



ORDINARY MEETING of Council AGENDA

Time: 3:00 pm
Date: Wednesday, 17 May 2023
Venue: Waiata House, 27 Lincoln Road,
Masterton

MEMBERSHIP

Mayor Gary Caffell (Chairperson)

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

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

Values

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

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

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

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Karakia timatanga

Kia tau ngā manaakitanga a te mea ngaro

ki runga ki tēnā, ki tēnā o tātou

Kia mahea te hua mākihikihi

kia toi te kupu, toi te mana, toi te aroha, toi te Reo
Māori

kia tūturu, ka whakamaua kia tīna! Tīna!

Hui e, Tāiki e!

Let the strength and life force of our
ancestors

Be with each and everyone of us

Freeing our path from obstruction

So that our words spiritual, power, love and
language are upheld

Permanently fixed established and
understood

Forward together

1 CONFLICTS OF INTEREST

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

2 APOLOGIES

The Chair invites notice from members of:

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

3 PUBLIC FORUM

4 ITEMS NOT ON THE AGENDA

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

Matters requiring urgent attention as determined by resolution of the Council

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

Minor matters relating to the general business of Council

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

5 CONFIRMATION OF COUNCIL MINUTES

5.1 MINUTES OF COUNCIL MEETING HELD ON 5 APRIL 2023

File Number:

Author: Harriet Kennedy, Governance Advisor

Authoriser: David Hopman, Chief Executive

RECOMMENDATION

1. That the Minutes of Council Meeting held on 5 April 2023 be received and confirmed as a true and correct record of the meeting

ATTACHMENTS

1. Minutes of Council Meeting held on 5 April 2023



MINUTES

**Ordinary Council Meeting
Wednesday, 5 April 2023**

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**MINUTES OF MASTERTON DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 5 APRIL 2023 AT 3:00 PM**

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

IN ATTENDANCE: Iwi Representative Jo Hayes, Iwi Representative Ra Smith, Chief Executive, Manager Finance, Manager Strategy and Governance, Manager Community Facilities and Activities, Manager Communications and Engagement, Manager Assets and Operations, Manager People and Culture, Manager Regulatory Services, Pou Ahurea Māori,

1 CONFLICTS OF INTEREST

Ra Smith declared that a family member was coming to present to public forum

2 APOLOGIES

There were no apologies.

3 PUBLIC FORUM

Marama Fox and the residents of 141, 143 and 145 Cockburn Street spoke about the sewage overflow issues they had experienced.

4 ITEMS NOT ON THE AGENDA

There were no late items

5 CONFIRMATION OF COUNCIL MINUTES

5.1 MINUTES OF COUNCIL MEETING HELD ON 15 FEBRUARY 2023

RESOLUTION 2023/19

Moved by Councillor B Johnson
Seconded by Councillor B Goodwin

That the Minutes of Council Meeting held on 15 February 2023 be received and confirmed as a true and correct record of the meeting.

CARRIED

5.2 MINUTES OF COUNCIL MEETING HELD ON 29 MARCH 2023

RESOLUTION 2023/20

Moved by Councillor T Nelson

Seconded by Councillor C Bowyer

That the Minutes of Council Meeting held on 29 March 2023 be received and confirmed as a true and correct record of that meeting.

CARRIED

5.3 MINUTES OF AUDIT AND RISK COMMITTEE MEETING HELD ON 22 FEBRUARY 2023

RESOLUTION 2023/21

Moved by Councillor S Lennox
Seconded by Councillor B Goodwin

That the Minutes of Audit and Risk Committee Meeting held on 22 February 2023 be received and confirmed as a true and correct record of the meeting

.CARRIED

5.4 MINUTES OF INFRASTRUCTURE AND SERVICES COMMITTEE MEETING HELD ON 15 MARCH 2023

RESOLUTION 2023/22

Moved by Councillor D Holmes
Seconded by Councillor M Tuuta

That the Minutes of Infrastructure and Services Committee Meeting held on 15 March 2023 be received and the recommendations confirmed as a true and correct record of the meeting.

CARRIED

6 COMMITTEE REPORTS

6.1 INFRASTRUCTURE AND SERVICES COMMITTEE MEETING - 15 MARCH 2023

THE COMMITTEE RECOMMENDS:

RESOLUTION 2023/23

Moved by Councillor D Holmes
Seconded by Councillor T Nelson

That Council approves the proposed Traffic Calming Measures Guidelines.

.CARRIED

7 REPORTS FOR DECISION

7.1 AMENDMENTS TO THE WAIRARAPA CONSOLIDATED BYLAW 2019 PART 10 TRAFFIC

The report seeking Council adoption of amendments to Schedule 2F1: No Stopping Areas on Streets and Schedule 2I: Bus Stops in the Wairarapa Consolidated Bylaw 2019, Part 10: Traffic Bylaw Schedules was presented by the Roading Manager.

RESOLUTION 2023/24

Moved by Councillor B Goodwin
Seconded by Councillor T Hullena

That Council:

1. **notes** that work is being undertaken to improve the functionality, accessibility and safety of buses replacing trains (BRT) routes and bus stops in the Wairarapa;
2. **notes** that as a result of this work, additional bus stops, including no stopping on specified areas on streets, will be implemented for BRT routes and bus stops for the Renall Street and Solway train stations;
3. **notes** that work described in the above recommendations requires amendments to the Wairarapa Consolidated Bylaw 2019, Part 10: Traffic Bylaw Schedules; and
4. **adopts** amendments to Schedule 2I: Bus Stops and 2F1: No Stopping Areas on Streets in the Wairarapa Consolidated Bylaw 2019, Part 10: Traffic Bylaw Schedules as detailed in this report.

CARRIED

7.2 ADOPTION OF THE WAIRARAPA YOUTH STRATEGY: TE RAUTAKI RANGATAHI O WAIRARAPA

The report seeking Council adoption of the proposed Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa was presented by the Policy Advisor who noted that the Strategy had been adopted by South Wairarapa District Council at their meeting that morning.

RESOLUTION 2023/25

Moved by Councillor T Nelson
Seconded by Councillor S Lennox

That Council:

1. **notes** that the Wairarapa Rangatahi Development Strategy 2016-2021, of which Masterton and Carterton District Councils are party to, is due for review;
2. **notes** Masterton, Carterton and South Wairarapa District Councils agreed to develop a combined regional strategy as part of the review;
3. **notes** the Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa was developed in collaboration with rangatahi (youth 12–24-year-olds);

4. **notes** the Wairarapa Policy Working Group has reviewed the proposed Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa;
5. **notes** the Wairarapa Policy Working Group recommends that Council adopt the proposed Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa;
6. **agrees** to adopt the Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa; and
7. **endorses** the proposed Implementation Plan for Year 1.

CARRIED

7.3 ADOPTION OF THE WAIRARAPA SMOKE AND VAPE FREE POLICY

The report seeking Council's adoption of the draft Wairarapa Smoke and Vape Free Policy ("the Policy") was presented by the Policy Advisor who advised that Carterton District Council and South Wairarapa District Council had adopted the Policy with an amendment to include the areas outside educational facilities. The wording in the Policy would be updated to reflect that change.

The final policy is attached as Minutes Attachment 1.

Councillor Goodwin requested his vote against the motion be recorded.

RESOLUTION 2023/26

Moved by Councillor C Bowyer

Seconded by Councillor T Nelson

That Council:

- a) **notes** the Masterton District Smokefree Policy is due for review;
- b) **notes** Masterton, Carterton and South Wairarapa District Councils agreed to merge their respective policies through this review;
- c) **notes** a community survey was undertaken to understand general attitudes towards smoking and vaping in the Wairarapa region in late 2022;
- d) **notes** the Wairarapa Policy Working Group has reviewed the draft Wairarapa Smoke and Vape Free Policy and the results of the community survey;
- e) **notes** the Wairarapa Policy Working Group recommends that Council adopt the proposed Wairarapa Smoke and Vape Free Policy; and
- f) **agrees** to adopt the Wairarapa Smoke and Vape Free Policy.

CARRIED

7.4 ESTABLISHMENT OF A FENCED DOG PARK AT HENLEY LAKE

The report seeking Council approval to establish a fenced dog park at Henley Lake, with funding support from Rotary Masterton and Rotary South Masterton was presented by the Manager Community Facilities and Activities.

RESOLUTION 2023/27

Moved by Mayor G Caffell

Seconded by Councillor B Johnson

That Council:

1. **notes** that the establishment of the fenced dog park at Henley Lake will be funded and maintained by Rotary Masterton and Rotary South Masterton;
2. **notes** that a community group will be established to act as guardians of the fenced dog park at Henley Lake; and
3. **approves** the establishment of a fenced dog park at Henley Lake on land with the legal description SEC 148 MASTERTON S F S BLK I OTAHOUA in the area immediately adjacent to the Henley Mens Shed (Refer Map 1).

CARRIED

7.5 CORONATION HALL FUTURE USE AND ASSOCIATED COSTS

The report informing Council of the current condition of Coronation Hall and seeking agreement to upgrade the Hall to be used as a bookable/leasable space with a non-commercial kitchen was presented by the Manager Community Facilities and Activities and the Facilities and Open Spaces Manager.

Councillor Bowyer requested his vote against the motion to be recorded.

RESOLUTION 2023/28

Moved by Councillor B Johnson
Seconded by Councillor T Hullena

That Council:

1. **receives** the report on the maintenance needs and future use for Coronation Hall;
2. **agrees** to the future use of Coronation Hall as a bookable/leaseable space with a non-commercial kitchen;
3. **agrees** to amend the Queen Elizabeth Park Management Plan to reflect the future use; and
4. **notes** that staff will explore the best option for use of the refurbished space including leasing and administration by external parties.

CARRIED

8 REPORTS FOR INFORMATION

8.1 REVIEW OF THE WAIRARAPA CLASS 4 GAMBLING AND STANDALONE TAB VENUES POLICY

The report providing information about the review of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy was presented by the Policy Manager.

RESOLUTION 2023/29

Moved by Councillor D Holmes
Seconded by Councillor T Nelson

That Council:

- a. **Notes** that a review of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy for the Masterton, Carterton and South Wairarapa districts is underway;
- b. **Notes** that the process to be followed for the review is set out in the Gambling Act 2003 and the Racing Industry Act 2020;
- c. **Notes** that the cost of the review will be shared across the three Wairarapa District Councils as per the Wairarapa Shared Services Funding Policy (joint policy development activity type); and
- d. **Notes** that the Wairarapa Policy Working Group has delegated authority to support the review and make recommendations back to the three Wairarapa District Councils.

CARRIED

8.2 CHIEF EXECUTIVE'S REPORT

The Chief Executive provided an update on Council operations (as at 27 March 2023).

RESOLUTION 2023/30

Moved by Mayor G Caffell
Seconded by Councillor B Johnson

That Council receives the Chief Executive's Report as at 27 March 2023

CARRIED

8.3 MEETING REPORTS FROM COUNCILLORS

Councillors are appointed to a number of external groups and organisations as representatives of Masterton District Council. This agenda item allows Councillors to report back on meetings attended in that capacity.

Councillor Tuuta spoke about the Civil Defence Training undertaken by elected members and an Enviroschools award presented as the Council's Climate Advisory Group member.

Councillor Hullena spoke about the Climate Advisory Group meeting to select members, the Youth To Work Stakeholder Advisory Group, Wellington Regional Waste Management and Minimisation Joint Committee and a presentation on a worm farm initiative, 'MyNoke'.

Councillor Johnson spoke about the Leadership Wellbeing Committee, the Pasifika o Wairarapa, the REAP AGM and New Zealand Airports Association meetings she had attended.

Councillor Lennox spoke about the Te Āwhina Community House Trust Board, Youth Council, Refugee Resettlement Group and Retail Business Group meetings she had attended.

Ra Smith spoke about meetings he had attended as a Ngati Kahungunu representative that affected Masterton District Council, including the Wairarapa Combined District Plan Joint Committee, the Greater Wellington Regional Council Long Term Plan Committee, the Regional Biodiversity Strategy, and the Waipoua Action Group re flood protection.

RESOLUTION 2023/31

Moved by Mayor G Caffell
Seconded by Councillor S Lennox

That Council receives the verbal meeting reports from Councillors.

CARRIED

8.4 MAYOR'S REPORT

The Mayor provided a verbal report:

His Worship expressed his appreciation for the various groups and clubs who had given him the opportunity to speak to them about the direction of the new Council, and who had been receptive to what Council was trying to achieve and generally showed an understanding of the challenges local government was facing.

His Worship also expressed his sadness at the resignation of the Chief Executive.

RESOLUTION 2023/32

Moved by Mayor G Caffell
Seconded by Councillor B Goodwin

That Council receives the verbal report from the Mayor

CARRIED

9 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2023/33

Moved by Councillor D Holmes
Seconded by Councillor T Hullena

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Public Excluded Minutes of Council Meeting held on 15 February 2023	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good

	<p>deceased natural persons</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>reason for withholding would exist under section 6 or section 7</p>
<p>9.2 - Public Excluded Minutes of Council Meeting held on 29 March 2023</p>	<p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p> <p>s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p>9.3 - Public Excluded Minutes of Audit and Risk Committee Meeting held on 22 February 2023</p>	<p>s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p>9.4 - Hood Aerodrome Project Scope</p>	<p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p>9.5 - Iwi Representative Remuneration</p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure</p>

	deceased natural persons	of information for which good reason for withholding would exist under section 6 or section 7
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CARRIED

The Meeting moved into public excluded at 5.35pm

The Meeting closed at 6.51pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 17 May 2023.

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CHAIRPERSON

WAIRARAPA COMBINED SMOKE AND VAPE FREE POLICY



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POLICY NUMBERS	
Masterton District Council: MDC021	
Carterton District Council:	
South Wairarapa District Council: SWDC PI-AMS-001	
First Adopted	April 2023
Latest Version	April 2023
Adopted by	Council (29 March (CDC) and 5 April (SWDC and MDC))
Review Date	April 2026

Purpose

This Policy aims to encourage smokefree and vapefree public environments in Wairarapa and minimise the exposure that all our community, in particular our children, young people, and those with chronic health conditions, have to smoking and vaping.

Introduction

We support the Government's Smokefree Target

The Masterton, Carterton and South Wairarapa District Councils (the Wairarapa District Councils) are committed to supporting a smokefree region by 2025. Achieving this goal will contribute to achieving the national goal for Aotearoa to be smokefree by 2025¹.

We made our smokefree commitment so Wairarapa communities can enjoy a healthy, clean environment and public spaces without exposure to tobacco smoke and cigarette litter. By supporting our communities to become smokefree we can help them to lead healthier lives.

Vaping in our community

The Wairarapa District Councils acknowledge that evidence on vaping as an effective smoking quit tool is emerging. The Wairarapa District Councils do not promote vaping to young people or non-smokers. This Policy emphasises modelling positive behaviour for children and young people and encourages people to refrain from vaping in smokefree areas.

Scope

This Policy covers the Wairarapa District Councils' position in relation to:

- smokefree and vapefree public places, and
- smokefree and vapefree public events.

This Policy applies to both tobacco products and vaping products (with or without nicotine, including e-cigarettes and similar devices).

This Policy focuses on where people are requested not to smoke or vape. Whether people choose to become smokefree or vapefree is outside the scope of this Policy (assistance to become smokefree or vapefree is offered through health agencies).

Approach

This Policy follows a non-regulatory approach aimed at behaviour change and promoting a positive smoke and vape free message through education. Compliance with the Policy is voluntary and is not enforced by the Wairarapa District Councils (other than signage and relevant contractual arrangements).

¹ Government's Smokefree goal is that by 2025 less than five percent of New Zealanders will be smokers. This was established in March 2011 in response to the recommendations of a landmark Parliamentary inquiry by the Māori Affairs select committee.

Objectives

This Policy aims to:

- Contribute to improving the health of the community by reducing the prevalence of smoking and the impacts of second-hand smoke.
- Foster a positive smoke and vape free message, with an emphasis on modelling positive behaviour for children and young people.
- Improve awareness and promotion of smoke and vape free spaces in the Wairarapa region.
- Provide Council leadership that advocates for a smoke and vape free region.

Our Smoke and Vape free areas

By focusing on public outdoor areas and council supported events, the Wairarapa District Councils will be proactive and demonstrate leadership by promoting a smoke and vape free environment as being both desirable and the norm in the Wairarapa region.

