project in its Long-Term Plan 2021-31 (LTP).

As part of the LTP process, the decision was taken for the facility to include a flexi-form theatre with seating for 500 people, a new library and archive, information hub with council services and box office, an exhibition space, meeting rooms and kitchen facilities.

The LTP included an allocation of **\$30.8** million dollars spread over six years in order to deliver the project. Council also took the decision to explore alternative locations within Masterton as the current site was considered to not be large enough to build the facility, and (in their view) the current Town Hall site was disconnected spatially from other parts of the Town Centre.

Since the LTP decision, there has been much discussion and contention within Council and the community regarding the location and cost of the civic facility. In May 2022 Council received information from the quantity surveyor for the project that estimated the cost at \$57.14 million, with a recommended contingency of \$14.2 million. This would lift the total cost to **\$71.3** million.

A detailed summary of the decisions taken above regarding the civic facility project is attached as Appendix A.



## Civic Facility Working Group

Given the latest cost estimates, differing views of elected members, negative public sentiment and other challenges, MDC agreed to appoint a working group to review all decisions made on the civic facility project since 2016. The review is to provide the incoming Council with information to enable an informed and agreed position/decision on the future of the project in the new term. This report reflects the outcomes of that review.

The working group is made up of five members, all independent of the Council. The members are:

- Ian Collier (Chair) – Independent Contractor and Professional Director
- Andrew Clarke – Managing Director Mitchell Vranjes
- Hera Cobb – Mana Whenua representative Ngāti Kahungunu
- Mihirangi Hollings – Mana Whenua representative Rangitāne
- Rachael Dean – Independent Advisor

For reference purposes, a short biography on each member of the working group is attached as Appendix B.

## Information considered by the Working Group

The working group requested information dating back to 2016 including all documents relating to key council decisions made in respect to the proposed civic facility.

These documents have been reviewed by each of the working group (within the context of their individual areas of expertise) and all of the questions and points raised for clarification have been asked of council management representatives to help the group better understand the rationale for the decisions made and to make their observations and recommendations for the incoming elected members to consider (Appendix C).

All documents were marked with a reference letter (A-Z) to help identify the source of any questions and to provide incoming elected members with a point of reference to specific or relevant details/quotes which the working group have either included in this report or raised with Council through the review process.

## Key factors impacting the civic facility project

There are a number of factors that are not directly related to the civic facility that have had or may have an impact on the project and any associated decisions. One of these, the Town Centre Strategy, was known before the civic facility discussion commenced. The other factors emerged during the process. These are all detailed below.

### Town Centre Strategy

The Town Centre Strategy was adopted by MDC in 2018. The vision is to bring residents and visitors into Masterton town centre and create spaces that facilitate positive community connection. The Masterton Revamp project is part of the Town Centre Strategy and included revamping Queen St, nearby areas and the Waipoua River precinct. As part of the LTP consultation it was decided to defer the Masterton Revamp by three years. In the meantime, work has commenced on some aspects of placemaking, and to finalise the plans for the work to commence in 2024/25, as well as continued maintenance on town centre pavements.

The working group identified the Town Centre Strategy as a driver in the decision-making process for the civic facility project.

### **Masterton District Council Climate Action Plan**

In September 2022 elected members adopted the Masterton District Climate Action Plan. The Climate Action Plan was developed with input from a community focus group, and in consultation with the wider community.

The Climate Action Plan sets out the Council's roadmap to reduce emissions and their impacts as a District and be ready for what is to come. Council is committed to exploring ways to better utilise renewable energy to power buildings and embedding climate change mitigation and adaptation measures into all controlled public spaces.

### **Masterton Performing Arts Hub Proposal**

In May 2022 the Masterton Theatre Company released a briefing on a proposed Performing Arts Centre on a parcel of properties between Queen Street and Dixon Street. The proposal is for a multipurpose community facility on this land. The facility would contain a 200-seat flexible playhouse (180 – 240 seat capacity), a 100-seat adaptable studio (80 – 120 seat capacity) and associated front-of-house and back-of-house facilities.

### **Ongoing impacts of COVID-19 Pandemic on the economy**

Masterton continued to experience growth during the first two years of the COVID-19 pandemic, with GDP growth of 1.9% and 1.4% in 2020 and 2021 respectively. Unemployment also sits below the national average at 3.6%.

Masterton has seen strong population growth through the pandemic, with 3.0% growth in 2020 and 1.8% in 2021. Anecdotal evidence suggests this growth has been partly driven by the rise of working from home, as people are more open to longer commutes in exchange for the perceived lifestyle benefits of living in the regions.

The current challenges around inflation are impacting Masterton, with a slowdown in the economy starting to become evident. This is reflected in the building sector, where rising costs and a tight labour market are having an effect. We can expect an economy in 2023 where higher interest rates are combating inflation

## **WORKING GROUP REPORT TO COUNCIL**

### **What the report includes**

The purpose of this report is to provide incoming elected members of council (MDC) with information to enable and facilitate an informed and agreed position/decision on the future of the Civic Facility project in the new term so the Council can make informed decisions about next steps. Council staff have identified key decisions made by Council or its sub-ordinate bodies that have informed the scope of the civic facility, and have documented the nature of the information provided, options considered, decisions made and rationale for decision-making. Consultation undertaken to date with stakeholders and the community has been considered and taken into account. The Working Group has prepared this report advising the incoming Council of their conclusions, observations and recommendations for the project based on all of the information reviewed, questions asked and interviews undertaken.

## Executive Summary

First, it is important to note that the working group has been resolute in its commitment to remain independent and impartial to the views that have been expressed by those who they have engaged with through this review process. This included interviews with a number of parties who have had previous and ongoing involvement with the project.

Our firm desire and objective has been to inform elected members and to assist in finding a way forward for the project.

Second, the challenge faced by MDC and the Masterton community is not unusual. There are and have been many similar projects in other towns and cities throughout New Zealand that have faced similar challenges when attempting to get consensus from the public for the redevelopment, refurbishment or replacement of existing civic buildings, stadiums or public facilities such as libraries, art galleries or swimming pools. All of these facilities hold a special place with locals who utilise them and are therefore subjected to close scrutiny when any changes are proposed, planned or promoted.

It is the firm view of the working group that MDC should review the current situation based on the recommendations in this report alongside the facility's core objectives when deciding the size and scope of the civic facility project.

We believe that for the social and economic value/benefits to be truly realised from this project and to ensure the process is robust, it is worth the investment for MDC to widen/extend the scope of the existing review and appoint a totally independent oversight group that reports to MDC, engages with all parties and effectively project manages the process moving forward. We have proposed a list of skillsets that should be included if MDC accepts this recommendation.

History suggests that there is a positive opportunity if projects such as this are well executed. It is equally important to realistically balance the potential opportunity with the cost. Examples where others have wrestled with this dynamic include Forsyth Barr Stadium Dunedin, Sky Stadium Wellington, Len Lye Museum New Plymouth, Hundertwasser Art Centre Whangarei and the new Tākina Wellington Convention and Exhibition Centre.

Having completed the review, whilst a number of observations have been made the working group are firmly of the view that there is no value in seeking to lay fault or blame on any individual or group involved in the decision-making process to date. It is also important that we note how passionate and positive every individual that we engaged with has been regarding the project (whatever their views), with their primary focus being acting in the interests of the community. We are also certain that the current stalemate has formed due to a number of factors, some which were beyond the control of MDC or any other individual, entity or interested party. To support this statement, it is our view that the level of disharmony and disagreement between the various parties involved has definitely not been helped by the timing and ongoing impacts of COVID, effectively removing the ability to interact face to face over a prolonged period when critical decisions relating to the civic centre project were being made. This, along with other factors such as multiple proposed locations, associated cost implications and what was in and out of scope (emerging over a long period) have all contributed to both information confusion and an increasingly polarised debate.

It became very clear when we reviewed some of the decisions made that MDC were finding it more and more difficult to get consensus either at the Council table or with the general public. This view was further verified for us when we interviewed a number of key stakeholders as part of the review process. Despite the various positions and views that exist, we believe that most value will be gained by taking note of the working group's observations, debating the recommendations in this

report and gaining alignment from the wider community to ensure that the best possible outcome is delivered. This report sets out a number of recommendations based on the discussion above.

With a new mayor along with several new elected members, it is in our view an ideal opportunity to re-confirm the objectives of the project, gain alignment on next steps and regain some positive momentum for what is an incredibly important decision for both existing residents and future generations.

A final point that is worthy of mention is timing. It is important that the right decision is made for future generations, a facility that is well utilised and a place of pride which the community see as integral to why they chose to live in the Masterton District and the Wairarapa. The fact that this project is yet to gain full public backing and/or be constructed is not necessarily a bad or the wrong outcome. Whilst acknowledging that the delays have come at a cost, it is also exciting when considering the possibilities and the potential benefits that are yet to be realised.

## Civic Facility Objectives

The working group have used the following objectives as a reference point throughout their review as these capture the intent of the original project. These objectives have been taken from the December 2019 Horwath Report.

The objectives are to replace the Town Hall with a civic facility that:

- meets the needs of the Masterton community and the Wairarapa;
- is sustainable and affordable;
- is multipurpose, catering for performing arts events, concerts, conferences, meetings and potentially accommodation;
- future proofs requirements for the next 50-80 years;
- reflects our Māori culture and our multicultural heritage;
- contributes to the wellbeing and liveability of the Wairarapa;
- contributes to the economic development of the district and vibrancy of the town; and
- utilises Green Building design for efficiency and to meet environmental objectives.

## Key findings/observations

- **Large civic projects by their nature carry a risk of polarising the views of individuals and this project is in desperate need of a change in focus and direction.**

From our experience working with other regions and communities on similar projects, the high level of public interest is not surprising. It is never easy for councils to gain consensus from the various interest groups and/or user groups who utilise the various civic facilities.

With this project taking longer than it was envisaged to get to this point (for various reasons, some beyond the control of MDC) and as a consequence of the various options that have been proposed, there are now a number of very entrenched views held by many and this deadlock needs to be addressed if the right outcome is to be achieved.

The most recent estimate pricing for a new facility landed poorly with the public at a time when the cost of living is such a key issue and households are under considerable pressure.

The sheer number of options that Council has in terms of alternative sites has potentially added to some of the confusion and frustration within the community.

There are multiple opposing entrenched views and opinions which have made it almost impossible in terms of moving forward.

- **There is a lack of hard data relating to demand forecasting future use of existing or new facilities**

The Horwath reports are on point and provide a clear path forward for Council to consider and to use as a guideline across multiple aspects of the project.

There is no current events strategy or consolidated events plan for Masterton which includes input from all local tourism, events and conference stakeholders. A plan would provide an accurate and detailed forecast of the anticipated demand for a civic facility. An example and template of such a plan can be obtained from the Southland Regional Development Agency, Great South.

- **Any solution needs to be underpinned by a sustainable footprint that considers Cultural, Economic, Environmental and Social impacts**

This is captured in the original objectives set for the project.

- **The Council's need to meet its regulatory and legislative obligations under the Local Government Act, something that can be interpreted as a constraint when compared to standard commercial practice.**
- **The civic facility project needs to align with the work being undertaken to deliver a cultural narrative currently being developed by MDC**
- **The views of mana whenua need to be respected and incorporated**

Mana Whenua are supportive of having a facility that provides for the needs of all community groups represented in Masterton. Importantly, Mana Whenua encourages civic spaces that provide the opportunity to conscientize the community understanding of our combined context, creating room to learn about the unique partnership that exists between Tangata Whenua and Tangata Tiriti. The working group is mindful that the Treaty Settlement process empowers Mana Whenua to plan for their specific needs and this must be taken into account when forecasting potential use of any new facilities.

- **The civic facility is an intergenerational project and sits at an important point in the district's history and its future**
- **The process and objective moving forward should be to reach agreement and gain alignment with all key stakeholders (understanding the challenge of gaining 100 percent support.**

## Recommendations

This report provides an opportunity for MDC to refocus on the project's core objectives.

It is our view that MDC should carefully consider the observations, and recommendations and proposed next steps outlined in this report as the pathway to making their decision on the size and scope of the project moving forward. By following this pathway, we believe Council will have the necessary information to make an informed decision that takes into account what is best for the community, and what is feasible within the financial capacity of Council.

A risk-based approach to the project should be taken at all times. This will support Council in meeting its regulatory and legislative obligations. A risk-based approach also promotes greater flexibility and increased transparency.

The working groups recommendations are detailed below. These recommendations are also outlined in more detail at Appendix C. The Council's commitment to meeting its regulatory and

legislative obligations under the Local Government Act is recognised throughout these recommendations.

1. Independent oversight of the project should be retained to help restore and maintain public confidence in the project.
2. Confirm key principles e.g., cultural narrative, sustainability framework, long term plan objectives, protection, and preservation of historical components. Any solution needs to be underpinned by a sustainable footprint that considers cultural, economic, environmental and social impacts.
3. Develop a robust project plan that includes details on communications, consultation and stakeholder engagement, clearly outlines the steps Council will take going forward along with timeframes and ownership of actions to reset the project. The views of mana-whenua must be respected and incorporated.
4. Confirm the future demand profile for the facilities being proposed through and updated demands analysis and events strategy. As part of this, a comprehensive events/destination strategy and events plan should be developed to gain an accurate demand profile for how the space could be utilised and promoted, and how this would fit with existing facilities. Council should start with the information available through Destination Wairarapa to build this plan, before engaging with stakeholders. Further consideration needs to be given on the necessity of a commercial kitchen as part of a civic facility. Further demand analysis will be instructive here.
5. The Horwath Market Demand and Financial Analysis Report should be updated, with the cultural narrative included, and used as a guide for MDC decision making.
6. Determine a budget for the project and other buildings directly or indirectly linked with it.
7. Make a decision on the size and scope of the project moving forward. This includes reconsidering all decisions made previously regarding the configuration and combining of facilities. Develop options for the agreed size and scope, complete an options analysis and seek detailed costings for each option.
8. Determine potential locations. Reconsider all the decisions made regarding potential sites and links to the Town Centre Strategy.
9. Consult with the public on proposed option.
10. Confirm the proposed option and complete preliminary design and costing.
11. Commence the project.
12. Open and celebrate the new facilities!

## APPENDIX A – SUMMARY TIMELINE OF KEY COUNCIL DECISIONS

<b>Civic Centre Timeline</b>			
<b>Date</b>	<b>Activity</b>	<b>Context</b>	<b>Mechanism</b>
June 2016	Town Hall and Municipal Building closed due to earthquake rating.	<i>Completion of Homebush Treatment Plant and CBD Upgrade were key Council priorities at this time. Town Hall closure was unexpected.</i>	
June – August 2017	Long-Term Plan (LTP) engagement. Preferred option to build new facility – performing arts and events centre		
February – June 2018	LTP consultation. Preferred option to build new facility – referred to as a Civic Centre.		
August 2018	Kath Ross appointed as Chief Executive, replacing Pim Borren		
August 2018	Town Centre Strategy adopted	<i>Key Council priority at the time.</i>	Shaping our Future: A Strategy for the Masterton Town Centre August 2018 (Boffa Miskell)
19 September 2018	Expressions of Interest (EOI) sought for developing Town Hall and Municipal Building into a Civic Centre. 4 EOI received, only 1 close to meeting EOI criteria.	<i>The only EOI that met the criteria was a partnership proposal including a hotel.</i>	19 September 2018 Council Meeting (Public Excluded) – Civic Centre Development Project
12 December 2018	Steering Group established to examine options and make recommendations to Council on Civic Centre project proceeding	<i>First Howarth Report was one of the reports that informed the Steering Group recommendation.</i>	12 December 2018 Council Meeting (Public Excluded) – Civic Centre Project Update

26 June 2019	Steering Group report. Recommendation on not proceeding with Civic/Events Centre due to demand analysis and costs. Recommendation to demolish and clear Town Hall and Municipal Building and explore alternatives.		26 June 2019 Council Meeting (Public Excluded) – Civic Centre Project
26 June 2019	Council resolution to consult with public on proceeding with three options: demolish; rebuild; or strengthen.	<i>Still on the existing site.</i>	26 June 2019 Council Meeting (Public Excluded) – Civic Centre Project
12 October 2019	<b>Local Government Elections - Returning Mayor and 5 elected members, and 5 new elected members</b>		
20 November 2019	Engagement approach for consultation agreed by Council.		20 November 2019 Council Meeting – Engagement Approach for Civic Centre Project
26 February 2020	Council revokes 26 June 2019 resolution to consult with public on proceeding with three options: demolish; rebuild; or strengthen (on existing site). Instead seeks to consult on two options; to demolish the Town Hall and retain the Municipal Building or demolish both and build a new multi-purpose building on the site, including a new library.	<i>Held just before COVID lockdowns. First decision where Town Hall will not be retained.</i>	26 February 2020 Extraordinary Council Meeting – Civic Centre Project Annual Plan Consultation
25 March 2020	<b>First COVID-19 lockdown in New Zealand</b>		
13 May 2020	<b>First COVID-19 lockdown lifted</b>		
27 May 2020	Annual Plan deliberations. Council resolves to build new, multi-purpose facility and to investigate uses of existing buildings.  Division called at vote. Vote passes 7-4		27 May 2020 Council Meeting – Annual Plan Deliberations Civic Centre Project
May 2020	Project Delivery Manager Sofia Craig (newly created position) appointed by Council to progress the project.		



14/15 July 2020	Site visits to multiple North Island venues by elected members and staff. Visits help to develop ideas about what a facility should incorporate.	<i>Council trying to take into account public sentiment. Effort to get back on track and to establish what would be needed in a multi-purpose facility</i>	
August 2020	<b>Two-week COVID-19 lockdown for Auckland</b>		
16 December 2020	LTP Consultation decision to proceed with consultation on the Councils preferred option; New facility, incorporating black box theatre, library & archives, info-hub, pre-function/exhibition space, kitchen, meeting rooms. Decision to make preferred location at the North end of town. Agreed to construction budget of \$30.3M + 30%. Council determined that the preferred location was the land owned by Masterton Trust Lands Trust (MTLT) at 10 Queen St. Decisions separated out due to conflict of interests.	<i>This is where we start to see the emergence of a new site, due to the expanded brief and therefore more land being required.</i>	16 December 2020 Council Meeting – Civic Centre LTP Consultation Decision
31 March 2021	LTP documentation adopted for consultation.	<i>Restricted timeframes may have impact on the Council decision making process</i>	31 March 2021 Council Meeting- Key Long Term Plan Documentation Adoption for Consultation
2 June 2021	LTP deliberations on civic facility. Council agrees to proceed with the preferred option (new facility on new site), including building the facility with \$26.8M loan funded + \$4M from external sources. Division was called at vote. Vote passes 6-5	<i>There was not widespread public support for the preferred option</i>	2 June 2021 Council Meeting – Long Term Deliberations Civic Facility
30 June 2021	<b>Hands around the Hall protest. Press reports more than 1000 people in attendance.</b>		

30 June 2021	Adoption of the LTP. Division was called at vote. Vote passes 6-5		30 June 2021 Council Meeting – Adoption of the 2021-31 Long-Term Plan
July 2021	David Hopman appointed Acting Chief Executive. Made permanent in November 2021		
4 August 2021	Establishment of the Civic Facility Project Committee. Deputy Mayor as Chair.	Senior Councillor sitting across it.	4 August 2021 Council Meeting – Establishment of a Civic Facility Project Committee
4 August 2021	Land acquisition. Council resolves to purchase the MTLT land at 10 Queen St. Delegates CE authority to proceed with negotiations.	Emergence of problems in trying to obtain the land identified. Resistance from the leasers. Extended the entire process, created uncertainty, ongoing media attention.	4 August 2021 Council Meeting (Public Excluded) – Land Acquisition
August 2021	External project manager appointed to the project		
17 August 2021	New Zealand moves into COVID-19 lockdown		
7 September 2021	Lockdown lifted for all of New Zealand with the exception of Auckland		
29 September 2021	Change to chair of Project Committee. Councillor Nixon appointed.	Graham steps down. Tina had a publicly stated view which created issues with perceived independence	29 September 2021 Council Meeting – Civic Centre Project Committee Membership
September 2021 to March 2022	Negotiations with MTLT for the purchase of the land at 10 Queen St. This is ultimately unsuccessful as the Trusts price expectation exceeds the delegated authority.		
27 October 2021	Petition from Masterton Action Group received seeking hold to project. Petition declined.		27 October 2021 Council Meeting – Response to Masterton Action Group Petition
24 November 2021	Following an independently managed tender process, the Quantity Surveyor and external fundraiser are appointed by Council.	Still proceeding with project as resolved at the LTP	24 November 2021 Extraordinary Council Meeting (Public Excluded) –

			Appointment of the Civic Facility Quantity Surveyor
2 December 2021	COVID lockdown lifted for Auckland and the country moves into traffic light system		
15 December 2021	Following an independently managed tender process, appointment of architect by Council. Design process commenced. Meetings and interviews with subject matter experts and Iwi.		15 December 2021 Council Meeting (Public Excluded) – Procurement of Civic Facility Architect
23 February 2022	Update to the terms of reference for the Project Committee to allow for more rapid decision making. Some authority delegated. Division was called at vote. Vote passes 6-5		23 February 2022 Council Meeting – Civic Facility Project Committee Terms of Reference and Delegations
2 March 2022	Negotiations with MTLT end with no successful purchase. Council resolves to cease negotiations and that this site is no longer the preferred site. Agrees to carry out further investigation of Council owned land, including 2 Dixon St as an alternative site. Division was called at vote. Vote passes 6-5	<i>This is where the Rec Centre and surrounding land is discussed. Rec Centre and surrounding land proposal hastily put together.</i>	2 March 2022 Extraordinary Council Meeting – Land Acquisition
9 April 2022	Protest against the possible use of the Rec Centre and surrounding land. Press reports more than 1000 people in attendance.		
23 May 2022	Reverse Brief and associated cost estimates received by Council. Estimate of \$57.14M + contingency. Due to concerns about cost increases, Council resolves to pause further work on the project and to appoint a Working Group to review the process so far and make recommendations going forward post 2022 elections in October.		23 May 2022 Council Meeting- Civic Facility Reverse Brief and Next Steps
8 October 2022	Local Government Elections - New Mayor (former Councillor), 3 returning elected members and 5 new elected members		

## **APPENDIX B – BIOGRAPHIES OF WORKING GROUP MEMBERS**

### **Ian Collier (Chair) - Self Employed Independent Contractor and Company Director**

Whilst Ian lives in the Wairarapa (since he left Air New Zealand in 2018) he spends much of his time working in other regions on contract to a number of organisations including Ryman Healthcare and ELE management Ltd. He holds a number of directorships including chair of Great South, Southland's Regional Development Agency, Chair of Space Operations New Zealand and director on the board of New Zealand Functional Foods. Ian is passionate about the Wairarapa and is actively involved in the Masterton community as a board member of the Solway Showgrounds, a member of the Hood Aerodrome working group and as a Justice of the Peace. The request for Ian to be involved in this project came through Tina Nixon (who chairs the Masterton Showgrounds Board) and previous mayor Lyn Paterson. Ian has no history of involvement or view on the civic centre project other than to get the best possible outcome for the community that MDC serves.

### **Mihirangi Hollings – Pou Whakahaere, Rangitāne o Wairarapa Inc**

Born and raised in Masterton, Mihirangi considers this community as 'te pito o te Ao' (the centre of the universe). Mihirangi is currently the Pou Whakahaere of Rangitāne o Wairarapa Inc and has recently completed her four-year tenure as a trustee of Rangitāne Tū Mai Rā Trust, the Post Settlement Governance Entity. Realising Tino Rangatiratanga and Mana Motuhake is what drives Mihirangi and the projects she gets involved with. Previous roles for Mihirangi include: the Rangitāne o Wairarapa Iwi Representative on Masterton District Council, Te Kura-ā-Rangi Trust member, Eastside Community Group member and chair, Wairarapa Moana Trust Board member and the Youth in Education Training and Employment (YETE) Partnership member. Mihirangi desires an outcome that best tells the story of our community journey – past, present and future.

### **Hera Cobb – Chair, Ngāti Kahungunu ki Wairarapa**

Hera is a proud mum of three. She has a deep passion for wellness and health. As a registered nurse she has cared for the community for nearly twenty years in numerous settings.

No Wairarapa ahau.

Ko Hera Edwards taku ingoa.

### **Rachael Dean - Independent Professional Advisor**

Rachael was brought into the project as an independent advisor. Although living in Masterton since late 2018 Rachael knew nothing of the project, its history, the people involved and was not aware the Town Hall had earthquake issues. Rachael had and still has, no personal opinion on the matter. Rachael's employers (Grant Thornton in Wellington and CKS Audit in Palmerston North), and business interests lie outside of the Wairarapa. Her professional qualifications include Chartered Accountant ("CA"); Certified Internal Auditor ("CIA") and Certified Fraud Examiner ("CFE"). She is also a member of the Institute of Directors ("IOD"). Her work experience includes in the private, Not-For-Profit ("NFP") and public sectors which includes a range of roles with local bodies. Rachael's broader experience spans senior line management roles in New Zealand, England and Europe and

includes IT project-based roles; working as a consultant; also, as a small and medium sized business owner and employer. Her operational audit work in local bodies includes procurement; fraud awareness; risk analysis; and the functioning of council committees. Rachael has held governance roles (including as Independent Chair of an Audit and Risk Committee), in health, statutory bodies, local bodies, sport and other Not-For-Profits. In 2019 Rachael was made a Member of the New Zealand Order of Merit in recognition of her services to governance and community.

