

# MASTERTON DISTRICT COUNCIL

## COUNCIL AGENDA

## MEETING

**WEDNESDAY 18 MAY 2022**

**3.00PM**

### MEMBERSHIP

Her Worship (Chairperson)

Cr G Caffell

Cr D Holmes

Cr G McClymont

Cr T Nelson

Cr C Peterson

Cr B Gare

Cr B Johnson

Cr F Mailman

Cr T Nixon

Cr S Ryan

Notice is given that a meeting of the Masterton District Council will be held at 3.00pm on Wednesday 18 May 2022 at Waiata House, 27 Lincoln Road, Masterton.

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

13 May 2022



## 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.

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## **AGENDA**

1. Karakia
2. Conflicts of Interest (Members to declare conflicts, if any)
3. Apologies
4. Public Forum
5. **Late items for inclusion under Section 46A(7) of the Local Government Official Information and Meetings Act 1987**
6. **Items to be considered under Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987:**
  - Minutes of the Council Meeting held with the public excluded on 6 April 2022
  - Minutes of the Extraordinary Council Meeting held with the public excluded on 27 April 2022
  - Chief Executive Six-Monthly Review
7. **Confirmation of Minutes of the Council Meeting held on 6 April 2022 (043/22)** Pages 101-107
8. **Confirmation of Minutes of the Extraordinary Council Meeting held on 27 April 2022 (048/22)** Pages 101-102
9. **Report of the Infrastructure and Services Committee meeting held 27 April 2022 (049/22)** Pages 301-302

## **FOR DECISION**

10. **DOG FEES 2022-2023 (053/22)** Pages 121-133
11. **MAURICEVILLE WEST LUTHERAN CEMETERY (060/22)** Pages 134-138
12. **CIVIC FACILITY – REVERSE BRIEF AND NEXT STEPS**  
To be circulated separately

## **FOR INFORMATION**

13. **UPDATE ON FUTURE FOR LOCAL GOVERNANCE WAIRARAPA (050/22)** Pages 139-145
14. **CHIEF EXECUTIVE'S REPORT (061/22)** Pages 146-154
15. **MAYOR'S REPORT**  
To be circulated separately

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## MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED COUNCIL MEETING – WEDNESDAY 18 MAY 2022

MOVED BY:

SECONDED BY:

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

### Confirmation of Minutes

16. Minutes of the Council Meeting held with the public excluded on 6 April 2022

17. Minutes of the Extraordinary Council Meeting held with the public excluded on 27 April 2022

### General Business

18. Chief Executive Six-Monthly Review

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Confirmation of minutes of the Council meeting held with the public excluded on 6 April 2022	Refer to page 106-107	Refer to page 106-107
Confirmation of minutes of the Council meeting held with the public excluded on 27 April 2022	Refer to page 102	Refer to page 102
Chief Executive Six-Monthly Review	7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons).	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.

**MINUTES OF THE MEETING OF THE MASTERTON DISTRICT COUNCIL HELD IN  
WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON ON WEDNESDAY 6 APRIL 2022  
AT 3.00PM**

**PRESENT**

Deputy Mayor G McClymont (Chair), Councillors G Caffell (by zoom), B Gare, D Holmes, B Johnson, F Mailman, T Nelson (by zoom), T Nixon (by zoom), C Peterson and S Ryan and iwi representatives Tiraumaera Te Tau (from 3.04pm) (by zoom) and Ra Smith (by zoom).

**IN ATTENDANCE**

Chief Executive, Manager Finance, Manager Community Facilities and Activities, Manager Communications and Engagement, Manager Strategy and Governance, Manager Regulatory Services, Policy Manager, Senior Policy Advisor and Governance Advisor.

**KARAKIA**

Councillor Johnson led the karakia.

**CONFLICTS OF INTEREST**

Councillor Nixon declared an interest in relation to the Hood Aerodrome update.

**APOLOGIES**

Moved Councillor G McClymont

**That the apology for non-attendance from Mayor Lyn Patterson be received.**

Seconded by Councillor B Johnson and CARRIED

(Tiraumaera Te Tau joined the meeting at 3.04pm)

**PUBLIC FORUM**

There was no public forum

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

There were no late items.

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

- Minutes of the Council Meeting held with the public excluded on 23 February 2022
- Minutes of the Extraordinary Council Meeting held with the public excluded on 2 March 2022
- Minutes of the Extraordinary Council Meeting held with the public excluded on 16 March 2022

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- Contract Award

Moved by Councillor D Holmes

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

Seconded by Councillor F Mailman and CARRIED

## **CONFIRMATION OF MINUTES OF THE COUNCIL MEETING HELD ON 23 FEBRUARY 2022** (025/22)

Moved by Councillor S Ryan

**That the minutes of the meeting of the Masterton District Council held on 23 February 2022 be confirmed.**

Seconded by Councillor B Gare and CARRIED

## **CONFIRMATION OF MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 2 MARCH 2022** (027/22)

Moved by Councillor G McClymont

**That the minutes of the extraordinary meeting of the Masterton District Council held on 2 March 2022 be confirmed.**

Seconded by Councillor F Mailman and CARRIED

## **CONFIRMATION OF MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 16 MARCH 2022** (036/22)

Moved by Councillor S Ryan

**That the minutes of the meeting of the Masterton District Council held on 16 March 2022 be confirmed.**

Seconded by Councillor C Peterson and CARRIED

## **REPORT OF THE EXTRAORDINARY CIVIC FACILITY PROJECT COMMITTEE MEETING HELD 9 MARCH 2022** (032/22)

The report of the Extraordinary Civic Facility Project Committee meeting held on 9 March 2022 was taken as read. The following items had been considered:

- Project Update

Moved Councillor T Nixon

**That the Report of the Civic Facility Project Committee meeting held on 9 March 2022 (032/22) including the following resolutions be confirmed:**

Seconded Councillor F Mailman and CARRIED

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## **REPORT OF THE INFRASTRUCTURE AND SERVICES COMMITTEE HELD 16 MARCH 2022** (035/22)

The report of the Infrastructure and Services Committee meeting held on 16 March 2022 was taken as read. The following items had been considered:

- Regulatory Services Infrastructure and Services Update
- Community Facilities & Activities Infrastructure and Services Update
- Infrastructure Update

Moved Councillor Johnson

**That the Report of the Infrastructure and Services Committee held on 16 March 2022 (035/22) including the following resolutions be confirmed:**

### **REGULATORY SERVICES INFRASTRUCTURE AND SERVICES UPDATE** (028/22)

*That the Infrastructure and Services Committee notes the contents of Report 028/22.*

### **COMMUNITY FACILITIES & ACTIVITIES INFRASTRUCTURE AND SERVICES UPDATE** (029/22)

*That the Infrastructure and Services Committee notes the contents of Report 029/22.*

### **INFRASTRUCTURE UPDATE** (030/22)

*That the Infrastructure and Services Committee notes the information contained in Report 030/22.*

Seconded Councillor Gare and CARRIED

## **ORDER OF CANDIDATE NAMES ON VOTING DOCUMENTS** (038/22)

The report seeking a decision from Council regarding the order in which candidate names will be printed on voting documents for the 2022 Local Elections was presented by the Manager Strategy and Governance.

Members discussed the recommendation with most in favour of retaining alphabetical order of names.

Moved Councillor B Johnson

**That Council, in accordance with Clause 31 of the Local Electoral Regulations 2001, agrees that, for the 2022 local elections, the names under which each candidate is seeking election be arranged on the voting document in alphabetical order of surname.**

Seconded by Councillor D Holmes and CARRIED

## **REVISED APPROACH FOR THE WAIRARAPA RANGATAHI DEVELOPMENT STRATEGY AND ACTION PLAN** (040/22)

The report providing an update to Council on the revised approach for the review and development of the Wairarapa Combined Rangatahi Strategy was presented by the Manager Strategy and Governance.

In response to a question about the size of the rangatahi population it was advised that an update on the region's statistics had just been received and would be circulated.

Moved by Councillor G McClymont

**That Council approves the revised approach to review and develop the Wairarapa Rangatahi Development Strategy.**

Seconded by Councillor S Ryan and CARRIED

## **WAIRARAPA DESTINATION MANAGEMENT PLAN** (041/22)

The report providing a copy of the Wairarapa Destination Management Plan (Attachment 1 to the Report) for Council's endorsement was presented by the Senior Policy Manager.

Members discussed the report and noted that while it mentioned risks associated with climate change, there was nothing in the plan about the future and the need to mitigate climate change and how that was being managed by the tourism industry. There was an opportunity for the Wairarapa to be a leader in the area.

Moved by Councillor F Mailman

**That Council receives and endorses the Wairarapa Destination Management Plan (Attachment 1 to Report 041/22).**

Seconded by Councillor B Gare and CARRIED

## **THREE WATERS UPDATE** (037/22)

The report providing an update on the government's Three Waters Reform programme and providing elected members with a copy of the Government's response to the feedback and questions Council provided on 30 September 2021 was taken as read. The Chief Executive advised that there should be further information available in about a month.

