



ORDINARY MEETING

of

Council

AGENDA

Time: 3:00 pm
Date: Wednesday, 25 October 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.

Order Of Business

1	Conflicts of Interest	5
2	Apologies	5
3	Public Forum	5
4	Items not on the Agenda	5
5	Confirmation of Council Minutes	6
5.1	Minutes of Council Meeting held on 13 September 2023.....	6
5.2	Minutes of Extraordinary Council Meeting held on 20 September 2023.....	25
5.3	Minutes of Extraordinary Council Meeting held on 18 October 2023	31
6	Committee Reports	37
6.1	Infrastructure and Services Committee Meeting - 4 October 2023	37
7	Reports for Decision	43
7.1	Meeting Schedule for 2024	43
7.2	Dog Control Policy and Practices Report 2022/2023	49
7.3	Welcoming Communities Programme Statement of Commitment	57
8	Reports for Information	62
8.1	Chief Executive's Report	62
8.2	Meeting Reports from Councillors	71
8.3	Mayor's Report.....	72
9	Public Excluded	88
9.1	Public Excluded Minutes of Council Meeting held on 13 September 2023.....	88
9.2	Public Excluded Minutes of Extraordinary Council Meeting held on 20 September 2023.....	89
9.3	North Island Weather Events Recovery - future of Severely Affected Locations	89

The Chairperson will open the meeting with the karakia

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

At the appropriate time, the following karakia will be read to close the meeting

Karakia whakamutunga

Kua mutu ā mātou mahi

Mō tēnei wā

Manaakitia mai mātou katoa

Ō mātou hoa

Ō mātou whānau

Āio ki te Aorangi

Our work has finished

For the time being

Protect us all

Our friends

Our family

Peace to the universe

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

- Sarah Beesley, re the technologies being introduced into our communities as part of the Smart Cities transition
- Rob Irwin and John Bushnell, re cycling trails in the Wairarapa
- Dave Pawson and Deins Burling, Douglas Villa, re the Park Sports Ground

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 13 SEPTEMBER 2023

File Number:

Author: Harriet Kennedy, Governance Advisor

Authoriser: Karen Yates, Manager Strategy and Governance

RECOMMENDATION

That the Minutes of the Council Meeting held on 13 September 2023 be received and confirmed as a correct record of that meeting.

ATTACHMENTS

- 1. Minutes of Council Meeting held on 13 September 2023**



MINUTES

**Ordinary Council Meeting
Wednesday, 13 September 2023**

Order Of Business

1	Conflicts of Interest	3
2	Apologies	3
3	Public Forum	3
4	Items not on the Agenda	4
5	Confirmation of Council Minutes	4
5.1	Minutes of Council Meeting held on 2 August 2023.....	4
5.2	Minutes of Extraordinary Council Meeting held on 9 August 2023.....	4
6	Committee Reports	4
6.1	Infrastructure and Services Committee Meeting - 16 August 2023	4
6.2	Awards & Grants Committee Meeting - 6 September 2023	5
6.3	Audit and Risk Committee Meeting - 23 August 2023.....	5
7	Reports for Decision	10
7.1	Adoption of the Wairarapa Class 4 Gambling and Standalone TAB Venues Statement of Proposal and Draft Policy for Consultation	10
7.2	Amendments to the Wairarapa Consolidated Bylaw 2019, Part 10: Traffic Bylaw Schedules.....	12
7.3	Prohibition of Consumption or Possession of Alcohol - Castlepoint and Riversdale Beaches - Labour Weekend 2023 and New Year Celebrations 2023/2024	12
7.4	Waingawa Process Water Project	13
7.5	Masterton Revamp Project: Options for the Long-Term Plan 2024-2034.....	14
7.6	Civic Facility: Options for the 2024-2034 Long-Term Plan and Next Steps.....	14
7.7	Hood Aerodrome: Rescope and Funding	15
8	Reports for Information	15
8.1	Chief Executive's Report	15
8.2	Meeting Reports from Councillors	16
8.3	Mayor's Report.....	16
9	Public Excluded	16
9.1	Public Excluded Minutes of Council Meeting held on 2 August 2023.....	17
9.2	Audit and Risk Committee Meeting - 23 August 2023.....	17
9.3	Hood Aerodrome: Contract for Physical Works	18

**MINUTES OF MASTERTON DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 13 SEPTEMBER 2023 AT 3:00 PM**

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

IN ATTENDANCE: Interim Chief Executive, Manager Finance, Acting Manager Strategy and Governance, Manager Communications and Engagement, Manager Community Facilities and Activities, Acting Manager Assets and Operations, Rooding Manager, Policy Manager, Library Manager, Aerodrome Manager, Senior Policy Advisor, Community Development Team Leader, Project Manager, and Governance Advisor.

1 CONFLICTS OF INTEREST

In relation to agenda item 7.1 Councillor Johnson declared she was a Director of Trust House and a trustee of the Masterton Community Trust.

In relation to agenda items 7.7 and 9.3 Councillor Bowyer declared he held a lease at Hood Aerodrome and had a contract for mowing the airfield.

In relation to agenda item 7.5 Councillor Goodwin declared he owned a building and lived in the Masterton CBD.

2 APOLOGIES

RESOLUTION 2023/74

Moved by Mayor G Caffell
Seconded by Councillor S Lennox

That apologies from Councillor Tim Nelson and iwi representative Ra Smith be received and accepted.

CARRIED

3 PUBLIC FORUM

Alan Fielding presented his idea for bird identification signage at Henley Lake and spoke about endangered plants and his proposal that councils around New Zealand promote one species in their area that is a rarity and that Masterton District Council could promote the Castlepoint Daisy as an endangered plant.

Cheryl Hansen and Pam Graham spoke about the benefits of dog ownership and the impact of high dog registration fees.

Mark Wilson, Zero Six Aviation, spoke in support of development at Hood Aerodrome.

With the agreement of the meeting, Item 7.3 was taken following public forum due to the availability of the Police who were in attendance to speak to the report.

4 ITEMS NOT ON THE AGENDA

There were no late items.

5 CONFIRMATION OF COUNCIL MINUTES

5.1 MINUTES OF COUNCIL MEETING HELD ON 2 AUGUST 2023

RESOLUTION 2023/75

Moved by Councillor B Johnson
Seconded by Councillor C Bowyer

That the Minutes of Council Meeting held on 2 August 2023 be received and confirmed as a correct record of that meeting.

CARRIED

5.2 MINUTES OF EXTRAORDINARY COUNCIL MEETING HELD ON 9 AUGUST 2023

RESOLUTION 2023/76

Moved by Mayor G Caffell
Seconded by Councillor S Lennox

That the Minutes of Extraordinary Council Meeting held on 9 August 2023 be received and confirmed as a correct record of that meeting.

CARRIED

6 COMMITTEE REPORTS

6.1 INFRASTRUCTURE AND SERVICES COMMITTEE MEETING - 16 AUGUST 2023

RESOLUTION 2023/77

Moved by Councillor D Holmes
Seconded by Councillor T Hullena

THE COMMITTEE RECOMMENDS:

That Council confirms the report of the Infrastructure and Services Committee meeting held on 16 August 2023 including the following resolutions:

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.

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.

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.

CARRIED

6.2 AUDIT AND RISK COMMITTEE MEETING - 23 AUGUST 2023

RESOLUTION 2023/78

Moved by Councillor D Holmes
Seconded by Councillor C Bowyer

THE COMMITTEE RECOMMENDS:

That Council confirms the report of the Audit and Risk Committee meeting held on 23 August 2023 including the following resolutions:

Service Provision Reports: Aratoi and Nuku Ora

That the Audit and Risk Committee receives the Service Provision Reports: Aratoi and Nuku Ora, which cover:

- (a) the summary results of the key result indicators for the quarter 1 April – 30 June 2023 from **Aratoi Regional Trust***
- (b) the summary results of the key initiatives for the six months 1 January – 30 June 2023 from **Nuku Ora**.*

Destination Wairarapa Quarterly Report (1 April 2023 to 30 June 2023)

That the Audit and Risk Committee receives the fourth quarter report (1 April 2023 – 30 June 2023) from Destination Wairarapa

Key Policies Monitored by the Audit and Risk Committee

That the Audit and Risk Committee:

- 1. notes** *that the following policies are monitored by the Audit and Risk Committee:*
 - Asset Management Policy*
 - Fraud, Dishonesty and Corruption Control Policy*
 - Workplace Health and Safety and Staff Wellbeing Policy*
 - Procurement Policy*
 - Revenue and Financing Policy*
 - Risk Management Policy*
 - Significance and Engagement Policy*
 - Sensitive Expenditure Policy, and*
 - Treasury Management Policy.*
- 2. notes** *that a status update for each of these policies in this Report; and*
- 3. notes** *that further work will be undertaken to identify any further policies that should be monitored by the Audit and Risk Committee.*

Treasury Management Report

That the Audit and Risk Committee receives the Treasury Management Report as at 30 June

2023.

Insurance Update

That the Audit & Risk Committee receives the report and notes the information regarding the Council's insurances.

Rates Receivable Report as at 30 June 2023

That the Audit and Risk Committee receives the Rates Receivable Report to 30 June 2023.

Interim Financial Result for 2022/23

That the Audit & Risk Committee receives the interim financial result and commentary for the 12 months to 30 June 2023.

2024-2034 Long Term Plan Update

That the Audit and Risk Committee

- 1. Receives the 2024-34 Long-Term Plan update report.*
- 2. Notes the risks identified in this report*

CARRIED

6.3 AWARDS & GRANTS COMMITTEE MEETING - 6 SEPTEMBER 2023

RESOLUTION 2023/79

Moved by Mayor G Caffell
Seconded by Councillor B Johnson

THE COMMITTEE RECOMMENDS:

That Council confirms the report of the Awards and Grants Committee meeting held on 6 September 2023 including the following resolutions

Community Wellbeing Grant and Community Events Fund Applications for 2023/2024

That the Awards and Grants Committee receive the information in the Community Wellbeing Grant and Community Events Fund Applications for 2023/24 Report, and for the;

1. Community Wellbeing Grant

- (a) receives the 31 Community Wellbeing Grant applications,
- (b) decides funding allocations for the above applications, as summarised below

No.	Organisation	Project Description	Allocation
1	Access Radio Wairarapa Charitable Trust	Seeking funding towards operating expenses to maintain and develop current community programmes.	\$3,000
2	Garden to Table Trust	Seeking funding towards personnel and operating costs of the Regional Coordinator delivering the Garden to Table programme to schools in the Masterton district.	\$1,000
3	Good Bitches Trust	Seeking funding towards expenses of the Baking it Better programme providing baking boxes to 11 Masterton organisations, delivering 500 boxes of baking by 46 Masterton volunteers.	\$3,720
4	Hōkai Tahi Charitable Trust	Seeking funding towards operating expenses of the Masterton office at Hessey House.	\$5,000
7	Mahi Tahi Tatou Charitable Trust	Seeking funding towards increasing the open days of the Op Shop and space of the workshop to provide more volunteering opportunities and work experience for people with disabilities.	\$5,000

11	Masterton Community Toy Library	Seeking funding towards rent.	\$2,500
12	Masterton Young Citizens Club Incorporated	Seeking funding towards operating expenses.	\$7,500
14	Motuoru Trust	Seeking funding towards operating expenses	\$1,000
15	Rangitāne o Wairarapa : Tūranga Rau	Seeking funding towards operating expenses to continue the Tūranga Rau project.	\$10,000
16	Shear History Trust	Seeking funding towards the operating expenses of the Wool Shed tourist attraction which also houses the Jubilee Fire Engine Museum and Council's steam roller in the Stewart-Weston gallery.	\$12,000
18	SPCA (Royal New Zealand Society for the Prevention of Cruelty to Animals)	Seeking funding towards the operational costs of providing animal welfare services, including building volunteers and foster carer networks.	\$7,500
20	Wairarapa Citizens Advice Bureau Incorporated	Seeking funding for operating expenses.	\$2,000
21	Wairarapa Community Centre Trust	Seeking funding towards expenses for four community workshops on making natural cleaning and personal care products to provide cost effective and environmentally friendly ways of living sustainably.	\$1,000
23	Wairarapa Filipino Society	Seeking funding for the Community Wellbeing and Resilience Through Sports programme to provide access to physical activities, health and mental wellbeing.	\$2,400

24	Wairarapa Road Safety Council	Seeking funding to support the Wairarapa Driver Mentor Programme to address barriers for our rangatahi/youth to attain driver licences, become safe drivers and have a pathway to local employment.	\$10,000
25	Wairarapa Search and Rescue	Seeking funding to assist with operating expenses.	\$2,500
26	Wairarapa Sports Artificial Surface Trust	Seeking funding towards the purchase and installation of new LED lighting for the Southern hockey turf at Clareville.	\$10,000
29	Wairarapa Youth Charitable Trust	Seeking funding towards personnel costs for the Wairarapa Boxing Academy programmes.	\$7,500
30	Y Central Masterton	Seeking funding for Tū Motu, a unique Pasifika youth driven and focused programme in Masterton.	\$4,000

and

- (c) notes that 25 applications, listed in Schedule 1, were presented to the Committee at the meeting.