The Wairarapa District Councils have designated the following public places as both smoke and vape free across the whole of the Wairarapa region:

- Town Centres or other large scale retail areas as identified by councils identified in Schedule 1
- Council owned or managed open spaces, including:
 - Parks and Reserves
 - Cemeteries
 - Playgrounds
 - Skateparks
 - Sports fields, grounds, pools, or courts
- Public transport stops and shelters
- Public toilets
- Seating in public areas
- Entrances outside and outdoor areas of all Council owned and operated buildings/ facilities such as: event centres, town halls and libraries
- Council owned or managed public car parks
- All early childhood centres, kōhanga reo, primary, kura kaupapa and secondary schools including all associated public outdoor areas and the footpath directly in front of the property boundary.

We encourage all outdoor dining areas on public footpaths across the Wairarapa Region to be smoke and vape free. Businesses are encouraged to sign up to the “The Fresh Air Project”² to promote and support their smoke and vape free status.

Greater Wellington Regional Council also encourages smoke and vape free environments in their parks and at shared facilities³.

² See <https://freshairproject.org.nz/> supported by the Cancer Society Wairarapa

³ See Greater Wellington Regional Council’s Toitū Te Whenua Parks Network Plan Part 4 (May 2021) for further information.

Events

Wairarapa District Councils recognise the role that public/community events can play in promoting a positive smoke and vape free message. Under this Policy, events are defined as:

- events held at any of Councils' smokefree and vapefree public places,
- events hosted by Council, or public events receiving Council funding.

Events (as defined above) will be required to support smokefree and vapefree messages in advertising and at the event.

Implementation: working with our community to achieve the 2025 target

An implementation plan will support this policy and be reviewed on an annual basis. The plan identifies the ways the Wairarapa District Councils will:

- partner with key organisations and groups to promote Wairarapa as a smoke and vape free region, focussing on the benefits of encouraging people to be smoke and vape free,
- promote awareness of Wairarapa's smokefree and vapefree outdoor public spaces and events, to residents and visitors,
- promote smoke and vape free town centres, and
- support events to be smoke and vape free through the provision of signage.

Policy Monitoring and Review

This Policy will be reviewed by the Wairarapa District Councils every three years, following its adoption, or as determined by Council or in response to legislative or policy changes as appropriate.

Masterton, Carterton or South Wairarapa District Council may by resolution publicly notified:

- a) add schedules;
- b) make additions or deletions from the schedules; or
- c) substitute new schedules.

Where Masterton, Carterton or South Wairarapa District Council intend to make a resolution (as stated above), consultation will be undertaken as required under our respective Significance and Engagement Policies.

After making a resolution (as stated above) the Wairarapa District Councils shall record the matter in the Policy schedules and publish the updated version of the Policy. The following measures of success will be used as the basis of any review of the Policy:

Measure	Possible Methods:
The number of actively promoted smokefree and vapefree areas in the Wairarapa increases	Survey of businesses, organisations, and facilities.
Awareness of, and public support for the policy increases	Community Survey.
The population rate of smoking and vaping decreases.	Census data, Te Whatu Ora and Ministry of Health information.
Increase in the number of smoke and vape free outdoor dining areas within the district	Fresh Air Project sign ups. Observational study.

Definitions

Vaping or to vape is defined as the use of an electronic cigarette or e-cigarette that heats a solution producing a vapour that the user inhales or 'vapes' (Ministry of Health, 2017).

Relevant Legislation

The Local Government Act 2002 (LGA 2002) states that one of the purposes of councils is to promote the social, economic, environment and cultural well-being of communities, in the present and for the future. Section 11 of LGA 2002 provides that the role of councils is to give effect to their purpose and perform the duties and exercise the rights conferred on them by, or under, LGA 2002. Section 23 of the Health Act 1956 also states that it is the duty of every council to improve, promote and protect public health within its district.

The Policy is aligned to the intent and direction of the Smokefree Aotearoa 2025 Action Plan - *Auahi Kore Aotearoa Mahere Rautaki 2025* (Manatū Hauora - Ministry of Health, 2021).

Schedule 1: Maps of Smoke and Vape Free Areas in Town Centres or other large-scale retail areas



		Masterton District Smokefree and Vapefree Areas	<small>© 2022 GeoEye. "Panoramas" by GeoEye, Inc., all rights reserved. In this image, certain elements are false-color composites, or are false-color composites of satellite imagery, or are false-color composites of satellite imagery and other data. GeoEye is not responsible for any errors or omissions in this information. GeoEye is not liable for any damages or losses, including consequential damages, arising from the use of this information. GeoEye is not a professional surveyor or mapping agency. The information on this map is for general informational purposes only. It is not intended to be used for any other purpose. GeoEye is not responsible for any errors or omissions in this information. GeoEye is not liable for any damages or losses, including consequential damages, arising from the use of this information.</small>	<p>Scale = 1:7,500 Date - 14/09/2023</p>
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	Carterton District Smokefree and Vapefree Areas	<small>DISCLAIMER: Carterton District Council accept no responsibility for actions or projects undertaken or loss or damages incurred, by any individuals or company, or agency, using all or any of the information presented on this map. The Councils do not provide interpretation of this information or advice as to how to interpret or utilise this information. Your own independent and appropriate professional advice should be sought. The information displayed on this map contains errors or omissions or may not have the spatial accuracy required for some purposes.</small>	<p>Scale = 1:5,000 Date - March 2023</p>
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Greytown Smokefree and Vapefree Areas


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Featherston Smokefree and Vapefree Areas

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SOUTH WAIRARAPA DISTRICT COUNCIL
 Kia Bereketi Taitau


Martinborough Smokefree and Vapefree Areas

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6 COMMITTEE REPORTS

6.1 INFRASTRUCTURE AND SERVICES COMMITTEE MEETING - 26 APRIL 2023

File Number:

Author: Harriet Kennedy, Governance Advisor

Authoriser: David Hopman, Chief Executive

Members: Councillor David Holmes (Chair), Councillor Craig Bowyer, Councillor Gary Caffell, Councillor Brent Goodwin, Iwi Representative Jo Hayes, Councillor Tom Hullena, Councillor Stella Lennox, Councillor Tim Nelson, Iwi Representative Ra Smith and Councillor Marama Tuuta

THE COMMITTEE RECOMMENDS:

6.1.1

That Council confirms the report of the Infrastructure and Services Committee Meeting held on 26 April 2023 including the following resolutions:

Progressing the Establishment of the Youth Hub

- *That the Committee:*
 - a) *notes that building and establishing a Youth Hub and cafe in conjunction with the Skatepark Revamp was allocated a budget of \$538,570 under the Long-Term Plan 2021-2031;*
 - b) *notes that the Department of Internal Affairs and the Ministry of Youth Development jointly funded MDC \$120,000 to go towards the design and construction of the Youth Hub;*
 - c) *notes we are awaiting confirmation that the funding from the Department of Internal Affairs and the Ministry of Youth Development is still secured for this project;*
 - d) *notes that the Youth Hub is yet to be constructed as the main contractor (Podular) is in liquidation;*
 - e) *notes that it is unlikely that MDC will be able to recoup the \$260,000 funding already paid to Podular for construction of the Youth Hub; and*
 - f) *notes that officers will work with the Youth Council to progress a revised project scope for the Youth Hub project based on the original concepts.*

Community Facilities and Activities Infrastructure and Services Update

- *That the Infrastructure and Services Committee receives the update from the Community Facilities and Activities team on key projects and a summary of progress since the last report.*

Regulatory Services Infrastructure and Services Update

- *That the Infrastructure and Services Committee receives the update from the Building Control Services, Consents and Planning and Environmental Services teams.*

Assets and Operations Infrastructure and Services Update

- *That the Infrastructure and Services Committee receives the update from Assets and Operations on key infrastructure projects and areas of project focus*

ATTACHMENTS

- 1. Minutes of Infrastructure and Services Committee Meeting held on 26 April 2023**



MINUTES

Infrastructure and Services Committee Meeting

Wednesday, 26 April 2023

Order Of Business

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MINUTES OF MASTERTON DISTRICT COUNCIL
INFRASTRUCTURE AND SERVICES COMMITTEE MEETING
HELD AT THE WAIATA HOUSE, LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 26 APRIL 2023 AT 3:00 PM

PRESENT: Councillor David Holmes (Chair), Mayor Gary Caffell, Councillors B Johnson, C Bowyer, B Goodwin, T Hullena, S Lennox, T Nelson (via Zoom) and M Tuuta and Iwi Representatives Jo Hayes and Ra Smith

IN ATTENDANCE: Chief Executive, Manager Strategy and Governance, Manager Community Facilities and Activities, Manager Assets and Operations, Manager Communications and Engagement, Manager Regulatory Services, Pou Ahurea Māori Kaitakawaenga, Building Control Manager, Planning and Consents Manager (from 3.20pm), Community Development Team Leader and Records Administrator.

1 CONFLICTS OF INTEREST

Councillor Lennox declared a conflict of interest as a member of the Te Hapori Skatepark board.

2 APOLOGIES

There were no apologies.

3 PUBLIC FORUM

There was no public forum.

4 ITEMS NOT ON THE AGENDA

There were no late items.

5 REPORTS FOR INFORMATION

5.1 PROGRESSING THE ESTABLISHMENT OF THE YOUTH HUB

The report providing the Infrastructure and Services Committee with an update on the establishment of a Youth Hub at the Skatepark was presented by the Manager Community Facilities and Activities.

In response to a question about the design work already done, staff advised that the intent isn't to abandon everything in the design, but to look at what we've got and deliver the project within the budget, or close to it.

Information is to come back to Council in May or June.

How the youth hub will work was discussed, noting that it is a place for youth and the activation of the space will require work by Council, the community and people that work with youth.

The option of utilising existing buildings was raised along with volunteer work for a community build.

COMMITTEE RESOLUTION 2023/9

Moved by Councillor B Johnson

Seconded by Mayor G Caffell

That the Committee:

- a) notes that building and establishing a Youth Hub and cafe in conjunction with the Skatepark Revamp was allocated a budget of \$538,570 under the Long-Term Plan 2021-2031;
- b) notes that the Department of Internal Affairs and the Ministry of Youth Development jointly funded MDC \$120,000 to go towards the design and construction of the Youth Hub;
- c) notes we are awaiting confirmation that the funding from the Department of Internal Affairs and the Ministry of Youth Development is still secured for this project;
- d) notes that the Youth Hub is yet to be constructed as the main contractor (Podular) is in liquidation;
- e) notes that it is unlikely that MDC will be able to recoup the \$260,000 funding already paid to Podular for construction of the Youth Hub; and
- f) notes that officers will work with the Youth Council to progress a revised project scope for the Youth Hub project based on the original concepts.

CARRIED

5.2 COMMUNITY FACILITIES AND ACTIVITIES INFRASTRUCTURE AND SERVICES UPDATE

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

The back pool at the Recreation Centre is full of water and is currently heating.

Matters discussed included: insurance to cover loss of revenue due to pool closure following the roof problem (MCFA advised the response would be brought back to Council); the option of making Mawley Park a Top 10 Holiday Park and how long people have stayed at Mawley Park (MCFA will bring the information back to Council); a business case analysis on the pool's longevity (MCFA advised that the Facilities and Open Spaces Manager is working through the process of engaging someone to undertake the work); an update on the GWRC resource consent for the Lake of Remembrance (MCFA advised that the public consultation details will be advised); refugee resettlement and Council and other's work in that space; a Welcoming Communities workshop is to be held on 10th May 2023; the Cross-Agency Leadership Group and the importance of listening to feedback; Coronation Hall update (MCFA advised that work has begun in the space, with some

quotes approved for the initial work); Hood Aerodrome letter of concern received by elected members and Council (MCFA advised that Council is in the process of addressing formally); tree planting ceremony to mark the coronation of King Charles (MCFA advised that Council is working with the Visits and Ceremonial Office on this); an acknowledgement by Council of the Crown apology to Ngati Kahungunu; the use of 4WD bikes at Riversdale Beach at Easter, speeding and carrying a number of kids (Police are aware of the issue and the community is encouraged to report it when they see it happen); and, the Riverside Cemetery upgrade work was praised.

COMMITTEE RESOLUTION 2023/10

Moved by Councillor T Hullena
Seconded by Councillor C Bowyer

That the Infrastructure and Services Committee receives the update from the Community Facilities and Activities team on key projects and a summary of progress since the last report.

CARRIED

5.3 REGULATORY SERVICES INFRASTRUCTURE AND SERVICES UPDATE

The report providing the Infrastructure and Services Committee with an update from the Building Control Services team, the Consents and Planning team and the Environmental Services team was presented by the Manager Regulatory Services.

Matters discussed included: the tender for the Animal Control Shelter (will be released at the end of next week); the Retailers Group wanting to give input into the CBD design in the Wairarapa Combined District Plan (the Urban Design Guidelines are being prepared and will be brought to Council in a workshop around May or June); and, Council preparedness to deal with emergency events (learnings from the debrief survey of Cyclone Gabrielle will provide areas for areas of improvement).

COMMITTEE RESOLUTION 2023/11

Moved by Councillor B Goodwin
Seconded by Councillor B Johnson

That the Infrastructure and Services Committee receives the update from the Building Control Services, Consents and Planning and Environmental Services teams.

CARRIED

5.4 ASSETS AND OPERATIONS INFRASTRUCTURE AND SERVICES UPDATE

The report providing the Infrastructure and Services Committee with an update from Assets and Operations on key infrastructure projects and areas of project focus was presented by the Manager Assets and Operations.

Wastewater network issues were discussed. A meeting had been held on 21 April with the residents of 141, 143 and 145 Cockburn Street, where a proposal from the residents was presented. Council proposed an alternative for individual non-return valves and underground storage tanks to be installed on each property.

A contractor has been engaged to do a modelling scenario of the catchment down Cockburn Street and Colombo Road to determine the location for an emergency sewer receiver storage tank.

The procurement of the tanks and contractors to undertake the installation is underway and another meeting with the residents is being held on 28 April to respond to questions raised at the previous meeting.

The initial focus is on the three properties, then a criteria for additional ones would need to be worked through.

Other matters discussed included: the Lansdowne to Kuripuni cycleway, with options to come to Council in two weeks before going to the public for consultation; the CBD revamp (which will be discussed in LTP workshops); Three Waters delay and how this will affect Council (how the decision is going to be implemented will be in the Bill, which has a report date of 8 June); water meters (to be looked at through the rating review process this year); and, what projects in the Council's Better Off funding programme have been committed to (an update will be provided).

COMMITTEE RESOLUTION 2023/12

Moved by Councillor B Goodwin
Seconded by Councillor C Bowyer

That the Infrastructure and Services Committee receives the update from Assets and Operations on key infrastructure projects and areas of project focus.

CARRIED

The Meeting closed at 5.26pm.

The minutes of this meeting were confirmed at the Council meeting held on 17 May 2023.

.....
CHAIRPERSON

7 REPORTS FOR DECISION

7.1 DOG FEES 2023-2024

File Number:

Author: Steven May, Manager Regulatory Services

Authoriser: David Hopman, Chief Executive

PURPOSE

The purpose of this report is to seek Council approval of the fees and charges for Council's Dog Registration and Associated Fees for the 2023/2024 financial year (part of the Animal Control activity in the Long Term Plan).

RECOMMENDATIONS

That Council

1. receives the 'Dog Registration and Associated Fees 2023/24' Report
2. adopts the proposed Dog Registration and Associated Fees for 2023/24 as follows:

Dog Control Fees	Proposed Fees 2023/24 for Final Annual Plan
Responsible owner	\$82.00 (25% discount)
Urban Neutered	\$109.00
Urban Entire	\$188.00
Permit Breeder	\$109.00
Rural 1 st Dog	\$109.00
Rural 2 nd and Subsequent	\$29.00
Dangerous Neutered	\$163.50

Dog Control Charges		Proposed Fees 2023/24 (incl GST) for Final Annual Plan
Sustenance fee (per day)		\$25.00
Pound Fee:	First impounding	\$75.00
	Second impounding	\$150.00
	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
After hours dog release (additional to impounding fees)		\$150.00
Vet treatment for impounded dog		Actual cost-plus 15%

3. **acknowledges** that the decision to fund 20% of the proposed dog registration fees from rates is consistent with the 2021 and 2022 Council decisions, but is inconsistent with Council's current Revenue and Financing Policy, which will be reviewed as part of the 2024-2034 Long Term Plan development.

CONTEXT

Dog registration is a legal requirement. The Dog Control Act 1996 (the Act) states that every dog owner must register their dog(s) once it is over the age of 3 months.

Section 37 of the Dog Control 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.

Section 9 of the Act orders that all money received and retained by Council under the Act shall be expended only for purposes authorised by or under the Act.