Councillor Nixon had attended the Communities 4 Local Democracy (C4LD) meeting with the Minister for Local Government. Councillor Nixon noted that there were issues around the credit rating for the proposed entities which might mean they wouldn't be able to borrow the money to carry out the infrastructure upgrades necessary and that there was no proof that the entities would reach the scale needed. There was a lot of work still to be done.

The state of Council's water infrastructure was discussed. The Chief Executive advised that the Department of Internal Affairs had done an assessment and that national surveys had been undertaken. Masterton infrastructure wasn't the worst in New Zealand but wasn't the best either. Council had spent a lot of money in the past ten years catching up on deferred maintenance on the wastewater network and that work was continuing. There were challenges coming in the next two



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decades with water resilience, renewal of the consent on the wastewater treatment plant and the rural water schemes.

Moved by Councillor G McClymont

## **That Council receives**

- (i) **the update on the Government's Three Waters reform programme and**
- (ii) **the Government's 7 March 2022 response to feedback and questions Council provided on 30 September 2021**

Seconded by Councillor C Peterson and CARRIED

## **CHIEF EXECUTIVE'S REPORT** (042/22)

The Chief Executive's Report providing an update since the report to the last Council meeting on 23 February was taken as read.

The winding up of the Wairarapa Multisport Stadium Trust was discussed and who would be responsible for replacing the turf when that was needed was raised, as that had sat with the Trust. The need to ensure that the facility was multipurpose and not just for rugby was also raised. Staff advised that both issues were included in the lease discussions with the Rugby Union which was in the process of being finalised.

The growth taking place in the Wairarapa was discussed as there were views that growth was not necessarily good and concern that it may not have been adequately planned for. A request was made for information on the impact of that growth on the Wairarapa and what pressure points it was bringing to the community.

The resignation of Jareth Fox and his achievements in his time with Council was acknowledged.

In response to a question about whether planning for Matariki was underway, staff advised that it was and that input from the community would be sought in a community-led, council supported approach to the celebration.

Moved by Councillor G McClymont

## **That Council notes the information contained in the Chief Executive's report 042/22.**

Seconded by Councillor B Johnson and CARRIED

## **MAYOR'S REPORT**

There was no Mayor's report as the Mayor was an apology for the meeting.

## **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED COUNCIL MEETING**

**- WEDNESDAY 6 APRIL 2022 at 4.34**

MOVED BY: Councillor B Gare

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

### Confirmation of Minutes

18. Minutes of the Council Meeting held with the public excluded on 23 February 2022

19. Minutes of the Extraordinary Council Meeting held with the public excluded on 2 March 2022

20. Minutes of the Extraordinary Council Meeting held with the public excluded on 16 March 2022

### General Business

21. Contract Award

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Confirmation of minutes of the Council meeting held with the public excluded on 23 February 2022	Refer to page 110	Refer to page 110
Confirmation of minutes of the Council meeting held with the public excluded on 2 March 2022	Refer to page 102	Refer to page 102
Confirmation of minutes of the Council meeting held with the public excluded on 16 March 2022	Refer to page 103	Refer to page 103
Contract Award	7(2)(i) The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) 7(2)(b).the withholding of the information is necessary to protect information which if public would; (i).	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.

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disclose a trade secret; or (ii).  
unreasonably prejudice the  
commercial position of the person  
who supplied or who is the subject of  
the information

Seconded by Councillor D Holmes and CARRIED

**The meeting moved into public excluded at 4.34pm**

**The meeting moved out of public excluded at 4.49pm**

**The meeting closed at 4.49pm**

unconfirmed

Confirmed at the Meeting of the  
Council held 18 May 2022

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**MINUTES OF THE EXTRAORDINARY MEETING OF THE MASTERTON DISTRICT COUNCIL HELD AT WAIATA HOUSE ON WEDNESDAY 27 APRIL 2022 AT 3.00PM**

**PRESENT**

Mayor Lyn Patterson (Chair), Councillors B Gare, D Holmes (by audio link), T Nelson, T Nixon, C Peterson and iwi representatives Tiraumaera Te Tau (from 3.04pm) and Ra Smith

**IN ATTENDANCE**

Manager Finance (Acting Chief Executive), Manager Strategy and Governance, Manager Community Facilities and Activities, Communications and Engagement Manager, Manager Regulatory Services and Governance Advisor.

**CONFLICTS OF INTEREST**

Councillors G Caffell, B Johnson, F Mailman and S Ryan declared a conflict of interest as Trustees of the Masterton Trust Lands Trust and did not attend the meeting.

**APOLOGIES**

Moved by Mayor L Patterson

**That the apology from Councillor McClymont for non-attendance be received and the apologies from Councillors Caffell, Johnson, Mailman and Ryan for non-attendance due to their declared conflict be accepted.**

Seconded by Councillor B Gare and CARRIED

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

There were no late items.

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

- Delegation to Chief Executive in relation to mediation

Moved Councillor T Nixon

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

Seconded by Councillor T Nelson and CARRIED

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## MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED COUNCIL MEETING – WEDNESDAY 27 APRIL 2022

MOVED BY: Mayor L Patterson

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

### General Business

5. Delegation to Chief Executive

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Delegation to Chief Executive	7(2)(g) The withholding of the information is necessary to maintain legal professional privilege  7(2)(i) The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	s48(1)(a)  That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.

SECONDED by Councillor B Gare and CARRIED

**The meeting moved into public excluded at 3.05pm**

**The meeting moved out of public excluded at 3.09pm**

**The meeting closed at 3.09pm**

Confirmed at the Meeting of the Council held on 18 May 2022

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049/22

## **REPORT OF THE INFRASTRUCTURE AND SERVICES COMMITTEE MEETING HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON ON WEDNESDAY 27 APRIL**

**2022 AT 2.00PM**

### **PRESENT**

Councillor Johnson (Chair), Mayor Lyn Patterson, Councillors G Caffell, B Gare, F Mailman, T Nelson T Nixon, C Peterson, S Ryan and iwi representative Ra Smith.

### **IN ATTENDANCE**

Manager Finance (Acting Chief Executive), Manager Community Facilities and Activities, Communications and Engagement Manager, Manager Strategy and Governance, Manager Regulatory Services, Policy Manager, Roading Engineer, Project Manager, Senior Advisor Wastewater Strategy and Compliance and Governance Advisor

### **CONFLICTS OF INTEREST**

No conflicts were declared

### **APOLOGIES**

Moved Councillor B Johnson

**That the apologies from Councillor McClymont, Councillor Holmes and Tiraumaera Te Tau for non-attendance be received.**

Seconded by Councillor B Gare and CARRIED

### **PUBLIC FORUM**

There was no public forum

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

There were no late items

### **REGULATORY SERVICES INFRASTRUCTURE AND SERVICES UPDATE (044/22)**

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

Whether social media was helping return lost dogs to owners and whether that might mean that a smaller pound is needed in the future was discussed. Staff advised that staff did work hard to return dogs to owners and that social media was helpful in doing that but also that Masterton had about three times more known dogs than other Wairarapa councils so had to plan for future growth

# 302

Moved by Councillor Johnson

**That the Infrastructure and Services Committee notes the contents of Report 044/22.**

Seconded by Councillor Mailman and CARRIED

## **COMMUNITY FACILITIES & ACTIVITIES INFRASTRUCTURE AND SERVICES UPDATE** (045/22)

The report providing the Infrastructure and Services Committee with an update on key projects and summary of progress, including highlights and any new issues, was taken as read

Matters discussed included: the Youth Hub (which staff advised was on track for delivery in June); the planting at Riversdale (which staff advised would be completed in the next financial year, with a tender to be let, along with help from the community); the partnership with Kia Hakinakina to deliver play sessions with the Waka Takaro (play trailer); and, the Burling Park playground renewal (which staff advised was on schedule for June).

Moved by Councillor Johnson

**That the Infrastructure and Services Committee notes the contents of Report 045/22.**

Seconded by Councillor Nixon and CARRIED.

## **INFRASTRUCTURE UPDATE** (046/22)

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

Matters discussed included: the part of the Colombo Rd bridge which was still being used (staff advised that it wasn't monitored but was capable of carrying the extra traffic); the animal shelter and whether a shared service was possible (the elected members on the Shared Services working group advised that that had been discussed at length and had gone as far as it could); the work being undertaken at Hood (staff advised that sealing work was underway, that the first steps towards design for the runway and road were underway and that there was a lot of interest in the six hangar sites which were up for lease); and, the reverse brief and quantity surveying work for the civic facility (which staff advised, in relation to the reverse brief, was the brief from the architect following discussions with the subject matters experts in each of the areas which would enable costings to be firmed up, and in relation to the quantity surveying work, that the estimated cost was likely to be more, given the increase in construction costs in the last 18 months).

Moved by Councillor B Johnson

**That the Infrastructure and Services Committee notes the information contained in Report 046/22.**

Seconded by Councillor F Mailman and CARRIED.

