



ORDINARY MEETING of Council AGENDA

Time: 3:00 pm
Date: Wednesday, 2 August 2023
Venue: Waiata House, 27 Lincoln Road,
Masterton

MEMBERSHIP

Mayor Gary Caffell (Chairperson)

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

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

Values

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

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

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

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Karakia timatanga

Kia tau ngā manaakitanga a te mea ngaro

ki runga ki tēnā, ki tēnā o tātou

Kia mahea te hua mākihikihi

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

kia tūturu, ka whakamaua kia tīna! Tīna!

Hui e, Tāiki e!

Let the strength and life force of our
ancestors

Be with each and everyone of us

Freeing our path from obstruction

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

Permanently fixed established and
understood

Forward together

1 CONFLICTS OF INTEREST

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

2 APOLOGIES

The Chair invites notice from members of:

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

3 PUBLIC FORUM

4 ITEMS NOT ON THE AGENDA

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

Matters requiring urgent attention as determined by resolution of the Council

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

Minor matters relating to the general business of Council

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

5 CONFIRMATION OF COUNCIL MINUTES

5.1 MINUTES OF COUNCIL MEETING HELD ON 28 JUNE 2023

File Number:

Author: Harriet Kennedy, Governance Advisor

Authoriser: Karen Yates, Interim Chief Executive

RECOMMENDATION

That the Minutes of Council Meeting held on 28 June 2023 be received and confirmed as a true and correct record of that meeting.

ATTACHMENTS

- 1. Minutes of Council Meeting held on 28 June 2023**



MINUTES

**Ordinary Council Meeting
Wednesday, 28 June 2023**

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**MINUTES OF MASTERTON DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 28 JUNE 2023 AT 3:00 PM**

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

IN ATTENDANCE: Iwi Representative Ra Smith, Chief Executive, Manager Finance, Manager Strategy and Governance, Manager Communications and Engagement, Manager Community Facilities and Activities, Manager Regulatory Services, Manager Assets and Operations, Pou Ahurea Māori, Management Accountant, Principal Advisor Strategy and Governance, Policy Manager, Roding Manager, Planning and Consents Manager and Governance Advisor

1 CONFLICTS OF INTEREST

No conflicts of interest were declared.

2 APOLOGIES

There were no apologies

3 PUBLIC FORUM

- Chris Clarke, Chairperson, Hastwell Mt Munro Protection Society spoke about the community's concerns re the proposed windfarm at Mt Munro
- Dave Rose, Chairman, Riversdale Surf Lifesaving Club provided an update for Council on the Club's activities over the past year.
- Simon Byrne spoke about the Local Government Official Information and Meetings Act and the MDC website, noting that the Annual Plan document wasn't available on the website on Monday in accordance with the LGOIMA.

4 ITEMS NOT ON THE AGENDA

The meeting was advised of the following items for inclusion in the agenda:

- Appointment of Chief Executive and Interim Chief Executive (Public Excluded)

4.1 LATE ITEM

RESOLUTION 2023/44

Moved by Councillor D Holmes
Seconded by Councillor B Johnson

That in terms of section 46A(7) of the Local Government Official Information and Meetings Act 1987 the items be dealt with in the public excluded part of this meeting.

CARRIED

5 CONFIRMATION OF COUNCIL MINUTES

5.1 MINUTES OF COUNCIL MEETING HELD ON 17 MAY 2023

RESOLUTION 2023/45

Moved by Councillor M Tuuta
Seconded by Councillor C Bowyer

That the Minutes of Council Meeting held on 17 May 2023 be received and confirmed as a true and correct record of that meeting

.CARRIED

5.2 MINUTES OF EXTRAORDINARY COUNCIL MEETING HELD ON 24 MAY 2023

RESOLUTION 2023/46

Moved by Councillor C Bowyer
Seconded by Councillor B Johnson

That the Minutes of Extraordinary Council Meeting held on 24 May 2023 be received and confirmed as a true and correct record of that meeting.

CARRIED

5.3 MINUTES OF EXTRAORDINARY COUNCIL - ANNUAL PLAN AND SPEED MANAGEMENT PLAN MEETING HELD ON 15 JUNE 2023

RESOLUTION 2023/47

Moved by Councillor C Bowyer
Seconded by Councillor B Johnson

That the Minutes of Extraordinary Council - Annual Plan and Speed Management Plan Meeting held on 15 June 2023 be received and confirmed as a true and correct record of the meeting.

CARRIED

6 COMMITTEE REPORTS

6.1 AUDIT AND RISK COMMITTEE MEETING - 24 MAY 2023

RESOLUTION 2023/48

Moved by Mayor G Caffell
Seconded by Councillor B Johnson

That Council confirms the report of the Audit and Risk Committee Meeting held on 24 May 2023 including the following resolutions:

- Treasury Management Policy Review

That the Audit and Risk Committee recommends that Council adopts the 2023 revisions to

the Treasury Management Policy outlined in Minutes Attachment 1.

- *Service Provision Report Aratoi Regional Trust*

That the Audit and Risk Committee receives the Service Provision Report Aratoi Regional Trust, covering the summary results of the key result indicators for the quarter 1 January – 31 March 2023

- *Destination Wairarapa Quarterly Report (1 January 2023 to 31 March 2023)*

That the Audit and Risk Committee receives the third quarter report (1 January 2023 – 31 March 2023) from Destination Wairarapa.

- *Health and Safety Quarterly Report*

The Audit and Risk Committee notes the content and receives the Health and Safety Report for the quarter (1 January 2023 to 31 March 2023).

- *Non-Financial Performance 2022-2023 Quarter 3 Report*

That the Audit and Risk Committee receives the Quarter 3 non-financial performance report for the 2022/23 financial year.

- *Nine Months to Date Financial Report 2022/2023*

That the Audit and Risk Committee receives the 9 months to date financial report and commentary.

- *2024-2034 Long-Term Plan Update*

That the Audit and Risk Committee

- 1. Receives the 2024-34 Long-Term Plan update report.*
- 2. Endorses the proposed scope of work and the three priorities for the 2024-34 LTP, being:*
 - a. The Revenue and Policy Review.*
 - b. Levels of Service Review.*
 - c. Budget Review.*
- 3. Notes the early LTP project risks identified in this report.*

- *Insurance Update*

That the Audit and Risk Committee

- 1. Receives the information contained in the Insurance Update Report*
- 2. Requests staff to report to Council on options for reduced cover, increased risk with a corresponding reduction in premiums*

- *Corporate Carbon Emissions Reduction Plan Implementation: Progress Report*

That the Audit and Risk Committee receives the first six-monthly progress report on the implementation of the Corporate Carbon Emissions Reduction Plan.

- *Wairarapa Economic Development Strategy Progress Report*

That the Audit and Risk Committee receives Wairarapa Economic Development Strategy Progress Report.

CARRIED

6.2 INFRASTRUCTURE AND SERVICES COMMITTEE MEETING - 7 JUNE 2023

RESOLUTION 2023/49

Moved by Mayor G Caffell

Seconded by Councillor D Holmes

That Council confirms the report of the Infrastructure and Services Committee Meeting held on 7 June 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.
- Skatepark Kaitiaki Funding Update
That Council notes that funding will be allocated to cover the engagement of Skatepark Kaitiaki under a contract for service from Monday 5 June until Sunday 13 August 2023 with a maximum contract value of \$4,800.

CARRIED

7 REPORTS FOR DECISION

7.1 RESILIENCE INVESTMENT IN MATAIKONA ROAD

The report seeking Council approval of the proposed Mataikona single-stage business case and agreement to proceed with Option B – critical and high risks for resilience investment in Mataikona Road was presented by the Roding Manager.

RESOLUTION 2023/50

Moved by Councillor D Holmes

Seconded by Councillor B Johnson

That Council:

- a. **Receives** the proposed Mataikona single-stage business case (refer Attachment 1);
- b. **Approves** the proposed Mataikona single-stage business case (refer Attachment 1);
- c. **Agrees** to proceed with Option B – critical and high risks (refer Attachment 1 and the recommendations section of this report) for resilience investment in Mataikona Road;
- d. **Agrees** that the Mataikona single-stage business case and an agreed option, will need to

- be included in the 2024-34 Roading Asset Management Plan and 2024-34 Long-Term Plan for consultation with the community;
- e. **Notes** that draft funding submissions for the 2024-2027 National Land Transport Plan must be submitted by August 2023;
 - f. **Notes** that Council will not be advised of whether the funding submission is approved by Waka Kotahi through the 2024-27 National Land Transport Plan until September 2024; and
 - g. **Agrees** that officers make a funding submission to the 2024-27 National Land Transport Plan requesting co-funding for the resilience investment in Mataikona Road as per Option B – critical and high risks (refer Attachment 1 and the recommendations section of this report).

CARRIED

7.2 RECOMMENDATION OF INDEPENDENT HEARING PANEL, PRIVATE PLAN CHANGE REQUEST WELHOM DEVELOPMENTS LIMITED, CASHMERE OAKS DRIVE: REZONING FROM RURAL (PRIMARY PRODUCTION) ZONE TO RESIDENTIAL ZONE

The report seeking Council's confirmation of the Independent Hearing Panel's recommendations on the Private Plan Change Request from Welhom Developments Limited (RM220072) to rezone approximately 14.7ha of land located at State Highway 2, Lansdowne, Masterton from Rural (Primary Production) Zone to Residential Zone was presented by the Consultant Planner, Megan Barr.

RESOLUTION 2023/51

Moved by Councillor B Johnson
Seconded by Councillor D Holmes

That Council:

1. Receives the '*Recommendation of Independent Hearing Panel, Private Plan Change Request Welhom Developments Limited, Cashmere Oaks Drive: Rezoning from Rural (Primary Production) Zone to Residential Zone*' Report;
2. Receives the recommendations of the Independent Hearing Panel on the Welhom Developments Limited Private Plan Change, and
3. Adopts the recommendations of the Independent Hearing Panel as a Council decision and directs officers to notify the decision in accordance with the First Schedule of the Resource Management Act 1991.

.CARRIED

7.3 MASTERTON COMMUNITY CLIMATE FUND APPLICATIONS 2022/23

The report seeking Council approval of the 2022/23 Community Climate Fund grant allocations recommended by the Masterton District Council's Climate Advisory Group was presented by the Senior Advisor Climate Change and Environment.

Councillor Tuuta, as one of Council's representatives on the Climate Advisory Group, spoke about the process that had been undertaken and that the group had reached consensus on all the

applications. She acknowledged the amount of work applicants had put into their applications in a short space of time.

RESOLUTION 2023/52

Moved by Councillor C Bowyer
Seconded by Councillor B Johnson

That Council:

1. **notes** that Council approved the Masterton District Climate Action Plan at its meeting on 14 September 2022;
2. **notes** that the establishment of a Masterton District Community Climate Fund is an action in the Masterton District Climate Action Plan, and an action in the Year 1 implementation plan;
3. **notes** that nine applications were received for the 2022/23 Community Climate funding round;
4. **notes** that the Masterton District Climate Advisory Group’s Terms of Reference includes responsibility for assessing the Masterton District Climate funding applications and making recommendations back to Council; and
5. **notes** that eight applications are recommended a funding allocation, either full or partial amounts as follows;

Applicant	Amount allocated
Divine River NZ Trust	\$7,750
House of Science Wairarapa	\$3,000
Oxford St Community Garden	\$7,750
Sustainable Wairarapa	\$7,750
Te Āwhina Community House	\$5,000
Te Kura o Papatūānuku Wairarapa Earth School	\$7,750
The Shady Mellow	\$7,750
Wairarapa Community Centre	\$3,250

6. **approves** the Masterton District Climate Advisory Group’s funding recommendations for the 2022/23 Community Climate funding round.

CARRIED

7.4 ADOPTION OF THE 2023-2024 ANNUAL PLAN

The report seeking Council adoption of the Annual Plan for 2023/24 was presented by the Manager Finance, the Manager Strategy and Governance and the Principal Advisor Strategy and Governance.

The Manager Finance noted that a copy of the Annual Plan document was included as Attachment 1 with final formatting and design work to be completed once the Plan was adopted. The updated Financial Information section was tabled (pages 58-71 of the Annual Plan).

(Councillor Bowyer left the meeting at 4.49pm and returned at 4.55pm)
(Councillor Tuuta left the meeting at 4.49pm and returned at 4.50pm)

In response to questions about the issue raised in public forum of the implications of not meeting the requirements of the LGOIMA around making information available two working days before the meeting, it was acknowledged that Council had not met the requirements of the legislation, but the implications of not receiving the Annual Plan report and deferring the discussion to another meeting would mean that the Annual Plan couldn't be adopted by the statutory deadline of 30 June. The rates resolution that follows would be late and have financial implications for Council. The implications of not adopting the Plan were assessed as far greater than not meeting the requirement of making information available two days ahead of the meeting, given the report content had already been the subject of public discussion in the deliberations meetings.

In relation to the reallocation of the Better Off funding it was confirmed that it was proposed (subject to DIA approval) that two of the projects that hadn't commenced yet would not proceed - Project 6 (Urban Safe Active Transport Routes) and Project 8 (Air Quality Actions Scope and Business Case) and that Project 5 (Mana whenua partnerships/Climate Resilience Projects) be reduced by \$275,000, leaving \$425,000 to be reallocated to Project 1 (Targeted Wastewater Renewals). The figures in the Annual Plan reflected that amount but were subject to Department of Internal Affairs approval.

RESOLUTION 2023/53

Moved by Mayor G Caffell
Seconded by Councillor C Bowyer
That Council

1. **adopts** the 2023/24 Annual Plan including the rating funding impact statement
2. **notes** the 2023/24 Annual Plan incorporates the 2023/24 Schedule of Fees and Charges that were agreed on 7 June 2023;
3. **delegates** authority to the Chief Executive to approve minor edits prior to publication of the Annual Plan 2023/24 document; and
4. **notes** that the final 2023/24 Annual Plan will be published within one month of its adoption.

CARRIED

7.5 RATES RESOLUTION

The report setting rates, due dates and penalty dates for the 2023/2024 year was presented by the Manager Finance.

RESOLUTION 2023/54

Moved by Mayor G Caffell
Seconded by Councillor B Johnson
That Council

- (i) Receives the *Rates Resolution 2023-2024* Report
- (ii) having adopted its 2023-24 Annual Plan, sets the rates, due dates for payment and penalties regime for the 2023/2024 financial year as follows:

2023-24 MASTERTON DISTRICT COUNCIL RATES RESOLUTION

That, pursuant to the Local Government (Rating) Act 2002, the Masterton District Council, hereby sets the rates and charges as set out in this resolution in respect of rateable properties in the Masterton District for the period of one year commencing on 1st July 2023 and ending on 30th June 2024

The Council has adopted its 2023-24 Annual Plan, including a Rating Funding Impact Statement for 2023-24. The Rating Funding Impact Statement contains definitions of "Rural rating area", "Urban rating area" and "differential groups U1, U2 and R1" and "separately used or inhabited part of a rating unit". The resolution below will enable the Council to generate rating revenue to fund the services and activities as outlined in the 2023-24 Annual Plan.

RATES HEREBY SET IN THE DISTRICT:

Rates quoted are per dollar of land or capital value and are listed inclusive of GST.

GST has been added at the prevailing rate of 15%.

Total dollars being raised are also stated inclusive of GST and have generally been rounded to nearest \$1,000.

All section references are references to the Local Government (Rating) Act 2002.

1. TARGETED RATES SET ACROSS THE DISTRICT

A series of targeted, differential rates set under section 16(3)(a) and (4)(b) will be set as described:

1.1 ROADING RATE – per dollar of land value as follows:

U1	(0.001463 per dollar of land value) raising	\$2,706,000
U2	(0.002926 per dollar of land value) raising	\$ 817,000
R1	(0.001544 per dollar of land value) raising	\$4,087,000
	Total	<u>\$7,610,000</u>

1.2 REPRESENTATION & DEVELOPMENT RATE – per dollar of capital value as follows:

U1	0.000638 per dollar of capital value raising	\$2,770,000
U2	0.001276 per dollar of capital value raising	\$ 764,000
R1	0.000254 per dollar of land value raising	\$1,026,000
	Total	<u>\$4,560,000</u>

1.3 **REGULATORY SERVICES RATE** – per dollar of **capital value** as follows:

U1	(0.000546 per dollar of capital value) raising	\$2,370,000
U2	(0.001092 per dollar of capital value) raising	\$ 654,000
R1	(0.000218 per dollar of capital value) raising	\$ 878,000
	Total	<u>\$3,902,000</u>

1.4 **SUNDRY FACILITIES & SERVICES RATE** – per dollar of **capital value** as follows:

U1	(0.000512 per dollar of capital value) raising	\$2,224,000
U2	(0.001024 per dollar of capital value) raising	\$ 613,000
R1	(0.000219 per dollar of capital value) raising	\$ 885,000
	Total	<u>\$3,722,000</u>

2. TARGETED UNIFORM CHARGE (TUC)

A differential targeted rate [referred to as a Targeted Uniform Charge in the Funding Impact Statement] set in accordance with section 16(3)(a) and (4)(b) on each separately used or inhabited part of a rating unit, with a differential between urban and rural properties based on allocation of costs between rating areas, as detailed in the Revenue & Financing Policy and as follows:

U1 & U2	\$398.00 per part of rating unit, raising	\$4,023,000
R1	\$576.00 per part of rating unit, raising	\$2,316,000
	Total	<u>\$6,339,000</u>

3. TARGETED CIVIC AMENITIES RATE

A differential targeted rate set under sections 16(3)(b) and (4)(b), assessed in the urban rating area only, for civic amenities costs allocated to that area as per the Revenue and Financing Policy and as follows:

Civic Amenities Rate – per dollar of **capital value** as follows:

U1	0.000664 per dollar of capital value raising	\$2,885,000
U2	0.001328 per dollar of capital value raising	\$ 795,000
	Total	<u>\$3,680,000</u>

4. TARGETED UNIFORM ROADING CHARGE (ROADING CHARGE)

4.1 A differential targeted roading charge will be set in accordance with sections 16(3)(a) and (4)(b) 17 and 18. This rate is in addition to the (land value) Roothing Rate, and will be set on each separately used or inhabited part of a rating unit.

4.2 The Uniform Roothing Charge will be as follows:

U1& U2	\$ 76.00 per part of rating unit, raising	\$ 768,000
R1	\$ 437.00 per part of rating unit, raising	\$1,757,000
	Total	<u>\$2,525,000</u>
		0

5. TARGETED URBAN WATER SUPPLY RATES AND CHARGE

Targeted on a Uniform Basis and a Capital Value Rate

5.1 According to sections 16(3)(b) and (4)(a) and (4)(b), and 19, a differential targeted Capital Value Rate applying to connected and serviceable rating units (excluding those rural properties charged by metered rate) plus a Uniform Charge for water supply for each separately used or inhabited part of a rating unit throughout the serviced area where the rating unit is connected to the Masterton urban water supply scheme.

Note: urban connected properties will be liable for both rates, rural connected properties will be liable for the uniform charge and a volume-based charge (as per 5.3 below).

5.2 The rates are as follows:

UNIFORM WATER SUPPLY CHARGE

(i) Connected **\$ 129.00** Raising \$ 1,298,000

WATER SUPPLY RATE (with Differential) - per dollar of **capital value** will be:

U1 & R1	0.000680 per dollar of capital value raising	\$2,992,000
U2	0.001360 per dollar of capital value raising	\$ 898,000
	Total	<u>\$3,890,000</u>

The Rate and the Charge raising a total of \$ 5,188,000

Metered Water Supply

5.3 A targeted rate for water supplied to metered rural and out-of-district properties from the urban water supply, based on volumes of water supplied through water meters (and in addition to the Water Supply Charge in 5.2 above).

5.4 The metered rates are as follows:

- (i) Minimum charge for use per quarter for 50 cubic mtrs or below **\$71.00**
- (ii) Price per cubic mtr for consumption between 50 and 100 cubic mtrs
per quarter **\$1.74**
- (iii) Price per cubic mtr for consumption over 100 cubic mtrs
per quarter **\$2.23**

6. TARGETED URBAN SEWERAGE RATES AND CHARGE

Targeted on Uniform Basis and Capital Value Rate

6.1 According to sections 16(3)(b) and (4)(a) and (b), 17, and 18 Council will set a targeted capital value rate on connected and serviceable rating units, plus a uniform charge for sewerage disposal for each separately used or inhabited part of a rating unit throughout the Masterton serviced area where rating units are connected to the urban sewerage system.

Note: connected properties will be liable for both rates.

6.2 The rates are:

UNIFORM SEWERAGE CHARGE

(i) Connected **\$ 219.00** Raising \$ 2,166,000

SEWERAGE RATE (with Differential) - per dollar of **capital value** will be:

U1 & R1	0.001126 per dollar of capital value raising	\$ 4,983,000
U2	0.002252 per dollar of capital value raising	<u>\$ 1,486,000</u>
	Total	\$ 6,469,000

The Rate and Charge raising a total of \$ 8,635,000

7. TARGETED RECYCLING COLLECTION CHARGE

7.1 According to sections 16(3)(b) and (4)(a), a uniform targeted rate for kerbside recycling collection on the following basis:

- (i) Urban – on every separately used or inhabited part of a rating unit situated within the urban area of Masterton to which Council is prepared to provide the service;
- (ii) Rural – on every separately used or inhabited part of a rating unit situated within the rural area of Masterton to which Council is prepared to provide the service.

7.2 The uniform charge will be: **\$88.00** Raising \$ 872,000

8. RURAL TARGETED SERVICES RATES & CHARGES

According to sections 16(3)(b) and (4)(a), the Council will set:

- 8.1 A targeted rate for the **Opaki Water Race** on each rating unit serviced by the Opaki Water Race.

The land value rate for 2023-24 is: **\$0.001652**

Raising a total of \$ 76,000

- 8.2 A targeted rate for the **Tinui Water Supply** on each connected rating unit.

The uniform targeted charge for 2023-24 is: **\$529.00**

Raising a total of \$ 16,000

- 8.3 A targeted rate for the **Riversdale Beach Sewerage Scheme** on each assessed residential equivalent (RE) (based on Sch 3, cl 8 of the LG (Rating) Act 2002) of each connected rating unit (including those that will be connected during the year).

The uniform targeted charge for 2023-24 is: **\$670.00** per RE

Raising a total of \$ 272,000

- 8.4 A targeted rate for the **Riversdale Beach Sewerage Scheme** on each serviceable, but not connected rating unit within the serviced area of the scheme.

The targeted uniform charge for 2023-24 is: **\$155.00**

Raising a total of \$ 10,000

- 8.5 **Riversdale Beach Sewerage Capital Contributions**

Based on the Capital Project Funding Plan adopted in 2010, targeted rates for the Riversdale Beach Community Sewerage Scheme (RBCSS) capital contributions for the 2023-24 year will be charged on the basis of connected residential equivalents (REs) within the scheme area, on those properties that elected the 20 year time payment option, or were defaulted to that option, payable via property rates.

A **RBCSS 20 Year time payment** charge per residential equivalent connection for 2023-24 (year 14 of 20) of **\$1,643.40**

Estimated to be charged on 31.9 REs, raising a total of \$ 52,000

- 8.6 Targeted rates for the **Tinui Sewerage Scheme** for the 2023-24 year, on the basis of connected rating units and elected capital contributions. There will be three separate rates as follows:

The **Tinui Sewerage Operating Costs** rate per connected rating unit (and including Tinui School as 5 connections based on assessed usage) for 2023-24 is: **\$525.00**

Raising a total of \$10,000

The **Tinui Sewerage Part Capital Contribution (stage 1)** rate per connection for 2023-24 (year 18 of 20) is: **\$212.50** (1 property will be charged this sum, which meets their capital contribution spread over 20 years).

The **Tinui Sewerage Part Capital Contribution (stage 1 & 2)** rate per connection for 2023-24 (year 18 of 20) is: **\$744.50** (7 properties will be charged this sum, which meets their capital contribution spread over 20 years).

Raising a total of \$5,000

- 8.7 A targeted rate, known as the **Beach Refuse & Recycling Collection Charge**, on those rating units in the Riversdale Beach and Castlepoint localities to which the Council is prepared to provide refuse bag and recycling collection services:

Targeted uniform charge for 2023-24 is: **\$240.00**

Raising a total of \$ 125,000

- 8.8 A targeted rate for the **Castlepoint Sewerage Scheme** on each rating unit connected to the scheme:

Targeted uniform charge for 2023-24 is: **\$620.00**

Raising a total of \$ 127,0000

- 8.9 A targeted rate known as the **Sewage Treatment Charge** on each connected rating unit in the rural area discharging effluent from septic system outflows to the urban sewerage system and including Rathkeale College assessed as 50 residential equivalents based on estimated flow volumes.

The targeted uniform charge is: **\$525.00** per residential equivalent

Raising a total of \$36,000

9. OUT-OF-DISTRICT WATER & WASTEWATER/SEWERAGE CHARGES

Council proposes to set the following charges (to be levied by Carterton District Council) for non-metered water supply and wastewater/sewerage services which are supplied to properties in the Carterton District on the following basis:

- (i) Water supply – per dollar of Capital Value will be \$0.001360 (applied to rating units connected and not metered) plus a Uniform Water Charge of \$129.00 on all connected rating units.
- (ii) Sewerage – per dollar of Capital Value at \$0.002252 on all serviceable rating units, plus a Uniform Sewerage Charge of \$219.00 on all connected rating units.
- (iii) Trade Waste bylaw charges (as listed in the schedule of fees and charges) if Trade Waste Charges are applicable,

10. GOODS & SERVICES TAX (GST)

GST has been added to the rates at the prevailing rate of GST and will be included in each instalment notice/tax invoice when it is raised.

11. INSTALMENTS, PENALTIES

Invoice Dates and Due Dates: There will be four instalments for rates assessed as follows:

Month of Invoice Last Day to Pay

(i)	1 st instalment	July 2023	21 st August 2023
(ii)	2 nd instalment	October 2023	20 th November 2023
(iii)	3 rd instalment	January 2024	20 th February 2024
(iv)	4 th instalment	April 2024	20 th May 2024

Penalty Charges - Pursuant to section 57 and 58(1)(a) a penalty as listed below will be added to such part of each instalment of rates which remain unpaid on the due date as follows:

		<u>Penalty %</u>	<u>Date Penalty Added</u>
(i)	1 st instalment	10%	22 nd August 2023
(ii)	2 nd instalment	10%	21 st November 2023
(iii)	3 rd instalment	10%	21 st February 2024
(iv)	4 th instalment	10%	21 st May 2024

Penalty on Arrears - Pursuant to section 58(1)(b)(ii) an additional penalty of 10% will be added to all rates outstanding as at 30 June 2023 and remaining unpaid as at 6th July 2023. The penalty will be applied on 7th July 2023.

Roundings - The Rates Statements will be subject to roundings. The rates due will be calculated to the nearest cent but rounded to the nearest 10 cents for ease of payment.

CARRIED

8 REPORTS FOR INFORMATION

8.1 AUDIT REPORT FOR THE YEAR ENDED 30 JUNE 2022

The report providing Council with the auditor's report on the recently completed audit of the Annual Report for the year ended 30 June 2022 was presented by the Manager Finance who noted that the report was being brought to Council as it had not been available for the Audit and Risk Committee meeting in May.

RESOLUTION 2023/55

Moved by Councillor B Goodwin
Seconded by Councillor C Bowyer

That Council **receives** the Auditor's Report to the Council on the audit of Masterton District Council for the year ended 30 June 2022.

CARRIED

8.2 CHIEF EXECUTIVE'S REPORT

The purpose of the attached report is to provide Council with an update on Council operations (as at 23 June 2023) was presented by the Chief Executive.

RESOLUTION 2023/56

Moved by Mayor G Caffell

Seconded by Councillor D Holmes

That Council receives the Chief Executive's Report as at 23 June 2023

CARRIED

8.3 MEETING REPORTS FROM COUNCILLORS

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

Councillor Johnson reported on the Pasifika o Wairarapa and Judds Road Steering Group meetings she had attended.

8.4 MAYOR'S REPORT

The Mayor provided a verbal report.

- There were a lot of exciting developments being proposed for Masterton led by other organisations.
- His Worship noted that the Future for Local Government report had raised the issue of central government assistance with local government funding and that the ball was in central government's court now.
- His Worship thanked staff and councillors for the work they had done on the Annual Plan .
- His Worship thanked the outgoing Chief Executive on behalf of Council and the community for the work he had done, not only as Chief Executive, but also from his time as the Manager Assets and Operations.
- His Worship thanked the Pou Ahurea Māori, Tia Tuuta, and acknowledged the work she had done while at Council as it was also her last Council meeting.

9 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2023/57

Moved by Councillor D Holmes

Seconded by Councillor B Goodwin

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each	Ground(s) under section 48 for the passing of this resolution

	matter	
9.1 - Public Excluded Minutes of Council Meeting held on 17 May 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
9.2 - Public Excluded Minutes of Extraordinary Council - Annual Plan and Speed Management Plan Meeting held on 15 June 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
9.3 - Audit and Risk Committee Meeting - 24 May 2023	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 information would be likely otherwise to damage the public interest	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
9.4 - Solid Waste Contract	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and	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

	industrial negotiations)	exist under section 6 or section 7
9.5 - District Licensing Committee Appointments	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.6 - Appointment of Chief Executive and Interim Chief Executive	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

The meeting moved into public excluded at 6.10pm

The meeting moved out of public excluded at 6.30pm

The meeting closed at 6.30pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 2 August 2023.

.....
CHAIRPERSON

6 COMMITTEE REPORTS

Nil

7 REPORTS FOR DECISION

7.1 WAIRARAPA ECONOMIC DEVELOPMENT STRATEGY: APPROVAL OF 2023/24 WORK PROGRAMME

File Number:

Author: Matt Steele, Senior Policy Advisor

Authoriser: Karen Yates, Interim Chief Executive

PURPOSE

The purpose of this report is to seek Council approval of the Wairarapa Economic Development Strategy (WEDS) 2023/24 Work Programme.