The Council's animal services activity includes:

- The maintenance of dog registration database,
- Monitoring of the Act and associated regulations,
- Investigation, monitoring and resolution of dog issues such as nuisance (barking & roaming), aggressive and dangerous dogs (rushing & attacks)
- Monitoring and enforcement of the Dog Control Act, bylaws and policy
- Responses to complaints
- Friendly and professional advice to dog owners and residents
- Enforcement actions, proactive and preventive patrols
- Formal enforcement actions
- Providing and maintaining facilities (the Masterton temporary animal shelter) for the care, welfare of, stray, impounded or seized dogs
- Reuniting dogs with their owners
- Rehoming dogs
- Education for schools, community, and businesses on dog safety
- Servicing of the dog poo bins throughout the district

Dog registration fees need to be set by no later than 30 May each year so notices can be generated and fees can be advertised one month preceding the start of the registration year. Dog fees are payable before 31 July each year.

The Revenue and Financing Policy 2021 states that for the setting of dog fees the revenue required from sources other than rates (e.g. from users of the service) be set at 85% of the cost of the service with 15% to be funded by rates. This funding split recognises registered dog owners bearing the majority of the costs of animal control services and a smaller portion for rates,

recognising the benefits to all ratepayers of having safe and well controlled dogs in their community.

In the previous financial year there was broad support from elected members to move away from that policy to an 80/20 split, to recognise a greater level of public benefit than indicated in the policy. Officers recommend the 80/20 split continues to be adopted for the 2023/24 year; the fees recommended in this report will generate sufficient revenue to meet this split. The Revenue and Financing Policy will be reviewed during 2023 ahead of the development of the Long-Term Plan.

ANALYSIS AND ADVICE

There are 6,455 known dogs within the Masterton District (both registered and unregistered). Approximately 95.54% (or 6,167 dogs) are currently registered. There are 269 unregistered dogs that are known to Council. A number of these dogs may have left the Masterton district without notification from owners. There are 3,178 rural dogs compared to 3,247 urban dogs in the district.

The percentage of known dogs registered has dropped over the past three years. There are 95.54% of known dogs registered compared to 96.53% in the 21/22 year, 98.63% in the 20/21 year and 98.67% on the 19/20 year.

The number of dogs impounded has increased in the current year – from July 2022 to April 2023 173 dogs have been impounded. For the same time period over the past three years 142 dogs were impounded in 21/22, 142 in 20/21 and 168 in 19/20.

The Animal and Bylaws team have issued 59 notices to register to owners of dogs in the community this financial year.

The number or the nature of the call outs cannot be foreseen. This makes budgeting and resourcing challenging, but the Council has shown a commitment to continuing to deliver the level of service expected by the Masterton community.

The costs of the services have increased overall. Consumables such as dog food and services like vet costs have increased and are expected to increase further in this coming financial year. This includes vet treatment for vaccinations of a re-homeable dog or for the destruction of dogs that are not able to be re-homed, the latter being a higher vet cost. Not all of these costs are recoverable from the dog owner.

Many of the indirect costs associated with the activity have also increased, these include vehicle running costs, customer services support staff, record keeping (including the updating of the National Dog Database), staff after hours costs and investigations and enforcement action.

A proportion of registration fees is paid to the Department of Internal Affairs (DIA). This is levy is imposed on all Territorial Authorities (TAs) and is required to maintain the National Dog Database which holds information on all registered dogs across the country.

Cost savings are made where possible. An example is the use of blankets that are not suitable for sale from charity shops. This has positive flow on effects in reducing waste going to landfill and reducing the expense for dog bedding.

The frustrations of being a good dog owner are well recognised, as much of the work done by the animal control team is generated by owners who are not meeting their obligation to be responsible dog owners - not registering their dogs, allowing their dogs to roam and dog attacks. To recognise this, there is a Responsible Owner fee which is a 25% discount if owners can meet the criteria.

Options For Dog Registration Fees for 2023/24

The following table compares fees three options depending on the proportion of rates funding of animal control services: the first option is to retain the current fees i.e. no fee increase for the 2023/24 year which equates to a policy split of 74/26; the second is to retain the 80/20 split that operates in this financial year; the third is to apply the 85/15 split in the Revenue and Financing Policy.

Owner type, Fees	Current fees, no change = 26% rates input	20% rates input	R&F Policy = 15% rates input
Responsible owner	\$ 75.00	\$82.00	\$88.00
Urban Neutered	\$100.00	\$109.00	\$117.00
Urban Entire	\$169.00	\$188.00	\$198.00
Permit Breeder	\$100.00	\$109.00	\$117.00
Rural 1 st Dog	\$100.00	\$109.00	\$117.00
Rural 2 nd and Subsequent	\$27.00	\$29.00	\$32.00
Dangerous Neutered	\$150.00	\$163.50	\$175.00

	Current fees, no change = 26% rates input	Proposed fees = 20% rates input	R&F Policy = 15% rates input
Expected fees income	\$461,427	\$504,780	\$540,782
% needed from Rates	26%	20%	15%
AnnPlan rates increase required (across all Council activities)	8%	7.9%	7.8%

Proposed Dog Registration Fees for 2023/24

Officers recommend that the second option – to retain the 80/20 policy split - be adopted for 2023/24. The following advice on fees and charges is based on that recommendation. The advantages and disadvantages of that option are considered in the Options Analysis below.

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

- \$9 per dog for urban neutered, breeder permitted, and all rural first dog (9%)
- \$19 per dog for urban entire (11.2%)
- \$7 per dog for responsible owner status (9.3%)
- \$2 per dog for the rural second & subsequent dogs (7.4%)

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

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 of 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 considered in the next review of the Revenue and Financing Policy which will be undertaken as part of the 2024-2034 Long Term Plan development.

Comparisons to other Councils

The fee comparisons below are from Carterton District Council's and South Wairarapa District Council's fees for the 2023/24 year.

Rural Fees

The proposed changes will still see rural dog owners with 2 to 5 dogs with the lowest registration in the Wairarapa region. Council's rural dog registration fee, if 2 dogs are owned (and not neutered), is \$12 cheaper than Carterton District Council and \$16 cheaper than 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 23/24	\$109	\$138	\$167	\$196	\$225
Carterton 23/24	\$75	\$150	\$190	\$230	\$280
South Wairarapa 23/24	\$77	\$154	\$231	\$242	\$242

Urban Fees

The fee comparisons are provided below for information. It should be noted that the level of service does differ, as does the percentage of rates funding applied by the other councils. Carterton District Council's policy has a 20-30% rates contribution and South Wairarapa District Council's has 30-40% rates contribution.

Total fees	Urban Entire	Urban neutered
Masterton (proposed) 23/24	\$188	\$109
Carterton 23/24	\$110	\$85
South Wairarapa 23/24	\$121	\$85

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 230 and South Wairarapa District Council had 209 dog related complaints in the 2021/22 year while Masterton had 1569 dog related complaints.

In the Masterton District an officer is on call every day of the year 24 hours a day. The officer is available to respond to urgent calls after hours such as priority 1 calls and dogs that are contained for collection. The officer must also care for any impounded dogs housed at the shelter.

Priority 1 calls include dogs involved in attacks against people, protected wildlife, domestic animals, poultry and stock and welfare concerns, Police assistance and rushing - where a dog is in a public place and the dog rushes and is likely to cause harm.

Masterton has had 1628 calls relating to dogs from July to April this year. 144 of the calls were priority 1 calls requiring the officer to attend within 1 hour of the request for service, this includes after hours responses.

After a dog is taken to the pound, some dog owners are advising they are unable to collect their dog because they cannot afford to pay the impounding fees. The Animal and Bylaws team expect to see more owners unable to collect their dogs in the future. There is no option to pay off impounding, all fees must be paid before the dog is released from the shelter.

If an unregistered entire dog is impounded overnight, it will cost the owner \$288 if the proposed fees are adopted, and if the dog is known and unregistered in August and impounded it will be \$382 with the additional 50% penalty for late registration fees. The fees would be comprised of first impounding fee, sustenance and registration. If the dog is not collected within 7 days it then becomes the property of Council and our cost to house and care for the dog while the dog's fate is determined.

There could be cost savings by reducing the level of service provided to the community, however it should be noted that Council cannot significantly alter a level of service without consultation, generally done via the long-term plan. One impact of a reduction in service could be not having a 24/7 service offered to the community. There have been 311 after hours call outs that relate to dogs in the 8 months from 1 July 2022 to February 2023. The previous financial year there were 445 after hours call outs that related to dogs. Clearly there is a need for the current level of service.

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 \$25 per property to apply for RDO status. Applications for RDO status for the 2022/23 year have now closed. As of 10 May, there are 265 individual owners with 345 dogs that have RDO status.

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 CONSIDERED

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

Option	Advantages	Disadvantages
1 Animal services revenue to recover costs at an 80/20 split of fees to dog	Will cover the costs required to effectively deliver the current service, with a modest fee increase.	Increased fees may result in fewer dogs being registered by the due date which could see more bad

	owners and rates, noting that this is not consistent with the Revenue and Financing Policy, but continues the funding split of the last two years.	Dog fee increases are consistent with Council's intention of ensuring user charges are lifted at least in line with rates increases.	debts and incur more staff resource in following up on payment. Higher impounding fees may result in fewer dogs being collected by owners from impounding - resulting in higher care costs and longer dog stays in Council's care. This is inconsistent with Council's Revenue and Financing Policy
2	Increase the contribution from rates to 25% to achieve close to no change in dog registration fees.	There would be a small increase in fees. They would remain very close to the fees in 2022-2023 Reduces potential for negative feedback from dog owners about an increase in registration fees.	The decision would be more inconsistent with the Revenue and Financing Policy. Rates would need to increase to subsidise the service more than is the case currently. The increased rates funding equates to some \$37,500 or 0.1% of rates, or approx. \$3 per property per annum.
3	Revert to the Animal Services funding split of 85/15 between dog owners and rates.	Will reduce the ratepayer contribution towards Animal Services by \$37,500, which equates to a reduction of \$3 per urban property per annum. This is consistent with the Revenue and Financing Policy.	Fees increases average 17% and 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. 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.

RECOMMENDED OPTION

This report recommends option 1 which, on average, results in a 9% increase in dog fees and aligns with the Council's decision in the previous two financial years, to provide for 80% of the cost of dog control to be funded by dog owners and 20% from rates.

SUMMARY OF CONSIDERATIONS

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.

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. The option to maintain the fees at the 2022/23 levels will mean a shift in the policy to 76/24. This is also considered to be not significant given the low level impact on the Council's rates requirement. However, any decision which results in rates increasing generally needs to be subject to public consultation. The consultation that has occurred on the 2023/24 Annual Plan included dog fees to rates funding ratio of 80/20. 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. The overall operating costs of the Animal Control activity in 2023/24 have been budgeted at \$714,060 which is an 8.8% increase over the previous year.

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 review of the Revenue and Financing Policy will take place later in 2023 and include consideration of the Animal Control funding split and be subject to consultation.

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.

ATTACHMENTS

1. Attachment 1 Excerpt from the Dog Control Act 1996 [↓](#) 
2. Attachment 2 Proposed Dog Fees for 2023 compared with 2022 year [↓](#) 
3. Attachment 3 Comparison with other councils [↓](#) 
4. Attachment 4 Proposed Dog Control and Associated Fees 2023-2024 [↓](#) 

ATTACHMENT 1

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.

ATTACHMENT 2

Proposed Dog Fees for 2023/24

Dog Control Fees	2022/23 Fees	Proposed Fees 2023/24
Responsible owner	25% discount	25% discount
Urban Neutered	\$105.00	\$109.00
Urban Entire	\$181.00	\$188.00
Permit Breeder	\$105.00	\$109.00
Rural 1 st Dog	\$105.00	\$109.00
Rural 2nd and Subsequent	\$27.00	\$29.00
Dangerous Neutered	\$157.50 (150% of urban neutered)	\$157.50 (150% of urban neutered)

Dog Control Charges		Fees for 2022/23 (incl GST)	Preposed Fees 2023/24 (incl GST)
Sustenance fee (per day)		\$20.00	\$25.00
Pound Fee:	First impounding	\$75.00	\$75.00
	Second impounding	\$130.00	\$150.00
	Third and subsequent impounding	\$200.00	\$200.00
Surrender a dog (acceptance must be on prior approval)		\$300.00	\$300.00
Microchipping of Masterton registered dog		\$20.00	\$20.00
Permit application to keep more than two dogs in urban area including breeder		\$60.00	\$60.00
Re-homing fee for impounded dog		No charge to adopt, pro rata registration applies	No charge to adopt, pro rata registration and any vet treatment applies.
Replacement registration tag		\$5.00	\$5.00
Collars		Actual cost-plus 15%	Actual cost-plus 15%
Dog seizure fee		\$150.00	\$150.00
Afterhours dog release (additional to impounding fees)		\$150.00	\$150.00
Application for RDO		\$25.00	\$25.00
Vet treatment for impounded dog		Actual cost-plus 15%	Actual cost-plus 15%

Collars, apparel and worming tablets	Actual cost-plus 15%	Actual cost-plus 15%
Hire of bark collar	2 week hire, plus bond \$20 + \$20 bond	2 week hire, plus bond \$22 + \$20
Hire of cat trap	2 week hire, plus bond \$20 + \$20 bond	2 week hire, plus bond \$22 + \$20

ATTACHMENT 3

Fees Comparison

Fee type for 2022/23 year	Urban Neutered	Responsible Dog Owner (Urban desexed Only)	Urban Entire	Rural 1st (entire)	Rural 2nd (entire)	Subsequent rural dogs (entire)	Dangerous (Neutered)
Masterton DC	\$100	25% discount on urban neutered	\$169	\$100	\$27	\$27	\$150
Carterton DC	\$75		\$100	\$75	\$75	\$40	\$160.00
South Wairarapa DC	\$77		\$110	\$70	\$70	\$220 for up to 10 dogs	150%
Upper Hutt DC	\$119	\$79	\$132	\$79	\$79	\$79	\$178
Kapiti DC	\$102	\$72	\$198	\$198	\$198	\$198	\$154
Tararua DC	\$110	\$65	\$130	\$75	\$75	\$75	150%
Manawatu DC	\$72	\$37	\$112	\$112	\$112	\$112	\$168
Horowhenua DC	\$81.5	\$68	\$136	\$136	\$136	\$136	\$122.25

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
23/24	\$109.00	\$188.00	\$109.00	\$109.00	\$29.00	\$163.50	\$82.00

ATTACHMENT 4

Final Proposed Dog Control Fees and associated fees for 2023/24

Dog Control Fees	Proposed Fees 2023/24 for Final Annual Plan
Responsible owner	25% discount
Urban Neutered	\$109.00
Urban Entire	\$188.00
Permit Breeder	\$109.00
Rural 1 st Dog	\$109.00
Rural 2 nd and Subsequent	\$29.00
Dangerous Neutered	\$163.50

Dog Control Charges		Proposed Fees 2023/24 (incl GST) for Final Annual Plan
Sustenance fee (per day)		\$25.00
Pound Fee:	First impounding	\$75.00
	Second impounding	\$150.00
	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%

7.2 RE-ESTABLISHMENT OF THE MASTERTON DISTRICT COUNCIL RURAL ADVISORY GROUP FOR THE 2022-2025 TRIENNIUM

File Number:

Author: Matt Steele, Senior Policy Advisor

Authoriser: David Hopman, Chief Executive

PURPOSE

The purpose of this report is to seek Council approval of process documents to support the re-establishment of the Masterton District Council Rural Advisory Group: Terms of Reference (Attachment 1), and Expressions of Interest (Attachment 2) for the 2022-25 triennium.

EXECUTIVE SUMMARY

The Masterton District Council Rural Advisory Group (Council Rural Advisory Group) will provide Council with a rural perspective and advice on issues associated with Council services affecting rural communities. Officers propose that the Council Rural Advisory Group will have up to eight members: two elected member representatives, two iwi representatives, and four community representatives. It will be tasked with providing community input about rural issues to be considered as part of Council's decision-making processes.

RECOMMENDATIONS

1. **Notes** that Council agreed to re-establish the Council Rural Advisory Group for the 2022-25 triennium at its meeting on 9 November 2022;
2. **Notes** that Councillors David Holmes and Craig Bowyer were appointed to the Council Rural Advisory Group at its meeting on 9 November 2022; and
3. **Approves** the Council Rural Advisory Group Terms of Reference and Expressions of Interest documents to support the re-establishment of the Masterton District Council Rural Advisory Group for the 2022-25 triennium.

CONTEXT

Following Masterton District Council's 2018 representation review, where Council agreed to have all members elected at large, Council also agreed to explore the establishment of a rural reference or advisory group to address the issue of providing a rural perspective in Council decision making. In October 2019, the Council agreed to establish the group, and in October 2020 the group was appointed with four community members.