2. Community Events Fund

- (a) receives the 15 Community Events Fund applications,
 (b) decides funding allocations for the above applications, as summarised below

App #	Organisation Club or Individual	Event	Allocation
1	All Kiwi Sports Club Incorporated	NZ Cycle Classic	\$1,200
2	Douglas Villa Association Football Club Incorporated	2023 Junior Soccer Tournament	\$1,000
3	Eastside Community Group	2023 Community Festival	\$2,000
4	Equippers Masterton Trust	Colour Party 2023	\$1,000

6	Living Streets Aotearoa Incorporated (for the Wairarapa Walking Festival Steering Group)	Wairarapa Walking Festival	\$1,000
7	Masterton Motorplex Incorporated	2023 Drag Racing Season	\$1,200
8	Mauriceville Kopuaranga Fair Association	Mauriceville Country Fair	\$1,000
9	NZ Aerobatic Club Incorporated	NZ Aerobatic Club Championships	\$1,000
10	Jane Ross	Wairarapa Film Festival	\$1,000
11	Tinui Horse Sports Club	Tinui Horse Sports and Family Day Out	\$1,000
12	Wairarapa Balloon Society Incorporated	Balloon Festival	\$1,200
14	Wairarapa Indian Association	Diwali Cultural Festival	\$1,000
15	Wairarapa Maths Association	2023 Matharapa	\$600

and

- (c) notes that 9 applications, listed in Schedule 1, were presented to the Committee at the meeting.

CARRIED

7 REPORTS FOR DECISION

7.1 ADOPTION OF THE WAIRARAPA CLASS 4 GAMBLING AND STANDALONE TAB VENUES STATEMENT OF PROPOSAL AND DRAFT POLICY FOR CONSULTATION

The report seeking Council's adoption of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy Statement of Proposal and draft Policy (Attachments One and Two) for consultation was presented by the Policy Manager and Policy Advisor.

With the agreement of the meeting an amendment to the officer recommendation was made to 2(c) to change 'new' to 'additional' to clarify that new machines were additional machines, to cover the

situation where a machine needed to be taken away to be repaired.

The recommendations were discussed. There was support for including the more restrictive Option 2 for consultation, rather than Option 1 - that no relocation of machines be permitted under any circumstances - as there was a view that the sinking lid hadn't worked, and that although there was a small percentage of problem gamblers the harm caused was huge. It was noted that the decision was only around the consultation options and that the community could have their say.

Those who didn't support the more restrictive option for consultation thought that to restrict venues entirely wasn't workable as a situation might come up where a building needed to be strengthened; and that the people who enjoyed gambling but didn't suffer any harm as a result also needed to be considered.

Due to her declared conflict, Councillor Johnson did not participate in the discussion or vote on the matter.

RESOLUTION 2023/80

Moved by Councillor B Goodwin
Seconded by Councillor M Tuuta

That Council:

1. **notes** that a joint review of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (the Policy) is underway;
2. **agrees** to amendments to the draft Policy:
 - (a) **to state that Class 4 gambling venues will not be able to relocate under any circumstances (Option 2).**
 - (b) to state that no new standalone TAB venues may be established
 - (c) to clearly state that no **additional** gaming machines will be granted consent, in any Class 4 venue (amendment for clarification purposes); and
 - (d) to reflect legislative or other changes since the last review, and to improve the flow and readability.
3. **notes** that consultation with the community is proposed to take place between 2 October and 3 November 2023, subject to adoption by the three Wairarapa District Councils.
4. **adopts** the Statement of Proposal and **a more restrictive draft Policy (Option 2) for consultation with the community**, using the Special Consultative Procedure (Attachments One and Two).
5. **delegates** authority to the Chief Executive to approve minor edits that don't change the intent of the content, prior to publication of the Statement of Proposal and draft Policy for consultation.
6. **notes** that the Wairarapa Policy Working Group will hear submissions and undertake deliberations ahead of making final recommendations to Council in December 2023.

CARRIED

7.2 AMENDMENTS TO THE WAIRARAPA CONSOLIDATED BYLAW 2019, PART 10: TRAFFIC BYLAW SCHEDULES

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, Part 10: Traffic Bylaw Schedules was presented by the Roading Manager.

RESOLUTION 2023/81

Moved by Councillor T Hullena

Seconded by Councillor D Holmes

That Council:

1. **Notes** that the bus stop on the north-eastern side of Cole Street, outside the Old Fellows Hall, is no longer used by Greater Wellington Regional Council or Metlink and has been re-marked as unrestricted on-street parking;
2. **Agrees** to amend the Wairarapa Consolidated Bylaw, Part 10: Traffic Bylaw Schedules by deleting the entry for Cole Street (Old Fellows Hall) from Schedule 2I: Bus Stops;
3. **Notes** that Solway Trade Park Ltd (STP) is developing the industrially zoned 328 Ngaumutawa Road and that this requires a new road layout for the intersection between the current access road and Ngaumutawa Road, and Ngaumutawa Road itself. Ten car parks along Ngaumutawa Road will be lost but car parking will be provided along the access road;
4. **Notes** that STP have consulted with neighbours in the vicinity for feedback on the proposed removal of car parks and neither STP nor Council have received any feedback;
5. **Agrees** to amend the Wairarapa Consolidated Bylaw 2019, Part 10: Traffic Bylaw Schedules by deleting the entry for the no stopping area Ngaumutawa Road and High Street and adding a new stopping area for Ngaumutawa Road around the intersection for the current access road to Schedule 2F1; and
6. **Notes** the amended Wairarapa Consolidated Bylaw, Part 10: Traffic Bylaw Schedules is included in Attachment 4 for information;
7. **Notes** that the Wairarapa Consolidated Bylaw, Part 10: Traffic Bylaw Schedules will be amended to include the name of the new road at 328 Ngaumutawa Road once it has been named; and
8. **Notes** that the bylaw amendments will be notified via the Council website, in print, and on social media.

CARRIED

[Note to minutes: the reference in the resolution above to the Old Fellows Hall reflects the wording in the current bylaw. For clarity, the hall described is the Senior Citizens Hall at 8 Cole St]

7.3 PROHIBITION OF CONSUMPTION OR POSSESSION OF ALCOHOL - CASTLEPOINT AND RIVERSDALE BEACHES - LABOUR WEEKEND 2023 AND NEW YEAR CELEBRATIONS 2023/2024

The report recommending Council give public notice of a prohibition on the consumption or

possession of alcohol in the public roads and places within the Riversdale and Castlepoint resort areas for Labour weekend 2023 and New Year 2023/2024 celebrations and a prohibition on vehicles at New Year 2023/2024 was presented by the Environmental Services Manager.

Senior Sergeant Gillian Flower was in attendance and spoke in support of the recommendations.

RESOLUTION 2023/82

Moved by Councillor B Johnson

Seconded by Councillor S Lennox

That Council:

- i. Adopts, in accordance with the Masterton District Council Alcohol Control Bylaw 2018 and Section 147 of the Local Government Act 2002, a prohibition on the consumption or possession of alcohol in public places at Castlepoint and Riversdale during Labour Weekend 2023 on Friday 20 October, Saturday 21 October and Sunday 22 October 2023 nights from 7 pm to 7 am the next day.
- ii. Adopts, in accordance with the Masterton District Council Alcohol Control Bylaw 2018 and Section 147 of the Local Government Act 2002, a prohibition on the consumption or possession of alcohol in public places at Castlepoint and Riversdale from 6 pm Saturday 30 December 2023 to 6 am Monday 1 January 2024.
- iii. Adopts a prohibition on vehicles at Castlepoint and Riversdale Beach townships on New Year's Eve 2023 from 4 pm Sunday 31 December 2023 to 6 am Monday 1 January 2024.

.CARRIED

Item 7.4 was taken following Item 7.7 due to the availability of the Mayor, Deputy Mayor and Chief Executive of Carterton District Council

7.4 WAINGAWA PROCESS WATER PROJECT

The report seeking Council's support for further work to investigate the feasibility of the Waingawa Process Water Project and, if it goes ahead, proposes a way in which the Council can support the project financially was presented by the Manager Finance.

The Mayor, Deputy Mayor and Chief Executive from Carterton District Council were in attendance and spoke in support of the report.

RESOLUTION 2023/83

Moved by Councillor D Holmes

Seconded by Councillor B Johnson

That Council:

1. Notes the information on the Waingawa Process Water Project;
2. Agrees to support further work to investigate the feasibility of the project; and
3. Agrees to provide loan funding to the project of up to \$250,000 on terms that do not disadvantage Masterton ratepayers.

CARRIED

7.5 MASTERTON REVAMP PROJECT: OPTIONS FOR THE LONG-TERM PLAN 2024-2034

The report seeking Council approval to consult on the Masterton Revamp Project and to confirm options for consultation to be progressed for the 2024-34 Long-Term Plan (LTP) was presented by the Project Delivery and Assets Manager.

Councillor Johnson moved an alternative to the staff recommendation to remove the option to defer the work (3(a)) as it was recognised that the infrastructure replacement work needed to be done and couldn't be deferred. If the work was deferred there was a risk in needing to do reactive work.

Councillor Goodwin requested his vote against the motion be recorded.

RESOLUTION 2023/84

Moved by Councillor B Johnson
Seconded by Councillor S Lennox

That Council:

1. **Notes** that costs to deliver the Masterton Revamp project included in the 2021-31 LTP have escalated significantly.
2. **Agrees** to undertake consultation on the Masterton Revamp project as part of the 2024-34 LTP.
3. **Approves** the following options to be developed and assessed for consultation as part of the 2024-34 LTP process:
 - b. Do the minimum and replace critical infrastructure only
 - c. Complete Phase 1 and Phase 2 reconstruction of Queen Street (as outlined in this report) and defer the remaining programme of work at this stage.
4. **Agrees** that Council 's preferred option for consultation is Option C

CARRIED

7.6 CIVIC FACILITY: OPTIONS FOR THE 2024-2034 LONG-TERM PLAN AND NEXT STEPS

The report seeking Council's agreement to proceed with two options for further work and costings for the Civic Facility project and for Council's agreement to the establishment of, and appointments to, a Project Advisory Group was presented by the Project Manager.

A request was made to refer to the potential inclusion of Customer Services in the facility in the consultation material.

RESOLUTION 2023/85

Moved by Councillor B Johnson
Seconded by Councillor S Lennox

That Council:

1. Notes the community feedback received on the Civic Facility Project through the 2023/24 Annual Plan Consultation;
2. Agrees to proceed with further assessment of Option 1 (do minimum) and Option 2 (Refurbish and upgrade the existing library and extend that to include the archives and an information hub, demolish the existing town hall and build a new performance space on the town hall site, refurbish the municipal and civil defence buildings (end use to be confirmed), as set out in this report, for the 2024-34 Long Term Plan;
3. Agrees to establish a Project Advisory Group to provide input, advice and support for the project;
4. Approves the Terms of Reference for the Project Advisory Group (Attachment 1).
5. Appoints the following people to the Advisory Group:
 - (a) Councillor Bex Johnson (Chair)
 - (b) Councillor Tim Nelson
 - (c) Councillor Stella Lennox
 - (d) Iwi representatives (TBC)
 - (e) David Borman (community subject matter expert)
 - (f) Toby Mills (community subject matter expert)

CARRIED

7.7 HOOD AERODROME: RESCOPE AND FUNDING

The report seeking Council's approval for a reduced scope for the Hood Aerodrome Project was presented by the Project Manager.

RESOLUTION 2023/86

Moved by Councillor D Holmes
Seconded by Councillor B Johnson

That Council:

1. **Receives** this Report.
2. **Agrees** the proposed reduced scope for the project as outlined in this report, noting this aligns with the agreed key drivers for the project
3. **Agrees** to retain Council's co-funding investment of \$7,069,635 for the project (including spend already incurred or committed)

CARRIED

8 REPORTS FOR INFORMATION

8.1 CHIEF EXECUTIVE'S REPORT

The report providing Council with an update on Council operations (as at 4 September 2023) was presented by the Interim Chief Executive. It was advised that the Christmas Fair referred to in the report had been postponed to the following year.

RESOLUTION 2023/87

Moved by Mayor G Caffell
Seconded by Councillor S Lennox

That Council receives the Interim Chief Executive's Report as at 4 August 2023

CARRIED

8.2 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 Johnson reported back on the meetings she had attended of the Wairarapa Youth Governance Oversight Group and the Pasifika o Wairarapa Trust

Councillor Lennox reported back on the meetings she had attended of the Te Āwhina Community Hub Board and the Refugee Resettlement Steering Group.

Councillor Holmes reported back on the Vietnam Veterans 60th Anniversary Ceremony where he had represented the Mayor.

8.3 MAYOR'S REPORT

The Mayor provided a verbal report:

- The successful Cultural Festival was acknowledged
- Māori TV had interviewed him about merging with the other Wairarapa councils. Carterton and Masterton would be meeting with the Local Government Commission to see how to further the conversation but noted that Masterton District Council had not made any decision about the matter but were just part of the conversation.
- The next meeting of the Wairarapa Leaders Social Wellbeing Forum would be discussing what could be done to help organisations work together rather than in silos. It was recognised that it wasn't Council's job to get involved in the work needed, but could help with facilitation.

9 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2023/88

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 2 August 2023	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.2 - Audit and Risk Committee Meeting - 23 August 2023	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the	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>information would be likely otherwise to damage the public interest</p> <p>s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public</p> <p>s7(2)(e) - the withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public</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>9.2 - Hood Aerodrome: Contract for Physical Works</p>	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</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>

CARRIED

The Meeting moved into public excluded at 5.15pm

The Meeting closed at 5.24pm

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 25 October 2023.

.....
CHAIRPERSON

5.2 MINUTES OF EXTRAORDINARY COUNCIL MEETING HELD ON 20 SEPTEMBER 2023

File Number:

Author: Harriet Kennedy, Governance Advisor

Authoriser: Karen Yates, Manager Strategy and Governance

RECOMMENDATION

That the Minutes of the Extraordinary Council Meeting held on 20 September 2023 be received and confirmed as a correct record of that meeting.