**The meeting closed at 2.22pm**

<b>To:</b>	Mayor and Councillors
<b>From:</b>	Terri Mulligan, Environmental Services Manager Steven May, Manager Regulatory Services
<b>Endorsed by:</b>	David Hopman Chief Executive
<b>Date:</b>	18 May 2022
<b>Subject:</b>	<b>Dog Registration and Associated Fees 2022/23</b>
<b>DECISION</b>	
<b>Recommendation:</b> That Council: <ul style="list-style-type: none"> <li>i. <b>receives</b> Report 053/22 'Dog Registration and Associated Fees 2022/23';</li> <li>ii. <b>adopts</b> the proposed dog registration fees, and associated fees, for 2022/23 as specified in Attachment 4 to Report 053/22.</li> <li>iii. <b>acknowledges</b> that the 20% proportion of the proposed dog registration fees to be funded by rates is consistent with the 2021 Council decision but is inconsistent with the current Revenue and Financing Policy.</li> </ul>	

**PURPOSE**

The purpose of this report is to seek Council approval of the fees and charges for Council's Animal Control activity for the 2022/23 financial year.

**BACKGROUND**

Section 37 of the Dog Control Act 1996 (the Act) gives local authorities the power to set charges for dog registration and other dog control activities.

- Section 37(4) requires the territorial authority to have regard to the relative costs of the registration and control of dogs in the various categories.
- Section 37(3) also gives council the authority to fix an additional fee by the way of penalty of up to 50% if registration payment has not been made by the due date.
- Section 37(8) states any increase in fees can only take effect at the commencement of that year.

The Council's animal services activity includes the maintenance of dog registration database, monitoring of the Act and associated regulations, responses to complaints, enforcement actions, proactive and preventive patrols, formal enforcement actions, care for impounded dogs and education. Fees also cover the servicing of the dog poo bins throughout the district.



Fees must be set by no later than 30 May each year to meet dog registration deadlines (fees must be advertised the month preceding the invoicing).

There are 6420 known dogs within the Masterton District (both registered and unregistered). Approximately 96.6% (or 6203 dogs) are registered. There are 217 unregistered dogs that are known to Council. A number of these dogs may have left the Masterton district without notification from owners. There are 3,229 rural dogs compared to 3,191 urban dogs in the district.

For the current financial year (2021/22) the revenue required from sources other than rates was set at 80% of the costs of the services. It was acknowledged that this did not align with the Revenue & Financing Policy adopted as part of the 2021/31 Long Term Plan. Council's 2021 decision is attached. (see Attachment 5).

## **DISCUSSION AND OPTIONS**

### **Dog Registration Fees**

The proposed dog registration fee increases for the 2022-2023 year are based on 80% of the cost of dog control being funded by dog owners and 20% from rates. This aligns with the decision Council made last year when there was broad support from elected members for a higher amount to be funded by rates than that included in the Revenue and Financing Policy (which provides for 85% to be funded by fees and 15% by rates).

The proposed fee increases are set out below (See Attachment 2 for more detail):

- \$5 per dog for urban neutered, breeder permitted, and all rural first, second and subsequent dogs
- \$12 per dog for urban entire
- \$ 4 per dog for responsible owner status
- \$2 per dog for the rural second & subsequent dogs.

Fee increases for services provided by Council to dog owners, such as permits and impounding, are also proposed (See Attachment 2 for details).

### **Comparisons to other Councils**

The fee comparisons below are from Carterton District Council's 22/23 draft annual plan and South Wairarapa District Council's confirmed fees from the 21/22 year.

#### Rural

The proposed changes will still see rural dog owners with 2 to 5 dogs with the lowest registration in the Wairarapa region. Last year Council's rural dog registration fees, if 2 dogs are owned (and not neutered), was \$20 cheaper than Carterton District Council and South Wairarapa District Council. These margins are similar to last year if the proposed fee increases are adopted.

Total fees	1 rural dog	2 rural dogs	3 rural dogs	4 rural dogs	5 rural dogs
Masterton	\$100	\$127	\$154	\$181	\$208
Carterton	\$75	\$150	\$190	\$230	\$280
South Wairarapa	\$70	\$140	\$210	\$220	\$220

## Urban

If the proposed dog registration fees are adopted then Masterton dog owners will pay \$25 and \$23 more respectively than Carterton District Council and South Wairarapa District Council to register an urban neutered dog and \$69 and \$59 more respectively than Carterton District Council and South Wairarapa District Council more to register an urban entire dog. Full details of the comparisons can be seen in Attachment 3.

Total fees	Urban Entire	Urban neutered
Masterton	\$169	\$100
Carterton	\$100	\$75
South Wairarapa	\$110	\$77

## **Contribution from Rates**

Masterton District Council Revenue & Financing Policy for funding dog registration fees is for user pays revenue of 85% of the costs of the service they are using with ratepayers funding 15% of the costs. Council decided for the 2021/22 year to provide for users to pay for 80% of the costs of the service with ratepayers paying 20% of the cost. The proposed fees for the 2022/23 dog registration year have been based proposed on a user pays 80% of the cost of service with ratepayers funding 20% of the cost of the service. Carterton District Council's policy has a 20-30% rates contribution and South Wairarapa District Council's has 30-40% rates contribution.

## **Level of Service and demand on service**

The costs for the service correlate to the level of service provided and demand on the service. All three Wairarapa councils offer a 24-hour service for animal control. However, the demand for the service in Masterton is greater. Carterton District Council had 281 dog related complaints in the 2020/21 year and South Wairarapa District Council have had 175 complaints to date this financial year that relate to dogs. Masterton has had 1272 calls relating to dogs this year to date. 126 of the calls were priority 1 calls requiring the officer to attend within 1 hour of the request for service, this includes afterhours responses.

There could be cost savings by changing the level of service offered to the community, however it should be noted that Council can't significantly alter a level of service for any significant activity undertaken unless it is explicitly provided for in the long term plan<sup>1</sup>. One impact of a reduction in service could be not having a 24/7 service offered to the community. This would result in not requiring staff to be available afterhours with the exception of caring for impounded dogs in Masterton District Council's care.

<sup>1</sup> Section 97 Local Government Act 2002.

## **Responsible Dog Owners**

The Responsible Dog Owner (RDO) policy was adopted as part of the review of the Dog Policy in March 2018. Applicants who apply and are assessed as meeting the criteria receive a 25% discount on registration fees for the duration of their dog or dogs' life provided they continue to meet the criteria. There is a one-off application fee of \$20 per property to apply for RDO status. Applications for RDO status for the 2022/23 year have now closed. As of 3 May 2022, there are 253 individual owners with 327 dogs that have RDO status. This is an increase from 55 dog owners with 115 dogs on 1 May 2021.

To be eligible they must meet the following criteria:

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

## **Schedule payment plan**

Council continues to offer the option to dog owners to make scheduled payments for their dog registration fees to assist in helping people meet their obligations under the Dog Control Act 1996. There will be further promotion of this service this year. This option for paying off registration is proving to be more popular every year. Staff find it great tool to remove some of the barriers to non-payment. People paying off their registration must do so by 31 July to avoid penalties.

## **Penalties**

The penalty fee set by Council for not paying dog registration fees before the due date is an additional 50% of the appropriate fee (maximum allowed under Dog Control Act 1996 (S37(3))). In prior years the penalty has been applied after 31 July giving dog owners about two months to make the payment. In October, if registration has not been paid an infringement of \$300 per dog will be issued to the dog owner.

## **Constraints on cost recovery**

There are constraints on Council recovering costs from the users of the service as they cannot always be identified, or they are not a dog owner. The monitoring of regulations and bylaws, roaming dogs that are not located, the collection and care for a dog that is impounded whose owner cannot be identified, the delivery and collection of dog traps for people who have reported dog incidents on their properties but no dog captured or identified, school education on how to approach a dog, are all examples of services where the immediate user of the service either cannot be identified or is not a dog owner.

## OPTIONS

Option		Advantages	Disadvantages
1	Animal services fees to recover costs at a 80/20 split of fees to dog owners and rates. noting that this is inconsistent with the Revenue and Financing Policy but consistent with last years' decision.	<p>Will cover the costs required to effectively deliver the current service.</p> <p>Will not require a higher rates contribution than last year to enable services to be delivered.</p>	The decision would be inconsistent with the Revenue and Financing Policy.
2	Increase the contribution from rates to 25% to achieve no change in dog registration fees.	<p>There would be no increase in fees which would remain the same as the fees in 2021-2022</p> <p>Reduces negative feedback from dog owners about an increase in registration fees.</p>	<p>The decision would be more inconsistent with the Revenue and Financing Policy.</p> <p>Rates would increase to subsidise the service more than is the case currently.</p> <p>A further 5% increase in rates funding equates to some \$37,500 or 0.1% of rates, or approx. \$3 per property.</p>
3	Increase the Animal Services fees to align with the current Revenue and Financing Policy of 85/15 split of fees between dog owners and rates.	<p>Will reduce the ratepayer contribution towards Animal Services by \$37,500, which equates to \$3 per urban property.</p> <p>Is consistent with the Revenue and Financing Policy.</p>	<p>Fee increases will need to average 13% e.g. plus \$12 for urban neutered instead of the \$5 in option 1.</p> <p>Increased fees may result in fewer dogs being registered by the due date which could see more bad debts and incur more staff resource in following up on payment.</p> <p>Higher impounding fees may result in fewer dogs being collected by owners from Council impounding- resulting in higher care costs and longer dog stays in Council's care.</p>

## **CONCLUSION**

Staff recommend option 1 which aligns with the Council's decision in the last financial year, to provide for 80% of the cost of dog control to be funded by dog owners and 20% from rates, on the basis that there was broad support last year for a higher amount to be funded by rates than that included in the Policy.