Councillor David Holmes and Councillor Tina Nixon were the elected member appointees. The group met on tri-annual basis, providing advice to Council on plans and strategies and also received briefings from Council on key areas of work. The group was dissolved ahead of the 2022 local government elections.

At Council's 9 November 2022 meeting it was agreed that the Council Rural Advisory Group should be re-established for the 2022-25 triennium, and Councillor David Holmes and Councillor Craig Bowyer were appointed as the elected member representatives on the group.

As set out in the proposed Terms of Reference, the purpose of the Council Rural Advisory Group is to provide advice, information and recommendations to Council on the following areas:

- the development of Council policies, plans and strategies as they relate to rural issues and our rural community,
- Council engagement with the district’s rural community, and
- any matter of particular interest or concern to rural communities connected with the functions of Masterton District Council, including, but not limited to,
 - o rates, funding, rural roading, forestry, water resilience, water quality, the Wairarapa Combined District Plan, corporate and spatial planning, economic development, civil defence, climate change impacts, coastal issues, and bylaws.

The Council Rural Advisory Group will have up to 8 members: two elected member representatives, two iwi representatives, and four community representatives. Iwi will decide if they wish to take up these membership spaces.

ANALYSIS AND ADVICE

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

OPTIONS CONSIDERED

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

	Option	Advantages	Disadvantages
1	Approves the two process documents to support the re-establishment of the Council Rural Advisory Group (Attachments 1&2).	Supports the Council commitment to providing a rural perspective in Council decision making. Re-establishment of the group and the beginning of the recruitment process can commence.	No disadvantages have been identified.
2	Does not approve the two process documents to support the re-establishment of the Council Rural Advisory Group (Attachments 1&2).	No advantages have been identified.	Delays the re-establishment of the group.

RECOMMENDED OPTION

Option 1 is recommended.

The approval of the two process documents will enable the process of recruiting members and re-establishing the Council Rural Advisory Group to commence.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

The rural perspective that the Council Rural Advisory Group will provide, including information and advice, will inform the implementation of key council strategies and plans.

Significance, Engagement and Consultation

The decision to approve the process documents for the re-establishment of the Council Rural Advisory Group is not assessed as a significant decision in our Significance and Engagement Policy. For example, the decision does not relate to the ownership or function of a strategic asset, has low risks to the Council, ratepayers and wider community, and low level of impact on the capacity of the Council to carry out its role and function. Consultation with the community is not therefore necessary prior to this decision being made.

Financial Considerations

There is budget provision in the 2022/23 Annual Plan, and in the draft Annual Plan 2023/24, for remuneration of members of the Council Rural Advisory Group. Staff and administrative support will be provided from existing budgets.

Implications for Māori

The proposed Terms of Reference provides for iwi representatives to be appointed to the Council Rural Advisory Group.

Communications/Engagement Plan

The Expressions of Interest process for potential community members will be advertised through Council communication and social media channels as well as being advertised in the Wairarapa Times-Age and mid-week.

Environmental/Climate Change Impact and Considerations

Environmental/climate change impacts and considerations will be issues that the Council Rural Advisory Group could provide advice, information and recommendations to Council on from a rural perspective.

NEXT STEPS

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

ATTACHMENTS

1. **Masterton District Council Rural Advisory Group Draft Terms of Reference** [↓](#) 
2. **Expressions of Interest Documentation** [↓](#) 



MASTERTON DISTRICT COUNCIL RURAL ADVISORY GROUP TERMS OF REFERENCE

1. Introduction

This terms of reference sets out the purpose, role and protocols of the Masterton District Council Rural Advisory Group (Council Rural Advisory Group).

Members of the Council Rural Advisory Group will abide by applicable provisions of the Masterton District Council Governance Code of Conduct, available on the Masterton District Council [website](#).

2. Purpose

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

- the development of Council policies, plans and strategies as they relate to rural issues and our rural community,
- Council engagement with the District's rural community, and
- any matter of particular interest or concern to rural communities connected with the functions of Masterton District Council, including, but not limited to,
 - rates, funding, rural roading, forestry, water resilience, water quality, the Wairarapa Combined District Plan, corporate and spatial planning, economic development, civil defence, climate change impacts, coastal issues, and bylaws.

3. Outcomes

The Council Rural Advisory Group's advice will contribute to the wellbeing of the district's rural communities. Its advice will inform Council decision-making and planning for the district's future.

4. Membership and Community Member Selection Process

The Council Rural Advisory Group will have up to eight members. Membership will be comprised of:

- Two elected members appointed by Council. These elected member appointments are subject to change if resolved by Council.
- Four rural community members selected via a publicly run expression of interested (EOI) process.

- One member nominated by Ngāti Kahungunu and one nominated by Rangitāne.

The Mayor and the two elected members appointed to the Council Rural Advisory Group will appoint the four rural community members who will be selected on the following basis:

- their ability to provide advice on rural issues;
- their understanding of the Masterton District rural community;
- they live, or work in a role serving, the rural communities within the Masterton district;
- their association with a rural sector group, organisation or rural community;
- their understanding of Te Tiriti o Waitangi.

Qualification of the members is set out in Appendix B.

Council Rural Advisory Group members agree to adhere to the Code of Conduct (Appendix A).

5. Term

The Council Rural Advisory Group's term ends one month prior to the next local government elections in 2025.

6. Meetings

The Council Rural Advisory Group will meet at least three times per year, at a time and location deemed convenient by the majority of members.

Masterton District Council will work with the Council Rural Advisory Group to arrange meetings to provide the group opportunities to feed into Council policies, plans and strategies at early stages of development.

Groups, individuals, or organisations may from time to time be invited to speak or present to the Council Rural Advisory Group on rural issues.

Meetings can be held in public for the group if required.

7. Quorum

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

8. Meeting Protocols

The Council Rural Advisory Group is an advisory body established by Council. It is not a subordinate decision-making body of Council and does not have any decision-making power. Its role is to advise Council and staff on matters impacting the rural communities of the Masterton District. For the avoidance of doubt, Masterton District Council Standing Orders do not apply to meetings of the Council Rural Advisory Group.

Council appoints the chair, who is a councillor. The role of the chair is to lead the group meetings.

The chair can select a deputy chair who supports the chair to run regular meetings.

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

9. Submissions

The Council Rural Advisory Group may be asked for feedback during a consultative process or during the development of a consultative process to inform decision making.

Individual members may make their own submissions or be party to submissions to Council or other external organisations outside their role as group members.

10. Engagement with Council

The Council Rural Advisory Group will raise any issues to Council through the elected member representatives on the Council Rural Advisory Group or through the meeting minutes which will be placed on the relevant Council or Committee agenda.

11. Council Rural Advisory Group remuneration

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

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

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

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

12. Staff support

Council staff support will include:

- co-ordinating the development of the Council Rural Advisory Group's work programme
- following up on meeting actions
- acting as a conduit with relevant parts of Council for the Council Rural Advisory Group
- attending pre-meeting briefings with the chair
- highlighting potential issues and risks
- meeting report and agenda preparation, minute-taking, and meeting procedure advice

- ensuring guidance and advice from the Council Rural Advisory Group is clearly captured
- providing subject matter expertise.

13. Review

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

Appendix B: Qualifications of Members

To be a member of the Council Rural Advisory Group, a person must:

- be a natural person, and
- consent to being appointed to the Council Rural Advisory Group, and
- not be a person disqualified as per the list below:
 - a person who is under 18 years of age
 - a person who is an undischarged bankrupt
 - a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, or the Securities Act 1978, or the Securities Markets Act 1988, or the Takeovers Act 1993
 - a person who is subject to a property order under the Protection of Personal and Property Rights Act 1988
 - a person in respect of whom a personal order has been made under that Act that reflects adversely on the person's
 - competence to manage his or her own affairs in relation to his or her property; or
 - capacity to make or to communicate decisions relating to any particular aspect or aspects of his or her personal care and welfare
 - a person who has been convicted of an offence punishable by imprisonment for a term of two years or more, or who has been sentenced to imprisonment for any other offence
 - a current member of Parliament
 - a person who is disqualified under another Act.

MASTERTON DISTRICT COUNCIL RURAL ADVISORY GROUP: EXPRESSIONS OF INTEREST



Masterton District Council (Council) is seeking Expressions of Interest (Eoi) from community members to join our Council Rural Advisory Group. The purpose of the Council Rural Advisory Group is to provide Council with advice, information and recommendations on the following areas:

- the development of Council policies, plans and strategies as they relate to rural issues and the rural community,
- Council engagement with the District's rural community, and
- any matter of particular interest or concern to rural communities connected with the functions of the Council, including, but not limited to,
 - o rates, funding, rural roading, forestry, water resilience, water quality, the Wairarapa Combined District Plan, corporate and spatial planning, economic development, civil defence, climate change impacts, coastal issues, and bylaws.

The Council Rural Advisory Group's advice will contribute to the wellbeing of the district's rural communities. Its advice will inform Council decision-making and planning for the district's future.

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

Criteria for applicants

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

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

- their ability to provide advice on rural issues;
- their understanding of the Masterton District rural community;
- they live, or work in a role serving, the rural communities within the Masterton district;
- their association with a rural sector group, organisation or rural community;
- their understanding of Te Tiriti o Waitangi.

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

To register your interest

Council welcomes expressions of interest up to XX XX. Register your interest by completing the online form [\[here\]](#) or complete an expression of interest form at our Customer Service Centre - 161 Queen Street, Masterton.

For more information, please contact our Senior Policy Advisor Matt Steele:
matthews@mstn.govt.nz



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

Your Details

Full name

Organisation/Business (if applicable)

Postal address.....

Phone.....

Email.....

About You

What is your age range? Under 24 25-34 35-44 45-54 55-64 65-74 75+

What is your ethnicity? (Circle) Māori NZ European Pākehā Asian Pacific Peoples
Other.....

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

Other - I refer to myself as

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

1. What skills and experience do you have that would be valuable for this group?	
2. What do you think are the biggest challenges facing rural communities in the Masterton District?	
3. What is your connection to the Masterton District?	

7.3 TRANSPORT CHOICES CYCLEWAY PROJECT (LANSDOWNE AND KURIPUNI): APPROVAL OF PROPOSED DESIGN FOR COMMUNITY CONSULTATION

File Number:

Author: Matt Steele, Senior Policy Advisor

Authoriser: David Hopman, Chief Executive

PURPOSE

The purpose of this report is to seek Council's approval to commence consultation on the proposed design for the Transport Choices (Lansdowne and Kuripuni) cycleway project.

RECOMMENDATIONS

That Council:

1. **Notes** the proposed design for the Transport Choices Cycleway Project (Lansdowne and Kuripuni) for consultation;
2. **Notes** the consultation approach, including consultation being held 29 May 2023 and running until close of business 16 June 2023;
3. **Approves** the proposed design for the Transport Choices Cycleway (Lansdowne and Kuripuni) Project for consultation; and
4. **Notes** that the final design will be submitted to Council for approval in September 2023.

CONTEXT

"Transport Choices" is a programme of work by Waka Kotahi to promote alternatives to motor vehicle use, in part to achieve road safety improvements, but also to move towards a reduction in emissions from light vehicles. The programme was established in response to the national [Emissions Reduction Plan \(ERP\)](#). Through this programme Central Government funding is available for councils to help develop cycle networks and shared active transport spaces.

A Masterton District Council project has been selected as part of this programme of work. The purpose of the project is to provide a safe, appealing cycleway linking schools, recreational trails, and businesses on the eastern side of Masterton.

To deliver this, the project will provide cycle facilities on the eastern side of Masterton using Colombo Road, Herbert and Dixon Street. It will be the first separately demarcated cycleway¹ on Council roads. The planned cycleway will form part of the wider cycle network identified in the Masterton Cycling Strategy and provide connections to Chanel College, Lakeview School, Te Kura Kaupapa Māori o Wairarapa, Mākoura College, and the Kuripuni shopping area, as well as the off-

¹ Separated cycleways are facilities exclusively for cycling. They involve some form of physical separation from motor traffic and are generally situated on or adjacent to the roadway, usually within the road reserve. The separation may involve horizontal and/or vertical components (nzta.govt.nz)

road trails through Henley Lake Park. It will also offer part of the route for students from the eastern side to Masterton Primary and Masterton Intermediate.

The route between Lansdowne and Kuripuni was prioritised for construction using multi criteria analysis and ranked very high in the following areas for early construction and application into the government's Transport Choices Programme:

- Temporary disruptions caused by construction
- General accessibility
- School accessibility
- Commuter accessibility
- Build time
- Carparking implication
- Connectivity of places of interest
- Traffic safety benefits
- Resolution of intersection/conflict points.

ANALYSIS AND ADVICE

Progress to date

At the 15 February 2023 Council Meeting, Council approved the commencement of the Transport Choices project (Report 7.4).

A proposed design has been developed with CF Projects Ltd that outlines the route from the Colombo Road Netball Courts, down Herbert Street and onto Dixon, completing near the Kuripuni Shops. The cycleway was initially proposed as a shared pathway that would support cycling and foot traffic. Following feedback from Waka Kotahi and consideration of the key safety aspects of the design, this approach now includes a bi-directional dedicated cycleway along Colombo Road and Herbert Street. This design would require the removal of carparking on one side of each road. The rationale for this design is considered under the section – Proposed Design, of this report.

Waka Kotahi have confirmed that they will fund 100% of the design and physical works. Additional funding has been secured as part of 'complementary activities funding' to install bike parking at the Kuripuni Shops and the Colombo Road Netball Courts.

Contact has been made with businesses, organisations and schools on the cycleway route to advise them of the project in its early stages and establish the best means of future engagement. Initial comments relating to the need for parking, particularly the case of two dairies and the dance school on Colombo Road, were considered in design planning. The needs of Chanel College in terms of bus routes was also considered and will be incorporated into the detailed design. Iwi representatives have been contacted to confirm their preferred involvement in the project, which is engagement once a proposed design is finalised.

If the proposed design is approved by Council for community consultation, officers will re-visit businesses, schools and other organisations on the proposed cycleway route to seek feedback. Further detail on the consultation approach is detailed below.

Proposed Design

The proposed design can be viewed in Attachment 1.

This design includes:

- Dixon Street – Upgrade to existing crossing points, with no changes to the existing traffic lanes. (no change to carparks)
- Herbert Street – Construction of a bi-directional on-road cycleway on the Southern side of the road. (Carparks outside approximately 20 properties removed)
- Colombo Road – Construction of a bi-directional on-road cycleway on the eastern, then western side of the road, tying with the existing shared path at the netball courts and bridge. (Carparks outside approximately 50 properties removed)

Under the proposed design the route will move from the western to eastern sides of the road, after the Eastside Superstore and Green Frog Takeaways, but before the Geraldine Inder Dance School to mitigate the impact to these businesses by not removing the on-road carparking spaces directly outside.

A bi-directional on-road cycleway (both directions for cycling accommodated on one side of the road) has been selected as the safest option for this route for the following reasons:

- It creates more distance and provides better visibility between people cycling and people pulling out of driveways. The distance and improved line of sight reduces the risk of collisions.
- It reduces the risk of conflicts between people cycling and people walking or using mobility aid devices.
- It accommodates children's travel behaviour and more social cycling (e.g., people cycling beside each other).
- It provides consistent infrastructure along the route which will help people navigate the network. When infrastructure changes it can be difficult to know where to go.



Figure 1 Example of bi-directional cycleway - Nelson City Council (Source: Waka Kotahi)



Figure 2 Example of a bi-directional cycleway - Waipa District Council – Cambridge (Source: Waka Kotahi)

Although the safest option, this design introduces a new type of infrastructure that people may not be used to. The Council will need to educate residents about how to interact with the bi-directional separated cycleway, particularly ensuring drivers understand the need to look both ways for people walking and cycling before pulling out of driveways and side streets.

Feedback from residents, schools and businesses along the route, as well as the wider community will inform the next stage of the design.

Consultation Approach

The overarching approach to consultation and engagement for this project is to primarily focus on affected stakeholders, with the opportunity for wider community input.

Targeted engagement has already taken place with affected businesses, organisations and schools to inform the development of the proposed design.

The next stage of engagement will be a more formal consultation phase on the proposed design. It is proposed that consultation will run from 29 May 2023 to 16 June 2023. This timeframe allows an opportunity for stakeholder and wider community comment, while still allowing the project to continue to meet the deadlines set by Waka Kotahi.

Consultation will build on the targeted engagement undertaken to date but will broaden out to focus on affected residents along the route and the wider community.