RECOMMENDATIONS

That Council **agrees to** the recommendations included in the report prepared by the WEDS Programme Management Office: (Attachment 1) and:

- (a) **Receives** the Letter of Endorsement from the WEDS Forum Chair (Attachment 2);
- (b) **Approves** the WEDS Work Programme for 2023-2024, as per the attached workplan (Attachment 3) and budget (Attachment 4);
- (c) **Notes** that the WEDS MoU and budget will be reviewed as part of the 2024-34 Long-Term Plan process; and
- (d) **Notes** that progress on the 2023/24 Work Programme will be reported to the WEDS Forum who oversee the implementation of the WEDS Strategy.

CONTEXT

The Wairarapa Economic Development Strategy (WEDS) sets out the shared vision and aspirations of the three Wairarapa District Councils and WellingtonNZ regarding regional economic development in the Wairarapa. The initial WEDS was launched in 2018, and a refreshed version was endorsed by all three Wairarapa District Councils in September 2022.

The shared WEDS vision for Wairarapa is “Thrive Wairarapa” – a thriving community alive with opportunity. This will be achieved through growing comparative advantage (opportunities), fostering enterprise that underpins the future economy, and building resilience (enablers) by protecting what we have got and working to make it better.

The Memorandum of Understanding (MoU) between the three Wairarapa District Councils and WellingtonNZ defines the commitments of all parties in supporting the delivery and implementation of the WEDS. Under the MoU, the WEDS Programme Management Office must present a workplan and budget for approval by the three district councils annually.

The report requesting approval of the workplan and budget, and accompanying information, has been prepared by the WEDS Programme Management Office at WellingtonNZ.

OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
1 Recommended Option: Council agrees the recommendations in the attached report, endorsing the workplan and budget for 2023-24	<ul style="list-style-type: none"> WEDS staff can continue with the work they are undertaking. Priority actions identified by the Councils and WEDS Forum will be implemented. 	<ul style="list-style-type: none"> None
2 Alternative Option: Council does not agree the recommendations in the attached report.	<ul style="list-style-type: none"> None. 	<ul style="list-style-type: none"> WEDS staff cannot continue with the work they are undertaking. Implementation of priority economic development actions will be delayed.

RECOMMENDED OPTION

Option 1 is recommended. This will allow WEDS staff to continue with the work they are undertaking to deliver the workplan that reflects the priorities and actions identified by Council and WEDS.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

The work undertaken to implement the WEDS supports Council's community outcome and economic development vision statement in *He Hiringa Tangata, He Hiringa Whenua* (Councils Wellbeing Strategy): *Masterton/Whakaoriori has a strong, sustainable economy that supports our people and places.*

Significance, Engagement and Consultation

The information contained in this report has been assessed against Council's Significance and Engagement Policy. The workplan aligns with and implements the Council's strategic direction, so no further consultation is required.

Financial Considerations

Funding for WEDS is part of the MoU between WellingtonNZ and the three Wairarapa District Councils. The MoU expires in June 2024.

The renewal of funding for WEDS will be considered by all three district Councils as part of the 2024-34 Long-Term Plan process.

Implications for Māori

Rangitāne are involved in the implementation of the WEDS at the Governance Level. Ngāti Kahungunu were previously involved at the Governance Level, but their position on the Forum is

currently vacant. There is also work underway to develop a Māori Economic Development Strategy for the Wairarapa.

Communications/Engagement Plan

There are no decisions for this report that require either a communication or engagement plan.

Environmental/Climate Change Impact and Considerations

There are no environmental/climate change impacts or considerations arising out of the report provided.

ATTACHMENTS

1. **Wairarapa Economic Development Strategy (WEDS) Work Programme for Approval** [↓](#)
2. **WEDS Activity Report** [↓](#) 
3. **Letter of Endorsement from the WEDS Forum Chair** [↓](#) 
4. **WEDS Workplan 2023-2024** [↓](#) 
5. **WEDS Budget 2023-2024** [↓](#) 

0.0 Wairarapa Economic Development Strategy (WEDS) Work Programme for Approval

1. PURPOSE

- 1.1 For the Council to review and approve the Wairarapa Economic Development Strategy (WEDS) Work Programme for 2023-2024.

2. SIGNIFICANCE

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

3. BACKGROUND

- 3.1 The Wairarapa Economic Development Strategy was adopted in October 2022. The Strategy vision is for Wairarapa to THRIVE. This will be achieved through growing comparative advantage (opportunities), fostering enterprise that underpins the future economy, and building resilience (enablers) by protecting what we have got and working to make it better.

- 3.2 The 2022-2024 Memorandum of Understanding (MoU) between the three Wairarapa District Councils (Carterton, Masterton and South Wairarapa) and the Wellington Regional Economic Development Agency (WellingtonNZ) records the commitment to support the delivery and implementation of the WEDS. The MoU reflects the responsibilities of the four parties; allocates funding from each District Council to WellingtonNZ for the implementation of the WEDS; defines the role and structure of the WEDS Forum; and specifies the review period:

- 3.2.a WellingtonNZ agrees to provide the Programme Management Office (PMO) function for the WEDS. WellingtonNZ commits to employ and fund a programme manager and a programme coordinator.

- 3.2.b The three Wairarapa District Councils individually agree to their respective funding contribution for implementing the WEDS: \$100,000 from Masterton District Council; \$60,000 from Carterton District Council; \$75,000 from South Wairarapa District Council (note: amounts are per financial year and exclusive of GST).

- 3.2.c The purpose of the WEDS Forum is to govern the execution of the work programme. The Forum members include the independent chair, the mayor and the chief executive of each of the three Wairarapa District Councils, a representative from Greater Wellington Regional Council, a representative from Rangitāne Tū Mai Rā, a representative from Ngāti Kahungunu ki Wairarapa, the chairperson of Destination Wairarapa, a primary industry leader, and a business sector leader.

- 3.2.d The MoU will be reviewed by the WEDS Forum and presented to the three Wairarapa District Councils for endorsement at the beginning of each LTP cycle, with the next review due in June 2024.

An annual workplan and budget forecast will be included annually for approval by Councils. This is the purpose of this paper.

4. DISCUSSION

Delivery of the WEDS Action Plan (2022-2023)

- 4.1 The initial period since October has been spent establishing the foundations for success and kick-starting delivery of the Action Plan.
- 4.2 Significant progress has been achieved with strategic actions refined with input from the newly elected Wairarapa Councils and the WEDS Forum. These actions represent the first steps in what are aspirational, multi-year efforts to grow economic resilience and comparative advantage for our region and are based on a leverage model.
- 4.3 The WEDS Activity Report for the period to 31 May 2023 can be found in **Attachment 2**. The report shows that progress has been made towards each focus area of the WEDS.
- 4.4 The WEDS PMO are forecasting to carry forward \$75,000 into financial year 2023-2024. This is due to delays in the adoption of the strategy and prioritisation of actions at the start of the year. Carry-over of funds is permitted under the terms of the MoU, and the carry-over amount is included in the 2023-2024 budget.
- 4.5 The annual report for the financial year 2022-2023 will be presented to Council by 31 August 2023.
Workplan and budget for approval (2023-2024)
- 4.6 The MoU requires that a workplan and budget be presented to Council for approval annually.
- 4.7 The workplan and budget have been designed to reflect the WEDS Focus Areas and Strategic Actions that have been identified as priorities for implementation in 2023-2024.
- 4.8 The priority Areas and Actions have been identified through consultation with the WEDS Forum in March, alongside individual workshops with each of the three District Councils in April.
- 4.9 Budget has been allocated to each Focus Area based on priorities, and initiatives have been identified for delivery under each Strategic Action.
- 4.10 The workplan and budget were unanimously agreed by the WEDS Forum in May and presented to the Wairarapa Combined Councils Forum on the 31st of May. A Letter of Endorsement from the Independent Chair of the WEDS Forum can be found in **Attachment 3**.
- 4.11 An overview of the workplan and budget is included below, and more details can be found in **Attachment 4** (workplan) and **Attachment 5** (budget).

Ordinary Council meeting Agenda

28 June 2023

Focus Area	Strategic Action	Initiative	Budget
Business	Acceleration Programmes	Rebel Business School	\$50,000
		Other acceleration programmes	
	Business Capability Development	WNZ Business Support Services	
		New capability development opportunities	
People	Tourism Sector Support	Dark Skies	\$25,000
	Wairarapa Workforce Plan Implementation	'GAP Year' pilot programme	\$50,000
Wairarapa Workforce Plan initiatives			
Land Use & Water Resilience	Water Resilience Opportunities & Strategy	Waingawa Industrial Park water resilience	\$30,000
		Wairarapa Water entity	
		'Cluster' water education and small storage	
	Primary Sector Land Use	WEDS Forum advocacy for primary sector land use	\$-
Iwi	Māori Economic Development Framework	Māori Economic Development Plan	\$30,000
Technology	WNZ Tech Sector Strategy	Tech Sector Strategy connections	\$40,000
	Digital Training and Capability Building	Digital Infrastructure stocktake	
Infrastructure	Advocacy and Support	WEDS Forum advocacy for infrastructure	\$-
Operational	WEDS and Wairarapa Skills Leadership Group (WSLG)	WEDS Forum and WSLG Group governance, events, and marketing	\$65,000
		WNZ PMO operational overheads	\$20,000
		WNZ PMO people resources	\$250,000
TOTAL WEDS EXPENDITURE FY23-24			\$560,000
FY22-23 WEDS funding (carried forward)			\$75,000
FY23-24 WEDS funding from Councils			\$235,000
FY23-24 WNZ funding (people resources)			\$250,000
TOTAL WEDS INCOME FY23-24			\$560,000

5. OPTIONS

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

#	Option	Advantages	Disadvantages
1	Council approves the WEDS work programme for 2023-2024	Priority actions for economic development identified by Council for the Wairarapa get implemented. WEDS Forum and PMO focus their efforts on driving the implementation of the WEDS.	None.
2	Council does not approve the WEDS work programme for 2023-2024	None.	Implementation of priority economic development actions is delayed. WEDS Forum and PMO efforts are diverted back to planning instead of delivering.

6. NEXT STEPS

- 6.1 Masterton District Council, Carterton District Council, and South Wairarapa District Council are considering the WEDS work programme 2023-2024 for approval at their respective Ordinary Council meetings in August 2023.
- 6.2 Once approved by all three councils, the WEDS PMO function provided by WellingtonNZ and the initiative leads will be delivering the work programme, under the oversight of the WEDS Forum.
- 6.3 Quarterly progress reports on the workplan and budget will be presented at the Wairarapa Council Combined Forums and received by each council. An annual report will be provided within two months of financial year end.
- 6.4 The MoU will be reviewed by the WEDS Forum and presented to the three Wairarapa District Councils for endorsement as part of the LTP process in June 2024.

7. CONSIDERATIONS

7.1 Climate change

- 7.1.a Climate change and the environment have been considered throughout the development of the WEDS.
- 7.1.b The workplan includes Water Resilience as a Strategic Action and identifies three initiatives under this action: supporting the implementation of a commercial water resilience solution (infrastructure) for Waingawa industrial park; supporting Greater Wellington Regional Council to implement the Wairarapa Water Resilience Strategy; and supporting 'cluster' water education opportunities as identified by the Wairarapa User Groups and Federated Farmers.
- 7.1.c The workplan includes WEDS Forum advocacy for primary sector land use as a Strategic Action, with an initiative to empower the Forum to understand the scale of the issue and support through advocacy for primary sector land use change and impacts.

7.2 Tāngata whenua

- 7.2.a Iwi are voting members on the WEDS Forum, which governs the work programme. The Forum includes a representative from Rangitāne Tū Mai Rā and a representative from Ngāti Kahungunu ki Wairarapa.
- 7.2.b The WEDS Forum also includes the Chairperson of the Wairarapa Skills Leadership Group (non-voting advisory member). The Chairperson speaks on behalf of the Skills Leadership Group, which includes representation from Māori in Business Wairarapa.
- 7.2.c The priority Focus Areas and Strategic Actions for the work plan have been determined through workshops with the WEDS Forum and each of the three councils, including Māori representatives.
- 7.2.d A priority Strategic Action in the workplan is to support the WEDS Iwi Representatives to develop a Māori Economic Development Plan, to be tied into the WEDS.

7.3 Financial impact

- 7.3.a Funding for the delivery of the WEDS comes from the funds set aside for economic development as part of the long-term plan of each of the three Wairarapa district councils. For the 2023-2024 financial year, the contribution from MDC is \$100,000 ex GST, the contribution from CDC is \$60,000 ex GST, and the contribution from SWCD is \$75,000 ex GST.
- 7.3.b WellingtonNZ contributes to the delivery of the workplan through the provision of human resources for the PMO, at a cost of \$250,000.
- 7.3.c A further \$75,000 will be carried forward from this financial year, as permitted under the terms of the MoU.
- 7.3.d The above contributions amount to a total income of \$560,000 for the 2023-2024 budget. This amount is allocated to expenditure totalling \$560,000 which will be used to cover personnel costs (\$250,000), support Strategic Actions and initiatives (\$225,000), run the WEDS Forum, Wairarapa Skills Group, and associated operational expenditure (\$65,000), and cover overhead costs for the PMO (\$20,000).
- 7.3.e The implementation of the Strategic Actions and initiatives is based on a leverage model, utilising the budget available to target opportunities with regional impact using a 'Wairarapa-wide' lens, and maximising external co-funding opportunities.

7.4 Community Engagement requirements

- 7.4.a Extensive consultation was undertaken as part of the review and refresh of the WEDS in 2021-2022. Input was sought from across business and industries, with feedback used to develop the refreshed WEDS. The WEDS was launched in November 2022 at a public event.
- 7.4.b The WEDS Forum governs the delivery of the work plan. Alongside representation from councils and iwi, the Forum includes voting members from the tourism sector, primary industry, and the business sector.
- 7.4.c The priority Focus Areas and Strategic Actions for 2023-2024 were determined through workshops with each council, and the WEDS PMO will present quarterly reports to the Combined Councils Forum.

7.5 Risks

- 7.5.a A limited amount of funding is available for the delivery of the workplan Strategic Actions and initiatives. It is insufficient to fund every initiative, or to fund initiatives in full.
- 7.5.b Funding has been allocated to Strategic Areas based on the priorities identified through the workshops. The WEDS PMO will work to allocate funding to initiatives under the

oversight of the WEDS Forum, considering which initiatives will receive the most benefit from the funding available, including by leveraging our funding to get underway and to attract further investment from other sources such as private investors and Central Government.

7.5.c The WEDS PMO will work alongside the initiative leads to identify support required, networks and funding pathways, to enable the successful delivery of the initiatives. As with any workplan and budget, there is a risk that the desired outcomes are not achieved.

7.5.d The WEDS Forum will mitigate this by frequently monitoring progress. Initiative leads will be required to provide regular updates to the WEDS PMO, including for the quarterly reports to council. Progress will also be outlined in the eight-weekly Activity Report provided to the WEDS Forum.

8. RECOMMENDATION

That the Council:

1. **Receives** the Report (**Attachment 1**).
2. **Receives** the Letter of Endorsement from the WEDS Forum Chair (**Attachment 3**).
3. **Approves** the WEDS Work Programme for 2023-2024, as per the attached workplan (**Attachment 4**) and budget (**Attachment 5**).
4. **Notes** that the WEDS MoU and budget will be reviewed as part of the 2024 LTP process.
5. **Notes** that progress on the work programme will be reported to the WEDS Forum who oversee the implementation of the WEDS Strategy.

File Number: 330156

Author: Matt Carrere, Regional Economic Development Team Lead, WellingtonNZ

Attachments: Attachment 2 – WEDS Activity Report (to 31 May 2023)
Attachment 3 – WEDS Forum Letter of Endorsement
Attachment 4 – WEDS Workplan 2023-2024
Attachment 5 – WEDS Budget 2023-2024



WEDS Activity Report

Combined Council Forum, 31 May 2023

Prepared By: WellingtonNZ Programme Management Office (PMO)

Period: September 2022 - May 2023

Executive Summary

The refreshed WEDS was adopted by Wairarapa Councils in September 2022, with financial contributions commencing from the Councils in accordance with the WEDS MOU. This initial period has been spent establishing the foundations for success, as we embed the WEDS as a permanent function for our region & kick-start the *Action Plan*. Copies of the strategy and MOU can be downloaded from our new website: www.thrivewairarapa.nz.

Collaboration will be key as we maximise delivery opportunities heading into FY24 and settle into the WEDS ‘operating rhythm’ with our Forum partners. The Strategy is based on a leverage model, using a modest budget to target opportunities with regional impact using a ‘Wairarapa-wide’ lens. To achieve this, our actions will remain lean and targeted against the five focus areas identified in the WEDS Matrix (Annex A).

Significant progress has been achieved building the foundations of our focus areas, with strategic actions refined with input from the newly elected Wairarapa Councils and the WEDS Forum. These actions represent the first steps in what are aspirational, multi-year efforts to grow economic resilience and comparative advantage for our region.

The below table provides a summary of milestones achieved to date. These are expanded within the report.

WEDS Setup	Strategy publication, website build, public launch event
	MOU, funding agreement and Governance Forum establishment
	Wairarapa Economic Datasets Project
	Stocktake of WEDS activity 2018-2020; review of PGF bids and major regional projects
Business	Bringing the WellingtonNZ Toolkit to the Wairarapa
	Support to Business Wairarapa activities
	Rebel Business School establishment and fund-sourcing
People (Workforce)	Profile raising – WEDS and Regional Business Partner Programme
	‘Gap Year’ initiative scoping
	Healthcare recruitment initiative
	Good 2 Great Programme & KiwiHost training series
People (Tourism)	Upcoming WSLG developments
	Leveraging the <i>Dark Skies</i> opportunity with Destination Wairarapa
	Coordinating applications for Wairarapa to MBIE’s <i>Innovation Fund for Tourism Recovery</i>
	Support to the inaugural <i>Dark Skies Exhibition and Pop-Up Space Science Centre</i>
Land Use & Water	Support to MDC and CDC funding applications to Waka Kotahi for cycle trail investment
	Water Resilience Strategy progress with GWRC
	Waingawa commercial water resilience project and application to Kānoa
Iwi	Support to the food and fibre Sector (Foodstuffs Forum and On-Farm Water Storage event)
	Māori Economic Development Framework
Technology	Supporting the establishment of the Māori in Business Wairarapa network
	Securing and supporting ‘Digital Boost’ contracts with MBIE for pilot delivery in Wairarapa
	Establishing the Waitech Trust
Operational	Delivering local technology events (Techweek’23 and career events)
	Delivering the PMO operational functions for the WEDS and WSLG
	Communications, marketing, and media (The ‘Value Add’ story)
	Budget Summary and variance statement

1. WEDS Setup

Purpose

The purpose of the WEDS is to formalise the economic development function across the Wairarapa and align resources and effort behind a shared set of priorities for the region. The efficacy of the WEDS model relies on laying a strong foundation and bringing stakeholders together to achieve results.

Memorandum Of Understanding (MOU), Funding Arrangement, Governance Forum

1. Alongside the Chair, the PMO led development of the WEDS MOU - the working agreement between MDC, CDC, SWDC and WellingtonNZ (WNZ). As an informal 'hybrid' function, the MOU documents the roles & responsibilities of the parties, the funding model, service level agreement, reporting and Governance arrangements for the WEDS.
2. The WEDS Governance function has matured over this period, led by the Chair Adrienne Young-Cooper. The Forum is currently finalising arrangements to appoint the two remaining vacant positions (representatives from the primary and commercial sector). In addition, the Forum has placed a value on the need for good governance, including Iwi membership, with unpaid members receiving a stipend for their contributions.

Strategy Publication, Website & Launch Event (Importance of wider public/stakeholder connection)

3. The PMO led the development and publication of the WEDS strategy booklet, to accompany the public launch event on 2 November 2022 at the Carterton Events Centre. This was attended by over 100 people (including newly elected officials) and set the tone for region-wide stakeholder connection and collaboration. The event told the story of the WEDS, our vision, focus areas, and the plan to translate strategy into meaningful action.
4. The PMO led the creation of the new WEDS website www.thrivewairarapa.nz as a tool to create a public interface, and help navigate the complex relationships and contracts between the vested entities (WNZ, GWRC, Wairarapa Councils, the RTO, Chamber of Commerce, Iwi, major industry and the WRLC). The 'News' section is updated regularly, alongside WEDS social media channels, and the site also hosts the email enquiries portal.

Economic Datasets

5. Providing quality economic data is key for enabling the WEDS Forum make evidence-based decisions. The PMO led a project alongside GWRC & Infometrics over a period of four months to develop bespoke datasets for Wairarapa. The two products available are shared with the WEDS Forum and published on the 'News' section of the website:
 - a. **Regional Economic Profile for Wairarapa.** This 'deep dive' document is published annually for the previous tax year. This is a comprehensive package of data; however, it is nearly 12-months old at the time of publishing due to significant lead times involved.
 - b. **Quarterly Economic Monitor for Wairarapa.** This quarterly report aggregates real time data to gain an accurate 'pulse check' of economic fluctuations. This is useful for time sensitive decision making and identifying regional trends. The March quarter is included as Annex C.

WEDS Activity Stocktake

6. Significant effort was made in the foundation phase to conduct a stocktake of activities, reports, and projects from the 2018-2020 *Grow Wairarapa* WEDS effort. This included following up on major regional projects, applications to the Provincial Growth Fund (PGF) and 'Shovel-Ready' Funds, as well as following leads on emerging innovation and activity across the region.
7. As a result of this effort, the PMO brokered 12 meetings with the Kānoa Investment Unit to pursue opportunities under the \$200M *Regional Strategic Partnerships Fund*. Consequently, one application has been submitted for review by the Minister, one project received additional funding, and two further initiatives remain in active discussions with Kānoa. This is significant, as the Wairarapa has not received funds from the RSPF to date, and the programme is closing in July 2023. However, there is likely to be some form of support from Central Government for Regional Economic Development in the future.

2. Business Focus

Purpose

The Wairarapa is over-represented by small businesses, with over 6,000 registered in the region. This means that small business is the backbone of the local economy, identity, and workforce. When considered in the context of COVID-19 impacts and recent economic shocks, building resilience into our business community must be a priority focus. Working alongside Business Wairarapa, we aim to bring capability development & acceleration services to the table.

Bringing the WellingtonNZ Toolkit to the Wairarapa

1. The WEDS PMO sits within WellingtonNZ's *Business and Innovation Team*, who provide a number of services across the Greater Wellington Region including:
 - a. Business growth advice and support contracted with MBIE's *Regional Business Partners Network*.
 - b. Providing R&D support and innovation funding contracted by *Callaghan Innovation*
 - c. Delivering the *Regional Economic Development Plan* governed by the Wellington Regional Leadership Committee
 - d. Māori business and strategic relationship support alongside *Te Matarau a Māui*
 - e. Film attraction, permitting and advocacy with *Screen Wellington (Regional Film Office)*
2. The PMO have strived to make these services more accessible to a Wairarapa audience. This has involved piloting local 'Drop-In' sessions and dedicated business discovery sessions to build up the profile of the WNZ Toolkit; and the free support available to maximise local uptake into the support & capability programmes.
3. This year we have trialed five drop-in sessions, brokered ten free discovery sessions, three innovation sessions and conducted four briefings to Wairarapa business network groups. This effort has been supported by a dedicated marketing campaign across print and social media, and through business newsletters and networks (locally and regionally).
4. The major value-add for the WEDS PMO is the cross-regional visibility of opportunities, ensuring the Wairarapa connection to opportunities across the entire 'reach' of WNZ services.



Support to Business Wairarapa

5. The PMO recognise the Wairarapa Chamber as the business SME for our region – aligning to one of the five key focus areas in the WEDS. The PMO has supported efforts by Business Wairarapa over the last year to integrate all the individual business groups under a sole umbrella. This has resulted in BW achieving a reach of 1,500+ members and growing, a significant milestone for all involved.
6. Aligning with the effort above, the PMO supports day-to-day operations of the Chamber including co-funding development activities, speaking to business groups, and sponsoring the *Business Summit* and *Business Awards*. These events are critical to recognise and support our local business community, especially when confidence and staffing levels are at an all-time low in the post-COVID-19 environment.

Rebel Business School

7. Rebel is a **FREE-TO-PARTICIPANTS** business education and incubation programme with over 1,400 graduates nationwide. Their mission is to *transform lives and communities through small business across Aotearoa New Zealand*. Rebel have successfully operated programmes around New Zealand for 6 years and are an accredited provider through MSD.
8. The PMO is working to pilot two Rebel courses in the Wairarapa. These will help advance business capability, support new enterprise, and inspire entrepreneurship amongst our young people.
 - a. *Rebel Business School Wairarapa Edition (19-30 June) 70 places*
 - b. *Rangatahi Hustle Young Entrepreneurs Programme for ages 16-25 (10-14 July) unlimited places*.
9. The PMO hosted a planning meeting with regional stakeholders in December 2022, including WEDS, Business Wairarapa, Destination Wairarapa, RSLG, Māori in Business, REAP, Youth2Work & MSD. We heard from these stakeholders that there is appetite and demand to run both programmes as part of our Wairarapa launch.
10. The PMO have been busy securing funding, venues, guest speakers, logistics and business support to kick off these opportunities in June. The PMO have also coordinated the marketing and education campaign to gain the maximum 'reach' possible, including briefing interest groups, hosting radio interviews, speaking to recent graduates and compiling a business feature for print media.
11. We have currently secured the following sponsors: MSD, WNZ, REAP/Y2WW, MTFJ, Ka Pai Carterton, WINZ and WBS (pending) to co-fund this opportunity alongside \$15,000 from the WEDS OPEX budget. This is an example of the leverage model, utilising the WEDS budget to maximum effect with co-funding opportunities.



Profile Raising – WEDS & Regional Business Partner Network

1. The www.regionalbusinesspartners.co.nz programme is a nationwide business support programme sponsored by MBIE. WNZ is the contracted delivery agent in the Wellington region (and has been for the last ten years). The programme is targeted at growing small businesses via co-funding over multiple years aimed at capability development and job growth. Wairarapa businesses have been historically under-represented in the programme, largely due to lack of a dedicated Economic Development effort in the region.

2. The PMO have made dedicated efforts to connect more businesses with the support available and raise the profile via advertising and attending multiple business events/socials. As of May there are now 26 Wairarapa businesses registered in the RBP programme and growing slowly.
3. The concept of RBP is 'business helping business' and we have commenced efforts to identify and register specialist Wairarapa service providers inside the programme. The aim is to create a 'Wairarapa database' to ensure support is available locally (where possible) and delivered with knowledge of the Wairarapa environment.

3. People Focus

Workforce Development

Wairarapa Skills Leadership Group (WSLG) Purpose

The Wairarapa Skills Leadership Group was formed in 2018 as a collaborative approach dedicated to meeting the future workforce needs of the region. The Group have access to the refreshed Wairarapa Workforce Plan, developed an Action Plan and will oversee the implementation of the Plan. The Group provides advice and support to workforce related projects in the WEDS. The Group's membership includes representatives from Central Government agencies, local Government, iwi, recruitment, Mayoral Taskforce for Jobs, UCOL/Te Pūkenga, REAP, and seven sector groups. The support given to the WSLG by the WEDS Forum aims to increase the overall population of the productive age group by 2,000 people by 2030.

GAP Year Project

1. A working group has been established to begin scoping the GAP Year project, the group includes recruitment, WINZ/MSD, Mayoral Taskforce for Jobs, sectors, Te Pūkenga/UCOL, REAP and secondary school representatives.
2. The group are currently identifying the best direction for the project to ensure we maximise the current available services, bolster any areas that need assistance and deliver something different for possible participants.

Healthcare Recruitment Initiative

3. WEDS funded \$5,000 towards *WaiHealthSkills* to create a website portal and run a trial advertisement in the *Canadian Family Physician* magazine. The objective was to leverage the Tū Ora national drive to attract overseas health professionals to NZ, under the recent fast-track visa legislation for areas of acute skills shortage. This would ensure that the Wairarapa region was featured strongly and could wrap a local support system around any applicants. This was the catalyst to form the working group and advance the programme with multi-agency support. Tū Ora are currently in communication with two potential healthcare professionals in Canada.

4. A relationship with an Australian-based programme team has been established who have successfully implemented healthcare workforce attraction programmes in Australia and Canada. The programme team have expressed interest to assist Wairarapa to launch an initial New Zealand programme.
5. A working group has been established and preparatory work completed in readiness to commence programme scoping, a location specific solution to healthcare workforce challenges.
6. The working group has received interest from the sector to progress, including signals from the primary health organisation for funding contributions to enable the project to progress. WEDS has allocated \$20,000 towards seed funding this initiative, noting the Wairarapa has the most acute shortage of GP's per capita in the Country.
7. The working group are currently welcoming mana whenua and Paskifika participation into the group.

Good 2 Great Programme

8. The Good 2 Great Programme was a primary sector initiative to better support leadership and communication within primary sector teams. A successful pilot concluded in early-2022 with 18 teams graduating and over 140 individual participants from across the region.
9. The Good 2 Great project team were the only successful applicant to receive a second year of MPI funding to run another programme that commenced on 26 April with 16 teams enrolled. The participating teams include representation from sheep and beef, contracting, community catchment groups, dairy, apiculture and has expanded to tourism and construction teams this year.
10. Business Wairarapa are supporting the 2023 programme by agreeing to be the contract party with MPI.
11. The WEDS PMO are providing programme coordination and contract reporting on behalf of the project team.
12. More information & programme details can be found on the Good 2 Great website - <https://www.good2great.nz/>.