### **Andrew Clarke - Managing Director of Mitchell Vranjes Consulting Engineers**

Andrew was brought in as an independent advisor, knowing nothing of the project, its history or the people involved. Andrew's background has involved growing a respected team of engineers from 20 to 40 people over 4 years in Auckland. Andrew and his team have worked on structural engineering of projects with a construction value of up to \$70m which are sometimes hampered by poor communication, systems, and processes. Andrew was able to apply his problem solving and management skills based on this experience and with the other members of the working group determine what happened and make recommendations.

## APPENDIX C – RECOMMENDATIONS AND PROPOSED ACTIONS

	Steps	How	Why	Additional Recommendations
1	Appoint an independent working group with Council representation.	Appoint a working group with the following skills: - Independent Chair - Engineering and construction expertise - Mana whenua representation - Project Management - Procurement/ Funding - Communications/ Stakeholder Engagement	This is an extremely complex project and requires a diverse range of skills to assist Council in their decision making process.	
2	Confirm key principles e.g., cultural narrative, sustainability framework, long term plan objectives, protection and preservation of historical components.	By utilising the summarised information in this report and the opinions of the new working group.		
3	Develop a robust project plan	The project plan should include details on communications, consultation and stakeholder engagement, clearly outline the steps Council will take going forward along with timeframes and ownership of actions to reset the project. The views of mana-	Some key stakeholders are frustrated by the process to date. The public are divided, confused and angry. For this project to be a success it will need the support of the majority of all interested parties and for them to be aligned.	Acknowledge that the time taken to get to this point is frustrating and council recognises the need to reach a consensus for the benefit and in the best interests of all parties including future generations. Communicate who Council will consult with. Summarise the steps here. Communicate realistic timelines. Keep the communication clear and concise.

		whenua must be respected and incorporated.		
4	Determine the demand and usage profile	Complete a comprehensive events strategy and events plan that incorporates all planned activities in Masterton and the wider Wairarapa. This includes all known events and conferences, accommodation footprint both commercial and private, retail activity around key dates etc.	Masterton and the wider Wairarapa have a number of council owned buildings that provide amenities to the community. Economically, it doesn't make sense to double these amenities up. There has also been a change in how people use these buildings post Covid which has not yet been captured.	Include an assessment of Commercial Kitchen facilities currently available to the wider community. As a minimum we would recommend assessing the use of the following buildings: Library, War Memorial Stadium, Old Town Hall/ Municipal Building, Proposed, Masterton Performing Arts Centre, Carterton Events Centre, Community Centre on Perry St and Solway Park. Furthermore, collaboration opportunities with local Marae including Matua Pā, Te Wānanga Taiao at Pūkaha National Wildlife Centre should be explored.
5	Update Horwath report		The Horwath report captures many aspects of the project and provides a template for council to proceed with based on other similar projects undertaken in other regions	Update the business case within this report as well. This wasn't done the second time.
6	Determine a budget for the project and other buildings directly or indirectly linked with it (to go above the previous recs)	Use the business case in the Howarth report as a template, include the budget from the LTP and potentially apply for funding from the Lands Trust and government.	This will determine what can and can't be included in the Civic Facility and if it should be constructed at all.	Include the Civic facility, resolution of the Town Hall/ Municipal Buildings, Library, Theatre and archives in the budget.  The budget should take into account the long term costs to run and maintain these facilities independently and combined. Early consultation with the Lands Trust would be recommended.

7	<p>Council to decide the size and scope of the project</p> <p>Review, revise and re-calculate the total size of the Civic Facility, library and archives.</p> <p>Determine what can be included.</p>	<p>Based on the findings of the working group.</p> <p>Divide the budget by a sq m rate as guided by the QS to give the affordable area of the structure.</p> <p>Use the updated Horwath report, information from the library and archives, consultation with key parties and a specific evaluation matrix to determine what can be included.</p>	<p>There is a new mayor, 4 new elected members and there is the need to reset this project</p> <p>It is apparent to the working group that the scope of the project has continued to change without necessarily reflecting the needs or the desires of key stakeholders and/or the public.</p> <p>Council needs to balance the desires of the community with what can be afforded.</p>	<p>The sizes of each space should be based on the Horwath report recommendation, which is realistic in what types of events will be held in Masterton.</p> <p>Items like a commercial kitchen and oversized events spaces should be the first items to be cut from the brief as it must be designed and built on an accurate demand forecast.</p> <p>As a minimum, we would recommend more detailed consultation with Destination Wairarapa, MAG and MTC during this phase.</p>
8	<p>Determine two or three potential locations for the facility/ facilities based on the area determined.</p>	<p>Similar to the MCF Site Suitability report, identify potential locations and use a specific evaluation matrix to assess the condense the options down to two. Attributes could include: size, parking, compliance with the master plan, flooding (obtain latest report), accessibility, costs of building in addition to the structure and the general feeling of the location (North facing, close to parks...)</p>	<p>As it is a very complex decision, consulting on any more than two or three options will be confusing. Not consulting will cause division again.</p>	<p>The building could be on Council land, within the "Civic" area in the town plan. This will minimise costs and simplify the decision making.</p> <p>Avoid demolishing any existing Council structures (with the exception of the townhall) as this will likely divide the public.</p> <p>The Borman proposal of retaining the facade of the townhall and upgrading the library should be considered as an option.</p> <p>We would also recommend including the sloping land to east of the Lido pool as an option, however, flooding may be an issue</p>



				here.  We would not recommend placing the structure on park land due to poor public support.
9	Consult the public to choose the final option.	Produce concept sketches and costs, outlining the pros and cons. Pro's and Con's could be how well they comply with the attributes above.		The final concepts should include the same public amenities, but with potentially different layouts based on the footprint of the land. We would recommend Council contract the brief out to an architect and not rely on a reverse brief.
10	Complete preliminary Design and Costing		Consider ECI (Early Contractor Involvement) from local contractors. Consider a design build contract.	
11	Commence the project			

## APPENDIX D – INFORMATION CONSIDERED BY THE WORKING GROUP

### Key Documents

A	27 May 2020	Council Deliberations Civic Centre Report
B	16 December 2020	Council Report - Civic Centre Long-Term Plan Consultation Decision
C	30 June 2021	Council Report – Adoption of Long-Term Plan 2021-2031
D	23 May 2022	Council Report – Civic Facility Reverse Brief and Next Steps
E	23 May 2022	Council Report – Civic Facility Reverse Brief and Next Steps, Attachment One
F	11 April 2022	Masterton Civic Facility Accommodation Schedule Cost Estimate, Attachment Two
G	28 October 2020	Workshop Session 1 - Civic Centre Options Analysis Report
H		Workshop Session 2 – Civic Centre Redevelopment Project
I		Workshop Session 2A – Civic Centre Revised Demand Analysis
<b>2022_09_27 Further Documents</b>		
J	11 June 2019	Xigo Report – Strengthening Options
K	12 April 2019	Horwath HTL – Stage 1: Market Demand & Financial Analysis
L	27 September 2016	LGE Consulting – Structural Report
M	6 January 2017	Dunning Thornton Consultants – Outline Peer Review & Options Evaluation
N	25 June 2019	Boffa Miskell – Town Centre Implementation Developed Design Report
O	11 July 2022	Ombudsman Letter
P	11 July 2022	Ombudsman Case Note
<b>2022_09_30 Further Documents</b>		
Q	27 May 2021	2021-05-27_Late overhaul in the mix_article
R	28 May 2021	2021-05-28_Eleventh hour proposal_article

S	17 June 2021	2021-06-17_Masterton Action Group – Letter to Masterton ratepayers_article
T		Climate Action Plan
<b>2022_10_04 Further Documents</b>		
U	2018 - 2021	David Borman’s Proposal – Architect Plans
V	3 October 2022	Notes of Teams meeting with David Borman
W	14 June 2021	MDC Support Letter for MTC Proposal
X		Resolutions for Civic Facility Working Group
Y		MTC Theatre Designer Contact Details
Z	May 2022	Masterton Library Proposed Addition
AA	23 February 2022	Masterton Civic Facility – Site Suitability Report

**Masterton Performing Arts Hub Information**

1.	15 May 2022	Presentation
2.	30 May 2022	Final Brief

**Town Centre Strategy**

1.	August 2018	Contents & Executive Summary
2.		Introduction
3.		Analysis
4.		Engagement
5.		Initiatives, pages 1-12
6.		Initiatives, pages 13-22
7.		Action Plan

## APPENDIX D – ENGAGEMENT

As part of the development of this report the working group held conversations with a number of relevant people to understand the background and issues from their perspectives. These conversations were had after the working group had reviewed the information that they were provided and discussed most aspects and history of the project with staff of MDC.

While this is not a complete list of parties interested in the civic facility project, those spoken to represent a range of views and experiences.

Those spoken to include:

- Masterton Theatre Group representatives Robin Dunlop and Christine Connor
- Masterton Action Group representative David Borman
- Former Mayor Lyn Patterson
- Former Chair of the Civic Centre Project Committee Graham McClymont
- Former Chair of the Civic Centre Project Committee Tina Nixon

Mana whenua representatives have undertaken initial conversations with individuals. More extensive mana whenua engagement will need to take place throughout the project.

The working group also spoke with the Mayor, Deputy Mayor, and the current Council ahead of finalising this report.

**7.6 UPDATED INVENTORY OF ROADSIDE SLIPS (FOLLOWING ON FROM REPORT TO COUNCIL DATED 14 SEPTEMBER 2022)**

**File Number:**

**Author:** Kaine Jaquiery, Roding Manager

**Authoriser:** David Hopman, Chief Executive

**PURPOSE**

The purpose of this report is to seek Council approval, to carry out urgent repair works on further roadside slips identified by the Roding Team that occurred in the July 2022 extraordinary rainfall event, under Emergency works. This is following on from the report to the Council Meeting on 14 September 2022.

**RECOMMENDATIONS**

That Council:

1. **approves** the engagement of 1Geo Limited and GoodRich Environmental Solutions Ltd through Direct Appointment to carry out the proposed urgent slip remediation works for the sites 8-23 below:

Site	Location	Estimated Cost
8	Masterton Castlepoint Road (Referred to as Carswell Site 4) a few Hundred meters from Carswell Site 3	\$ 141,783.20
9	Masterton Castlepoint Road (Referred to as Carswell Site 5) a few Hundred meters from Carswell Site 4	\$ 141,783.20
10	Masterton Castlepoint Road (over slip opposite Carswell Site 1)	\$ 277,660.46
11	Masterton Castlepoint Road (over slip between Carswell Sites 2 & 3)	\$ 248,144.82
12	Masterton Castlepoint Road (extension of Carswell Site 3 by 29.5m)	\$ 144,866.36
13	Blairlogie Langdale Rd - RP 0.59	\$ 192,409.90
14	Ngahape Road Site 1 (approx. RP 9.270)	\$ 58,384.01
15	Ngahape Road Site 2 (approx. RP 9.880)	\$ 130,750.50
16	Ngaumu Rd Site 1 (approx. RP 0.454)	\$ 54,356.00
17	Ngaumu Rd Site 2 (approx. RP 0.511)	\$ 110,262.56
18	Masterton Castlepoint Rd (RP 28.683)	\$ 423,444.30
19	Masterton Castlepoint Rd (RP 49.441)	\$ 45,560.92
20	Langdale Rd (RP 1.625)	\$ 42,827.95
21	Whangaehu Valley Rd (RP 15.091)	\$ 32,228.75
22	Whangaehu Valley Rd (RP 13.342)	\$ 117,499.41

23	Whangaehu Valley Rd (RP 11.391)	\$ 33,490.26
	<b>Total</b>	<b>\$ 2,195,452.59</b>

2. **approves** funding as per Engineers' Estimates for the sites 24-62 below to allow the Roding Team to engage contractors and complete repairs before next winter:

Site	Location	Engineer's Estimate
24	Tinui Valley Road Site 1 (approx. RP 4.900)	\$ 210,000.00
25	Tinui Valley Road Site 2 (approx. RP 5.700)	\$ 350,000.00
26	Homewood Road (Rp 3.355)	\$ 40,292.75
27	Masterton Stronvar Road (RP 8.646)	\$ 92,400.00
28	Mataikona Road (RP 6.244)	\$ 69,300.00
29	Mataikona Road (RP 9.150)	\$ 120,120.00
30	Mataikona Road (RP 7.576)	\$ 15,400.00
31	Otahome Road (RP 7.088)	\$ 93,940.00
32	Springhill Road (RP 4.965)	\$ 23,167.95
33	Springhill Road (RP 4.944)	\$ 39,599.75
34	Springhill Road (RP 4.866)	\$ 94,498.31
35	Waimimi Road (RP 1.843)	\$ 129,722.38
36	Alfredton Tinui Road (RP 0.371)	\$ 158,732.81
37	Alfredton Tinui Road (RP 0.418)	\$ 74,738.03
38	Clelands Road (RP 1.480)	\$ 82,846.13
39	Homewood Road (RP 4.283)	\$ 67,207.43
40	Jacksons Line (RP 5.865)	\$ 18,480.00
41	Kiriwhakapapa Road (RP 4.851)	\$ 55,722.28
42	Mangoranga Road (RP 1.727)	\$ 414,631.43
43	Masterton Castlepoint Road (RP 22.996)	\$ 512,659.26
44	Masterton Castlepoint Road (RP 12.254)	\$ 23,100.00
45	Masterton Castlepoint Road 2 (RP 60.207)	\$ 38,500.00
46	Masterton Castlepoint Road 2 (RP 42.929)	\$ 385,000.00
47	Masterton Castlepoint Road 2 (49.925)	\$ 23,100.00
48	Masterton Castlepoint Road 2 (RP 49.523)	\$ 15,400.00
49	North Road (RP 4.748)	\$ 69,765.65
50	Puketiritiri Road (RP 2.898)	\$ 57,618.09
51	Te Ore Ore Bideford Road (RP 12.106)	\$ 235,116.13
52	Tinui Valley Road (RP 0.498)	\$ 55,635.92
53	Tinui Valley Road (RP 7.704)	\$ 38,598.75
54	Wairere Road (RP 6.914)	\$ 25,634.21
55	Wairere Road (RP 6.616)	\$ 25,634.21

56	Wairere Road (RP 2.009)	\$ 102,536.86
57	Whangaehu Valley Road (RP 6.206)	\$ 108,258.63
58	Mangarei Road (RP 0.500)	\$ 11,514.34
59	Mangarei Road (RP 0.700)	\$ 12,738.64
60	Mangarei Road (RP 1.300)	\$ 5,095.46
61	Springhill (RP 4.780)	\$ 13,817.21
62	Clelands Road (RP 1.000)	\$ 45,551.85
	<b>Total</b>	<b>\$ 3,956,074.46</b>

3. **notes** that sites 63-94 in table 1 will be monitored. Costs of repair works for some sites have also been estimated by the Roothing Team. If observations show serious movement, further remediation will be accelerated

### CONTEXT

Further to the report presented to Council on 14 September 2022, which highlighted the adverse accumulated effect over June and July from rainfall on the roading network. Subsequent to the event on 12 July 2022 where 109mm of water fell in less than 24 hours on already saturated catchments, the Roothing Team has prepared a full inventory of all the roadside slips that are in addition to the sites that were identified in the previous report. Some of these sites were existing failures that were being monitored/investigated and have since then further deteriorated following the weather events. Rainfall for the month of July was over 400mm which is close to a record for that month.

The affected road sections are as follows:

*Table 1: Inventory affected Road Sections*

Sites Approved for Repair in previous Council Recommendation Report (14 September 2022)		
Site	Location	Status
1	Masterton Castlepoint Road (Referred to as Carswell Site 1) approx. RP 22.425	Contract awarded and project on track to be completed in Summer 2023
2	Masterton Castlepoint Road (Referred to as Carswell Site 2) a few hundred meters from Carswell Site 1	Contract awarded and project on track to be completed in Summer 2023
3	Masterton Castlepoint Road (Referred to as Carswell Site 3) a few Hundred meters from Carswell Site 2	Contract awarded and project on track to be completed before Christmas 2022.
4	Blairlogie Langdale Road (Referred to as Kerosene Ridge) approx. RP 3.500.	Retaining wall is expected to be complete by this week while the road rehabilitation works are to be completed early next year.
5	Blairlogie Langdale Road Site 1 (approx. RP 5.880)	Contract awarded and project on track to be completed in Summer 2023
6	Blairlogie Langdale Road Site 2 (approx. RP 5.920)	Detailed design expected before Christmas 2022 and construction to be completed in 1st quarter of 2023.

7	Blairlogie Langdale Road Site 3 (approx. RP 5.970)	Detailed design expected before Christmas 2022 and construction to be completed in 1st quarter of 2023.

<b>Additional sites that require urgent intervention (High- Medium Priority)</b>		
<b>Site</b>	<b>Location</b>	<b>Status</b>
8	Masterton Castlepoint Road (Referred to as Carswell Site 4) a few Hundred meters from Carswell Site 3	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
9	Masterton Castlepoint Road (Referred to as Carswell Site 5) a few Hundred meters from Carswell Site 4	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
10	Masterton Castlepoint Road (over slip opposite Carswell Site 1)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
11	Masterton Castlepoint Road (over slip between Carswell Sites 2 & 3)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
12	Masterton Castlepoint Road (extension of Carswell Site 3 by 29.5m)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
13	Blairlogie Langdale Rd - RP 0.59	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
14	Ngahape Road Site 1 (approx. RP 9.270)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
15	Ngahape Road Site 2 (approx. RP 9.880)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
16	Ngaumu Rd Site 1 (approx. RP 0.454)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
17	Ngaumu Rd Site 2 (approx. RP 0.511)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
18	Masterton Castlepoint Rd (RP 28.683)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
19	Masterton Castlepoint Rd (RP 49.441)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
20	Langdale Rd (RP 1.625)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.



Additional sites that require urgent intervention (High- Medium Priority)		
Site	Location	Status
21	Whangaehu Valley Rd (RP 15.091)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
22	Whangaehu Valley Rd (RP 13.342)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
23	Whangaehu Valley Rd (RP 11.391)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
24	Tinui Valley Road Site 1 (approx. RP 4.900)	Road is accessible – Site investigation for probable option completed. Urgent intervention is required as the road may not survive another winter.
25	Tinui Valley Road Site 2 (approx. RP 5.700)	Road is accessible – Site investigation for probable option completed. Urgent intervention is required as the road may not survive another winter.
26	Homewood Road (Rp 3.355)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
27	Masterton Stronvar Road (RP 8.646)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
28	Mataikona Road (RP 6.244)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
29	Mataikona Road (RP 9.150)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
30	Mataikona Road (RP 7.576)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
31	Otahome Road (RP 7.088)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
32	Springhill Road (RP 4.965)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
33	Springhill Road (RP 4.944)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
34	Springhill Road (RP 4.866)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
35	Waimimi Road (RP 1.843)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
36	Alfredton Tinui Road (RP 0.371)	Road is currently accessible; however, urgent

Additional sites that require urgent intervention (High- Medium Priority)		
Site	Location	Status
		intervention is required as the road may not survive another winter.
37	Alfredton Tinui Road (RP 0.418)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
38	Clelands Road (RP 1.480)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
39	Homewood Road (RP 4.283)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
40	Jacksons Line (RP 5.865)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
41	Kiriwhakapapa Road (RP 4.851)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
42	Mangoranga Road (RP 1.727)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
43	Masterton Castlepoint Road (RP 22.996)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
44	Masterton Castlepoint Road (RP 12.254)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
45	Masterton Castlepoint Road 2 (RP 60.207)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
46	Masterton Castlepoint Road 2 (RP 42.929)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
47	Masterton Castlepoint Road 2 (49.925)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
48	Masterton Castlepoint Road 2 (RP 49.523)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
49	North Road (RP 4.748)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
50	Puketiritiri Road (RP 2.898)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
51	Te Ore Ore Bideford Road (RP 12.106)	Road is currently accessible; however, urgent intervention is required as the road may not survive

<b>Additional sites that require urgent intervention (High- Medium Priority)</b>		
<b>Site</b>	<b>Location</b>	<b>Status</b>
		another winter.
52	Tinui Valley Road (RP 0.498)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
53	Tinui Valley Road (RP 7.704)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
54	Wairere Road (RP 6.914)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
55	Wairere Road (RP 6.616)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
56	Wairere Road (RP 2.009)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
57	Whangaehu Valley Road (RP 6.206)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
58	Mangarei Road (RP 0.500)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
59	Mangarei Road (RP 0.700)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
60	Mangarei Road (RP 1.300)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
61	Springhill (RP 4.780)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.
62	Clelands Road (RP 1.000)	Road is currently accessible; however, urgent intervention is required as the road may not survive another winter.

<b>Sites that are constantly being monitored by Roading Team (Low Priority)</b>		
<b>Site</b>	<b>Location</b>	<b>Status</b>
63	Te Ore Ore Bideford Road (Hill end) RP10.6-13.6	Road is currently accessible; however, risk of further movement is very high. Roading team is monitoring the slip
64	Te Ore Ore Bideford Road RP 15.1	Road is currently accessible; however, risk of further movement is very high. Roading team is monitoring the slip
65	Bluff Rangitumau Road RP 0.5	Road is currently accessible; Drop out under road

Sites that are constantly being monitored by Roading Team (Low Priority)		
Site	Location	Status
		forming with active over slips. Planned gravity block wall.
66	Masterton Stronvar Road RP 9.4	Road is currently accessible; however, risk of further movement is very high. Roading team is monitoring the slip
67	Masterton Stronvar Road RP 9.6	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip
68	Dorsets Road (RP 3.458)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
69	Dorsets Road (RP 6.049)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
70	Homewood Road (RP 10.016)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip..
71	Langdale Road (RP 0.736)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
72	Langdale Road (RP 1.237)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
73	Langdale Road (RP 0.612)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
74	Mangamahoe Central Road (RP 7.861)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
75	Mangamahoe Central Road (RP 7.490)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
76	Mangamahoe Central Road (RP 3.066)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
77	Mangarei Road North (RP 0.902)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
78	Maringi Road (RP 8.338)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
79	Maringi Road (RP 6.612)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
80	Masterton Castlepoint Road (RP 34.060)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
81	Masterton Castlepoint Road (RP 18.734)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
82	Puketiritiri Road (RP 3.784)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
83	Stoddarts Road (RP 0.444)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
84	Dorsets Road (RP 4.138)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
85	Mataikona Road (RP 8.745)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.

Sites that are constantly being monitored by Roading Team (Low Priority)		
Site	Location	Status
86	Puketitiri Rd (RP 2.665)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
87	Dorsets Rd (RP 5.488)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
88	Dorsets Rd (RP 4.192)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
89	Mangarei Road (RP 1.000)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
90	Mangarei Road (RP 0.200)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
91	Wairiri Road (RP 0.600)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
92	Wairiri Road (RP 3.400)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
93	Wairiri Road (RP 1.500)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.
94	Whangaehu Valley Road (RP 1.400)	Road is currently accessible; however, risk of further movement is high. Roading team is monitoring the slip.