It is proposed that all residents, business, schools, groups and clubs on the proposed route are provided with a project information leaflet, including the design, through a mail drop.

Two drop-in sessions will be held at locations on the proposed route to provide people the opportunity to verbally give feedback and ask questions. Businesses, groups and schools in the area will be invited to attend these.

The wider community will be informed of the proposal via a press release, social media and a dedicated page on the Council website. The webpage will include the detailed information provided through the maildrop, including the design. The community will be able to provide feedback via email, SurveyMonkey, attendance at a scheduled drop-in session, or phone calls with the project team.

Following completion of this consultation, the feedback will inform the development of the final design. The final design will then be considered by Council for approval before being submitted to Waka Kotahi.

It is important to note that by agreeing to commence consultation Council is not committed to the project continuing beyond the design stage. This consultation will allow affected stakeholders and the wider community to provide feedback on the design and inform Council decision-making on the final design.

OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
1	<p>Approve the proposed design for the Transport Choices Cycleway (Lansdowne and Kuripuni) Project</p> <p>Assists with keeping to agreed timelines to complete the</p>	<p>Consultation can commence on 29 May 2023.</p> <p>None identified</p>

Option	Advantages	Disadvantages
for consultation	<p>project as set by Waka Kotahi as part of the funding requirements.</p> <p>Proposed design has been discussed with Waka Kotahi and meets the requirements set out.</p>	
3 Do not approve the proposed design for the Transport Choices Cycleway (Lansdowne and Kuripuni) Project for consultation	None identified	<p>The consultation will not be able to commence on 29 May 2023.</p> <p>Will impact on timelines to complete the project as set by Waka Kotahi.</p>

RECOMMENDED OPTION

Option 1 is recommended. This ensures that MDC can obtain the views of affected stakeholders and the wider community to progress further development of the proposed design for this project. It also supports MDC in continuing to meet the timelines set out by Waka Kotahi for this project to enable access to funding.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

This proposal supports the community outcome to provide a safe place in which to live, work and play by assisting pedestrians, cyclists and motor vehicle users to safely move around the Masterton District.

Constructing cycleways for community use also aligns with our Masterton District Climate Action Plan and the MDC Cycling Strategy.

Significance, Engagement and Consultation

To date, targeted engagement has taken place with affected schools, organisations and businesses to inform the development of this proposed design.

Under the Council's Significance and Engagement Policy, the decision to construct a cycleway is considered significant as there are residents, businesses, organisations and schools that are affected and/or that will have an interest; level of wider community interest; and the roading network being a strategic asset. Because of this consultation will take place with affected stakeholders and the wider community.

This consultation will support the development of a final design for consideration and approval by Council.

Financial Considerations

The design and construction of this project is fully funded by as part of the Waka Kotahi Transport Choices Programme. Masterton District Council will be providing project management, construction oversight and communications and engagement functions.

Implications for Māori

Iwi representatives have been contacted to confirm their preferred involvement in the project, which is engagement once a proposed design is finalised. Iwi, hapū, Marae, and hapori Māori will have an opportunity to provide input on the proposed design during the consultation period. The project team will contact these groups directly.

Environmental/Climate Change Impact and Considerations


The Transport Choices Cycleway (Lansdowne to Kuripuni) Project aligns with the Masterton District Climate Change Action Plan. In particular, the 20-minute town and the goal of increasing the uptake of low-emission, active and public transport options in the Masterton District so that community/suburb hubs are accessible within 10 minutes for all urban residents, and the sub-goal of improved active transport networks to encourage alternative modes of transport. Action 29 is focused on Council investigating active transport networks/cycleways to encourage alternative modes of transport. This includes creating cycle lanes or shared road/footpaths prioritising areas that connect to schools and recreation spaces, including a cycle network connecting Kuripuni/Masterton South Town Centre, Masterton East, Masterton West, and Lansdowne.

Next Steps

If Council adopts the recommendations in this Report, consultation will commence on 29 May 2023 and will close on 16 June 2023. Following consultation, feedback will be used to inform the final design which is expected to be considered by Council in September 2023.

ATTACHMENTS

1. **Attachment 1 - Transport Choices Presentation to Council** [↓](#) 



Transport Choices – Cycleway Project (Lansdowne to Kuripuni)

Council Workshop

Wednesday 10th May 2023



PURPOSE OF WORKSHOP

- Background/context
- Project timeline
- Proposed design
- Engagement approach
- Next steps



CONTEXT

- Transport Choices is about making small, visible changes to our streets and how people use them – and helping people embrace cycling, walking or public transport as a way to travel
- Application for Transport Choices funding submitted 2022
- Funding approved – subject to Waka Kotahi and Council sign-off
- Funding to construct a cycleway from Lansdowne (Netball Courts) to Kuripuni (Dixon Street)



Why are we doing this?

To provide a safe, appealing cycleway linking schools, recreational trails, and businesses on the eastern side of Masterton

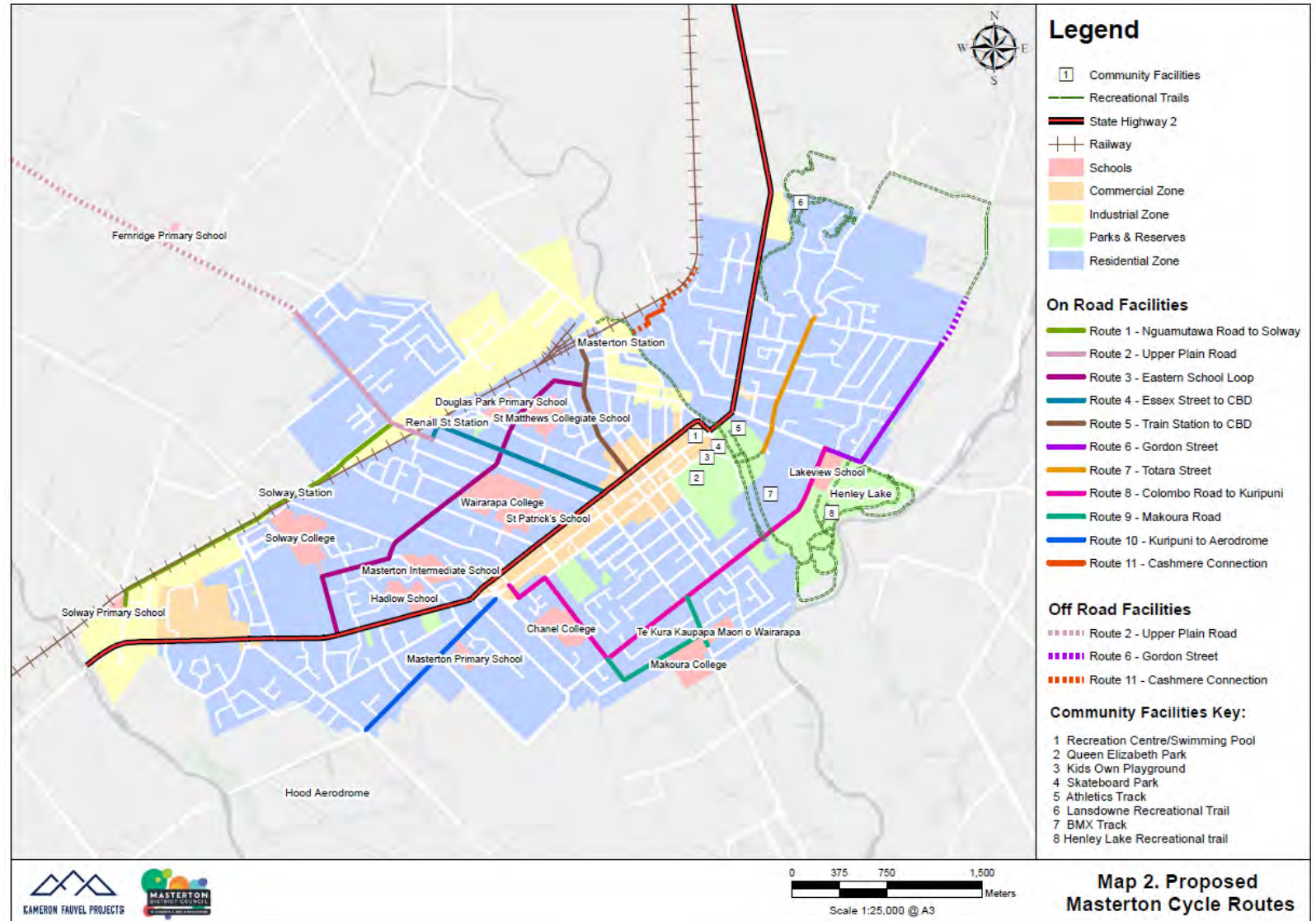


Why are we doing this?

- This route forms part of the wider proposed Masterton cycle network.
- It provides connections to Lakeview School, Te Kura Kaupapa Māori o Wairarapa, Mākoura College, Chanel College, and the Kuripuni shopping area, as well as the rec trails and off-road trails through Henley Lake Park
- It is consistent with MDC's Cycling Strategy, Climate Action Plan, and the outcome of efficient, safe and effective infrastructure.



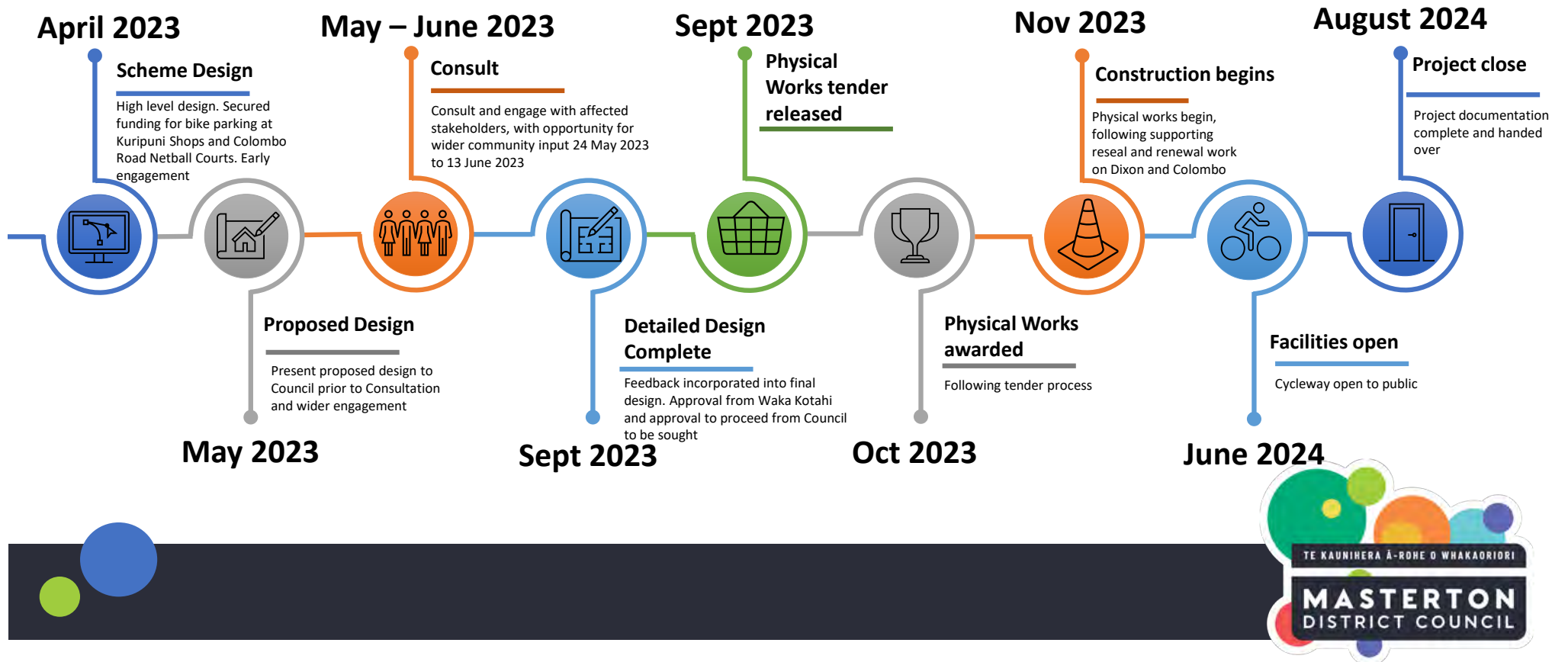
Masterton Cycling Framework



THE ROUTE

- The Lansdowne to Kuripuni route was prioritised for construction using multi criteria analysis.
- It ranked highly for early construction and application to the transport choices programme due to:
 - Temporary disruptions and build time
 - General/school/ commuter accessibility
 - Carparking implication
 - Connectivity of places of interest
 - Traffic safety benefits
 - Resolution of intersection/conflict points.
- Funding from Waka Kotahi is tied to this route.

TIMELINE



TRANSPORT CHOICES DESIGN PARAMETERS

1. The infrastructure should be designed for children and people with visual, mobility, or cognitive impairments



TRANSPORT CHOICES DESIGN PARAMETERS

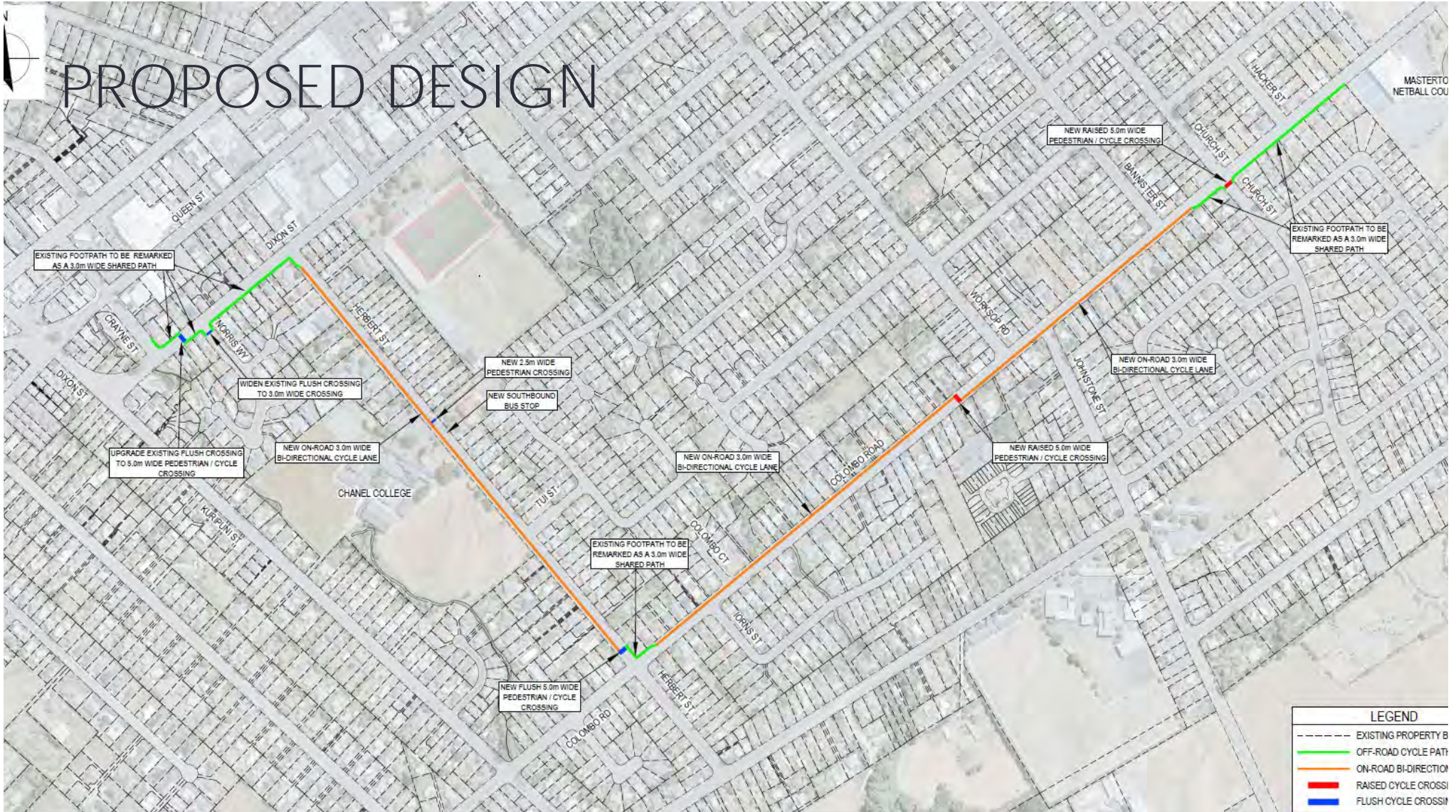
2. Prioritise people using mobility-aid devices, walking, taking public transport, and cycling.
3. Should be a step towards building a walking, cycling, and/or public transport network that connects to places where people want to go for everyday needs.
4. Should meet the minimum standards in Waka Kotahi Cycle, Pedestrian, and Public Transport Network design guidance.