ATTACHMENTS

- 1. Minutes of Extraordinary Council Meeting held on 20 September 2023**



MINUTES

**Extraordinary Council Meeting
Wednesday, 20 September 2023**

Order Of Business

1	Conflicts of Interest	3
2	Apologies	3
3	Items not on the Agenda	3
4	Reports for Decision.....	3
4.1	Transport Choices Cycleway Project (Lansdowne and Kuripuni) - Eastside Link Cycleway: Detailed Design	3
5	Reports for Information.....	5
5.1	Masterton District Licensing Committee 2022-2023 Annual Report.....	5
6	Public Excluded	5
6.1	Animal Shelter Contract for Construction.....	6

**MINUTES OF MASTERTON DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 20 SEPTEMBER 2023 AT 9:00 AM**

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: Interim Chief Executive, Manager Finance, Acting Manager Strategy and Governance, Manager Community Facilities and Activities, Manager Communications and Engagement, Manager People and Culture, Acting Manager Assets and Operations, Roading Manager, Environmental Services Manager, Senior Policy Advisor, Project Manager, and Governance Advisor.

1 CONFLICTS OF INTEREST

No conflicts of interest were declared.

2 APOLOGIES

There were no apologies

3 ITEMS NOT ON THE AGENDA

There were no late items

4 REPORTS FOR DECISION

4.1 TRANSPORT CHOICES CYCLEWAY PROJECT (LANSDOWNE AND KURIPUNI) - EASTSIDE LINK CYCLEWAY: DETAILED DESIGN

The report providing Council with a summary of feedback from the engagement with residents and businesses on the route and the detailed design for the Transport Choices Cycleway Project (Lansdowne and Kuripuni) - Eastside Link Cycleway for approval was presented by the Project Manager. Kathryn King from Waka Kotahi (by Teams) and Luke Cameron from CF Projects were in attendance to answer questions.

(Councillor Goodwin joined the meeting at 9.10am)

Those who supported the project noted that staff had done everything Council had asked for and had addressed the concerns raised, and thought that the project was a tangible start; it would be reducing emissions and promoting cycling and contributing to reducing the risk to the climate and making our community healthier; while the cycleway didn't fit into the larger plan the opportunity should be taken to move cycling forward; it would get people on bikes and look at how the cycleway could be further connected around town; and, the project allowed Council to take the first step to see if the cycleway would work without taking the risk.

Those who didn't support the project thought that it was only being advanced because it was externally funded and would prefer to see Council's cycling strategy revitalised to see whether the cycleway fitted that or not before proceeding; the roads weren't busy and were wide enough for cyclists already; while the project wasn't ratepayer funded, it was still taxpayer funded; and, there

weren't a lot of cyclists on the roads today.

RESOLUTION 2023/71

Moved by Councillor T Nelson

Seconded by Councillor T Hullena

That Council:

- a. **Notes** that following deliberations on 9 August 2023, a detailed design has been developed for Council's preferred route for the Eastside Link Cycleway;
- b. **Notes** that Waka Kotahi has signalled that using the recreation trails to avoid Colombo Road does not meet Transport Choices requirements;
- c. **Notes** the summary of feedback received from organisations and residents on the preferred route;
- d. **Approves** the detailed design for the Eastside Link Cycleway (Attachment 1 to Report 4.1 Transport Choices Cycleway Project (Lansdowne and Kuripuni) - Eastside Link Cycleway: Detailed Design); and
- e. **Notes** the developed design will be submitted to Waka Kotahi for a final funding decision.
- f. **Notes** a final design must be signed off by Waka Kotahi by 29 September 2023 in order for the project funding to continue.

CARRIED

5 REPORTS FOR INFORMATION

5.1 MASTERTON DISTRICT LICENSING COMMITTEE 2022-2023 ANNUAL REPORT

The report providing Council with a copy of the Masterton District Licensing Committee (DLC) 2022/2023 Annual Report was presented by the Environmental Services Manager.

In response to a question the Environmental Services Manager advised that there was no response to Question 10 in the report as the Inspectors chose to remain neutral on the question.

RESOLUTION 2023/72

Moved by Mayor G Caffell

Seconded by Councillor T Nelson

That Council receives a copy of the Masterton District Licensing Committee 2022-2023 Annual Report.

CARRIED

6 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2023/73

Moved by Councillor B Johnson
Seconded by Councillor T Nelson

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
6.1 - Animal Shelter Contract for Construction	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

The meeting moved into public excluded at 9.26am

The meeting moved out of public excluded at 10.03am

The meeting closed at 10.03am

The minutes of this meeting were confirmed at the Ordinary Meeting of the Masterton District Council held on 25 October 2023.

.....
CHAIRPERSON

5.3 MINUTES OF EXTRAORDINARY COUNCIL MEETING HELD ON 18 OCTOBER 2023

File Number:

Author: Harriet Kennedy, Governance Advisor

Authoriser: Kym Fell, Chief Executive

RECOMMENDATION

That the Minutes of the Extraordinary Council Meeting held on 18 October 2023 be received and confirmed as a correct record of that meeting.

ATTACHMENTS

1. Minutes of Extraordinary Council Meeting held on 18 October 2023



MINUTES

**Extraordinary Council Meeting
Wednesday, 18 October 2023**

Order Of Business

1	Conflicts of Interest	3
2	Apologies	3
3	Items not on the Agenda	3
4	Reports for Decision.....	3
4.1	Adoption of Revenue and Financing Policy Consultation Document and Supporting Information	3
4.2	Crown Funding for Wairarapa Moana Natural Resources Committee	4
4.3	Wairarapa Class 4 Gambling and Standalone TAB Venues Policy Review	5

**MINUTES OF MASTERTON DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 18 OCTOBER 2023 AT 1:02 PM**

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

IN ATTENDANCE: Chief Executive, Manager Finance, Manager Strategy and Governance, Manager Communications and Engagement, Manager Community Facilities and Activities, Manager Regulatory Services, Manager People and Culture, Pou Ahurea Māori, Interim Manager Assets and Operations, Principal Advisor Strategy and Governance, Policy Advisor, Governance Advisor.

1 CONFLICTS OF INTEREST

Councillor Tuuta declared, in relation to agenda item 4.2 *Crown Funding for Wairarapa Moana Natural Resources Committee*, that she was a member of the Wairarapa Moana Statutory Board.

2 APOLOGIES

RESOLUTION 2023/89

Moved by Councillor C Bowyer
Seconded by Mayor G Caffell

That apologies from Councillor Bex Johnson be received and accepted.

CARRIED

3 ITEMS NOT ON THE AGENDA

There were no late items.

4 REPORTS FOR DECISION

4.1 ADOPTION OF REVENUE AND FINANCING POLICY CONSULTATION DOCUMENT AND SUPPORTING INFORMATION

The report seeking Council adoption of the Revenue and Financing Policy Consultation Document, which outlines proposed changes to Council's Revenue and Financing Policy for the 2024-34 Long-Term Plan (LTP), and supporting information was presented by the Manager Finance.

RESOLUTION 2023/90

Moved by Councillor S Lennox
Seconded by Councillor T Nelson

That Council

1. **adopts** the supporting information for the Revenue and Financing Policy Consultation Document. This includes:

- a. A copy of the draft proposed Revenue and Financing Policy, noting this will be updated to the current policy template as it is finalised.
 - b. Section 101 (3) analysis.
2. **adopts** the Revenue and Financing Policy Consultation Document;
 3. **delegates** authority to the Chief Executive to approve minor edits prior to publication of the Revenue and Financing Policy Consultation Document; and
 4. **notes** that consultation will take place from Friday 20 October through until close of business on Monday 20 November 2023.

CARRIED

4.2 CROWN FUNDING FOR WAIRARAPA MOANA NATURAL RESOURCES COMMITTEE

The report seeking Council's agreement to transfer Crown funding for the Wairarapa Moana committee for natural resources to Greater Wellington Regional Council was presented by the Manager Strategy and Governance.

It was advised that a change to the recommendation was required to reflect the fact that the holder of the funding would not be Greater Wellington Regional Council, but would be the new secretariat for the Wairarapa Moana Statutory Board which hadn't been established yet. The proposed change to the recommendation was for Council to agree to pool the Crown funding and to remove the reference to transfer funding to the Regional Council. This would enable the funding to be transferred when the new secretariat was established.

RESOLUTION 2023/91

Moved by Councillor T Hullena

Seconded by Councillor B Goodwin

That Council

1. **agrees** to pool the \$179,350 Crown funding received for the financial support of the Council's participation in the committee for natural resources on the condition that:
 - (a) the funds be held as a separate and identifiable ledger item by the Wairarapa Moana Statutory Board; and
 - (b) the funds be utilised principally to provide financial support for MDC participation in the committee for natural resources.

CARRIED

4.3 WAIRARAPA CLASS 4 GAMBLING AND STANDALONE TAB VENUES POLICY REVIEW

The report providing Council with an update on the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy review and seeking Council's direction as to its preferred next step was presented by the Policy Advisor.

Members discussed the recommendations and the option to reconfirm the previous resolution of Council was moved and seconded. The view was that the minimisation of harm was one of the

key objectives of the Policy and that Council should strengthen the policy by using the last tool left to minimise harm. Anything Council could do to restrict access or discourage those who might become problem gamblers Council should be doing. It was noted that the Policy would be going out for the public to comment on.

RESOLUTION 2023/92

Moved by Councillor B Goodwin
Seconded by Councillor M Tuuta

That Council:

1. **notes** that a joint review of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy is underway.
2. **notes** that the Wairarapa Policy Working Group (WPWG) has delegated authority to progress the review and make recommendations back to the Wairarapa District Councils.
3. **notes** that the Wairarapa District Councils considered adopting a draft policy and Statement of Proposal for consultation with the community at their September 2023 Council meetings.
4. **notes** that Carterton and South Wairarapa District Councils resolved to consult on a draft policy consistent with the recommendations from the WPWG, which allows Class 4 gambling venues to relocate under exceptional circumstances, while Masterton District Council resolved to consult on a draft policy that would take a more restrictive stance on relocations, preventing Class 4 gambling venues from being able to relocate under any circumstances.
5. **notes** that the recommended process when WPWG recommendations are not agreed to in full by all councils is to refer back to the WPWG to consider next steps.
6. **agrees**, in light of the new information received from the Carterton and South Wairarapa District Councils to reconfirm Resolution 2023/80 and directs officers to reconvene the WPWG to consider next steps and make recommendations back to the Wairarapa District Councils.

CARRIED

In Favour: Councillor Brent Goodwin, Councillor Tom Hullena, Councillor Stella Lennox, Councillor Tim Nelson, Councillor Marama Tuuta

Against: Mayor Gary Caffell, Councillor Craig Bowyer, Councillor David Holmes

CARRIED 5/3

The Meeting closed at 1.33pm

The minutes of this meeting were confirmed at the Ordinary Meeting of the Masterton District Council held on 25 October 2023.

.....
CHAIRPERSON

6 COMMITTEE REPORTS

6.1 INFRASTRUCTURE AND SERVICES COMMITTEE MEETING - 4 OCTOBER 2023

File Number:

Author: Harriet Kennedy, Governance Advisor

Authoriser: Kym Fell, Chief Executive

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

THE COMMITTEE RECOMMENDS:

That Council confirms the report of the Infrastructure and Services Committee meeting held on 4 October 2023 including the following resolutions:

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 4 October 2023



MINUTES

Infrastructure and Services Committee Meeting

Wednesday, 4 October 2023

Order Of Business

1	Conflicts of Interest	3
2	Apologies	3
3	Public Forum.....	3
4	Items not on the Agenda	3
5	Reports for Information	3
5.1	Community Facilities and Activities Infrastructure and Services Update	3
5.2	Regulatory Services Infrastructure and Services Update.....	4
5.3	Assets and Operations Infrastructure and Services Update.....	4

MINUTES OF MASTERTON DISTRICT COUNCIL
INFRASTRUCTURE AND SERVICES COMMITTEE MEETING
HELD AT THE WAIATA HOUSE, LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 4 OCTOBER 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 and M Tuuta.

IN ATTENDANCE: Chief Executive, Manager Finance, Manager Strategy and Governance, Manager Community Facilities and Activities, Manager Communications and Engagement, Interim Manager Assets and Operations, Manager Regulatory Services,

1 CONFLICTS OF INTEREST

No conflicts of interest were declared.

2 APOLOGIES

[Note to minutes: Ra Smith was a late apology]

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 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.

Matters discussed included: the Panama Village carpark extension has now been completed; the Cultural Festival couldn't have happened without the support of grants from Trust House and Masterton Trust Lands Trust; Council is looking at refining engagement with affected parties for Events; the Motuwaireka Stream work at the Riversdale Beach Northern Reserve has been completed; Council are waiting on a market assessment for the Coronation Hall before going out to market. Expressions of interest have already been received; Supporters of the Youth Hub will be recognised as the project progresses; the Community Development team will be holding a consultation pop-up at Henley Lake on 7 October between 10am and 2pm on the playground renewal; Council will continue to look at the appropriateness of trees species to be planted in the berms.

COMMITTEE RESOLUTION 2023/23

Moved by Councillor B Johnson
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

5.2 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: There are now 84 buildings on the Earthquake Prone Buildings register. There is a need for Council to have a plan in place, including policy development to manage these buildings if in the future owners walk away from the property if it is uneconomical to earthquake strengthen.

COMMITTEE RESOLUTION 2023/24

Moved by Councillor S Lennox
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

5.3 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 Interim Manager Assets and Operations.