## **SUPPORTING INFORMATION**

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

As noted, Section 37 of the Dog Control Act 1996 gives local authorities the power to set charges for dog registration and other dog control activities. Section 37(4) requires the territorial authority to have regard to the relative costs of the registration and control of dogs in the various categories. Section 37(8) states any increase in fees can only take effect at the commencement of that year. Fees must be advertised at least once in the newspaper during the month preceding the start of every registration year.

Section 80 of the Local Government Act requires councils to identify any decisions which are significantly inconsistent with any policy adopted by the council and when making the decision must identify the inconsistency, the reasons for the inconsistency and any intention to amend the policy or plan to accommodate the decision. In this case, while the proposed 80/20% allocation of the cost of the dog control service between fees and rates is inconsistent with the Revenue and Financing Policy, the inconsistency is not significant. The issue will be reconsidered in the next review of the Revenue and Financing Policy which will be undertaken as part of the 2024-2034 Long Term Plan development.

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

The proposed fee changes were assessed against Council's Significance and Engagement Policy and the assessment concluded that the decision was not significant. Maintaining the fees at the 2021/22 levels is also considered to be not significant given the small change that has been proposed and because of the change in our community's economic situation. Further community consultation is not required. Dog owners will be informed of the fees set with further publicity on the opportunity for payment plans.

### **Financial Considerations**

The financial considerations in setting the fees were included in the discussion section of the report.

### **Treaty Considerations/Implications for Māori**

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

### **Communications/Engagement Plan**

No further consultation is required as a result of this decision. Dog owners will be informed of fees once Council's decision has been made and the fee schedules will be updated on Council's website.

The Responsible Dog Owner (RDO) Status and Payment plans for dog registration will continue to be promoted through digital and media platforms throughout the year.

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

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

Excerpt from Dog Control Act 1996:

**37 Territorial authority to set fees**

- (1) The dog control fees payable to a territorial authority shall be those reasonable fees prescribed by resolution of that authority for the registration and control of dogs under this Act.
- (2) Any resolution made under subsection (1) may—
  - (a) fix fees for neutered dogs that are lower than the fee for dogs that have not been neutered:
  - (b) fix fees for working dogs that are lower than the fee for any other dog, and may limit the number of working dogs owned by any person which qualify for lower fees under this section:
  - (c) fix different fees for the various classes of working dogs:
  - (d) fix fees for dogs under a specified age (not exceeding 12 months) that are lower than the fee that would otherwise be payable for those dogs:
  - (e) fix, for any dog that is registered by any person who demonstrates to the satisfaction of any dog control officer that that person has a specified level of competency in terms of responsible dog ownership, a fee that is lower than the fee that would otherwise be payable for that dog:
  - (f) fix by way of penalty, subject to subsection (3), an additional fee, for the registration on or after the first day of the second month of the registration year or such later date as the authority may fix, of any dog that was required to be registered on the first day of that registration year:
  - (g) fix a fee for the issue of a replacement registration label or disc for any dog.
- (3) Any additional fee by way of penalty fixed under subsection (2)(f) shall not exceed 50% of the fee that would have been payable if the dog had been registered on the first day of the registration year.
- (4) In prescribing fees under this section, the territorial authority shall have regard to the relative costs of the registration and control of dogs in the various categories described in paragraphs (a) to (e) of subsection (2), and such other matters as the territorial authority considers relevant.
- (5) Where any 2 or more territorial authorities have formed a joint standing or joint special committee in accordance with [section 7](#), the resolution of that committee under subsection (1) may fix different fees in respect of dogs kept in the different districts, having regard to the costs of registration and dog control in the districts concerned.
- (6) The territorial authority shall, at least once during the month preceding the start of every registration year, publicly notify in a newspaper circulating in its district the dog control fees fixed for the registration year.
- (7) Failure by the territorial authority to give the public notice required by subsection (6), or the occurrence of any error or misdescription in such public notice, shall not affect the liability of any person to comply with this Act or to pay any fee that is prescribed by the territorial authority under subsection (1).
- (8) No increase in the dog control fees for any year shall come into effect other than at the commencement of that year.
- (9) This section shall come into force on the day on which this Act receives the Royal assent

**42 Offence of failing to register dog**

- (1) Every person commits an offence and is liable on conviction to a fine not exceeding \$3,000 who is the owner of a dog of a greater age than 3 months unless the dog is registered under this Act for the current registration year.
- (2) If a territorial authority has reasonable grounds to believe that a person has failed to comply

with subsection (1), a dog control officer or dog ranger may—

- (a) seize and impound the dog; and
  - (b) for the purposes of paragraph (a), enter, at any reasonable time, any land or premises (except a dwellinghouse) occupied by the owner of the dog.
- (3) This section does not apply to any person operating a pound or facility, or having custody of an unregistered dog for the purposes of—
- (a) impounding the dog under this Act; or
  - (b) confining the dog in a transitional facility or containment facility approved under [section 39](#) of the Biosecurity Act 1993; or
  - (c) keeping the dog in the custody of a society established to prevent cruelty to animals pending the dog's—
    - (i) recovery by its owner; or
    - (ii) disposal to a new owner.
- (4) However,—
- (a) a person to whom subsection (3)(a) applies must not dispose of a dog other than in accordance with [section 69A](#); and
  - (b) a person to whom subsection (3)(b) or subsection (3)(c) applies must not dispose of a dog (other than by destroying it), unless the dog is first registered under this Act.



**Proposed Dog Fees for 2022/23**

Dog Control Fees	2021/22 Fees	Proposed Fees 2022/23
Responsible owner	25% discount	<b>25% discount</b>
Urban Neutered	\$95.00	<b>\$100.00</b>
Urban Entire	\$157.00	<b>\$169.00</b>
Permit Breeder	\$95.00	<b>\$100.00</b>
Rural 1 <sup>st</sup> Dog	\$95.00	<b>\$100.00</b>
Rural 2nd and Subsequent	\$25.00	<b>\$27.00</b>
Dangerous Neutered	\$143.00	<b>\$150.00 (150% of urban neutered)</b>

Dog Control Charges		2021/22 Fees (incl. GST)	Proposed Fees for 2022/23 (incl GST)
Sustenance fee (per day)		\$15.00	\$20.00
Pound Fee:	First impounding	\$70.00	\$75.00
	Second impounding	\$125.00	\$130.00
	Third and subsequent impounding	\$160.00	\$200.00
Surrender a dog for euthanasia (acceptance must be on prior approval)		Actual cost-plus 15%	\$300.00
Microchipping of Masterton registered dog		\$20.00	\$20.00
Permit application to keep more than two dogs in urban area including breeder		\$55.00	\$60.00
Re-homing fee for impounded dog		No charge	No charge
Replacement registration tag		\$5.00	\$5.00
Collars		Actual cost-plus 15%	Actual cost-plus 15%
Dog seizure fee			\$150.00
Afterhours dog release (additional to impounding fees)			\$150
Vet treatment for impounded dog			Actual cost-plus 15%

Fees Comparison

Fee type for 2021/22 year	Urban Neutered	Responsible Dog Owner (Urban Only)	Urban Entire	Rural 1 <sup>st</sup> (entire)	Rural 2 <sup>nd</sup> (entire)	Subsequent rural dogs (entire)	Dangerous (Neutered)
Masterton DC	\$95	25% discount on urban neutered	\$157	\$95	\$25	\$25	\$143
Carterton DC	\$70		\$95	\$70	\$70	\$36	\$142.50
South Wairarapa DC	\$77		\$108	\$66	\$66	\$215 for up to 10 dogs	150%
Upper Hutt DC	\$119	\$79	\$132	\$79	\$79	\$79	\$178
Kapiti DC	\$100	\$70	\$193	\$70	\$42	\$42	\$150
Tararua DC	\$115	\$65	\$115	\$50	\$50	\$50	150%
Manawatu DC	\$70	\$36	\$109	\$36	\$36	\$36	\$168
Horowhenua DC	\$79	\$66	\$132	\$132	\$132	\$123	\$118.50

Fees Comparison for Masterton District Council from previous years.