KiwiHost

13. During the development of WEDS and the Workforce Plan, the constant feedback from our tourism, hospitality and retail sector was a request to bring KiwiHost, a nationwide programme delivered in the 1990's, to Wairarapa.
14. Business Wairarapa, with the encouragement of Destination Wairarapa and the WEDS PMO, have bought the KiwiHost training series to Wairarapa to upskill any customer/client facing roles. The series includes four workshops focused on customer relations foundations, skilfully upselling, dealing with challenging situations and managing/leading teams.
15. An oversubscribed first successful workshop was held in April.
16. The KiwiHost brand is being disestablished and moving offshore, Wairarapa have secured the opportunity to retain the brand, to be called WaiHost.
17. Trust House have partnered with Business Wairarapa to deliver the future WaiHost programme and the WEDS Forum have recently endorsed \$10,000 in co-funding to support the delivery of the series for the next 12-months.

Upcoming WSLG Initiatives

18. The WSLG are constantly identifying opportunities to better support our current and future workforce. Pending councils approval of the WEDS Workplan and budget for FY24, the WSLG will formulate a plan for the year and implement.

Sector Development

Tourism Sector

The WEDS identified the need to support sectors as means to enable job creation and grow comparative advantage. The tourism sector was chosen as a priority - noting the impacts of COVID-19 - as well as several advanced opportunities with the accreditation of South Wairarapa and Carterton districts as NZ's newest *International Dark Sky Reserve*, alongside the recent adoption of the *Destination Management Plan* and the *Five Towns Trail* Masterplan. The PMO meet with Destination Wairarapa weekly to collaborate and share information between our networks.

Leveraging the Dark Skies Opportunity

1. Representatives from WNZ and Destination Wairarapa met in February to discuss how best to achieve this, with the agreed outcome being the creation of a multi-stakeholder Dark Skies Project Plan. The development will be led by Destination Wairarapa. The creation of a Project Plan is a crucial step, as it will allow stakeholders to identify specific objectives, allocate resources, and coordinate efforts towards achieving a shared vision for the region. The WEDS Forum recently endorsed the allocation of \$25,000 to fund a dedicated *Dark Skies* Project Manager within Destination Wairarapa, to drive this initiative forward. Further funding will be required in support for FY24, which has been considered in the proposed FY24 Workplan and Budget.

Funding applications for Tourism Business

2. MBIE opened a \$54M *Innovation Fund for Tourism Recovery* in November 2022. This fund was aimed at supporting transformational initiatives in the tourism sector via co-funding from feasibility through to implementation. The PMO supported three businesses to work up applications and business cases for this fund. Unfortunately, none were successful. To date, only \$140,000 has been awarded fund to 12 projects across NZ. A summary is available here: <https://www.mbie.govt.nz/immigration-and-tourism/tourism/tourism-funding/innovation-programme-for-tourism-recovery/programme-funding-recipient/>
3. The PMO continues to work with these businesses to align avenues of support for proposed projects that have potential to make a regional impact. The latest opportunity lies with the recently launched *Arohia Innovation Trailblazer Fund*: <https://www.callaghaninnovation.govt.nz/funding/%C4%81rohia-innovation-trailblazer-grant>

Inaugural Dark Skies Exhibition and 'Pop Up' Space Science Centre (Carterton)

4. The PMO supported the inaugural *Dark Skies* exhibition and 'Pop-Up' Space science centre in Carterton, running from December – February. This was a key opportunity to promote the accreditation announcement and educate the local community on what being a *Dark Skies* reserve means. This included exhibit preparation, fund sourcing and communications support. The exhibition was attended by over 3,500 people. The PMO attended a business event at the venue to discuss the opportunity with local business owners and speak to the support services available through WNZ & Destination Wairarapa. Follow-up support activity is ongoing.

4. Water Resilience and Land Use Change

Purpose

Water resilience in the Wairarapa is identified as a critical component of both the WEDS and the *Regional Economic Development Plan*.

Water Resilience Strategy

1. WNZ is building relationships with newly appointed GWRC staff and supporting them to progress the Wairarapa Water Resilience Strategy (WWRS). GWRC have advised the WEDS Forum and the Wairarapa Committee on options to progress the WWRS and action plan. The preferred option is to resource a dedicated Programme Manager. Part of that role would be to implement the plan in liaison with a steering group or local entity involving mana whenua and the four councils, with input and advice from the WEDS Forum. GWRC have advised they are currently working on a Terms of Reference & Position Description; and have allocated funds to employ a Project Manager in the next financial year. The PMO have identified funds in FY24 to safeguard timely development of the steering group and position recruitment.

Water Resilience Project

2. The PMO have been assisting with the development of a significant water resilience project at Waingawa Estate. This was identified as a result of investment scoping activities in collaboration with Kānoa. The concept is a collaboration between MDC, CDC, and Waingawa users to install a parallel commercial (raw) water distribution system across the Estate from a deep-water aquifer. This will remove reliance on the Waingawa River, supplied through Masterton’s municipal water supply, relieving pressure during acute summer shortages and protecting employment and business continuity. This will future proof planned expansion of the Estate in future. In addition, it is intended that commercial water will be treated and returned to the Waingawa River at a forecasted rate of 500 household units per day, returning further resilience benefits to the environment.
3. The PMO have worked alongside CDC to compile an application to Kānoa for \$1.75M in co-funding for this proposal. This will be reviewed by MBIE’s investment team and presented to the Minister for approval in July.

Food and Fibre

4. The PMO supported the *Wairarapa Water Users Society* to organise an ‘On-Farm Scale Water Storage Forum’ designed to stimulate discussion and investigate alternate water resilience options for primary producers following the demise of Wairarapa Water Limited. The original event was postponed and is due to run again on the 20 of June in Martinborough. All are welcome: https://www.nzipim.co.nz/Event?Action=View&Event_id=619
5. Foodstuffs *Emerging Supplier* Forum: WNZ was approached by *Foodstuffs North Island* and the *Food Innovation Network* to run a Forum to help promote their newly established role helping support local producers into retail supply stores. The PMO were able to advocate for an additional bespoke event in the Wairarapa, which ran on 29 May. This created a new database of food & fibre businesses to channel into support services.
6. The PMO and the Chamber of Commerce are often the ‘first port of call’ for Wairarapa enquiries. As well as providing information & contacts, we support other agencies to bring nationwide opportunities to the region. The latest example is assisting MPI to run a ‘Supply Chain/Exporters Event’ in Wairarapa in June: https://www.nzipim.co.nz/Event?Action=View&Event_id=606

WellingtonNZ

Emerging Supplier Forum

Wellington – 29 May 2023
Wairarapa – 29 May 2023
Kāpiti Coast – 30 May 2023

Calling all established food and beverage businesses or start-ups keen to get products into supermarkets

Gain real insights into the retail grocery journey for small businesses at a series of free forums

- 👉 Learn how Foodstuffs North Island works
- 👉 Get tips and tricks on speaking with new supply partners
- 👉 Discover the latest customer insights and trends
- 👉 Network with other like-minded businesses

Email contact@WellingtonNZ.com to register

IN PARTNERSHIP WITH

foodstuffs NORTH ISLAND

Food Innovation Network

ROADSHOW:

A MORE HOLISTIC UNDERSTANDING OF SUPPLY CHAINS
now more important than ever

A more Holistic Understanding of Supply Chains - Martinborough event

A major shake-up in global supply chains due to COVID-19 resulted in damaged business confidence here in New Zealand. Hear from speakers nationally and locally on ways that regional business can move towards a more holistic understanding of supply chains.

📍 **Martinborough**

📅 **29 Jun 23**

5. Iwi Focus

Purpose

Building Iwi focus into the Strategy, ensuring representation at Governance Forum, remuneration, WNZ appointment of new role, Head of Māori Business Projects, and Strategic Relationships (Toni Kerr).

Māori Economic Development Framework

1. A key action in the WEDS is to support the development of a Māori Economic Development Framework (separate from Iwi commercial arm investment plans). The PMO have supported Iwi reps with the draft framework and elevating the project to the WEDS Forum for visibility and support. Momentum has increased recently with assistance from Toni Kerr. \$30,000 is proposed to activate this effort in FY24, led by the WEDS Iwi representatives.

Māori in Business Wairarapa

2. The PMO supported MiBW to register as a Trust, open bank accounts as a legal entity and provide administrative support. This ensures the network is sustainable and empowered going forward to attract grant funding to achieve their purpose in supporting the local Māori business community and aspiring entrepreneurs. MiBW is represented at the WSLG and at the WEDS Governance Forum.

6. Digital and Technology Focus

Purpose

New technologies and industry continue to emerge, change is taking place and Wairarapa needs to be able to harness this. Firstly, this focus must be built on a digital network capable of enabling delivery. The WEDS aims to encourage technology/digital adoption in our local businesses to ensure they are competitive and able to access the end user most efficiently.

Digital Boost Programme – Wairarapa Pilot

1. In June 2022, MBIE announced a pilot programme to deliver their *Digital Boost* online training series via in-person tailored cohorts of 15-20 businesses. WNZ was approached to be the contract partner and facilitate ten funded cohorts across the region. The WEDS PMO acted quickly to secure three of the ten contracts for Wairarapa. These were awarded to *Business Wairarapa*, *3Mile Coworking Limited*, and *Māori in Business Network*. This ensured 60 Wairarapa businesses were able to benefit from local facilitators over a period of 12-months. The PMO have provided ongoing support to the delivery sessions and students. The funded *Digital Boost* programme wrapped in May 2023. Unfortunately, MBIE do not intend to continue the model into FY24 and have redirected their funds. Local feedback indicates there is ongoing demand for this service, and the WEDS PMO will investigate the potential to revive the programme organically.



Maori In Business Wairarapa · Join
Vernette Shapland · 22 Aug 2022 · 🌐

This Thursday 25th we have the next Digital Boost Hui in Greytown. We got a great turn out for the previous one and some fantastic feedback. If you want to be part of this digital learning for your business send me (Vernette) a message or email korero@mibwairarapa.nz




Fab Feathy · Follow
2 Aug 2022 · 🌐

📣 Calling all local businesses 📣

[Business Wairarapa](#), [3Mile Coworking Community](#) and [Wairarapa Maori In Business](#) have organised a FREE programme with [Digital Boost](#) - intending to upskill our local businesses and help them to prepare for an increasingly digital future. They will be covering lots of topics, with sessions being held monthly in Carterton and Greytown. Sessions will be held over 11 months.

And it's all for FREE!

Register with Nicola by emailing info@wairarapachamber.co.nz and she'll send you everything you need to know.

Check out Digital Boost here 📌
<https://youtu.be/BIS18eCSSa4>

Establishing Waitech Trust

2. The PMO supported the technology sector group, a collective of local business volunteers (a subgroup of the WSLG) to form as a Charitable Trust, open bank accounts as a legal entity and provides administrative support. This ensures the network is sustainable and enabled going forward to attract external funding to achieve their purpose in supporting the community to access local technology education and participate in technology training and leisure activities.

Waitech Trust Events

3. Step into Virtual Reality, Gaming and the Metaverse: Waitech Trust held an event at the Carterton Event Centre in 2022, using E-Sports as a way to connect with the community. The event was attended by over 80 members of the community to hear from a range of speakers, including the CEO of the New Zealand E-Sport Federation.
4. Techweek'23 event: Waitech Trust ran the first Techweek event in Wairarapa on 15 May with a roadshow to three Wairarapa Colleges to inspire over 200 secondary school students to consider a technology sector career. The roadshow included four young local Wairarapa speakers who attended school here. Feedback from the colleges involved has been very positive.
5. Digital Fluency Baseline Testing: Waitech Trust have secured funding and are scoping a pilot to begin assessing secondary school students baseline digital fluency, much like literacy and numeracy testing. This project is planned to be rolled out in FY24.

6. Operational Focus

Purpose

Managing the WEDS 'function' as joint stakeholder effort involves a significant administration overhead, to ensure clear communication and collaboration between parties. Managing calendars across multiple organisations is challenging and requires both flexibility and surge efforts. The following is a summary of efforts to date in FY23:

Running the WEDS Forum & Wairarapa Skills Leadership Group (WSLG)

1. Organising and running eight WEDS Governance Forums and seven Skills Leadership Group sessions - including agenda development, activity reports and distribution/monitoring of minutes and action items.

Support to the *Regional Economic Development Plan (REDP)* and *Regional Leadership Committee (WRLC)*

2. Compiling quarterly reporting for Wairarapa initiatives in the REDP (including Water, Skills, Food & Fibre, Five Towns Trail & Dark Skies initiatives) and championing these through the REDP Steering Group to the WRLC.
3. WNZ are an active supporter of the WRLC – a formal Joint Committee under the Local Government Act. This Joint Committee takes responsibility for all key matters of *Region Wide* importance where collective planning and action is required. The WEDS PMO is currently assisting WRLC and providing the voice for economic development in the Wairarapa to the Regional *Emissions Strategy* Framework, as well as the Regional *Industrial Land Demand* Study under development.

Council Reporting and Activities

4. Organising and running the WEDS 'launch' event; presenting to four Combined Council workshops; three individual Ordinary Council meetings; two councillor induction events; three individual council priority workshops; and coordinating six meetings with the WEDS Chair and the Wairarapa Mayors. Distribution of agenda, presentations, and minutes for the above.

Communications, Marketing and Media – The 'Value Add'

5. The PMO maintain the WEDS website and provide regular updates via www.thirvewairarapa.nz/news (1,546 views since launch) & <https://www.facebook.com/wearewairarapa/> (579 followers to date). The PMO maximise outreach by leveraging multiple channels including WNZ marketing and communications, *Destination Wairarapa*, *Federated Farmers*, regular updates via *Business Wairarapa* Newsletters, and fortnightly advertising through the Wairarapa Times Age & Midweek periodicals. This is supplemented by surge efforts to maximise 'reach' across Wairarapa.

6. It is important to realise this *value-add* component to the WEDS workstream. Ensuring opportunities are connected for the widest possible benefit helps drive successful outcomes. For this reason, the PMO will continue to budget accordingly for venues, visits, travel, and advertising to multiply the efforts of two FTE staff.

Budget Summary

Entity	Contribution	FY22/23 (current)	FY21/22 (previous)
Wairarapa Councils	MDC, CDC, SWDC contributions to OEPX	\$75,000 WEDS Overheads* \$85,000 to support projects* \$75,000 to carry forward	\$0
	Councils Total	\$235,000	\$0
WellingtonNZ	WNZ Staff salaries, costs, and overheads (including B&I department support)	\$250,000	\$180,000
	WellingtonNZ Total	\$250,000	\$180,000
Third Parties	Central Gov Funding for WEDS & WSLG activities	\$100,000 – MPI (Good 2 Great) \$60,000 – MBIE: Digital Boost	\$80,000 – MBIE: WEDS refresh \$40,000 – MSD: Workforce Plan
	Grants and Sponsorship	\$8,500 – TH/WBS: Waitech \$40,000 – Rebel Business School	\$25,000 – WNZ: Waitech \$100,000 – MPI
	External Total	\$208,500	\$245,000
EOFY Totals		\$693,500 (forecast)	\$425,000

**WEDS OPEX Spend to EOFY is forecast to be \$160,000. The WEDS Overheads in this FY include establishment costs such as strategy brochure production, creation and hosting of the new website, public launch event, Governance Fees, support to start-up WSLG initiatives & staff sundries such as lease of office space, travel, comms & venue hire.*

Commentary

- The last two financial years have been focused on WEDS establishment activity – developing the Strategy and Workforce Plan over 18 months of public consultation and analysis. WNZ and Central Government contributed \$300,000 to complete that phase. The Strategy was then adopted by Wairarapa Councils in September 2022.

Budget Variance

- The PMO are forecasting to carry forward \$75,000 of WEDS OPEX into FY24, as allowed under the WEDS MOU. There are two main factors contributing to this underspend. These include the late adoption of the MOU by Wairarapa Councils, meaning invoicing did not commence until October 2022. Following the recent local body elections, the newly elected leadership requested the PMO to conduct additional briefings and prioritisation workshops in early-2023. This effort was to ensure alignment and agreed focus ahead of developing the annual workplan. The underspend will ensure a healthy budget to focus project efforts in FY24.

Annex A – WEDS Matrix

Annex B – Wairarapa Quarterly Economic Monitor Report (January-March 2023)



14 June 2023

Masterton District Council
Carterton District Council
South Wairarapa District Council

Re: Proposed FY24 WEDS Workplan and Budget

Tena koutou Rangatira

As your independent chair, I am writing of behalf of the Wairarapa Economic Development Strategy (WEDS) Forum to recommend approval of the attached WEDS Workplan and Budget to the three Councils. The Forum is the governing body for implementation of the WEDS, ensuring representative participation across regional stakeholders. The role and membership of the Forum is outlined in the [WEDS MoU](#).

The FY24 Workplan is the culmination of a series of workshops and engagements with the three Councils and Forum members to reassess and confirm the economic development priorities for the Wairarapa. This will lay the foundation of an aspirational, multi-year programme of effort across the five key focus areas in the WEDS.

There has been strong alignment between the WEDS (adopted in October 2022) and the reassessed priorities discussed by the Forum and the three Wairarapa Councils. This will see a particular focus next financial year on Workforce Growth, Business Development, Water Resilience, the Māori Economy and supporting the Tourism Sector.

A summary of the consultation and reassessment process undertaken included:

Activity	Group	Dates
- Strategic Priorities Workshop	WEDS Forum	13 March 2023
- Individual Council Workshops	MDC/CDC/SWDC	April 2023
- Review draft Workplan & Budget	WEDS Forum	04 May 2023
- Present draft Workplan & Budget	Combined Councils	31 May 2023

Our aim is to leverage opportunities to grow comparative advantage for Wairarapa, via best allocation of our limited resources. The initiatives included also align with the [Wellington Regional Economic Development Plan](#) and the [Wairarapa Destination Management Plan](#).

Please accept my endorsement of the FY24 Workplan and Budget on behalf of the WEDS Forum.

Ngā Mihi

A handwritten signature in black ink, appearing to read 'Adrienne Young-Cooper', is written over a light blue rectangular background.

Adrienne Young-Cooper
Independent Chair
WEDS Governance Forum
adrienneyc@me.com
www.thrivewairarapa.nz

Wairarapa Economic Development Strategy Proposed Annual Workplan for FY23-24 Initiatives - May 2023						
Focus Area	Strategic Action	Initiative	Overview	Initiative Lead	Key Partners	Stage
Business	Acceleration Programmes	Rebel Business School	Proposed 'Rebel Business School' and 'Rangatahi Hustle' programmes in FY24.	WNZ	RBS, BW, REAP, WSLG	Investment attraction
		Other acceleration programmes	Identify other business support and funding programmes relevant to Wairarapa businesses, and support businesses to access them.	WNZ	BW	Planning
	Business Capability Development	WNZ Business Support Services	Deliver WellingtonNZ business support services in the Wairarapa as a local satellite programme, including Business Growth Advisors, Regional Business Partner programme and Callaghan Innovation advisors.	WNZ	BW, MBIE	Delivery
		Capability development opportunities	Support other business capability development opportunities in partnership with Business Wairarapa.	BW	WNZ, MBIE	Planning
People	Tourism Sector Support	Dark Skies	Support Destination Wairarapa to develop and champion a multi stakeholder Dark Skies work programme, to leverage outcomes for the tourism sector. 10-month foundation stage of an aspirational multi-year coordinated effort to realise potential.	DW	Dark Skies Society, Iwi, BW, District Councils, WNZ	Planning
	Wairarapa Workforce Plan Implementation	'GAP Year' pilot programme	Lead a stakeholder group through the WSLG to design a 'GAP' pilot programme - to provide youth with opportunities and to retain workforce within the Wairarapa. To include funding youth engagement and implementation support.	WSLG	Sector Groups, REAP, UCOL, MTFJ, BW, Schools, Industry, Recruiters	Planning
		Wairarapa Workforce Plan initiatives	Support WSLG initiatives developed by Sector Groups, including: 1. Recruiting and retaining healthcare workforce (WaiHealthSkills) 2. Primary Sector Good 2 Great programme 3. WaiTech Trust digital literacy and capability programmes 4. Hospitality/Tourism KiwiHost workshop programme 5. Other workforce initiatives as supported by the WSLG	WSLG	Sector Groups, BW, MPI, WNZ	1. Investment attraction 2. Delivery 3. Planning 4. Delivery 5. Planning

Land Use & Water Resilience	Water Resilience Opportunities & Strategy	Waingawa Industrial Park water resilience	Support the implementation of a commercial water resilience solution (infrastructure) for Waingawa Industrial Park. Continue to assist the funding application process and help develop an implementation team (if funding is successful)	CDC	MDC, JNL, Waingawa Industrial Park, MBIE (Kānoa), WNZ	Investment attraction
		Wairarapa Water Resilience Strategy	Support GWRC to establish a Wairarapa implementation arm for the Water Resilience Strategy, including employment of a dedicated Programme Manager to enact.	GWRC	District Councils, Iwi, Water Users, Primary Industry	Planning
		'Cluster' water education and small storage	Support 'cluster' water education opportunities, as identified by Wairarapa User Groups/Fed Farmers to encourage collaborative small storage schemes	TBC	District Councils, GWRC, Iwi, Water Users, Primary Industry	Planning
	Primary Sector Land Use	WEDS Forum advocacy for primary sector land use	Empower the WEDS Forum to advocate for primary sector, land use change and impacts, e.g., afforestation	WEDS Forum	District Councils, GWRC, Iwi, Water Users, Primary Industry	Advocacy
Iwi	Māori Economic Devt Framework	Māori Economic Development Plan	Support WEDS Iwi Representatives to develop a Māori Economic Development plan, to be tied into the WEDS and He Kai Kei Aku Ringa as well as Tu Mai Ra and Kahungunu ki Wairarapa investment strategies.	WEDS Iwi Representatives	WNZ, Te Matarau a Māui, GWRC, TPK, Hapū	Planning
Technology	WNZ Tech Sector Strategy	Tech Sector Strategy connections	Maximise Wairarapa opportunities and involvement for Tech Sector acceleration, investment and profiling opportunities (including Film/Screen Wellington).	WNZ	WaiTech Trust, CreativeHQ	Delivery
	Digital Training and Capability Building	Digital Infrastructure stocktake	Explore opportunity to undertake a Digital Infrastructure stocktake through an external consultant, to identify connectivity gaps and impact for the region on digital capability.	WNZ	District Councils	Planning
Infrastructure	Advocacy and Support	WEDS Forum advocacy for infrastructure	Leverage the WEDS Forum for advocacy in support of infrastructure projects regionally significant for the Wairarapa, including transport.	WEDS Forum	District Councils, Forum Members, BW	Advocacy

Wairarapa Economic Development Strategy
Proposed Annual Workplan for FY23-24

Budget - May 2023

Focus Area	Strategic Action	Initiative	Budget	Comments
Business	Acceleration Programmes	Rebel Business School	\$ 50,000	Ext funding tbc (\$50k)
		Other acceleration programmes		
	Business Capability Development	Wairarapa Business Support Services		
People	Tourism Sector Support	Dark Skies	\$ 25,000	Ext funding: DW (\$30k)
	Wairarapa Workforce Plan Implementation	'GAP Year' pilot programme	\$ 50,000	
Land Use & Water Resilience	Water Resilience Opportunities & Strategy	Wairarapa Water entity	\$ 30,000	Ext funding tbc: Kānoa (\$1.75m tbc), industry (\$1m tbc) ,
		'Cluster' water education and small storage		Ext funding tbc (\$120k)
	Primary Sector Land Use	WEDS Forum advocacy for primary sector land use	\$ -	
Iwi	Māori Economic Devt Framework	Māori Economic Development Plan	\$ 30,000	
Technology	WNZ Tech Sector Strategy	Tech Sector Strategy connections	\$ 40,000	
	Digital Training and Capability Building	Digital Infrastructure stocktake		
Infrastructure	Advocacy and Support	WEDS Forum advocacy for infrastructure	\$ -	
Operational	WEDS and WSLG	WEDS Forum and WSLG Group governance, events and marketing	\$ 65,000	Governance fees, marketing, communications (inc. website), venue and catering costs, etc.
		WNZ PMO operational overheads	\$ 20,000	Office rental, travel, and other running costs.
		WNZ PMO people resources	\$ 250,000	Staff costs and management overheads
TOTAL WEDS EXPENDITURE FY23-24			\$ 560,000	
FY22-23 WEDS funding (carried forward)			\$ 75,000	
FY23-24 WEDS funding from Councils			\$ 235,000	
FY23-24 WNZ funding (people resources)			\$ 250,000	
TOTAL WEDS INCOME FY23-24			\$ 560,000	

7.2 WELLINGTON REGIONAL LEADERSHIP COMMITTEE - FUTURE DEVELOPMENT STRATEGY AND UPDATE TO TERMS OF REFERENCE

File Number:

Author: Tania Madden, Acting Manager Strategy and Governance

Authoriser: Karen Yates, Interim Chief Executive

PURPOSE

The purpose of this report is to seek Council's approval for an amendment to the Terms of Reference for the Wellington Regional Leadership Committee (see Attachment 1 (clean version) and Attachment 2 (tracked changes version)).

RECOMMENDATIONS

That Council:

1. **notes** that on 17 February 2021 the Council resolved to become a member of the Wellington Regional Leadership Committee, that the matters that the Joint Committee addresses now need updating and these resolutions reflect those updates and should be read as being in addition to the original resolutions;
2. **agrees** the Wellington Regional Leadership Committee continues as a joint committee under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002, but on the amended terms set out in the Joint Committee Agreement (dated 2023), with the amendments in effect from the date the Wellington Regional Leadership Committee Joint Committee Agreement is signed by all local authority parties;
3. **notes** the main amendments provide for the Wellington Regional Leadership Committee to:
 - a. undertake the work necessary to inform, prepare and finalise the Future Development Strategy in accordance with the National Policy Statement for Urban Development 2020;
 - b. establish a Joint Committee Subcommittee to hear submissions on the draft Future Development Strategy (and any updates) and make recommendations to the Wellington Regional Leadership Committee on those submissions (which will make the final decision on the Future Development Strategy);
 - c. undertake regular reviews of the Future Development Strategy;
 - d. prepare the implementation plan in support of the Future Development Strategy; and
 - e. implement the Future Development Strategy
4. **authorises** the Wellington Regional Leadership Committee to appoint a Joint Committee Subcommittee for the Future Development Strategy to hear and make recommendations on submissions received on the draft Future Development Strategy to be developed under the National Policy Statement for Urban Development 2020 (and any updates to that Strategy);
5. **approves** the amended Wellington Regional Leadership Committee Joint Committee Agreement, including the amended Terms of Reference for the Joint Committee and the

new Terms of Reference for the Joint Committee Subcommittee for the Future Development Strategy (noting that as required by the existing Agreement, the Wellington Regional Leadership Committee Joint Committee has endorsed the amendments to functions and powers of the Joint Committee);

6. **delegates** all powers and functions to the Wellington Regional Leadership Committee set out in the amended Wellington Regional Leadership Committee Joint Committee Agreement, including the amended Terms of Reference for the Joint Committee and the new Terms of Reference for the Joint Committee Subcommittee for the Future Development Strategy;
7. **notes** that the Wellington Regional Leadership Committee is a joint committee of all local authorities that are parties to the Wellington Regional Leadership Committee Joint Committee Agreement, and it includes members representing iwi and the Crown;
8. **authorises** the Mayor to sign the amended Wellington Regional Leadership Committee Joint Committee Agreement on behalf of the Council; and
9. **appoints** one elected member (Councillor [*INSERT NAME*]) to be a member of the Joint Committee Subcommittee for the Future Development Strategy for the purposes of hearing submissions on the draft Future Development Strategy (or any updates to it) and making recommendations on those submissions to the Wellington Regional Leadership Committee.

CONTEXT

The Future Development Strategy (the FDS) is a statutory document required under the National Policy Statement on Urban Development (the NPS-UD) for Tier 1 and 2 territorial authorities (which includes the councils of the Wellington metropolitan area). The three Wairarapa Councils are not Tier 1 or 2 territorial authorities but are included in the Wellington Regional Growth Framework (a predecessor to the FDS) and have participated in the development of the FDS, noting the benefits of planning for growth in our region.

1. The purpose of the FDS is:
 - a. to promote long-term strategic planning by setting out how a local authority intends to:
 - i. achieve well-functioning urban environments in its existing and future urban areas; and
 - ii. provide at least sufficient development capacity over the next 30 years to meet expected demand; and
 - b. assist the integration of planning decisions under the Act with infrastructure planning and funding decisions.

For the Wellington region, the FDS is being developed as a regional document with involvement of officers from local and central government. It is effectively an update to the Wellington Regional Growth Framework.

The FDS must be prepared in time to inform 2024 Long Term Plans (LTPs). This means at least a draft of the FDS needs to be complete and signed-off by the third quarter of 2023 to enable councils to include any financial and other implications in the early drafts of their LTP.

Officers have been working on the content of the FDS since August 2022. The following table outlines workshops and meetings of the Wellington Regional Leadership Committee (WRLC), councils, iwi and others in the development of the FDS to date:

Table 1. Workshops and meetings for the development of the Future Development Strategy.

October to December 2023, February 2023, and June 2023	Various presentations to incoming councils on the WRLC and the Future Development Strategy
1 February 2023	A Future Development Strategy workshop with the WRLC
7 March 2023	A Future Development Strategy update paper to the WRLC at its meeting
29 March 2023	A combined Wellington City Council/Porirua City Council workshop
4 April 2023	A combined Wairarapa council workshop
5 April 2023	A combined Upper Hutt City Council/Hutt City Council workshop
11 April 2023	An iwi workshop
13 April 2023	A combined Horowhenua District Council/Kāpiti Coast District Council workshop
3 May 2023	Three separate workshops in the Wairarapa, one with each Council
15 May 2023	A workshop with iwi members on the statement of iwi/hapu aspirations for urban development
15 May 2023	A workshop with the WRLC on elements of the Future Development
13 June 2023	A Future Development Strategy update paper to the WRLC meeting
26 June 2023	A booth on the Future Development Strategy and a workshop session on the Future Development Strategy at the WRLC Annual Partners Forum
5 July 2023	A separate workshop in Martinborough for SWDC

The WRLC officers working on the FDS have also been working with developers and infrastructure providers on the Strategy, as required under the NPS-UD.