## ANALYSIS AND ADVICE

Engineering specialists from 1Geo Limited have carried out assessments of sites 8-13, while GoodRich team inspected sites 14-23, all of which require urgent interventions, and their proposed repair methodologies are as follows:

*Table 2.1: Analysis/Repair Proposed by 1 Geo & GoodRich*

Site	Location	Repair
8	Masterton Castlepoint Road (Referred to as Carswell Site 4) a few Hundred meters from Carswell Site 3	Construct geogrid retaining structure 24m long - Excavation of slumped section to max. 1.9m depth and replace with Geogrid Tensor RE520 retaining wall system using AP40 & AP65 infill material. Improve drainage system and reinstate road and surfacing.
9	Masterton Castlepoint Road (Referred to as Carswell Site 5) a few Hundred meters from Carswell Site 4	Construct geogrid retaining structure 24m long - Excavation of slumped section to max. 1.9m depth and replace with Geogrid Tensor RE520 retaining wall system using AP40 & AP65 infill material. Improve drainage system and reinstate road and surfacing.
10	Masterton Castlepoint Road (over slip opposite Carswell Site 1)	Removal of over 5000m <sup>3</sup> of slip material, benching and drainage works, spread topsoil and sow grass
11	Masterton Castlepoint Road (over slip between Carswell Sites 2 & 3)	Removal of over 4500m <sup>3</sup> of slip material, benching and drainage works, spread topsoil and sow grass
12	Masterton Castlepoint Road (extension of Carswell Site 3 by 29.5m)	Extend existing geogrid retaining structure by 29.5m long - Excavation of slumped section to max. 1.9m depth and replace with Geogrid Tensor RE520 retaining wall system using AP40 & AP65 infill material. Improve drainage system and reinstate road

Site	Location	Repair
		and surfacing.
13	Blairlogie Langdale Rd - RP 0.59	Construct geogrid retaining structure 37.3m long - Excavation of slumped section to max. 1.9m depth and replace with Geogrid Tensor RE520 retaining wall system using AP40 & AP65 infill material. Improve drainage system and reinstate road and surfacing.
14	Ngahape Road Site 1 (approx. RP 9.270)	Supply and install 64m willow brush wall and poplar poles for slope stability, including earthworks, pavement reinstatement and traffic management
15	Ngahape Road Site 2 (approx. RP 9.880)	Supply and install 70m willow brush wall for slope stability, including earthworks, drainage works, pavement reinstatement and traffic management
16	Ngaumu Rd Site 1 (approx. RP 0.454)	Supply and install 50m willow brush wall for slope stability, including earthworks, drainage works, pavement reinstatement and traffic management
17	Ngaumu Rd Site 2 (approx. RP 0.511)	Supply and install 38m willow brush wall for slope stability, including earthworks, drainage works, pavement reinstatement and traffic management
18	Masterton Castlepoint Rd (RP 28.683)	Supply and install 230m willow brush wall for slope stability, including earthworks, drainage works and traffic management
19	Masterton Castlepoint Rd (RP 49.441)	Supply and install 18m willow brush wall for slope stability, including earthworks, drainage works, pavement reinstatement and traffic management
20	Langdale Rd (RP 1.625)	Supply and install 55m willow brush wall for slope stability, including earthworks, drainage works, pavement reinstatement and traffic management
21	Whangaehu Valley Rd (RP 15.091)	Supply and install 35m willow brush wall for slope stability, including earthworks, drainage works, pavement reinstatement and traffic management
22	Whangaehu Valley Rd (RP 13.342)	Supply and install 91m willow brush wall for slope stability, including earthworks, drainage works, pavement reinstatement and traffic management
23	Whangaehu Valley Rd (RP 11.391)	Supply and install 52m willow brush wall for slope stability, including earthworks, drainage works, pavement reinstatement and traffic management

Costs for Sites 24 – 62 have been estimated by the Roding Team but haven't initiated discussions with suitable contractors yet – this is dependent on getting approved funding. However, these sites need to be repaired before next winter to keep roads accessible

Sites 63 -94 are currently being monitored and investigated for viable solutions which will be tabled later. Costs of repair works for some sites have also been estimated by the Roding Team. If observations show serious movement, then further remediation will be accelerated

## OPTIONS CONSIDERED

A summary of the options considered in relation to sites 8-23 are included in the table below:

*Table 3.1: Options Considered for Sites 8-23*

Option		Estimated Cost	Advantages	Disadvantages
1	Do minimum-reduces the Level of Service	\$50,000	Affordable within existing budgets	<ul style="list-style-type: none"> <li>This is not considered a viable option for the following reasons: <ul style="list-style-type: none"> <li>Further failures will result in loss of whole road.</li> <li>Most roads are primary routes for agriculture, forestry and associated rural businesses</li> <li>No major alternative route is available and closure of some of these roads (resulting from further failures) would present significant issues both in the short and long term.</li> </ul> </li> </ul>
2	Retreat/Re-align the sections of the road where failures have occurred	\$45,000,000 - \$75,000,000	Potentially long-term solutions if proven technically feasible (see explanation re disadvantages)	<ul style="list-style-type: none"> <li>These options require extensive earthworks, drainage works, and bank stability works</li> <li>Upslope terrain surrounding some of the failed sections is unstable. Excavating into the bank will further destabilize the slope and cause major landslips. Stabilising the upslope bank after earthworks may be very expensive, making it an unfeasible option.</li> <li>Given the number of sites, detailed investigations, design, procurement of contractor in the current limited market and implementation of this option may take many years to execute.</li> <li>Given the high instability of the terrains surrounding each site, realignment may not entirely protect the road from further movement</li> <li>Very expensive</li> </ul>
3	Carry out the slip remediation works proposed by specialists from 1Geo Limited & GoodRich Environmental Solution Ltd for sites 8-23.	Approx \$2,195,452.59 Summary of cost for each site is included in table 4.1 below	<ul style="list-style-type: none"> <li>Quick and effective methodology to reinstate full access to some of the major routes within MDC network</li> <li>Decelerates the movement of the road section caused by the instability of upslope terrains.</li> <li>Given that 1Geo Limited is currently</li> </ul>	<ul style="list-style-type: none"> <li>Cost of the works (per engineers estimates) may compromise existing roading budgets, although a funding solution is proposed.</li> </ul>

Option	Estimated Cost	Advantages	Disadvantages
		<p>established on Kerosene Ridge site which is within proximity of all sites 8-13, there is significant savings in P &amp; G, mobilisation other procurement costs.</p> <ul style="list-style-type: none"> <li>Both 1Geo and GoodRich have indicated availability of required resources to carry out works on these sites with urgency. (Willow brush walls are seasonal work and can only be constructed in Autumn months)</li> </ul>	

Table 4.2: Options Considered for Sites 24-62

Option	Estimated Cost	Advantages	Disadvantages
1 Do minimum-reduces the Level of Service	\$100,000	Affordable within existing budgets	<ul style="list-style-type: none"> <li>This is not considered a viable option for the following reasons: <ul style="list-style-type: none"> <li>Further failures will result in loss of whole road.</li> <li>Most roads are primary routes for agriculture, forestry and associated rural businesses</li> <li>No major alternative route is available and closure of some of these roads (resulting from further failures) would present significant issues both in the short and long term.</li> </ul> </li> </ul>
2 Retreat/Re-align the sections of the road where failures have occurred	\$120,000,000 - \$160,000,000	Potentially long-term solutions if proven technically feasible (see explanation re disadvantages)	<ul style="list-style-type: none"> <li>These options require extensive earthworks, drainage works, and bank stability works</li> <li>Upslope terrains surrounding some of the failed sections are unstable. Excavating into the bank will further destabilize the slope and cause major landslips. Stabilizing the upslope bank after earthworks may be very expensive, making it an unfeasible option.</li> <li>Given the number of sites, detailed investigations, design, procurement of contractor in the current limited market and implementation of this option may take many years to execute.</li> </ul>



Option	Estimated Cost	Advantages	Disadvantages
			<ul style="list-style-type: none"> <li>Considering the high instability of the terrains surrounding some sites, realignment may not entirely protect the road from further movement</li> <li>Very expensive</li> </ul>
3	Carry out the slip remediation works estimated by the Roding Team for sites 24-62.	Approx \$3,956,074.46 Summary of cost for each site is included in table 4.2 below	<ul style="list-style-type: none"> <li>Quick and effective methodology to reinstate full access to some of the major routes within MDC network</li> <li>Decelerates the movement of the road section caused by the instability of upslope terrains.</li> </ul> <ul style="list-style-type: none"> <li>Cost of the works (per engineers estimates) may compromise existing roading budgets, although a funding solution is proposed.</li> </ul>

### RECOMMENDED OPTIONS

1. It is recommended that 1Geo Limited and GoodRich Environmental Solutions Ltd be engaged through Direct Appointment to carry out the proposed urgent slip remediation works for the sites 8-23.
2. It is also recommended to further allocate funding as per Engineers' Estimates for the sites 24-62 to allow the Roding Team to engage contractors and complete repairs before next winter
3. Sites 63-94 in table 1 will be monitored. Costs of repair works for some sites have also been estimated by the Roding Team. If observations show serious movement, further remediation will be accelerated.

Table 4.1 below lists the estimated value of sites 8-23. Each failure remedy involves specialist work, and the proposed rates are similar/comparable to recent market rates and considered fair and reasonable. The fixed price and scope of the works provides value for Council money.

*Table 5.1: Recommended Repair Estimate for Sites 8-23*

Site	Location	Estimated Cost
8	Masterton Castlepoint Road (Referred to as Carswell Site 4) a few Hundred meters from Carswell Site 3	\$ 141,783.20
9	Masterton Castlepoint Road (Referred to as Carswell Site 5) a few Hundred meters from Carswell Site 4	\$ 141,783.20
10	Masterton Castlepoint Road (over slip opposite Carswell Site 1)	\$ 277,660.46
11	Masterton Castlepoint Road (over slip between Carswell Sites 2 & 3)	\$ 248,144.82
12	Masterton Castlepoint Road (extension of Carswell Site 3 by 29.5m)	\$ 144,866.36
13	Blairlogie Langdale Rd - RP 0.59	\$ 192,409.90
14	Ngahape Road Site 1 (approx. RP 9.270)	\$ 58,384.01

Site	Location	Estimated Cost
15	Ngahape Road Site 2 (approx. RP 9.880)	\$ 130,750.50
16	Ngaumu Rd Site 1 (approx. RP 0.454)	\$ 54,356.00
17	Ngaumu Rd Site 2 (approx. RP 0.511)	\$ 110,262.56
18	Masterton Castlepoint Rd (RP 28.683)	\$ 423,444.30
19	Masterton Castlepoint Rd (RP 49.441)	\$ 45,560.92
20	Langdale Rd (RP 1.625)	\$ 42,827.95
21	Whangaehu Valley Rd (RP 15.091)	\$ 32,228.75
22	Whangaehu Valley Rd (RP 13.342)	\$ 117,499.41
23	Whangaehu Valley Rd (RP 11.391)	\$ 33,490.26
	<b>Total</b>	<b>\$ 2,195,452.59</b>

The estimated value of sites 24-62 is listed in table 4.2 below. These have been estimated by the Roding Team but haven't initiated discussions with suitable contractors yet – this is dependent on getting approved funding allocation. However, these sites need to be repaired before next winter to keep the roads accessible.

*Table 6.2: Engineer's Estimate for Sites 24-62*

Site	Location	Engineer's Estimate
24	Tinui Valley Road Site 1 (approx. RP 4.900)	\$ 210,000.00
25	Tinui Valley Road Site 2 (approx. RP 5.700)	\$ 350,000.00
26	Homewood Road (Rp 3.355)	\$ 40,292.75
27	Masterton Stronvar Road (RP 8.646)	\$ 92,400.00
28	Mataikona Road (RP 6.244)	\$ 69,300.00
29	Mataikona Road (RP 9.150)	\$ 120,120.00
30	Mataikona Road (RP 7.576)	\$ 15,400.00
31	Otahome Road (RP 7.088)	\$ 93,940.00
32	Springhill Road (RP 4.965)	\$ 23,167.95
33	Springhill Road (RP 4.944)	\$ 39,599.75
34	Springhill Road (RP 4.866)	\$ 94,498.31
35	Waimimi Road (RP 1.843)	\$ 129,722.38
36	Alfredton Tinui Road (RP 0.371)	\$ 158,732.81
37	Alfredton Tinui Road (RP 0.418)	\$ 74,738.03
38	Clelands Road (RP 1.480)	\$ 82,846.13
39	Homewood Road (RP 4.283)	\$ 67,207.43
40	Jacksons Line (RP 5.865)	\$ 18,480.00
41	Kiriwhakapapa Road (RP 4.851)	\$ 55,722.28
42	Mangoranga Road (RP 1.727)	\$ 414,631.43
43	Masterton Castlepoint Road (RP 22.996)	\$ 512,659.26

Site	Location	Engineer's Estimate
44	Masterton Castlepoint Road (RP 12.254)	\$ 23,100.00
45	Masterton Castlepoint Road 2 (RP 60.207)	\$ 38,500.00
46	Masterton Castlepoint Road 2 (RP 42.929)	\$ 385,000.00
47	Masterton Castlepoint Road 2 (49.925)	\$ 23,100.00
48	Masterton Castlepoint Road 2 (RP 49.523)	\$ 15,400.00
49	North Road (RP 4.748)	\$ 69,765.65
50	Puketiritiri Road (RP 2.898)	\$ 57,618.09
51	Te Ore Ore Bideford Road (RP 12.106)	\$ 235,116.13
52	Tinui Valley Road (RP 0.498)	\$ 55,635.92
53	Tinui Valley Road (RP 7.704)	\$ 38,598.75
54	Wairere Road (RP 6.914)	\$ 25,634.21
55	Wairere Road (RP 6.616)	\$ 25,634.21
56	Wairere Road (RP 2.009)	\$ 102,536.86
57	Whangaehu Valley Road (RP 6.206)	\$ 108,258.63
58	Mangarei Road (RP 0.500)	\$ 11,514.34
59	Mangarei Road (RP 0.700)	\$ 12,738.64
60	Mangarei Road (RP 1.300)	\$ 5,095.46
61	Springhill (RP 4.780)	\$ 13,817.21
62	Clelands Road (RP 1.000)	\$ 45,551.85
	<b>Total</b>	<b>\$ 3,956,074.46</b>

The Roding Team has also estimated cost for repair works on some of the low priority sites (Sites 63-94) that are listed in table 4.3 below. If observations show serious movement, then further remediation will be accelerated

*Table 7.3: Engineer's Estimate for some of the Low Priority Sites (Sites 63-94)*

Site	Location	Engineer's Estimate
63	Te Ore Ore Bideford Road (Hill end) RP10.6-13.6	\$ 70,000.00
64	Te Ore Ore Bideford Road RP 15.1	\$ 70,000.00
65	Bluff Rangitumau Road RP 0.5	\$ 98,000.00
66	Masterton Stronvar Road RP 9.4	\$ 49,000.00
67	Masterton Stronvar Road RP 9.6	\$ 49,000.00
68	Dorsets Road (RP 3.458)	\$ 30,800.00
69	Dorsets Road (RP 6.049)	\$ -
70	Homewood Road (RP 10.016)	\$ 11,550.00
71	Langdale Road (RP 0.736)	\$ 34,203.88
72	Langdale Road (RP 1.237)	\$ 67,403.11
73	Langdale Road (RP 0.612)	\$ 87,293.55

Site	Location	Engineer's Estimate
74	Mangamahoe Central Road (RP 7.861)	\$ 20,234.93
75	Mangamahoe Central Road (RP 7.490)	\$ 28,199.57
76	Mangamahoe Central Road (RP 3.066)	\$ 21,649.46
77	Mangarei Road North (RP 0.902)	\$ 13,559.94
78	Maringi Road (RP 8.338)	\$ 16,271.93
79	Maringi Road (RP 6.612)	\$ 9,487.31
80	Masterton Castlepoint Road (RP 34.060)	\$ 113,534.48
81	Masterton Castlepoint Road (RP 18.734)	\$ 8,470.00
82	Puketiritiri Road (RP 3.784)	\$ 10,780.00
83	Stoddarts Road (RP 0.444)	\$ 75,173.75
84	Dorsets Road (RP 4.138)	\$ -
85	Mataikona Road (RP 8.745)	\$ 133,493.55
86	Puketirtiri Rd (RP 2.665)	\$ 50,514.20
87	Dorsets Rd (RP 5.488)	\$ -
88	Dorsets Rd (RP 4.192)	\$ -
89	Mangarei Road (RP 1.000)	\$ -
90	Mangarei Road (RP 0.200)	\$ -
91	Wairiri Road (RP 0.600)	\$ 9,928.48
92	Wairiri Road (RP 3.400)	\$ -
93	Wairiri Road (RP 1.500)	\$ -
94	Whagaehu Valley Road (RP 1.400)	\$ -
	<b>Total</b>	<b>\$ 1,078,548.14</b>

## SUMMARY OF CONSIDERATIONS

### Strategic, Policy and Legislative Implications

Procurement Policy – This work is required to be carried out under urgency to avoid further critical damage to infrastructure. This situation requires rapid procurement and there is an exemption process available to expedite this under the Procurement Policy avoiding a lengthy open tender process.

The Council has the appropriate delegated authority to approve the emergency works under MDC delegation register.

The emergency works are eligible for funding assistance from Waka Kotahi NZ Transport Agency and an application has been submitted and verbally endorsed. The application is in line with Waka Kotahi's policies and procedures but is subject to final board approval.

### Significance, Engagement and Consultation

The proposed changes have been assessed against the MDC Significance and Engagement Policy. It is considered to have medium significance in that:

- Relates to a strategic part of the Roothing Network
- There is positive impact on the community once remediated.
- There is minor effect on residents' rates or MDC budgets; and
- There is no degree of controversy.

Given the nature and urgency of the emergency work, consultation to obtain public feedback on analysis and alternatives was not carried out. The public will be informed throughout the repair process and listened to if any concerns are raised. The necessary emergency works are required to be completed with urgency to preserve the roading network and maintain a level of service.

### **Financial Considerations**

The total cost for the additional urgent emergency siteworks we are seeking approval for is \$6,151,519

All works are eligible for funding assistance rates at enhanced FARs for co-investment from the National Land Transport Fund (NLTF). This is in response to a defined, major, short-duration natural event (a qualifying event) that has reduced or will reduce customer levels of transport service significantly below those that existed prior to the event and results in unforeseen, significant expenditure.

An application for funding has been submitted to Waka Kotahi. The works have been discussed with our investment advisor who has verbally accepted the application. The application will still need to go through the national approved process via the Waka Kotahi TIO cost scope adjustment for the underlying qualifying event.

Once approved the projects will receive an enhanced calculated funding assistance rate which will apply to the emergency works, likely to be between 70-77%.

Based on the total estimated amount of work \$6,151,519 the Council share of the cost would be between \$1,414,849 and \$1,845,455

The Flood Damage Fund is expected to be in a deficit position of some \$660,000 at 30 June 2022 prior to funding the work described above. The deficit in the fund means the Council is effectively internal borrowing from other reserve funds – a position that can be sustained in the short term. However, the predicted Fund deficit of some \$2.5 million needs to be restored to a positive balance over time.

It is proposed to introduce an additional budgeted item to the 2023/24 Annual Plan that will aim to restore the reserve funds to positive over 5 years. Roothing rates will need to increase, overall rates will be impacted by at least +1.3% with the impact being felt more by rural ratepayers (due to roading costs being weighed towards rural properties due to our differential rating).

Alternatively, restoring the fund to a positive balance over a shorter timeframe could be achieved with a greater increase in rates from 2023/24.

### **Implications for Māori**

No implications specific to Māori have been identified for this decision.

### **Communications/Engagement Plan**

The standard contract start-up procedures will be undertaken to clarify contract requirements, and receive contract insurances, traffic management plans, quality plan, health and safety plan, environmental plan and contract programme.

Work sites and programmes will publicly be notified through Council Website and liaisons made with property owners adjacent to the works that are directly affected.

### **Environmental/Climate Change Impact and Considerations**

No environmental/climate change impacts have been identified in relation to this decision.

### **NEXT STEPS**

Following the approval of these works 1Geo and GoodRich will start to procure materials and plan establishment at each site.

Work sites and programmes will publicly be notified through Council Websites and through other media deemed appropriate so that users within the community can understand repair timeframes.

### **ATTACHMENTS**

**Nil**

## **7.7 WELLINGTON REGION WASTE MANAGEMENT AND MINIMISATION PLAN**

**File Number:**

**Author:** Mike Burger, Manager Assets and Operations

**Authoriser:** David Hopman, Chief Executive

### **PURPOSE**

The purpose of this report is to provide a recommendation to formally proceed with the development of a new Wellington Region Waste Management and Minimisation Plan (2023-2029).

### **EXECUTIVE SUMMARY**

Councils play an important role in managing and reducing waste, including under the Waste Minimisation Act 2008 (WMA). Councils are required to adopt a Waste Management and Minimisation Plan (WMMP) under Section 43 of the WMA every six years to promote effective and efficient waste management and minimisation within their cities/districts.

All eight Territorial Authorities in the Wellington Region jointly developed the Wellington Region Waste Management and Minimisation Plan (2017-2023) which promotes effective and efficient forms of waste management and minimisation across the Region and establishes a related set of waste reduction targets. The Councils of the Wellington Region are currently progressing with a range of local and regional actions to support waste reduction.

The current Wellington Region WMMP is due for review in January 2023. To conduct a review of a WMMP, a Waste Assessment is required under Section 51 of the WMA.

A Waste Assessment provides background information and data to support Councils' Waste Management and Minimisation Planning processes. Following the completion of a Waste Assessment, Councils must review their WMMP and determine if their WMMP should be amended or revoked and a new plan substituted or continue without amendment. All three of these options require the special consultative procedure set out in section 83 of the Local Government Act 2002 to be carried out.

Each Territorial Authority in the Wellington Region must adopt a WMMP by October 2023 to comply with the requirements under Section 43 of the WMA.

### **RECOMMENDATIONS**

That Council:

1. receives the Report
2. agrees to proceed with the development of the Wellington Region Waste Management and Minimisation Plan 2023-2029
3. notes that Waste Management and Minimisation Plans (WMMP) have to be reviewed every six years as a statutory requirement, that the current WMMP is required to be reviewed by January 2023 and that if the timeframes to approve the review and approve the new plan are not met, the waste levy payments to councils may be withheld by the Ministry for the Environment (MfE).

## **CONTEXT**

### Formal Decision to Proceed with Development of a new Wellington Region WMMP (2023-2029)

WMMPs have to be reviewed every six years. A review is a statutory requirement and if timeframes are not met, waste levy payments from central government to councils may be withheld.

Waste levy payments are paid quarterly to councils and are critical as they are used to fund waste minimisation activities under our WMMP local action plans.

The Ministry for the Environment considers that a territorial authority has reviewed its WMMP if it has:

- a) Completed a waste assessment in accordance with section 51 of the Waste Minimisation Act (WMA)
- b) From this completed waste assessment, made a decision to continue, amend or revoke and substitute its existing WMMP under section 50(3) of the WMA.

The draft Waste Assessment was presented to Te Whatu Ora on 18 November 2022 with a request to have formal Medical Officer of Health feedback. With this feedback, the draft Waste Assessment will meet the requirements for a completed Waste Assessment under section 51 of the WMA.

Based on the Waste Assessment a formal decision must now be made by each Council in the Wellington Region to proceed with the development of a new WMMP for 2023-2029. Proof of this decision is required by the Ministry for the Environment by 16 December 2022 to ensure January 2023 waste levy payments are not withheld.

### The Development of a New Wellington Region WMMP (2023-2029)

The current Wellington Region WMMP (2017-2023) is no longer fit for purpose and does not reflect the changing policy direction from central government to move towards a circular economy.

The Wellington Region Waste Management and Minimisation Plan Joint Committee (representing the eight territorial authorities in the Wellington Region) agreed to continue working together on a review and the preparation of a new plan. The Regional Solid Waste and Waste Minimisation Managers Steering Group will manage the process on behalf of their councils.

Elected members on the Wellington Region Waste Management and Minimisation Joint Committee will be kept informed at key points to enable decision making on a new plan. Masterton District Council appointments to the Joint Committee are Councillor Hullena, with Councillor Tuuta as the alternate.

Elected members from each council will also provide information back to their respective councils, as each council will be required to formally adopt the new plan.

Beca has been selected as the contractor to undertake the development of a new WMMP. Porirua City Council is the contract manager and will manage this project alongside Beca and the Regional Advisor on behalf of the eight territorial authorities in the Wellington Region.

Councillors will have the opportunity to be involved in the development of a new WMMP through co-design workshops run by Beca and through Council workshops run by officers.



**OPTIONS CONSIDERED**

Based on the information from the draft Wellington Region Waste Assessment where waste to landfill is continuing to increase rather than decrease, there are three options available to Council:

Option		Advantages	Disadvantages
1	Agree to continue with the current Wellington Region WMMP.	None identified	This is not the preferred option because the current WMMP is out of date, no longer reflects the new direction set by Central Government in waste and resource recovery, and has not been effective in driving the necessary change required to reduce waste to landfill.
2	Agree to amend the current Wellington Region WMMP.	None identified	<p>The current WMMP requires substantive changes if we are to meet community expectations on waste minimisation and shift to the direction being set by central government as indicated in their Transforming Recycling consultation document.</p> <p>It would be more efficient to start developing a new plan rather than amend our current plan to meet the needs of the Wairarapa District and Wellington Region for the next six years</p>

Option		Advantages	Disadvantages
3	Agree to revoke the current Wellington Region WMMP and substitute it with a newly developed Wellington Region WMMP	<p>The current WMMP is not fit for purpose and requires a new direction. Beca has been contracted by the eight Territorial Authorities in the Wellington Region to help us develop a new WMMP</p> <p>The new WMMP will support a shift in direction, focusing more so on the upper levels of the waste hierarchy. It will also support the Wellington Region's move to meet the direction set in Central Government's Transforming Recycling consultation document.</p>	None identified

### **RECOMMENDED OPTION**

Option 3 is the recommended option. It enables Council to set a new, future-focused direction that embraces circular economy principles to manage waste effectively and efficiently in the Wairarapa

### **SUMMARY OF CONSIDERATIONS**

#### **Strategic, Policy and Legislative Implications**

It is a statutory requirement under section 50 of the Waste Minimisation Act 2008 (WMA) for a territorial authority to review their waste management and minimisation plan. Following this review, they are required to continue, amend or revoke and substitute the WMMP with a new plan. The WMMP will align with the Council's Climate Action Plan.

#### **Significance, Engagement and Consultation**

Under the WMA Council is required to undertake a Special Consultative Procedure under the Local Government Act 2002 when preparing and revoking a waste management and minimisation plan.

#### **Financial Considerations**

The approved budget for the total cost of the project, exclusive of GST, is up to \$500,000 and is sourced from the Ministry for the Environment Waste Levy Funds allocated to each council quarterly. Each council pays a proportion of the costs for this project based on the ratio of the population of each council district. Masterton District Council will pay approximately 5% of the total cost, which amounts to \$22,862. The Project is to be phased across the 2022/23 financial year.

### **Implications for Māori**

An initial hui with Iwi has been held and further engagement with iwi on the development of the new plan is planned.

### **Communications/Engagement Plan**

A stakeholder and engagement strategy has been prepared to support the development of a new WMMP. Councils, assisted by Beca will carry out stakeholder engagement. In addition, collateral to ensure stakeholders and the public are aware of the development of a new WMMP will also be created.

The new WMMP will have to be consulted on and consultation is required to follow the Special Consultative Procedures required under section 83 of the Local Government Act 2002. Officers are preparing for this consultation to be conducted in May 2023.