MDC fees compared	Urban neutered	Urban Entire	Permit breeder	1st rural	2nd and sub rural	dangerous neutered	RDO
15/16	\$80.00	\$125.00	\$90.00	\$80.00	\$20.00	\$125.00	
16/17	\$80.00	\$130.00	\$80.00	\$80.00	\$20.00	\$125.00	
17/18	\$80.00	\$130.00	\$80.00	\$80.00	\$20.00	\$125.00	
18/19	\$81.00	\$132.00	\$81.00	\$81.00	\$22.00	\$126.00	
19/20	\$82.00	\$136.00	\$82.00	\$82.00	\$22.00	\$126.00	\$61.50
20/21	\$82.00	\$136.00	\$82.00	\$82.00	\$22.00	\$126.00	\$61.50
21/22	\$95.00	\$157.00	\$95.00	\$95.00	\$25.00	\$143.00	\$71.00
22/23	\$100.00	\$169.00	\$100.00	\$100.00	\$27.00	\$150.00	\$75.00

**Final Proposed Dog Control Fees and associated fees for 2022/23**

<b>Dog Control Fees</b>	<b>Proposed Fees 2022/23 for Final Annual Plan</b>
Responsible owner	25% discount
Urban Neutered	\$100.00
Urban Entire	\$169.00
Permit Breeder	\$100.00
Rural 1 <sup>st</sup> Dog	\$100.00
Rural 2nd and Subsequent	\$27.00
Dangerous Neutered	\$150.00

<b>Dog Control Charges</b>		<b>Proposed Fees 2022/23 (incl GST) for Final Annual Plan</b>
Sustenance fee (per day)		\$20.00
Pound Fee:	First impounding	\$75.00
	Second impounding	\$130.00
	Third and subsequent impounding	\$200.00
Surrender a dog for euthanasia		\$300
Microchipping of Masterton registered dog		\$20.00
Permit application to keep more than two dogs in urban area including breeder		\$60.00
Re-homing fee for impounded dog		No charge
Replacement registration tag		\$5.00
Collars		Actual cost-plus 15%
Dog seizure fee		\$150.00
Afterhours dog release (additional to impounding fees)		\$150.00
Vet treatment for impounded dog		Actual cost-plus 15%

**Extract from Minutes of the Council Meeting held on 20 May 2021 (097/21)****ADOPTION OF DOG REGISTRATION AND ASSOCIATED FEES 2021/2022** (095/21)

The report seeking approval of the Dog Registration and associated fees for Council's Animal Control Facility was taken as read.

Members discussed the proposed fees with most of the view that the increase was too high and that Option 2 in the report (to increase the contribution from rates) should be approved. Members proposed 80% from fees and 20% from rates (as opposed to the 85% user fee contribution proposed). Those who didn't support the motion supported a higher percentage to be funded by rates as there were a lot of older dog owners and a rise in cost would impact on them.

Moved Councillor B Johnson

**That Council:**

- i. **receives the 'Dog Registration and Associated Fees 2021/22' report (Report 095/21);**
  
- ii. **agrees to adopt the Dog Registration Fees and associated Animal Services activity fees, for 2021/22 as specified in Attachment 4 to Report 095/21 but recalculated to 20% of the cost of the service funded by rates and acknowledges that the change in funding is inconsistent with the current Revenue and Financing Policy and that that will be addressed in the Revenue and Financing Policy review taking place in 2021/2022.**

Seconded Councillor F Mailman and CARRIED

<b>To:</b>	Your Worship the Mayor and Councillors
<b>From:</b>	Kelsi Rutene, Community Development Team Leader
<b>Endorsed by:</b>	David Hopman, Chief Executive
<b>Date:</b>	18 May 2022
<b>Subject:</b>	<b>Mauriceville West Lutheran Cemetery -final approval to accept transfer of ownership</b>
<b>DECISION</b>	
<b>Recommendation:</b>	
That Council:	
<ul style="list-style-type: none"> <li>i. Notes that on 16 September 2020 Council agreed in principle to accept the transfer of the St Francis Burial Grounds and church site from the Mauriceville West Lutheran Church &amp; Burial Ground trustees and St Francis Lutheran Church into Council ownership for ongoing administration and care, subject to consultation with the local community;</li> <li>ii. Notes that a survey was undertaken with the community to ascertain their level of support for whether the burial ground be closed and managed as an historic site, remain open as a Lutheran Burial Ground or be closed as a denominational burial ground and opened as a community cemetery;</li> <li>iii. Agree that Mauriceville West Lutheran Cemetery be closed as a denominational burial ground and opened as a community cemetery; and</li> <li>iv. Note that Council will now be responsible for the ongoing maintenance of the Mauriceville West Lutheran Cemetery.</li> </ul>	

## PURPOSE

The purpose of this report is to provide a summary of feedback received from the community regarding the future use of the Mauriceville West Lutheran Church and Burial Ground as well as seeking agreement for the Mauriceville West Lutheran Cemetery be closed as a denominational burial ground and opened as a community cemetery.

## CONTEXT

The Mauriceville West Lutheran Church and Burial Ground trustees (MWLCBGT) made a submission on 26 May 2018 to request that Council accept the transfer of ownership of the land on which the St Francis Burial Grounds and church site is located at 280 South Road, Mauriceville.

The former church building has been removed by the Trust and there are no buildings located on the land proposed to be transferred. In 2020, Council agreed in principle to accept the transfer for ongoing administration and care, subject to engaging with the local community.

Until recently the cemetery had been maintained by the local Scandinavian club and Trust, however the congregation has declined over time and the church was unused with worshippers attending services at St Andrew's Union Church in Greytown. The burial ground has continued to be used, with the most recent burial taking place in 2016. The site is of historical significance to Masterton and the wider Wairarapa area, with many families with Scandinavian whakapapa having ancestors buried at this site. The burial ground includes original totara headstones and stone and marble memorials dating from the 1880s forward.

The options that were presented to the community for consultation have been outlined below:

- Option 1: The cemetery remains open as a Lutheran Burial Ground
- Option 2: The burial ground to be closed and managed as a historic site
- Option 3: The burial ground to be closed as a denominational burial ground and opened as a community cemetery

## **DISCUSSION and OPTIONS**

The MWLCBGT has requested Masterton District Council take on the ongoing management and maintenance of the church site and burial ground. Maintenance will include spraying for invasive weeds such as gorse and blackberry, and maintenance of fences. MDC currently undertakes mowing of the road reserve frontage. Grave sites and headstones will be allowed to decay naturally as per existing management. Agreements will be sought from local farmers to periodically graze sheep on the site to control overgrowth.

It is understood as the burial ground is a denominational burial ground only the Mauriceville West Lutheran Church has the ability to close this, unless they appoint the Council as their agent. Once closed and transferred to the Council, the Council would have the ability to re-open this as a community cemetery. If the cemetery is transferred without Council appointed as an agent, Council will not have the option to close the cemetery at a later date without permission from the Lutheran Church. Further advice is required from the Ministry of Health to action the transfer and confirm the status of the ground.

The following section includes an overview of the feedback received from submitters through the consultation process.

### **Submission Feedback**

21 submitters indicated their preference for the options presented in the consultation survey. Of those:

- 81% (17 submitters) supported the burial ground remaining open
- 9.5% (2 submitters) supported the burial ground being closed and managed as a historical site
- 9.5% (2 submitters) were undecided

Of the overwhelming response (17 submitters) for the burial ground to remain open:

- 82.4% (14 submitters) supported the burial ground being closed as a denominational burial ground and opened as a community cemetery
- 17.6% (3 submitters) supported the cemetery remaining open as a Lutheran burial ground.

## **Themes from the submissions:**

Of the submitters that provided written submissions or comments, 23 people provided specific feedback.

The key themes from the submissions are:

1. Utilisation
2. Historical significance
3. Ongoing maintenance and care
4. Valued connections

### **1. Utilisation**

Submissions that supported the burial ground being opened as a community cemetery expressed an expectation that community care would increase as a result of increased burials – a philosophy that if it remains in use, it is more likely to be maintained.

### **2. Historical significance**

Of those who provided written comments in their submission, approximately 48 per cent highlighted the historical significance of the burial ground. Key points included:

- The Mauriceville area is an important part of Masterton's heritage, being the centre of a significant Scandinavian settlement.
- A belief that the burial grounds attract many visitors from all over New Zealand and other parts of the world.
- The burial ground forms part of the developing Scandinavian Trail which attracts people to the Wairarapa.
- Burial ground provides a link to early Scandinavian settlers and historical information of significance to the community.

### **3. Ongoing maintenance and care**

Approximately 20 per cent of submitters commented on the importance of ongoing maintenance and care at the site. Given the personal significance to the burial ground it was felt this was of high importance. There were some comments that suggested the current level of upkeep has been sufficient.

### **4. Valued connections**

Approximately 50 per cent of submitters highlighted the strong connection they feel to the place and the land. Key points included:

- A peaceful place to be near their ancestors, reflect, and reset
- Future desire to be laid to rest at this burial ground
- Family history and ability to trace back generations

## 5. Other comments

### a. Managed as a historical site

A minority (2 submitters) were against future burials as they would prefer to preserve the site as a historical landmark for people to visit, with signage erected to detail the history of the area, the people, and the church.

## CONCLUSION

In summary, there is a very strong desire for the Mauriceville West Lutheran Cemetery to be closed as a denominational burial ground and opened as a community cemetery. Staff recommend that Council pursue option 3 given the significant community support for this and taking into consideration all the information outlined in this report. In order to achieve this, it is important to note there is a required process involving the Ministry of Health to action the transfer and confirm the future status of the ground.

## SUPPORTING INFORMATION

### Strategic, Policy and Legislative Implications

Under the Burial and Cremation Act 1964, Councils are required to provide public places of burial as spaces of remembrance and reflection, as well as being a record of social history.

The recommendation to take responsibility for the ongoing maintenance of the Mauriceville West Lutheran Cemetery fits within the goals and objectives of our Parks and Open Spaces Asset Management Plan and aligns with the wider parks category framework in our Parks and Open Spaces Strategy regarding cultural heritage.