The FDS is nearing completion and is expected to be taken in draft to the WRLC meeting on 19 September 2023 for approval for consultation. However, the WRLC cannot sign off on the FDS without approval from all ten councils for changes to the WRLC Agreement and TOR.

The WRLC Agreement and Terms of Reference

The WRLC includes the Mayor from each council as a substantive member of the Committee and the Deputy Mayor from each council as an alternate member. It also includes representatives from Mana Whenua and two Ministers of the Crown.

The current WRLC Agreement and Terms of Reference (the TOR) includes the development and implementation of the Wellington Regional Growth Framework as a spatial plan for the region. At the time of developing the Agreement, the FDS was not contemplated, and therefore, the WRLC Agreement and TOR do not give the WRLC the powers/functions relating to the FDS.

The WRLC Secretariat has received legal advice that states: “It is beyond the scope of the WRLC powers to approve the Future Development Strategy, draft or final, on behalf of the member Councils at present. Those decisions on the Future Development Strategy currently must be made by each individual Council.”

This is because the current WRLC Agreement and TOR identifies that the WRLC is responsible for the Wellington Regional Growth Framework (WRGF) specifically, rather than a more general responsibility for regional spatial planning.

As a comparison, under the WRLC Agreement the Committee is responsible for “regional economic development” in a more general term, rather than stating a specific document.

Therefore, for the WRLC to be involved in the FDS process (in any manner), an update needs to be made to the WRLC Agreement and TOR.

This is being undertaken in two steps:

- Step 1: The WRLC to agree on a process for signing off on the draft and final FDS and the establishment of a Hearings Panel (this decision was made at the WRLC meeting on 13 June 2023).
- Step 2: All ten councils that are party to the WRLC to agree to changes to the WRLC Agreement and TOR (as required by the Local Government Act).

This paper seeks Masterton District Council’s approval for this second step, with similar papers being considered by the other nine councils who are party to the WRLC through August and September.

These two steps are discussed below:

Step 1: WRLC consideration of the options for signoff of the FDS

At its September 2022 meeting, the WRLC was provided with a recommendation that it agrees to support an update to the Agreement and TOR for the WRLC to enable the Committee to sign off the draft and final FDS and form a subcommittee to undertake hearings on the Future Development Strategy.

No decision was made at that September 2022 meeting due to the lack of local government representatives at the meeting. The recommendation was proposed to be raised at both the December 2022 and March 2023 WRLC meetings.

However, making a decision on the Future Development Strategy signoff and updated WRLC Agreement and TOR was put on hold and not taken forward at the December 2022 and March 2023 meetings as:

- a. The WRLC requested in September 2022 that it be provided further information, regarding decision making on the FDS and any proposed amendments to the WRLC Agreement and TOR.
- b. Following the local body elections in October 2022, there were five new Mayors and many new councillors across the region, and it was felt that these people needed to be bought up to speed on what regional spatial planning is, what a FDS is, and options and implications for the FDS signoff by the WRLC.
- c. Mana whenua had not had enough time to engage in the FDS and signoff process, as would be preferred.

To assist in b and c above, a number of workshops were undertaken that covered *What is regional spatial planning, What is the Future Development Strategy and Future Development Strategy signoff options*.

At its meeting on 13 June 2023, the WRLC was provided with a paper which outlined options for approval of the draft and final FDS and establishment of a hearing subcommittee.

Four options were considered by the WRLC. These options had previously been explained and discussed at the workshops held with councils in March, April, May and July 2023. The options were:

- Option 1: WRLC sign off the draft FDS and final FDS and undertake hearings.
- Option 2: Set up a subcommittee or new committee of just Tier 1 councils and iwi.
- Option 3: WRLC signoff the draft FDS and undertake hearings, and each council signoff the final FDS.
- Option 4: Each council sign off the draft FDS, WRLC hold hearings and sign off the final FDS.

The WRLC approved Option 1 (this is the option that is included in the changes to the WRLC Agreement and TOR). This option includes:

- a. One on one workshops with each council and iwi entity on the content of the FDS for their overview and comment, before the draft goes to the WRLC (underway),

- b. Engagement with certain parties and consideration of the matters as required by clauses 3.14 and 3.15 of the NPS-UD, before the draft goes to the WRLC (underway),
- c. The WRLC signing off the draft Future Development Strategy,
- d. The WRLC Secretariat and Future Development Strategy Project lead managing the submissions hearings and report back process,
- e. A hearings panel consisting of one representative from each local government and iwi entities on the WRLC (if they choose to),
- f. Workshops/briefings to provide councils and iwi entities with an understanding of proposed changes from the submissions and hearings to the Future Development Strategy
- g. The WRLC signing off the final Future Development Strategy.

Option 1 was selected because:

- a. Regional spatial planning is a key function of the WRLC as it was initially set up. If other options had been selected, it raises a question about why we have the WRLC in the first place. It should be noted that Ministers are on the WRLC for the regional spatial planning aspects only.
- b. This option aligns strongly with the future direction given for the proposed Spatial Planning Act (SPA). The SPA would replace the RMA and would require regional level spatial strategies to be developed through regional committees made up of central and local government and mana whenua. Undertaking the FDS process jointly through the WRLC will put this region in a good place to prepare future Regional Spatial Strategies, which will be an update of the FDS.
- c. The WRLC generally works on a consensus model and it is expected that key decisions are made on this basis. If alignment cannot be achieved then decisions are brought back to the table for further discussion – for instance if there is a lack of agreement on the draft FDS.
- d. From an efficiency perspective, Option 1 would only require one resolution from each council at the start of the process rather than needing to obtain multiple council resolutions throughout the process (ie for the draft Future Development Strategy and the final Future Development Strategy).
- e. This option will enable iwi partners to the WRLC to participate in the FDS decision making. This is the best option for iwi partners.
- f. It is the preferred option of, and has been endorsed by, the WRLC Secretariat, the Future Development Strategy Core Team and Steering Group, the WRLC Senior Staff Group, the WRLC CEO Group and iwi members on the WRLC.

Assuming all councils approve changes to the WRLC Agreement and TOR by mid-September 2023 (the last likely council meeting timing) then the Future Development Strategy is likely to be finalised in early 2024 (February/March) with engagement and hearings being undertaken in 2023.

Central Government would not participate in the hearings or formally signoff the FDS.

At its 13 June 2023 meeting, the WRLC approved the following recommendation:

“Agrees to support the progression of Option 1 as outlined in paragraphs 20-23 [of the report to the WRLC] which includes the Committee making decisions to commence the Future Development Strategy consultation and preparation process, approve the draft Future Development Strategy (statement of proposal) and commence special consultative procedure, to engage in consultation and set up a hearing panel to hear submissions on the Future Development Strategy, and approve the final Future Development Strategy (with reporting to the Councils at relevant steps).”

This completed Step 1.

Step 2: Changes to the WRLC Agreement and TOR

Previously, each of the ten councils that are party to the WRLC have approved an initial WRLC Agreement and TOR as well as a first update to the Agreement and TOR.

To align with the WRLC’s recommendation from 13 June 2023, the current WRLC Agreement and TOR has been updated. A tracked changes copy of the updated WRLC Agreement and TOR is attached.

As required by the Local Government Act, any changes to the WRLC Agreement and TOR need to be agreed by all ten councils that are party to the WRLC. This will be undertaken at council meetings which will be occurring between July and September 2023, and is a decision sought through this report.

In summary, the changes that relate to the FDS are:

- a. Adding the FDS as a “Specific Responsibility” of the WRLC, including the detailed actions of what this includes.
- b. Amendments to enable the WRLC to set up a subcommittee to hear submissions and the delegations to do so.
- c. Adding the FDS and related activity, such as the work to develop the FDS, hold hearings and approve the FDS, into the delegations of the WRLC.
- d. Adding the ability for the subcommittee to have an independent chair if needed (the subcommittee may decide not to, but the changes allow for this in case).

- e. A new Appendix 2 which is the Terms of Reference for the Joint Committee Subcommittee for the FDS (to undertake the hearings). This includes information on its purpose, responsibilities, membership and delegations.

As any change to the WRLC Agreement and TOR requires all ten councils to agree to the changes (which is a long and administratively heavy process), this opportunity is also being taken to make some other changes to the WRLC Agreement and TOR. These are:

- a. Some tidy-ups in the document. For example, the old version referred to both persons and Ministers when talking about the Crown members, the Administering Authority was noted but not explained.
- b. Removing reference to an independent chair for the WRLC itself – there have been some comments about perhaps not having an independent chair in the future. We don't know if this will happen yet, but to avoid having to go back to ten councils again if it was decided to not have an independent chair in the future, the language in the WRLC Agreement and TOR has been softened.

If one or more councils does not pass the resolutions in this paper (that is, does not agree to the changes to the WRLC Agreement and TOR to enable the WRLC to carry out the stated activities for the FDS), or wants to make large changes to the Agreement, then next steps would likely be:

- a. Hold an extraordinary meeting of the WRLC to understand its next preference for the sign off of the FDS,
- b. Make any further relevant changes to the WRLC Agreement and TOR,
- c. Set up dates for another ten council meetings,
- d. Prepare a new pack of background information/analysis for council papers, and
- e. Have ten councils consider another paper with the new process.

We estimate that this would take us to the end of 2023, which means engagement on the draft FDS cannot be undertaken until at least February 2024, with the final signed off mid-2024.

Hearings subcommittee

The updated WRLC Agreement and TOR provides for a Joint Committee Subcommittee for the purpose of hearing submissions on the FDS. Key details on for the subcommittee are:

- a. Appendix 2 of the updated WRLC Agreement and TOR provides all the information on the Hearings subcommittee.
- b. The new WRLC Agreement and TOR allows for each council and each iwi entity to have a member on the Hearings subcommittee. This is reflected in the

recommendations of this paper. It is not a must to appoint someone, but the option is provided to enable all parties to continue to be part of the process if so chosen.

- c. It is unclear how long the hearings will last. Our only reference point so far is the Nelson/Tasman Future Development Strategy, where there was one week of hearings.
- d. The plan is to hold hearings across the region to make it easier for those who are wanting to make an oral submission. Members of the Hearings subcommittee will need to attend all hearings across the region.
- e. The Hearings subcommittee will be provided with resource to manage submissions and submitters who want to be heard, an expert to write up the findings from the hearings and submissions and may have access to an independent chair for the hearings if required.
- f. The Hearings subcommittee will make recommendations for changes to the draft Future Development Strategy to the WRLC for consideration.

OPTIONS CONSIDERED

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

	Option	Advantages	Disadvantages
1	Approve the recommended amendments to the WRLC Agreement and TOR as written, including nominating someone for the Hearings subcommittee.	Enables the strategy to progress in time to inform 2024-34 Long-Term Plans. Enables Masterton to have a voice on the Hearings Subcommittee.	Only the nominated elected member participates in the hearings process, noting others can attend and observe.
2	Approve the recommendations as written but do not nominate anyone for the Hearings subcommittee, and	No advantages have been identified.	Masterton would not have a voice at the Hearings subcommittee.
3	Do not approve the recommendations.	No advantages have been identified.	Risk of delay with the FDS. Risk of the Wairarapa Councils being excluded from the FDS if Option 2 (a committee of Tier 1 Councils and iwi) was selected by the WRLC as an alternative.

RECOMMENDED OPTION

Option 1 is recommended as this enables the FDS to progress in time to be considered in the development of our 2024-34 LTP and enables Masterton to have a voice in the hearings process.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

Legal advice on this matter was sought by the WRLC. Key points from that advice were:

- a. It is beyond the scope of the WRLC powers to approve the FDS, draft or final, on behalf of the member councils at present. All decisions on the FDS currently must be made by each individual council.
- b. In order to streamline the process for the FDS across all 10 councils, the Agreement could be amended in order to include the FDS within WRLC's specific responsibilities. Such an amendment should state that the WRLC has authority to make decisions to commence the FDS consultation and preparation process, approve the draft FDS (statement of proposal) and commence SCP, to engage in consultation and hear submissions on the FDS as part of the SCP, and approve the final FDS (with reporting to the councils at relevant steps).
- c. Together with amendment to the Agreement, each council would need to resolve to delegate its decisions on the FDS and its role in consultation and the SCP to the WRLC.
- d. Pursuant to clause 32 of Schedule 7 of the LGA, the delegation of a decision on the FDS is not prevented.

Significance, Engagement and Consultation

Engagement and consultation has been undertaken with developers and infrastructure providers as required to by the National Policy Statement – Urban Development.

Consultation on the draft FDS will follow the Special Consultation Procedure as prescribed in Section 83 of the Local Government Act 2002

Financial Considerations

The costs of the Future Development Strategy have been budgeted at \$510,000 with these costs split between all council partners. The costs for the WRLC signing off the draft and final and undertaking hearings will be paid for from this budget. By undertaking the process regionally, we will be able to adhere to this budget and ensure that knowledge that is gained through this process stays in-house.

Implications for Māori

The options have been socialized with Iwi representatives to the WRLC. Iwi representatives were at the WRLC meeting in June where Option 1 (the option recommended in this report) was agreed. This option for decision making and hearings will enable iwi partners to the WRLC to participate in the Future Development Strategy decision making. This is the best option for iwi partners.

Communications/Engagement Plan

No communications or engagement plan is needed in relation to the decision sought in this report.

Environmental/Climate Change Impact and Considerations

The Future Development Strategy includes objectives to create better climate change outcomes.

ATTACHMENTS

1. Attachment 1 - Proposed amendments to the WRLC Agreement and Terms of Reference [↓](#) 
2. Attachment 2 - Proposed amendments to the WRLC Agreement and Terms of Reference - tracked changes [↓](#) 

Wellington Regional Leadership Committee - Joint Committee Agreement

Purpose

This agreement is made pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002 (LGA 2002). The purpose is for a Joint Committee of Carterton District Council, Greater Wellington Regional Council, Hutt City Council, Kāpiti Coast District Council, Masterton District Council, Porirua City Council, South Wairarapa District Council, Upper Hutt City Council, Wellington City Council, Horowhenua District Council and iwi to take responsibility for key matters of regional importance where a collective voice and collective regional planning and action is required.

The parties listed above are wanting to work together with central government on matters that are of regional importance and are cross boundary and inter-regional in nature. The role of the Joint Committee is to set direction and monitor activities from those plans related to the direction on all matters, with particular focus on:

- Regional economic development
- Regional economic recovery
- Wellington regional growth framework (joint spatial plan under the [Urban Growth Partnerships](#) and [Urban Growth Agenda](#)) Urban development and specifically, the preparation and approval and regular review and implementation of a Future Development Strategy under the National Policy Statement on Urban Development 2020 (including preparing, finalising and making publicly available a Housing and Business Development Capacity Assessment and undertaking any other work necessary to inform the draft Future Development Strategy) and the preparation of the implementation plan for this Strategy.

This agreement focuses on the Joint Committee, including its membership and delegations.

The Joint Committee is a formal Joint Committee pursuant to the LGA 2002 (Clauses 30 and 30A, Schedule 7). The Joint Committee will be deemed to not be discharged at or following each triennial local government election (in line with Clause 30 (7) of Schedule 7, LGA 2002).

There are some parties to this agreement (ie Crown and iwi) who do not appoint members to the Joint Committee directly.

Administering Authority

The Administering Authority referred to in this Agreement is Greater Wellington Regional Council.

Membership

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council
- the Mayor of Hutt City Council

- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council
- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the Chairperson of the Joint Committee. Before nominating the person, the Joint Committee is required to consider whether the Chairperson should be independent. The nominee may be drawn from the local government and mana whenua membership of the Joint Committee or may be an additional member who is independent.

The members of the Joint Committee may also include:

- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne Tū Mai Rā Trust and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three Ministers nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial local authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the Joint Committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002. The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not

able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee (and appointed by the relevant local authority). If an alternate is appointed, it must be the Deputy Mayor or Deputy Chair. The appointment of alternates does not affect the normal calculation of a quorum.

The local authorities that are parties to this agreement may also nominate one elected member for appointment by the Joint Committee as a member of the Joint Committee Subcommittee. The iwi who are parties to this agreement may also nominate one person for appointment by the Joint Committee as a member of the Joint Committee Subcommittee. The Joint Committee Subcommittee's purpose is to consider submissions on the draft Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final Future Development Strategy). If the Joint Committee reviews the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and it determines updating of the Future Development Strategy is required, then the Joint Committee Subcommittee will consider submissions on any draft updates to the Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final updated Future Development Strategy). The iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administering Authority, each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

The Ministers, nominated by the Crown (Cabinet) and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed Minister is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum. If an alternate for the Minister of the Joint Committee is not appointed, then any person who attends on behalf of a Minister will be treated as an observer. A Deputy Chairperson is to be appointed by the Joint Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the Chairperson (including before the Joint Committee nominates a Chairperson and that person is appointed by the Administering Authority).

General

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the Chairperson). In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

The standing orders of the Administering Authority apply to the Joint Committee. The Joint Committee will adopt a memorandum of understanding setting out the principles that guide the Joint Committee's work and the approach that the Joint Committee will take.

Expectations around member voting based on Joint Committee programme and agenda
When the Joint Committee is addressing regional economic development matters or regional economic recovery matters, it is expected that the Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings).

Observers

The Joint Committee allows for observers. Observers will be entitled to speak at meetings but will not be members of the Joint Committee.

At each meeting, the Chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the Chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the Chairperson.

Meeting Frequency

Meetings will be held once every two-three months, or as necessary and determined by the Chairperson.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the Administering Authority.

Specific Responsibilities

The Wellington Regional Leadership Committee has the following specific responsibilities in support of its overall purpose:

Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework, including regional climate change projects and a regional housing action plan.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Wellington Regional Growth Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

Regional Economic Development

1. Provide leadership in regional, sustainable economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.
3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.
3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

Future Development Strategy

1. Prepare, finalise and make publicly available the Housing and Business Development Capacity Assessment and undertake any other work necessary under the National Policy Statement for Urban Development 2020 to inform the draft Future Development Strategy.
2. Consult and engage in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020.
3. Prepare a draft Future Development Strategy.
4. Approve a draft Future Development Strategy and any other documentation necessary as part of the special consultative procedure in accordance with the LGA 2002.
5. Commence and engage in the special consultative procedure in accordance with the LGA 2002 for the Future Development Strategy
6. Appoint a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy (and any draft updates to that Strategy in accordance with National Policy Statement for Urban Development 2020), which will make recommendations to the Joint Committee on those submissions.

7. Approve the final Future Development Strategy after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Future Development Strategy.
8. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
9. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
10. Prepare the implementation plan required for the Future Development Strategy (or updated one) and oversee the implementation of the Future Development Strategy.

Delegations

Each local authority delegates to the Joint Committee, in accordance with the terms of reference in Appendix 1, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
 - Wellington Regional Growth Framework and the Wellington Regional Growth Framework Implementation Plan
 - Regional Economic Development Plan
 - Regional Economic Recovery Implementation Plan
2. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee
3. Undertaking the work required to inform a draft Future Development Strategy under the National Policy Statement for Urban Development 2020 (including preparing, finalising and making publicly available the Housing and Business Development Capacity Assessment) and undertaking consultation and engagement in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020, preparing that draft, approving the draft and documentation necessary as part of the special consultative procedure, commencing and concluding the special consultative procedure in accordance with the LGA 2002 and approving the final Future Development Strategy, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Strategy.
4. Appointing a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (which retains the power to make the decision to approve the final Future Development Strategy). The Joint Committee Subcommittee will operate in accordance with the Terms of Reference in Appendix 2 to this agreement.
5. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
6. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint

Committee Subcommittee on submissions on the draft updated Future Development Strategy.

7. Prepare the implementation plan required for the Future Development Strategy (or updated one) and oversee the implementation of the Future Development Strategy.
8. The setting of the Joint Committee’s meeting schedule.

Responsibilities

The table below identifies key parties related to this agreement and the Wellington Regional Leadership Committee and their responsibilities.

Party	Responsibilities
Wellington Regional Leadership Committee	Decision making related to the Specific Responsibilities in this agreement and TOR, including Regional economic development, Regional economic recovery, Wellington regional growth framework, Future Development Strategy (and implementation of the Future Development Strategy); Appointing a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (and the same for any updated Future Development Strategy); Joint regional voice and advocacy; Select and nominate the Chairperson (for appointment to the Joint Committee by the Administering Authority); Agree 3 year rolling work programme consistent with WRGF, Economic Plan and other relevant directional documents. Appointing members and the Chair of the Joint Committee Subcommittee
Joint Committee Subcommittee for Future Development Strategy	To run an appropriate process to consider the submissions on the draft Future Development Strategy (and any updated one) and to make recommendations on those submissions to the Joint Committee, so the Joint Committee can approve the final Future Development Strategy (or any updated one).
Chairperson	Chair the Joint Committee meetings; Approve attendance as required in public excluded sessions; Approve speaking rights as required at Joint Committee meetings; Liaise with members of the Joint Committee as required Approve (in consultation with the Senior Staff Group) content of meeting agendas.
Chief Executives Group	Provide support and advice to the Joint Committee; Agree funding amounts and splits (rolling 3-year programme).

Party	Responsibilities
Senior Staff Group (2 nd Tier Managers)	Recommend work programme to the Joint Committee; Recommend funding arrangements and allocations; Manage reports to the Joint Committee; Review work being undertaken and recommend changes if required; Align work programmes within home organisations.
Joint Secretariat	Coordinate the work of the Joint Committee (in consultation with the Chairperson); Provide administrative support to the Joint Committee on all aspects of its business; Lead work streams as required; Manage joint communications and consultation; Support the work of the Joint Committee, including monitoring, research and independent advice as required.
Delivery agencies e.g. Councils, Council Controlled Organisations, WREMO	Provide information and research; Draft papers for the Joint Committee; Attend meetings as required; Deliver aspects of the work programme (e.g. economic development activities).
Administering Authority	Administer standing orders; Employing joint secretariat staff; Payment of the meeting fees and Chairpersons honorarium; Appointing members to the Joint Committee (who are to be appointed by the Administering Authority).

Administration Funding

Funding will be provided by the Wellington Region's local authorities for the administration of the Joint Committee and Joint Committee Subcommittee, a joint secretariat, and iwi participation in the Joint Committee and Joint Committee Subcommittee through a regional targeted rate set by Greater Wellington Regional Council.

Horowhenua District Council will make an annual funding contribution on a proportional population basis. This funding contribution is calculated by dividing the total annual amount levied through the Wellington Region targeted rate by the total population of the Wellington Region, to arrive at a per capita amount, and then multiplying that per capita amount by the population of Horowhenua District to determine the annual Horowhenua District Council contribution.

Funding will be provided by central government as a contribution to the administration of the Joint Committee and Joint Committee Subcommittee and the joint secretariat at an amount to be agreed.

The funding will support the administration of the Joint Committee, the Joint Committee Subcommittee and the joint secretariat that supports the Joint Committee and Joint Committee Subcommittee which will undertake the following:

1. Providing administrative support to the Joint Committee, Joint Committee Subcommittee and the Senior Staff Group

2. Managing the work programme of the Joint Committee and Joint Committee Subcommittee, including policy advice function and monitoring and research as required
3. Provision of independent advice to support the work programme and Joint Committee Subcommittee as required

Variation of this Agreement

This agreement may be varied by the parties from time to time but only with the endorsement of the Wellington Regional Leadership Committee.

EXECUTION

SIGNED for and on behalf of
CARTERTON DISTRICT COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of
HOROWHENUA DISTRICT COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of **HUTT CITY**
COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of **KĀPITI COAST DISTRICT COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of **MASTERTON DISTRICT COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of **PORIRUA CITY COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of **SOUTH
WAIRARAPA DISTRICT COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of **UPPER
HUTT CITY COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of
WELLINGTON CITY COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of
WELLINGTON REGIONAL COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of **NGĀTI TOA**
RANGATIRA:

Signature

Name of person signing

SIGNED for and on behalf of **TARANAKI**
WHĀNUI:

Signature

Name of person signing

SIGNED for and on behalf of **RANGITĀNE TŪ MAI RĀ TRUST**

Signature

Name of person signing

SIGNED for and on behalf of **NGĀTI KAHUNGUNU KI WAIRARAPA TĀMAKI NUI-A-RUA SETTLEMENT TRUST:**

Signature

Name of person signing

SIGNED for and on behalf of **RAUKAWA KI TE TONGA:**

Signature

Name of person signing

SIGNED for and on behalf of **ĀTIAWA KI WHAKARONGOTAI:**

Signature

Name of person signing

SIGNED for and on behalf of **MUAŪPOKO HAPŪ:**

Signature

Name of person signing

SIGNED for and on behalf of **CENTRAL GOVERNMENT:**

Signature

Name of person signing

Dated: **2023**

Appendix 1: Wellington Regional Leadership Committee Terms of Reference

Purpose

The purpose of the Wellington Regional Leadership Committee is to take responsibility for key matters of regional importance – Wellington Regional Growth Framework, Regional Economic Development, Regional Economic Recovery, and the Future Development Strategy - where a collective voice and collective planning and action is required.

The Wellington Regional Leadership Committee (Joint Committee) is a Joint Committee, established in accordance with clauses 30 and 30A of Schedule 7 to the Local Government Act 2002.

The Joint Committee has members from all the nine councils wholly within the Wellington Region and the Horowhenua District Council, iwi and members from central Government.

Administering Authority

The Administering Authority for the Wellington Regional Leadership Committee is Greater Wellington Regional Council.

Specific Responsibilities

The Wellington Regional Leadership Committee specific responsibilities include:

Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework, including regional climate change projects and a regional housing action plan.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Wellington Regional Growth Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

Regional Economic Development

1. Provide leadership in regional economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.

2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.
3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.
3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

Future Development Strategy

1. Prepare, finalise and make publicly available the Housing and Business Development Capacity Assessment and undertake any other work necessary under the National Policy Statement for Urban Development 2020 to inform the draft Future Development Strategy.
2. Consult and engage in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020.
3. Prepare a draft Future Development Strategy.
4. Approve a draft Future Development Strategy and any other documentation necessary as part of the special consultative procedure in accordance with the LGA 2002.
5. Commence and engage in the special consultative procedure in accordance with the LGA 2002 for the Future Development Strategy
6. Appoint a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy (and any draft updates to that Strategy in accordance with National Policy Statement for Urban Development 2020), which will make recommendations to the Joint Committee on those submissions.
7. Approve the final Future Development Strategy after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Future Development Strategy.
8. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is

required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.

9. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
10. Prepare the implementation plan required for the Future Development Strategy (or updated one) and oversee the implementation of the Future Development Strategy.

Membership

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council
- the Mayor of Hutt City Council
- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council
- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the Chairperson of the Joint Committee. Before nominating the person, the Joint Committee is required to consider whether the Chairperson should be independent. The nominee may be drawn from the local government and mana whenua membership of the Joint Committee or may be an additional member who is independent.

The members of the Joint Committee may also include:

- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa) and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three Ministers nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the Joint Committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Joint Committee meetings, is entitled to attend that Joint Committee meetings as a member of the Joint Committee (and appointed by the relevant local authority). If an alternate is appointed, it must be the Deputy Mayor or Deputy Chair. The appointment of alternates does not affect the normal calculation of a quorum. The local authorities that are parties to this agreement may also nominate one elected member for appointment by the Joint Committee as a member of the Joint Committee Subcommittee. The iwi who are parties to this agreement may also nominate one person for appointment by the Joint Committee as a member of the Joint Committee Subcommittee. The Joint Committee Subcommittee's purpose is to consider submissions on the draft Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final Future Development Strategy). If the Joint Committee reviews the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and it determines updating of the Future Development Strategy is required, then the Joint Committee Subcommittee will consider submissions on the draft updates to the Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final updated Future Development Strategy).

The iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administering Authority, each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

The Ministers, nominated by the Crown (Cabinet) and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed Minister is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a

quorum. If an alternate nominated for any Minister on the Joint Committee is not appointed, then any person who attends on behalf of the Minister will be treated as an observer.

A Deputy Chairperson is to be appointed by the Joint Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the Chairperson (including before the Joint Committee nominates an Chairperson and that person is appointed by the Administering Authority).

General

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the Chairperson).

Expectations around member voting based on Joint Committee programme and agenda

When the Joint Committee is addressing regional economic development matters or regional economic recovery matters, it is expected that the Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings)

Observers

The Joint Committee allows for observers. Observers will be entitled to speak at meetings but will not be members of the Joint Committee.

At each meeting, the Chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the Chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the Chairperson.

Voting

Each member has one vote. In the case of an equality of votes the Chairperson has a casting vote.

Meetings

The Joint Committee will arrange its meetings in separate parts, relating to the specific focus areas of: Wellington Regional Growth Framework; Regional Economic Development; Regional Recovery and Future Development Strategy.

Meetings will be held once every two-three months, or as necessary and determined by the Chairperson.

The Joint Committee will set its own meeting schedule.

Quorum

In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the administering local authority.

Delegations

Each local authority delegates to the Joint Committee, and in accordance with the terms of reference, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
 - a. Wellington Regional Growth Framework and Wellington Regional Leadership Committee Implementation Plan
 - b. Regional Economic Development Plan
 - c. Regional Economic Recovery Implementation Plan
2. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee.
3. Undertaking the work required to inform a draft Future Development Strategy under the National Policy Statement for Urban Development 2020 (including preparing, finalising and making publicly available the Housing and Business Development Capacity Assessment) and undertaking consultation and engagement in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020, preparing that draft, approving the draft and documentation necessary as part of the special consultative procedure, commencing and concluding the special consultative procedure in accordance with the LGA 2002 and approving the final Future Development Strategy, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Strategy.
4. Appointing a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (which retains the power to make the decision to approve the final Future Development Strategy). The Joint Committee Subcommittee will operate in accordance with the Terms of Reference in Appendix 2 to this agreement.
5. Reviewing the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and deciding whether updating of the Future Development Strategy is required. If so, completing the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
6. Approval of any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
7. Prepare the implementation plan required for the Future Development Strategy (or updated one) and oversee the implementation of the Future Development Strategy.
8. The setting of the Joint Committee's meeting schedule.