Matters discussed included:

- Transport Choices, Lansdowne to Kuripuni Cycle Facilities – the Waka Kotahi funding we currently have is all we will be able to access. Council is working to the old timeframe of June 2024, but the new deadline is June 2025.
- Cockburn Street sewer works – 8 properties will only have reflux valves, installation of which is aimed for during the summer season; rates rebates for uninhabitable properties, three property owners have requested consideration of compensation; members want clarification of qualifying for rates remission; funding availability for additional tank installation (each tank costs \$15,000 to install), funded by Better Off funding allocation; the tanks are yet to be tested during a rain event; urbanisation of Millard Avenue will include a rising main with an easement across private property; how to figure out the extent of the problem, when some people haven't reported their issues; and the need to have a project plan in place for how to deal with the problem going forward.
- Ten year history of pipe renewals/relining for sewage and water – work is underway to

gather the information requested.

- The cost for the stainless steel treated water storage tank in Lansdowne was queried (as timber tanks are cheaper). It was noted that \$480,000 of the \$800,000 cost of the tank was paid for by stimulus funding.
- Work on upgrading the water main up Opaki Road, with members wanting this actioned.

COMMITTEE RESOLUTION 2023/25

Moved by Councillor B Johnson
Seconded by Councillor S Lennox

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 4.23pm.

The minutes of this meeting were confirmed at the Council meeting held on 25 October 2023.

.....
CHAIRPERSON

7 REPORTS FOR DECISION

7.1 MEETING SCHEDULE FOR 2024

File Number:

Author: Karen Yates, Manager Strategy and Governance

Authoriser: Kym Fell, Chief Executive

PURPOSE

This report seeks Council approval of the schedule of Council and Committee meetings for 2024 and two amendments to the 2023 schedule.

EXECUTIVE SUMMARY

Council and Committee meetings are generally set on a six-week schedule, except for the Audit and Risk Committee which meets quarterly and the Awards and Grants Committee meeting which meets annually.

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

Amendment of the 2023 Schedule is needed to reflect changes since the adoption of the schedule in 2022.

RECOMMENDATION

That Council

- i. approves the two amendments to the 2023 Schedule of Meetings, to move the 8 November 2023 Audit and Risk Committee Meeting to 15 November 2023 and to move the 6 December 2023 Council meeting to 13 December 2023.
- ii. approves the schedule of Council and Committee meeting dates for 2024 as set out in Attachment 2 to this report.

CONTEXT

The meeting calendar for 2024 follows roughly the same schedule as the 2023 calendar, with Council and Infrastructure and Services Committee meetings based on a six-weekly cycle, the Audit and Risk Committee meeting quarterly and the Awards and Grants Committee meeting once to consider applications for grant funding following the closure of the grant round in July.

As a general rule, afternoon meetings will commence at 3.00pm. All meetings have been scheduled on Wednesdays.

In addition to the scheduled Council and Committee meetings, further ordinary and extraordinary meetings may be scheduled as required. Elected members will be advised of these dates as soon as they have been set.

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

Two amendments are proposed to the 2023 Schedule: to move the 8 November Audit and Risk Committee meeting to 15 November to align with the Carterton District Council Risk and Assurance Committee meeting date; and, to move the 6 December Council meeting to 13 December, to avoid the need for an additional extraordinary meeting prior to Christmas.

OPTIONS CONSIDERED

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

Option		Advantages	Disadvantages
1	Adopt the amendments to the 2023 Schedule and the proposed schedule for Council and Committee meetings for 2024	Elected members and staff will have certainty around meeting dates to the end of the current year and for 2024. The decision will allow meeting dates to be advertised in accordance with the requirements of the Local Government Official Information and Meetings Act	None identified.
2	Adopt an amended 2024 Schedule	Elected members and staff will have certainty around meeting dates to the end of 2024 The decision will allow meeting dates to be advertised in accordance with the requirements of the Local Government Official Information and Meetings Act	None, unless changes are to the Audit and Risk Committee dates which may affect the availability of the Independent Chair.
3	Do not approve a schedule or the amendments	No advantages identified	Elected members and staff will not have certainty around meetings dates for 2024.

RECOMMENDED OPTION

Option 1 is the preferred option.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

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

Significance, Engagement and Consultation

Decisions to amend and adopt schedules of meetings do not amount to significant decisions in terms of Council's Significance and Engagement Policy as the decisions are administrative in nature.

Financial Considerations

There are no financial considerations to amend and adopt the schedule of meetings.

Implications for Māori

No implications specific to Māori have been identified in the decision sought.

Communications/Engagement Plan

No communication or engagement plan is required. Meetings will be publicly notified in accordance with the requirements of the Local Government Official Information and Meetings Act 1987.



Environmental/Climate Change Impact and Considerations

There are no environmental or climate change impacts or considerations arising from the amendment of the 2023 Schedule of meetings or the approval of the schedule of meetings for the 2024 year.

NEXT STEPS

If the amendments and the 2024 schedule are adopted as recommended, the 2023 meeting invitations will be updated and invitations for the 2024 meetings will be sent out.

ATTACHMENTS

1. **Amendments to 2023 Meeting Schedule** [↓](#) 
2. **Proposed Schedule of Meetings 2024** [↓](#) 

Updated Schedule of Meetings November & December 2023

	November	December	
SUN			SUN
MON			MON
TUES			TUES
WED	1		WED
THURS	2		THURS
FRI	3	1	FRI
SAT	4	2	SAT
SUN	5	3	SUN
MON	6	4	MON
TUES	7	5	TUES
WED	8	6	WED
THURS	9	7	THURS
FRI	10	8	FRI
SAT	11	9	SAT
SUN	12	10	SUN
MON	13	11	MON
TUES	14	12	TUES
WED	15	13	WED
THURS	16	14	THURS
FRI	17	15	FRI
SAT	18	16	SAT
SUN	19	17	SUN
MON	20	18	MON
TUES	21	19	TUES
WED	22	20	WED
THURS	23	21	THURS
FRI	24	22	FRI
SAT	25	23	SAT
SUN	26	24	SUN
MON	27	25	MON
TUES	28	26	TUES
WED	29	27	WED
THURS	30	28	THURS
FRI		29	FRI
SAT		30	SAT
SUN		31	SUN

SCHEDULE OF MEETINGS 2024
Masterton District Council

	January	February	March	April	May	June	July	August	September	October	November	December	
SUN									1			1	SUN
MON	1 New Year's Day			1 Easter Monday			1		2			2	MON
TUE	2 New Year's Day off			2			2		3	1		3	TUE
WED	3			3	1		3		4 AWARDS AND GRANTS Community Wellbeing and Events Grants	2		4	WED
THU	4	1		4	2		4	1	5	3		5	THU
FRI	5	2	1	5	3		5	2	6	4	1	6	FRI
SAT	6	3	2	6	4	1	6	3	7	5	2	7	SAT
SUN	7	4	3	7	5	2	7	4	8	6	3	8	SUN
MON	8	5	4	8	6	3 King's Birthday	8	5	9	7	4	9	MON
TUE	9	6 Waitangi Day	5	9	7	4	9	6	10	8	5	10	TUE
WED	10	7	6 ISC	10	8 COUNCIL	5 COUNCIL LTP DELIBS	10	7 AUDIT AND RISK	11	9 ISC	6	11 COUNCIL	WED
THU	11	8	7	11	9	6	11	8	12	10	7	12	THU
FRI	12	9	8	12	10	7	12	9	13	11	8	13	FRI
SAT	13	10	9	13	11	8	13	10	14	12	9	14	SAT
SUN	14	11	10	14	12	9	14	11	15	13	10	15	SUN
MON	15	12	11	15	13	10	15	12	16	14	11	16	MON
TUE	16	13	12	16	14	11	16	13	17	15	12	17	TUE
WED	17	14 COUNCIL	13	17 ISC	15	12	17	14 COUNCIL	18 COUNCIL	16	13 AUDIT AND RISK	18	WED
THU	18	15	14	18	16	13	18	15	19	17	14	19	THU
FRI	19	16	15	19	17	14	19	16	20	18	15	20	FRI
SAT	20	17	16	20	18	15	20	17	21	19	16	21	SAT
SUN	21	18	17	21	19	16	21	18	22	20	17	22	SUN
MON	22 Wellington Anniversary	19	18	22	20	17	22	19	23	21	18	23	MON
TUE	23	20	19	23	21	18	23	20	24	22	19	24	TUE
WED	24	21 AUDIT AND RISK	20	24	22 COUNCIL LTP HEARING	19 AUDIT AND RISK	24	21	25	23	20 ISC	25 Christmas Day	WED
THU	25	22	21	25 ANZAC Day	23 COUNCIL LTP HEARING	20	25	22	26	24	21	26 Boxing Day	THU
FRI	26	23	22	26	24	21	26	23	27	25	22	27	FRI
SAT	27	24	23	27	25	22	27	24	28	26	23	28	SAT
SUN	28	25	24	28	26	23	28	25	29	27	24	29	SUN
MON	29	26	25	29	27	24	29	26	30	28 Labour Day	25	30	MON
TUE	30	27	26	30	28	25	30	27		29	26	31	TUE
WED	31 ISC	28 COUNCIL (Adopt LTP info for Audit)	27 COUNCIL ADOPT LTP CD		29 ISC	26 COUNCIL (Adopt LTP)	31	28 ISC		30 COUNCIL (Adopt AR)	27		WED
THU		29	28		30	27		29		31	28		THU
FRI			29 Good Friday		31	28 Matariki		30			29		FRI
SAT			30			29		31			30		SAT
SUN			31			30							SUN

KEY	COUNCIL	AUDIT AND RISK COMMITTEE	Weekends / Public Holidays	AWARDS AND GRANTS COMMITTEE	INFRASTRUCTURE AND SERVICES COMMITTEE	HEARINGS COMMITTEE	LTP
-----	---------	--------------------------	----------------------------	-----------------------------	---------------------------------------	--------------------	-----

7.2 DOG CONTROL POLICY AND PRACTICES REPORT 2022/2023

File Number:

Author: Steven May, Manager Regulatory Services

Authoriser: Kym Fell, Chief Executive

PURPOSE

The purpose of this report is to submit the Dog Control Policy and Practices Report for the 2022/2023 registration year to Council for adoption.

RECOMMENDATIONS

That Council receives and adopts the Dog Control Policy and Practices Report for the 2022/2023 Registration year.

CONTEXT

The Masterton District covers approximately 2300 km² and is both urban and rural.

Council provides a twenty four-hour animal control service, with Council's Animal and Bylaws team covering business hours and afterhours, at weekends and on public holidays. This includes caring for the dogs in the dog shelter and servicing the poo bins.

Council employs three full-time Animal & Bylaws Officers, an Animal & Bylaws Team Leader and a Registration and Regulatory Support Officer. The Environmental Services Manager is the supervisor of the team. Contractors are not used to provide dog control services.

Council liaises regularly with the SPCA, rehoming groups, veterinarians and local Police.

There have been staff shortages throughout the year. With vacancies for an Animal and Bylaws officer and for afterhours staff, these positions have been difficult to fill. There has been an increase in the number of service requests for the team to attend to this year compared to previous years. This has added pressure to people and resources. Limited staff numbers, and a reactive workload has limited the ability for staff to actively engage with dog owners by the way of pre-planned events for positive engagement, which may have made the Animal Services team less visible to responsible dog owners. Should the service requests continue to increase, staffing levels will also need to increase.

Animal Services staff must care for impounded dogs for at least 7 days before Masterton District Council can take ownership of the dog and decide its fate should the owner not come forward. Staff attend and care for the impounded dogs seven days a week. The more dogs impounded the longer it takes to ensure each dog is given sufficient care.

There were over 120 afterhours call outs to Animal Services staff. The majority of call outs are on weekends, but staff are required to be available all hours. The afterhours service is limited to attending attacks, police assistance and contained dogs for collection, along with shelter duties twice daily. Should the level of service be increased it would be likely more resourcing would be needed afterhours.

Fees

The determination of the portion of costs paid by owners and that funded from rates is a policy matter that is determined by each Council.

Currently, approximately 80% of the costs of Masterton District Council's animal control activity are funded from dog owners and 20% of costs are funded from rates. Council reviews this mix every 3 years as part of the development of a Revenue and Financing Policy that is included in the Council's Long-Term Plan. Council is currently consulting on proposed changes to the Revenue and Financing Policy, including a change to a split of 70% of the costs funded by dog owners and 30% funded from rates.

Education

Schools are invited every year to have an officer attend and present education about safety around dogs. There were 7 educational visits carried out throughout the year.

Dog Control Policy & Practices Report for 2022/2023

Section 10A of the Dog Control Act 1996 (see Attachment 1) requires councils to report annually on specified dog control activities. Once the report is adopted by Council, it must be publicly notified.

The Masterton District Council Dog Policy was adopted in 2018 and is due for review in 2023.

Masterton District Council has reduced fees for desexed dogs, rural dogs, and for dogs whose owner holds Responsible Dog Owner Status (RDO).

All menacing dogs are required to be desexed within one month of classification. There are still funds provided by the Department of Internal Affairs (DIA) to assist owners with the cost of desexing their menacing dog.

As the registration year commences staff focus on ensuring all dogs are registered by undertaking site visits to properties where dogs have been registered previously, continuing the proactive patrols, and undertaking a variety of education initiatives, along with responding to customer inquiries.