### Significance, Engagement and Consultation

Transfer of the land and burial ground is deemed to be significant as it involves a long-term commitment to a specific geographical area and community. Because of this, and as part of the Council resolution made in 2020, Council surveyed the community to ascertain their level of support for the future use of this land.

### Financial Considerations

The current annual costs for maintaining the Mauriceville West Lutheran Cemetery, including mowing, and weed control of the site is \$1,718.88. The road frontage will need to be mown, and weed control undertaken around the graves. However, the rest of the grounds could still be grazed based on the current arrangements with a local farmer. The trust has arranged a stock water supply to the site from the neighbouring farmer. The boundary fence of the site is believed to be adequate and functional. The front fence and gates could be moved to improve access and reduce future mowing requirements. The costs to undertake this has not yet been assessed. There is also a need for tree and shrub work to bring it up to specification for public use, this is estimated to be \$3,500.00 and is a one-off fee. Further minimal costs may be incurred regarding the administration of records. It has not yet been established whether



future interments will occur on the site, but these costs would be borne by the person/s arranging the interment.

### **Treaty Considerations/Implications for Māori**

Given the nature of the site, there was no specific engagement with iwi.

### **Communications/Engagement Plan**

A communication/engagement plan was developed to support consultation with the community via the survey. In addition to this, we did a leaflet drop to the Mauriceville community to seek their feedback.

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

There are no environmental and climate change impacts associated with the transfer of the cemetery.

<b>To:</b>	Her Worship the Mayor and Councillors
<b>From:</b>	David Hopman, Chief Executive
<b>Date:</b>	18 May 2022
<b>Subject:</b>	Update on Future for Local Governance Wairarapa Meetings
<b>INFORMATION</b>	
<b>Recommendation:</b>	
That Council receives the update on Wairarapa Future for Local Governance meetings in Report 050/22.	

**Purpose**

To update Council on the Wairarapa Future for Local Governance meetings

**Context**

Following a presentation on Ārewa ake te Kaupapa – Raising the Platform – Future for Local Government at the Combined Council Forum in November 2021, two elected members (EMs) from each Wairarapa Council met to discuss the issues and pressures on local governance.

Two meetings have been held this year, on 8 March and 12 April 2022. The EMs who participated were:

- CDC: Cr Robyn Cherry-Campbell, Cr Dale Williams
- SWDC: Cr Garrick Emms, Cr Leigh Hay
- MDC: Cr Tina Nixon, Cr Brent Gare
- GWRC: Cr Adrienne Staples

The meetings were facilitated by Geoff Hamilton, Chief Executive, Carterton District Council.

At the meeting on 12 April 2022 there was discussion around the questions identified in the previous meeting. Group members considered there were three themes behind the questions:

1. Representation and engagement
2. Managing growth, adapting to change
3. Driving efficiency in service delivery

The initial seven questions identified from the earlier meeting on 8 March 2022 were refined into six questions as follows:

*Representation and Engagement*

1. Can we improve our governance and representation model.
2. Are we delivering what Wairarapa communities want.
3. How can we strengthen our local voice with central Government.

*Managing growth and adapting to change*

4. How can we give more effect to our regional strategies in Water, Housing, Transport and Climate Adaptation.
5. Can we more effectively plan and manage growth.

*Driving efficiency in service delivery*

6. How can we more effectively deliver services in Wairarapa.

It is planned to progress the issues raised after the local body elections in October this year.

The minutes of the two meetings are attached (See Attachment 1 and Attachment 2).

## MINUTES – Future for Local Governance Wairarapa

1 pm, Tuesday 8 March 2022, online Teams meeting

### PRESENT

CDC: Cr Robyn Cherry-Campbell, Cr Dale Williams

SWDC: Cr Garrick Emms

MDC: Cr Tina Nixon, Cr Brent Gare

GWRC: Cr Adrienne Staples

Facilitator: Geoff Hamilton (CEO CDC)

**APOLOGIES:** Cr Leigh Hay (SWDC)

The meeting was set using 'Chatham House Rules'

**The meeting opened with a karakia**

### OVERVIEW

The CEO provided a power point presentation as an overview, Ārewa ake te Kaupapa – Raising the Platform – Future for Local Government presented at the Combined Council Forum, November 2021.

This identified pressures on the four Councils being:

- Rating affordability
- Protecting out local voice on key issues
- Managing change (Climate, population, demographics, regulation, community expectations, government expectations).
- Governance representation (Iwi, Youth, Pacifica)
- Duplication/efficiency of service provision
- Central Government regulation/ unfunded mandates
- Engagement with our Communities

### DISCUSSION

There was discussion on the pressures observed by Councillors which included:

- What does Council do?
- Operations vs Governance is confusing for the community

- Very different to 20 years ago, there is a struggle to attract youth into local government
- What can local government deliver best?
- Consistently underestimating the growth rates on population
- A change in demographic to the district (ie, new young families not farmers)
- Population migration from urban centres is our new target audience
- What should be done locally/nationally? (Social housing across Wairarapa)
- Rural drift (4ha site limitation)
- Māori Standing Boards vs Community Boards vs Rural Wards, it's not easy to see how they work/ are they effective?

There was a discussion on Local Government New Zealand's (LGNZ) Future for Local Government (FFLG) workshops which were held recently and the benefit of these in a Wairarapa context. Feedback and common themes concluded that these have limited value for elected members. Other feedback on the FFLG workshops included:

### Communication

- The need to encourage two-way transparent conversations between Elected Members and the community they support.
- A view that the government process is being rushed before agreement has been reached/

### Support

- Local government needs to provide more support for elected members to ensure they are able to make decisions based on factual information, whilst still caring about local issues
- The need for a consistent regional approach.

### Innovation

- An opportunity for change to understand the community's expectations
- Keep it local, give the Wairarapa its own identity. The national FFLG programme is not hugely relevant for Wairarapa.

In summary, the feedback/themes were framed into the following key questions:

1. What does our community want from us? (Locally, regionally and pan regional)
2. Can we improve our Governance Representation model? (Across rural, Māori Wards, Community Boards or true community partnerships eg, Murihiku regeneration?)
3. How do we effectively plan and manage growth/change?
4. How can we deliver services more efficiently for our communities?
5. How do we tell our stories to the community? (What we do, what we don't do)
6. Can we give more effect to our regional strategies? (Water, housing, transport)
7. How can we better partner with central Government while protecting our local voice?

### Recommendations:

- Circulate the draft minutes to participants of this meeting.
- Hold a meeting in April 2022 to agree and refine the questions.
- Once agreed, each Council submits a paper to their **May** ordinary Council meeting to note the refined questions and propose that discussions start with the public.

**The meeting concluded at 2:30pm with a closing karakia.**

## ACTIONS – Future for Local Governance Wairarapa

Wednesday 1pm, Tuesday 8<sup>th</sup> March 2022, Online Teams Meeting

Action	Responsible	Due
Circulate the minutes	EA Sheree Dewbery	Completed
Confirm the date of next meeting /circulate	CEO Geoff Hamilton/EA	Completed
Ordinary Council paper to May 2022 meetings to note Future for Local Governance Wairarapa meetings; refined questions and propose that discussions start with the public.	x4 CEO's (CDC, MDC, SWDC and GWRC)	

## **MINUTES – Future for Local Governance Wairarapa 1 pm Tuesday 12 April 2022, on-line Teams meeting**

### **PRESENT**

CDC: Cr Robyn Cherry-Campbell, Cr Dale Williams

SWDC: Cr Garrick Emms

MDC: Cr Tina Nixon

Facilitator: Geoff Hamilton (CEO CDC)

**APOLOGIES:** Cr Leigh Hay (SWDC), Cr Brent Gare (MDC), Adrienne Staples (GWRC)

### **MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on 8 March 2022 were reviewed and confirmed as correct.

### **MATTERS ARISING**

There was discussion around the questions identified at the previous meeting.

Group members considered there were three themes behind the questions:

1. Representation and engagement
2. Managing growth, adapting to change
3. Driving efficiency in service delivery

### **DISCUSSION**

The initial 7 questions were refined into 6 questions as follows:

#### *Representation and Engagement*

1. Can we improve our governance and representation model.
2. Are we delivering what Wairarapa communities want.
3. How can we strengthen our local voice with central Government.

#### *Managing growth and adapting to change*

4. How can we give more effect to our regional strategies in Water, Housing, Transport and Climate Adaption.
5. Can we more effectively plan and manage growth.

*Driving efficiency in service delivery*

6. How can we more effectively deliver services in Wairarapa.

In addition, the group believed an opportunity existed to provide potential candidates in local body elections with better education on what it means to be a councillor. It was considered best that this be non-partisan and driven by the three Council CEOs in partnership with local iwi/hapū.

**RECOMMENDATIONS**

- (1) The minutes of this meeting, including the questions, are confirmed by attendees.
- (2) The minutes of both meetings are tabled at the respective Council meetings with a view to progressing this after the local body Elections in October 2022.
- (3) Investigate iwi/hapū and previous elected members being involved in the candidate briefings being organised in early July.