TYPES OF INFRASTRUCTURE SUPPORTED THROUGH TRANSPORT CHOICES

- The infrastructure for walking and cycling should be physically protected from vehicles, such as protected cycle lanes.
- If physical separation can not be achieved, the infrastructure should be designed to keep the operating speed of vehicles below 30km/h and the traffic volumes below 1500 vehicles per day.
- Infrastructure should separate people walking or using mobility aid devices, and people waiting for the bus from people cycling.
- Where physical separation cannot be achieved, the infrastructure should be designed to reduce the risk of collisions.





ON-ROAD BI-DIRECTIONAL CYCLEWAY

- Separated cycleways are facilities exclusively for cycling.
- They involve some form of physical separation from motor traffic and are generally situated on or adjacent to the roadway.
- Two-way (bi-directional) ie both directions for cycling accommodated within one facility on one side of the road.

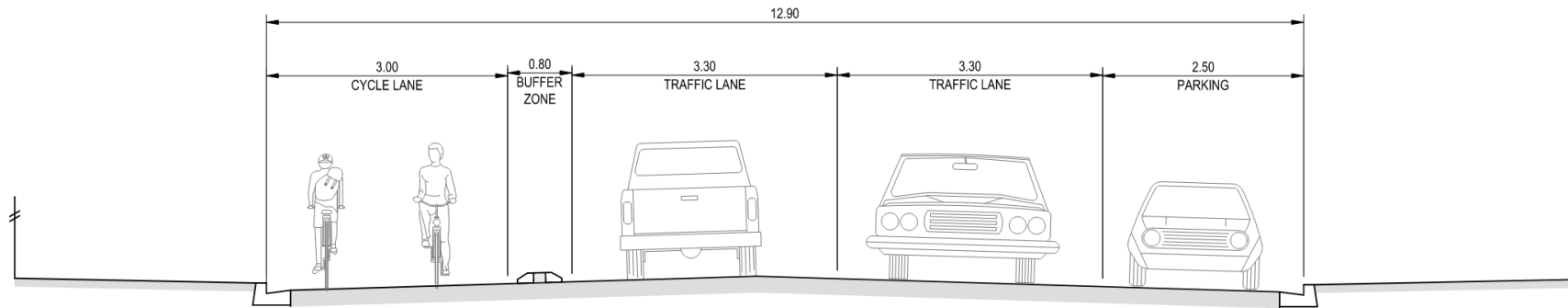


PROPOSED DESIGN

- Dixon Street: Upgrade to existing crossing points, with no changes to the existing traffic lanes (no change to carparks)
- Herbert Street: Bi-directional on-road cycleway on the southern side of the road (Carparks outside approximately 20 properties removed)
- Colombo Road: Bi-directional on-road cycleway, partly on the eastern, partly on the western side of the road, tying with existing shared path at netball courts and bridge (Carparks outside approximately 50 properties removed)



PROPOSED DESIGN

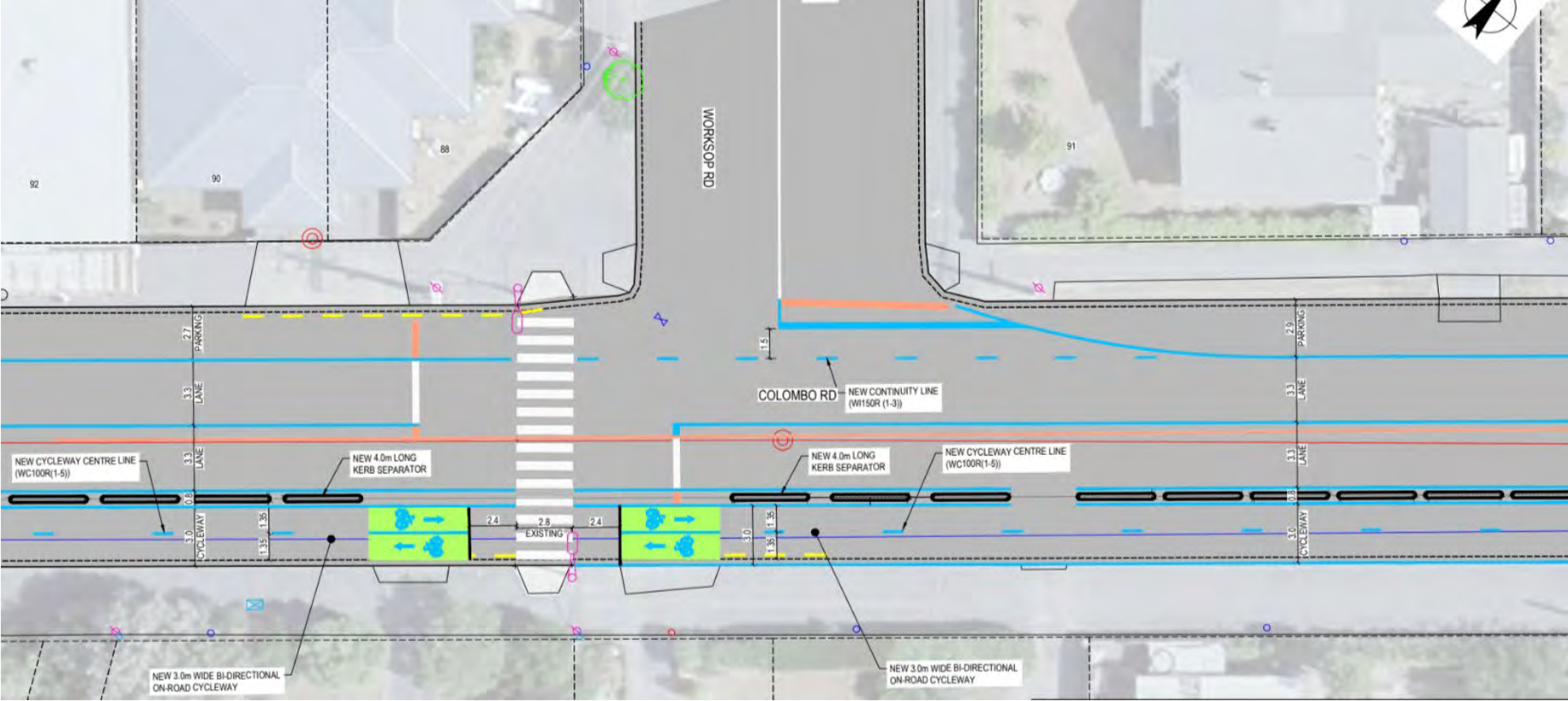


COLOMBO ROAD
TYPICAL SECTION

C2
SK043_SK044



PROPOSED DESIGN



BENEFITS OF THE ON-ROAD BI-DIRECTIONAL CYCLEWAY

- Conflicts with driveways minimised
- Conflicts between pedestrians and cyclists avoided
- Provides a consistent type of infrastructure
- Will accommodate children's travel behavior and more social cycling (e.g., people cycling beside each other).
- Increased safety at intersections through providing priority flow for cyclists
- This option will enable retention of vehicle parking on one side of the road in the long-term.



TARGETED ENGAGEMENT

- April – May 2023
- Initial contact made with businesses and on the route.
 - 2 x dairies Colombo Road
 - Green Frog Takeways
 - Geraldine Inder dance school
 - Chanel Court Motel
 - Red Star Sports Association
 - Chanel College
 - Lakeview School
 - Reformed Church of Masterton
 - Netball Courts
- Flagged intent of project, advised of future consultation
- Main issue raised by was potential loss of car parks.

CONSULTATION

- May/June 2023
- Target audience will be residents, businesses, schools, groups and clubs on proposed route.
- Opportunity to provide feedback for wider community.
- Focus of consultation on the proposed design, rather than the concept of cycleways.
- Need to consult - roading is considered a strategic asset in our S&E Policy.



KEY RISKS AND ISSUES

- Community support for the project and design
- Ability to meet timeframes set by Waka Kotahi (design and construction)
- Availability of contractors to complete work
- Cost to deliver design
- Road safety (during construction)
- Road safety (during use)

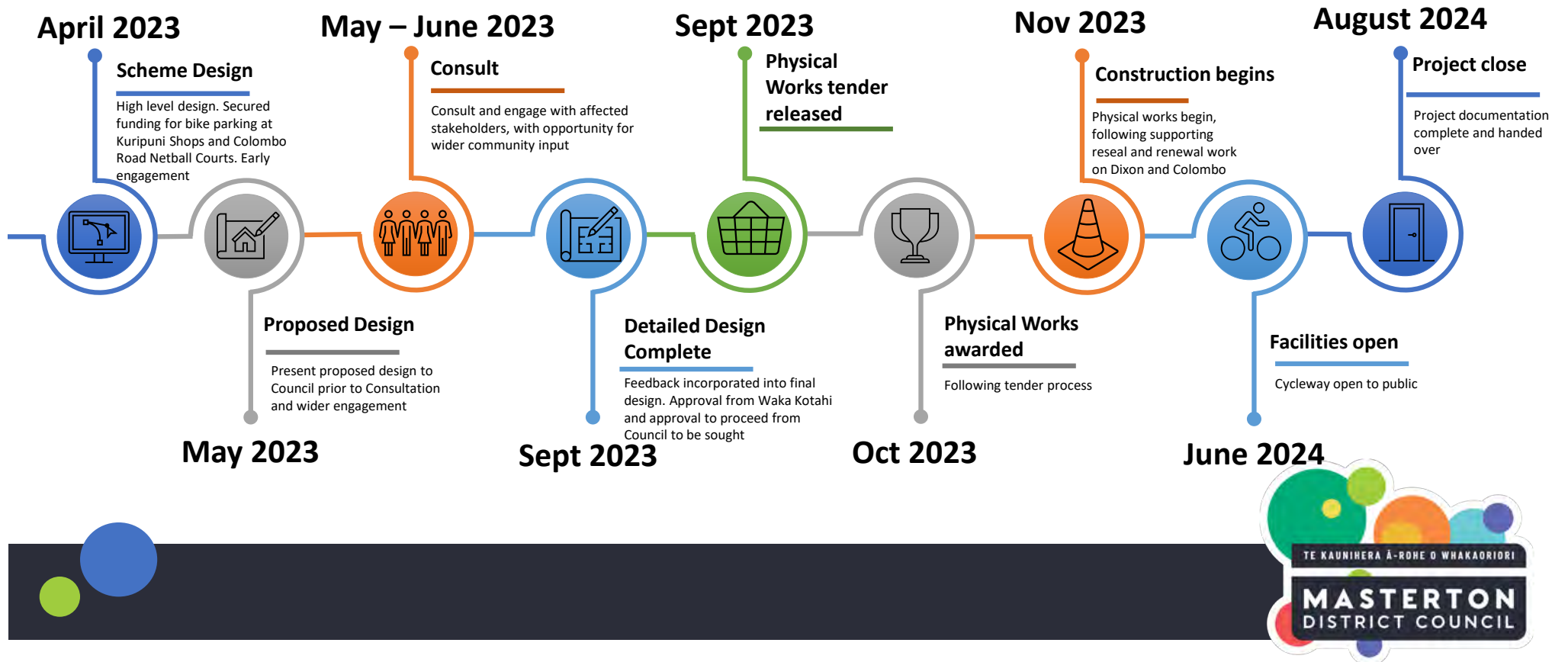


NEXT STEPS

- Report to Council seeking approval to consult on the proposed design
- Consult with community on proposed design
- Incorporate feedback into design
- Finalise design
- Waka Kotahi funding approval
- Report to Council seeking approval of the final design
- Procure construction partner
- Construct cycleway



TIMELINE





7.4 DRAFT WELLINGTON REGION WASTE MANAGEMENT AND MINIMISATION PLAN REVIEW: ADDITIONAL DELEGATION TO THE JOINT COMMITTEE TO CONSULT

File Number:

Author: Nerissa Aramakutu, Policy Manager

Authoriser: David Hopman, Chief Executive

PURPOSE

The purpose of this report is to seek additional delegation to the Joint Committee on the Wellington Region Waste Management and Minimisation Plan to approve the draft Wellington Region Waste Management and Minimisation Plan (2023-2029) for community consultation, and to hear and deliberate on submissions received as part of the consultation phase.

RECOMMENDATIONS

That Council:

- a. **Notes** that a review of the Wellington Region Waste Management and Minimisation Plan (2023-2029) is underway;
- b. **Notes** that the eight councils in the Wellington Region are jointly responsible for the Wellington Region Waste Management and Minimisation Plan (2023-2029);
- c. **Notes** that Councillor Tom Hullena is Council's representative on the Joint Committee on the Wellington Region Waste Management and Minimisation Plan;
- d. **Notes** that Councillor Marama Tuuta is Council's alternate representative on the Joint Committee on the Wellington Region Waste Management and Minimisation Plan;
- e. **Agrees** to delegate responsibility to the Joint Committee on the Wellington Region Waste Management and Minimisation Plan to approve the draft Wellington Region Waste Management and Minimisation Plan (2023-2029) for community consultation;
- f. **Agrees** to delegate responsibility to the Joint Committee on the Wellington Region Waste Management and Minimisation Plan to hear and deliberate on submissions received on the draft Wellington Region Waste Management and Minimisation Plan (2023-2029);
- g. **Agrees** to delegate responsibility to the Joint Committee on the Wellington Region Waste Management and Minimisation Plan to make recommendations to Council on any changes to the draft Wellington Region Waste Management and Minimisation Plan (2023-2029); and
- h. **Notes** that following the final Wellington Region Waste Management and Minimisation Plan (2023-2029) will come back to Council for final adoption.

CONTEXT

Councils are required under the Waste Minimisation Act 2008 to promote effective and efficient forms of waste management and minimisation and to adopt a Waste Management and Minimisation Plan that includes objectives and policies for achieving effective and efficient forms of minimising waste.

Councils have been currently operating under the Wellington Region Waste Management and Minimisation Plan 2017-2023, with work currently underway by the eight councils in the Wellington Region to review the current, and produce a new, Wellington Region Waste Management and

Minimisation Plan (2023-2029). The Plan includes regional components such as a shared vision, objectives, policies and methods. It also includes local action plans (the three Wairarapa District Councils have a joint Wairarapa local action plan) which specifies the activities required to be undertaken to meet the objectives of the Plan and how this will be funded.

Consultation on the new draft Plan including individual council and regional local action plans is likely to take place in the second half of 2023, with a new Plan for the Wellington region expected to be adopted by each council in late 2023.

The new plan is intended to set a transformative direction for how we consume, process and dispose of waste. It will have a particular focus on reducing the amount of waste going to landfill, while seeking to recover and reuse as many resources as possible.

The preparation of the new Plan provides an opportunity to strengthen, expand and enhance circular economy principles into waste management and minimisation processes across the Wellington region. These circular economy principles seek to:

- Reduce waste and pollution
- Prioritise high-value, reusable products and materials
- Regenerate natural systems.

As such, the new Plan will help to identify opportunities that create value for the Wellington region's communities, and that support a 'just transition' to a circular and low-carbon regional economy.

The Plan covers all residential and commercial waste produced in the region, including recycling and green / organic / food waste. It does not include emissions, runoff, wastewater or air quality components – all of which are covered under other legislation.

The regional Joint Committee on the Wellington Region Waste Management and Minimisation Plan is responsible for oversight of the plans implementation and its statutory review. The Committees current Terms of Reference gives them authority and responsibility to:

1. Accept and consider advice and reports on the implementation of the Wellington Region Waste Management and Minimisation Plan and future Wellington Region Waste Management and Minimisation Plans
2. Make decisions on the implementation of aspects of the Plan where the matter for decision is not an operational matter that falls under officers' delegated responsibilities and where the matter is provided for in the Plan and/or budget has been made available by territorial authorities for that matter.
3. Monitor and review the management and implementation of the Plan.
4. Report back to territorial authorities of the Wellington region on any aspect of the implementation of the Plan, including: recommendations for funding projects of the Plan, recommendations for the management of the Plan; and reports on the effectiveness of the Plan.
5. Report back to the territorial authorities with any recommended amendments to the Plan and/or recommended variations to the Terms of Reference of the Committee.

External consultants Beca have been engaged to lead the review of the plan on behalf of the eight councils in the Wellington Region, with support by an officers Project Steering Group and officers Engagement Working Group.