Remuneration and expenses

Each party shall be responsible for remunerating its representative(s) on the Joint Committee.

Members who represent organisations or entities other than local authorities (being iwi members) shall be eligible for compensation for Joint Committee activity including travel,

meeting time, and preparation for meetings paid by the administering local authority. This amount is to be agreed in advance.

An alternate, attending the Joint Committee on behalf of an iwi member, shall be eligible to receive the meeting fee and travel allowances payable to the member in respect of the meeting the alternate formally attends.

Standing Orders

The Joint Committee shall apply the standing orders of the Administering Authority.

Duration of the Joint Committee

In accordance with clause 30(7) of Schedule 7 of the Local Government Act 2002, the Wellington Regional Leadership Committee is not deemed to be discharged following each triennial local government election.

Servicing

The Joint Committee is serviced by a joint secretariat. The Administering Authority shall be responsible for the administration of the Joint Committee.

Council decisions on the Joint Committee's recommendations

Where a Council makes specific decisions on the Joint Committee's recommendations, these will be reported to the Joint Committee. Where the decision is materially different from the Joint Committee's recommendation the report will set out the reasons for that decision.

Variation of this Terms of Reference

These terms of reference may be varied from time to time. It is envisaged that changes may be made to add or remove specific responsibilities as the circumstances require. Changes will be approved by the parties to the agreement establishing the Wellington Regional Leadership Committee on the recommendation of the Joint Committee.

**Appendix 2: Joint Committee Subcommittee for Future
Development Strategy - Terms of Reference**

Purpose

The purpose of this Joint Committee Subcommittee is to consider submissions on:

- The Draft Future Development Strategy prepared under the National Policy Statement on Urban Development 2020 and make recommendations on those submissions to the Joint Wellington Regional Leadership Committee.
- Any draft updates to the Future Development Strategy, in accordance with the National Policy on Urban Development 2020 and make recommendations on those submissions to the Joint Wellington Regional Leadership Committee.

The Joint Committee Subcommittee is a Subcommittee of the Wellington Regional Leadership Committee (Joint Committee), established in accordance with clauses 30 of Schedule 7 to the Local Government Act 2002. The Joint Committee Subcommittee will be deemed to not be discharged at or following each triennial local government election (in line with clause 30(7) of Schedule 7 of the Local Government Act 2002).

Administering Authority

The Administering Authority for the Joint Committee Subcommittee is Greater Wellington Regional Council.

Specific Responsibilities

The specific responsibilities of this Joint Committee Subcommittee include:

- Considering submissions on the Draft Future Development Strategy and any draft updates to the Future Development Strategy
- Deliberating on the draft Future Development Strategy and any draft updates to the Future Development Strategy, taking into account all submissions
- Making recommendations to the Joint Wellington Regional Leadership Committee on those submissions and any suggested amendments to the Draft Future Development Strategy (or updated Strategy as the case may be).

Membership

The membership of the Joint Committee Subcommittee may include:

- one elected member nominated by the Carterton District Council and appointed by the Administering Authority.
- one elected member nominated by the Horowhenua District Council and appointed by the Administering Authority.
- one elected member nominated by the Hutt City Council and appointed by the Administering Authority.
- one elected member nominated by the Kāpiti Coast District Council and appointed by the Administering Authority.
- one elected member nominated by the Masterton District Council and appointed by the Administering Authority.
- one elected member nominated by the Porirua City Council and appointed by the Administering Authority.
- one elected member nominated by the South Wairarapa District Council and appointed by the Administering Authority.

- one elected member nominated by the Upper Hutt City Council and appointed by the Administering Authority.
- one elected member nominated by the Wellington City Council and appointed by the Administering Authority.
- one elected member nominated by the Wellington Regional Council and appointed by the Administering Authority.
- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa) and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority.
- a person nominated by the Joint Committee Subcommittee itself and appointed by the Joint Committee to be the independent Chairperson of the Joint Committee Subcommittee. The Chairperson is required to have prior experience in sitting on Hearing Panels.

In respect of the members above (persons nominated by a particular entity or body and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee Subcommittee in respect of that entity or body. The membership of the Joint Committee Subcommittee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

If the territorial local authorities that are parties to this agreement nominate the Mayor to be a member of the Joint Committee Subcommittee and the Mayor is appointed by the Administering Authority, then the Mayor will be counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The total membership of the Joint Committee Subcommittee shall be limited to a maximum of 18 members (including the independent Chairperson).

Voting

Each member has one vote. In the case of an equality of votes the independent Chairperson has a casting vote.

Meetings

The Joint Committee Subcommittee will set its own meeting schedule.

Quorum

In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee Subcommittee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number.

In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least half of the members nominated by local authorities and appointed by the Administering Authority.

Delegations

The Joint Committee Subcommittee is delegated the following powers in accordance with these terms of reference:

- Considering submissions on the Draft Future Development Strategy and any draft updates to the Future Development Strategy.
- Deliberating on the draft Future Development Strategy and any draft updates to the Future Development Strategy, taking into account all submissions.
- Making recommendations to the Joint Wellington Regional Leadership Committee on those submissions and any suggested amendments to the Draft Future Development Strategy (or updated Strategy as the case may be).

Standing Orders

The Joint Committee Subcommittee shall apply the standing orders of the Administering Authority.

Remuneration and expenses

Each local authority shall be responsible for remunerating its representative(s) on the Joint Committee Subcommittee.

Members who represent organisations or entities other than local authorities (being iwi members), and any independent chair shall be eligible for remuneration for Joint Committee Subcommittee activity including travel, meeting time, and preparation for meetings paid by the Administering Authority. Such remuneration provisions will be determined by the Joint Committee.

Servicing

The Joint Committee Subcommittee is serviced by a joint secretariat. The Administering Authority shall be responsible for the administration of the Subcommittee.

Wellington Regional Leadership Committee decisions on the Joint Committee Subcommittee's recommendations

Where the Wellington Regional Leadership Committee makes decisions on the Joint Committee Subcommittee's recommendations, these will be reported to the local authorities and iwi members listed under 'Membership' above, whether they have a member appointed to the Joint Committee Subcommittee or not.

Variation of this Terms of Reference

These terms of reference may be varied from time to time. It is envisaged that changes may be made to add or remove specific responsibilities as the circumstances require. Changes will be approved by the parties to the agreement establishing the Wellington Regional Leadership Committee on the recommendation of that Joint Committee.

Wellington Regional Leadership Committee

Joint Committee Agreement

Dated 2023

Wellington Regional Leadership Committee - Joint Committee Agreement

Purpose

This agreement is made pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002 (LGA 2002). The purpose is for a Joint Committee of Carterton District Council, Greater Wellington Regional Council, Hutt City Council, Kāpiti Coast District Council, Masterton District Council, Porirua City Council, South Wairarapa District Council, Upper Hutt City Council, Wellington City Council, Horowhenua District Council and iwi to take responsibility for key matters of regional importance where a collective voice and collective regional planning and action is required.

The parties listed above are wanting to work together with central government on matters that are of regional importance and are cross boundary and inter-regional in nature. The role of the Joint Committee is to set direction and monitor activities from those plans related to the direction on all matters, with particular focus on:

- Regional economic development
- Regional economic recovery
- Wellington regional growth framework (joint spatial plan under the [Urban Growth Partnerships](#) and [Urban Growth Agenda](#)) Urban development and specifically, the preparation and approval and regular review and implementation of a Future Development Strategy under the National Policy Statement on Urban Development 2020 (including preparing, finalising and making publicly available a Housing and Business Development Capacity Assessment and undertaking any other work necessary to inform the draft Future Development Strategy) and the preparation of the implementation plan for this Strategy.

This agreement focuses on the Joint Committee, including its membership and delegations.

The Joint Committee is a formal Joint Committee pursuant to the LGA 2002 (Clauses 30 and 30A, Schedule 7). The Joint Committee will be deemed to not be discharged at or following each triennial local government election (in line with Clause 30 (7) of Schedule 7, LGA 2002).

There are some parties to this agreement (ie Crown and iwi) who do not appoint members to the Joint Committee directly.

Administering Authority

The Administering Authority referred to in this Agreement is Greater Wellington Regional Council.

Membership

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council

- the Mayor of Hutt City Council
- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council
- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the Chairperson of the Joint Committee. Before nominating the person, the Joint Committee is required to consider whether the Chairperson should be independent. The nominee may be drawn from the local government and mana whenua membership of the Joint Committee or may be an additional member who is independent.

The members of the Joint Committee may also include:

- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne Tū Mai Rā Trust and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three Ministers nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial local authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the Joint Committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002. The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or

Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee (and appointed by the relevant local authority). If an alternate is appointed, it must be the Deputy Mayor or Deputy Chair. The appointment of alternates does not affect the normal calculation of a quorum.

The local authorities that are parties to this agreement may also nominate one elected member for appointment by the Joint Committee as a member of the Joint Committee Subcommittee. The iwi who are parties to this agreement may also nominate one person for appointment by the Joint Committee as a member of the Joint Committee Subcommittee. The Joint Committee Subcommittee's purpose is to consider submissions on the draft Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final Future Development Strategy). If the Joint Committee reviews the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and it determines updating of the Future Development Strategy is required, then the Joint Committee Subcommittee will consider submissions on any draft updates to the Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final updated Future Development Strategy). The iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administering Authority, each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

The Ministers, nominated by the Crown (Cabinet) and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed Minister is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum. If an alternate for the Minister of the Joint Committee is not appointed, then any person who attends on behalf of a Minister will be treated as an observer. A Deputy Chairperson is to be appointed by the Joint Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the Chairperson (including before the Joint Committee nominates a Chairperson and that person is appointed by the Administering Authority).

General

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the Chairperson). In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

The standing orders of the Administering Authority apply to the Joint Committee. The Joint Committee will adopt a memorandum of understanding setting out the principles that guide the Joint Committee's work and the approach that the Joint Committee will take.

Expectations around member voting based on Joint Committee programme and agenda
When the Joint Committee is addressing regional economic development matters or regional economic recovery matters, it is expected that the Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings).

Observers

The Joint Committee allows for observers. Observers will be entitled to speak at meetings but will not be members of the Joint Committee.

At each meeting, the Chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the Chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the Chairperson.

Meeting Frequency

Meetings will be held once every two-three months, or as necessary and determined by the Chairperson.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the Administering Authority.

Specific Responsibilities

The Wellington Regional Leadership Committee has the following specific responsibilities in support of its overall purpose:

Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework, including regional climate change projects and a regional housing action plan.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Wellington Regional Growth Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

Regional Economic Development

1. Provide leadership in regional, sustainable economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.
3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.
3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

Future Development Strategy

1. [Prepare, finalise and make publicly available the Housing and Business Development Capacity Assessment and undertake any other work necessary](#) under the National Policy Statement for Urban Development 2020 [to inform the draft Future Development Strategy](#).
2. Consult and engage in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020.
3. Prepare a draft Future Development Strategy.
4. Approve a draft Future Development Strategy and any other documentation necessary as part of the special consultative procedure in accordance with the LGA 2002.
5. Commence and engage in the special consultative procedure in accordance with the LGA 2002 for the Future Development Strategy
6. Appoint a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy (and any draft updates to that Strategy in accordance with National Policy Statement for Urban Development 2020), which will make recommendations to the Joint Committee on those submissions.

7. Approve the final Future Development Strategy after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Future Development Strategy.
8. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
9. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
10. [Prepare the implementation plan required for the Future Development Strategy \(or updated one\) and oversee the implementation of the](#) Future Development Strategy.

Delegations

Each local authority delegates to the Joint Committee, in accordance with the terms of reference in Appendix 1, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
 - Wellington Regional Growth Framework and the Wellington Regional Growth Framework Implementation Plan
 - Regional Economic Development Plan
 - Regional Economic Recovery Implementation Plan
2. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee
3. Undertaking the work required to inform a draft Future Development Strategy under the National Policy Statement for Urban Development 2020 (including [preparing, finalising and making publicly available the Housing and Business Development Capacity Assessment](#)) and undertaking consultation and engagement in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020, preparing that draft, approving the draft and documentation necessary as part of the special consultative procedure, commencing and concluding the special consultative procedure in accordance with the LGA 2002 and approving the final Future Development Strategy, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Strategy.
4. Appointing a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (which retains the power to make the decision to approve the final Future Development Strategy). The Joint Committee Subcommittee will operate in accordance with the Terms of Reference in Appendix 2 to this agreement.
5. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
6. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint

Committee Subcommittee on submissions on the draft updated Future Development Strategy.

7. [Prepare the implementation plan required for the Future Development Strategy \(or updated one\) and oversee the implementation of the](#) Future Development Strategy.
8. The setting of the Joint Committee’s meeting schedule.

Responsibilities

The table below identifies key parties related to this agreement and the Wellington Regional Leadership Committee and their responsibilities.

Party	Responsibilities
Wellington Regional Leadership Committee	Decision making related to the Specific Responsibilities in this agreement and TOR, including Regional economic development, Regional economic recovery, Wellington regional growth framework, Future Development Strategy (and implementation of the Future Development Strategy); Appointing a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (and the same for any updated Future Development Strategy); Joint regional voice and advocacy; Select and nominate the Chairperson (for appointment to the Joint Committee by the Administering Authority); Agree 3 year rolling work programme consistent with WRGF, Economic Plan and other relevant directional documents. Appointing members and the Chair of the Joint Committee Subcommittee
Joint Committee Subcommittee for Future Development Strategy	To run an appropriate process to consider the submissions on the draft Future Development Strategy (and any updated one) and to make recommendations on those submissions to the Joint Committee, so the Joint Committee can approve the final Future Development Strategy (or any updated one).
Chairperson	Chair the Joint Committee meetings; Approve attendance as required in public excluded sessions; Approve speaking rights as required at Joint Committee meetings; Liaise with members of the Joint Committee as required Approve (in consultation with the Senior Staff Group) content of meeting agendas.
Chief Executives Group	Provide support and advice to the Joint Committee; Agree funding amounts and splits (rolling 3-year programme).

Party	Responsibilities
Senior Staff Group (2 nd Tier Managers)	Recommend work programme to the Joint Committee; Recommend funding arrangements and allocations; Manage reports to the Joint Committee; Review work being undertaken and recommend changes if required; Align work programmes within home organisations.
Joint Secretariat	Coordinate the work of the Joint Committee (in consultation with the Chairperson); Provide administrative support to the Joint Committee on all aspects of its business; Lead work streams as required; Manage joint communications and consultation; Support the work of the Joint Committee, including monitoring, research and independent advice as required.
Delivery agencies e.g. Councils, Council Controlled Organisations, WREMO	Provide information and research; Draft papers for the Joint Committee; Attend meetings as required; Deliver aspects of the work programme (e.g. economic development activities).
Administering Authority	Administer standing orders; Employing joint secretariat staff; Payment of the meeting fees and Chairpersons honorarium; Appointing members to the Joint Committee (who are to be appointed by the Administering Authority).

Administration Funding

Funding will be provided by the Wellington Region's local authorities for the administration of the Joint Committee and Joint Committee Subcommittee, a joint secretariat, and iwi participation in the Joint Committee and Joint Committee Subcommittee through a regional targeted rate set by Greater Wellington Regional Council.

Horowhenua District Council will make an annual funding contribution on a proportional population basis. This funding contribution is calculated by dividing the total annual amount levied through the Wellington Region targeted rate by the total population of the Wellington Region, to arrive at a per capita amount, and then multiplying that per capita amount by the population of Horowhenua District to determine the annual Horowhenua District Council contribution.

Funding will be provided by central government as a contribution to the administration of the Joint Committee and Joint Committee Subcommittee and the joint secretariat at an amount to be agreed.

The funding will support the administration of the Joint Committee, the Joint Committee Subcommittee and the joint secretariat that supports the Joint Committee and Joint Committee Subcommittee which will undertake the following:

1. Providing administrative support to the Joint Committee, Joint Committee Subcommittee and the Senior Staff Group

2. Managing the work programme of the Joint Committee and Joint Committee Subcommittee, including policy advice function and monitoring and research as required
3. Provision of independent advice to support the work programme and Joint Committee Subcommittee as required

Variation of this Agreement

This agreement may be varied by the parties from time to time but only with the endorsement of the Wellington Regional Leadership Committee.

EXECUTION

SIGNED for and on behalf of
CARTERTON DISTRICT COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of
HOROWHENUA DISTRICT COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of **HUTT CITY**
COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of **KĀPITI COAST DISTRICT COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of **MASTERTON DISTRICT COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of **PORIRUA CITY COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of **SOUTH
WAIRARAPA DISTRICT COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of **UPPER
HUTT CITY COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of
WELLINGTON CITY COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of
WELLINGTON REGIONAL COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of **NGĀTI TOA**
RANGATIRA:

Signature

Name of person signing

SIGNED for and on behalf of **TARANAKI**
WHĀNUI:

Signature

Name of person signing

SIGNED for and on behalf of **RANGITĀNE
TŪ MAI RĀ TRUST**

Signature

Name of person signing

SIGNED for and on behalf of **NGĀTI
KAHUNGUNU KI WAIRARAPA TĀMAKI
NUI-A-RUA SETTLEMENT TRUST:**

Signature

Name of person signing

SIGNED for and on behalf of **RAUKAWA
KI TE TONGA:**

Signature

Name of person signing

SIGNED for and on behalf of **ĀTIAWA KI WHAKARONGOTAI:**

Signature

Name of person signing

SIGNED for and on behalf of **MUAŪPOKO HAPŪ:**

Signature

Name of person signing

SIGNED for and on behalf of **CENTRAL GOVERNMENT:**

Signature

Name of person signing

Dated: **2023**

Appendix 1: Wellington Regional Leadership Committee Terms of Reference

Purpose

The purpose of the Wellington Regional Leadership Committee is to take responsibility for key matters of regional importance – Wellington Regional Growth Framework, Regional Economic Development, Regional Economic Recovery, and the Future Development Strategy - where a collective voice and collective planning and action is required.

The Wellington Regional Leadership Committee (Joint Committee) is a Joint Committee, established in accordance with clauses 30 and 30A of Schedule 7 to the Local Government Act 2002.

The Joint Committee has members from all the nine councils wholly within the Wellington Region and the Horowhenua District Council, iwi and members from central Government.

Administering Authority

The Administering Authority for the Wellington Regional Leadership Committee is Greater Wellington Regional Council.

Specific Responsibilities

The Wellington Regional Leadership Committee specific responsibilities include:

Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework, including regional climate change projects and a regional housing action plan.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Wellington Regional Growth Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

Regional Economic Development

1. Provide leadership in regional economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.

2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.
3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.
3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

Future Development Strategy

1. [Prepare, finalise and make publicly available the Housing and Business Development Capacity Assessment and undertake any other work necessary under the National Policy Statement for Urban Development 2020 to inform the draft Future Development Strategy.](#)
2. Consult and engage in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020.
3. Prepare a draft Future Development Strategy.
4. Approve a draft Future Development Strategy and any other documentation necessary as part of the special consultative procedure in accordance with the LGA 2002.
5. Commence and engage in the special consultative procedure in accordance with the LGA 2002 for the Future Development Strategy
6. Appoint a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy (and any draft updates to that Strategy in accordance with National Policy Statement for Urban Development 2020), which will make recommendations to the Joint Committee on those submissions.
7. Approve the final Future Development Strategy after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Future Development Strategy.
8. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is

- required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
9. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
 10. [Prepare the implementation plan required for the Future Development Strategy \(or updated one\) and oversee the implementation of the](#) Future Development Strategy.

Membership

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council
- the Mayor of Hutt City Council
- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council
- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the Chairperson of the Joint Committee. Before nominating the person, the Joint Committee is required to consider whether the Chairperson should be independent. The nominee may be drawn from the local government and mana whenua membership of the Joint Committee or may be an additional member who is independent.

The members of the Joint Committee may also include:

- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa) and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three Ministers nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the Joint Committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Joint Committee meetings, is entitled to attend that Joint Committee meetings as a member of the Joint Committee (and appointed by the relevant local authority). If an alternate is appointed, it must be the Deputy Mayor or Deputy Chair. The appointment of alternates does not affect the normal calculation of a quorum. The local authorities that are parties to this agreement may also nominate one elected member for appointment by the Joint Committee as a member of the Joint Committee Subcommittee. The iwi who are parties to this agreement may also nominate one person for appointment by the Joint Committee as a member of the Joint Committee Subcommittee. The Joint Committee Subcommittee's purpose is to consider submissions on the draft Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final Future Development Strategy). If the Joint Committee reviews the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and it determines updating of the Future Development Strategy is required, then the Joint Committee Subcommittee will consider submissions on the draft updates to the Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final updated Future Development Strategy).

The iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administering Authority, each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

The Ministers, nominated by the Crown (Cabinet) and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed Minister is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a

quorum. If an alternate nominated for any Minister on the Joint Committee is not appointed, then any person who attends on behalf of the Minister will be treated as an observer.

A Deputy Chairperson is to be appointed by the Joint Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the Chairperson (including before the Joint Committee nominates an Chairperson and that person is appointed by the Administering Authority).

General

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the Chairperson).

Expectations around member voting based on Joint Committee programme and agenda

When the Joint Committee is addressing regional economic development matters or regional economic recovery matters, it is expected that the Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings)

Observers

The Joint Committee allows for observers. Observers will be entitled to speak at meetings but will not be members of the Joint Committee.

At each meeting, the Chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the Chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the Chairperson.

Voting

Each member has one vote. In the case of an equality of votes the Chairperson has a casting vote.

Meetings

The Joint Committee will arrange its meetings in separate parts, relating to the specific focus areas of: Wellington Regional Growth Framework; Regional Economic Development; Regional Recovery and Future Development Strategy.

Meetings will be held once every two-three months, or as necessary and determined by the Chairperson.

The Joint Committee will set its own meeting schedule.

Quorum

In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the administering local authority.

Delegations

Each local authority delegates to the Joint Committee, and in accordance with the terms of reference, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
 - a. Wellington Regional Growth Framework and Wellington Regional Leadership Committee Implementation Plan
 - b. Regional Economic Development Plan
2. Regional Economic Recovery Implementation Plan Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee.
3. Undertaking the work required to inform a draft Future Development Strategy under the National Policy Statement for Urban Development 2020 (including [preparing, finalising and making publicly available the Housing and Business Development Capacity Assessment](#)) and undertaking consultation and engagement in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020, preparing that draft, approving the draft and documentation necessary as part of the special consultative procedure, commencing and concluding the special consultative procedure in accordance with the LGA 2002 and approving the final Future Development Strategy, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Strategy.
4. Appointing a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (which retains the power to make the decision to approve the final Future Development Strategy). The Joint Committee Subcommittee will operate in accordance with the Terms of Reference in Appendix 2 to this agreement.
5. Reviewing the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and deciding whether updating of the Future Development Strategy is required. If so, completing the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
6. Approval of any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
7. [Prepare the implementation plan required for the Future Development Strategy \(or updated one\) and oversee the implementation of the](#) Future Development Strategy. The setting of the Joint Committee's meeting schedule.

Remuneration and expenses

Each party shall be responsible for remunerating its representative(s) on the Joint Committee.

Members who represent organisations or entities other than local authorities (being iwi members) shall be eligible for compensation for Joint Committee activity including travel, meeting time, and preparation for meetings paid by the administering local authority. This amount is to be agreed in advance.

An alternate, attending the Joint Committee on behalf of an iwi member, shall be eligible to receive the meeting fee and travel allowances payable to the member in respect of the meeting the alternate formally attends.

Standing Orders

The Joint Committee shall apply the standing orders of the Administering Authority.

Duration of the Joint Committee

In accordance with clause 30(7) of Schedule 7 of the Local Government Act 2002, the Wellington Regional Leadership Committee is not deemed to be discharged following each triennial local government election.

Servicing

The Joint Committee is serviced by a joint secretariat. The Administering Authority shall be responsible for the administration of the Joint Committee.

Council decisions on the Joint Committee's recommendations

Where a Council makes specific decisions on the Joint Committee's recommendations, these will be reported to the Joint Committee. Where the decision is materially different from the Joint Committee's recommendation the report will set out the reasons for that decision.

Variation of this Terms of Reference

These terms of reference may be varied from time to time. It is envisaged that changes may be made to add or remove specific responsibilities as the circumstances require. Changes will be approved by the parties to the agreement establishing the Wellington Regional Leadership Committee on the recommendation of the Joint Committee.

**Appendix 2: Joint Committee Subcommittee for Future
Development Strategy - Terms of Reference**

Purpose

The purpose of this Joint Committee Subcommittee is to consider submissions on:

- The Draft Future Development Strategy prepared under the National Policy Statement on Urban Development 2020 and make recommendations on those submissions to the Joint Wellington Regional Leadership Committee.
- Any draft updates to the Future Development Strategy, in accordance with the National Policy on Urban Development 2020 and make recommendations on those submissions to the Joint Wellington Regional Leadership Committee.

The Joint Committee Subcommittee is a Subcommittee of the Wellington Regional Leadership Committee (Joint Committee), established in accordance with clauses 30 of Schedule 7 to the Local Government Act 2002. The Joint Committee Subcommittee will be deemed to not be discharged at or following each triennial local government election (in line with clause 30(7) of Schedule 7 of the Local Government Act 2002).

Administering Authority

The Administering Authority for the Joint Committee Subcommittee is Greater Wellington Regional Council.

Specific Responsibilities

The specific responsibilities of this Joint Committee Subcommittee include:

- Considering submissions on the Draft Future Development Strategy and any draft updates to the Future Development Strategy
- Deliberating on the draft Future Development Strategy and any draft updates to the Future Development Strategy, taking into account all submissions
- Making recommendations to the Joint Wellington Regional Leadership Committee on those submissions and any suggested amendments to the Draft Future Development Strategy (or updated Strategy as the case may be).

Membership

The membership of the Joint Committee Subcommittee may include:

- one elected member nominated by the Carterton District Council and appointed by the Administering Authority.
- one elected member nominated by the Horowhenua District Council and appointed by the Administering Authority.
- one elected member nominated by the Hutt City Council and appointed by the Administering Authority.
- one elected member nominated by the Kāpiti Coast District Council and appointed by the Administering Authority.
- one elected member nominated by the Masterton District Council and appointed by the Administering Authority.
- one elected member nominated by the Porirua City Council and appointed by the Administering Authority.
- one elected member nominated by the South Wairarapa District Council and appointed by the Administering Authority.

- one elected member nominated by the Upper Hutt City Council and appointed by the Administering Authority.
- one elected member nominated by the Wellington City Council and appointed by the Administering Authority.
- one elected member nominated by the Wellington Regional Council and appointed by the Administering Authority.
- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa) and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority.
- a person nominated by the Joint Committee Subcommittee itself and appointed by the Joint Committee to be the independent Chairperson of the Joint Committee Subcommittee. The Chairperson is required to have prior experience in sitting on Hearing Panels.

In respect of the members above (persons nominated by a particular entity or body and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee Subcommittee in respect of that entity or body. The membership of the Joint Committee Subcommittee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

If the territorial local authorities that are parties to this agreement nominate the Mayor to be a member of the Joint Committee Subcommittee and the Mayor is appointed by the Administering Authority, then the Mayor will be counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The total membership of the Joint Committee Subcommittee shall be limited to a maximum of 18 members (including the independent Chairperson).

Voting

Each member has one vote. In the case of an equality of votes the independent Chairperson has a casting vote.

Meetings

The Joint Committee Subcommittee will set its own meeting schedule.

Quorum

In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee Subcommittee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number.

In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least half of the members nominated by local authorities and appointed by the Administering Authority.

Delegations

The Joint Committee Subcommittee is delegated the following powers in accordance with these terms of reference:

- Considering submissions on the Draft Future Development Strategy and any draft updates to the Future Development Strategy.
- Deliberating on the draft Future Development Strategy and any draft updates to the Future Development Strategy, taking into account all submissions.
- Making recommendations to the Joint Wellington Regional Leadership Committee on those submissions and any suggested amendments to the Draft Future Development Strategy (or updated Strategy as the case may be).

Standing Orders

The Joint Committee Subcommittee shall apply the standing orders of the Administering Authority.

Remuneration and expenses

Each local authority shall be responsible for remunerating its representative(s) on the Joint Committee Subcommittee.

Members who represent organisations or entities other than local authorities (being iwi members), and any independent chair shall be eligible for remuneration for Joint Committee Subcommittee activity including travel, meeting time, and preparation for meetings paid by the Administering Authority. Such remuneration provisions will be determined by the Joint Committee.

Servicing

The Joint Committee Subcommittee is serviced by a joint secretariat. The Administering Authority shall be responsible for the administration of the Subcommittee.

Wellington Regional Leadership Committee decisions on the Joint Committee Subcommittee's recommendations

Where the Wellington Regional Leadership Committee makes decisions on the Joint Committee Subcommittee's recommendations, these will be reported to the local authorities and iwi members listed under 'Membership' above, whether they have a member appointed to the Joint Committee Subcommittee or not.

Variation of this Terms of Reference

These terms of reference may be varied from time to time. It is envisaged that changes may be made to add or remove specific responsibilities as the circumstances require. Changes will be approved by the parties to the agreement establishing the Wellington Regional Leadership Committee on the recommendation of that Joint Committee.

7.3 ELECTORAL SYSTEM FOR THE 2025 LOCAL GOVERNMENT ELECTION

File Number:

Author: Tania Madden, Acting Manager Strategy and Governance

Authoriser: Karen Yates, Interim Chief Executive

PURPOSE

The purpose of this report is to give Council the opportunity to consider, in relation to the 2025 local government election, whether to continue to use the First Past the Post electoral system or to change to the Single Transferable Vote system, or whether to hold a poll of electors on a proposal that a specified electoral system be used for the next two triennial elections.

EXECUTIVE SUMMARY

The Local Electoral Act 2001 (the LEA) provides for local authorities and their communities to choose either First Past the Post (FPP) or Single Transferable Vote (STV) as their electoral system for local elections.