Groups including other councils, iwi and hapū, the public, environmental groups, industry groups and businesses will have the opportunity to contribute to the development of a new Wellington Region WMMP.

### **Environmental/Climate Change Impact and Considerations**

Waste management and minimisation plans determine the direction and activities that Council will focus on over a six-year period in relation to waste and resource recovery. The development of a new plan contributes to the Council's response to climate change by seeking to reduce the amount of waste going to landfill.

### **ATTACHMENTS**

**Nil**

**7.8 INDEPENDENT RESOURCE MANAGEMENT COMMISSIONERS APPOINTMENT:  
HEARING FOR PRIVATE PLAN CHANGE RM220072 (WELHOM DEVELOPMENTS  
LIMITED)**

**File Number:**

**Author:** Christine Chong, Planning and Consents Manager

**Authoriser:** David Hopman, Chief Executive

**PURPOSE**

To seek Council's approval to (pursuant to section 34A of the Resource Management Act) to appoint and delegate all functions, powers and duties of Council under the Resource Management Act 1991 necessary, to Stephen Daysh and David McMahon as independent Resource Management Commissioners, to hear and make a recommendation to the Masterton District Council on the private plan change request from Welhom Developments Ltd to rezone 14.7836 hectares of land located at State Highway 2, Masterton from Rural (Primary Production) zone to Residential zone.

**RECOMMENDATION**

That Council **delegates** (pursuant to section 34A of the Resource Management Act) all functions, powers and duties of Council under the Resource Management Act 1991 necessary to hear and make a recommendation to Council on the private plan change application by Welhom Developments Ltd to rezone 14.7836 hectares of land located at State Highway 2, Masterton, from rural zone to residential zone in the Wairarapa Combined District Plan (District Plan) to:

- Stephen Daysh (Chair) (independent Resource Management Commissioner), and
- David McMahon (independent Resource Management Commissioner).

**CONTEXT**

**Welhom Development Ltd, Private Plan Change Request**

Private Plan Change RM220072 request was lodged with Council on behalf of Welhom Developments Ltd on 29 April 2022. It was publicly notified on 31 August 2022 with submissions closing on 29 September 2022. Public notification of the summary of submissions was 2 November 2022, with further submissions closing on 17 November 2022. The Hearing is proposed for early March 2023.

The 14.7836ha subject site is located at State Highway 2, Masterton. Council's records list the address of the site as State Highway 2, Masterton. However, physical access to the site is obtained from Roger Renall Avenue within the adjoining Cashmere Oaks subdivision.

The Cashmere Oaks subdivision adjoins the southern boundary of the subject site. The Wellington-Napier Railway Line (KiwiRail designation Dm082) adjoins the western boundary of the site. The land immediately to the north and east of the site is zoned Rural (Primary Production) and comprises rural and rural-residential properties that range in size from approximately 1 hectare to over 8 hectares.

The subject site is located at the northern edge of the existing Masterton urban area. The current Urban/Rural Boundary line runs along the southern boundary of the site.

### **Appointment of Independent Commissioners**

The plan change process requires a hearing to be held and decisions to be made on submissions as well as on the plan change request itself. It is prudent for the Council to appoint qualified independent Resource Management Commissioners for such a determination.

Council is able to delegate (pursuant to section 34A of the Resource Management Act) all functions, powers and duties of Council under the Resource Management Act 1991 necessary to enable independent Resource Management Commissioners to carry out the plan change process.

In September 2021 Council put in place a standing delegation to enable independent commissioners to be appointed, from a pre-approved list, by the Mayor on a recommendation from the Chief Executive. This enabled appointments to be made in a more efficient manner than requiring an individual report and recommendation to Council each time an appointment was required. Staff are looking to update this standing delegation for the new triennium and in the meantime are asking Council to make this decision to appoint commissioners directly. Both independent commissioners proposed for appointment were on the list of accredited commissioners previously approved by Council.

Stephen Daysh is a suitably qualified and highly experienced hearing commissioner, who is accredited under the Ministry for the Environment's 'Making Good Decisions' programme. Mr Daysh is a highly experienced Planner with several decades of experience serving Councils throughout New Zealand and is a full member of the New Zealand Planning Institute. He is available to undertake the role on behalf of the Council and has no conflict of interest. Therefore, his appointment is recommended.

David McMahon is a suitably qualified and highly experienced hearing commissioner, who is accredited under the Ministry for the Environment's 'Making Good Decisions' programme. Mr McMahon is a highly experienced Planner with several decades of experience serving Councils within the Wellington Region and is a full member of the New Zealand Planning Institute. Mr McMahon is also the independent chair of the Wairarapa Combined District Plan Joint Committee. He has no conflict of interest. Therefore, his appointment is recommended.

### **OPTIONS CONSIDERED**

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

Option	Advantages	Disadvantages
<p>1 Do not appoint Stephen Daysh and David McMahon, as independent Resource Management Commissioners, the delegation to hear and make recommendation to Council on Private Plan Change RM220072 (Welhom Developments Limited)</p>	<p>None identified</p>	<p>Will require Councillors to prepare themselves for the role of hearings decision makers at very short notice.</p> <p>None of Council's current elected members have the required accreditation through the 'Making Good Decisions' programme to sit on RMA hearings panels.</p>
<p>2 Appoint Stephen Daysh and David McMahon, as independent Resource Management Commissioners, the delegation to hear and make recommendation to Council on Private Plan Change RM220072 (Welhom Developments Limited)</p>	<p>Are on list of accredited Commissioners previously approved by Council.</p> <p>Relevant expertise on the Hearing panel.</p> <p>Will avoid the risk of delays to the hearing process, otherwise resulting in the Council not meeting its statutory timeframe requirements.</p> <p>Brings additional knowledge and experience of RMA, hearings and decision making processes.</p>	<p>None identified</p>

**RECOMMENDED OPTION**

Staff recommend Option 2, as it ensures the private plan change application will be considered with the necessary expertise to hear and make recommendations back to Council. Both Commissioners are available which will support Council in meetings its statutory timeframe requirements.

**SUMMARY OF CONSIDERATIONS**

**Strategic, Policy and Legislative Implications**

No strategic or policy and implications have been identified in relation to the appointments proposed.

The request for a private plan change is being processed in accordance with the requirements of the Resource Management Act 1991. The appointment of independent commissioners is required as part of that process and are in accordance with the Resource Management Act 1991

### **Significance, Engagement and Consultation**

The decision to appoint the independent Resource Management Commissioners proposed is procedural and is made in accordance with the requirements of the Resource Management Act 1991.

### **Financial Considerations**

Costs for the independent Resource Management Commissioners will be recovered through additional fees and charges on the private plan change request.

### **Implications for Māori**

As a part of the private plan change application process, both Wairarapa iwi were consulted and have advised the applicant that there are no issues for iwi arising out of the private plan change.

### **Communications/Engagement Plan**

A Communications/Engagement Plan is not required in relation to the decisions to appoint the commissioners proposed.

### **Environmental/Climate Change Impact and Considerations**

There are no environmental/climate change impacts or considerations in the decision to appoint the commissioners proposed. Any environmental/climate change impacts or considerations will be appropriately considered within the processes set out in the RMA in relation to a request for a private plan change.

### **ATTACHMENTS**

**Nil**

## 7.9 COUNCIL AND COMMITTEE MEETING SCHEDULE FOR 2023

**File Number:**

**Author:** Karen Yates, Manager Strategy and Governance

**Authoriser:** David Hopman, Chief Executive

### PURPOSE

This report seeks Council's approval of the proposed schedule of ordinary meetings of Council and its Committees for 2023 set out in Attachment 1.

### EXECUTIVE SUMMARY

Council and Infrastructure and Services Committee meetings are generally set on a six-weekly cycle. The Audit and Risk Committee meets quarterly, the Awards and Grants Committee meets annually, and the Hearings Committee meets as it is required.

Adoption of a schedule of meetings allows for reasonable public notice of meetings to be given in accordance with statutory requirements and for the planning of other commitments around Council and Committee meetings.

All meetings have been scheduled on Wednesdays and will commence at 3.00pm, apart from where there are two meetings scheduled for the same day, when meeting start times will be adjusted as required.

In addition to the Council and committee meetings in the schedule, further ordinary and extraordinary meetings may be scheduled when the need arises. Elected members will be advised of these dates as soon as they have been set and the meetings will be notified in accordance with statutory requirements.

### RECOMMENDATION

That Council approves the schedule of Council and Committee meeting dates for 2023 as set on in Attachment 1.

### OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
1	Approve the proposed 2023 meeting scheduled	Elected members and staff will have certainty around meeting dates to the end of 2023.  The decision will allow meetings to be advertised in accordance with the requirements of the Local
		None identified



		Government Official Information and Meetings Act 1987.	
2	Approve an amended schedule	Elected members and staff have certainty around meeting dates to the end of the 2023 year.  Meetings will be able to be advertised in accordance with the requirements of the Local Government Official Information and Meetings Act 1987	None, unless changes are made to the Audit and Risk Committee dates which may affect the availability of the Chair.
3	Do not approve the proposed schedule for 2023	No advantages identified	Elected members and staff will not have certainty and advance notice of meeting dates for 2023.

### **RECOMMENDED OPTION**

Option 1 is recommended. This ensures that Council will have an approved schedule of meetings for 2023, giving elected members and staff certainty.

### **SUMMARY OF CONSIDERATIONS**

#### **Strategic, Policy and Legislative Implications**

While not a requirement, the decision to adopt a schedule of meetings is referred to in the Local Government Act 2002 and meeting notification timeframes are set out in the Local Government Official Information and Meetings Act 1987.

#### **Significance, Engagement and Consultation**

The decision to approve the schedule of meetings for 2023 has been assessed as not significant against Council's Significance and Engagement Policy as the decision is administrative in nature.

#### **Financial Considerations**

There are no financial considerations in the decision to adopt the meeting schedule for 2023.

#### **Implications for Māori**

No implications specific to Māori have been identified in the adoption of the schedule of meetings for 2023.

#### **Communications/Engagement Plan**

No communications or engagement plan is required in relation to the decision sought. Once approved, the 2023 meeting schedule will be publicly available on the Masterton District Council website and meetings will be publicly notified in accordance with the provisions of the Local Government Official Information and Meetings Act 1987.

### **Environmental/Climate Change Impact and Considerations**

There are no environmental or climate change impacts or considerations in the decision to approve the schedule of meetings for 2023.

### **ATTACHMENTS**

1. **2023 Schedule of Meetings** [↓](#) 

Internal Schedule of Meetings 2023  
Masterton District Council

	January	February	March	April	May	June	July	August	September	October	November	December															
SUN	1	New Year's Day								1		SUN															
MON	2	New Year's Day off			1					2		MON															
TUES	3	Day after New Year's day off			2			1		3		TUES															
WED	4		1	COUNCIL ADOPT ESST and AP consultation issues and options	3			2	COUNCIL	4	ISC	1	WED														
THURS	5		2		4	WCDP JOINT COMMITTEE	1			3		2	THURS														
FRI	6		3		5		2		1	4		3	1	FRI													
SAT	7		4		1	6	3	1		5	2	7	4	2	SAT												
SUN	8		5		2	7	4	2		6	3	8	5	3	SUN												
MON	9		6	Waitangi Day	6		3	8	5	Monarchs Official Birthday	3	7	4	6	4	MON											
TUES	10		7		4		9	6		4		8	5	7	5	TUES											
WED	11		8	HEARINGS ESST	ISC	8		5	COUNCIL AP DELIBERATIONS	ISC	5	9	6	AWARDS AND GRANTS Community Wellbeing and Events Grants	11	8	AUDIT AND RISK	6	COUNCIL	WED							
THURS	12		9		9		6	8	WCDP JOINT COMMITTEE	6	WCDP JOINT COMMITTEE	10	7		12	9		7		THURS							
FRI	13		10		10		7	Good Friday	12	9		7	11	8		13	10		8		FRI						
SAT	14		11		11		8		13	10		8	12	9		14	11		9		SAT						
SUN	15		12		12		9		14	11		9	13	10		15	12		10		SUN						
MON	16		13		13		10	Easter Monday	15	12		10	14	11		16	13		11		MON						
TUES	17		14		14		11		16	13		11	15	12		17	14		12		TUES						
WED	18		15	COUNCIL	ISC	12		17	COUNCIL AP HEARING	COUNCIL	14		12		16	ISC	13	COUNCIL	18		15	13		WED			
THURS	19		16	WCDP JOINT COMMITTEE	16		13	18	COUNCIL AP HEARING	15		13	17		14		19	16		14		14		THURS			
FRI	20		17		17		14		19	16		14	Matariki Day	18		15	20	17		15		15		FRI			
SAT	21		18		18		15		20	17		15		19		16	21	18		16		16		SAT			
SUN	22		19		19		16		21	18		16		20		17	22	19		17		17		SUN			
MON	23	Wellington Anniversary	20		20		17		22	19		17		21		18	23	Labour Day	20		18		18		MON		
TUES	24		21		21		18		23	20		18		22		19	24		21		19		19		TUES		
WED	25		22	HEARINGS ESST DELIBS	AUDIT & RISK	22		19		24	AUDIT AND RISK	21		19		23	AUDIT & RISK	20		25	COUNCIL	22	ISC	20		WED	
THURS	26		23		23	WCDP JOINT COMMITTEE	20		25		22		20		24		21	26		23		21		21		THURS	
FRI	27		24		24		21		26	23		21		25		22	27		24		22		22		22		FRI
SAT	28		25		25		22		27	24		22		26		23	28		25		23		23		23		SAT
SUN	29		26		26		23		28	25		23		27		24	29		26		24		24		24		SUN
MON	30		27		27		24		29	26		24		28		25	30		27		25		25	Christmas Day	25		MON
TUES	31		28		28		25	ANZAC Day	30	27		25		29		26	31		28		26		26	Boxing Day	26		TUES
WED					29	COUNCIL ADOPT AP CD	ISC	31		28	COUNCIL (Adopt Annual Plan)	26		30		27		29		27		27		27		WED	
THURS					30					29		27	WCDP JOINT COMMITTEE	31		28		30		28		28		28		THURS	
FRI					31					30		28				29				29		29		29		FRI	
SAT												29				30						30		30		SAT	
SUN												30										31		31		SUN	
MON												31													31		MON

KEY	COUNCIL	AUDIT AND RISK	Weekends/Public Holidays	AWARDS AND GRANTS	WAIRARAPA COMBINED DISTRICT PLAN JOINT COMMITTEE	INFRASTRUCTURE & SERVICES	HEARINGS COMMITTEE	ANNUAL PLAN	COMBINED COUNCIL FORUM	LGNZ MEETINGS
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## **7.10 WELLINGTON REGIONAL TRIENNIAL AGREEMENT**

**File Number:**

**Author:** Karen Yates, Manager Strategy and Governance

**Authoriser:** David Hopman, Chief Executive

### **PURPOSE**

For the Council to consider a draft Triennial Agreement for the Wellington Region 2022-2025.

### **EXECUTIVE SUMMARY**

Section 15 of the Local Government Act requires all local authorities within a region to enter into an agreement every triennium providing:

- (a) protocols for communication and co-ordination among the local authorities;
- (b) a statement of the process by which the local authorities will deal with proposals for new regional council activities; and
- (c) processes and protocols through which all local authorities can participate in identifying, delivering, and funding facilities and services of significance to more than one district.

In essence, the Triennial Agreement is a set of protocols to assist region-wide cooperation for the duration of the triennium.

The Triennial Agreement is required to be agreed by 1 March after each local authority election. If the agreement has not been signed by that date, there are no consequences for Councils.

The role of administering authority for the Agreement is shared across the nine councils in the Wellington region. The role is passed from one local authority to the next at the start of each triennium and includes providing secretarial services and acting as the contact for media and other communications. Carterton District Council will service the agreement for the 2022-2025 triennium.

### **RECOMMENDATIONS**

That Council:

1. Receives the report.
2. Agrees to the draft Triennial Agreement 2022-2025 in Attachment 1.
3. Delegates to the Mayor the authority to make any minor amendments required as a result of minor changes requested by other local authorities in the region as part of the adoption process.
4. Authorises the Mayor to sign the Agreement on behalf of the Council.

### **CONTEXT**

As stated above, Section 15 of the Local Government Act requires all local authorities within a region to enter into an agreement every triennium providing:

- (a) protocols for communication and co-ordination among the local authorities;

- (b) a statement of the process by which the local authorities will deal with proposals for new regional council activities; and
- (c) processes and protocols through which all local authorities can participate in identifying, delivering, and funding facilities and services of significance to more than one district.

The Triennial Agreement is a set of protocols to assist region-wide cooperation for the duration of the triennium and is required to be agreed by 1 March after each local authority election. The draft Triennial Agreement 2022-2025 is in Attachment 1.

The 2022-2025 draft Agreement builds on the 2019-2022 Agreement. The changes are:

- Modernising the language of the Agreement
- Adding the Wellington Regional Leadership Committee to the list of regional and sub-regional forums in clause 5.1(b)
- Removing the old Wellington Regional Strategy Committee which was disestablished on 27 May 2021. Its duties and responsibilities have been taken over by the Wellington Regional Leadership Committee.

Once all councils have considered the draft, Mayors will sign the Agreement, unless one or more of the councils request a change. If any of the region's councils request a change to the draft Agreement these changes will be presented to the other councils for consideration.

## **SUMMARY OF CONSIDERATIONS**

### **Strategic, Policy and Legislative Implications**

The decision to enter into the Wellington Region Triennial Agreement is a statutory requirement under the Local Government Act.

### **Significance, Engagement and Consultation**

The matters for decision in this report are not considered to be of significance under the Significance and Engagement Policy.

### **Financial Considerations**

There are no financial considerations arising out of the decision to enter into the Agreement.

### **Implications for Māori**

Iwi are not party to the Agreement under the Act. There are no implications for iwi in the decision to enter into the Agreement.

### **Environmental/Climate Change Impact and Considerations**

The draft Agreement identifies climate change as an area the region will work on together.

## **NEXT STEPS**

Once all the region's councils have considered the draft, and the Agreement has been finalised, it will be signed by the Mayors.

**ATTACHMENTS**

1. Draft Wellington Regional Triennial Agreement 2022-2025 [↓](#) 

## **Wellington Regional Triennial Agreement**

**2022-2025**

### **1. Scope**

- 1.1 This agreement is drafted in order to meet the requirements of section 15 of the Local Government Act 2002 (the Act).
- 1.2 The Local Government Act 2002 is intended to provide the necessary flexibility for councils to work co-operatively and collaboratively together and with other public bodies to advance community goals and to improve community wellbeing. The scope of this agreement includes the current co-operative and collaborative projects already in place in the Wellington Region and work being undertaken to establish structures and protocols associated with specific issues, and aims to build on these.

### **2. Purpose**

- 2.1 The parties to this agreement commit to working for the good governance of their city, district or region by acting co-operatively and collaboratively. It is intended that this agreement will ensure that appropriate levels of consultation and co-ordination are maintained between the councils of the Wellington Region. It is intended that the process of arriving at this agreement, as well as its ongoing operations, should continue to strengthen regional relationships.

### **3. Parties to Agreement**

- 3.1 The parties to this agreement are:
  - Carterton District Council
  - Greater Wellington Regional Council
  - Hutt City Council
  - Kāpiti Coast District Council
  - Masterton District Council
  - Porirua City Council
  - South Wairarapa District Council
  - Upper Hutt City Council
  - Wellington City Council
- 3.2 In accordance with the requirements of the Act, and in the spirit of collaboration that they wish to foster within the region, the parties agree to work in accordance with the protocols outlined in this agreement.

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**4. Protocols**

- 4.1 The councils of the Wellington Region will work together on issues where it is agreed that the Region and the communities within it will benefit from a regionally collaborative approach.
- 4.2 The councils of the Wellington region will work together in line with the protocols and principles out lined in the Wellington Region Strategy Multilateral Agreement in regard to the Wellington Regional Strategy.
- 4.3 When a council has a significant disagreement with the position of others, the group will make every effort to accommodate, acknowledge or at least fairly represent the dissenting view.
- 4.4 The councils of the Wellington Region will proactively present their case to the Government and other councils from other regions to ensure that the Wellington region's interests are protected and enhanced.
- 4.5 When a significant decision or issue affects a particular council, or its population, then that council should have the lead role in formulating the Region's response.
- 4.6 Where facilities and services of significance benefit more than one district, and are intended to be funded by more than one district, those districts that intend to participate shall be involved in identifying, delivering, and funding the facility or service. One council shall take the lead for the project, appointed by the participating councils.
- 4.7 The agreement acknowledges each council's unique accountability.
- 7.8 The councils agree to act in good faith on issues of information and disclosure.
- 4.9 The councils agree to work collaboratively in an open and transparent manner.
- 4.10 The councils agree to build on work currently being undertaken within the region and to continue to address issues of co-ordination, roles and responsibilities.
- 4.11 As signatories to this agreement all councils will ensure the provision of the following:
  - a) Early notification to affected councils, through the distribution of draft documentation, of major policy discussions which may have implications beyond the boundaries of the decision-making council. This specifically includes the development of consultation policies and policies on significance.
  - b) Opportunities for all councils in the region to be involved in early consultation on the development of each other's draft Annual Plan and draft Long Term Plan and other significant policy consultation processes.
  - c) The application of a 'no surprises' policy, whereby early notice will be given over disagreements between councils concerning policy or programmes, before critical public announcements are made.



**5. Consultation**

5.1 Consultation in relation to this agreement will be undertaken within the following groups:

- a) A meeting of the Mayors, Regional Council Chair and the Chief Executives will occur at least once every six months to discuss general policy business and to review the performance of the agreement.
- b) Existing regional and sub-regional forums such as:
  - The Wellington Regional Mayoral Forum
  - The Joint Wairarapa Councils' Meeting
  - The Wellington Regional Transport Committee
  - LGNZ Zone Four
  - Regional Civil Defence Emergency Management
  - Wellington Regional Leadership Committee
- c) Meetings between staff as necessary to achieve communication and co-ordination on issues identified in the agreement.

5.2 Section 15(2) of the Act requires a statement of the consultation process that will apply to proposals for new Regional Council activities. The following process applies:

- a) Where a proposed new Regional Council activity is significant in terms of the Wellington Regional Council's policy on significance, the process will be as set out in s.16 of the Act.
- b) Where a proposed new Regional Council activity is not significant in terms of the Wellington Regional Council's policy on significance, the Regional Council undertakes to notify all other councils in the region prior to commencing any public consultation, in line with the principles of 'no surprises', transparency and good faith.
- c) Where the parties to this agreement are unable to agree, dispute procedures set out in s. 16 (4)-(7) of the Act will apply.

5.3 The following consultation process will apply to any change, variation, or review of the Regional Policy Statement for the Wellington region, and the preparation of any future Regional Policy statement:

- The Regional Council will seek the input of territorial authorities into the review of the Regional Policy Statement for the Wellington region.
- The Regional Council will make available to all local authorities, for discussion and development, draft copies of:
  - a) any change or variation of to the Regional Policy Statement;
  - b) any proposed Regional Policy Statement;

- c) Territorial Authorities will be given a reasonable period of time, but not less than 30 working days, to respond to any such proposal. The Regional Council agrees to consider fully any submission and representations on the proposal made by territorial authorities within the region.

**6. Other issues**

- 6.1 The parties agree that, in addition to the general consultation obligations of this agreement, the councils of the Wellington region will continue to meet together in various forums to develop common and collaborative approaches on issues identified as priorities for the region.

The region faces a number of challenges over the next few years, and the councils within the Wellington region will work collaboratively in the areas of:

- Regional spatial planning including housing
- Transport
- Climate change
- Resilience
- Regional economic development
- Waste
- Reforms;
  - Three Waters
  - Resource Management Reforms
  - Future For Local Government
  - Civil Defence Emergency Management

***Collaboration within the region***

The Mayoral Forum will:

- Be the vehicle for oversight of projects, such as collaboration projects. Noting projects may have their own governance arrangements.
- Review existing collaboration and shared services arrangements as necessary to ensure that current arrangements remain relevant and optimal.
- Identify new opportunities for collaboration and shared services for consideration by the councils.

**7. Servicing**

- 7.1 The parties agree that responsibility for servicing this agreement shall be shared, with responsibility passing from local authority to local authority at the start of each triennium. Servicing involves:
- Providing those secretarial services required
  - Within the limits outlined in the protocols and principles above, acting as a media and communications contact (including the provision of information to the public on request) in relation to matters covered in the agreement.

- 7.2 The parties agree that Carterton District Council will be the council responsible for servicing this agreement for the 2022-2025 triennium, after which it shall pass to the remaining local authorities as listed in appendix one, unless otherwise agreed.
- 7.3 The parties also agree that responsibility for servicing, and making media comment on behalf of, existing specific regional and sub-regional forums, will lie within those specific forums.

**8. Review of the agreement**

- 8.1 The parties agree to review the terms of this agreement in accordance with s.15(4) of the Act within four weeks of a request by one of the councils made in writing to the council delegated responsibility to service the agreement.

**9. Dispute resolution**

- 9.1 In event of a disagreement over the terms of this agreement, the parties agree to refer the issue of disagreement to arbitration for non-binding resolution. If no agreement on an arbitrator will be appointed by the President of the Wellington Branch of the New Zealand Law Society.