Key points to note from the Report (see Attachment 2) are:

- The number of registered dogs has reduced by 34 dogs compared to the previous year.
- If officers find a dog that is unregistered, the owner is issued a notice to register their dog. The dog must be registered with 10 days of the notice or the owner will be issued an infringement.
- There was 1 dog classified as dangerous under section 31 of the Dog Control Act 1996. This year the total number of dangerous dogs is 2. Registration of a dog classified as dangerous is 150 % of the registration fee. Dog owners need to make additional provisions to the property where the dog is kept which is outlined in section 32 of the Dog Control Act 1996. They must be muzzled and leashed in all public places.
- There is 1 disqualified owner. People may not be allowed to own a dog for up to five years from the time of disqualification. Any dog owned by a disqualified owner must be re-homed

or put down within 14 days. Transferring ownership of a dog to another person at the same address is not acceptable. Any owner not adhering to these conditions may be fined up to \$3,000 and have their disqualification period extended by a further five years.

- The number of dogs classified as ‘menacing by deed’ has increased from the previous year from 46 to 53.
- Reported dog attacks have reduced only by one each previous year for the past 2 years. Investigations into attacks can take several weeks to carry out. The initial investigations take hours of officer time to investigate and interview all parties and witnesses. There have not been any prosecutions in the previous three years. There has been the intention to prosecute however the owners of the dog(s) have chosen to euthanise their dogs rather than attend court. While the investigation is completed, and a court date is set the dogs are held in Animal Services care. It can take 12 to 18 months to have a court date set and the cost of a court prosecution is thought to cost around \$20,000.
- Impounding remains consistent with 234 dogs impounded which is only 5 less than the previous year. Most dogs are only impounded once in the financial year.
- 9 dogs were rehomed directly by Animal & Bylaws staff, this is an increase from the previous 2 years of 6 and 4 respectively.
- 9 dogs were also signed over to the SPCA for rehoming, compared with the 23 dogs the previous year. The reduced intake for dogs is likely because of reduced adoptions and SPCA taking in animals from other centres that have been impacted by disasters.
- Euthanising dogs is a sad reality for the staff and last year we had to euthanise 28 dogs; this was an increase from the previous year.
- Infringement notices issued have increased again, the majority were issued for keeping an unregistered dog. Animal Services actively tries to engage with dog owners to encourage them to register their dog(s) before an infringement is issued. Dog owners that are issued 3 infringements within a 24-month period may be put on probation or disqualified for a period of up to 5 years.
- There has been an increase in the total number of service requests, there were 460 more service requests for the 2022/2023 year. Barking, roaming, contained for collection dogs, reports of lost dogs and enquires about registration for dogs are the majority of the service requests that staff attend to.
- Barking dogs – complaints have increased about the number of barking dogs. Staff attribute some of the complaints due to the increase in housing intensification, more people working from home, and the larger number of dogs that do not get enough exercise or stimulation. Barking dog complaints can take a lot of officer time to engage and educate both dog owners and the community.

OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
1 Adopt the Dog Control Policy and Practices Report for the	Council will meet the requirements of the Dog Control Act 1996	None identified

	2022/2023 Registration year		
2	Do not adopt the Dog Control Policy and Practices Report for the 2022/2023 Registration year.	None identified	Council will not meet the requirements of the Dog Control Act 1996

RECOMMENDED OPTION

Option 1 is recommended. This ensures that Council will meet its obligations under the Dog Control Act 1996.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

As stated, Council is required by Section 10A of the Dog Control Act to report annually on the administration of its Dog Control Policy and its dog control practices. The attached report fulfils the requirements of the Act. Officers have identified in the body of this report where staff and Council can and have responded to the matters raised in the Section 10A report.

Significance, Engagement and Consultation

The decision to adopt the Dog Control Policy and Practices Report is an administrative matter required by statute and so does not amount to a significant decision in terms of Council's Significance and Engagement Policy.

Financial Considerations

There are no financial considerations in the decision to adopt the Report.

Implications for Māori

No implications for Māori have been identified in relation to the decision to adopt the Dog Control Policy and Practices Report 2022/2023.

Communications/Engagement Plan

Council is required to give public notice of the report in accordance with the public notification requirements of the Local Government Act 2022 which are: to make the report publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the local authority's Internet site; and publish the report in at least 1 daily newspaper circulating in the region or district of the local authority; or 1 or more other newspapers that have a combined circulation in that region or district at least equivalent to that of a daily newspaper circulating in that region or district.

Environmental/Climate Change Impact and Considerations

There are no environmental or climate change impacts or considerations in the decision to adopt the Dog Control and Practices report.

ATTACHMENTS

1. Section 10A Dog Control Act 1996 [↓](#) 
2. Dog Control Policy and Practices Report 2022/2023 [↓](#) 

SECTION 10A DOG CONTROL ACT 1996

10A Territorial authority must report on dog control policy and practices

- (1) A territorial authority must, in respect of each financial year, report on the administration of—
 - (a) its dog control policy adopted under [section 10](#); and
 - (b) its dog control practices.
- (2) The report must include, in respect of each financial year, information relating to—
 - (a) the number of registered dogs in the territorial authority district;
 - (b) the number of probationary owners and disqualified owners in the territorial authority district;
 - (c) the number of dogs in the territorial authority district classified as dangerous under [section 31](#) and the relevant provision under which the classification is made;
 - (d) the number of dogs in the territorial authority district classified as menacing under [section 33A](#) or [section 33C](#) and the relevant provision under which the classification is made;
 - (e) the number of infringement notices issued by the territorial authority;
 - (f) the number of dog related complaints received by the territorial authority in the previous year and the nature of those complaints;
 - (g) the number of prosecutions taken by the territorial authority under this Act.
- (3) The territorial authority must—
 - (a) give public notice, as defined in [section 5\(1\)](#) of the Local Government Act 2002, of the report; and
 - (b) make the report publicly available, as described in [section 5\(3\)](#) of that Act.

Animal Services Section 10A Report 2022/23

The information provided below sets out the statistical information required by Section 10(A)(2) of the Dog Control Act 1996

Number of Registered Dogs			
	2020/2021	2021/2022	2022/2023
Number of dogs registered by council	6163	6234	6200

Number of dogs classified as Dangerous (Section 31)			
	2020/2021	2021/2022	2022/2023
Dangerous by owner conviction S31 (1)(a)	1	0	0
Dangerous by sworn evidence S31 (1)(b)	3	1	1
Dangerous by owner admission S31 (1)(c)	0	0	1
Total Dangerous Dogs	4	1	2

Number of dogs classified as Menacing (Section 33A & 33C)			
	2020/2021	2021/2022	2022/2023
Menacing by Breed S33C	87	91	89
Menacing by Deed S33A	49	46	53
Total Menacing Dogs	136	137	142

Number of Infringement Notices issued			
	2020/2021	2021/2022	2022/2023
Infringement notices issued	184	194	285

Number of Disqualified dog owners			
	2020/2021	2021/2022	2022/2023
Disqualified Owners	1	2	1
Probationary Owners	1	2	0

Impounding & Rehoming			
	2020/2021	2021/2022	2022/2023
Total dogs impounded	211	239	234
Dogs returned to owner	184	195	188
Dogs rehomed	4	6	9
Dogs signed over to the SPCA	20	23	9
Dogs Euthanized	3	15	28
Request for Service (number & nature of request for service received)			
	2020/2021	2021/2022	2022/2023
Barking Complaints	203	191	341
Attack Human	20	17	28
Attack Stock, domestic animal & poultry	47	49	37
Rushing	73	54	67
Wandering Stray, roaming & lost	796	775	860
Fouling, welfare & general nuisance	71	138	115
Administration	326	329	572
Breach of Bylaw	10	16	9
Total	1546	1569	2029

7.3 WELCOMING COMMUNITIES PROGRAMME STATEMENT OF COMMITMENT

File Number:

Author: Corin Haines, Manager Community Facilities and Activities

Authoriser: Kym Fell, Chief Executive

PURPOSE

The purpose of this report is to seek Council agreement to participate in the Welcoming Communities accreditation programme and for the Mayor and Chief Executive to sign the Statement of Commitment to the Welcoming Communities programme.

RECOMMENDATIONS

That Council:

- a) **agrees** to participate in the Welcoming Communities accreditation programme
- b) **agrees** that the Mayor and Chief Executive sign the Statement of Commitment to the Welcoming Communities programme.

CONTEXT

In 2019, Masterton District Council successfully applied for the Welcoming Communities pilot programme. As part of joining the programme council received funding for the employment of a Welcoming Communities Advisor to deliver the programme for 3 years (appointed September 2022). The funding is provided by the Ministry of Business, Innovation and Employment (MBIE). With this appointment and financial support, Masterton District Council has commenced the Welcoming Communities programme and work is well underway in this space.

Welcoming Communities Te Waharoa ki ngā Hapori, led by Immigration New Zealand (INZ) in collaboration with the Ministry of Ethnic Communities and the Human Rights Commission, offers substantial social, cultural, economic, and civic benefits to participating communities. It fosters social inclusion through welcoming activities that boost social engagement and facilitate connections between newcomers and local residents. It establishes a framework for regional key players to support newcomers in feeling a sense of belonging from the moment they arrive.

The Welcoming Communities programme serves as a catalyst for councils to lead collaborative efforts in ensuring their local communities are welcoming. It sets forth a benchmark for defining the success of inclusive communities. INZ provides funding, accreditation, information, networking, programme evaluation, and guidance to assist councils in creating places where everyone can belong. This programme is part of an international 'welcoming' movement that promotes the sharing of best practices.

Council can now seek accreditation in the programme. There are 4 stages of accreditation, each with increasing levels of requirement and benefits:

- Stage 1 — a Committed Welcoming Community
- Stage 2 — an Established Welcoming Community
- Stage 3 — an Advanced Welcoming Community
- Stage 4 — an Excelling Welcoming Community.

To meet the requirements of Stage 1 Accreditation, the following is required:

- Council resolution to participate in the Welcoming Communities accreditation programme
- the Mayor and Chief Executive to sign the Statement of Commitment to the Welcoming Communities programme (see Attachment 1 for a sample Statement of Commitment).

Analysis and Advice

Stage 1 of the Welcoming Communities programme formalises the commitment to the initiative. The work undertaken by the Welcoming Communities Advisor has already shown good outcomes.

Accreditation is a valuable part of the programme as it formally recognises that a council with its community values its newcomers, is committed to building welcoming and inclusive communities, and has taken active steps to create an environment where all residents can thrive and belong. It also allows councils to get further funding, support, and advice to continue their Welcoming Communities work.

- Other Aotearoa New Zealand councils that have joined New Zealand’s Committed Welcoming councils and communities include Hamilton City, Rangitīkei District Council, Selwyn District Council, Queenstown Lakes District Council, Central Otago District Council.
- It is important to note that there are no associated costs for achieving Stage 1 Accreditation. There would be a small cost for Stages 2-4 if Council chose to apply.

OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
1 Agrees to participate in the accreditation programme and signs the Statement of Commitment	<p>Signals the Council's dedication to inclusivity and welcoming newcomers.</p> <p>Provides financial support, easing the burden on internal budgets.</p> <p>Facilitates collaboration with other communities for better outcomes.</p> <p>Informs the community, enhancing transparency.</p> <p>Offers assistance from INZ and access to resources for</p>	<p>Commits the Council to fulfilling programme requirements.</p> <p>Involves adapting to new practices and programme requirements.</p>

		implementation.	
2.	Does not agree to participate in the accreditation programme	Not signing the commitment statement relieves Council of any obligation to meet specific programme requirements.	<p>Non-commitment may jeopardise the \$150,000 seed funding from MBIE, potentially impacting the Council's budget.</p> <p>Council misses out on potential funding, resources, and collaboration opportunities provided by the programme.</p> <p>Without formal commitment, Council may lack access to guidance and support from Immigration New Zealand (INZ).</p>

RECOMMENDED OPTION

Option 1 to agree to participate in the Welcoming Communities accreditation programme and sign the Statement of Commitment is recommended. This formalises the Council's dedication to the programme, paving the way for further funding, resources, collaboration, and support.

Summary of Considerations

Strategic, Policy and Legislative Implications

Masterton District Council has committed to supporting social and cultural development through our Wellbeing Strategy - *He Hiringa Tangata, He Hiringa Whenua*. By fostering a welcoming environment for newcomers, social outcomes and economic growth are enhanced. This approach aligns with the Local Government Act's emphasis on promoting social and cultural well-being, reflecting our commitment to a more sustainable and holistic community.

Significance, Engagement and Consultation

The decision to apply for accreditation was assessed as not being significant under the Significance and Engagement Policy as it does not relate to a strategic asset or a significant change in level of service. It will not impact significantly on debt, rates, or operational budgets.

Financial Considerations

There are no financial implications at this time as there is no cost for the first stage of accreditation and other responsibilities can be managed as part of the workload of the Welcoming Communities Advisor. Subsequent stages (2, 3, and 4) will have costs of \$1000, \$1500, and \$1500, respectively if Council chooses to move to these stages. These expenses can be accommodated within the existing Community Development budget.

Implications for Māori

We have partnered with Rangitāne o Wairarapa and Ngāti Kahungunu ki Wairarapa to develop a welcoming vision inspired by the pōhiri process, offering a bi-cultural approach for all newcomers.

There has been considerable input and engagement with both local iwi in project planning, which has led to a desire to integrate kaupapa Māori into refugee resettlement in Aotearoa. This pōhiri based framework is adaptable for use in different regions across the country.

Communications/Engagement Plan

Council decisions on the proposed document, and reasons for those decisions, will be communicated to our community via social media and the Masterton District Council website.

Environmental/Climate Change Impact and Considerations

There are no direct environmental/climate change impact or considerations that have been identified as part of the first stage of accreditation process.