Electoral systems can be changed by either a resolution of council or by a poll. A poll can be demanded by electors or can be initiated by a council resolution.

The LEA also sets out timeframes for these decisions to be made. It isn't mandatory for Council to make a decision, however, if Council do wish to change the current electoral system, it must resolve to do so by 12 September 2023, so the resolution and a statement that a poll is required to countermand it, can be publicly notified by 19 September 2023.

If Council decides to retain FPP as the electoral system to be used, the right of electors to demand a poll on the electoral system to be used still needs to be publicly notified by 19 September.

RECOMMENDATIONS

That Council

1. Receives the report on the Electoral System for the 2025 Local Government Election
2. Agrees to **[either]**
 - (a) continue with the status quo, First Past the Post electoral system **[OR]**
 - (b) change to the Single Transferable Vote electoral system for the next two triennial elections and for this decision to be publicly notified by 19 September 2023; **[OR]**
 - (c) undertake a poll of electors on the electoral system to be used for the next two triennial elections.
3. Notes that the community will be publicly notified of its right to demand a poll on the electoral system to be used for the next two triennial elections by 19 September 2023.

CONTEXT

The FPP and STV electoral systems are described in Sections 5A and 5B of the LEA. (See Attachment 1).

FPP is the most commonly used electoral system for local authorities, used by 64 of the 78 local authorities in the 2022 elections. Under FPP, voters may vote for the number of vacancies on an issue (e.g. in the last election voters on the general roll could cast votes for the three Masterton/Whakaoriori At Large vacancies and four Masterton District Council Masterton/Whakaoriori General ward vacancies). Candidates with the most votes are then declared elected. When an FPP result is announced, candidates are listed in order of the votes received so it is easy to see who won and lost and how many votes each candidate received.

STV was used by 14 local authorities and one regional council in the 2022 local election. The STV system requires voters to rank candidates in order of preference. Voters can rank as many or as few candidates as they wish. To get elected, candidates need to reach a quota of votes, which is worked out with a formula based on vacant positions and total votes received.

A guide prepared for Taituarā — Local Government Professionals Aotearoa, to assist Councils in deciding which system to use (*The Local Government Electoral Option 2023*) sets out the advantages and disadvantages of each system:

“No electoral system is perfect, and different people will have different views on what is ‘fair’. Both FPP and STV have advantages and disadvantages.

The advantages of FPP relate to its characteristics as a plurality voting system: the simplicity of the voting process including the ways votes are cast, counted and announced.

The disadvantages of FPP relate to:

- disproportional election results, including the generally ‘less representative’ nature of FPP councils*
- the obstacles to minority candidate election that do not help to elect a candidate*
- the number of “wasted votes” (that is, votes that do not help to elect a candidate).*

The advantages of STV, on the other hand, relate to its characteristics as a proportional voting system: a potential reduction in the number of “wasted votes” and majority outcomes in single-member elections. Research shows that STV increases the chances for women to get elected.

The disadvantages of STV relate to:

- the public might be less familiar with the system and voter education might be required*
- matters of process such as the way votes are cast and counted (for example perceived complexity may discourage some voters)*
- the way election results are sometimes communicated.*

Deciding which electoral system is best for your community may come down to deciding which is more important: process, or outcome. Unfortunately, neither electoral system can claim to achieve well in both.

More detail on the differences between the two systems and their advantages and disadvantages are included in Attachment 2 - Extract from Taituarā — Local Government Professionals Aotearoa, *The Local Government Electoral Option 2023*.

Masterton District Council has used FPP in its elections to date. Council last considered the matter in 2020 for the 2022 elections and at that time resolved to continue with FPP.

Council is not required to make a decision but needs to be aware that the option to make a change exists. If no decision is made, the default is to use the existing system. For Masterton District Council this would be FPP.

Masterton District Council's Electoral Officer has advised that running an STV election would cost around \$12,000 more than a FPP election due to the nature of the vote processing.

In the 2022 election, Masterton District voters used FPP for the Mayoral, Council, Masterton Community Trust and the Masterton Trust Lands Trust elections. There were no elections for the Masterton/Whakaoriori Māori ward or the Montfort Trimble Foundation as the number of candidates was the same as the number of vacancies, however if there had been, FPP would have been used. There was no election for Greater Wellington Regional Council for the same reason, but had there been, STV would have been used.

The recent [Future for Local Government Report](#) considered the way the current representation and electoral systems worked and recommended STV be adopted as the nationwide method for local elections. The Report noted that while ethnic diversity was increasing, councils remain predominantly made up of older European/Pakeha members with an average age of 56-60.

“STV can be more representative of voters’ choices because a vote can be transferred if a preferred candidate does not meet a certain threshold. This transfer of votes avoids wasted ballots. Early research demonstrates that STV leads to improvements in the representation of women (Vowles and Hayward 2021). However, the representative benefits of STV work best when there is a large pool of candidates and wards with more than one seat being contested.” (page 87)

Legislated Process and Timetable

The LEA provides three ways for changing the electoral system:

- By council resolution (Section 27)
- By poll demanded by 5% of electors (Section 29)
- By a poll resolved by Council (Section 31)

Council resolution

Council has the option to resolve to change the electoral system for the next two triennial elections. Any resolution to this effect needs to be made by 12 September 2022.

A resolution to change the electoral system would take effect for the 2025 and 2028 elections and continue in effect after that until either another resolution is passed or there is a poll of electors.

The Council resolution can be countermanded by a poll demanded by 5% of electors.

Poll by Demand of Electors

Council is required to give the public notice of the right to demand a poll on the electoral system to be used for the elections of the local authority by 19 September 2023 (LEA Section 28).

If Council passed a resolution to change the electoral system, the public notice would need to include notice of that resolution and a statement that a poll is required to countermand that resolution.

Five percent of electors enrolled as eligible to vote at the previous general election of the local authority may demand that a binding poll be held on a proposal that a specific electoral system be used at the elections. For the Masterton District, that would be 1007 valid electors (5% x 20,139 electors on the 2022 roll). A demand for a poll would need to be received by 21 February 2024 (noting proposed changes to legislation are being considered by central government that would bring this date forward to 11 December 2023).

When electoral system change resulting from a poll takes effect depends on when the demand for a poll is received (e.g. from the next triennial election, or the one after that) (LEA Section 33).

Poll by Council resolution

Council can resolve that a poll on the electoral system question be held. For the results of a poll initiated by Council resolution to take effect for the 2025 local election, Council would need to make that decision before 21 February 2024 (or 11 December 2023 if proposed changes to legislation are confirmed) and the poll would need to take place within 89 days of that date. Council's Electoral Officer has advised that the cost of a stand-alone poll for the Masterton District would be around \$85,000-\$90,000.

Masterton District Council could decide to hold a poll in conjunction with the 2025 election if it wanted the community to decide whether FPP or STV should be used for Masterton District Council elections. Masterton District Council's Electoral Officer has advised that for Masterton to run a poll alongside the election would cost around \$16,000. This is based on present day costs so would likely be more by 2025. Any poll would determine the electoral system to be used for the 2028 and 2031 elections.

An example of a poll run alongside an election is that run by [Hutt City Council](#) in 2022 on the question of whether FPP or STV should be used for future elections (the poll determined that FPP was the preferred option).

DISCUSSION AND OPTIONS

As stated above, detail on both electoral systems and their advantages and disadvantages is set out in Attachment 2.

Options

- i Council could decide to retain the status quo and simply give public notice by 19 September 2023 that electors have the right to demand a poll on the electoral system to be used for the next two triennial elections. If no demand for a poll is received the status quo remains and FPP will continue to be used for future elections until a resolution for change is passed, or a successful poll of electors on a proposal for change takes place.
- ii Council could make a decision to change the electoral system to STV and give public notice of this and the electors right to demand a poll on the decision by 19 September 2023. If no poll is demanded to countermand council's decision the electoral system would change to STV for the 2025 and 2028 elections and continue after that until a further resolution is passed or a poll takes place.

- iii Council could make a decision (before 21 February 2024) to hold a poll of electors on the issue (the poll would need to be held no later than 21 May 2024). The result of the poll would apply to the 2025 and 2028 elections and continue after that until a resolution of council is passed or another poll takes place. If Council decided to hold a poll in conjunction with the next local election, the result of that poll would apply to the 2028 and 2031 elections.

Supporting Information

Strategic, Policy and Legislative Implications

Council has the option under the LEA to decide which electoral system is to be used for local elections.

The principles in the LEA are designed to implement the following:

Section 4 (1)

- (aa) representative and substantial electoral participation in local elections and polls:
 - (a) fair and effective representation for individuals and communities:
 - (b) all qualified persons have a reasonable and equal opportunity to—
 - (i) cast an informed vote:
 - (ii) nominate 1 or more candidates:
 - (iii) accept nomination as a candidate:
 - (c) public confidence in, and public understanding of, local electoral processes through—
 - (i) the provision of a regular election cycle:
 - (ii) the provision of elections that are managed independently from the elected body:
 - (iii) protection of the freedom of choice of voters and the secrecy of the vote:
 - (iv) the provision of transparent electoral systems and voting methods and the adoption of procedures that produce certainty in electoral outcomes:
 - (v) the provision of impartial mechanisms for resolving disputed elections and polls.

Section 4 also provides that

- (2) Local authorities, electoral officers, and other electoral officials **must**, in making decisions under this Act or any other enactment, take into account those principles specified in subsection (1) that are applicable (if any), so far as is practicable in the circumstances.

The Local Government Electoral Legislation Bill is expected to be enacted by 31 August 2023. If enacted, the Bill will bring forward the last date for a demand for, or a resolution to hold a poll on the electoral system, and the last possible date for the holding of a poll.

Key dates for changes to electoral systems

Section, LEA	Action	Former	New
s. 27	Last date for council to resolve to change electoral system	12 September 2023	12 September 2023
s. 28	Last date for public notice of electors' right to demand poll on electoral system	19 September 2023	19 September 2023
s.30 s. 31(1)	Last date for demand from electors for poll Last date for council to resolve to hold poll on electoral system	21 February 2024	11 December 2023
s. 33(4)	Last date for poll on electoral system	21 May 2024	14 March 2024

Significance, engagement and consultation

A decision to change Council’s electoral system would not amount to a significant decision in terms of Council’s Significance and Engagement Policy as there is likely to be only minor community interest in the decision and, although any decision would be in place for the next two triennial elections, the decision is not irreversible.

Financial considerations

The cost of running an STV election would cost approximately \$12,000 more than a FPP election. The cost of a poll has been estimated at approximately \$85,000-\$90,000 (or more than \$16,000 if a poll were to be held alongside the 2025 election). There is currently no budget provision for any of these amounts.

Treaty considerations/implications for Māori

There are no direct Treaty considerations or implications for Māori. One of the potential benefits of the use of STV in elections is more diversity which may benefit Māori, however *The Local Government Electoral Option 2023* guide notes that “until a greater variety of people stand for local body election and a wide diversity of people vote, no representation system will be able to improve the diversity or representatives elected.”

Communications/engagement plan

If Council resolves to change the electoral system, or to have a poll of electors, a communications and engagement plan will be required.

Environmental/climate change impact and considerations

There are no environmental/climate change impacts or considerations arising from the electoral system to be used by Council.

ATTACHMENTS

1. Attachment 1 - Extracts from the Local Electoral Act [↓](#) 
2. Attachment 2 - Extract from Taituara - Local Government Professionals Aotearoa, The Local Government Electoral Option 2023 [↓](#) 

EXTRACTS FROM LOCAL ELECTORAL ACT 2001

5A General description of First Past the Post electoral system

For local electoral purposes, the First Past the Post electoral system,—

(a) in the case of an election, has the following features:

- (i) voters may cast as many votes as there are positions to be filled:
- (ii) where a single position is to be filled, the candidate who receives the highest number of votes is elected:
- (iii) where more than 1 position is to be filled, the candidates equal to the number of positions who receive the highest number of votes are elected:

5B General description of Single Transferable Voting electoral system

For local electoral purposes, the Single Transferable Voting electoral system,—

(a) in the case of an election for multi-member vacancies, has the following features:

- (i) voters express a first preference for 1 candidate and may express second and further preferences for other candidates:
- (ii) a quota for election is calculated from the number of votes and positions to be filled:
- (iii) the first preferences are counted and any candidate whose first preference votes equal or exceed the quota is elected:
- (iv) if insufficient candidates are elected under subparagraph (iii), the proportion of an elected candidate's votes above the quota is redistributed according to voters' further preferences, and—
 - (A) candidates who then reach the quota are elected; and
 - (B) the candidate with the fewest votes is excluded:
- (v) the excluded candidate's votes are redistributed according to voters' further preferences:
- (vi) if insufficient candidates are elected under subparagraphs (iv) and (v), the steps described in subparagraphs (iv) and (v) are repeated until all positions are filled:

(b) in the case of an election for a mayoral or single member vacancy, has the following features:

- (i) voters express a first preference for 1 candidate and may express second and further preferences for other candidates:
- (ii) an absolute majority of votes for election is calculated from the number of votes and positions to be filled:
- (iii) the first preferences are counted and, if a candidate's first preference votes equal or exceed the absolute majority of votes, that candidate is elected:

- (iv) if no candidate is elected under subparagraph (iii), the candidate with the fewest votes is excluded and that candidate's votes are redistributed according to voters' further preferences:
- (v) if no candidate is elected under subparagraph (iv), the steps described in subparagraph (iv) are repeated until a candidate is elected:

Electoral systems for elections

27 Local authority may resolve to change electoral systems

- (1) Any local authority may, not later than 12 September in the year that is 2 years before the year in which the next triennial general election is to be held, resolve that the next 2 triennial general elections of the local authority and its local boards or community boards (if any), and any associated election, will be held using a specified electoral system other than that used for the previous triennial general election.
- (2) A resolution under this section—
 - (a) takes effect, subject to paragraph (b), for the next 2 triennial general elections of the local authority and its local boards or community boards (if any), and any associated election; and
 - (b) continues in effect until either—
 - (i) a further resolution under this section takes effect; or
 - (ii) a poll of electors of the local authority held under [section 33](#) takes effect.
- (3) This section is subject to [section 32](#).
- (4) In this section, and in [sections 28 to 34](#), **associated election**, in relation to any 2 successive triennial general elections of a local authority (and its local boards or community boards (if any)), means—
 - (a) any election to fill an extraordinary vacancy in the membership of the body concerned that is held—
 - (i) between those elections; or
 - (ii) after the second of those elections but before the subsequent triennial general election:
 - (b) an election of the members of the body concerned called under [section 258I](#) or [258M](#) of the Local Government Act 2002 that is held—
 - (i) between those elections; or
 - (ii) after the second of those elections but before the subsequent triennial general election.

28 Public notice of right to demand poll on electoral system

- (1) Every local authority must, not later than 19 September in the year that is 2 years before the year in which the next triennial general election is to be held, give public notice of the right to demand, under [section 29](#), a poll on the electoral system to be used for the elections of the local authority and its local boards or community boards (if any).
- (2) If the local authority has passed a resolution under [section 27](#) that takes effect at the next triennial election, every notice under subsection (1) must include—
 - (a) notice of that resolution; and
 - (b) a statement that a poll is required to countermand that resolution.

- (2A) Despite subsections (1) and (2), if, on or before the date referred to in subsection (1), the local authority has passed a resolution under [section 31](#) and has specified a date for the holding of the poll that is on or before 21 May in the year before the next triennial general election, subsection (1) does not apply.
- (3) This section is subject to [section 32](#).

29 Electors may demand poll

- (1) A specified number of electors of a local authority may, at any time, demand that a poll be held on a proposal by those electors that a specified electoral system be used at the elections of the local authority and its local boards or community boards (if any).
- (2) This section is subject to [section 32](#).
- (3) In this section and [sections 30](#) and [31](#),—
demand means a demand referred to in subsection (1)
specified number of electors, in relation to a local authority, means a number of electors equal to or greater than 5% of the number of electors enrolled as eligible to vote at the previous general election of the local authority.

30 Requirements for valid demand

- (1) A demand must be made by notice in writing—
- (a) signed by a specified number of electors; and
 - (b) delivered to the principal office of the local authority.
- (2) An elector may sign a demand and be treated as one of the specified number of electors only if—
- (a) the name of that elector appears,—
 - (i) in the case of a territorial authority, on the electoral roll of the territorial authority; and
 - (ii) in the case of any other local authority, on the electoral roll of any territorial authority or other local authority as the name of a person eligible to vote in an election of that local authority; or
 - (b) in a case where the name of an elector does not appear on a roll in accordance with paragraph (a),—
 - (i) the name of the elector is included on the most recently published electoral roll for any electoral district under the [Electoral Act 1993](#) or is currently the subject of a direction by the Electoral Commission under [section 115](#) of that Act (which relates to unpublished names); and
 - (ii) the address for which the elector is registered as a parliamentary elector is within the local government area of the local authority; or
 - (c) the address given by the elector who signed the demand is—
 - (i) confirmed by the Electoral Commission as the address at which the elector is registered as a parliamentary elector; and
 - (ii) within the district of the local authority; or
 - (d) the elector has enrolled, or has been nominated, as a ratepayer elector and is qualified to vote as a ratepayer elector in elections of the local authority.
- (3) Every elector who signs a demand must state, against his or her signature,—
- (a) the elector's name; and
 - (b) the address for which the person is qualified as an elector of the local authority.
- (3A) If a valid demand is received after 21 February in the year before the next triennial general election, the poll required by the demand—

- (a) must be held after 21 May in that year; and
 - (b) has effect in accordance with [section 34\(2\)](#) (which provides that the poll has effect for the purposes of the next but one triennial general election of the local authority and the subsequent triennial general election).
- (4) The chief executive of the local authority must, as soon as is practicable, give notice to the electoral officer of every valid demand for a poll made in accordance with [section 29](#) and this section.
- (5) This section is subject to [section 32](#).

31 Local authority may resolve to hold poll

- (1) A local authority may, no later than 21 February in the year immediately before the year in which the next triennial general election is to be held, resolve that a poll be held on a proposal that a specified electoral system be used for the elections of the local authority and its local boards or community boards (if any).
- (2) A resolution may, but need not, specify a date on which the poll is to be held.
- (2A) The date specified for the holding of a poll must not be a date that would require deferral of the poll under [section 138A](#).
- (3) The chief executive of the local authority must give notice to the electoral officer of any resolution under subsection (1),—
- (a) if no date for the holding of the poll is specified in the resolution, as soon as is practicable;
 - (b) if a date for the holding of the poll is specified in the resolution, at an appropriate time that enables the poll to be conducted in accordance with [section 33\(3\)](#).
- (4) This section is subject to [section 32](#).

32 Limitation on change to electoral systems

[Sections 27 to 31](#) do not apply if—

- (a) a poll on the proposal described in [section 29](#) or [section 31](#) held under [section 33](#) took effect at the previous triennial general election of the local authority or takes effect at the next triennial general election of the local authority;
- (b) another enactment requires a particular electoral system to be used for the election of members of a local authority.

33 Poll of electors

- (1) If the electoral officer for a local authority receives notice under [section 30\(4\)](#) or [section 31\(3\)](#), the electoral officer must, as soon as is practicable after receiving that notice, give public notice of the poll under [section 52](#).
- (2) Despite subsection (1), if an electoral officer for a local authority receives 1 or more notices under both [sections 30\(4\)](#) and [31\(3\)](#), or more than 1 notice under either section, in any period between 2 triennial general elections, the polls required to be taken under each notice may, to the extent that the result of those polls would take effect at the same election, and if it is practicable to combine those polls, be combined.
- (3) A poll held under this section must be held not later than 89 days after the date on which—
- (a) the notice referred to in subsection (1) is received; or
 - (b) the last notice referred to in subsection (2) is received.
- (3A) Subsection (3) is subject to subsection (2), [section 30\(3A\)](#) and [section 138A](#).

- (3B) Voters at a poll held under this section decide the proposal or proposals that are the subject of the poll by voting for one of the electoral systems named in the voting document or, as the case may require, expressing a preference in respect of each of the electoral systems named in the voting document.
- (4) Every poll under this section that is held in conjunction with a triennial general election or held after that election but not later than 21 May in the year immediately before the year in which the next triennial general election is to be held determines whether the electoral system to be used for the next 2 triennial general elections of the local authority and its local boards or community boards (if any) and any associated election is to be—
- (a) the electoral system used at the previous general election of the local authority; or
 - (b) the electoral system specified in any resolution under [section 27](#); or
 - (c) the electoral system specified in any demand submitted within the appropriate period of which the electoral officer has received notice under [section 30\(4\)](#) and, if notice of more than 1 such demand is received, one of the systems specified in those demands and, if so, which one; or
 - (d) the electoral system specified in any resolution of which the electoral officer has received notice under [section 31\(3\)](#).
- (5) Every poll under this section that is held at some other time determines whether the electoral system to be used at the next but one triennial general election of the local authority and its local boards or community boards (if any) and any associated election is to be—
- (a) the electoral system used at the previous general election of the local authority; or
 - (b) the electoral system specified in any resolution under [section 27](#); or
 - (c) the electoral system specified in any demand submitted within the appropriate period of which the electoral officer has received notice under [section 30\(4\)](#) and, if notice of more than 1 such demand is received, one of the systems specified in those demands and, if so, which one; or
 - (d) the electoral system specified in any resolution of which the electoral officer has received notice under [section 31\(3\)](#).

34 Effect of poll

- (1) If a poll is held under [section 33](#) in conjunction with a triennial general election or held after that election but not later than 21 May in the year immediately before the year in which the next triennial general election is to be held, the electoral system adopted or confirmed must be used—
- (a) for the next 2 triennial general elections:
 - (b) for any associated election:
 - (c) for all subsequent triennial general elections, elections to fill extraordinary vacancies, and elections called under section 258I or 258M of the Local Government Act 2002, until a further resolution under [section 27](#) takes effect or a further poll held under section 33 takes effect, whichever occurs first.
- (2) If a poll is held under [section 33](#) at some other time, the electoral system adopted or confirmed must be used—
- (a) for the next but one triennial general election and the following triennial general election:
 - (b) for any associated election:
 - (c) for all subsequent triennial general elections, elections to fill extraordinary vacancies, and elections called under section 258I or 258M of the Local Government Act 2002,

until a further resolution under [section 27](#) takes effect or a further poll held under section 33 takes effect, whichever occurs first.

Electoral systems for polls

35 Electoral systems for polls

- (1) Every poll conducted for a local authority must be conducted using an electoral system adopted by resolution of the local authority—
 - (a) for the purposes of the particular poll; or
 - (b) for the purposes of 2 or more polls that are to be conducted at the same time.
- (2) If a poll is to be conducted for a local authority and there is no applicable resolution, that poll must be conducted using the electoral system commonly known as First Past the Post.

Voting methods

36 Voting method for elections and polls

- (1) Every election or poll conducted for a local authority must be conducted using 1 or more methods of voting adopted by resolution of the local authority—
 - (a) for the purposes of a particular election or poll; or
 - (b) for the purposes of more than 1 election or more than 1 poll, or both, that are to be conducted at the same time.
- (2) If an election or poll is to be conducted and there is no applicable resolution under subsection (1), that election or poll must be conducted by postal voting.
- (3) Despite subsections (1) and (2),—
 - (a) if any election or poll is to be conducted in conjunction with the election of 1 or more territorial authorities in the same local government area, the voting method to be used for that election or poll within the district of each territorial authority is the voting method or methods to be used for the election of that territorial authority;
 - (b) if 2 or more elections or 2 or more polls are to be conducted within the district of a territorial authority separately from any election of that territorial authority, and, as a consequence of the operation of subsection (1) or subsection (2), those elections and polls are required to be conducted using different voting methods,—
 - (i) the local authorities concerned must determine which of those voting methods must be used to conduct the elections and polls; and
 - (ii) if no agreement is reached under subparagraph (i), those elections and polls must be conducted by postal voting.
- (4) Subsection (5) applies if—
 - (a) regulations authorise the use of a voting method, for the purpose of conducting a trial of that method, by a specified class of elector in any specified class of election or poll or in any specified election or poll; and
 - (b) the local authority adopts that voting method for the specified class by resolution in accordance with those regulations.
- (5) The voting method to be used by the specified class of elector in the election or poll must be the method adopted by resolution under subsection (4).
- (6) If, under subsection (5), any election or poll of 1 or more territorial authorities in which a voting method is to be used by a specified class of elector is to be conducted in conjunction with 1 or more other elections or polls, that voting method is to be used by the specified class of elector in each of the elections or polls.

- (7) If subsection (5) or (6) (or both) apply to an election or a poll, the voting method or methods to be used for other electors in the election or poll must be determined in accordance with subsections (1) to (3).

37 Consultation

- (1) Before passing any resolution under [section 36\(1\) or \(4\)](#) that will apply to elections or polls conducted for any other local authority, the local authority concerned must consult that local authority.

In determining what resolution is to be adopted under [section 36](#), the local authority concerned must have regard to the results of any consultation under s

ATTACHMENT 2 - extract from *The Local Government Electoral Option 2023*, prepared for Taituarā by Professor Janine Hayward, Politics/Tōrakapū, University of Otago

1. The Choice: First Past the Post (FPP) or Single Transferable Voting (STV) ?
 - (a) How do the two electoral systems work?

FPP	STV
<p>FPP: casting a vote You place ticks equal to the number of vacancies next to the candidate(s) you wish to vote for.</p> <p>In multi-member wards/constituencies you cast one vote for each vacancy to be filled, as above.</p> <p>In single-member wards/constituencies you cast one vote.</p>	<p>STV: casting a vote You cast a single vote regardless of the number of vacancies. You cast this single vote by consecutively “ranking” your preferred candidates beginning with your most preferred candidate (‘1’) your next preferred candidate (‘2’) and so on.</p> <p>In multi-member wards/ constituencies you cast a single vote by ranking as few or as many candidates as you wish, as above.</p> <p>In single-member wards/constituencies you cast a single vote by ranking as few or as many candidates as you wish.</p>
<p>FPP: counting votes The candidate(s) with the most votes win(s). A winning candidate might not have a majority of votes, just the largest number of votes cast.</p>	<p>STV: counting votes The candidate(s) are elected by reaching the “quota” (the number of votes required to be elected).³ Vote counting is carried out by computer.⁴ First preference votes (‘1s’) are counted. Candidates who reach the quota are “elected”. The “surplus” votes for elected candidates are transferred according to voters’ second preferences. Candidates who reach the quota by including second preferences are “elected”. This process repeats until the required number of candidates is elected.⁵</p>
	<p>In multi-member constituencies, despite voters casting only a single vote, a voter may influence the election of more than one representative (if part of their vote is transferred to another candidate according to the voter’s preferences).</p>

³ The quota is calculated by dividing the total number of valid votes cast by the number of vacancies to be filled plus one

⁴ The New Zealand method of STV uses the ‘Meek method’ of counting votes. Because this method transfers proportions of votes between candidates, it requires a computer program (the STV calculator).

⁵ If at any point there are no surplus votes left to transfer, the candidate with the lowest number of votes is excluded and their votes redistributed according to voters’ next preferences. For further information on the details of vote counting, see, for example, STV Taskforce, ‘Choosing Electoral Systems in Local Government in New Zealand: A Resource Document’, (May 2002).

FPP	STV
<p>FPP: announcing results FPP preliminary results can usually be announced soon after voting ends.</p> <p>Official results are announced and published showing the total votes received by each candidate.</p>	<p>STV: announcing results Because all votes must be processed before counting can begin, STV results might take longer to announce.</p> <p>Official results are announced and published showing elected candidates in the order they reached the quota and unsuccessful candidates in the order they were excluded.</p>

(b) What is the difference between the two electoral systems?

FPP is a “plurality” electoral system; this means that to get elected a candidate must win the most votes, but not necessarily a majority of the votes. FPP is a simple system for voters to use. In multi-member constituencies, like local government elections, voters cast multiple votes. As a plurality system, FPP is not designed to produce proportional results; that is, the election results do not necessarily reflect the preferences of the broad community of voters.

STV is a “proportional” electoral system; this means that to get elected a candidate must win a proportion of the overall votes cast (or “meet the quota”). In multi-member constituencies like local government elections, a voter casts a single vote by ranking his/her preferred candidates. As a proportional system, STV is designed to produce proportional results that reflect the preferences of the broad community of voters.

2. What are the Advantages and Disadvantages of Each System?

No electoral system is perfect, and different people will have different views on what is ‘fair’. Both FPP and STV have advantages and disadvantages.

The advantages of FPP relate to its characteristics as a plurality voting system: the simplicity of the voting process including the ways votes are cast, counted and announced.

The disadvantages of FPP relate to:

- disproportional election results, including the generally ‘less representative’ nature of FPP councils
- the obstacles to minority candidate election that do not help to elect a candidate
- the number of “wasted votes” (that is, votes that do not help to elect a candidate).

The advantages of STV, on the other hand, relate to its characteristics as a proportional voting system: a potential reduction in the number of “wasted votes” and majority outcomes

in single-member elections.⁶ Research shows that STV increases the chances for women to get elected.⁷

The disadvantages of STV relate to:

- the public might be less familiar with the system and voter education might be required
- matters of process such as the way votes are cast and counted (for example perceived complexity may discourage some voters)
- the way election results are sometimes communicated.

Deciding which electoral system is best for your community may come down to deciding which is more important: process, or outcome. Unfortunately, neither electoral system can claim to achieve well in both.

(a) More detailed advantages and disadvantages

FPP	STV
<p>FPP: casting votes FPP is a straightforward system of voting. FPP is familiar to most people.</p> <p>“Tactical” voting is possible; votes can be used with a view to preventing a candidate from winning in certain circumstances.</p>	<p>STV: casting votes STV is a less straightforward system of voting. There is a need for more information for people to understand the STV ranking system of candidates.</p> <p>It is virtually impossible to cast a “tactical” vote under STV. As a result, voters are encouraged to express their true preferences.</p>
<p>FPP: counting votes FPP is a straightforward system for counting votes. Votes can be counted in different locations and then aggregated. Election results are usually announced soon after voting ends.</p>	<p>STV: counting votes STV vote counting requires a computer program (the STV calculator). Votes must be aggregated first and then counted in one location. Election results will usually take a little longer to produce.</p>

⁶ For further discussion, see Graham Bush, ‘STV and local body elections – a mission probable?’ in J. Drage (ed), *Empowering Communities? Representation and Participation in New Zealand’s Local Government*, pp 45–64 (Wellington: Victoria University Press, 2002).