Draft

**Appendix One: Servicing Responsibility**

<b>Party Responsible</b>	<b>Triennium</b>
Masterton District Council	2007-10
Porirua City Council	2010-13
South Wairarapa District Council	2013-16
Upper Hutt City Council	2016-19
Wellington City Council	2019-22
Carterton District Council	2022-25
Greater Wellington Regional Council	
Hutt City Council	
Kāpiti Coast District Council	

Servicing involves:

- Providing those secretarial services required
- Within the limits outlined in the protocols and principles above, acting as a media and communications contact (including the provision of information to the public on request) in relation to matters covered in the agreement.

The responsible party should also ensure that a process is in place for the drafting, and subsequent signing, of the triennium's agreement.

This agreement is signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2023, by the following on behalf of their respective councils:

Carterton District Council

\_\_\_\_\_  
Ron Mark - Mayor

Greater Wellington District Council

\_\_\_\_\_  
Daran Ponter - Chair

Hutt City Council

\_\_\_\_\_  
Campbell Barry - Mayor

Kāpiti Coast District Council

\_\_\_\_\_  
Janet Holborow - Mayor

Masterton District Council

\_\_\_\_\_  
Gary Caffell - Mayor

Porirua City Council

\_\_\_\_\_  
Anita Baker - Mayor

South Wairarapa District Council

\_\_\_\_\_  
Martin Connelly - Mayor

Upper Hutt City Council

\_\_\_\_\_  
Wayne Guppy - Mayor

Wellington City Council

\_\_\_\_\_  
Tory Whanau - Mayor

## **7.11 MASTERTON DISTRICT CLIMATE ACTION PLAN: YEAR ONE (2022/23) IMPLEMENTATION PLAN**

**File Number:**

**Author:** Karen Yates, Manager Strategy and Governance

**Authoriser:** David Hopman, Chief Executive

### **PURPOSE**

The purpose of this report is to seek Council approval of the Masterton District Climate Action Plan (CAP) Year One (2022/23) Implementation Plan, included as Attachment 1.

### **RECOMMENDATIONS**

That Council:

1. **notes** that the Masterton District Climate Action Plan was adopted on 14 September 2022;
2. **notes** that the Masterton District Climate Action Plan was developed with a community focus group;
3. **notes** that stakeholder engagement was also undertaken March – May 2022 to inform the development of the Masterton District Climate Action Plan, with a formal consultation process held 1 July – 1 August 2022;
4. **notes** that Report 122/22 confirmed a Year One (2022/23) Implementation Plan and associated budget for the Masterton District Climate Action Plan would be presented to the incoming Council for agreement; and
5. **approves** the Masterton District Climate Action Plan Year One (2022/23) Implementation Plan.

### **CONTEXT**

Masterton District Council (Council) has committed to reduce its organisational and district carbon emissions to net zero carbon by 2050. This commitment is reflected in Council's Long-Term Plan 2021-31 and other key strategic documents (e.g. Wellbeing Strategy). Council is taking a two-plan approach to addressing the impacts of climate change:

1. In 2021 the Corporate Carbon Emissions Reduction Plan (CCERP) was approved. It guides the first stage of Council's journey to become a net zero carbon organisation. It is an internal facing plan that focuses on things that the organisation can do as part of its everyday business to reduce its emissions. The CCERP is available on the Council website: [https://mstn.govt.nz/wp-content/uploads/2021/03/Corporate-Carbon-Emissions-Reduction-Plan\\_FINAL\\_2021.pdf](https://mstn.govt.nz/wp-content/uploads/2021/03/Corporate-Carbon-Emissions-Reduction-Plan_FINAL_2021.pdf)
2. Following the development of the CCERP, Council took a co-development approach with a community focus group to create a Climate Action Plan (CAP) for the Masterton District. The

CAP was adopted on 14 September 2022. The CAP is available on the Council website:  
<https://mstn.govt.nz/wp-content/uploads/2022/10/Climate-Change-Action-Plan.pdf>

**Masterton District Climate Action Plan**

The CAP includes 76 actions, split across four theme areas that Council and the wider community can implement over the coming years to reduce emissions and adapt to climate change impacts:

<p><b>1. Community Empowerment</b></p> <ul style="list-style-type: none"> <li>• Council to promote community leadership</li> <li>• Council to support community initiatives</li> <li>• Council to facilitate climate change education</li> </ul>	<p><b>2. 20-minute Town</b></p> <ul style="list-style-type: none"> <li>• Cycling</li> <li>• Walking, wheelchairs, prams, scooters.</li> <li>• Public Transport</li> <li>• Electric Vehicles (EVs)</li> </ul>
<p><b>3. Circular Economy</b></p> <ul style="list-style-type: none"> <li>• Organic (green and food) waste</li> <li>• Circular economy principles</li> <li>• Building/infrastructure waste</li> </ul>	<p><b>4. Climate Resilient District</b></p> <ul style="list-style-type: none"> <li>• Energy transition</li> <li>• Emergency response</li> <li>• Public spaces</li> <li>• Building construction/retrofit</li> <li>• District mapping</li> <li>• District planning</li> <li>• Productive landscapes</li> <li>• Biodiversity and ecosystem health</li> </ul>

There were several additional actions identified that were specifically focused on internal council emission reductions, such as Council to encourage all contractors to use low carbon vehicles and machinery or offset their emissions. These will be added into the next iteration of the CCERP.

For further information pertaining to the development of the CAP, refer to the following council reports:

Masterton District Climate Action Plan Consultation Document, Report 077/22:  
<https://mstn.govt.nz/wp-content/uploads/2022/06/AGENDA-Council-2022-06-29.pdf>

Masterton District Climate Action Plan Hearing, Report 095/22: <https://mstn.govt.nz/wp-content/uploads/2022/08/AGENDA-Council-2022-08-10-CLIMATE-ACTION-PLAN-HEARING.pdf>

Full set of Masterton District Climate Action Plan submissions are available here:  
<https://mstn.govt.nz/wp-content/uploads/2022/08/Full-Set-of-Submissions-Volume-1.pdf> and  
<https://mstn.govt.nz/wp-content/uploads/2022/08/Full-Set-of-Submissions-Volume-2.pdf>

Proposed Climate Action Plan Deliberations, Report 112/22: <https://mstn.govt.nz/wp-content/uploads/2022/08/AGENDA-Council-2022-08-24-Proposed-Climate-Action-Plan-Deliberations.pdf>

Adoption of the Masterton District Climate Action Plan, Report 122/22: <https://mstn.govt.nz/wp-content/uploads/2022/09/AGENDA-Council-2022-09-14.pdf>

## ANALYSIS AND ADVICE

Report 122/22 from the 14 September 2022 Council meeting confirmed that a Year One (2022/23) implementation plan and associated budget for the CAP would be presented to the incoming Council for agreement.

A Year One (2022/23) CAP Implementation Plan has been developed (Refer Attachment 1). Actions in the Year One (2022/23) CAP Implementation Plan have been prioritised based on budget confirmed through the 2022/23 Annual Plan, as well as taking into account current staffing capacity (for example, actions included on the basis of receiving the Government’s Better Off Funding for the Climate Change Activator role), and other work programme priorities. Actions that have been prioritised for Year One are those that lay the foundational work for future projects identified in the CAP.

An annual implementation plan would normally cover a whole financial year, but given that the CAP was not adopted until 14 September 2022, we have developed the Year One (2022/23) CAP Implementation Plan based on an 8-month timeframe (1 October 2022 – 30 June 2023).

At the end of this financial year, a report will be provided to the Infrastructure and Services Committee detailing what we achieved in our Year One (2022/23) CAP Implementation Plan.

Future CAP Implementation Plans will be included as part of our Annual Plan budget cycle.

## OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
<p>1 Approves the Year One (2022/23) CAP Implementation Plan (Refer Attachment 1).</p>	<p>Supports momentum of the CAP following its adoption in September 2022.</p> <p>Enables officers to progress actions from the CAP in 2022.</p> <p>Projects already committed to and/or underway continue to progress in alignment with existing budgets and projected timeframes.</p>	<p>No disadvantages have been identified.</p>
<p>2 Does not agree to adopt the Year One CAP (2022/23) Implementation Plan (Refer Attachment 1).</p>	<p>No advantages have been identified.</p>	<p>Delays momentum of the CAP following its adoption in September 2022.</p> <p>Halts progress to commence actions in 2022.</p> <p>Creates potential distrust with</p>



			<p>the climate change community focus group and wider Masterton District community who have been engaged with the plan development for over a year.</p> <p>Delays Year 1 implementation of the Climate Action Plan to 2023/24 financial year.</p> <p>Risk that it does not align with the work being undertaken to develop the Wellington Region Emissions Reduction Strategy and the Wellington Region Climate Impact Assessment project.</p>
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**RECOMMENDED OPTION**

Option 1 is recommended.

Council has committed to progressing climate change action in its Long-Term Plan 2021-31 (LTP) and other key strategic documents (e.g. Wellbeing Strategy), as well as a commitment to a co-development approach with the community to develop the CAP.

The process to design the CAP took longer than what was originally intended, with this work undertaken during the Covid pandemic. Covid alert levels made it difficult for the community focus group to come together to progress work on the CAP. The adoption of the CAP was a significant milestone to honour the commitment made by the climate change community focus group, elected members and wider community who were part of this project since its inception.

The Year One (2022/23) CAP Implementation Plan will build off momentum made during the targeted engagement and formal consultation phases with our community. It also supports the existing work that is already committed to and/or underway. There are also several regional climate change projects planned or underway that this plan will contribute to or have interdependencies on. Having an implementation plan in place to support the CAP may provide opportunities to leverage central government funding.

**SUMMARY OF CONSIDERATIONS**

**Strategic, Policy and Legislative Implications**

The CAP and associated Year One (2022/23) CAP Implementation Plan, is one of the ways in which Council and the wider community can work towards a low carbon district and in alignment with the Governments Climate Change Response (Zero Carbon) Amendment Act, the Government’s National Emissions Reduction Plan, and the Government’s National Adaptation Plan.

At a regional level, the CAP will feed up into the Wellington Regional Emissions Reduction Strategy that is in development. The CAP ensures we have a clear district position, supported by our community, on what we can do to reduce and mitigate the impacts of climate change.

### **Significance, Engagement and Consultation**

Approval of the Year One (2022/23) CAP implementation plan has been assessed as low significance in terms of needing to undertake any further engagement or consultation. Council consulted on the CAP and the actions within it, and the Year One (2022/23) CAP Implementation Plan is based on budget committed in the 2022/23 Annual Plan.

### **Financial Considerations**

Council has a climate change budget of \$60,000 in 2022/23 to support the implementation of the CAP. In addition to this, \$50,000 has also been budgeted to establish Council's first community designated fund to support community-led climate change initiatives.

### **Implications for Māori**

We recognise the importance of mana whenua being able to lead their own response to climate change in the Wairarapa. It is anticipated that the CAP, and associated Year One (2022/23) CAP Implementation Plan, could complement climate and environmental actions that come from work that mana whenua are leading.

### **Communications/Engagement Plan**

The first action of the Year One (2022/23) CAP Implementation Plan is to develop a Communications and Engagement Plan for the project.

### **Environmental/Climate Change Impact and Considerations**

The development of the CAP, and associated Year One (2022/23) CAP Implementation Plan, is part of a two-plan approach that council is taking to addressing the impacts of climate change.

### **NEXT STEPS**

Following approval by Council, work will commence on the Year One (2022/23) CAP Implementation Plan.

A copy of the Plan will also be made available on the Climate Change section of the Council's website.

### **ATTACHMENTS**

1. **Masterton District Climate Action Plan (CAP) Year One Implementation Plan** [↓](#) 

## MASTERTON DISTRICT CLIMATE ACTION PLAN: YEAR ONE IMPLEMENTATION PLAN (1 OCTOBER 2022 – 30 JUNE 2023)

The following table includes actions from the Masterton District Climate Action Plan (CAP) that have been identified for inclusion in our Year One (2022/23) Implementation Plan.

Year One (2022/23) CAP Implementation Plan						
Theme	Action #	Action	Action description	Timeframe	Year 1 tasks	Budget and Resourcing
Community Empowerment	ACTION 1	Council to establish a Masterton District Climate Advisory Group.	<p>The community Climate Advisory Group will:</p> <ul style="list-style-type: none"> <li>provide community input about climate issues to be considered as part of council's decision-making processes.</li> <li>provide advice to support the implementation of the Masterton District Climate Action Plan.</li> <li>be made up of community members from different parts of our district as well as 1-2 elected member appointments.</li> </ul>	Work will commence December 2022	<ul style="list-style-type: none"> <li>Develop a terms of reference.</li> <li>Develop an Eol process for appointments.</li> <li>Complete Eol process for appointments.</li> <li>Host first Masterton District Climate Advisory Group in early 2023.</li> </ul>	<p>Will be included as part of the Climate Change and Environment work programme.</p> <p>The proposed budget for the 2022/23 year is \$6,000 from within existing budgets.</p>

Community Empowerment	ACTION 2	Council to provide a designated climate change community fund.	Community groups will be able to apply for funding to implement their own local-level climate actions. It is expected to use different categories for project selection including education, mitigation, adaptation, art, and activism.	Work will commence January 2023	Develop: - funding criteria, - application form, - assessment process, - ongoing administration of the fund.  Launch climate change community fund by 1 July 2023.	Already included in Climate Change and Environment work programme.  \$50,000 has been budgeted in 2022/23 to be allocated to the community via a contestable funding process.
Community Empowerment	ACTIONS 5, 6, and 7	Develop a Communications and Engagement Plan to support implementation of the Climate Action Plan in 2022/23.	The Communications and Engagement Plan will initially support the following actions:  Council to use its social media/communication channels to highlight success stories and achievement of Climate Action Plan milestones (ACTION 5).  Council to promote and celebrate good stories of what is already being done well in the district in the climate change space (ACTION 6).	Work will commence December 2022	Design Communications and Engagement Plan.  Plan to include: - a roadmap for communications and engagement for the implementation of the Climate Action Plan - how and when the Climate Action Plan milestones will be shared with the wider community - how and when to share climate action already in progress in the community	Already included in Climate Change and Environment work programme.  External funding has been sourced through the Better Off Funding round for an MDC Climate Change Activator* to support these actions. The position is funded for three years.  Communications and Engagement team capacity has been confirmed to provide support and any

			Council to support Climate Action Plan outcomes specific to vulnerable communities, providing consistent messages through regular channels and consultative processes (ACTION 7).		- how to specifically target vulnerable communities with engagement on climate change in the district.	design/marketing work.
Community Empowerment	ACTIONS 14 and 28	Develop a climate change education programme for the District.	Council to develop a community education programme to engender community support for the Climate Action Plan implementation. The information should be used to help the community better understand what resilience means in practice for the District (ACTION 14).  Develop educational material relating to climate change and promote it in the community (ACTION 28).	Work will commence February 2023	Investigate education material already available through other councils or agencies that could be tailored to the Masterton District context.	External funding has been sourced through the Better Off Funding round for an MDC Climate Change Activator to support these actions. The position is funded for three years.  Communications and Engagement team capacity has been confirmed to provide support and any design/marketing work.
20-minute Town	ACTIONS 30 and 35	Active and public transport advocacy	Council to advocate to Waka Kotahi and Greater Wellington Regional Council for the creation of safe cycle	Work will commence February 2023	Compose three letters to be sent by the MDC CE to advocate for better public and active transport	External funding has been sourced through the Better Off Funding round for an MDC Climate Change

			<p>lanes between main centres in the Wairarapa along SH2 (for both commuters and recreation). The connected cycleway would follow the Five Towns Trails Network masterplan routes but with a higher emphasis on commuter and local community recreation, rather than tourism (ACTION 30).</p> <p>Advocate to Greater Wellington Regional Council for an on-demand bus service trial (ACTION 35)</p>	<p>infrastructure in the district:</p> <ul style="list-style-type: none"> <li>- a letter to Waka Kotahi advocating for installation of safe cycle lanes between the main centres in the Wairarapa along State Highway 2.</li> <li>- a letter to the Five Towns Trails Network committee requesting a higher emphasis on commuter and local community recreation in the trail development, rather than only having a tourism focus.</li> <li>- a letter to Greater Wellington Regional Council advocating for an on-demand bus service trial for the Masterton district, similar to trials in that have taken place in Tawa (Wellington) and Timaru.</li> </ul> <p>Take other opportunities through local, regional and</p>	<p>Activator to support these actions. The position is funded for three years.</p> <p>Communications and Engagement team capacity has been confirmed to provide support and any design/marketing work.</p>
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					national forums, including spatial/growth planning initiatives, to advocate for better active and public transport.	
Community Empowerment	ACTIONS 19 and 20	Community engagement activities focused on waste minimisation	<p>Council to promote home composting through education and workshops (ACTION 19).</p> <p>Council to partner with organisations that are educating the community on the link between waste and climate change (ACTION 20).</p>	Work will commence March 2023	Brainstorm first steps in collaboration with the Wairarapa's Zero Waste Community Advisor.	<p>The Masterton District Council Climate Change Activator to support these actions in collaboration with the Wairarapa's Zero Waste Community Advisor, as well as other waste education or advocacy champions in the District.</p> <p>Existing budget available in the Climate Change and Environment work programme.</p>
Circular Economy	ACTION 38	Investigation into domestic organic waste collection	<p>Council to investigate the best way to deliver domestic organic waste collection in the District.</p> <p>Council to support initiatives that collect organic waste from</p>	Work will commence December 2022	Brainstorm first steps in collaboration with the Wairarapa's Zero Waste Community Advisor.	The Masterton District Council Climate Change Activator to support this action in collaboration with the Wairarapa's Zero Waste Community Advisor.

			homes and businesses for composting.			
Community Empowerment	ACTIONS 26 and 27	Actions connected to ongoing regional food system project	<p>Investigate importance of localised food networks as a climate action and as a wellbeing mechanism (ACTION 26).</p> <p>Investigate risks to food systems due to climate impacts, with a focus on heat stress / flood resilience / water shortage / water contamination / invasive pests and diseases (ACTION 27).</p>	Work in progress	Staff participation in regional projects.	<p>These actions are directly linked to MDC involvement with Growth Framework projects. Participation in these regional projects is already included in the Policy Team work programme.</p> <p>The Regional Food System Strategy Project is being scoped in the 2022/23 financial year. Actions 26 and 27 will be started through staff participation in this project.</p>
Climate Resilient District	ACTION 55	Climate impact mapping	Council to map climate risks and impacts (floods, drought, storms, sea level rise, fire risk, heat stress, invasive/noxious species) across the three district geographical areas – coastal, rural, and urban. Council to investigate identification of council assets that are within	Work in progress (ongoing until July 2023)	Stage one of Action 55 is Council staff participation in the Wellington Regional Climate Change Impact Assessment (CCIA).	This action is directly linked to Council involvement with the CCIA Growth Framework project. Participation in the regional project is already included in the Senior Policy Advisor (Climate Change and



			current or predicted risk zones (over the next 100 years). Utilise NIWA climate change projections and regional climate change impact assessment to understand specific infrastructure vulnerabilities to river and lowland flooding and coastal storm surge and sea-level rise, including changes in erosion/deposition.			Environment) work programme.  Funding budgeted and allocated in 2021/22 and 2022/23 budgets for Council's contribution to the CCIA. Existing staff resourcing already committed as part of the project team for the CCIA.
Climate Resilient District	ACTIONS 72 and 73	Protecting local biodiversity from the impacts of climate change in partnership with the Wairarapa Pūkaha to Kawakawa Alliance (WaiP2K)	<p>Council to develop a plan to manage the effects of climate change on local biodiversity. Internal Council planning (staff time and capacity). Getting the action on the work programme of relevant staff for 2023/2024 (ACTION 72).</p> <p>Council to ensure existing provisions and relationships to protect and enhance local biodiversity to address potential climate</p>	Work will commence December 2022	Work with the WaiP2K team to bring the project plan report to Council for agreement.	Actions in partnership with WaiP2K through a Council funded initiative still in development. MDC has a provision of \$75,000 towards this initiative which will be presented to Council for approval in early 2023.

			impacts. Investigation to confirm what processes are currently in place and what additional work is required (ACTION 73).			
Climate Resilient District	ACTION 43	Energy efficiency through LED lighting	Council to support wider conversion to LED lighting across the District.	Work in progress (ongoing)	LED lighting into BAU practices for infrastructure maintenance.	Action already in work programme for the MDC Assets & Operations team.
Climate Resilient District	ACTION 65	Water conservation and drought preparedness	Council to make the installation of rainwater tanks (non-potable) compulsory for new builds.	Work in progress	The Wairarapa Combined District Plan review proposes that rainwater tanks (non-potable) be made compulsory.  The action is currently being consulted on with the community as part of the current Wairarapa Combined District Plan review consultation.	MDC Planning team is leading the District Plan review.

## **7.12 ESTABLISHMENT OF THE MASTERTON DISTRICT COUNCIL CLIMATE ADVISORY GROUP**

**File Number:**

**Author:** Karen Yates, Manager Strategy and Governance

**Authoriser:** David Hopman, Chief Executive

### **PURPOSE**

The purpose of this report is to seek Council approval of process documents to support the establishment of the Masterton District Climate Advisory Group: Terms of Reference (Attachment 1), and Expressions of Interest (Attachment 2)

### **EXECUTIVE SUMMARY**

The Masterton District Climate Advisory Group will provide support to Council in navigating the challenge of climate change. The Climate Advisory Group will have up to 12 members: two elected member representatives, iwi representatives (up to four), and six community representatives. It will be tasked with providing community input about climate issues to be considered as part of Council's decision-making processes and providing advice to support the implementation of the Masterton District Climate Action Plan (CAP).

### **RECOMMENDATION(S)**

That Council

1. **notes** that Council approved the Masterton District Climate Action Plan at its meeting on 14 September 2022;
2. **notes** that the establishment of a Masterton District Climate Advisory Group was one of the actions included in the Masterton District Climate Action Plan;
3. **notes** that Councillors Tom Hullena and Marama Tuuta were appointed to the Masterton District Climate Advisory Group at the 9 November 2022 Council meeting; and
4. **approves** the Masterton District Climate Advisory Group Terms of Reference and Expressions of Interest documents to support the establishment of the Masterton District Climate Advisory Group.

### **CONTEXT**

The CAP was formally adopted at the 14 September 2022 Council meeting. The CAP includes seventy-six actions, split across four theme areas which Council and the wider community can implement over the coming years to reduce emissions and adapt to climate change impacts. Action 1 of the CAP is the establishment of a Masterton District Climate Advisory Group. The action states that Council will establish a Masterton District Climate Advisory Group in the new triennium. In particular, that the Masterton District Climate Advisory Group will:

- provide community input about climate issues to be considered as part of council's decision-making processes; and
- provide advice to support the implementation of the Masterton District Climate Action Plan.

The Masterton District Climate Advisory Group will have up to 12 members: two elected member representatives, up to four iwi representatives, and six community representatives. Iwi will decide if they wish to take up these membership spaces.

The Annual Plan 2021/22 budget included a provision of \$50,000 to establish Council’s first community designated fund to support community-led climate change initiatives. It is proposed that the Masterton District Climate Advisory Group has responsibility for assessing these funding applications and making funding recommendations back to Council.

**ANALYSIS AND ADVICE**

The process documents to support the establishment of the Masterton District Climate Advisory Group (Attachments 1 & 2) outline how this group will be set up. Firstly, the Terms of Reference (ToR) document outlines the purpose of the group, the logistical considerations, and also includes a code of conduct for members. Secondly, the Expressions of Interest (EOI) document outlines expectations of community member representatives, and how people can register their interest in being considered for membership of the Masterton District Climate Advisory Group.

**OPTIONS CONSIDERED**

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

Option	Advantages	Disadvantages
<p>1 Approves the two process documents to support the establishment of the Masterton District Climate Advisory Group (Attachments 1&amp;2).</p>	<p>Supports momentum of the CAP following its adoption in September 2022.</p> <p>Enables officers to progress actions from the CAP in 2022.</p>	<p>No disadvantages have been identified.</p>
<p>2 Does not approve the two process documents to support the establishment of the Climate Advisory Group (Attachments 1&amp;2).</p>	<p>No advantages have been identified.</p>	<p>Delays momentum of the CAP following its adoption in September 2022.</p> <p>Creates potential distrust with the climate change community focus group and wider Masterton District community who have been engaged in the development of the CAP for over a year.</p>

**RECOMMENDED OPTION**

Option 1 is recommended.

Progressing climate change action is a priority area in Council's Long-Term Plan 2021–31 (LTP), and in particular working with the community to develop the CAP in Year 1 of the LTP. The adoption of the CAP was a significant milestone to honour the commitment made by the Climate Change Community Focus Group and elected members who were part of this project since its inception. The Year One (2022/23) CAP Implementation Plan builds off momentum made during the targeted engagement and formal consultation phases with our community.

If the Year One (2022/23) CAP Implementation Plan is approved by Council at the 14 December 2022 Council meeting, Action 1 is to establish a Masterton District Climate Advisory Group. Approving the two process documents to support the establishment of the Masterton District Climate Advisory Group (Attachments 1 & 2) will enable Council to make progress on the Year One (2022/23) CAP Implementation Plan action.

## **SUMMARY OF CONSIDERATIONS**

### **Strategic, Policy and Legislative Implications**

Establishing and operationalising a Masterton District Climate Advisory Group is one of the ways in which Council and the wider community can work towards a low carbon district, and is in alignment with the Government's Climate Change Response (Zero Carbon) Amendment Act, the Government's National Emissions Reduction Plan, and the Government's National Adaptation Plan. The work will contribute to MDC achieving environmental outcomes identified in *He Hiringa Tangata, He Hiringa Whenua*, Council's Wellbeing Strategy.