Next Steps

If Council agrees to participate in the Welcoming Communities Accreditation Programme and for the Mayor and Chief Executive to sign the Statement of Commitment, an application will be made to INZ and MBIE by the end of October 2023. The application will include the signed Statement of Commitment from the Mayor and Chief Executive.

ATTACHMENTS

1. **Attachment 1 Statement of Commitment Example** [↓](#) 



STATEMENT OF COMMITMENT

We commit to partnering with our community and Immigration New Zealand (INZ) to build and maintain a welcoming environment. We recognise that proactively fostering an inclusive community where everyone can belong and participate creates social, economic, civic and cultural benefits for our community. To do this, we will engage with newcomers (recent migrants, international students and former refugees) and local residents.

We resolve to participate in the Welcoming Communities programme and commit to:

- › **Joining a network of councils and communities** that are committed to becoming more welcoming and inclusive.
- › **Publicly communicating our commitment** to becoming an intentionally Welcoming Community.
- › **Appointing a dedicated staff member** to establish and facilitate implementation of the Welcoming Communities programme.
- › **Signing a funding agreement** with the Ministry of Business, Innovation and Employment and completing the associated project tasks and reporting requirements.
- › **Communicating regularly with INZ's Welcoming Communities team** to progress planning and share learnings with other councils and communities participating in Welcoming Communities.

INZ will support our Council in a number of ways, including:

- › **Advice and guidance.** Personalised and regular contact with Wellington and regional-based INZ staff.
- › **Knowledge sharing.** Supporting the council and community to network, share best practice, learn from each other and access international and national resources.
- › **Standard + Welcoming Plans + Accreditation.** Providing the Welcoming Communities Standard for New Zealand (the Standard) to benchmark council policies, services, programmes and activities. Supporting us to develop and implement our Welcoming Plan to meet the Standard's outcomes. Supporting us to seek accreditation as an Established, Advanced or Excelling Welcoming Community.
- › **Celebrating success.** Showcasing success in Welcoming Plan activities and shining a light on achievements.

The intent and commitment to participate in Welcoming Communities – Te Waharoa ki ngā Hapori is made by the following parties.

Name of council _____

Name of city _____

Mayor (print name) _____ Sign & date _____

Council CEO (print name) _____ Sign & date _____

Name of community partner organisation _____

Community partner organisation representative (print name) _____

Sign & date _____



New Zealand Government

8 REPORTS FOR INFORMATION

8.1 CHIEF EXECUTIVE'S REPORT

File Number:

Author: Kym Fell, Chief Executive

PURPOSE

The purpose of the attached report is to provide Council with an update on Council operations (as at 16 October 2023)

RECOMMENDATION

That Council receives the Interim Chief Executive's Report as at 16 October 2023.

ATTACHMENTS

1. Chief Executive's Report [↓](#) 

CHIEF EXECUTIVE'S REPORT

25 OCTOBER 2023

Less than one month into the role as Chief Executive, I am settling in well and have met many new people inside and outside the organisation. Certainly, the district has welcomed me with open arms and my focus is to lead an efficient 'customer-centric' organisation, focused on delivery and outcomes. We have a talented team of people who genuinely care about the district and the people we serve.

Masterton District Council is in reasonably good shape. We are operating a lean organisation, considering the number of regulatory and compliance functions we are required to deliver. That said, there are always opportunities for improvement, including the reprioritization of resources based on the changing needs of our community.

It will come as no surprise to say we have aging infrastructure and limited funding mechanisms to allow for growth, renewals, and general maintenance across the district. One of our greatest challenges is maintaining 'affordable' services for Masterton, particularly with the cost-of-living pressures. This means a greater lens on 'levels of service' to refine what we deliver and the way we deliver these services.

Like other provincial districts, we are under pressure from climate change and major weather events, a changing demographic, and an avalanche of central government-imposed reforms; therefore, it is important that we make strategic decisions to address challenges on the horizon.

Although the final composition of the new Government will not be known for another week or so, the parties most likely to make up the next Government have a commonality in their opposition to the affordable water reforms. It therefore appears highly likely that water reforms will be repealed. The repealing of these reforms may have implications for our district, so we will closely monitor the political movements in this space.

Finally, in recent weeks, I have been asked my view on the 'amalgamation' of Wairarapa Councils. Put quite simply, it is the community's view which counts. Our role is to deliver affordable services, if that means advancing conversations around a future Wairarapa Council, then let us be part of that discussion. The thought of amalgamating into a Wellington supercity is less desirable than narrating our own destiny, especially when it comes to local issues and a local voice.

National and Regional Context

Infometrics Update

Infometrics held their regular update session for local government staff on 25 September. Key trends discussed include:

- New Zealand's current account balance is improving, but it is still down around levels last seen during the Global Financial Crisis.
- Recent projections indicate that it is going to take longer to return to surplus than previously predicted.
- Despite the economy not being in recession, economic activity is still restrained. The subdued outlook for economic growth remains.
- Goods import levels are beginning to taper off, and New Zealand's export activity is increasing.
- Retail sales are falling in both volume and value, and household spending on discretionary items continues to decrease.
- Despite the elevated levels of New Zealanders leaving for overseas, non-New Zealander arrivals remain high. It is expected that net migration will reach an all-time high this year, before flattening off from next year.

Strategy and Governance Activity

District Level Updates

Implementation of the Masterton District Climate Action Plan

Current activity being undertaken by our Climate Change and Environment officers to implement the Masterton District Climate Action Plan (CAP) include:

Community Empowerment

- Action 1: Establishment of a Climate Advisory Group
 - Co-ordination and preparation of the agenda for the October 2023 meeting.
- Action 8: Investigate biochar proposal for land at Homebush Wastewater Treatment Plant
 - Initial meeting held with community group to discuss the first trial of short rotation coppice willows at Homebush irrigation fields.
- Action 12: Support events that encourage members of the community to understand how they contribute to climate and what to do about it
 - Supported Youth Council Justice Event at Shady Mellow.
- Action 19: Council to promote home composting through education and workshops
 - Draft Community Compost Plan completed.

- Action 20: Council to partner with organisations educating community on links between waste and climate change
 - Met with new co-ordinator at Oxford Street Community Garden to discuss community composting.
- Action 26 and 27: Investigate localised food systems as a climate action and for well-being, and risks from climate change
 - Scoped a Masterton District Food Resilience Plan.
 - Met with Enviroschools and Garden to Plate to support the growth and funding of their kai growing programme in Masterton schools.
 - Attended Wairarapa Regional Kai Network Hui at Pāpāwai Marae 'Strengthening the Local Food Economy'.

Climate Resilient District

- Action 55: Map climate risks and impacts across the three district geographical areas – coastal, rural, and urban
 - Ongoing contribution to the Regional Climate Change Impact Assessment project.
- Action 65: Installation of non-potable rainwater tanks compulsory for new builds
 - Provision for compulsory rainwater tanks has been included in the Proposed Wairarapa Combined District Plan notified in October.
- Action 73: Protect local biodiversity from impacts of climate change.
 - Meeting with new Predator Free Masterton coordinator.

Implementation of Council's Corporate Carbon Emissions Reduction Plan


Current activity being undertaken by our Climate Change officers to implement Council's Corporate Carbon Emissions Reduction Plan (CCERP) include:

- Supporting business units to embed emissions reductions into their work programmes and plans.
- Establishing an internal climate champions group with members from all business units, to promote and support implementation of the CCERP.
- Continued development of software used to measure and report emissions by Council operations.

Regional Level Updates

Wellington Regional Growth Framework

Regional Food Systems Strategy

Officers attended the Wairarapa Regional Kai Network hui at Kōkiri Marae (Seaview), He Puāwai Trust (Lower Hutt), and Pāpāwai Marae, alongside local growers and distributors, community organisations, and local and central government officials. They contributed to the development of a regional food system strategy, which is being led by Te Whatu Ora for the Wellington Regional Leadership Committee. 

Finance Report

Annual Report for year ended 30 June 2023

Work on the report has continued over the last month with substantial progress being made on the financial reconciliations. Delays have been experienced in delivering the infrastructural asset revaluations by the external valuers. There have also been competing demands on internal capacity coming from parallel work streams of the Revenue and Financing Policy and LTP (Long Term Plan) budget work. As a result, the audit has been further delayed. The targeted adoption date for the Annual Report is now 29 November. A pre-audit draft of the report will be provided to the 15 November Audit & Risk Committee.

Three Months to Date Financial Reporting

There is no financial reporting ready at the time of the agenda cutoff. These reports will also be included in the Audit & Risk Committee report. As an overall comment, operating expenditure is tracking to planned levels, but with some overs and unders.

Operating revenue from building consents and development contributions are running ahead of the plan year to date while solid waste tonnages to landfill (and associated revenue) are less than planned.

Some \$3.62million of work has been done on the various roading sites to repair damage caused by recent weather events.

On other (non-roading) capital projects, \$2.4million has been spent versus a full year budget of \$23.3million. The larger items of spending include Panama carpark resurfacing (\$194K), water main renewals (\$418K YTD), wastewater renewals (incl Better Off Funding - \$599K YTD) and Colombo Road bridge pumping station (\$293K).

Underground Network Assets Disaster Insurance

The Council is a member of the LAPP mutual insurance scheme for these assets and renewal of cover has been confirmed from 1 November 2023 for 12 months. The declared asset valuation is \$445.5million, an increase of 30% on the year prior, while the premium payable is \$261,680 which is a 43.8% increase on the year prior.

Community Facilities and Activities

Facilities and Open Spaces

Property

Coronation Hall remains unoccupied but is ready to go to market. Delays have been caused by the local property consultant's process to provide a current market appraisal, which is needed to help guide Council and the interested parties on what is an appropriate lease cost, looking at casual or long-term lease models. Officers are responding to public interest with advice on what will be sought as part of the application process, so they are prepared when the Hall is advertised formally in the coming weeks.

Coronation Hall is being considered as a venue in the upcoming Halloween Event.

Hood Aerodrome

Lease reviews have been completed, letters on the outcome went out to lease holders, and the Finance Team have processed and sent the invoices with the new lease and rates adjustment applied.

The Hood Safety Group continues to develop positively and refine its purpose. The Group met on 5 October 2023 and received a presentation on risk profiles from a suitably qualified member of the Group. They applied what was covered to some recent examples to test the risk assessment process.

Final stages of planning for Wings over Wairarapa are in motion, the Hood Safety Group will meet to review the event's Health and Safety Management Plan in late October 2023, there will be increased engagement with event organisers from here on in to ensure the safe and successful delivery of the Air Show.

Community Development Activity

Christmas

We will be holding the annual Christmas parade along Queen Street on Saturday 2 December 2023 at 12.30pm. As at the beginning of October we have 25 floats registered and know of a few more groups who are interested. Trust House has kindly agreed to sponsor the parade again this year with a \$500 first prize and \$250 runner up prize per category. The categories will be for commercial, community group, sports group, and education.

Halloween

We will be holding our annual Halloween event in Queen Elizabeth Park on Tuesday 31 October 2023 from 4.00pm – 7.00pm. As per last year, the event will consist of low scare and high scare decoration zones, activities, selfie wings, free face painting and free candy floss. There will also be food trucks on site.

This year we are also introducing a Haunted House in Coronation Hall. The house will run from 4.30pm – 6.30pm and is aimed at children over eight years old. We are fortunate to have a corporate sponsor for the Haunted House – WaiTech – who are donating \$1,000 towards the decorations and equipment needed for the space. We will also have support from Wairarapa College Drama students who will dress up as

actors. Since this marks the first year for the Haunted House, our primary goal is to engage people and gather valuable insights for future endeavors.

Grants

Community Wellbeing Grant

This year 31 applications were received from organisations, requesting \$292,546 in funding for wellbeing projects. The Awards and Grants Committee met on 6 September 2023 to hear from 25 organisations who wished to present their application. The following day, the Committee reconvened to discuss all applications. The funding available was \$98,225 and \$97,620 was allocated amongst 19 organisations. Twelve organisations were unsuccessful in receiving funding this year. The smallest grant allocated was \$1,000 and the largest \$12,000.

Community Events Fund

This year 15 applications were received requesting \$64,654 for the funding of events. On 6 September 2023 the Awards and Grants Committee met to hear from eight clubs and one individual who presented their applications. The following day the Committee reconvened to discuss all applications. The funding available was \$14,000 and \$14,200 was allocated to 13 events. The overspend of \$200 was taken from the Community Wellbeing Grant underspend. Two applications were unsuccessful this year. The smallest grant allocated was \$600 and the largest \$1,200.

Masterton Arts Fund

The Assessment Committee met on 7 September 2023 and heard from the three applicants requesting Masterton Arts Funding. The funding available was \$13,885.35 and \$6,599.35 was allocated to two applicants, with \$7,286.00 being carried forward to Round Two in February 2024. The two projects funded were Wairarapa Arts Outreach workshops in aged-care facilities and the Wairarapa Film Festival.

Masterton District Creative Communities Scheme

The Assessment Committee met on 7 September to consider an application for Masterton Magical Movers workshops for young people aged 6 – 25 years with a range of disabling, often life-limiting conditions, to express themselves through music and performance. The application was awarded a grant of \$3,000. The next funding round will open on 20 October, closing on 24 November 2023.

Masterton CCS Festival Fund






One-off funding for the 2023/24 year was provided by the government to the Creative Communities Scheme for festivals, which have been held in the last five years. Masterton's funding was \$9,866.99. The Assessment Committee met on 7 September to consider two festival applications that were received. Total funding of \$4,545.00 was allocated towards the Wairarapa Schools Kapa Haka Festival and Film-making workshops for youth aged 14-18 years with the Wairarapa Film Festival. The next funding round will open on 20 October and close on 24 November 2023.