⁷ Jack Vowles & Janine Hayward (2021) ‘Ballot structure, district magnitude and descriptive representation: the case of New Zealand local council elections’, *Australian Journal of Political Science*, 56:3, 225–244, DOI: [10.1080/10361146.2021.1935449](https://doi.org/10.1080/10361146.2021.1935449)

FPP	STV
<p>FPP: election results Official results show exactly how many people voted for which candidates.</p> <p>Results are easy to understand.</p> <p>A “block” of like-minded voters can determine the election of multiple candidates in multi-member wards/ constituencies, without having a majority of the votes, thereby ‘over-representing’ themselves.</p> <p>The overall election results might not be proportional to voters’ wishes, and might not reflect the electoral wishes of the majority of voters, only the largest group of voters who may not be the majority.</p> <p>In single-member elections, the winner does not need to have the majority of votes, just the largest group of votes.</p> <p>There might be more “wasted” votes (votes that do not contribute to the election of a candidate).</p>	<p>STV: election results Official results will identify which candidates have been elected and which have not and in which order. They do not show how many votes candidates got overall, as all successful candidates will have the same proportion of the vote (the quota). This information, at stages of the count, can still be requested.</p> <p>Results can be easy to understand if presented appropriately.</p> <p>STV moderates “block” voting as each voter casts only one single vote, even in multi-member wards/constituencies.</p> <p>The overall election results are likely to reflect the wishes of the majority of voters in proportion to their support for a variety of candidates.</p> <p>In single-member wards/constituencies, the winner will have the majority of votes (preferences).</p> <p>Every vote is as effective as possible (depending on the number of preferences indicated) meaning there are likely to be fewer “wasted” votes (votes that do not contribute to the election of a candidate).</p>

3. Common Questions and Concerns

(a) FPP ain’t broke: so why fix it?

For councils that are used to voting with FPP, it can appear that there is nothing wrong with this system and there is no need for change. But the Local Electoral Act 2001 requires councils to engage in this process in good faith, and encourages councils to consult with their communities about the electoral system they prefer.

(b) FPP is easy to understand. I can’t trust a complicated system like STV.

It is often said that FPP is easy and STV is complex. A post-election survey has found, however, that most people have found it easy to fill in the STV voting document and rank

their preferred candidates.⁸ The way STV votes are counted is complicated. That is why it requires a computer program (STV calculator). The STV calculator has been independently certified and voters can trust that it only transfers a vote according to a voter's preferences ranked on his/her voting documents. Nothing (and no person) can influence the transfer of votes set out on voting documents.

(c) Won't voters be put off if the voting system is too complicated?

Voter turnout (the number of people voting) in STV local body elections has been mixed. Some councils' turnout was higher than the national average, and some lower.⁹ Turnout for District Health Board (DHB) elections (which had to use STV) was seen to be influenced by a range of factors including elections being at large for seven vacancies, the number of candidates (who are often less well-known than council candidates) and the fact this issue is usually at the end of the voting document.

Overall, voter turnout has been on the decline for many years. It is possible that more voters would turn out to local elections in the future if they feel with STV they have a better chance of electing a representative who better represents them than FPP has in the past.

(d) Won't there be more blank and informal votes under STV, which is not good for democracy?

Despite voters saying in the Local Government Commission survey that they generally found STV an easy way to vote, some voters did cast an invalid vote in STV elections (including DHB elections). A small proportion of these voters seemed confused by the voting system. But most blank and informal votes are thought to be due to two different voting systems (FPP and STV) appearing on the same voting document and to other factors, rather than being due to the way STV votes are cast.¹⁰

(e) STV won't work for our council because of our ward/at large system.

There is no 'rule' about the need or otherwise for wards or constituencies, but STV can be seen to provide the greatest benefit in wards or constituencies electing between three and nine candidates. If there are fewer than three candidates, the benefits of the transferable vote in terms of proportionality are not likely to be evident. In single member constituencies (mayoral elections) STV ensures that the winning candidate has a majority of the votes. If voters have a very large number of candidates to choose from when ranking their preferences, they may find it a more difficult task (although there is no need to rank all candidates).

⁸ Local Government Commission, 'Report to the Minister of Local Government on the review of the Local Government Act 2002 and the Local Electoral Act 2001: Special topic paper: Representation' (February 2008), p 14

⁹ Local Government Commission, 'Report to the Minister of Local Government on the review of the Local Government Act 2002 and the Local Electoral Act 2001: Special topic paper: Representation' (February 2008), p 13

¹⁰ Local Government Commission, 'Report to the Minister of Local Government on the review of the Local Government Act 2002 and the Local Electoral Act 2001: Special topic paper: Representation' (February 2008), pp 13–18

(f) STV hasn't made any difference to the diversity of representation in STV councils

Until a greater variety of people stand for local body election and a wide diversity of people vote, no representation system will be able to improve the diversity of representatives elected. There has been some change in the gender, ethnicity and age of some members elected by STV.¹¹ Recent research shows that STV increases the chances for women to get elected.¹² But it will take some time for a diversity of candidates to see the opportunities of standing in an STV election and more voters to see the potential benefits of voting under a proportional representation system.

¹¹ Local Government Commission, 'Report to the Minister of Local Government on the review of the Local Government Act 2002 and the Local Electoral Act 2001: Special topic paper: Representation' (February 2008), pp 18-1

¹² Jack Vowles & Janine Hayward (2021) "Ballot structure, district magnitude and descriptive representation: the case of New Zealand local council elections", *Australian Journal of Political Science*, 56:3, 225-244, DOI: [10.1080/10361146.2021.1935449](https://doi.org/10.1080/10361146.2021.1935449)

7.4 SUBMISSION POLICY FOR APPROVAL

File Number:

Author: Nerissa Aramakutu, Policy Manager

Authoriser: Karen Yates, Interim Chief Executive

PURPOSE

The purpose of this report is to seek Council approval of the proposed Submission Policy. The Policy is intended to provide the community with clarity on the scope of a formal submission as part of council consultation processes.

RECOMMENDATIONS

That Council:

1. **notes** that the Submission Policy relates to handling submissions under the Local Government Act 2002 (LGA);
2. **notes** that the intent of the Submissions Policy is to provide clarity for both the Council and the community;
3. **notes** that the Submissions Policy sets out the minimum standards and requirements for formal submissions we receive through consultation that we undertake with our community;
4. **notes** the Submission Policy aligns with the Significance and Engagement Policy and the LGA; and
5. **adopts** the Submissions Policy.

CONTEXT

Submissions are an important part of the local government decision-making process. A submission is formal feedback from an individual or an organisation/group in response to a Council proposal. These submissions can be written or verbal submissions. It is one of the main ways Council can gain better understanding of community views on an issue and factor them into our decision-making.

The Council undertakes consultation with the community on a range of topics and decisions. The level of engagement Council undertakes is either driven by legislation, or the Significance and Engagement Policy.

Council endeavours to engage with the community on significant issues in an authentic way. To date Masterton District Council has not had a Submissions Policy (the Policy). Submission policies or at least policy positions on submissions are becoming more common amongst councils¹. In most cases the key driver to develop a policy is to provide clarity for both our community and staff about the submissions process so each process is run consistently.

¹ In developing the Policy, we looked to Northland Regional Council and Rotorua Lakes Council's existing policies. South Wairarapa District Council and Waimakariri District Council also have some minimum standards outlined on their websites.

The Local Government Act 2002

Key principles for consultation are outlined under the Local Government Act 2002 (section 82). When undergoing consultation with our community, the council must:

- inform the community of the scope of the decisions and proposed options;
- provide the opportunity for the community to present their views;
- encourage our community to present their views; and
- receive the views with an open mind and give them due consideration when making the decision.

The Act does not prescribe what counts and does not count as a submission; this is at the discretion of the council. The proposed policy aligns with these principles and our Significance and Engagement Policy.

ANALYSIS AND ADVICE

Scope of the Policy

The Policy relates to handling submissions under the Local Government Act 2002 (LGA) including Annual and Long-Term Plans. The principles in the Policy may also be used for other areas of legislation. The Policy does not cover submissions under the Resource Management Act 1991, where a separate process is applied.

The Policy provides guidelines to the community as to the information required as well as the type of submissions that will be accepted. Through the adoption of the Policy, the community can engage with the submissions process knowing what our policy parameters are.

Whilst we welcome robust feedback during our consultation processes, we have also seen an increase in irrelevant information and derogatory language towards council staff and elected members in some submissions. We have also seen an increase in submitters wanting to make anonymous submissions. The Policy intends to make our position on these matters clear.

The Policy outlines other ways Council could seek community views (in line with our Significance and Engagement Policy²) should the formal process not be the most appropriate way for the community to share their views (e.g., if they wish to remain anonymous). In the past Council has facilitated opportunities for the community to have their say through drop-in sessions and community meetings.

Particular areas of the Policy that provide clarification for our community

The Policy:

- provides a statement on the minimum standard of submissions received. A minimum of a first and last name must be provided for a submission to be accepted. It also outlines the method and formats that we accept.
- addresses when we might need to redact information from within a submission, offensive language, legibility, and pro-forma submissions (multiple submissions with identical content).

² [The Significance and Engagement Policy is available on our website here.](#)

- includes a statement on our approach to making information public. It outlines that council's consultations are public processes with all submissions received being published on council's website, and that information will be removed only under extenuating circumstances.
- outlines the process for late submissions, supplementary information and withdrawing submissions.

Social Media

We recognise that social media platforms (for example: Facebook, Instagram) are important channels to communicate key messages to our community and the opportunities for them to have their say. However social media commentary provided by the community is often not fully informed of the implications of the decision and options we are consulting on. In the Policy, we make it clear that social media is not a way we receive formal submissions. This does not preclude Council from collating and presenting social media commentary as part of the wider advice provided to Council for decision making purposes. The Submissions Policy aligns with the Council's existing Social Media Policy³.

OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
1 Adopt the Submission Policy	Supports transparency and increased understanding of submissions as part of Council decision-making and consultation processes. The Policy can be relied upon for future consultation processes, including for the upcoming Long-Term Plan consultation process. Sets out clear expectations for both staff and the community.	No disadvantages have been identified.
2 Do not adopt the Submission Policy	No advantages have been identified.	Processes remain unclear for staff and community.

RECOMMENDED OPTION

Option one is recommended. This ensures that Council will have a clear and transparent submission process for upcoming consultation with our community.

³ [The Social Media Policy is available on our website here](#)

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

The principles of consultation are articulated in section 82 of the LGA. The proposed Policy aligns with these principles.

Significance, Engagement and Consultation

The Policy is intended to complement our existing Significance and Engagement Policy and relevant internal procedures and guidance.

Council is able to make a decision on this policy without undertaking further consultation or engagement.

Financial Considerations

There are no financial implications of this decision. The Policy has been developed within existing baselines.

Implications for Māori

Councils must ensure that it has in place processes for consulting with Māori. The Policy does not impact these processes or undermine engagement with Mana Whenua on issues.

Communications/Engagement Plan

We will inform our community of the Policy through a media statement.

The Policy will be published on our website and will be noted in future consultation processes for the community to refer to.

Environmental/Climate Change Impact and Considerations

There are no impacts.

NEXT STEPS

Following Council agreement, the Policy will be published on our website. Further supporting information may be published alongside the Policy.

The Policy will be presented to all staff at our next available all of staff meeting and will be supported by an internal guidance document which sets out certain processes in more details.

ATTACHMENTS

1. **Submission Policy** [↓](#) 

SUBMISSION POLICY



x August 2023



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POLICY NUMBER: MDCxxx	
First Adopted	August 2023
Latest Version	
Adopted by:	Council Meeting (X Date)
Review Date	June 2026

Introduction

Submissions made by the community to Council are an important part of Local Government decision-making processes. Council receives submissions in response to a proposal or matter that is being consulted on with the community.

Purpose

The purpose of this policy is to outline Masterton District Council's submissions process and minimum requirements for submissions content.

Scope

This policy relates to the receiving and processing of submissions through a Council consultation process, including submissions received under the Local Government Act 2002 (including Annual and Long-term Plans). The principles in this policy may also be used for other areas of legislation. It does not cover submissions under the Resource Management Act 1991, where a separate process is required by legislation.

What is a submission?

A submission is formal feedback to Council from an individual or an organisation/group in response to a proposal or matter upon which a decision is required by Council. It is one of the main ways Council can be better informed of community views on an issue and consider them as part of their decision making.

For avoidance of doubt, a submission does not include ad hoc or informal feedback provided to Council. This includes comments received on Council social media platforms or comments made in the wider media or non-council social media platforms. See **Other Ways to Have Your Say** section further in this Policy.

Who can make a submission?

Anyone can make a submission regardless of their age or place of residence. You don't need to be a ratepayer to make a submission. Submissions can be made by individuals or representatives of an organisation, group, or agency.

Submissions are public documents

Submissions are public documents. While personal contact details and demographic information may be removed from any publicly available copy, the submitter's name will be published.

Only relevant staff members will have access to un-redacted versions of submissions in accordance with our Privacy Statement. Submissions will be kept in accordance with the Public Records Act 2005.

If a submitter contacts Council with extenuating circumstances for withholding their name prior to the submission closure date, we may remove their name from publication. This is at the discretion of the Project Owner¹ and the Manager Strategy and Governance.

¹ The Project Owner is the person ultimately responsible for the project and will be specifically defined for all consultation projects.

Submission minimum criteria

To be considered and valid, all submissions must include:

- ✓ First and last name (the name you are known by)
- ✓ Organisation, if you are submitting on behalf of your business or organisation.

We ask for this information to ensure that it is a fair and transparent process. For example:

- We need to know if someone is trying to have more than one opportunity to have their say to ensure the results can be presented as accurately as possible.
- It would be considered a conflict of interest if an elected member (or their organisation/ business) was to submit on a proposal then participate in the decision on the proposal.

Council encourages all submitters to provide contact details so that you can be contacted if we have a question about your submission.

We need your contact details if you want to be heard

If you want to participate in a Council Hearing process (offered as an opportunity to be heard by Council or speak to your submission in some consultation processes) you will need to at least provide an:

- email address; and/or
- telephone number.

This will enable us to contact you to schedule a hearing time and provide you with a copy of our hearing procedure.

Regional Submissions

From time to time the Masterton District Council consults on topics jointly with Carterton District Council, and/ or South Wairarapa District Council, and/ or Greater Wellington Regional Council. Where a regional submission process is taking place, further information may be required to align with the policies of the other councils we are consulting with.

Optional information

In Council submission forms, we ask questions about age, gender, ethnicity, location, and disability. These questions are optional.

Responses to these types of questions help us understand which parts of our community are providing the Masterton District Council with feedback. It helps us to improve our engagement approach with key groups from our community. In some instances, it may indicate that further engagement is needed with the community.

This demographic information will not be made public with your submission (via our website or in a Council meeting agenda). Only collated demographic data will be reported to the Council.

The format of our demographic questions aims to allow submitters to identify themselves in ways that best reflect who they are.

Accepted submission methods

Council provides submission forms in a range of formats for completion. In most cases a submission form will be available in physical (hardcopy) or online format.

Submissions will be accepted by means of:

- Online via our website
- Post to Masterton District Council, Freepost 112477, PO Box 444, Masterton 5840
- Hand delivered to our Customer Service Centre, 161 Queen Street, Masterton
- Email
- Phone (06) 370 6300
- Orally at a hearing

We do not accept submissions via social media platforms.

Accepted submission formats and languages

Masterton District Council will accept submissions that are:

- Written or spoken in te reo Māori (subject to prior arrangement if submission to be presented in person);
- Written or spoken in English;
- New Zealand Sign Language (NZSL) (subject to prior arrangement if submission to be presented in person); and
- Recorded as video or audio files.

Masterton District Council can provide assistance for people who need help to make a submission.

Note: Guidance on the content of the submission cannot be provided.

Other ways to have your say

We encourage our community to make formal submissions when Council is consulting on an issue or matter.

Where relevant and appropriate during the consultation period, Council may provide additional opportunities for the community to have their say. This may include community drop-in sessions, workshops, or suggestion boxes. These opportunities are dependent on the type of consultation and engagement required as outlined in the Significance and Engagement Policy.

Supplementary Information

After making a submission, and within the consultation period, you may provide supplementary information to add to your submission (this will not be treated as an additional submission). This must be provided in the methods and formats indicated above. If you provide supplementary information outside the consultation period, this will be assessed on a case-by-case basis and depending on whether the hearings and deliberations have occurred.

Withdrawing your submission

If you wish to withdraw your submission you should do so within the consultation period. If you wish to withdraw your submission after the consultation period has closed this will be assessed on a case-by-case basis and depending on whether the hearings and deliberations have occurred.

Late submissions

A late submission is any submission received after the specified consultation closing date and time. For postal submissions, this is any submission post-marked after the consultation's closing date.

Acceptance of late submissions will be at Council's discretion. Accepting or refusing a 'late submission' is at the discretion of the Project Owner, who will take into consideration:

- the submission is received at a practical point in the process (e.g., before hearings begin); and/or
- the submitter will have an unfair advantage over others.

The Manager Strategy and Governance will sign off any refusal or acceptance of late submissions following the Project Owner's assessment.

Where a 'late submission' is refused, and where it's possible to do so, the submitter will be advised.

Pro forma submissions

Pro-forma submissions, (e.g., multiple submissions with identical content), will be presented to decision makers as a single submission with all submitters' names and a tally at the top. These submissions may not all be made publicly available on our website, rather a single version of the submission with a tally and submitter names will be displayed. However, all submissions will still be counted individually.

Option to be heard

When required or requested Council will provide an opportunity to be heard at the completion of the submission period. Speaking at a hearing allows submitters to highlight the main points of any written submission, as well as allowing Council the opportunity to ask the submitter questions.

Hearing dates (if applicable) will be advertised as part of the consultation information available during the consultation period.

Persons wishing to speak to their submission must indicate this to Council and provide their contact details.

Speakers will be given the opportunity to present in person or online (via Microsoft Teams or Zoom).

Hearings will be open to the public and will be livestreamed via a relevant platform (e.g. YouTube or Facebook).

Speakers will be given a set length of time to cover off the main points of their submission. Additional time will not be granted to individual submitters or organisations, however where an individual has made a submission as part of a group or organisation and as an individual, they may be able to speak to their separate submissions at separately allocated times.

Submission content conditions

Masterton District Council reserves the right to remove from publication, any submission – in part or in full – that contains content that is determined to be of the following nature:

1. Contains offensive language.
2. Discriminatory, defamatory, or derogatory.
3. Personal threats or harassment of Council or staff members.
4. Would be an abuse of the hearing process to allow the submission (or part thereof) to be taken further.

In addition:

- If specific staff members names are used in the submission, below the Strategic Leadership Team level, they will be redacted. Role titles will not be redacted.
- If the submission does not make specific reference to the topic/s outlined in the consultation document or statement of proposal, or if they are not relevant to the topic/s being consulted on in any annual plan or other relevant consultation, they will be considered 'out of scope'.
- All submissions must be legible, and staff won't be held responsible for misinterpreting a semi-legible submission (e.g. a hand written submission with spelling errors that makes it difficult to interpret).

Submitters will not be denied the opportunity to make genuine submissions. Where there is uncertainty, the default position will be to allow the submission with every effort made to preserve as much of the content as possible.

Masterton District Council's Manager Strategy and Governance will be responsible for the final decision on whether any submission or part thereof should be removed from publication.

Sensitive or confidential information

The Project Owner will use their discretion and principles of the Local Government Official Information and Meetings Act 1987 to determine whether further information should be withheld from publication.

If there is information that is confidential or sensitive that is included in your submission, we recommend you specify this in your submission.

Result of submission

Once a decision is made, Council will provide all submitters with access to the decision as well as any explanatory material associated with the decision in such form as is most appropriate.

As a minimum, decisions will be published on the Masterton District Council website for all to access.

References

Local Government Act 2002

Privacy Act 2020

Public Records Act 2005

Local Government Official Information and Meetings Act 1987

Related Documents

Significance and Engagement Policy

Masterton District Council Privacy Statement

Social Media Policy

Review of Policy

This policy will be reviewed every three years in advance of Long-Term Plan consultation.

Version Control

Version	Date	Summary of Amendments	Approved By

7.5 AMENDMENT TO RURAL ADVISORY GROUP TERMS OF REFERENCE

File Number:

Author: Matt Steele, Senior Policy Advisor

Authoriser: Karen Yates, Interim Chief Executive

PURPOSE

The purpose of this report is to seek Council agreement to amend the Terms of Reference (Attachment 1) for the Masterton District Council Rural Advisory Group (Council Rural Advisory Group) to allow for the appointment of an additional community representative, which would be an increase from four to five community representatives.

EXECUTIVE SUMMARY

The Council Rural Advisory Group was established in the 2019-22 triennium to provide Council with a rural perspective and advice on issues associated with Council services affecting rural communities. It is tasked with providing community input on rural issues to be considered as part of Council's decision-making processes.

Expressions of Interest for the Rural Advisory Group for the 2022-25 triennium were sought, with appointments to be finalised following Council's consideration of this advice.

RECOMMENDATION

That Council **approves** the amendment to the Council Rural Advisory Group Terms of Reference to allow for the appointment of an additional community representative increasing the number of community representatives from four to five.

CONTEXT

At the 9 November 2022 Council meeting Councillor David Holmes and Councillor Craig Bowyer were appointed as the elected member representatives on the Council's Rural Advisory Group.

At the 17 May 2023 meeting Council approved the Council Rural Advisory Group Terms of Reference and Expression of Interest documents to seek community representatives for the Masterton Council Rural Advisory Group for the 2022-25 triennium.

The current Terms of Reference for the group provide for:

- two elected member representatives (Councillors Holmes and Bowyer),
- iwi representatives (up to two) (an invitation will be sent to iwi entities to ask if they would like to appoint iwi representatives to the Rural Advisory Group), and
- four community representatives.

Given the range of challenges and issues facing our rural communities, particularly economic and weather situations that have impacted the rural sector, the elected member representatives on the Council Rural Advisory Group advocate the appointment of an additional community representative to the Group. This would add value by enabling a broader range of skills and experience to be included.

As the current Terms of Reference provide for four community representatives, an amendment is required to allow for the appointment of an additional community representative. If approved, this would increase community representation to five members.

ANALYSIS AND ADVICE

As noted, the appointment of an additional community representative will allow for a broader range of skills and experience to be included in the group.

Having five community representatives is consistent with community membership of other groups. The Climate Advisory Group, which was appointed earlier in 2023, includes six community representatives.

OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
1 Agrees to amending the Masterton District Council Rural Advisory Group Terms of Reference to allow for the appointment of an additional community representative (from four to five).	Allows for a wider range of skills and experience to be included in the group.	There will be an increase in cost for one additional member, however it is anticipated this can be met from the existing budget.
2 Does not agree to amending the Masterton District Council Rural Advisory Group Terms of Reference to allow for the appointment of an additional community representative (from four to five).	No advantages have been identified.	Does not allow for a wider range of skills and experience to be included in the group.

RECOMMENDED OPTION

Option 1 is recommended.

The proposed amendment to the Terms of Reference would allow five community representatives (instead of four) to be appointed to the Group. An additional community representative will allow for a broader range of skills and experience to be included in the group, enhancing the contribution of the group.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

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

Significance, Engagement and Consultation

Council's Significance and Engagement Policy has been considered, and the decision to amend the Terms of Reference to allow for the appointment of five community representatives to the Council Rural Advisory Group is not assessed as a significant decision. Consultation with the community is therefore not necessary prior to this decision being made.

Financial Considerations

There is budget provision of \$4000 in the 2023/24 Annual Plan for remuneration of members of the Council Rural Advisory Group. Staff and administrative support will be provided from existing budgets. For 2023/24 we do not anticipate any additional funding being required.

Depending on the number of meetings held, the appointment of an additional member may lead to small increase in the budgets for the remaining two years of the triennium.

Implications for Māori

There are no implications for Māori in the decision sought in this report. Iwi will be invited to appoint representatives to the Rural Advisory Group.

Communications/Engagement Plan

No communications or engagement plan is needed in relation to the decision sought in this report.

Environmental/Climate Change Impact and Considerations

Environmental/climate change impacts and considerations will be issues that the Council Rural Advisory Group could provide advice, information and recommendations to Council on from a rural perspective. An additional Council Rural Advisory Group member will allow a broader range of experience and knowledge to be brought to the group.

NEXT STEPS

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

ATTACHMENTS

1. **Attachment 1 - Updated Rural Advisory Group Terms of Reference** [!\[\]\(c41cd08d0a1dcf2b1f7a99addc498042_img.jpg\) !\[\]\(5b5404218c15fc7f9898d15202f1ef57_img.jpg\)](#)



MASTERTON DISTRICT COUNCIL RURAL ADVISORY GROUP TERMS OF REFERENCE

1. Introduction

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

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

2. Purpose

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

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

3. Outcomes

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

4. Membership and Community Member Selection Process

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

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

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

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

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

Qualification of the members is set out in Appendix A.

Council Rural Advisory Group members agree to adhere to the Code of Conduct.

5. Term

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

6. Meetings

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

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

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

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

7. Quorum

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

8. Meeting Protocols

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

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

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

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

9. Submissions

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

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

10. Engagement with Council

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

11. Council Rural Advisory Group remuneration

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

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

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

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

12. Staff support

Council staff support will include:

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

13. Review

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

Appendix A: Qualifications of Members

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

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

7.6 PROGRESSING THE ESTABLISHMENT OF THE YOUTH HUB

File Number:

Author: Corin Haines, Manager Community Facilities and Activities

Authoriser: Karen Yates, Interim Chief Executive

PURPOSE

The purpose of this report is to seek Council approval to re-purpose the large prefab currently located in the Library Learning Centre to be developed as the Youth Hub.

EXECUTIVE SUMMARY

On 26 April 2023, the Infrastructure and Services Committee received an update on the establishment of a Youth Hub at the Skatepark. There was agreement for work to continue in progressing the Youth Hub project and that the Youth Council be engaged to support a revised project scope. In addition to this, there was agreement that Council takes a more localised approach to the construction of the Youth Hub. Officers are now in a position to provide a progress update, including seeking approval of a way forward with the development of the Youth Hub at the Skatepark.

RECOMMENDATIONS

That Council

1. **approves** the re-purposing of the large prefab from the Library Learning Centre to be developed as the Youth Hub at the Skatepark;
2. **notes** that officers will continue to work with the Youth Council to progress the revised project scope for the Youth Hub; and
3. **notes** officers are in the process of engaging with the community to seek support in delivering this project.

CONTEXT

Purpose of the Youth Hub

Masterton District Council (MDC) has been working with government agencies and Connecting Communities Wairarapa (CCW) since 2017 to develop a concept for a Youth Hub. Wider community engagement has also taken place to further develop the concept of the Youth Hub as well as engagement with our previous Youth Councils.

The purpose of the Youth Hub is to provide a sense of belonging and easy access to mental health support for youth in the Wairarapa.

The Masterton Skate Park redevelopment provided the opportunity to locate the Youth Hub in this space which is popular with youth.

Funding support and construction of the Youth Hub

The Department of Internal Affairs and the Ministry of Youth Development have jointly provided MDC with \$120,000 for the design and construction of the youth hub/café with Council providing the rest of the funding for this project. Council officers have confirmed that this funding is still secure.

The original design aspiration for the Youth Hub was for shipping containers to be converted to create a facility that met the needs of Masterton youth from an aesthetic as well as functional view.

When the market was tested in 2020, this proved impossible to deliver due to a scarcity of available local trades people at the time due to the pandemic and pressures on the construction sector.

As a result of this, the project was rescoped in July 2021. Following a tender and procurement process, MDC entered into an agreement with Podular to design and construct a Youth Hub at the revamped skatepark site. The proposed design featured several amenities, including an observation deck, a small coffee kiosk/food counter, toilets (including a disabled access bathroom), space for skate equipment, a meeting space, and informal hang-out areas. To fund the project, the Council had approved a budget of \$538,570 as part of the Long-Term Plan 2021–2031.

The Council has only received the final design from Podular, no further products have been received.

In November 2022, Podular's shareholders declared the company insolvent. By then council had already made \$260,000 of payments to Podular in accordance with the contract.

As of July 2023, MDC is still receiving legal assistance from Gawith Burridge Law, who is advocating for MDC's interests in the liquidation proceedings however to date it is clear that MDC will not be able to recoup any of the loss caused by the liquidation.

Alternatives for Youth Hub Building

Council officers have looked at alternative options for a Youth Hub building to identify the most efficient way of providing the hub within the remaining budget. Alternative options explored have included the moving of a rural hall, purchase of a building made by the building students at UCOL, purchase of and fitting out of containers and repurposing of another council owned building such as one of the prefabs in the Library Learning Centre.

When looking at the alternative options, consideration was given to the potential costs, ease of achieving the outcome and therefore speed, and suitability for providing an environment which will both meet the needs of youth and create a space they feel at home in. A summary of each of the options considered is included below:

Rural Hall – The potential to move a rural hall was considered. Officers looked at which of our rural halls have lower use compared to others. Officers looked at the Rangitūmau Hall in particular and while the hall would be relatively easy to move structurally, the cost of moving it was estimated high due to its size and distance from Rangitūmau to town. Also, the style of the building was the least likely of the options considered to have a style which youth felt reflected them.

UCOL Building – Officers visited the UCOL building site and looked at both a 2-bedroom finished building and a 3-bedroom house which was in construction. It was identified through discussions with the Building Team that we could have the building altered during construction so that it would more closely fit our needs, however the cost of purchasing the building was in excess of \$200,000

which would leave insufficient funding available for the connection of services, fit out and landscaping. As such Council officers do not consider this as an option.