The Masterton District Climate Advisory Group will help mobilise our combined efforts out in the community as well as progressing the CAP.

At a regional level, advice from the Masterton District Climate Advisory Group will feed up into the Wellington Regional Emissions Reduction Strategy which is in development.

### **Significance, Engagement and Consultation**

Developing the CAP was assessed as significant under Council's Significance and Engagement Policy as climate change affects the whole community and has consequences for the current and future wellbeing of the Wairarapa. Council took a "collaborate approach" in terms of the co-development of the climate actions with a community focus group, "involve approach" in terms of engagement with key stakeholders, and "consult approach" with the wider community.

Establishing the Masterton District Climate Advisory Group has been assessed as low significance in terms of needing to undertake any further engagement or consultation with the community.

Council has already consulted on the CAP and the actions within it; and the Year One (2022/23) CAP Implementation Plan is based on budget already committed as part of the 2022/23 Annual Plan

### **Financial Considerations**

Council has a budget of \$60,000 in 2022/23 for the climate change work programme, including the implementation of the CAP. Of this, \$6,000 will be used for funding year one of the Masterton District Climate Advisory Group.

### **Implications for Māori**

It is anticipated that the actions from the Year One (2022/23) CAP Implementation Plan, including establishing the Masterton District Climate Advisory Group, could complement climate and environmental actions that come from work that mana whenua are leading.

There will be up to four iwi representatives on the Climate Advisory Group if mana whenua decide to take up these spaces.

### **Communications/Engagement Plan**

The first action of the Year 1(2022/23) CAP Implementation Plan is to develop a Communications and Engagement Plan for the CAP. Any Masterton District Climate Advisory Group communications will be developed as part of this Communications and Engagement Plan

### **Environmental/Climate Change Impact and Considerations**

The Year 1(2022/23) CAP Implementation Plan, and associated actions such as the establishment of the Masterton District Climate Advisory Group, as well as the internal Corporate Carbon Emissions Reduction Plan, are part of a two-plan approach that Council is taking to addressing the impacts of climate change.

### **NEXT STEPS**

Following approval by Council, officers will finalise the process documents and progress confirming membership for the Climate Advisory Group.

### **ATTACHMENTS**

1. **Climate Advisory Group Terms of Reference** [↓](#) 
2. **Climate Advisory Group Expressions of Interest** [↓](#) 



## MASTERTON DISTRICT COUNCIL CLIMATE ADVISORY GROUP TERMS OF REFERENCE

### 1. Introduction

The Terms of Reference for the Masterton District Council Climate Advisory Group (the Advisory Group) set out the purpose, role, and protocols of the Advisory Group.

Members of this Advisory Group will abide by the Code of Conduct (Appendix A) which is consistent with the principles of the Masterton District Council Governance Code of Conduct, available on the Masterton District Council [website](#).

### 2. Purpose

The purpose of the Advisory Group is to provide advice, information, and recommendations to Masterton District Council (Council) on the following areas:

- the development of Council policies, plans and strategies as they relate to climate change issues,
- Council engagement, education, and/or advocacy on climate change with the district's communities, and
- any matter of particular interest or concern related to climate change connected with the functions of Council.

### 3. Outcomes

The Advisory Group's advice will contribute towards promoting the wellbeing of the district's communities in relation to climate change mitigation and adaptation. Its advice will inform Council policy decisions and planning for the district's future, as well as progression of the Masterton District Council Climate Action Plan.

### 4. Work programme

The Advisory Group will oversee the implementation of the Masterton District Climate Action Plan and will contribute towards actions within it. These contributions will form a work programme for the Advisory Group.

It is proposed that the Masterton District Climate Advisory Group has responsibility for assessing funding applications from Council's community designated fund to support community-led climate change initiatives and making recommendations back Council.

### 5. Membership and Community Member Selection Process

The Advisory Group will have up to 12 members.

Council appoints two elected members to the Advisory Group. These elected member appointments are subject to change if resolved by Council.

Six community member positions will be appointed via an external expressions of interest (EOI) process, and up to four iwi representatives (nominated by the two Wairarapa iwi - Ngāti Kahungunu o Wairarapa and Rangitāne ki Wairarapa respectively).

The Mayor and the two elected members appointed to the Advisory Group will appoint the six community members based on officer's recommendations. The Advisory Group members will be selected based on:

- their interest and knowledge of climate change and climate advocacy;
- either living in, or being able to demonstrate a close connection with, the Masterton District;
- showing a specific interest and/or commitment to the future of the Masterton District;
- their understanding of Te Tiriti o Waitangi.

The candidates will be chosen based on the criteria above and selectors will be looking for diversity of members (e.g., age, gender, background, rural/urban community).

Advisory Group members agree to adhere with the expectations set out in the Code of Conduct (appendix A).

#### 6. Term

The group's term ends one month prior to the next local government elections in 2025.

#### 7. Meetings

The Advisory Group will meet at least four times per year, at a time and location deemed convenient by the majority of members. Groups, individuals, or organisations may from time to time be invited to speak or present to the Advisory Group on climate related matters.

Further input outside this schedule may be requested through additional meetings, emails and/or surveys.

#### 8. Quorum

The quorum required for an Advisory Group meeting will be half the members if the number of members is even, and a majority if the number of members is odd.

#### 9. Meeting Protocols

The Advisory Group is an advisory body established by Council. It is not a subordinate decision-making body of Council and does not have any decision-making power. Its role is to advise Council and staff on climate change matters impacting the communities of the Masterton District.

The Advisory Group will appoint a chairperson at its first meeting. The role of the chairperson is to lead the Advisory Group meetings. The chair can select a deputy chair who supports the chair to run regular meetings.

Either of the Council elected members appointed to this Advisory Group can act as the spokesperson for the Advisory Group if external organisations, including central government or the media, seek the views of the group on specific matters.



Any recommendations or advice to Council should clearly be shown in meeting minutes.

#### 10. Submissions

The Advisory group cannot make formal submissions to Masterton District Council on council strategies, policies and plans, for example, the annual plan. However, the group may be asked for informal feedback during a consultative process or during the development of a consultative process.

The Advisory Group cannot make formal submissions to external organisations (e.g. Ministry for the Environment) in its capacity as the Advisory Group.

This does not prevent individual members making submissions themselves to Council or other external organisations outside their role as Advisory group members.

#### 11. Engagement with Council

The Advisory Group will raise any issues to Council through the elected member representatives on the Advisory group or through the meeting minutes.

#### 12. Advisory Group remuneration

Council sets an annual budget for the Advisory Group to cover remuneration and meeting costs.

Advisory Group members are entitled to meeting fees determined by the Council unless:

- they are on the Advisory group as a representative of an organisation or interest group which already pays them and/or
- they are an elected member of Masterton District Council or a Masterton District Council iwi representative.

Council will reimburse all members for travel costs to attend Advisory group meetings in line with Council's Members Expenses and Reimbursing Allowances Expenses Policy.

Elected members will not receive additional payment for their membership on this Advisory group.

#### 13. Staff support

Council staff support will include:

- co-ordinating the development of the Advisory Group's work programme
- following up on meeting actions
- acting as a conduit with relevant parts of Council for the Advisory Group
- attending pre-meeting briefings with the Chair
- highlighting potential issues and risks
- meeting report and agenda preparation, minute-taking, and meeting procedure advice
- ensuring guidance and advice from the Advisory Group is clearly captured
- providing subject matter expertise.

#### 14. Review

The form and functioning of the Advisory Group will be reviewed after one year and at the end of the 2022-2025 triennium.

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## Appendix A: Code of Conduct for Masterton District Council Climate Advisory Group

### Purpose

The Code of Conduct sets out expectations for the general conduct of the members of the Masterton District Council Climate Advisory Group.

### Code of Conduct principles

The Advisory Group members agree to work in accordance with the Masterton District Council Code of Conduct 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.

In addition to these governance principles, Advisory Group members agree to:

- act honestly and with integrity at all times.
- consider issues on their merits, taking into account the views of others.
- co-operate fully and honestly to ensure the best advice is provided to the council.
- observe the rights of other people and listen to differing points of view.
- communicate clearly with the Council and give reasons for advice given.
- treat others, including staff, with respect at all times.
- not misrepresent the statements or actions of others (whether they be other individual members, Council or Council staff).
- treat people with courtesy and recognise the different roles others play in local government decision-making.
- uphold the law and, on all occasions, act in accordance with the trust the public places in them.
- regularly attend Advisory Group meetings.

Non-compliance may be considered grounds for withdrawal from the Advisory Group.

### Creating a supportive and inclusive environment

Members agree to take all reasonable steps in order to participate in activities scheduled to promote a culture of mutual trust, respect and tolerance.

### Confidential information

In the course of their duties, Advisory Group members will occasionally receive information, whether in reports or through debate, that is confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation.

Accordingly, members must agree not to use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the member.

### **Breaching the Code of Conduct**

The membership of an Advisory Group member will cease if they breach the Code of Conduct.

#### **Notification of breach**

If a member has regular non-attendance at Advisory Group meetings, or breaches the Code of Conduct, the chair must first raise the issues directly with the member and try and resolve them by mutual agreement. If under-performance continues the chair can recommend to the Mayor that the member be removed from the group. Alternatively, concerns about the conduct of any member or chairperson may be raised with the Chief Executive who will give advice on options available to resolve the concerns.

#### **Principles to identify breach**

The following principles will guide any processes for investigating and determining whether or not a breach under this Code has occurred:

- that the approach for investigating and assessing a complaint will be proportionate to the apparent seriousness of the alleged breach;
- that the processes of complaint, investigation, advice and decision-making will be kept separate as appropriate to the nature and complexity of the alleged breach; and
- that the concepts of natural justice and fairness will apply in the determination of any complaints made under this Code. This requires, conditional on the nature of an alleged breach, that affected parties:
  - have a right to know that an investigation process is underway;
  - are given due notice and are provided with an opportunity to be heard;
  - have confidence that any hearing will be impartial;
  - have a right to seek appropriate advice and be represented; and
  - have their privacy respected.

## MASTERTON DISTRICT COUNCIL CLIMATE ADVISORY GROUP: EXPRESSIONS OF INTEREST



Masterton District Council is seeking Expressions of Interest (Eoi) from community members to join our Climate Advisory Group. The purpose of the Climate Advisory Group is to provide Council with advice, information and recommendations on issues associated with climate change that are affecting the Masterton District. In particular:

- the development of Council policies, plans and strategies as they relate to climate change issues,
- Council engagement, education, and/or advocacy on climate change with the district's communities, and
- any matter of particular interest or concern related to climate change connected with the functions of Masterton District Council.

The Climate Advisory Group's advice will contribute to ensuring that climate change issues are centred in Council policy decisions and planning for the Masterton district's future.

The Climate Advisory Group will be made up of up to twelve members including two elected members, up to four iwi representatives, and six community members appointed through this expressions of interest process.

### Criteria for applicants

We are looking for a cross section of the community to ensure diversity of people and viewpoints.

A selection panel will appoint the six community members. Membership will be considered based on:

- their interest and knowledge of climate change, climate advocacy, and Te Tiriti o Waitangi;
- either living in, or being able to demonstrate a close connection with, the Masterton District;
- showing a specific interest and/or commitment to the future of the Masterton District;

The candidates will be chosen based on the criteria above and selectors will be looking for diversity of members (e.g., age, gender, background, rural/urban community).

The time commitment will involve attending at least four meetings a year (2-4 hours) and meeting preparation (reading time for reports and other material provided prior to meetings). Further input may be requested through additional meetings, emails and/or surveys. Once the Climate Advisory Group is selected, the meeting times will be set, with consideration of times that are as convenient as possible for Advisory Group members.

### To register your interest

Council welcomes expressions of interest up to **[insert date]**. Register your interest by completing the online form **[here]** or drop in your completed expression of interest form to our Customer Service Centre at 161 Queen Street, Masterton.

For more information, please contact our Senior Policy Advisor, Climate Change and Environment, Lisa McLaren: [lisamc@mstn.govt.nz](mailto:lisamc@mstn.govt.nz)



Masterton District Council Climate Advisory Group  
Expressions of Interest (EOI) form

Your Details

Full name .....

Organisation/Business (if applicable) .....

Postal address.....

Phone.....

Email.....

About You

What is your age range? Under 25 25-34 35-44 45-54 55-64 65-74 75+

What is your ethnicity? (You may tick multiple boxes) Māori NZ European Pākehā Pacific Peoples Asian Other.....

What is your gender? Man Woman Non-binary Prefer not to answer

Other - I refer to myself as .....

Questions *(Please use additional paper to answer the questions if you need to)*

1. What skills and experience do you have that would be valuable for this group?	
2. What do you think is the biggest challenge in curbing climate change?	
3. What is your connection to the Masterton District?	
4. What are some of the intersections of climate change and Te Tiriti o Waitangi?	

## **8 REPORTS FOR INFORMATION**

### **8.1 IWI REPRESENTATIVE APPOINTMENTS**

**File Number:**

**Author:** Karen Yates, Manager Strategy and Governance

**Authoriser:** David Hopman, Chief Executive

#### **PURPOSE**

To advise Council of the iwi representatives appointed by Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa.

#### **EXECUTIVE SUMMARY**

Council has had iwi representatives from Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa appointed to nominated committees with full speaking and voting rights since 2016. The iwi representatives are also present at Council meetings but with speaking rights only, as under current legislation only elected members can vote at Council meetings.

The report to the Inaugural Council meeting on 26 October 2022, in relation to the Committee Structure and Appointments for the 2022-2025 triennium, indicated that both iwi had confirmed that they would like to appoint representatives for the triennium but that the names of their respective appointees were yet to be finalised.

Ngāti Kahungunu ki Wairarapa have now advised that their representative will be Ra Smith and Rangitāne o Wairarapa have advised that their representative will be Joanne Hayes.

#### **RECOMMENDATION**

That Council notes that

- i) the iwi representative for Rangitāne o Wairarapa for the 2022-2025 triennium is Joanne Hayes; and
- ii) the iwi representative for Ngāti Kahungunu ki Wairarapa for the 2022-2025 triennium is Ra Smith

#### **ATTACHMENTS**

**Nil**

## 8.2 CHIEF EXECUTIVE'S REPORT

**File Number:**

**Author:** David Hopman, Chief Executive

### PURPOSE

The purpose of the attached report is to provide Council with an update on Council operations (as at 9 December 2022)

### RECOMMENDATION

That Council receives the Chief Executive's Report as at 9 December 2022

### ATTACHMENTS

1. Chief Executive's Report [↓](#) 



## **CHIEF EXECUTIVE'S REPORT**

### **9 DECEMBER 2022**

#### **Three Waters funding approved for Council projects**

A total of \$3.88m in Three Waters *Better Off* Funding has been approved by the Government for Masterton District Council projects.

The majority of the funding will see \$2.25m allocated to upgrades of the Masterton wastewater network – bolstering already allocated funding of \$1.6m per year.

Other projects receiving funding include:

- Planting for biodiversity and fish passages - \$200,000
- Pūkaha funding contribution - \$335,000
- Climate change activator for three years - \$250,000
- Mana whenua partnerships/climate resilience - \$575,000
- Urban Safe Transport Routes Implementation Plan - \$50,000
- Trust House Recreation Centre and War Memorial Stadium assessment - \$120,000
- Air quality actions scope and business case - \$100,000

#### **Wastewater Overflow Update**

Council requested further information on the wastewater network and this has been provided in the report attached as Appendix 1.

#### **National and Regional Context**

##### **Resource management bills introduced to Parliament**

The Government is repealing the Resource Management Act (1991) (“RMA”) and enacting new laws to transform the way we manage the environment. In November both the [Spatial Planning Bill](#) and the [Natural and Built Environment Bill](#) were introduced to Parliament.

The two Bills are before the Environment Select Committee and submissions close 30 January 2023. LGNZ and Taituarā will make a submission on the two Bills and officers will provide comment to assist those submissions.

The **Spatial Planning Bill** will introduce mandatory spatial planning – this has the potential to be transformative for the sector and our communities. Up to fifteen Regional Spatial Strategies (RSSs) will set out the vision, objectives, strategic direction, and priority actions for each region for at least 30 years.

The Strategies must consider areas that require protection and enhancement, areas that are appropriate for development, resource use and land use change, areas that are vulnerable to hazards and climate change, areas of cultural heritage, areas with resources that are of significance to Māori and key infrastructure including the co-ordination of infrastructure between providers.

The **Natural and Built Environment Bill** is the main replacement for the RMA. It will regionalise plan making, replacing over 100 district and regional plans with up to 15 NBE

plans that aim to provide an integrated framework for use and development within environmental limits. It is expected that by reducing the number of plans and fronting decisions at the plan-making stage, the system will become more efficient.

In addition to this, the Bill introduces a **National Planning Framework** (which will be a regulation under the Act) to give consistent and stronger national direction to the plans and a framework for allocating resources (for example market-based mechanisms – with the exception of freshwater). There are new provisions in the Bill for freshwater allocation, including the Establishment of a Freshwater Working Group and short-term consents during the transition phase.

### **Census 2023 – All of us count Tatau tātou**

The Stats NZ Census Team has a regional tour underway and visited the Wairarapa in early November 2022. The Census will run on 7 March 2023.

In the previous Census, the Wairarapa had one of the lowest response rates in New Zealand. There are increased efforts and investment by Stats NZ to improve the results for 2023. Some changes include:

- A more regional approach – increased visibility of the Census Team in our communities leading up to and during the Census.
- Increased availability of paper forms (with digital still preferred option).
- Stronger voice for Māori in the Census Programme.
- Accessibility support for those who need help with completing the Census.
- Assisted completion events (e.g., Library hub).
- Extended period to complete and return the Census.

The Census Area Manager for the Wairarapa will provide an update to Council in 2023 (to be confirmed) with more detail on the Census roll out. The current focus is on recruitment of local Census collectors across the districts. You can find out more about the Census via their website <https://www.census.govt.nz/>

Councils rely heavily on Census data for corporate, growth and infrastructure planning, and policy purposes so it is in our interests to support the work of Stats NZ.

### **Pou Ahurea Māori Activity**

#### **Wairarapa Treaty Settlements**

Te Rohe o Rongokako Joint Redress Bill passed its third and final reading on Tuesday 6 December 2022.

The Ngati Kahungunu ki Wairarapa Tamaki Nui a Rua Treaty Settlement will pass its third and final reading on Tuesday 13 December 2022. The official apology will take place in March 2023.

As previously discussed, these settlements will have impacts to Council, therefore it is important to develop relationships that go beyond legislative requirements.

### **Wairarapa District Plan – Iwi/Māori Engagement hui**

This hui took place on Thursday 8 December at Te Ore Ore marae and there was a good response from Wairarapa Māori showing interest in attending. Conversations have been had with both iwi around the Sites of Significance which has resulted in some actions required of us to complete before moving forward.

### **Regional Work**

More regional work is underway and has put pressure on Iwi to meet these dates. Iwi are not able to meet the priorities of four councils including regional projects due to their own priorities having to be met.

### **Wairarapa Pou Ahurea Relationships**

Our Pou Ahurea Māori and the South Wairarapa Pou Ahurea Māori are meeting regularly to discuss common interests, and regional interests. This also includes the Wairarapa Iwi Liaisons for Greater Wellington Regional Council.

### **MDC Cultural Narrative**

Our Council is working with Rangitāne o Wairarapa and Ngāti Kahungunu ki Wairarapa to develop their respective iwi narrative for the Council and then find a collective narrative for MDC. With each project a cultural narrative will come from them, and will be an ongoing conversation for each project.

## **Strategy and Governance Activity**

### ***District Level Updates***

#### **Easter Sunday Shop Trading Policy Consultation Update**

Consultation is underway on the Easter Sunday Shop Trading Policy. The Policy allows shops throughout the Masterton District to trade on Easter Sunday if they wish to. Submissions are open up to 12 December 2022. As of 5 December 2022, 22 submissions had been received so far.

Copies of our Statement of Proposal and Submission Form have been available via our website, the Queen Street Customer Service Centre, and the Library. The opportunity to submit has been advertised via print media, Google Ads, social media, and targeted email correspondence to businesses either directly or via Business Wairarapa's Newsletter.

On 6 December 2022, Council staff with Business Wairarapa, visited businesses in the CBD to remind them of the opportunity to have their say.

#### **Masterton District Climate Action Plan**

The Masterton District Climate Action Plan (CAP) Year One Implementation Plan has been developed and is being considered by Council at its 14 December 2022 Council meeting.

When the CAP was approved in September 2022, Council asked officers to report back on a proposed implementation with costings because the potential action list was extensive, and they wanted to ensure the Year One Implementation Plan was achievable and affordable.

The Year One Implementation Plan will run until July 2023 and contains a small list of actions from the CAP. All work within the Year One Implementation Plan is within current budgets and the actions are aimed at setting the foundations for future work. The Year Two Implementation Plan will be developed in the first quarter of 2023 and any associated funding will be part of the Annual Planning process.

### **Farm Forestry Association workshop**

Council officers met with members of the Farm Forestry Association on 4 October 2022 to discuss the potential of alternative tree species in meeting the Masterton District's climate change goals. A second workshop was held on 5 December 2022 to further these discussions and to include Greater Wellington Regional Council.

### **Response to the Draft Interim State Highway Speed Management Plan for State Highway 2**

MDC submitted a response to the Waka Kotahi Draft Interim State Highway Speed Management Plan for State Highway 2 (SH 2), which closed on 12 December.

Our response focuses on the proposed change for Masterton District to lower the speed limit on SH 2 from south of Paierau Road to Masterton from 100km/hr to 80km/hr. The response includes an alternative proposal, with the 80km/hr change being made between Loop Line and south through to Masterton, with the area north of Loop Line remaining at 100km/hr. The alternative fits with the Council's proposed speed management approach for Paierau Road.

It is expected that the speed management plan will be finalised by Waka Kotahi in the first quarter of 2023.

### ***Regional Level Updates***

#### **Review of the Wairarapa Rangatahi (Youth) Strategy**

The Project Team has collated and themed engagement feedback provided by rangatahi (youth 12–24-years-old) during our engagement phase of this project. We received over 3,000 suggestions relating to the aspirations and needs of rangatahi to make the Wairarapa a region where young people thrive. The Project Team developed a framework to theme the feedback which has resulted in eight priority areas for rangatahi. These will be tested further with the Wairarapa Rangatahi Focus Group (the Focus Group) on 7 December 2022.

The three Wairarapa District Councils recruited the Focus Group through our 27 engagement sessions. The Focus Group (25 rangatahi) has representation from across the three Wairarapa districts; 10 rangatahi in the group are based in the Masterton district. The Focus Group also includes rangatahi with a diverse range of backgrounds including LGBTQIA+, Māori and Pasifika communities.

The Project Team has also completed a review of the 2016 Strategy and has identified that the objectives and goals will all need to be updated based on the rangatahi engagement results. The aim of the revised strategy will be to provide a more rangatahi centric voice within the document.

The Project Team will report back to the Wairarapa Policy Working Group in early 2023 to share in more detail the feedback results, assessment of the 2016 Strategy, outcomes of the workshop and next steps.

### **Wairarapa Economic Development Strategy**

The Wairarapa Economic Development Strategy (WEDS) was launched at the Carterton Events Centre on 2 November 2022 at an event hosted by WellingtonNZ. The first WEDS Governance Forum meeting of the new triennium is scheduled for 12 December 2022, where WellingtonNZ staff will present a detailed budget for the proposed activities set out in the strategy and associated action plan.

### **Review of the Wairarapa Local Alcohol Policy**

In our previous update we noted that we had completed our engagement with key stakeholders and were awaiting a report from the Medical Officer of Health. We expected to receive the report in November 2022. However, Regional Public Health (RPH) have advised us that the report is taking longer than anticipated to complete and that it is unlikely to be provided to us before Christmas. The report will be a key document in informing our advice about whether to propose changes to the Wairarapa Local Alcohol Policy. It is expected to include information about alcohol-related hospital admissions including a temporal analysis (looking at the time of day/week of admissions), a risk matrix which incorporates health and deprivation data, information on hazardous drinking, and trend analyses. We will contact RPH early in the new year to check on progress.

## **Community Facilities and Activities**

### **Grants**

#### Masterton District Creative Communities Scheme

Round two opened on 1 October and closed on 26 November 2022. Four applications were received requesting \$11,325 in funding. The Assessment Committee will be meeting on 8 December to consider these applications.

### **Library and Archive Activity**

November was a busy month for the library and archive team as we prepared for our summer reading programme and the archive relocation.

The library introduced new programmes and events this month. We launched *Library Got Game*, a monthly family game night to highlight the library's new board game collection. With access to over 60 games, the community can take home a new game to experience.

The library and archive had successful community engagement events this month, starting with our Community Engagement Librarian, Janet who hosted a solo parent group in collaboration with the Ministry of Social Development. Paul Greville hosted the annual

Aquabots competition where students from four schools designed and built robots that navigated an underwater obstacle course.

In early November, the library and archive staff hosted an afternoon tea at Panama Village in which Mark Pacey from the Archive presented an overview of the archive and library staff were on hand to sign up residents for low-cost internet through Skinny Jump. Mark also hosted a walking tour as part of the Wairarapa Walking Festival. *Walking in the Steps of the U.S. Marines*, explored the former military sites around Solway. While little remains there today, Mark's research of the U.S. Marines will be told in his upcoming book, *Our New Zealand Home* due to be published this December.