Local Government Official Information and Meetings Act Requests

For the period 31 August 2023 to 12 October 2023, Council received a total of 18 Local Government Official Information Act (LGOIMA) requests.

The volume of LGOIMA requests received has slightly increased, while the average number of days to complete responses has slightly increased.

Media enquiries were broad ranging, but locally focused for the period – covering issues including wind farm consents, dog bite responses, toxic algae monitoring, and the theft of flowers from QE Park. The election period only garnered one query (about hoarding locations) and the discussions around merging councils were also low on the list of local media interest, with one query received. The Times-Age interviewed the CE, but his story was bumped for a SWDC (South Wairarapa District Council) story.

				
Total requests received	Completed	Average days for completion	Completed within statutory timeframe	NOT completed within statutory timeframe
18	16	18	13	3
18 (Media)	18	1	N/A	N/A

Customer Services

For the period 30 July to 30 September 2023, a total of 5,787 calls were received by the Call Centre, this excludes calls taken by our After-Hours Call Centre.

An average of 78 customers entered the premises daily, to either engage, report, collect or seek advice on a range of varying subjects or services provided, not only by Masterton District Council but also other community groups.

Throughout August we continued to receive many calls related to late dog registration enquiries, or requests for overdue payment options. September has seen a decrease of incoming calls, particularly in the later part of the day, with an increase in people entering the building just before closing time.

Particularly noticeable over the last month is the significant decrease of outwards intimidation or verbal abuse towards the customer service team. There are still irritated or frustrated customers, but these have proven to be manageable.

Service Requests

1,439 service requests were generated over the period, 1,600 open service requests were completed.

The highest business areas this month are as follows: Dog Control - 376 requests raised, of which 315 were completed. City Care received 228 requests for service, closing off 373 in total. The General Inspectorate received 152 requests of which 177

were closed off. Many continue to be related to parking infringements and explanations.

Compliments and Complaints – August end to September end

From 25 August to 30 September 2023, two compliments were received. The first was from a customer advising he had been served by the most amazing office staff member at Queen Street, and the other customer advising that when he was calling for the Rates team, he was happy to be dealing with a 'live operator' which was great.

As of 30 September, there are two current open complaints that remain under investigation. Continued monitoring of one of the complaints by the Utility Services team is ongoing. Progress updates are being provided to the customer via phone, as required. The second complaint is also being investigated and is being handled by our Governance team.

All complaints are handled as described in the Compliments and Complaints Policy for Masterton District Council.

8.2 MEETING REPORTS FROM COUNCILLORS

File Number:

Author: 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.

The first four monthly report from LGNZ is attached. This report is designed to help ensure all member councils are up to date with the work LGNZ is doing on councils' behalf.

RECOMMENDATIONS

That Council

1. receives the verbal report from the Mayor
2. receives the LGNZ October 2023 Report to Members

ATTACHMENTS

1. Attachment 1 LGNZ October 2023 Report to Members [↓](#) 



LGNZ FOUR-MONTHLY REPORT FOR MEMBER COUNCILS

// JULY-OCTOBER 2023



Ko Tātou LGNZ.

This report summarises LGNZ’s work on behalf of member councils. It’s designed to be put on your council agenda for discussion and feedback, or you might choose to use it in another way. We will produce this report three times a year.

This report complements our regular communication channels, including Keeping it Local (our fortnightly e-newsletter), providing a more in-depth look at what we do.

Contents

Introduction	4
Progress on strategic goals	5
Priority/01 Resetting the relationship with Central Government	5
Political engagement and government relations.....	5
Briefing to the Incoming Government	5
Priority/02 Establishing stronger Te Tiriti-based partnerships with Iwi Māori	6
Te Maruata update	6
Mana whenua relations	6
Priority/03 Campaigning for greater local decision-making and localism	6
Choose Localism and Future for Local Government.....	6
An overview of this mahi	6
Building consensus on the Future for Local Government.....	7
Priority/04 Ramping up our work on climate change.....	7
Next steps	7
Support for cyclone-affected councils	8
Priority/05 Delivering and building on our core work	9
Water services reform	9
Transport.....	9
Resource management reform.....	10
Remits	10
Other policy and advocacy work.....	11
Media	11



Conference and Excellence Awards Update	12
Engagement with members, including sector and zone meetings.....	12
Mayors Taskforce for Jobs	12
Young Elected Members	13
Community Boards Executive Committee	13
Council capability	13
CouncilMARK refresh	14
Guidance for members	14
Libraries partnership	15



Introduction

At National Council's most recent meeting, we decided to provide regular formal updates from LGNZ to member councils. A number of you have suggested a paper that you could put on your council agenda would be a helpful way to ensure everyone was across our work and able to give feedback. It's important to National Council that all member councils are across the breadth and depth of work that LGNZ is doing on your behalf.

These reports will be provided three times a year, and this first one covers the period July-October 2023.

Our SuperLocal Conference in July attracted record attendance and very positive feedback. Since conference, our energies have turned to a range of matters specific to the period between now and the end of the calendar year: the Future for Local government response, which is part of our broader Choose Localism campaign; preparation of our briefing document for the incoming Government; close liaison and partnership settings with Mayors Taskforce for Jobs, which is having a strategic reset; and numerous other matters that are captured in this report.

This report shows the breadth and scope of the mahi that our small team delivers – with care, commitment, creativity and very high standards.

Ngā mihi
Sam and Susan



Progress on strategic goals

Priority/01

Resetting the relationship with Central Government

Political engagement and government relations

Our political engagement is currently geared towards advancing the Choose Localism campaign. We have released a toolkit for members to use when they're meeting with local MPs so that they can champion localism and galvanise central politicians behind the movement.

Sitting alongside that is also our work to continue influencing election policy from Wellington. In late August, National's Social Development Spokesperson, Louise Upston and candidate for Remutaka Emma Chatterton, met with Susan, Scott and Mayors Max Baxter and Alex Walker from the MTFJ governance group to talk about how we could work with National, if in government, to progress the initiative. The briefing note we sent prior to the meeting emphasised the links between how MTFJ works in practice and the power of localism.

In mid-August, LGNZ also met with the Green Party to brief them about the Ratepayers Assistance Scheme and how it could support their Clean Power Payment Policy. We also took the opportunity to socialise the Regional Sector's flood protection business case with them.

Briefing to the Incoming Government

We've prepared a Briefing to the Incoming Government, which is an opportunity to familiarise the incoming government with local government, our key areas of focus, and to open the door for future engagement.

We are grounding this year's briefing in our Choose Localism campaign. It has two parts:

1. Cover letters tailored to individual ministers explaining how local government can help them, and how the work of local government interacts with their portfolio and priorities.
2. A briefing that covers key information about local government in New Zealand and LGNZ, and sets out key advocacy issues and opportunities for local government – as well as constraints.

It will be vibrant, high level, tailored to the government and ministers receiving it, and based largely on existing information and resources including our Relationship Reset and Policy Priorities documents, which were socialised with political parties in the lead up to and during the campaign period. It will be sent to ministers once a Government has been formed.



Priority/02

Establishing stronger Te Tiriti-based partnerships with Iwi Māori

Te Maruata update

Te Maruata held a whānui hui in Ōtautahi on 26 July as part of SuperLocal. This was a really well-attended hui, with around 70 Māori elected and appointed members, council staff and other key stakeholders in attendance. A key focus for the hui was for whānui members to share their expectations of the Rōpū Whakahaere – including what they want the Rōpū Whakahaere to prioritise focus on over this triennium, and how members want to be kept up to date on that mahi.

Rōpū Whakahaere members are meeting in November and will discuss the feedback that was shared and come up with a plan for actioning it.

Te Maruata are actively engaged in the mahi that LGNZ is doing on Choose Localism and the Future for Local Government. Mayor Faylene Tunui and Councillor Moko Tauriki are the Te Maruata representatives on the Future for Local Government Advisory Group.

With support from Councillor Dinnie Moeahu, we're continuing to hold monthly online wānanga for Te Maruata where whānui members get updates on key kaupapa and/or provide support to one another around issues members might be facing.

Mana whenua relations

We are also setting up a meeting with mana whenua in Te Whanganui-a-Tara to start building our own relationships and understanding of local needs. Tania Hawkins (on our team) and her husband, Hawkins, who is a kaumatua and has provided mihi whakataua at many of our events over the past 18 months, are facilitating this. Hawkins is keen to help build a bridge with mana whenua and walk alongside us as we build our knowledge of te ao Māori and tikanga. We will loop in Te Maruata and our new Māori advisor once they're on board.

Priority/03

Campaigning for greater local decision-making and localism

Choose Localism and Future for Local Government

An overview of this mahi

At SuperLocal we launched Choose Localism, our campaign to breathe new life into localism. The idea was to generate some excitement and optimism amongst our LG whānau as we navigate the



future for local government together. Choose Localism is our compass for the future. All our mahi needs to drive towards a more inclusive, participative and localist future.

The first stage of this work is to galvanise the LG whānui and create a strong consensus position that we can take to Central Government on our vision for the future. The second stage will be our localism showcase, planned for next year. This will include a collection of the best examples of localism being delivered around the motu. It will be designed to open central government's eyes to, and strengthen their view of, the value and capability of local government. The aim is to build confidence that local government can be a trusted partner in this new way of working together. And finally, the third stage, which is about engaging the public, will include our citizens' assembly. While the topic for this citizens assembly needs to be thought through, it is an opportunity to ask New Zealanders what they might need to participate in local democracy. The idea is that it will provide innovative solutions to the increasingly pressing problem of irrelevance and apathy.

Building consensus on the Future for Local Government

Our work to develop a consensus position on the final Future for Local Government report is a key part of our first step in our wider Choose Localism work programme – galvanising the sector. We're making good progress on our approach to building consensus with excellent engagement and input from our FFLG Advisory Group.

We've held one in-person meeting with members on 18 September and will hold another on 2 November. We've also shared a wide range of resources with councils and elected members, including data from the first event. And we've launched an online engagement platform that allows everyone to have their say. After 2 November, we'll develop a draft position with the Advisory Group that will be sent to members on 24 November. Then we are proposing to hold an SGM on 11 December for members to formally vote on whether to agree the position.

The position we develop with members will inform the conversations and negotiations that we'll be having around the future with the incoming government. We're conscious of the need to land on a position that our members are happy with – but that has enough flex to put us in a robust position to negotiate with the incoming government. We know there'll need to be some give and take on both sides.

Our Choose Localism work will pick up aspects of the Panel's final report that local government can get on with implementing now – without the need for legislative change or support from central government.

Priority/04

Ramping up our work on climate change

Next steps

Now that we've finished conversations with several councils about what they think we could be doing in the climate change space, we're pulling together a strategy and plan for this work. With



vacancies in the policy team, we're needing to think carefully about how we manage our limited resources to deliver across a number of priorities. We're also observing how our climate change work (and other policy and advocacy work) closely aligns with our work on Choose Localism – which adds to our leverage.

One of the big pieces of work that we are engaging on is the inquiry into community-led retreat. This inquiry was kicked off by the previous Environment Select Committee. Given strong levels of support for it from across the House, we expect that it will continue regardless of the outcome of the General Election. The Ministry for the Environment has put out two reports setting out issues and options for dealing with the challenge of managed retreat (including how to fund it) that we're analysing and discussing with members. We think this is an area where LGNZ can really add value by driving policy thought leadership on behalf of our members.

We've also submitted on the first round of consultation on a strategy to strengthen the resilience of critical infrastructure in Aotearoa New Zealand. With the impacts of climate change being increasingly felt around the country, it's clear that critical infrastructure such as roads and water treatment plants are not capable of withstanding more intense and frequent extreme weather events. We will work with DMPC to ensure Councils are heard through the second round of consultation, which is expected in Q1 of 2024.

Support for cyclone-affected councils

We were funded by the Ministry for the Environment to commission Simpson Grierson to provide legal advice to councils in Tairāwhiti and the Hawke's Bay on the voluntary buyout of category 3 land or changes to residential use rights. This advice made it clear that to achieve greater certainty and minimise the risk of legal challenge for affected councils, either amendments to the existing legislation or a new bespoke framework are needed. We wrote former Ministers Robertson (Minister of Cyclone Recovery) and McAnulty to ask for action on this. Their reply acknowledged the changes would minimise risk but did not agree to pre-emptive action. We will raise this matter with the new government at the appropriate time.

We're continuing to engage with DIA on the regulatory relief for councils affected by the severe weather events earlier this year. We had several affected councils attend our zoom meeting for Mayors, Chairs, and Chief Executives with DIA and other government agencies. This largely focused on the recently gazetted Order in Council that enables three-year plans instead of LTPs for eight of the most affected councils.



Priority/05

Delivering and building on our core work

Water services reform

During this reporting period, the Water Services Entities Amendment Bill was enacted. This was the last piece in the previous Government's water reform puzzle. We successfully advocated for several changes to the Bill:

- Setting establishment dates for the 10 entities now requires consultation with affected councils and iwi/hapū. Establishment dates have to be confirmed within six months of the legislation passing.
- References to no-worse-off payments to councils in the legislation were retained.
- When DIA oversight of council decision-making applies has been clarified.
- The potential burden of community priority statements has been reduced.

The outcome of the election has implications for water reform. If there are any changes to the way in which water reform proceeds, we will engage with National Council on that when details are clearer.

Prior to the General Election, DIA and the NTU changed the approach that they were taking to developing constitutions for the water services entities. They started with work with a Technical Advisory Group on the Northland/Auckland entity's constitution. LGNZ's legal advisor has participated in the Technical Advisory Group process, so that learnings from the first process can be shared with other councils. Whether this process continues given the election outcome remains to be seen.