The meeting closed at 1.55 pm

Action	Responsible	Due
Circulate the minutes	Democratic Services	Completed
Confirm the minutes	Attendees	Completed
Table the minutes at respective Council meetings with a view to picking this up after the local body Elections in October 2022.	x4 CEOs (CDC, MDC, SWDC and GWRC)	In progress
Investigate iwi/hapū and previous elected members being involved in the candidate briefings being organised in early July.	X4 CEOs (CDC, MDC, SWDC and GWRC) Candidate briefings: <ul style="list-style-type: none"> <li>• 7pm, Tuesday 5 July 2022 – Carterton District Council</li> <li>• 7pm, Wednesday 6 July 2022 – South Wairarapa District Council</li> <li>• 7pm, Thursday 7 July 2022 – Masterton District Council</li> </ul>	



<b>To:</b>	Your Worship and Members
<b>From:</b>	David Hopman, Chief Executive
<b>Date:</b>	18 May 2022
<b>Subject:</b>	<b>Chief Executive's Report</b>
<b>FOR INFORMATION</b>	
<b>Recommendation:</b>	
That Council notes the information contained in the Chief Executive's report 061/22.	

### **Purpose**

The purpose of this report is to provide Council with an update on Council operations and projects.

### **National and Regional Context**

#### **Three Waters Reform**

The Government has now adopted Working Group's recommendations regarding Three Waters Reform and will:

- provide for a public shareholding structure that makes community ownership clear, with shares allocated to councils reflective of the size of their communities (one share per 50,000 people);
- further strengthen and clarify the role of the Regional Representative Group; with joint oversight from local councils and mana whenua to ensure community voice and provide tighter accountability from each water services entity board;
- maintain that board members are to be appointed based on skills and competency;
- strengthen connections to smaller communities including through local sub-committees feeding into the Regional Representative Group, to ensure all communities' voices are considered as part of investment prioritisation; and
- recognise and embrace Te Mana o te Wai – the health and wellbeing of our waterways and waterbodies – as a korowai, or principle, that applies across the water services framework.

Legislation will be introduced to the House mid-year and the public and councils will have the opportunity to submit via the select committee process.

## **Sea level rise science update**

New sea level rise information has been released by NZ SeaRise, a programme comprising dozens of local and international scientists including GNS Science and NIWA. The new research released 1 May 2022, combines data about where land is sinking with the latest international sea-level rise projections. It shows that the sea levels in many parts of Aotearoa New Zealand are rising faster than we were planning for. For example, in just 18 years parts of the capital will see 30cm of sea level rise, causing once-in-a-century flood damage every year. Previously, councils and other authorities had not expected to reach this threshold until 2060 - halving the time to plan for mitigation or retreat.

The largest overall increases in the whole country are on the southeast North Island along the Wairarapa Coast. Here, the sea level could be up well over one and a half metres by 2100. About 30cm of sea level rise is unavoidable because of the amount of climate gases already in the atmosphere.

## **Ministry for the Environment - National Adaptation Plan Consultation**

The Ministry for the Environment is currently consulting on Government's first national adaptation plan, which will sit alongside the finalised national emissions reduction plan (released May 2022). The adaptation plan focuses on enabling New Zealanders to prepare for and adapt to the impacts of climate change. The three Wairarapa District Councils will put in a joint submission. Consultation closes 3 June 2022.

## **Ministry for the Environment - National Emissions Reduction Plan**

The government is releasing their finalised National Emissions Reduction Plan (NERP) in mid-May which they consulted on last year. The NERP includes national emissions budgets that the nation must aim to stay within and sets the plan for how New Zealand is going to reduce emissions across all sectors over the coming decades.

## **Ministry for Primary Industries – Managing exotic afforestation incentives Consultation**

The last Chief Executives report (Report 042/22) included content about the Ministry of Primary Industries consulting on changes to forestry settings in the New Zealand Emissions Trading Scheme. In addition to this, it was signalled that LGNZ were making a submission and had sought feedback from the local government sector. At the time of writing the previous report, high level feedback was sent to LGNZ on these options and whether there is an opportunity for greater local democratic input into carbon farming, i.e. local/regional government being able to determine where exotic forests can be planted. Further feedback provided to LGNZ was to confirm Council's support of their draft submission.

## **Land Transport Rule: Setting of Speed Limits**

The Government's adoption of the Tackling Unsafe Speeds proposals has led to the establishment of a new regulatory framework for speed management utilising speed management plans, safer speed limits around schools and a more effective approach to using road safety cameras. The new Land Transport Rule: Setting of Speed Limits 2022 governs this framework, which will see territorial authorities developing speed management plans for their local roads and Waka Kotahi developing

state highway speed management plans. This is intended to be a faster and easier process for RCAs than using bylaws and will also ensure greater consistency across regions. Speed Management Plans will outline a 10-year vision for roads to be implemented every three years in line with the National Land Transport Programme (NLTP). Staff are now in discussion with the other councils in the region to coordinate the timing and approach for the development the speed management plans.

## **Strategy and Governance Activity**

### **Long-Term Plan Amendment: Progressing more housing at Panama Village**

Submissions for the Long-Term Plan amendment focusing on progressing more housing at Panama Village closed on 26 April 2022. Sixty-one submissions were received in total. Council promoted consultation via radio ads, newspaper ads, Facebook, email, and displays at the Masterton District Library and Customer Service Centre at 161 Queen Street. In addition to this, verbal opportunities for the community to provide feedback to Council included two library drop-in sessions were held by the Mayor, Councillors, and staff (12 and 19 April 2022), and an online workshop was held for those who wanted to provide feedback directly to Council (27 April 2022). A deliberations meeting is scheduled for 25 May 2022.

### **Development of the Masterton District Climate Change Action Plan**

The Masterton District Climate Change Action Plan work is progressing towards the community consultation phase of the project. The last workshop with both the Community Focus Group and Elected Members helped to work through the proposed actions and how these will be communicated. The proposed consultation document will go to the June Council meeting for sign off to consult with the community. Consultation will run for a month beginning 4 July.

### **Roading Procurement Strategy**

Support was provided to the Roothing team to review Council's Roothing Procurement Strategy. The Roothing Procurement Strategy details what is being tendered, the scope of works, release of contracts to the market, and explains risks and how these will be mitigated. It is a basic requirement of the funding agreement with Waka Kotahi, and Waka Kotahi requires Council to have an endorsed Procurement Strategy before proceeding to market.

This strategy was approved by Council in February 2022 and received endorsement from Waka Kotahi on 9 May 2022.

## **Regional Projects**

### **Wellington Regional Climate Change Impact Assessment**

The work is underway on the assessment from the Beca consortium (with GNS Science and NIWA). The first three stages of the work happening in April/May/June are a) a stocktake of currently available hazard/risk/impact data, b) beginning mana whenua engagement at a district level, and c) creating a methodology for the project. The mana whenua engagement for this project is being done jointly across the three Wairarapa councils, led by MDC.

## **Wellington Regional Emissions Reduction Strategy**

The first meeting of the steering group took place in late April. A project coordinator will be hired to oversee the project. The first stage of the project is a stocktake of the regional emissions reductions plans in the Greater Wellington area by Jake Roos Consulting. The report is nearly finalised and will inform the development of the regional strategy going forward.

## **Youth/Rangatahi Strategy**

The Wairarapa Policy Working Group (WPWG) met in April to workshop progression with the review of the Youth/Rangatahi Strategy review and in particular taking more of a collaborative approach with youth/rangatahi, which the WPWG are supportive of. The internal Project Team has been working on an engagement approach (in line with Ministry of Youth Development guidance and other learnings) that brings together youth/rangatahi from across the region. We have started to engage with relevant stakeholders such as the Wairarapa DHB, Aratoi, UCOL, Youth 2 Work, Mayors Taskforce for Jobs, Ministry of Youth Development, Tira Rangatahi, and Rangatira Tū Rangatahi about the workshops. Initial promotional information about the strategy review will be sent to schools/kura (year 8 and above) the week of 16 May (if not before).

## **Grants**

Round 4 is open for applications to the Masterton District Creative Communities Scheme with the closing date of 27 May 2022. The Assessment Committee will meet on 9 June to assess the applications. This final round completes the funding for the 2021/22 funding year.

## **Library Activity**

Due to the change in COVID-19 traffic light settings, we have been able to resume library programming just in time for the school holidays. We have had fantastic turnout for events including over 160 children participating in the Easter Bunny Search. The library has added to the discovery kits, family games and ukuleles. These, along with the home health kits and STEAM kits, are available for customers to check out for two weeks.

We have received additional funding of \$30,000 from the National Library for 2022/23 to cover the cost of our e-Resources. This allows us to add the following e-Resources:

- Mango Languages – learn over 100 languages
- Who Else Writes Like – a readers guide to fiction authors
- What's Next – for kids to find their next read
- NZ Sign Language Collection – reference materials for sign language users and learners
- NZ History Collection – eBooks on NZ history – key learning resource for the new history curriculum
- Treaty of Waitangi Collection – collection of well-known and reliable books about the Treaty

We have also received \$4,000 from the ECREAD Committee for our reading programmes for 2022/23. This funding was provided by the committee as they had excess funds after discontinuing the programme a year ago. It was equitably distributed to the participating libraries. We will use this funding for our winter and summer reading programmes this year.