Our children's librarians are busy preparing for Summer Reading which launches in early December. This year's theme is *Ocean of Possibilities*. This year we are bringing the whole family together with reading challenges for children, teens and adults.

In addition to preparing for the relocation to their new facility, the archive has been hosting researchers from Victoria University who are researching floor and wall coverings of the late 1800's and artifacts held at the Tinui Museum.

#### **Properties and Facilities Activity**

Mawley Park Holiday Campground has a new Manager. After four years at the helm, Les Duncan will be relocating back to Australia, but remaining with Belgravia Leisure Ltd. Les was highly popular with those visiting for short and long-term stays and was a good ambassador for the facility. The new Manager is Abha Rodriguez, she has transferred to Masterton after successfully running Belgravia's Mount Albert Pool complex in Auckland.

The waiting list for Senior Housing has seen a recent spike in interest, with 60 persons looking for a Council unit. The majority on the waiting list have been waiting since 2019. Since January 2022, three units have become available, a fourth unit has just finished being refurbished and will be filled in early December. This year reflects the average annual turnover of units.

Steps have been taken to resolve water shortages at the Basil Bodle Reserve at Riversdale Beach. A shortage of water there impacts toilet facilities and is often exacerbated in the drier months. A large supplementary water tank is being installed to feed the existing tank within the toilet facility. Electronic monitoring of water levels will be utilised to enable better management of the need for water deliveries to keep ahead of demand.

#### **Parks and Open Spaces Activity**

A public opening ceremony for the recently constructed Lansdowne Mountain Bike Park is scheduled for 10 December 2022. It is nestled within the existing Lansdowne Trail Network and can be accessed from Fourth Street, Titoki Street, Manuka Reserve, and Milford Downs Trail entrances. This community-led and Council supported project will provide a series of different graded mountain bike tracks, that will add further recreational appeal to Masterton.

On 1 December the Facilities and Open Spaces Team hosted a meeting with representatives from the Sports Codes and Clubs that use our sportsgrounds. This twice yearly meeting is to assess what did and didn't go well over their respective seasons. The aim of the gathering is built around the desire for continuous improvement in our grounds

and sports facilities. Recreation Services attended to help answer turf and ground maintenance questions. A topic of interest was long term development of sports changing facilities that are accessible and responsive to the needs of all.

Christmas decorations and lighting along the Queen Street central business district were installed for the start of December. The large Christmas tree was assembled and lit up in Library Square (Russian Jack Square), during the second week of December. The upgrade of LED lighting on the Christmas Tree within the Town Hall Square has been completed and our IT Team and the contractor are finalising the ability for Council to control the lighting remotely.

### **Hood Aerodrome Activity**

The implementation of the Safety Management System (SMS), for Hood Aerodrome has made further progress recently. Having the SMS in place will support future decisions on the classification of the Aerodrome. On 10 November the Wairarapa Emergency Services Coordination Committee met at the Precinct Terminal and ran a desktop emergency exercise to test processes and lines of communication between relevant agencies. On 22 November an annual review of the SMS was chaired by SLT Member Corin Haines, which highlighted the positive SMS development work of David Hayes and Guy Holdsworth.

### **Community Development Activity**

The Community Development team hosted the first Resident Association 'Meet & Greet' on Friday 11 November. The workshop was well attended by our Association members and Council staff, including members of SLT and our CE. This was a great opportunity to bring the Associations together under one roof to connect as a wider community. We were able to identify what opportunities exist with increased collaboration, what role Council can play in supporting, and what the operating model looks like moving forward. These workshops will reoccur on a bi-annual basis.

The Riversdale Beach Community Plan continues to progress with the first engagement workshop taking place on Monday 28 November with residents. The community had an opportunity to explore and discuss the four key themes of the project: 1) community & social services, facilities & activities 2) character, vibe, and environment 3) infrastructure, and 4) visitor & destination management. The launch of the summer survey will take place from Monday 12 December 2022 – Friday 3 February 2023 where anyone with a connection to the Riversdale Beach community is encouraged to take part. Community Development will also lead engagement activities over the summer period with the Riversdale Beach Surf Life Saving Club and Whareama School in Term 1.

### **Events**

Christmas has well and truly arrived in Masterton! Installation for Christmas lights in the park will be completed by Thursday 8 December, this will leave Queen Elizabeth Park glistening and glowing with Christmas cheer throughout December. Final preparations are underway for the Christmas parade on Saturday 10 December from 12.30pm. The parade will start on the corner of Dixon Street and Worksop Road, travel down Dixon Street and Memorial Drive,

and end in the Douglas Villa carpark where final judging for best decorated float will take place. The Christmas market will be underway after the Christmas parade concludes and will run from 2-5pm in the green space at Queen Elizabeth Park and the following day, Sunday 11 December from 4-7pm. Registrations for the Christmas map have also opened online, if people in the community are decorating their houses, they can register their location to be included on the community Christmas Map.

Community Development have also been supporting events in our community, including Toi Tu Te Tangata, Summer Hummer, and Christmas at the Pa.

### **Welcoming Communities**

The Welcoming Communities Advisor is working towards stage one of Accreditation in the Welcoming Communities programme. Arti is supporting the Neighbourhood Support Coordinator to deliver women only swimming lessons for refugee women, in partnership with Red Cross, and Belgravia Leisure. Also working in collaboration with Red Cross, the Riversdale Beach Residents Association, Riversdale Beach Surf Life Saving Club and the Neighbourhood Support Coordinator to deliver the Riversdale Beach BBQ Family Fun Day for the Ahmadiyya community. This will take place out at Riversdale Beach on Saturday 11 December.

### **Neighbourhood Support**

We were successful in our grant application to Neighbourhood Support New Zealand for the women only swim and water safety project in collaboration with Red Cross, Belgravia Leisure. The project will include free swimming lessons, childcare while having lessons, cuppa with a muffin afterwards and transport to river and beach locations for water safety sessions. It will begin with a Riversdale Beach BBQ Family Fun Day. There will be games and with assistance of their Surf Life Saving Club a water safety talk and provision life jackets. Also, the Resident Association will provide BBQs, tables and local hospitality.

### **Wairarapa Walking Festival**

Another successful festival was held from 11 – 20 November with a total of 40 walks offered to the community. This year's theme was 'From the mountains to the sea'. The variety of walks offered meant that walks were accessible to all. There were walks held on different times/days of week, skill levels were from beginner to advanced, ticketed to free. Eleven of the walks sold out which could be attributed to the thorough promotional campaign which included: NZ Walking and Lifestyle magazine, regional promotion through Destination Wairarapa, newspaper advertising in Palmerston North and Wellington, Midweek and the Wairarapa Times Age. There was also a significant social media campaign on Facebook and websites. There were 16 walks in the Masterton district.

The inaugural walk at Henley Lake with regional Mayors was well attended including Mayor Gary Caffell, Mayor Ron Mark, Deputy Mayor Dale Williams, Kieran McAnulty, Iwi representatives and Henley Board members. Unfortunately, three walks had to be cancelled due to stormy weather.



### **Positive Ageing**

Work is underway to extend the membership of the Group that has oversight of the work of the Positive Ageing Strategy. Originally made up of representatives from the three councils, the Implementation Group will now also include representatives from other organisations that work with older people.

The Positive Ageing Strategy Coordinator has been invited to join the steering group for the Nuku Ora Senior Games. The Wairarapa inaugural Senior Games was planned for last year but was cancelled due to COVID-19. The games are a non-competitive event that provides older adults with the opportunity to participate in a wide variety of fun, light-exercise sports and activities in safe environment, learning more about the activities which are regularly available in the community.

The regional membership application to the World Health Organisation Global Network for Age-friendly Cities and Communities will be submitted. The mayor of each district has signed a support letter that will accompany the application.

A collaboration between the organisations that support older people with digital support has been brought together by the Positive Ageing Strategy Coordinator. Work to promote the flyer outlining the range of all the digital support services available in the Wairarapa is planned for December.

### **Community Zero Waste**

This month has provided the opportunity to develop knowledge and understanding of waste management and minimisation services to our newly elected members with a presentation at the joint services meeting at the Carterton Event Centre.

Work is being undertaken with a supplier who has developed a proposal that we are currently reviewing. The goal of this is to support the rollout of event waste management requirements in line with the solid waste management bylaw.

We are in the final stages of negotiating a contract to deliver the Zero Waste in School's programme. This contract will be held by the Environmental Education for Resources Sustainability Trust who designed the programme. This is a beneficial progression of the delivery of this programme and brings a consistent approach to how the programme is delivered across Aotearoa.

After speaking at the Wai Waste annual general meeting, formative discussion is underway regarding diversifying their operations. They are exploring composting, collection and, potentially construction and demolition waste. This has the potential to provide income opportunities, meaning less reliance on funding.

Time has been spent at the transfer station and discussions had with the General Manager, Operations of Smart Environmental. The purpose of these meetings was to discuss building collaborative opportunities between the territorial authorities, Smart Environmental and the community. These have been encouraging with some positive steps forward

Discussion points have included:

- Co-sponsorship of bins/hoods and collection from Smart Environmental and council of non-for-profit community events as part of their PR strategy (will provide






significant reduction in cost for waste management at events).

- Providing a soft plastic collection point at Carterton transfer station
- Small battery recycling 12-month trials at all transfer stations funded through the waste levy. Collection buckets will be onsite mid-December.

### Local Government Official Information and Meetings Act Requests

For the period 2 November to 9 December 2022, Council received a total of 9 Local Government Official Information Act (LGOIMA) requests.

The average number of days to complete responses has decreased however the volume of requests has also decreased, with a number of requests due later in the month (this is reflected in the low number of completed requests). The media requests have been quiet for this reporting period.

				
Total number of requests received.	Completed	Average day for completed responses	Completed within 20 working days	NOT completed within 20 working days
9	2	10	2	0
14 (media)	14	1	14	0

### Customer Services Activity

#### Compliments (30 October to 18 November 2022)

##### Animal Services

- Representative and Scruffy the dog, delivered a great service to Wainuioru School. *His advice on how to approach dogs was put into practice by all the tamariki at Wainuioru especially considering he came the day before our Schools Pet Day, every single child approached all the animals with care and kindness.*

##### Recreational Services

- Resident who frequently walks her dogs at Henley Lake: *She said it always looks lovely and is a wonderful asset for Masterton.*

##### Call Centre

- A resident from Upper Plain acknowledged the wonderful and efficient service of our Call Centre and Recreational Services *for a job well done with organising the grass to be cut in The Plains. He wanted to say how grateful he was with the fantastic job you have done. Caller said to say thank you to you a million times.*

#### Complaints (30 October to 18 November 2022)

No new complaints received.

#### Service Requests

For the period of 1 October to 17 November 2022, Council have received 932 Service Requests with 890 completed to date. 42 requests remain open.

One of the total number of service requests came via an Elected Member and the remainder came from the public.

**Wellington Region Emergency Management Office (WREMO)**

WREMO coordinates Civil Defence and Emergency Management Services on behalf of the nine councils in the Wellington Region. The key focus is ensuring our communities are prepared and ready to respond in the event on an emergency.

Based in the Wairarapa there are two WREMO staff, Jane Mills, Emergency Management Advisor, Operational Readiness and Response; and Vivienne Bryner, Emergency Management Advisor, Community Resilience and Recovery. Jonathan Hooker is also employed one day/week by the three Councils as Welfare Manager.

These three staff work locally for the three Wairarapa Councils. The three Wairarapa Councils have agreed they will have one EOC (Emergency Operations Centre) for the whole of the Wairarapa. Staff are trained from the three Councils in various roles to enable them to run the EOC and respond to large scale emergencies (Greater Wellington Regional Council also provides some local staff).

A key role in the EOC, is that of “Controller” that person is responsible for the decision making. The main “Controller” for the Wairarapa is Steven May, there are also four other Alternate Controllers. There is also planning and exercises with partner agencies, such as emergency services, health and social service providers.

Engagement with the broader community is done in a variety of ways including, running Community Emergency Hub Exercises, Business Continuity Planning for businesses, Schools workshops, Household Earthquake Planning workshops, and other engagements to support resilience and readiness for a large scale emergency.

The focus and direction of WREMO is set by the Mayors through the “Joint Committee”, and the Chief Executives sit on the CEG (Coordinating Executive Group).

**WREMO Operational Readiness and Response Monthly Report**

Months: September/October & November

Councils: MDC, CDC & SWDC

	<b>Outcomes for September and October</b>	<b>Planned Activities for November</b>
<b>People:</b> <i>Initiatives or activities that ensure the region has an emergency management workforce that is capable, confident and ready to</i>	Training 29 September – Psychological First Aid Training, 17 attendees 11 October - EM Foundation, 13 attendees (August had 20) 20 October - EM Planning	Upcoming training: 16 November - EM Intermediate 23 November - Needs Assessment 1 December - EM Welfare  Combined Councils Forum brief - 22 November

<p><i>respond to an emergency</i></p>	<p>Course, 1 attendee 25 October - WREMO day exercise and DO training</p> <p>Events To mark Shakeout this year we delivered a Household Earthquake planning session to the Greater Wellington Regional Council Staff.</p> <p>12 August - Darryl McCurdy left WREMO ORR 19 September - Jane Mills started in Operational Readiness and Response team, WREMO</p>	<p>Elected Officials Training date - 22 March</p> <p>We are delivering a range of virtual function forums in November. Staff can register for this online to attend on the day. The forums will also be recorded and made available for those unable to attend. 8 November - Operations/Welfare &amp; Safety 9 November - Logistics 10 November - Intelligence</p> <p>14 November - Vivienne Beyers will start in the Community Resilience team WREMO.</p> <p>29 November - Greytown Community Board brief 30 November - Featherston Community Board brief</p>
<p><b>Partnerships:</b> <i>Initiatives or activities that build, foster and manage effective working relationships across the emergency management system at all levels in a way that delivers mutually beneficial outcomes.</i></p>	<p>13 and 15 September - supported the Te Kotahitanga O nga tai Māori in Emergency Management National Hui in Porirua.</p> <p>10 October - Attended Featherston Climate Change Local Resilience Hui, building connection with Featherston and the opportunity to run a Hub Drill. 17 and 18 October - attended FENZ regional exercise in Masterton.</p> <p>26 October - Hood Aerodrome planning meeting with Richard Mole and interested parties.</p> <p>27 October - In Featherston, in partnership with Featherston Neighbourhood Support we met commuters waiting for the first three commuter trains to Wellington, discussed their plans,</p>	<p>1 November - Regional Interagency Planning Group (RIAPG) meeting hosted by police. Various scenarios exercised.</p> <p>10 November - Emergency Services Coordination (ESCC) Meeting. Scenario will be a Hood Aerodrome crash, also hitting a truck and involving stock. Greater Wellington Regional Council linkages re community flood plans to the community.</p> <p>28 November - Earthquake Planning with Masonic Village residents.</p>

	<p>and gave them an Earthquake Guide, approx. 200 people.</p> <p>29 October - At the Wairarapa A &amp; P Show, WREMO had a stall beside FENZ. Children spun the wheel and answered questions around preparedness and hazards to win a prize and parents went in the draw for a Grab Bag after writing down one thing they were going to do to make their home safer that night.</p> <p>31 October - Wellington Region Welfare Group – learnings and Welfare Capability Maturity assessment. Welfare managers from around the region attend.</p>	
<p><b>Plans &amp; Procedures:</b> <i>Initiatives and activities that ensure that integrated and comprehensive official response plans, procedures and supporting documentation is developed and refined at the local and regional level in a consistent and coordinated way to support the delivery of a timely, coordinated and effective response to an emergency.</i></p>	<p>Duty officer induction training, two days.</p> <p>WELA (Wairarapa Engineering Lifelines Association) update.</p> <p>Exercise Maui After Action Review</p>	<p>3 November - Federated Farmers meeting regarding relationship with EOC and RAG (Rural Advisory Group).</p> <p>4 November - Greater Wellington Regional Council Catchment Guides and their Duty Officer process, describing river hazards discussed with MDC. This work has previously been done with SWDC and CDC.</p> <p>11 November - Wairarapa Engineering Lifelines Association (WELA) steering committee meeting and planning progression.</p> <p>EOC readiness check.</p>

<p><b>Platforms:</b> <i>Initiatives and activities that ensure that integrated, interoperable, effective and efficient facilities, equipment, tools and systems are in place ready to support a timely and effective response to an emergency.</i></p>	<p>26 October - Wellington Region and Wairarapa CDEM Radio Network check.</p> <p>27 October - WREMO office moved from Waiata House to Queen Street.</p> <p>27 October - EOC IT equipment checked by WREMO, three laptops fixed.</p>	<p>Wellington Region and Wairarapa CDEM Radio Network check.</p>
<p><b>Response:</b> <i>Involvement in response activity</i></p>	<p>Nil. Exercises with RIAPC, FENZ and Duty Officers.</p>	

### Trained Staff Numbers

	Regional Totals	Wairarapa Totals
<b>Total Staff on List</b>	554	55
<b>Staff at Advanced</b>	29	5
<b>Staff at Intermediate</b>	44	3
<b>Staff at Foundation</b>	111	14

### Readiness Check

EOC Readiness check completed in September, next one November.

### Project Delivery Activity

#### Youth Hub

The company contracted to build the Youth Hub (Podular Housing Systems) has been placed into liquidation. Council is in contact with the liquidators and has submitted an Unsecured Creditor Claim. A meeting of creditors will be held on 13 December in Auckland and Council will be taking part in the meeting and voting on the resolutions before the meeting.

We are most disappointed for our ratepayers and our skatepark users, who were looking forward to their Youth Hub opening. We will start work exploring new options to deliver the Youth Hub facility but will need to follow the liquidation process to understand what (if any) of the money paid to Podular can be recouped. We are also working to understand what state of completion our building is in as to whether we can as part of the process secure this.

To date Council has made two contractual payments to Podular totalling \$267, 661.00.

These were the initial deposit (First Payment) and Payment upon filing the building consent (Second Payment).

## Financial Report

The financial statements and brief commentary for the 4 months to 31 October 2022 are reported below.

The **Statement of Revenue & Expenditure** shows an accounting surplus of \$2.5 million. This is \$1.4 million better than the planned surplus of \$1.1 million. This predicted better-than-planned result is due to the following major aspects:

- Revenue from financial contributions is \$1.67m, being 33.1% more than planned and reflects the continuing number of subdivisions which are reaching the stage of completion where they are seeking title to the new lots and being required to pay financial contributions as per the Wairarapa Combined District Plan.
- Fees, charges and other revenue of \$4.25m is 5.8% more than planned and is largely due to the final allocation of Three Waters stimulus funding which wasn't budgeted.
- Roading subsidies of \$4.59m are more than planned by \$0.6m or 15.1% as a result of the roading expenditure on maintenance, renewals and storm damage repairs being higher than planned.
- personnel costs of \$4.13m are \$0.24m (5.5%) less than planned, due to several unfilled positions during the year.
- Other Operating expenditure is 1.4% more than budgeted reflecting roading costs and numerous other unders and overs.

<b>Statement of Revenue &amp; Expenditure</b>					
<b>4 Months Year to Date</b> to 31 October 2022	<b>4 months</b>	<b>4 months</b>			<b>Full Year Plan</b> <b>2022/23</b>
	<b>2022/23</b>	<b>2022/23</b>	<b>Variance</b>		
<b>Revenue</b>	<b>Actual</b>	<b>Plan</b>			
Rates Revenue*	12,118,496	12,102,240	16,256	0.1%	37,729,720
Interest Received (external)	330,562	123,918	206,644		357,250
NZTA Roading Subsidies	4,590,080	3,988,121	601,959	15.1%	10,434,841
Financial Contributions	1,669,027	1,253,996	415,031	33.1%	3,831,498
Fees, Charges & Other Revenue	4,253,342	4,020,624	232,718	5.8%	18,727,381
<b>Total Operating Revenue</b>	<b>22,961,507</b>	<b>21,488,900</b>	<b>1,472,608</b>	<b>6.9%</b>	<b>71,080,690</b>
<b>Expenses</b>					
Personnel Costs	4,130,897	4,371,540	240,643	5.5%	14,126,104
Other Operating Expenditure	10,224,813	10,081,603	(143,210)	-1.4%	26,294,340
Interest Expense	745,176	614,206	(130,970)	-21.3%	1,708,613
Depreciation & amortisation	5,357,603	5,317,452	(40,151)	-0.8%	15,966,833
<b>Total Operating Expenses</b>	<b>20,458,489</b>	<b>20,384,801</b>	<b>(73,688)</b>	<b>-0.4%</b>	<b>58,095,891</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$2,503,019</b>	<b>\$1,104,099</b>	<b>\$1,398,920</b>		<b>\$12,984,800</b>

\*Rates Revenue excludes rates on Council properties

The **Rates Requirement Summary** to 31 October 2022 shows the Council's net spending of rates funding at \$12.6m compared to \$12.0m planned year to date, \$0.6m or 4.9% more.

**2022/23 4 Months to 31 October 2022**

Rates Requirement Summary	2022/23	2022/23	Variance		2022/23
	YTD Actual	YTD Plan	\$	%	Full Year Plan
RATES REQUIRED BY ACTIVITY	\$	\$	\$	%	\$
<b>Transport</b>					
Roading	2,464,770	1,618,532	(846,239)		7,808,875
<b>Water Services</b>					
Urban Water supply	1,461,763	1,390,418	(71,345)	-5.1%	4,209,309
Rural Water supplies & races	122,797	122,690	(107)		137,330
<b>Wastewater Services</b>					
Urban Sewerage system	1,740,572	1,648,794	(91,778)	-5.6%	6,910,237
Rural Sewerage systems	110,958	106,821	(4,137)		398,741
<b>Stormwater Services</b>					
Stormwater	318,717	293,609	(25,108)	-8.6%	842,041
<b>Solid Waste Services</b>					
Solid Waste Services	368,066	359,433	(8,632)		1,284,734
<b>Community Facilities/Activities</b>					
Parks, Reserves & Sportsfields	1,192,842	1,242,389	49,548		3,525,831
Trust House Recreation Centre	535,714	542,465	6,751		1,432,480
Cemeteries	65,066	63,434	(1,632)		195,827
Library & Archive	901,642	891,563	(10,079)		2,630,882
District Building	213,126	213,687	561		544,872
Housing for Elderly	147,896	161,534	13,638		169,557
Other Property	386,308	399,161	12,853		991,092
Hood Airport	(2,816)	(2,583)	233		327,891
Mawley Holiday Park	13,807	47,476	33,669	3.0%	163,894
<b>Regulatory Services</b>					
Resource Mgmt & Planning	464,963	510,752	45,789		1,170,205
Building Development	268,064	220,638	(47,426)		768,052
Environmental Services	212,190	205,812	(6,378)		648,301
Parking Control	2,306	1,041	(1,265)		\$3,321
Animal Services	3,341	5,068	1,727		134,926
Emergency Management	70,941	84,346	13,405		272,944
<b>Leadership, Strategy &amp; Corporate Services</b>					
Representation	278,880	292,681	13,801		819,961
Internal Functions (net)	204,081	494,630	290,549		0
Community Development	449,664	477,539	27,875		1,101,370
Arts & Culture	227,894	239,584	11,690		564,992
Economic Devlpmt	332,119	327,233	(4,886)		1,015,400
Environmental Initiatives	57,924	63,015	5,091		368,158
<b>Total Rates Requirement</b>	<b>\$ 12,613,595</b>	<b>\$ 12,021,762</b>	<b>(\$591,833)</b>	<b>-4.9%</b>	<b>\$ 38,441,221</b>
<b>RATES INCOME</b>					
Masterton District Council rates	12,804,403	12,793,740	10,662		38,381,221
Penalty Income	68,624	75,000	(6,376)		225,000
Rates Remissions	(61,898)	(55,000)	(6,898)		(165,000)
<b>Net Rates Income</b>	<b>\$ 12,811,129</b>	<b>\$ 12,813,740</b>	<b>(\$2,611)</b>	<b>0.0%</b>	<b>\$ 38,441,221</b>
<b>Surplus/(Deficit) of Rates Income</b>	<b>\$ 197,534</b>	<b>\$ 791,980</b>	<b>(\$594,444)</b>	<b>-4.9%</b>	<b>\$ 0</b>



Commentary on significant variances after 4 months YTD:

Roading – the weather events of June/July have meant the maintenance expenditure programme has needed to be advanced resulting in timing variances. In addition the storm event's one-off costs have been significant and resulted in the \$846k YTD more spending versus budget and rates funding. By year end it is anticipated that the result will come back closer to the planned position, but the Flood Damage Fund may sustain a further hit, pushing it further into deficit than previously indicated.

Urban Water 5.1% more – costs here have exceeded the planned levels, in particular maintenance work at the water treatment plant and reservoirs. It is expected to even out through the balance of the year.

Urban Wastewater 5.6% more – costs have exceeded planned levels in both reticulation and treatment as more maintenance costs have been incurred, interest rates have trended higher than planned, insurance costs are higher and consent fees have been incurred early in the year.

Stormwater costs 8.6% more than planned reflect extra costs of dealing with stormwater issues in the first 4 months of the year.

Solid Waste – close to the net Plan rates requirement, but within the detail Transfer station gate fee revenue is 3.6% below planned due to lower tonnages YTD. Contract cost escalation from 1<sup>st</sup> July has been higher than the level planned for (Plan allowed +8.3%, actual +11.2%).