Transport

In August, the Government released its draft GPS Land Transport. We developed a submission with strong input from members. We also launched our Position Statement on Transport in conjunction with the release of the draft GPS Land Transport. The position statement outlines the key policy objectives we will advocate for, including:

- A strategic, long-term approach to planning that joins up central and local government decision-making to address maintenance and climate adaptation needs.
- Sufficient, long-term transport investment that prioritises resilience building, safety and better asset management across both new developments as well as maintenance and renewals.
- Integrated transport and freight networks that support placemaking by connecting our rural communities, towns and cities and making them great places to live and work.
- A transport network that can adapt to the future climate and prioritise decarbonisation.

This provides a good basis for our policy and advocacy work, and we are now working with a newly appointed Transport Reference Group to develop a robust plan for our transport work, which will align with our broader Choose Localism mahi. This work will ramp up following the 2023 general



election, once we know the shape of the next government and have a good understanding of its transport priorities.

Resource management reform

During this reporting period, the Natural and Built Environments and Spatial Planning Acts were enacted. This was a significant milestone. Local government didn't get all the changes that we wanted and some fundamental concerns remain – particularly the reform's impact on local voice. However, LGNZ and the Local Government Steering Group successfully advocated for several key changes, in particular the inclusion of Statements of Community Outcomes and Statements of Regional Environmental Outcomes. This is one mechanism to ensure that there is local input into regional planning decisions. There was also broad support for the introduction of regional spatial planning.

We've been working closely with the Local Government Steering Group and the Ministry for the Environment to support the work that is ramping up on transition and implementation. A lot of this work is technical and targeted at council officers. However, we've been stressing the importance of making sure that elected members are engaged, updated on and involved in appropriate parts of the transition and implementation work.

It's not entirely clear what the change of Government will mean for Resource Management Reform; however, we know that both the National and ACT parties have expressed concerns about the reform, in particular the erosion of local voice and the creation of more complexity and added layers of bureaucracy. LGNZ is support the Local Government Steering Group to develop a briefing to the incoming Minister for the Environment.

If significant changes to the reform are proposed by an incoming Government, some of the thinking we've provided in earlier submissions on both Acts will be useful to inform the position that we take on any changes. Specifically, we've previously said that we see the introduction of regional spatial planning and the need for prioritised work on the Climate Adaptation Act as the most fundamental aspects of the reform. We've also expressed a view that the proposed Regional Planning Committees could be stewards of a planning process, by bringing together input from each individual council in a region and stripping out unnecessary duplication, rather than being responsible for making all planning decisions for individual communities.

We will assess the situation as the makeup of the government and its priorities become clearer and keep National Council involved in any decisions that need to be made.

Remits

The team are working through each of the remits that were passed at the 2023 AGM and coming up with a plan to action them. Due to staff shortages in the Policy Team right now and the need to factor in the outcome of the General Election, we anticipate work on remits ramping up in the New Year.



Other policy and advocacy work

Freedom camping

Following the introduction of the Self-contained Motor Vehicles Legislation Act, we are working with Simpson Grierson, the New Zealand Motor Caravan Association, MBIE and Taituarā to review and update the model bylaw for freedom camping, and also the good practice guide for councils and tourism operators. The previous guidance was produced in 2018 but is no longer consistent with the new legislation introduced this year. We're on track to have this guidance ready to share shortly.

Emergency management reform

We've developed and shared a submission on the Emergency Management Bill with members. Submissions are due on 3 November 2023, so there'll be plenty of time for members to provide us with feedback on our draft, and to use our draft to inform their own submissions.

Elected member census and survey of voters and non-voters

We're working on completing two research reports, which will be shared with members soon. The first is a report outlining findings from LGNZ's survey of people who voted, or didn't vote, in the 2022 local elections. This survey is one of a series which dates back to the 2001 elections and looks at the profile of voters and non-voters and their reasons for voting or not. The second is the findings from our triennial Census of elected members, undertaken in April/May of this year. The Census provides information on the demographics of elected members and allows us to determine the degree to which elected members reflect the diversity of the communities they represent. It also provides information on elected members' priorities. The information is helpful for our broader advocacy and engagement work, and for policy makers who seek to ensure that councils are both inclusive and relevant.

Media

Choose Localism

As our Choose Localism campaign takes shape, we are using social media and media to build awareness and understanding. You will see more of our work make the connection with localism in the media in the coming weeks.

In August we announced our position on Transport, which is advocating for a transformative approach to address challenges in the nation's transport network. LGNZ highlighted five key actions to address these challenges. The press release, which made a strong case for choosing localism being the answer to our transport woes, was picked up by RNZ, NewsTalkZB and by Inside Government.

Two opinion editorial articles, authored by Susan, called for genuine partnership, where localism is not just a slogan that's talked about, but governments follow through on it. That means central government listens to and collaborates with local councils, respecting their insights and engaging with communities to find the best path forward for major projects like LGWM. One op-ed was run in Inside Government and the other on Stuff.

Progressing remits

At the AGM, the membership passed a remit that LGNZ calls on central government to take action to reduce council audit fees. Advocacy in the media is part of that work. Newsroom published an article that discusses the increasing audit fees faced by local councils in New Zealand and their relevance to



the justice system and local government accountability. The Auditor-General highlights the challenges faced by councils in managing affordable rates and funding community needs.

Support for councils affected by engineering consenting issues

A large number of councils have been affected by alleged fraudulent signing of consenting documents by engineer, Jonathan Hall of Kodiak Consulting. Taupo District Council contacted LGNZ to see if we could help support affected councils.

We held zooms with affected and developed a media plan with input from law firm Rice Speir, which is working closely with several affected councils.

Our media approach is geared towards three key objectives:

- Help de-risk councils – Give councils guidance on best practice while supporting them to drive comms through local channels.
- Reduce pressure on councils – Be a source of support for councils when they need it, enabling them to focus on addressing the situation and supporting their communities.
- Align with advocacy efforts – Liaise with Engineering New Zealand and MBIE to enhance advocacy efforts and demonstrate a cohesive response to the situation.

Conference and Excellence Awards Update

We're already in planning mode for SuperLocal 24, which is being held in Wellington/Te Whanganui-a-Tara in August next year. We'll be working with WCC and mana whenua to make sure we provide a remarkable programme and an even better conference experience than this year.

We're working on the theme and a prospectus, which we're hoping to get out to potential partners and sponsors very soon.

Engagement with members, including sector and zone meetings

We're busy planning for our in-person combined sector hui in November, with the Future by Local Government on day one and our usual individual sector meetings on day two.

We've had really good engagement with our email newsletters and direct emails recently. Eighty percent of members opened our first post-conference email and more than 60% opened our Choose Localism email (and 43% of those clicked through to the website). These are astonishing open rates by industry standards so we're consciously working on how we keep them high over the coming months as well as experimenting with a new online participation platform to see if we can encourage greater two-way dialogue online.

Mayors Taskforce for Jobs

We've been heavily involved with the management of MTFJ since our Programme Manager departed in early July. We very pleased to have successfully recruited a new Programme Manager who started in October, as well as made a permanent appointment in the MTFJ Advisor role.

We've also been working closely with the Chair and a small subset of the Core Group on governance and the relationship with LGNZ. The Core Group has agreed to establish a Governance Group to help make more efficient and effective decisions and oversee the development of a new strategy for



MTFJ. An external facilitator will help guide this work alongside some insights research by TRA into the value of the programme and where the opportunities lie for growing and strengthening MTFJ in the future.

In September, we met with key National Party MPs from the Hutt to talk about the value of MTFJ as a vehicle for delivering positive social outcomes locally and the importance of sustainable funding for this crucial kaupapa. In the meantime, our 36 Community Employment Programme councils now all have their new two-year contracts and are deep in the mahi of getting rangatahi into work.

Young Elected Members

Our Young Elected Members had a successful hui pre-conference, with just under 40 attendees. Planning is now well underway for the YEM annual hui, which will take place in the Far North this year, from 6-8 December. This will be YEM's first annual hui since COVID, and the theme will be "Anga whakamua: Setting our collective course in the birthplace of Aotearoa".

Beyond the annual hui, the YEM committee are also working on updating and refreshing the YEM kaupapa, and developing a work plan to put this into action. YEM co-chair Alex Crackett is also a part of the FFLG Advisory Group and will bring a YEM-perspective to this work.

Community Boards Executive Committee

Our Community Boards Executive Committee (CBEC) is an engaged group and have had several constructive engagements early this year. Key areas of focus for CBEC include planning the Community Boards Conference, which will be held as part of SuperLocal 2024, and surveying community board members to understand their experience, needs and opportunities to support them.

Sarah Lucas, one of the CBEC Co-Chairs, has joined the FFLG Group and is contributing useful grassroots, community governance perspectives. A key concern for CBEC was the lack of reference in the Panel's final report to the role that community boards could play in local government's future.

Council capability

Ākona

We launched our new Ākona L&D platform and are now focused on building great courses tailored to our members' distinct needs. We've had several new councils join and are openly talking to both Taituarā and CEs to encourage more to come on board. The pricing is prorated so is now below the \$3500 threshold and that seems to be helping.

The new digital platform is performing well, and the three new courses are proving popular. Another six courses are under development, three of which are being co-developed with the councils who requested them. Work on preparing the framework to become a self-assessment tool and basis for a micro credential has begun, with a new sector working group being assembled to help boost the process.

The new Health & Safety course being co-developed with Tararua District Council will offer the sector a bespoke option to the Institute of Directors course, which is both unhelpfully generic and



costly. We expect to continue to enhance and tailor the Ākona Governance course so that it too may offer an alternative option to expensive IoD offerings.

CouncilMARK refresh

The CouncilMARK programme has undergone an extensive overhaul. The Research Agency (TRA) was commissioned in 2022 to highlight areas the programme is performing well and areas for evolution. Based on these findings we initiated a programme redesign to optimise CouncilMARK and make it fit for purpose within this new local government context. We continued to work very closely with our stakeholders, including elected members, CEs, senior council staff and relevant central government agencies.

Guidance for members

We completed the Guide to recruiting and managing chief executives. This is a comprehensive guide that includes relevant templates, such as a draft employment agreement, performance committee terms of reference, and guidance on performance management.

Work is currently underway on an Elected Members' Guide to Representation Reviews. Shortly, approximately half of New Zealand's councils will be undertaking representation reviews. Many elected members, especially those elected for the first time in 2019 and 2022, will not only have little understanding of the representation review process itself, but also of the choices that they are able to make through that process.

Streetlights Profiles

In June 2022, the Electricity Authority approved a Streetlight dimming profile that when applied by councils will generate significant savings on the energy consumed by LED dimmable streetlights. Without this innovative new profile, some councils that have upgraded their streetlights to include a centralised dimming function may find themselves stymied by Electricity Authority rules that deem them non-compliant. This could lead to penalties being passed on by suppliers, or even their suppliers opting out of offering dimmable streetlighting.

We have been working with the energy retailers and a couple of councils to work through the operational processes and to implement a pricing structure before we can take this offering further to our members. It is estimated that the profiles will save Auckland Transport up to \$1.1m in energy savings, whereas some smaller energy consumers, like Palmerstown North City Council, will have savings in the region of \$18k per year. This will be for the life of the streetlights (usually 25 years) and does not include the carbon savings councils will be able to generate. We have just completed our implementation with Auckland Transport and are working with Christchurch, Wellington and Tauranga for the next implementations.

Moata Carbon Portal

We partnered with Mott MacDonald in 2021 to bring the Moata carbon portal to New Zealand. This is a tool that allows embedded (capital) carbon to be measured and monitored across any capital works programme. It enables councils to account for and reduce carbon emissions generated from water, transport and infrastructure (vertical and horizontal) projects. We have seen spreadsheets



being used to do this that quickly become out of date, with emissions factors varying. The portal allows councils to make real-time decisions that can shape their future carbon emissions and make greener infrastructure choices. The added benefit is that all the models developed in the portal are shareable with other councils and industry players.

Queenstown Lakes and Tauranga have both just completed carbon baselines with Mott MacDonald and we presented the results to QLDC in September. The QLDC baseline is the first carbon baseline that we are aware of in New Zealand that covers all business activities/groups across their entire long-term plan. Tauranga's baseline covered their water services only, with discussion ongoing about including transport next.

Napier have become portal subscribers to add to Auckland's Water Care and Wellington Water, and we are having conversations with Wellington and Nelson about being the next councils to take this up. The Wellington City implementation will be on their transport programme, with Napier using the portal on their water programme.

We are certainly seeing councils becoming more carbon focused – and with the next round of LTP planning underway, it's a perfect opportunity to embed carbon thinking and the Moata portal into the decision-making process.

Libraries partnership

Our Libraries Advisor has continued to engage with councils and their library teams, sharing best practice and advice and advocating for the importance of investing in libraries as vital community hubs. She is preparing a report before her contract ends in June 2024. It will set out the key trends and learnings that she's identified during her time with us.

In August, our Libraries Advisor travelled to Australia with a group of representatives from the library sector to visit Australian public libraries to identify best practice and trends that can be shared with New Zealand's councils and public libraries. This trip was fully funded by the National Library's New Zealand Libraries Partnership Programme.

9 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATIONS

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

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

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 13 September 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)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

	<p>interest</p> <p>s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public</p> <p>s7(2)(e) - the withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public</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>	
9.2 - Public Excluded Minutes of Extraordinary Council Meeting held on 20 September 2023	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.3 - North Island Weather Events Recovery - future of Severely Affected Locations	<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)(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>	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