ANALYSIS AND ADVICE

In 2017, the Joint Committee recommended to councils that the draft Plan be consulted on, but each council ran its own special consultative procedure including individual hearings. The Joint Committee was involved in deliberations on regional components with deliberations held at each individual council on local components.

For this 2023 review and the development of the new Plan, officers from the eight councils collaborating on the Plan recommend that the Joint Committee takes on a greater role by taking responsibility on behalf of all councils to approve the draft Plan for community consultation, as well as to hear and deliberate on submissions received.

Officers from the eight councils are therefore requesting that their elected members' delegate their responsibility for the Plan consultation process to the Joint Committee on behalf of all councils. This delegation will centralise the Plan consultation process and help ensure that the consultation process is efficient, effective, and consistent across the region.

Once the consultation, hearing and deliberations processes are complete, the final Plan will come back to each of the councils for adoption.

There is yet to be agreement requiring Council approval on whether these proposed delegations are a one-off for this Plan, or whether a subsequent resolution will be recommended asking that this becomes a permanent delegation in the Joint Committee Terms of Reference.

OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
<p>1 Recommended Option:</p> <p>Agrees to delegate responsibility to the Joint Committee on the Wellington Region Waste Management and Minimisation Plan to approve the draft Wellington Region Waste Management and Minimisation Plan (2023-2029) for community consultation;</p> <p>Agrees to delegate responsibility to the Joint Committee on the Wellington Region Waste Management and Minimisation Plan to hear and deliberate on submissions</p>	<p>It enables Council to fulfil the requirement of undertaking the special consultative procedure under the Waste Minimisation Act 2008 and LGA 2002 for the development of the Wellington Region Waste Management and Minimisation Plan.</p> <p>It also ensures that the consultation process will be done efficiently, effectively, and consistently across the region.</p>	<p>Nil</p>

Option	Advantages	Disadvantages
received on the draft Wellington Region Waste Management and Minimisation Plan (2023-2029).	It enables the Joint Committee the delegation to undertake this work on behalf of the eight councils of the Wellington region.	
<p>2 Alternative Option:</p> <p>Does not agree to delegate responsibility to the Joint Committee on the Wellington Region Waste Management and Minimisation Plan to approve the draft Wellington Region Waste Management and Minimisation Plan (2023-2029) for community consultation;</p> <p>Does not agree to delegate responsibility to the Joint Committee on the Wellington Region Waste Management and Minimisation Plan to hear and deliberate on submissions received on the draft Wellington Region Waste Management and Minimisation Plan (2023-2029).</p>	Nil	<p>Does not enable the Joint Committee the delegation to undertake this work on behalf of the eight councils of the Wellington region.</p> <p>Will cause significant project delays to come up with alternative options that all of the eight councils of the Wellington region can agree to.</p> <p>Officer time to administer the hearings and deliberations.</p>

RECOMMENDED OPTION

Option One is recommended.

It enables the Joint Committee the delegation to undertake this work on behalf of the eight councils of the Wellington region.

It enables Council to fulfil the requirement of undertaking the special consultative procedure under the Waste Minimisation Act 2008 and LGA 2002 for the development of the Wellington Region Waste Management and Minimisation Plan.

It also ensures that the consultation process will be done efficiently, effectively, and consistently across the region.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

Councils are required under the Waste Minimisation Act 2008 to promote effective and efficient forms of waste management and minimisation and to adopt a Waste Management and

Minimisation Plan that includes objectives and policies for achieving effective and efficient forms of minimising waste.

Significance, Engagement and Consultation

Under the Waste Minimisation Act 2008 and as part of the development of the new Plan, councils are required to use the special consultative procedure as set out under section 83 of the Local Government Act 2002 (LGA 2002). This includes preparing a statement of proposal alongside the draft Plan, receiving feedback on the draft Plan and providing for submitters to be heard.

This feedback from the public will be used to inform the development of the final Plan and reflect the waste management and minimisation priorities and aspirations of the community in the Wellington region.

Financial Considerations

The approved budget for this project is \$500,000, with the primary funding source being the Ministry for the Environment's waste levy revenue that councils receive. Each council pays a proportion of the costs for this project based on the ratio of the population per district. Masterton District share is 5% or a maximum of \$25,000.

Implications for Māori

To date, there have been processes undertaken to engage mana whenua in the development of this Plan.

Communications/Engagement Plan

A communications/engagement plan is in development to support the consultation phase of this project.

Environmental/Climate Change Impact and Considerations

There is strong alignment with the principles and direction of the new Plan 2024-29 with some of Councils key strategies and plans including our Masterton District Climate Action Plan.

ATTACHMENTS

Nil

7.5 UPDATE ON FUTURE FOR LOCAL GOVERNANCE WAIRARAPA WORKING GROUP

File Number:

Author: Karen Yates, Manager Strategy and Governance

Authoriser: David Hopman, Chief Executive

PURPOSE

To update Council on the Future for Local Governance Wairarapa meetings and seek two Council Elected Representatives to join the Working Group.

RECOMMENDATIONS

That Council:

1. **Receives** the Update on Future for Local Governance in Wairarapa Working Group report.
2. **Appoints** Deputy Mayor Bex Johnson and Councillor Craig Bowyer to the Future for Local Governance in Wairarapa Working Group.
3. **Notes** the Future for Local Governance in Wairarapa Working Group will seek to include representatives from both Wairarapa Iwi.
4. **Notes** the Future for Local Governance in Wairarapa Working Group will aim to deliver options and recommendations for inclusion as part of the Wairarapa Councils' 2024-34 Long-Term Plan consultation documents.

CONTEXT

Following a presentation in November 2021 from the Review Panel on the Future for Local Government two Elected Representatives from each of the Wairarapa Councils met to discuss the issues and pressures on local governance, with a specific focus on the Wairarapa.

The Future for Local Governance in Wairarapa (FFLGW) Working Group was formed and met twice in 2022. The FFLGW considered the questions that were most pressing in the minds of our respective councils and communities, rather than the answer(s).

Following these two meetings it was agreed that further work was needed. However, with local body elections in October 2022 the FFLGW paused discussions until the new Councils were sworn in.

The local body elections saw only three of the seven FFLGW members re-elected. These were Carterton District Council Deputy Mayor Dale Williams and Councillor Robyn Cherry-Campbell, and Deputy Chair Adrienne Staples from GWRC. Neither of the elected representatives from Masterton or South Wairarapa District Councils were re-elected.

The past experiences of elected representatives from CDC has been helpful in re-starting the FFLGW discussions

ANALYSIS AND ADVICE

What questions are we seeking to answer?

The FFLGW concluded that in order to understand what the future might look like, first they needed to identify the questions they wanted answers to. The answers would help guide the conversation and assist in clarifying options for the future of local governance and how councils operate in the Wairarapa.

The FFLGW identified three themes related to the issues faced by our communities.

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

These themes were further refined into 6 questions below:

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?

The membership of the FFLGW needs to be refreshed. It is proposed the FFLGW continues with two councillors from the three District Councils, along with the Wairarapa representative from Greater Wellington Regional Council. To give mana and weight to the discussions, it is recommended each District Council includes either the Mayor or the Deputy Mayor. The FFLGW should also expand to include mana whenua representatives from both Wairarapa iwi.

The three themes and six questions need reviewing by the refreshed FFLGW. Once they have been reviewed, a process can be set in place to answer the agreed questions as far as possible. This may require some funding if external consultants are used. The answers will help refine the options for Councils and communities to consider.

Councils should aim to include options and recommendations in the 2024-34 Long-Term Plan consultation process for all Wairarapa Councils. This would see FFLGW members undertaking an intensive review process over the next 7 months, culminating in a final report in December 2023. Given the tight timeframe, it is important that all FFLGW members bring commitment and a strong desire to be part of change in the Wairarapa.

The minutes of the two meetings in 2022 are attached (See Attachments 1 and 2).

OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
<p>1 Appoint members to the Future for Local Governance in Wairarapa Working Group and proceed with work to deliver options and recommendations as part of the LTP 2024–34</p>	<p>Continues the work of the Working Group.</p> <p>Responds to regional and national policy direction on regional working.</p> <p>Continues the thinking of the Future for Local Government in a local context.</p>	<p>Member time.</p> <p>Administrative support needed for the working group.</p>
<p>2 Do not appoint members to the Future for Local Governance in Wairarapa Working Group and do not proceed with work to deliver options and recommendations as part of the LTP 2024–34</p>	<p>No member time or administrative support needed.</p>	<p>Does not position the councils well for the future of local governance and council operations in the Wairarapa.</p>

RECOMMENDED OPTION

Option 1 is recommended. This ensures that Council continues the work of the Working Group and be well placed to respond to regional and national policy direction on regional working. It also continues the thinking of the Review Panel’s Future for Local Government in a local context.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

The FFLGW will develop options and recommendations for the future of governance and council operations in the Wairarapa, consistent with the strategic and policy direction on regional working. Significance, Engagement and Consultation

Significance, Engagement and Consultation

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

Financial Considerations

There are no specific financial considerations associated with this decision.

Implications for Māori

The Future for Local Governance in Wairarapa Working Group proposes to seek appointments from iwi to the group.

Communications/Engagement Plan

The FFLGW will report to Council on its work. Consultation with the community on the options and recommendations of the FFLGW will be included in the LTP 2024-2034.

Environmental/Climate Change Impact and Considerations

There are no specific climate change considerations associated with this decision.

Next Steps

The FFLGW will convene with new members and Terms of Reference and a schedule of meetings developed.

ATTACHMENTS

1. **Future for Local Governance Wairarapa Working Group Minutes 8 March 2022** [↓](#) 
2. **Future for Local Governance Wairarapa Working Group Minutes 12 April 2022** [↓](#) 

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 8th 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"> • 7pm, Tuesday 5 July 2022 – Carterton District Council • 7pm, Wednesday 6 July 2022 – South Wairarapa District Council • 7pm, Thursday 7 July 2022 – Masterton District Council 	

8 REPORTS FOR INFORMATION

8.1 CHIEF EXECUTIVE'S REPORT

File Number:

Author: David Hopman, Chief Executive

PURPOSE

The purpose of the attached report is to provide Council with an update on Council operations (as at 11 May 2023)

RECOMMENDATION

That Council receives the Chief Executive's Report as at 11 May 2023

ATTACHMENTS

1. Attachment 1 Chief Executive's Report 11 May 2023 [↓](#) 
2. Appendix 1 MDC Charging for our Future Submission [↓](#) 

CHIEF EXECUTIVE'S REPORT
17 MAY 2023

National and Regional Context

Charging Our Future: a draft long-term electric vehicle charging strategy for Aotearoa/New Zealand

The Ministry of Transport have undertaken consultation on their draft 'Charging Our Future' electric vehicle charging strategy. Their vision is for Electric Vehicle charging infrastructure to support EV uptake by being accessible, affordable, convenient, secure, and reliable.

The government sees electrifying New Zealand's transport fleet is an important step towards a zero-carbon future. The Emissions Reduction Plan (ERP) sets New Zealand's commitment to increase zero-emission vehicles to 30% of the light vehicle fleet and reduce emissions from freight transport by 35% by 2035. The intent of the Strategy is to help meet these targets by ensuring access to charging infrastructure is not a barrier to EV uptake. The strategy builds on recent transport decarbonisation policies and sets more ambitious goals.

Consultation closed on 10 May 2023. MDC made a submission focused on providing feedback on how communities will be supported by central government low population/rural areas. The submission was approved by the CE and submitted on 9 May 2023. The submission is attached to this CE report as Appendix 1.

Mauri Tūhono

The Greater Wellington Regional Council (GWRC) is seeking feedback on the draft Mauri Tūhono / Regional Biodiversity Framework. Ra Smith and Sam Ludden, as representatives on the Mauri Tūhono group from the Wairarapa, will be meeting with council officers mid-May 2023 to discuss the draft Framework. MDC plans to provide feedback (due end of May 2023). Further information is available here: <https://maurituono.org.nz/>

Pou Ahurea Māori Activity

Cultural Competency

We are currently developing a:

- Cultural Competency Framework
- Cultural Competency Policy
- Cultural Competency Implementation Plan
- Te Reo me ōna Tikanga Policy Review
- Bilingual Signage Policy and implementation plan

This will include workshops with the elected members, SLT and the People Leaders to develop a framework and plan to cater to the different levels of understanding.

Wairarapa District Plan – Tangata Whenua Chapter, Māori Purpose Zone and Sites of Significance

The Pou Ahurea Māori has been working with iwi and Boffa Miskell to support the development of the particular chapters referenced. This has been a long process including engagement with iwi, hapu and Māori land trust owners.

WREMO EOC/ECC Pou Ahurea Job Descriptions

WREMO has distributed job descriptions for the Pou Ahurea Job Descriptions for Civil Emergencies. These will be reviewed by the iwi to feed back to WREMO. One concern is that they are specific to Wellington Iwi relationships, it has been requested that Wairarapa redevelop to be fit for purpose for Wairarapa and has been agreed to by WREMO.

Strategy and Governance Activity***District Level Updates*****Consultation update: Annual Plan 2023/24 and Draft Speed Management Plan**

Hearings will take place on 17 and 18 May 2023 for the Annual Plan 2023/24 and Draft Speed Management Plan. This will be followed by Deliberations on 7 June 2023. Below is the total number of submissions received. Further details on these will be presented as part of the Hearings and Deliberations reports.

Annual Plan 2023/24: submissions

A total of 203 submissions were received on the Annual Plan 2023/24.

154 submissions were made online, using the online platform (SurveyMonkey). 32 completed their submission on the physical submission form. 17 provided their submission via email or letter.

Draft Speed Management Plan: submissions

A total of 83 submissions were received on the Draft Speed Management Plan.

75 submissions were made online, using the online platform (SurveyMonkey). Five were completed on the physical submission form. Three provided their submission via email or letter.

MDC Climate Advisory Group

The first Climate Advisory Group meeting is scheduled for 15 May 2023. The first meeting will focus on introductions and the process that will be followed, including their role, in the upcoming Climate Change Community Funding Round. It is anticipated that the group will meet at least four times a year to provide advice to MDC on climate change issues and solutions for the Masterton District, including support for the implementation of the Masterton District Climate Action Plan.

MDC Climate Change Community Fund 2023

One of the actions in the Masterton District Climate Action Plan (Action Two) is Council providing a Climate Change Community Fund that community groups can access to implement their own local-level climate actions. Council has budgeted \$50,000 for 2022/23 to be allocated to the community via this contestable funding process. The funding criteria, application form, assessment process, and administration of this fund is being progressed through the Year 1 Climate Action Implementation Plan. The application process will be launched in June 2023.

Regional Level Updates

Future Development Strategy (FDS) and Housing and Business Development Capacity

Assessment (HBA): An FDS sets out a long-term plan to ensure a well-functioning urban environment, showing where growth will be, in what form and what infrastructure is needed to support that. The Wellington Regional Leadership Committee is leading this work for the Wellington-Wairarapa-Horowhenua area. A series of workshops have been held across the region to inform the development of the FDS, which is scheduled for consultation with our community in September/October 2023. A Housing and Business Development Capacity Assessment (HBA) has also been undertaken over the past year to inform the FDS. The HBA assesses whether there is sufficient capacity to meet the demand for housing and business land in urban environments. The HBA document is in the process of being drafted currently.

Regional Climate Change Impact Assessment (CCIA): The CCIA project output, a climate change impact assessment, and online GIS based tool is due to be finalised by July 2023.

Regional Emissions Reduction Strategy: The Regional Emissions Reduction Strategy project began in late 2022 and aims to create a strategic approach to transition the Wellington Region towards low emissions living. The project will be workshopped with the Wellington Regional Leadership Committee (WRLC) at their mid-year workshop and Committee meeting, as well as with the CE and Senior Staff groups.

Review of the Wairarapa Local Alcohol Policy

The review of the Wairarapa Local Alcohol Policy (LAP) has been on hold while awaiting a report from the Medical Officer of Health. The report has been delayed due to Te Whatu Ora staff needing to divert resources to the Covid-19 pandemic response, changes in research methodology and structural changes within the health sector. A draft report has now been received and we expect a final report to be provided by the end of May 2023. Staff are working through feedback from key stakeholders (including the Medical Officer of Health) and we expect to be making recommendations to the Wairarapa Policy Working Group on next steps in late June 2023 (a meeting date is yet to be set).

Review of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy

Staff have received the Social Impact Assessment from the specialist researcher contracted to do this work. The report sets out the social harms and benefits of gambling in each of the

three Wairarapa districts. It includes the results of two surveys completed by social service agencies and gambling venue operators.