We will be closing the library for staff training on 29 June 2022. Offered by CERT, the course, Situational Safety and Tactical Communications for Library Staff has been specifically designed to ensure staff have the appropriate knowledge and skills to enable them to safely, effectively, and professionally engage and interact with members of the public in their work setting.

## **Wairarapa Archive Activity**

While open to the public, the Wairarapa Archive continues to receive most of its research requests via email and phone, indicating the community seems to prefer a digital method of accessing our services. This means we facilitated 94 enquiries in April as opposed to five in-person visitors. The Archive received 14 donations of collection material in April.

Plans are underway for the relocation of the staff and collection to new premises in Albert Street, including early discussions with a fit-out designer, and preliminary estimates for shelving. As the available space for the collection is smaller than anticipated, some creative storage solutions and curtailing of archival activities will be required.

Outreach and presentations have recommenced following Omicron, with nine presentations booked for the next few months; regular contributions to the Times-Age continue; and Mark Pacey's latest self-published archive book has sold out, with a reprint due this week. Mark is also investigating the release of his books in large print format, to meet the needs of a greatly under-represented audience.

Archive librarian Michelle Clausen was interviewed by Radio New Zealand regarding the history of skating in Masterton, and this interview was broadcast on Checkpoint on 21 April. Michelle's extensive research on this subject assisted with the comms around the launch of the revamped Skate Park and will be included in a later book – Michelle's first foray into archival publishing.

The Archive continues to collaborate with other local heritage interests: we contributed a large amount of archival research and material to Carterton District Council's ANZAC Day display; an oral history project with Age Concern is in the planning stages; and we are again in close collaboration with the convenor of this year's Wairarapa Film Festival.

## **Properties and Facilities Activity**

### **Contractor Activity**

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

The Belgravia Leisure team at Masterton have been awarded Outstanding Pool of the Year from Recreation Aotearoa. The award is judged for excellence, innovation and effectiveness in the provision of pool services. The Contractor was recognised for its excellent customer service, innovative

approach to teaching, access and inclusion, and its success in encouraging members of the local community to participate in learning to swim. A fantastic result for all the team.

During April, the Centre moved to operating under the restrictions of COVID 19 Protection Framework at the Orange setting. Guests are no longer required to show vaccine passes and gathering limits have been removed. Total facility visits for April were 8,099 compared to 10,526 in April 2021. The contractor is continuing to successfully manage staff shortages due to Covid (averaging 3 absences per week), with minimal impact on service delivery.

## **Mawley Park**

The contractor had a very busy April in the park, which included some long weekends and school holidays, with high occupancy and subsequent turnover of cabins. Revenue for April increased relatively to the two previous months but is down 15% on the same month last year. However, occupancy rates for the next two months are looking positive, partly due to a large long-term booking and the contractor should exceed the yearly revenue target.

## **Recreational Services**

The contractor met all their KPIs for Quarter three.

At the April governance meeting between Council staff and Recreational Services, discussion centered around meeting the end of year budget spend, as well as risk mitigation for the continuing inflationary and supply chain pressures. As the end of the financial year approaches, we are preparing to undertake the annual contract price review which considers the effects of inflation and any changes to levels of service from new or revamped assets. e.g skate park.

During March a trial was undertaken to test a change to the process on requests for service received from the community. Our Customer Call Centre was asked to send all service requests to Recreational Services in the first instance, with the option for the contractor to pass the request back to Council staff as appropriate. The trial was successful, with no negative feedback received from the community and stakeholders agreed on a permanent change.

## **Parks and Open Spaces Activity**

Unseasonal dry weather conditions have delayed the start of planting programs and slowed grass germination. Irrigation is being provided on sports fields and the Queen Elizabeth Park oval.

The upgrade at Riverside Cemetery is on schedule and the work at Henley Lake's overflow car park is completed, with grass now growing.

The community-led Mountain Bike Park build on the Lansdowne Recreation Trail is progressing well, with positive feedback from cyclists that the park is challenging and accessible by bike. The Club has raised more funding than the original budget and is looking at upgrading some of the features.

At the skate park, additional bins and seating are scheduled for installation in May. The Council has also been actively working with the community group who have come together to look at how we can ensure the skatepark is a safe place for all. Discussion continues on quick wins (such as regular

community driven BBQ's) and skate support, as well as longer term ideas such as a park Kaitiaki type role.

## Local Government Official Information and Meetings Act Requests






For the period 24 March 2022 to 9 May 2022, Council received a total of 41 Local Government Official Information Act (LGOIMA) requests. 27 requests and queries from media outlets and 14 from the public. Council has also received a formal Privacy Act 2020 request for video footage.

There are three requests from the previous period that remain open due to the amount to information and research required to complete the request. In all cases, communication has gone to the requestor to inform them of the delay.

We still believe there are still requests received and responded to by Council that are not recorded, tracked, and reported. Training and education to staff is ongoing.

Requests and responses are in the process of being made available on the Council website.

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

				
Total number of requests received.	Responded	Ave day for completed responses	> 20 days	No. outstanding
15 (others)	35%	8	4 plus 3 from March	14 (7 are still within the 20-working day timeframe)
27 (media)	100%			

## Customer Services Activity

### Complaints (23 March to 4 May 2022)

Two official complaints have been received, one for Animal Services and one for Governance. The Governance complaint has been completed and the other is current and still being worked on.

### Compliments (23 March to 4 May 2022)

#### Parks Department

- A customer passed on positive comments about the new skate park. He is very impressed with the new paths (including cycle paths) in Queen Elizabeth Park and particularly those around and near the skate park. He said it is a very good development and great for walking and cycling.

## Recreational Services

- A customer called to pass on their compliments and say how wonderful the trimmed tree looks outside of her property.
- *"Just a quick note to thank you for providing access to Pioneer Park for the Balloon Festival. Access through the cemetery was blocked by a car parked at the forestry gate. As a consequence, we entered directly from Colombo Road. Thanks for your support".*
- A compliment for help with cemetery Plot location. *"Thank you for all your help in solving this puzzle".*

## City Care

- *"This repair was done in a timely manner and the contractor assigned did a great job".*

## Earthcare:

- *"I would like to commend the young woman who was working at the Refuse Centre in the customer kiosk on Saturday afternoon 26.3.22, round 3.30pm. Her courtesy and friendly, cheerful communication on a very dreary grey day was a credit to her and I believe that the fact she brings this attitude and commitment to what I'm sure is not always an easy job, stands her in good stead for future employment and advancement in any career she chooses. Well done, you are an example to many, and I regret not making this commendation to you in person on the day. I will certainly look out for you in the future".*

## Service Requests

Over the 23 March to 5 May 2022 period, Council has received 971 service requests. 282 of these remain open. One of the total number of service requests came via Elected members and the remainder came from the public.

In general, the service requests cover the full range of Council activities such as streetlights, recycling, roading, water leaks, dogs, street trees, etc.

## **Kaitakawaenga Activity**

Engagement and Plans are progressing well with the Ngati Te Korou hapū over the reserve, this is an exciting project and is another example of integrating te reo me ona tikanga and a Māori worldview into our parks and open spaces. This project also includes engagement with the local Kairaranga (Māori Weavers) Collective and fits perfectly into the Parks and Opens Spaces Strategy and He Hiringa Whenua, He Hiringa Tangata.

There has been a good flow of korero around the cultural narrative for the Civic Facility, where it will now extend to include a baseline cultural narrative for the Council, developed and adapted to projects of the different branches here at Council.

There has been an increase in engagement on a regional level, to support the Council in the climate change and regional leadership space including coordination as a collective for the three councils' iwi,



hapū and marae engagement. Masterton District Council in particular has good relationships with iwi, marae, kaumatua and hapū across the entire rohe (valley) and is gradually becoming Council-wide and not just focused on the Kaitakawaenga, there is still a way to go however we are making good strides and individuals are now engaging with confidence be developing good relationships.

Council wide engagement areas

- Communications
- SLT
- Projects
- Planning
- Regulations
- Assets
- Policy
- People and Capability
- Parks and Facilities
- Community Development

Advertising for a replacement for the Kaitatari Māori has begun, once appointment is confirmed, this will relieve some pressure from the Kaitakawaenga and more projects completed.

## **Financial Report**

A full financial report for the 9 months to 31 March 2022 is included in the Audit & Risk Committee agenda (the meeting is scheduled for the same day as the Council meeting).

The report shows most of the expenditure associated with the 2021/22 work programme being progressively spent as at ¾ through the year. Instances of higher income than planned (building consents, transfer station fees) and lower expenditure (some staff roles yet to be filled) have resulted in a year to date surplus of some 1.9% of rates revenue. Roading costs associated with the February flood event may end up reducing the surplus by year end. The report also includes a full year forecast position for Capital projects, forecasting it will only be 65% spent by 30 June 2022. Three large projects influence this result, the Civic Facility, the Animal Shelter replacement and Airport upgrade have large capital expenditure provisions which will not be spent (for various reasons). The funding for most of that underspending was to be from new debt, so now the funds will not be borrowed. The resulting lower debt servicing costs have been built into the 2022/23 Annual Plan.