Community Facilities costs overall are 3% less than planned with Mawley Park's (29%) better than planned operating revenue contributing.

Regulatory functions – Building Development has run a deficit over the first 4 months due to revenue from building consents falling some 10% behind the planned level.

The **Summary Statement of Capital Expenditure** (below) shows \$7.4m spent which is 18% of the full year capital budget total.

Commentary on variances and progress on some items is also included in the Statement. Three high value projects that have not progressed as per the Plan include the Civic facility, Airport upgrade and animal shelter.

Summary Statement of Capital Expenditure				Comments on progress
	Actual 4 Months \$	Plan 4 Months \$	Plan Full Year 2022/23 \$	
Roading - subsidised	2,916,492	2,776,945	11,731,158	The majority of rehab and reseal work has not been started. Some footpath resurfacing was carried over into Q1 of this year. Colombo Road bridge \$1.36m spent YTD.
Roading - non-subsidised	71,188	52,473	5,786,992	The majority of this budget is for Millard Ave and Kitchener St upgrades which have yet to start.
Water Services	1,461,113	831,250	2,905,000	Three water main renewal contracts have carried over into Q1 for completion (budgeted in 2021/22) and some water stimulus funded projects have carried over into Q1 (unbudgeted but externally funded).
Wastewater Services	460,266	469,800	3,534,200	Slower start to the year as engineer's priority had been to complete sewer renewal works prior to 30 June (\$1.975m was spent on sewer renewals in that year). Contracts are being put in place for the balance of the year.
Stormwater Services	89,832	88,750	475,000	
Solid Waste Services	0	42,580	170,320	Awaiting contract tendering
Parks, Reserves & Sportsfields	366,795	213,875	2,290,000	Many of the capital expenditure projects involve sportfield building upgrades which are still in the planning stages. The largest portion of the Q1 spending is on completion of the Whitipoua bridge - from budget carried forward from the prior year's recreation trails budget
Wellbeings (Amenities)	15,213	9,000	336,000	Majority of budget is for Youth hub project
Other Property	207,886	178,750	614,000	Includes replacements at Mawley Park and Rural halls, Queen St leasehold improvements.
Civic Facility	26,706	25,000	470,000	Some costs of the advisory group to date but underspends whilst awaiting a decision on next steps
Recreation Centre	162,348	156,250	625,000	Replacement of hydroslide steps in Q1.
Housing for the Elderly	14,966	25,000	1,582,000	Minimal renewal work to date. Underspend related to Panama
Library & Archive	271,577	277,685	849,780	Book purchases on track with budget. Archive leasehold improvements accounts for most of the balance of the spend to date.
Airport	1,197,917	1,053,750	6,715,000	Deposit on land purchase has been paid, sealing of the area around the refueling pump has been completed.
Regulatory Services	38,813	57,100	1,428,400	Budget provision is largely for the Animal shelter, which is yet to have designs signed off.
Corporate Services	83,719	87,000	458,000	IT hardware and one fleet vehicle included in YTD capex
<b>TOTAL COUNCIL</b>	<b>\$ 7,384,833</b>	<b>\$ 6,345,208</b>	<b>\$ 39,970,850</b>	
% spent of full year Plan	<b>18%</b>			
	<b>7,384,832</b>	<b>6,345,208</b>	<b>39,970,850</b>	

### Waste Disposal – Renegotiation of Contract with Midwest Disposals

The Waste Disposal Agreement between the three Wairarapa District Councils and Midwest Disposals Limited dated 5 July 2005 for the disposal of waste at the Bonny Glen landfill, contained the option of an extension to the agreement beyond 31 December 2018.

In September 2017 it was agreed to extend the agreement with several new terms through to 31 December 2022. Discussions with Midwest Disposals have been underway for more than six months to formulate a new contract. The price to Wairarapa Councils remains commercially confidential.

The waste 'landscape' has changed significantly since the original agreement with Midwest Disposals. The Government's waste disposal levy and the emissions trading scheme (ETS) being the two changes which influence the cost to waste generators. Also, the number of landfills that will accept waste from out of district in the lower North Island are now limited.

The ETS requires landfill operators to buy carbon credits on every tonne of waste they accept (due to the methane emissions of that waste). Bonny Glen has gas extraction systems that allows them to reduce the carbon credits they must buy, but they cannot reduce it to nil. The price of carbon has increased over the last few years from \$25/t to \$75/t. The ETS cost has been built into the Midwest gate fee to Wairarapa councils and has been fixed at \$13.38 since 2018. The proposal the councils have in front of them is an ETS price for \$39.80. The increase being driven up by the price of carbon credits, offset by the gas extraction that Bonny Glen has in place.

The councils have asked Midwest Disposals for a five year agreement to enable it to run past the end of the Earthcare contract so as not to complicate the tendering of that contract.

The price of waste at the Nursery Road transfer station will need to increase from 1 February 2023 due to the increase in the Midwest/Bonny Glen disposal fee.

**Appendix 1**

**MASTERTON WASTEWATER OVERFLOW REPORT**

**INTRODUCTION**

Blockage and overflows are the two major issues with the Councils sewer reticulation network. The recent wet-weather event since February 2022 has highlighted sewer overflows from household gully traps including toilet bowls in certain suburbs across Masterton.

This report is to provide information on the background of the sewer overflows issue, including works carried out and a discussion as to the reasons and options to address these problems.

**BACKGROUND**

Masterton's sewerage reticulation comprises differing sizes from 100 mm to 800 mm diameter and material of earthenware, asbestos cement, reinforced concrete and PVC. The earliest known sewer pipes in Masterton are constructed of earthenware before 1910. It is now known that earlier sewer pipes, i.e. earthenware and asbestos cement, have an average life for acceptable inflow and infiltration performance of some 60 years.

Due to aging, the condition of sewer pipes deteriorate and when not properly maintained and/or replaced/upgraded this leads to operational issues such as blockage, backups, and overflows. Under wet-weather and high groundwater table conditions, infiltration through cracked sewer pipes and inflow into low gully traps increase the flow in the sewerage network, causing overflows from manholes and household gully traps in the lower catchment, such as Colombo Road and Cockburn Street.

Council was aware of these issues since the 1980s. Records available suggested CCTV was undertaken in 1990 and chemical grouting was employed in 1991 to address the major infiltration/inflow problem in the Webstar area between Ngaumutawa Road and Bentley Street. Due to a lack of understanding of the issue, there was no sewer renewal in Masterton until 2007.

In July 2006 some 300 mm of rain fell in Masterton and surrounding area and caused widespread flooding and sewer overflows resulting in evacuations and deployment of over 180 Portaloo's. Extensive investigation by Council confirmed lack of understanding and maintenance of the network was the main reasons of the overflows and have since established a programme to collect information on the network condition and subsequently allocated an average of \$1.5M annually for sewerage reticulation renewal and upgrades.

Below is a brief list of events over Masterton Sewerage:

**Masterton Sewerage Timeline**

- 1890s – First Water Main installed – steel pipe
- 1900s – First sewer – earthenware
- 1990s – CCTV and chemical grouting to reduce Inflow/infiltration to sewerage
- 2004-2005 – \$180k major investigation (manhole condition, smoke testing, digitise CCTV footage, etc) resulting Technical Memorandum 4 (TM4)

- 2006 – July flooding, 200mm in 3 days, 300mm in July – 180+ Portaloos. Extensive investigation including field inspections identified lack of maintenance, inaccurate information, aging sewer and stormwater infrastructure are reasons. Extensive upgrade to service request system.
- 2007 – First sewer main replacement in Cockburn Street – 150mm x 980 m @ \$586,251
- 2007-2008 – CCTV sewer mains, inspection of all sewer manholes to identify defects and investigating smoke testing defects (302 in public side)
- 2009 to date – Council approval an average of \$1M/year for sewer renewal and upgrade each year
- 2009 Homebush WWTP consent application, and subsequent new WWTP-irrigation to pasture
- 2009-11-16 draft Masterton Sewer Lateral Repair Policy and Programme Discussion Paper – 3 options presented for consideration
- 2010-03-31 Masterton Sewerage Inflow and Infiltration Reduction Management Plan prepared
- 2017 – Council resolved to take over the lower sewer laterals in June 2017, i.e. from the sewer main to property boundary, which helped to address blockage disputes from property owners over responsibility for blockages in the public side
- From 2017 Portaloos are needed again
- 2022 – February record rainfall 350mm, major sewer overflows, Portaloos in summer, Homebush emptied then emergency discharge
- 2022 – July-September -overflows and Portaloos due to high groundwater table since February

Table below is Expenditure on Sewer Renewal/Upgrade to date:

Financial Year	Total Expenditure
2006/2007	\$160,732
2007/2008	\$586,251
2008/2009	\$99,032
2009/2010	\$2,314,287
2010/2011	\$1,395,483
2011/2012	\$2,257,702
2012/2013	\$1,709,960
2013/2014	\$1,367,200
2014/2015	\$2,339,360
2015/2016	\$2,252,513
2016/2017	\$1,288,149
2017/2018	\$974,108
2018/2019	\$766,434
2019/2020	\$1,127,506

2020/2021	\$2,648,671
2021/2022	\$1,975,104
Total	\$23,262,492

The network comprises 198km of sewer mains in total. From 2009 to date, we have renewed/upgraded over 44 km of sewer mains (22%) and similar length of sewer laterals.

Table below is historical record/trend of Sewer Overflows and Portaloos

Financial Year	Reported Overflows	Reported Portaloos	Reported Dry Weather Overflows
			<i>Note: This indicator started only in FY 2014-2015</i>
2006-2012 (6-year period)	7	0	No Data.
2012-2017 (5-year period)	37	2	29
2017-2022 (5-year period)*	196	78	36
* Annual Trend detailed below			
<b>TOTAL (2006-2022)</b>	<b>240</b>	<b>80</b>	<b>65</b>
Annual Trend (2017-2022)			
2017-2018	42	14	2
2018-2019	10	3	3
2019-2020	17	0	11
2020-2021	27	2	9
2021-2022	100	59	11

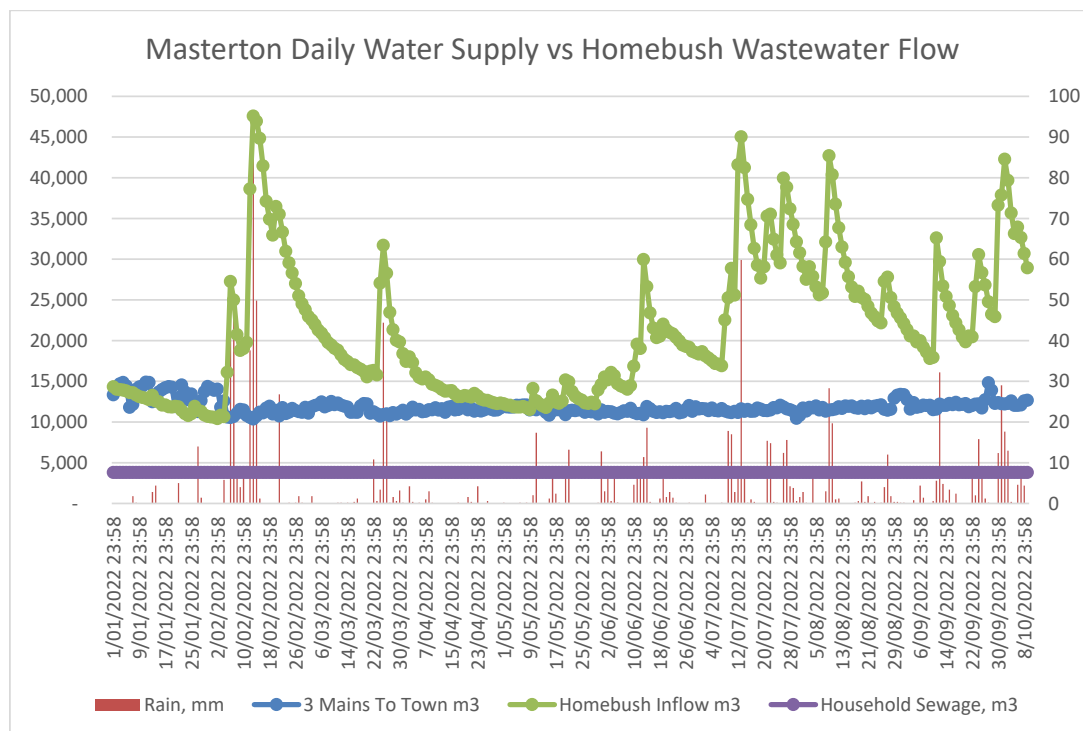
Areas with overflows and Portaloos include the lowest part of the Masterton such as Makoura Road, Colombo Road, Cockburn Street, Kuripuni Street, but also extend to even South Road, Balance Street, Vogel Crescent, Stout Street in Upper plain, and Third Street even Miro Street in Lansdowne.

#### **DISCUSSION – REASONS FOR MASTERTON SEWER OVERFLOW**

Works carried out in the past 16 years, especially the renewal and upgrade to the trunk sewer mains, and sewer mains with the worst performance, have meant that sewer backups are becoming less common, and sewer overflows only happen on the odd occasions.

To help analysing the reasons for the overflow, graph below is a plot of Masterton water supplied, sewer flows into Homebush, and daily rainfalls since 1 January 2022.

Water Supply, Sewer Flows, and Rainwater into Homebush effective January 2022



From the above graph, it can be observed (for the period 1 January to 9 October 2022):

- Masterton water supply demand was from 10,361 to 14,902 m<sup>3</sup>/day.
- Sewer flow to Homebush WWTP was steadily decreasing toward 10,000 m<sup>3</sup>/day with minimal rainfall in January, then quickly increased to 27,260 m<sup>3</sup>/day with the 50mm rain on Waitangi Day, then to 47,572 m<sup>3</sup>/day with 190mm rain during 11-13 February 2022.
- Homebush WWTP flow pattern relates to rainfall so well that each significant rain event triggers the Homebush WWTP flow to spike
- In between major rainfalls Homebush WWTP flow tends to steadily decrease (due to groundwater table drainage)

**Factors Contributing to Sewer Overflows and Measures to Address**

The following analysis follows a ground condition, weather, network condition and human action process for our sewer overflow issue.

- The ground condition and the weather

Masterton is largely built on a swamp. The fact is, in most parts of Lansdowne, houses are built over a clay pan which is not permeable, especially when wet, so when it rains water does not drain through the soil, taking the line of run-off from the high ground to the lower catchment, causing surface flooding if not contained by the drainage network.

In the Masterton, Kuripuni and Solway area, soils are sandy and shallow, beneath this is the old river deposits of boulders and gravels. During rains, water percolates easily through the ground into the groundwater table.

In the winter wet season or with persistent/high rainfall, groundwater table is elevated. In the difficult areas such as Cockburn/Millard Avenue, groundwater tables have been observed to be 0.5-0.8 m below surface in summer, and at ground surface in winter.

In the Upper Plain area, soils are well drained, and groundwater table is normally deeper than 3 m, however, in winter and/or following high rainfalls (such as experienced this year) groundwater table can be close to the ground surface

It is also worth noting that Masterton is not flat, rather the ground slopes from Upper Plain to Colombo/Makoura Road in a south-easterly direction with ground level difference of 28 m (127 at Kibblewhite Road and 99 m at Makoura Road). Both surface water and groundwater flows in the same direction through the whole of Masterton.

In addition, rainfall landing west of Masterton seeps into the ground and has to go through under the whole of Masterton to drain towards the Waipoua and Ruamāhanga River. The surface drains and streams are too shallow to drain the groundwater table.

- The Network

Masterton does not have an integrated reticulated stormwater drainage network. It relies mostly on surface runoff from properties and roads into drains and open streams. We do not have drains deep enough to influence the groundwater table.

The majority of our sewer pipes are aged (more than 60 years) and with a significant length in poor condition. Most of the sewer pipes are at depth of 1 to 3 m, while groundwater table is at the same depth or shallower. Although maintenance work has been carried out to address blockages, the aged pipes are cracked and allow groundwater infiltration into the sewerage reticulation. This is especially significant when the groundwater table is high following major rains or in winter wet season.

- Development Applications and Human Action/Activities

Houses have been built across Masterton, including in areas with challenging level and drainage problems. With hindsight, some houses have their floor levels too low, so they are subject to surface flooding, and subject to stormwater inflow through the low gully traps. When the sewer network is overwhelmed by excessive flows, overflows happen out of the low gully traps inclusive of toilet bowl and bathtub abluitions.

Cost meant that a constructed stormwater drainage network was never established. The town relied mostly natural surface drainages including road gutters, drains and stream channels. Due to lack of a formal stormwater drainage network, our town relies 100% on roof water draining through soak-pits with provision of overflow from the soak-pit to street gutter. The problem is these soak-pits are simply boulder filled holes in the ground which cannot be maintained or cleaned. The result is when it rains



hard surface runoff occurs from properties and roads, and when exceeding the natural drainage capacity ponding/flooding ensues. This is especially true in the Lansdowne catchment and Cockburn area.

Some property owner/occupants resorted to creating illegal connections to allow stormwater to flow into the sewerage network either by diverting the roof downpipe into the gully trap, or more cunningly creating a connection from their soak-pit to their sewer lateral underground.

With limited capability to alter the ground and weather conditions, Council has the following options to improve the sewer network and human activities to reduce risk of sewer overflow:

Factor	Contribution to overflow issues	Measure to Address/Correct
Sewer mains are too small to carry the sewage in dry weather	Not a factor	Upgrade to bigger size pipe, all network to standard
Sewer pipes are in poor condition, restricting flow	Likely/Certain	Can be addressed by inspection, maintenance, and repair
Sewer pipes allow infiltration due to cracks and high groundwater table	Certain	Can be addressed by renewal and/or groundwater table control
Sewer manhole and gully traps are too low allowing inflow of stormwater to sewer network	Certain	Vastly complex, at high costs. Sewer manholes can be sealed or raised, low gully traps are nearly impossible to correct. The best option is to drain stormwater run-off away from the gully traps
Lack of stormwater drainage in existing Developments, household discharge stormwater illegally to sewer	Very likely/Certain	Property inspections to correct illegal connection discharges.  Implementation of basic stormwater drainage network
Development non-compliance with NZS4404, Building Code E1 & G13	Very likely/Certain	Strict Compliance to Building Codes E1 & G13 at all times

**DISCUSSION – OPTIONS TO ADDRESS MASTERTON SEWER OVERFLOW**

As shown in the above table, factors contributing to sewer overflows can be controlled through maintenance, renewal and upgrading works, as proper development controls.

The below options are available to help control and reduce overflows including those from within private properties.

**1. Renewal and Upgrade to the Sewer Mains to Improve Network Condition and Capacity**

This is the most important action as it will address the condition and capacity issue due to aged network. It will help to prevent dry weather overflows and reduce frequency and magnitude of wet weather overflows. Renewal and upgrade works carried out since 2009 have seen the benefits of this work and is scheduled to continue.

**2. Lining Private Sewer Laterals Within Properties to Reduce Inflow and Infiltration**

With Council decision in June 2017 to take over the lower sewer laterals, i.e. the section of sewer lateral from property boundary to the sewer main, sewer renewal and upgrade works already includes renewal of the lower sewer lateral as part of the sewer main renewal/upgrade contract. This work reduced frequency of sewer overflows within private properties, however, it did not reduce the inflow and infiltration from within private properties, especially during the wet season when groundwater table is high.

Council has undertaken renewal of private sewer laterals by traditional dig and replace, as well as pipe-bursting, but the cost is average over \$7,000 and take days to finish one property. It also causes disturbance to the property and often involves challenges in gaining access.

The recent trial on Kuripuni Street suggests lining from the gully trap to the sewer main is fast and cost effective (some \$3,500 each), and property owners are happy for Council to do the work as there is minimal disturbance within the property. This method will seal the lateral so basically eliminate infiltration from within private properties.

**3. Ensuring Compliance to NZS4404, Building Codes in New Development and Subdivisions**

When the floor levels are set lower than the E1 and G13 requirements, it not only puts the house at risk of flooding, but also increase the risk of stormwater inflow into the gully traps thus contributing to overflow problems downstream.

Repeatedly we have been receiving complaints over properties subject to flooding even under minor rainfall events. Many of these complaints are caused by either the stormwater system is inadequate or the secondary flow path was altered or blocked off by new builds or landscaping such as raised garden beds, fence or driveways. One concern is landscaping changes on properties that subsequently made the gully traps too low from the finished surface.

**4. Provision of Adequate Stormwater Management in New Subdivisions**

Given the fact Masterton has not have a reticulated stormwater system, we need new subdivisions and development to provide their own onsite stormwater management system, so that post development they are not discharging more than pre-development.

5. Implementing the Masterton Stormwater Strategy

This is urgently needed to overhaul stormwater management in Masterton. Some good measures in the Stormwater Strategy such as provision of roof rainwater tanks will help reduce flooding.

6. Improving Stormwater Drainage Network

This is needed not only to improve the surface flooding problem, but also help to drain water away from the town catchment so facilitate groundwater level lowering in wet seasons.

7. Establishing a form of Groundwater Control System

Renewing sewer mains and laterals will help to stop infiltration and inflow of groundwater into the sewerage network causing overflows, however, what happens with the groundwater table once most of the sewer network is renewed? Majority of the rainfall during the wet season, resulting in seepage into the ground to the groundwater table. High water table is currently drained through leaking sewer pipes which are traditionally from 0.5m to 2-3 m below the groundwater table.

8. Installing Non-return Valves and or Private Pumping Stations

This option is employed only when it's absolutely necessary, as it does not address the network issue, and the household affected still requires either a portaloos or be evacuated to alternative accommodation. Furthermore, it will push overflow to the next lowest house nearby.

Currently non-return valve installation application is assessed case-by-case, and priority is given to those houses with overflow from within the house floor, and/or those having major health issues.

9. Installing Private Pumping Station(s)

This option is not recommended, as it creates more problems to the sewer network, including causing more properties to have overflow, as the pumped discharge can be many times higher than the normal gravity discharge.

10. CCTV Survey, Smoke Testing, Differential Temperature Survey (DTS) and Other Pipe Condition Assessment Technologies

While smoke testing is well known, and we do have a machine available, experiences with its use suggest it's not an efficient/effective tool. The problem is it takes so much work to dig to locate the crack on the pipe where smoke comes out, but smoke (i) does not travel in a straight line, and (ii) smoke does not come out of a crack if underwater (thus leaking).

We trialled DTS survey recently utilising the 3 water stimulus funding and have some 19 locations to follow up with field investigation. The cost is high, i.e. over \$70,000 plus all the cost to dig and locate inflow sources and repair, with many of the problems located in areas with aged pipes and manholes which are scheduled for renewal.

CCTV is a valuable tool regularly used by the Sewer and Stormwater Industry to survey pipe condition assessment and planning for repair/renewal works. This is a routine annual work programme for the Council.

### **Short term mitigations**

The Council is aiming to be as proactive as possible for properties which are repeatedly affected by sewer issues during heavy rainfall events.

There is now a small supply of portaloos on standby locally for distribution to those properties most likely to be immediately impacted by the sewer system being overwhelmed by forecasted heavy rainfall events.

By prioritising affected properties we can distribute some portaloos within a few hours – with further supplies made available to be distributed as quickly as possible following that.

MDC will be contacting property owners of prioritised properties to let them know the portaloos are on their way. We will also follow up after the events to let property owners know when their portaloos will be collected and check if there is any follow-up work required by the council.

Also, residents should not hesitate to contact our Call Centre on 06 370 6300 (or after hours on 06 378 7752) if they have any issues.

### **3 water better off funding**

\$2.25m 3 waters better off funding has just been confirmed by DIA. Together with the committed renewal spend work over the next 2 years renewal work will be focused on reducing inflow and infiltration in the areas that have repeated overflows including Makoura Road, Colombo Road, Cockburn Street, Kuripuni Street, South Road, Balance Street, Vogel Crescent, Stout Street in Upper plain, and Third Street and Miro Street in Lansdowne.

Industry capacity to undertake renewals is limited. It is proposed to spend the available budget as quickly as contractor availability allows and in the next financial year utilise debt funding to complete more renewals if capacity is available.

### **SUMMARY AND RECOMMENDATIONS**

This Report provides pertinent background and details, deliberated reasoning, and presents a few options for the sewer overflow issues in Masterton.

Each option has its own pros and cons, including appropriate costings. Any changes will be considered as part of the AMP and annual plan preparation currently underway.

### 8.3 MAYOR'S REPORT

**File Number:**

**Author:** Gary Caffell, Mayor

#### **PURPOSE**

The Mayor will provide a verbal report.

#### **RECOMMENDATION**

That Council receives the verbal report from the Mayor

#### **ATTACHMENTS**

Nil

**9 PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RECOMMENDATIONS**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>9.1 - Minutes for Confirmation - Council Meeting held with the public excluded on 9 November 2022</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons  s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>9.2 - Confirmation of Minutes of the Extraordinary Council Meeting held with the public excluded on 23 November 2022</b>	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>9.3 - Confirmation of Minutes of the Audit and Risk Committee Meeting held with the public excluded on 23 November 2022</b>	s7(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  s7(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	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	any enactment, where the making available of the information would be likely otherwise to damage the public interest	
<b>9.4 - Bentley Street Sale</b>	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>9.5 - Chief Executive's Key Performance Indicators</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7