The findings in the report will be analysed, using guidance from the Department of Internal Affairs and the Ministry of Health. Recommendations on whether amendments to the Policy are needed will be taken to the Wairarapa Policy Working Group in late June 2023 (at the same meeting the LAP is discussed). A report to Council will follow discussions with the Wairarapa Policy Working Group.

Wairarapa Smoke and Vape Free Policy

Following Council's adoption of the Wairarapa Smoke and Vape Free Policy, staff have developed an implementation plan for year one.

The Policy takes an inform and education approach with our community. The plan reflects this and focuses on updating relevant signage as part of rolling renewals and updating relevant venue and open spaces information on our website and relevant forms. The plan is supported by a range of teams across the organisation including Policy, Communications and Engagement, Community, Facilities and Activities, and Environmental Services. Staff will also stay informed of any further legislative changes in this space and will report back to Council on these as needed.

Te Rautaki Rangatahi o Wairarapa: Wairarapa Youth Strategy

Te Rautaki Rangatahi o Wairarapa: Wairarapa Youth Strategy (Strategy) was adopted by South Wairarapa and Masterton District Councils on 4 April 2023. The Strategy was subsequently adopted by Carterton District Council on 10 May 2023.

The three Wairarapa District Councils are working together to finalise communications and engagement plans for the launch of the Strategy and finalising potential regional projects to deliver. The Strategy will be presented to the Masterton Youth Council at its next meeting in May 2023. The implementation of the Strategy is led by the Community Development Team and supported by the Policy team. Staff will report back to council on proposed regional projects.

Finance

The Audit & Risk agenda for the meeting on 24 May 2023 will contain financial statements for the 9 months to 31 March 2023 and a forecast of both the rates requirement and capital expenditure year end results. Overall comments relating to the YTD figures are that Roading, Water, Wastewater and Stormwater activities are all running at higher expenditure levels than planned as a result of the weather events in July 2022 and January and February 2023.

The Council's external debt of \$50 million includes a range of bonds that mature over staggered years. In April 2023 two \$4m bonds (a total of \$8m) matured and were repaid to the Local Government Finance Agency (LGFA). The funds to pay for that repayment were made up of a pre-funding loan undertaken in September 2022 of \$4.7m and \$3.3m from

current revenue, as allowed for in the Annual Plan – noting that funding of the debt repayment programme from rates is part of Council's Financial Strategy.

A further \$4m loan from LGFA has been committed to be drawn down on the Monday 15th May. This will bring the external debt to \$51.7m. The new debt is funding some of the capital expenditure that was specified in the 2023/24 Annual Plan and is less than the \$8.5m that was planned. No further external borrowing is planned in this financial year.

The Audit & Risk Committee agenda will also include a report on the current insurance market (Council is looking to renew its Material Damage policy for the year beginning 1 July 2023) and a review (with minor amendments) of the Treasury Management Policy (which incorporates the Investment Policy and the Liability Management Policy).

The audit of the Council's 2021/22 Annual Report has been delayed by the availability of auditors. Audit NZ have reported that they are making good progress towards completion and the Finance team continue to respond to their final queries. An extraordinary meeting to adopt the audited report is scheduled for 24 May 2023.

Community Facilities and Activities

Facilities and Open Spaces Activity

Senior Housing

The capital expenditure project to expand car-parking capacity at Panama Village is still in the planning phase. Tender documents have been finalised and are about to be released publicly by the Projects Team to seek responses and enable the appointment of a Contractor.

Six-monthly inspections of all senior housing units were carried out in April, the majority were found to be in good order and well maintained. Two senior housing units at Panama Village have recently become available, some minor renovations were required. We will use this current window of opportunity to relocate several long-term residents to enable interior upgrades of their units, this had been deferred due to the nature of the work requiring the units to be unoccupied.

Strategic Rentals

Updated market rental appraisals have been completed for the seven strategic rental properties Council owns. This will see incremental increases applied to five of the seven properties.

Trust House Recreation Centre (THRC)

The recent failure of the main heating compressor has now been resolved, with a smaller new compressor installed to work in parallel with the existing back-up compressor. Upgrading the older back-up compressor to the same new model will form part of future preventative

measures to keep the pool heated consistently. Belgravia Leisure managed the temporary loss of the rear pool very well, facilitating and rescheduling activities to the main pool.

The rear Toddler's Pool remains closed, we have supplied the Insurance Broker with some potential options to repair the roof and we are awaiting a response.

The Condition and Energy Assessment work at the THRC facility is awaiting responses from specialists in this field, to enable finalising the appointment of the Contract.

Sports Buildings

Earthquake strengthening work has commenced at the Queen Elizabeth Parks Sports Club, the building will be returned and opened for use by the Sports Clubs at the end of May 2023, barring any significant hold-ups.

The Douglas Villa Clubroom renovations to fire rate the ceiling of the changing area has required some further design work to ensure compliance with current building standards, which has delayed completion of the work.

The Access Ramp Tender at Douglas Villa Clubrooms, to enable accessibility for all to the upper level, has been issued to a contractor. The building consent has been lodged, a start date is yet to be confirmed.

Parks and Reserves

Weather continues to have an impact on operational services within the Parks and Reserves area. The wet but warm conditions have meant that there has been no respite to grass and vegetation growth, which a normal summer would bring.

A meeting will be held on 23 May 2023 with several Riversdale Beach residents, to work through the implications and potential options in response to the erosion of the Motuwaireka Stream bank into the Northern Reserve. Beach access will also be assessed.

The Riversdale Beach Southern Reserve will also be visited to look at erosion on the southern side of the small access pedestrian bridge that enables access to the trail network.

Mawley Park

Groundwork to an internal driveway which feeds the powered sites within Mawley Park is being planned to resolve and improve the area which has been impacted by the weather events.

Our Mawley Park Contractor has reported that they have already met their contractual revenue targets for 2022–23.

Hood Aerodrome

Staff have heard from Kanoa that the meeting of IRG Ministers which would confirm the position regarding external funding for the project has been rescheduled to 9 June. This was to have been on 3 May. Once we have this confirmation, a report to Council will follow.

Community Development Activity

Matariki

We will again be running the Matariki grants programme. This allows community groups to apply for up to \$500 to run an event. Applications open on Monday 15 May and run until Friday 9 June. We then hope to inform successful applications by Friday 23 June. Last year we had 12 applications and this year we are hoping to have more. We have up to \$5000 in available funding.

Youth Council

The Masterton District Youth Council met at the end of last month. At their last meeting, we had members of Council's Policy Team in attendance to discuss the Annual Plan. The group brainstormed their ideas for an annual plan submission and one member completed a submission. We have four students attending the hearings to present their submission to the council next week.

The Youth Council have also been asked to consider the Youth Hub design and this will be discussed at their next meeting.

Youth Week

Youth Week is coming up from 15 – 21 May. On Saturday 20 May we are holding an event at the Skatepark. There will be skate comps, spot prizes, virtual reality headset fun, art activities, live music and a sausage sizzle. This is being organised by Zyniah Quinn-McClean from Mākoura College alongside the Masterton District Council Youth Lead. Zyniah is working with Ella from our team on a 10-week mentorship programme to learn about event management. Masterton District Youth Council will be there to support on the day, as well as On Board Skate and the Masterton Library with the VR headsets.

Play Trailer

Waka Tākaro, the Play Trailer, continues to be a popular asset for our community with regular bookings. We have recently completed a stock take to establish what further equipment could be added to the trailer. In addition, we have recently implemented a feedback form to ensure accurate data for reporting.

Welcoming Communities

We hosted a workshop with the council regarding the Welcoming Communities Programme, aiming to enhance a deeper understanding of the programme and enable the council to understand the process required to advance to stage one accreditation. At the next Council meeting, a paper will be presented requesting endorsement by signing the Statement of Commitment to attain level one accreditation.

In order to gain a deeper understanding of our community, we will be conducting a Welcoming Communities Survey targeted towards the newcomers to Masterton. This survey aims to

gather insights from newcomers regarding their experiences upon arriving in Masterton, including positive aspects, challenges faced, potential barriers, and other relevant information. By doing so, we can assess the composition of our community and identify any areas that require attention or improvement.

The Welcoming Communities Advisor collaborated with the Red Cross to organise the Iftar event Celebration, which took place on April 13 and aimed to support our former Muslim refugee community. The event received active participation from the broader community, including the Mayor and Councillors, who were present at the War Memorial Stadium.

The Welcoming Communities Advisor encouraged the Malayali community group to celebrate their Vishu/Easter celebration in Masterton. This event took place successfully on April 15, with an impressive turnout of approximately 70-80 attendees.

One of the former refugee students joined the Youth Council with the support of the Welcoming Communities Advisor.

The Welcoming Communities Advisor is collaborating with Tu Ora Compass Health to offer settlement support to the families of migrant GP and nurses who will be relocating to Masterton.

The Welcoming Communities Advisor is working closely with the Filipino community in Masterton. They are eagerly anticipating the grand closing ceremony of the Wairarapa Filipino Autumn sport program, scheduled for June 29. Additionally, they will be providing support during the upcoming language week next month.

Lastly, the Welcoming Communities Advisor partnered with the Red Cross to arrange a city tour for newly arrived refugee families, facilitating their integration into the community.

Neighbourhood Support

Neighbourhood Support New Zealand has granted funding for the revitalisation of the Weconnect initiative. This programme aims to foster connections and provide support and opportunities for neighbours and the local community to engage with Culturally and Linguistically Diverse (CALD)/new migrant residents through a "buddy" system. Volunteer participants will be paired with new residents in Masterton and will receive assistance tailored to their specific needs, such as language acquisition, local knowledge, friendship, obtaining a driving license, employment guidance, and more. With the funding approval secured, the next step will involve ironing out the specifics and fine-tuning the implementation of the programme.

Positive Ageing

Coming up in May will be the quarterly Kuia/Kaumātua/Older Persons Forum for Community organisations that work with older persons. Co-hosted by the Wairarapa Community Networks, this forum will focus on emergency management which was considered a big issue at the previous hui. It will be a hoped-for opportunity to look at post-Cyclone Gabrielle learnings for

the Wairarapa area and what needs to happen for our older persons. Jonathon Hooker, who has the regional welfare role, will be in attendance.

The Positive Ageing Strategy Co-Ordinator's successful application to the Greater Wellington Regional Council's Public Transport Advisory Group will be promoted including an article in Age Concern's quarterly newsletter where feedback regarding public transport was requested from the readers. The first meeting of the year is Wednesday 24 May in Wellington.

The first expanded implementation group that provides oversight to the Positive Ageing Strategy will be held in late May/early June with the first of two new community organisation members present. The Manager, Age Concern and the Manager, Digital Seniors have agreed to join. The issues raised at the first Kuia/Kaumātua/Older Persons Forum will be on the agenda and the intersection with the Positive Ageing Strategy Co-Ordinator's workplan.

Walking and Cycling

Promotion

- Lansdowne Mountain Bike Park competition
- Anzac Day charity run/walk with ACM
- Draft speed management programme - MDC feedback needed
- Youthline get active 'Walk the Talk' campaign
- ACM working bee at Mountain Bike track
- Waka Kotahi road works update
- May Wairarapa cycling events
- NZ Road Safety Week promo

Events

- Wairarapa Walking Festival – The steering group is underway with the planning for the 2023 Walking Festival across the Wairarapa. Steering group meetings take place once a month and the main role is promotion of the event as a means of getting people active, to join a walking group or club and find out about local walking tracks.

Community

- Inaugural discussion for the Masterton Bike Fix it and Bike Library. Advice and 'how it works'. Now working on promotion and contacting potential stakeholders to bring a larger group together and discuss ideas.

Grants

The final round for the 2022/23 Creative Communities funding year is now open and will close on Friday 26 May 2023. The Assessment Committee will meet on Thursday 8 June to assess the applications and award funding.

Library and Archive

In March, the library hosted Stats NZ for this year's Census. With over 10 drop-in sessions, the community could use our computers and ask for assistance with completing their form.

The library staff noticed the effects of the increase in cost of food in our community. Many customers were visiting the library, visibly hungry (coming to programmes to just get a cup of tea and biscuit). Janet and Mary reached out to WaiWaste to address this issue and now once a week the library receives a delivery of food that we place out on a sharing table for those in our community to grab something if they are hungry.






After Cyclone Gabrielle, Archive Librarian, has shared her specialist training in disaster recovery and heritage preservation with volunteers of the Tīnui Museum as they restored objects affected by floodwater in February. Many hours of exacting and often unpleasant work is revealing the beauty of this heritage collection from under the silt and grime.

Local Government Official Information and Meetings Act Requests

For the period 25 March 2023 to 11 May 2023, Council received a total of 19 Local Government Official Information Act (LGOIMA) requests.

The average number of days to complete responses has decreased while the volume of requests has increased. Six of the current requests have come from the New Zealand Taxpayers' Union.

There was interest from media locally and nationally regarding the distribution of funds from the Mayoral Relief Fund and the MBIE Business Support Fund as administer by the Wairarapa Recovery Governance Group. There continued to be regular interest from the Times-Age on Council activity, with administration of balloon activity at Hood Aerodrome exciting interest following a lease site application. The Fair Go television programme also enquired about accessibility at Council facilities as part of an enquiry to all councils nationally.

				
Total requests received	Completed	Average days for completion	Completed within statutory timeframe	NOT completed within statutory timeframe
19	11	14 (excluding extended request)	10	1 (extended due date)
17 (media)	17	1	17	0

Service Requests

1,524 service requests were generated over the period, of which 1,072 have been completed. The outstanding 452 requests remain open due to extensions being required for further investigation or further planned or scheduled work. The majority of these service requests are allocated to Animal Services (320), followed by Urban Roading (142), General Inspectorate Department (122) and Recreational Services (112). There was a total of 339 service requests referred to City Care for issues relating to everything from blocked sewers to leaking tobies.

Appendix 1



10 May 2023

Te Manatū Waka / Ministry of Transport
evchargingstrategy@transport.govt.nz

Tēnā koutou,

[Charging Our Future: a draft long-term electric vehicle charging strategy for Aotearoa New Zealand](#)

Thank you for the opportunity to submit on the Government's long-term strategic vision for Aotearoa's national electric vehicle charging infrastructure system – Charging Our Future.

Masterton District Council (MDC) supports the transition to, and use of, low-emissions transport modes across the wider transport system. This aligns with our District's Climate Action Plan vision and goals.

MDC agrees that a nationally coordinated approach is required for managing the significant infrastructure upgrades needed for the electricity grid to cope with larger numbers of private vehicles switching from internal combustion vehicles (ICE vehicles) to electric vehicles (EVs). It is essential that central government invests in the national electricity infrastructure needed to make these changes.

MDC supports the proposed research into specific regional needs for EV infrastructure which we see as a more appropriate way to roll out the changes rather than a blanket approach.

Support required for rural locations

As a provincial district with a large rural area, MDC strongly advocates that central government support provincial New Zealand to set up the local infrastructure needed to meet the **strategy's** electrification goals. In particular, installation of public charging infrastructure that specifically meets the needs of rural communities and investigating the role of stationary battery storage and other charging innovations for rural locations.

MDC supports the target of all settlements with 2,000 or more people having public charging stations if those chargers, installation, and associated infrastructure, are funded by central government.

We will follow with interest the discussions around zero emission heavy vehicles (ZEHVs) being adopted by primary sector carriers, especially in the forestry and farming industries common in our district. There needs to be serious consideration

given to how those industries will be supported to transition to ZEHVs, especially when travelling in sparsely populated, rural areas.

Support for distributed electricity generation

MDC supports the investigation of, and central government investment in, distributed electricity generation (e.g., small scale solar, wind, or micro-hydro generation) that could support the improvement of electricity supply to charge EVs in rural areas.

Thank you again for the opportunity to submit.

Nāku noa, nā



David Hopman
Chief Executive
Masterton District Council

8.2 MEETING REPORTS FROM COUNCILLORS

File Number:

Authoriser: Gary Caffell, Mayor

PURPOSE

Councillors are appointed to a number of external groups and organisations as representatives of Masterton District Council. This agenda item allows Councillors to report back on meetings attended in that capacity.

RECOMMENDATION

That Council receives the verbal meeting reports from Councillors.

ATTACHMENTS

Nil

8.3 MAYOR'S REPORT

File Number:

Author: Gary Caffell, Mayor

PURPOSE

The Mayor will provide a verbal report.

RECOMMENDATION

That Council receives the verbal report from the Mayor

ATTACHMENTS

Nil

9 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION(S)

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<p>9.1 - Public Excluded Minutes of Council Meeting held on 5 April 2023</p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

	<p>disadvantage, negotiations (including commercial and industrial negotiations)</p> <p>s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage</p>	
9.2 - Senior Housing	<p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>