Containers – The original idea of the conversion of shipping containers was once again considered and does present a legitimate potential option for delivering of the Youth Hub. While used containers have increased in value since the 2020 proposal, they would still provide a cost-effective starting frame to refit and develop a scalable youth space. They also have a contemporary feel and would be easier than the first two options for youth to see themselves in.

Library Learning Centre POD – Officers also looked at the potential to move one of the portable buildings which were installed as part of the Library Learning Centre that was opened in 2020. These buildings are owned by council and are easily relocated. They are modern and, in many ways, reflect the container feel as described above. The large building was the one considered due to its size and ability to be retrofitted to have more than one space. The building already has heating installed, so this would be transportable to the new location.

ANALYSIS AND ADVICE

Suitability of building

Having considered some alternative options with a view to the purpose of the building, either the container option or the Library Learning Centre option is more suitable. When comparing these two options it is clear that the move of the library learning centre makes more sense as Council already owns the building.

Availability

A key consideration for council officers due to the delays within the project caused by the liquidation of Podular Ltd is the speed with which we can deliver this project. The rural hall option while already built, would take substantial planning and work to move and we would be unlikely to be able to achieve the establishment of the Youth Hub prior to the end of summer 23/24. The same issue exists with the UCOL building option and the container fitout option. The library learning centre option as an existing portable building within close proximity of the Youth Hub site presents the only option for establishing the Youth Hub before the end of summer 2023/24.

Library Use

The large Library Learning Centre building is currently used by the community and has proved an asset to the Library's ability to deliver programming. However, with the ongoing conversation regarding the future of the library site and the strong likelihood that develop of some kind will need to occur on the site of the learning centre, officers feel it is a sensible option to look to move one of the buildings to support the delivery of the Youth Hub. Library management has confirmed that while the loss of the large learning centre building is not ideal, the demand for the space can be managed within the library building in the short term, whilst the future of the library is considered.

Cost of building

As the library learning centre option is a building that is already owned by Council and is relatively new, it is officers' opinion that it presents the most cost-effective option for establishing the Youth Hub. While the rural hall option also draws on buildings already owned by Council, their size, age and distance from the skatepark mean they will be more expensive to move and refit. The container option and the new build option will both more expensive again and with the new build option would not be affordable within the current budget.

Community Support

While exploring the interest from local businesses to support bringing the Youth Hub project to fruition, officers met with local business owners and have received positive responses, that companies were prepared to invest time and resources to help Council deliver a Youth Hub facility for our rangatahi with the allocated budget.

OPTIONS CONSIDERED

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

Option		Advantages	Disadvantages
1	Agrees to re-purpose the large prefab at the library learning centre to be developed for the Youth Hub.	<ul style="list-style-type: none"> Keeps the project moving forward with the least delays. Reinforces to youth that this facility is being developed for them with their input. Enables the use of local partners and supports local economy. The building will feel modern and appropriate to youth. Uses a Council owned building. Has existing interior fit outs that can be retained that create further cost savings for the project – I.E heat pump, electric power points, lighting. 	<ul style="list-style-type: none"> Will remove one building from the library learning centre. The building will not be purpose built for the Youth Hub.
2	Agrees to use a rural hall for the Youth Hub.	<ul style="list-style-type: none"> Keeps the project moving forward. Enables the use of local partners and supports local economy. Uses a Council owned building. 	<ul style="list-style-type: none"> The building will not be purpose built for the Youth Hub. The building will not feel modern and so potentially not appropriate to youth. Longer to complete the project than the library learning centre option.
3	Agrees to explore a container build option for the Youth Hub	<ul style="list-style-type: none"> Keeps the project moving forward Enables the use of local partners and supports local economy. Reinforces to youth that 	<ul style="list-style-type: none"> Longer to complete the project than the library learning centre option Will be more expensive than the rural hall or library

		<p>this facility is being developed for them with their input</p> <ul style="list-style-type: none"> • The Youth Hub will be built specifically for its purpose. • The building will feel modern and appropriate to youth. 	<p>learning centre option</p>
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RECOMMENDED OPTION

Option 1 is recommended. This option of re-purposing the large prefab at the Library Learning Centre to develop the Youth Hub at the Skatepark keeps the project moving forward, ensures that the final product meets the needs of Masterton youth, encourages local participation and economic benefits, and reinforces to youth that the facility is being developed with their input.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

The Youth Hub was identified in the implementation plan for MDC's Wellbeing Strategy He Hiringa Tangata, He Hiringa Whenua strategy.

The Youth Hub promotes physical activity by providing a safe and engaging environment for young people to be active. In addition, the Youth Hub will further support the Parks and Open Spaces Strategy by creating a space for community members to socialise, access mental health support, and engage in social enterprise initiatives.

Furthermore, it supports the Wairarapa Economic Development Strategy goals of building business capability and promoting the growth of the local workforce.

Significance, Engagement and Consultation

The decision on a building approach for the Youth Hub at the Masterton Skate Park has been assessed under the Significance and Engagement Policy as having a low level of engagement, however, given the nature of the project, there is expected to be community interest in the decision-making process.

Financial Considerations

The Long-Term Plan 2021-31 allowed \$538,570 in Year 1 for the project. There is a budget of \$290,000 remaining to construct and establish the Youth Hub and the intent is to deliver the project within this budget.

Implications for Māori

There are no specific implications for Māori from the decision, however it will be important to consider the look and feel of the finished building with respect to how it reflects all rangatahi.

Communications/Engagement Plan

We plan to continue engagement with the Youth Council. A meeting with potential interested stakeholders was held in the week beginning 24 July and positive engagement and support was received. A follow up meeting is planned for Thursday 3 August.

Environmental/Climate Change Impact and Considerations

Action 4 of the Masterton District Climate Action Plan (2022) states that Council will 'use the development of the Youth Hub to investigate potential for low-emission infrastructure and renewable energy generation on Council assets. While this is unlikely to be achieved during the installation of the hub based on an existing council building, Facilities and Open Spaces are exploring the potential to put solar panels on the roof of the hub.

NEXT STEPS

Officers will proceed with engagement with the Youth Council and begin the process of planning the move and installation of the hub whilst working with interested community stakeholders.

ATTACHMENTS

Nil

8 REPORTS FOR INFORMATION

8.1 CHIEF EXECUTIVE'S REPORT

File Number:

Author: Karen Yates, Interim Chief Executive

PURPOSE

The purpose of the attached report is to provide Council with an update on Council operations (as at 24 July 2023)

RECOMMENDATION

That Council receives the Chief Executive's Report as at 24 July 2023

ATTACHMENTS

1. Chief Executives Report [↓](#) 
2. Joint Wellington Region Councils' submission to the Climate Change Commission 20 June 2023 [↓](#) 

CHIEF EXECUTIVE'S REPORT

2 AUGUST 2023

National and Regional Context

Consultation on a proposed HS Infringements scheme for hazardous substances

The Environmental Protection Authority and Ministry for the Environment are consulting on a proposed infringement scheme for hazardous substances. The scheme falls under the Hazardous Substances and New Organisms Act 1996 (HSNO Act). Enforcement under the HSNO Act is currently limited to warning letters, compliance orders, or prosecution. The proposed infringement scheme would provide enforcement officers more tools to deal with lower-level offending. Proposed fines range from \$200 to \$3,000, depending on the nature of the offence. Prosecution will continue to be available for more serious offending. The scheme is additional to existing infringement regimes for hazardous substances. For example, the Health and Safety at Work (Infringement Offences and Fees) Regulations 2016. Submissions are open until 28 August 2023. MDC is yet to determine whether a submission will be made. More information is available here: <https://www.epa.govt.nz/public-consultations/open-consultations/infringement-scheme-for-hazardous-substances/>

Building consent system review: options paper consultation

The Ministry of Building, Industry and Employment (MBIE) is consulting on an options paper for the review of the building consent system, with submissions closing 7th August 2023. Taituarā are making a submission and have invited Councils to provide feedback on their draft submission. More information is available here: [Building consent system review: options paper](#)

Infometrics update

Infometrics held their regular update on the economy at the end of June. Key points from the update include.

- While the economy is in a technical recession, GDP is higher than it was pre-2022. Economic conditions are not similar to the Global Financial crisis, as some predicted, but it is likely that economic activity will be lower over the next 18 months before recovering.
- Household spending has fallen, primarily driven by inflation and not rising interest rates.
- Despite the contraction of the economy, there has not been a fall in employment. Employers are not yet cutting staff, with a focus on retention, particularly new starters. Employment intentions are softer, so there is likely to be a slowdown. Job ads are slowing down after the 2021 and 2022 peaks.
- There is likely to be a high level of net inward migration for the short to medium term. The country is on track for 120,000 people net migration for the year end October 2023, which is a historic high. Migration has been driven by sectors of need – particularly hospitality, construction and teaching.
- Visitor levels are reaching pre-pandemic levels. Student visa levels are still below pre-pandemic levels but they are rising.

Submission to Climate Change Commission on second Emissions Reduction Plan

Masterton District Council was part of a Wellington Regional Council submission to the Climate Change Commission (Commission) in response to their second emissions budget consultation. Consultation closed on 20 June 2023. The submission included advocating for the Commission to highlight the importance of central government support to enable local government to respond to climate change and reduce emissions in their local communities. In particular, the need for greater clarity, funding and targeted regulation to support councils to act locally on the national climate change response. The submission is included as Appendix 1 to this report.

Social Media Submission to Taituarā

We were invited to provide feedback on the Taituarā submission on DIA's *Safer Online Services and Media Platforms* consultation, which focused on the creation of a regulatory body with the powers to support appropriate online behaviours during local government election periods.

We submitted that while we understood creating a regulatory body with the power to regulate and remove posts on social media channels could be useful on those channels not directly controlled by TAs or for those councils who run social media accounts without the personnel to keep an eye on things over election time, for councils such as MDC who actively monitor their own channels, alerts us to an issue rather than the ability to remove content from our pages would be preferable. We suggested that it might be preferable to allow those councils who need the support to opt in rather than a central organisation being given access to edit across all council social media platforms, given it was not a prolific problem across all councils.

Strategy and Governance Activity

District Level Updates

Long-Term Plan 2024-34

A detailed update on progress of the Long-Term Plan 2024-34 will be provided in a report to the Audit and Risk Committee meeting to be held on 23 August 2023.

Masterton District Dark Skies

As part of the 2023/24 Annual Plan, Council has allowed a provision of up to \$20,000 to meet requirements to be accredited as a Dark Sky Reserve. Officers recently met with representatives of the Wairarapa Dark Sky Association and Destination Wairarapa to discuss four workstreams needed to progress this project, which are:

- Application
- Community and public outreach
- Lighting inventory
- Lighting measurement

The first steps are to begin engagement with the International Dark Skies Association (IDA), to commence the application process and establish what the requirements are for the extension of the reserve. One of the members of the Wairarapa Dark Sky Association, is working with Council on these initial steps.

Implementation of the Masterton District Climate Action Plan

Current activity being undertaken by our Climate Change officers to implement the Masterton District Climate Action Plan include:

Community Empowerment

- Action 15 - Council to expand, develop or support programmes of information on climate change science and impacts:
 - Support of Climate drop-in lunch sessions are being run at the Library containers.
- Action 19 - Council to promote home composting through education and workshops:
 - Developing a scope for a Community Composting project
- Action 20: Council to partner with organisations educating community on links between waste and climate change:
 - Meetings held with Waiwaste to explore opportunities for growth of their waste work, and Localised – who support social enterprise in the waste space.
 - Pare Kore gave a presentation and update of the work they are doing.

Circular Economy

- Action 40: Expansion of current resource recovery operations. Foster a culture of 'repair not replace' in the district, and, Action 41: Council to facilitate repair café style events and repairing broken or old household items via local community groups:
 - Meeting with Mahi Tahi Tātou Trust, new resource recovery initiative.

Climate Resilient District

- Action 72: Council to develop a plan to manage the effects of climate change on local biodiversity:
 - Meetings to discuss progress with the Wairarapa Pūkaha ki Kawakawa (Pest Free Masterton) project.

20 Minute Town

- Action 31: Opportunities to encourage bike repair and second-hand bike initiatives:
 - Visit to Masterton cycle repair shops.

Freedom Camping Bylaw

In December 2021 the Government announced it would be making significant changes to the Freedom Camping Act 2011 (the Act). The Self-contained Motor Vehicles Legislation Act 2023 came into force in June 2023, amending the Act. The new legislation introduced

changes regarding where people can freedom camp. In general, people can now only freedom camp on local authority land if their vehicle is certified self-contained. To be considered self-contained, a vehicle must be able to be lived in for three days without getting more water or dumping waste. It must have a fixed toilet, a freshwater system, a sink, a wastewater system and a rubbish bin with a lid. The new rule regarding self-containment only applies to motor vehicles (not tents or other temporary structures). This means that the default position is that freedom camping in a tent on local authority land is permitted.

Local authorities can diverge from the default position of allowing self-contained freedom camping by implementing freedom camping bylaws. Freedom camping bylaws can also be used to introduce lesser restrictions (i.e. enable freedom camping in non-self-contained vehicles in certain areas). Carterton District Council is already consulting on a proposed freedom camping bylaw. South Wairarapa District Council (SWDC) have engaged consultants to develop a bylaw and they are in the early stages of development.

We held initial discussions with SWDC on whether to join with them to develop a joint bylaw. SWDC were open to this possibility. Following a meeting with SWDC's consultants it was agreed that we first needed to undertake an assessment of whether Masterton meets the threshold for the development of a bylaw.

Our assessment found that to date, freedom camping in the Masterton District has been a minor issue. The Regulatory Team produced a service request report to assess the extent of freedom camping issues in Masterton over the past 24 months. The report showed that over the period, there were 34 service requests logged as being related to freedom camping. However, when reviewing the commentary about the issues, none related to freedom camping as defined in the Freedom Camping Act 2011. The vast majority of service requests related to issues of homelessness. The definition of freedom camping in the Freedom Camping Act explicitly excludes those experiencing homelessness who may be living in their vehicle.

Recent engagement with the Riversdale community has not identified issues with freedom camping in the area. The only area where freedom camping issues have been raised with staff relate to the reserve area above the beach as you come off the hill road into Sandy Bay, where there have been reports of non-self-contained vehicles parking overnight on the beach. The Castlepoint Ratepayers Association has previously raised general concerns but there have been no reports made to Council. In order to enforce the new legislation, staff are investigating options to resolve this, including the installation of signage and/or bollards. We consider that issues of freedom camping in the Masterton District do not currently meet the threshold for the development of a freedom camping bylaw. If a council does not introduce a bylaw, the Freedom Camping Act 2011 continues to apply. If a freedom camping bylaw is considered necessary in the future, staff will explore options to obtain external funding for the development and implementation of a bylaw, such as through the Government's Freedom Camping Transition Fund.

Staff have applied for and obtained Transition Funding (\$20,000) to install educational signage about the new legislation, which will be created and installed at strategic locations.

Staff will continue to monitor and record any issues with freedom camping across the district. Staff are also developing a plan to enforce the new freedom camping rules set out in the Self-contained Motor Vehicles Legislation Act 2023, including resource requirements.

Policy Development and Review Procedure

In 2017, MDC introduced a Policy Development and Review Procedure (Policy Procedure) to provide guidance and ensure consistency in the development, approval, and implementation of our policies. The Policy Procedure has undergone a review and was endorsed by the Strategic Leadership Team on 20 July 2023.

The Policy Procedure is an internal document which outlines how staff will develop Policy across the organisation. It provides key definitions of the types of policy we develop at council. It provides staff with good practice guidance on what the policy development and review processes entail, and the key roles involved in progressing policy development and policy reviews from commissioning to sign off. It provides links to external resources from both central and local government regarding good policy development.

The updates clarify the roles of the Policy Team and the Policy Owner. It also puts greater emphasis on good commissioning, research, and advice as part of the process. This aligns with best practice guidance. Staff will be provided an update on the Policy Procedure through relevant internal channels and at the next all of staff meeting.

Submissions to External Organisations Procedure

In 2020 the Masterton District Council introduced a Submissions to External Organisations Procedure (External Submission Procedure) to provide guidance and ensure consistency in how we respond to submissions and to outline relevant approval processes. The External Submission Procedure has undergone a review and was endorsed by the Strategic Leadership Team on 20 July 2023.

The External Submission Procedure is an internal document which outlines how staff will develop submissions to external organisations and input into Taituarā and Local Government New Zealand (LGNZ) submissions.

With recent reforms and legislative changes, it is important that we have a consistent approach to our submissions when we engage with external organisations. We are called upon often to provide a position on behalf of our Council or District in submission processes (for example through the Select Committee process or regulatory updates). Key parts of our organisation and elected members need to understand what we have provided a position on. The reviewed document clarifies when the submission needs to be approved by Council or Committee, or when it can be approved by the Chief Executive.

Staff will be provided an update on the External Submission Procedure through relevant internal channels and at the next all of staff meeting.

Regional Level Updates

Review of the Wairarapa Local Alcohol Policy

Due to resourcing issues at Te Whatu Ora, we have not yet received the report from the Medical Officer of Health. However, a new Te Whatu Ora staff member has recently been appointed to work with us on the review and we are optimistic that this will speed up the process.

In our previous updates we have noted the difficulties we have faced with obtaining police data relevant to the review. On 25 July we are meeting with a newly appointed police contact based in Dunedin (Senior Prevention Partnerships Advisor on Alcohol) to discuss whether there are any other avenues we can explore for obtaining local data and trends on alcohol-related crime.

On 19 July staff attended a webinar on “Local alcohol policies and the implications from Auckland’s Supreme Court ruling”. Information on the implications is included on Simpson Grierson’s website <https://www.simpsongrierson.com/insights-news/legal-updates/landmark-alcohol-decision-has-national-implications>

Review of the Wairarapa Class 4 Gambling and TAB Venues Policy

A report for the Wairarapa Policy Working Group (WPWG) is now complete. It provides a summary of the Social Impact Assessment completed as part of the review and provides recommendations for consideration. A meeting date is being arranged for the WPWG to discuss the report and its recommendations.

Use of the Masterton District Council Seal

The Masterton District Council Delegations Register (adopted by Council in November 2022) requires all use of the Common Seal to be reported to Council.

The Masterton District Council Common Seal, signed by Mayor Gary Caffell and Chief Executive David Hopman, was, on Tuesday 27 June 2023, used to update/issue Warrants of Appointment for Building Control staff members as named below:

- Anthony Anderson
- Charles Bargh
- Kieran Blake
- Harm Bos
- Troy Burling
- Mamatha Mohanan
- Brad Ryan
- Kelly Saint
- Gerhardus Van Den Berg
- Jarrod Ward
- Steven Williams

Finance Report

At the beginning of July, the Council's various insurance policies were confirmed as being renewed for the 2023/24 year. The Council's insurance brokers (Marsh) reported that it was a particularly challenging insurance renewal negotiation this year, but the full extent of cover of Council's assets and insurable risks has been achieved.

The renewal anniversary of the underground assets disaster insurance policy (LAPP scheme administered by Aon) is 1 November. Updated asset valuation schedules have been provided to the brokers who will now take the LAPP group cover proposal to the London insurance market.

Audit New Zealand staff completed their interim audit work over the first two weeks of July, the first week with their staff working remotely, the second week with staff on site.

The work on closing off the financial year end is underway. It is too early to be reporting even an interim result as the Council's finance staff work through the usual checking and reconciliation work.

An interim set of operating and capital expenditure statements will be reported to the August Audit and Risk Committee meeting.

Community Facilities and Activities

Facilities and Open Spaces

Parks and Reserves

Weather has impacted on our sportsground turfs over the last couple of months, with the saturation from persistent wet weather requiring the need to carefully manage and mitigate damage from sports use. Grounds were closed for two weekends recently, but this decision has seen the turfs stand up very well to heavy utilisation.

The northern side of the Waipoua River trail, where it passes under the Opaki Road bridge, has required attention due to the wet conditions, a solution to divert street water off the trail will improve ground conditions. Greater Wellington Regional Council have planned future work to reinstate areas of Waipoua riverbank erosion, which will also help improve trail conditions once completed.

The scheduled park furniture asset replacements have occurred at Henley Lake and within Queen Elizabeth Park, providing new picnic table and bench seating options for the parks.

Bollard installation within Queen Elizabeth Park, at the eastern end of Memorial Drive, has been completed to protect grassed areas from vehicle damage.

Lime boulders have been placed between the skatepark and adjacent Queen Elizabeth carpark to protect the grassed area. It was cordoned off, but vehicles have ignored the barrier and damaged the ground by doing continual circuits across it.

The supply of portaloos for the school holidays at the Masterton Skate Park led to increased repair costs being on-charged this last holiday period. Two flushing pumps were damaged, which has seen our supplier take them out of circulation for between four to six weeks whilst parts are sourced. If portaloos continue to be supplied over future holiday periods whilst we await the Skate Park toilet development, non-flushable drop tank units will be supplied.

The Riverside Cemetery upgrade work has continued, all stone landscape walls have been removed, ground works completed, and the site prepared for the arrival of topsoil and sowing, which will occur when weather conditions allow sourcing appropriate topsoil. Tree planting is underway in the interim.

An independent Audit of Masterton's playgrounds has been commissioned, the previous external audit occurred in 2017, and contributed towards the development of our Parks and Open Spaces Strategy 2021. The Council's eleven playgrounds are inspected weekly by our Parks Contractor, and recent inspections have identified play items requiring replacement due to deterioration attributed to the age of the equipment.

Our Parks Contractor – Recreation Services – met their annual KPI's for the last financial year and have qualified for a year's extension to their contract.

The ceremony for the Drill Hall monument opening (at the corner of Chapel Street and Lincoln Road), has been confirmed for 10.30am, Tuesday, 29 August 2023.

Property

The condition and energy assessment of the Trust House Recreation Centre has continued, with the contracted consultants making site visits during July. Council has applied for a subsidy towards the Energy Assessment costs through the Energy Efficiency and Conservation Authority (EECA).

The Queen Elizabeth Park Sports Club (Bowling Club) earthquake strengthening renovations are nearing completion, exterior work to install buttresses is the final stage for exterior work. Two heat pumps have been installed to improve energy efficiency, and internally, carpet and vinyl installation has been awaiting concrete foundations to cure.

The fire rating of the downstairs changing area ceiling at the Douglas Villa Clubrooms is now complete, which will enable the Building WOF to be signed off. The project to build a new accessible ramp to the upper level has had its building consent approved and will begin at the end of the current football season.

Renovations to Coronation Hall are close to completion, with removal of old commercial kitchen equipment, decommissioning of gas heating, flooring repairs, and lighting improvements complete. The building will be given a thorough clean, then the market will be tested to see who is interested in leasing the space. As it is in a reserve, we will need to follow the process outlined in the Reserves Act 1977.

Renovations of several senior housing units at Panama Village have been completed, with all senior housing currently tenanted.

Tenders have been received for the carpark expansion at Panama Village, a contractor has been recommended, with the potential for work to commence in August 2023. The logistics of organising alternative tenant parking during the two-week project and mitigating the impact on tenants will be organised before commencing any work.

The Parks Depot, leased by our Parks Contractor, has had a refreshed asbestos condition assessment completed, and an asbestos management plan is being created. An information session was held with contractor staff to ease their concerns, and to explain the report's findings. This has identified the need to invest in the creation of asbestos management plans for a number of council owned assets, to complement our response to Health and Safety.

Investigation into the Waiata House HVAC system due to its inconsistent performance has been completed, potential solutions have been assessed, and peer reviewed by industry experts. The next step is to have the recommended solution prepared into engineered design plans, to enable quantity surveying of costs, and appointment of a contractor.

We continue to have two locations awaiting insurance claims to be resolved, the roof damage over the rear Toddlers Pool at the Trust House Recreation Centre, and the fire damage to the Panama Village homestead garage. The pressure on assessors and delays to resolve our claims can be attributed in part to the cyclones earlier in the year.

Community Development Activity

Wairarapa Youth Governance/Oversight Group

Last week, the Wairarapa Youth Governance/Oversight Group held a meeting where they discussed five case studies. Initial progress has already been made with these families, but to facilitate open discussions with the group, consent forms are still required. The positive impact of the group's collaboration is becoming evident, prompting swift action. The group intends to share a draft of the Terms of Reference for feedback and has also received nominations for additional members to join the group. Continuous efforts are underway to create a subgroup list comprising of government-funded, non-governmental, and community organisations dedicated to supporting child/youth/whanau in the Wairarapa region.

Welcoming Communities

The second session of our women-only swim project was a success, with the participation of 13 ladies and approximately 10-11 children. Thanks to the generous support from the Rotary Club of South Masterton, we have secured funds to continue this programme throughout the school holidays for an entire year. These funds will cover the cost of providing each participant with goggles, swim hats, and modest swimwear.

The Ahmadiyya Community President requested our assistance with a tree plantation initiative. As a response, the Welcoming Communities Coordinator invited the families to participate in the event at the Waipoua River tree plantation, which took place on Sunday 23 July.

On 31 July, the Welcoming Communities Coordinator will be attending a Red Cross orientation session for refugee families. In this session, she will present information about Welcoming Communities and the Council's initiatives, aiming to provide families with a comprehensive understanding of our services and the support we can offer.

Youth Council

The Youth Council has their monthly meeting next week. The attendance is good, and we have a really engaged group. The next meeting will include a guest speaker from 'Save the Children' about their new youth programme 'Generation Hope'. Generation Hope are interested in seeing what social issues are important to our Youth Council, and how they would get involved.

The Youth Council have also been discussing the Youth Hub and what they would like to see in it.

Skatepark/Events/Youth Hub

Community Development is working with the Facilities and Projects Teams to consider different options for the Youth Hub. Members of the Youth Council will be brought into these conversations when appropriate.

Since the Youth Week event at the skatepark had to be cancelled due to inclement weather, we arranged a smaller gathering on 13 July. The alternative event featured a BBQ and a competition for the best skate/scooter trick. One of our Community Activators collaborated with the Skatepark Kaitiaki and OnBoard skate to coordinate and promote the competition.

As the event was organised with limited notice, the turnout could have been higher. Nevertheless, the Skatepark Kaitiaki conducted some competitions and provided guidance to the younger participants on skating techniques. The BBQ, which was generously arranged by the Community Activators, received positive feedback and much appreciation from the attendees.

Christmas

Our Christmas Parade is currently penciled in for Saturday 2 December 2023. Community Development have made an initial call for interest and have had approximately 15 people come back so far. We are focused on the parade being bigger and better this year and are focusing on wider engagement to try and get more floats involved. Interested people are aware that it will run down Dixon Street, like last year, but that a Queen Street option is being investigated as well.

Rangitāne are also looking at holding Christmas at the Pa on the same day as the Christmas Parade. We are currently in discussions with them regarding the possibility of holding both events simultaneously and encouraging attendees to participate in both gatherings. We do not perceive any risks in doing so, as the events are likely to attract different audiences and will be held in separate locations, allowing people to freely move between the two celebrations.

Regarding other Christmas-related activities, Community Development are currently in discussions about the placement of Christmas lights and organising the Christmas light competition within the community. Furthermore, we are in talks with Rotary regarding the

possibility of hosting a Christmas market on Queen Street on Saturday, 9 December. If the Christmas market with Rotary proceeds as planned, it may lead us to reconsider hosting our own markets. We have a meeting scheduled next week to further explore these possibilities.

Matariki

The Matariki funding was successful in supporting 16 events and activities across the community last week. The majority of feedback received on these events has been positive and we are beginning to receive the post event summaries and some photos.

Victoria University Pasifika Roadshow and Pasifika o Wairarapa Trust

Community Development have been actively involved in preparations for supporting the Victoria University Pasifika Roadshow event, collaborating closely with Victoria University, Pasifika o Wairarapa Trust, and the Mayors of Masterton and Carterton districts. The chosen venue for this significant occasion is the Pasifika o Wairarapa Trust, serving both Masterton and Carterton districts. We met last week to allow Victoria University to assess the venue's suitability.

Furthermore, Community Development recently attended a meeting with our Welcoming Communities Advisor and the Pasifika o Wairarapa Trust, discussing the Welcoming Week and exploring their potential support for our efforts. We are enthusiastic about the event's prospects and committed to making it a resounding success through our collective endeavors.

Welcoming Week

Community Development have applied for funding from Masterton Trust Lands Trust under their Community Impact Grant. Our funding application was just short of \$20,000 to support the running of our Cultural Festival event on Saturday 9 September 2023. The committee are meeting at the end of July, and we will hear about the success of our application after that.

Positive Ageing

The Positive Ageing Strategy Coordinator is continuing to support the Pasifika o Wairarapa organisation that hosts an older Pacific person's event (Aosinasina Group) every Friday. The Positive Ageing Strategy Coordinator organised for wool to be donated by the Masterton Lions and they received support from Masterton District Council. Pasifika o Wairarapa is also hosting a health check day for all older persons on the 28 July. The Positive Ageing Coordinator has liaised with other organisations to be present including Neighbourhood Support and Metlink who are promoting the Community Services Card/Snapper Card discount.

Kainga Ora have commissioned the 2020 Trust [Digital Inclusion for New Zealand communities | 20/20 Trust \(2020.org.nz\)](#) to undertake Digital Equity Research for the Greater Wellington area. The Positive Ageing Coordinator is working with the coordinator of the

research to ensure that the Wairarapa is strongly represented in this research. The Digital Collaboration Group (Masterton District Library, Wairarapa District Library, Digital Seniors and Reap) will be approached to support this work and assist with the planning for the Rohe.

The Positive Ageing Strategy Coordinator hosted a World Elder Abuse Awareness morning tea with internal MDC staff on 15 June. During the event, several resources were distributed among the staff to initiate discussions about elder abuse and raise awareness about this significant issue.

Walking and Cycling

Promotion

- Masterton Recreation trails promotion
- Have your say – Speed review
- Be safe be seen – reflective backpack covers
- Kiwi cyclists result overseas competitions
- Sign up to the Trust House cycling series
- Have your say – e-scooter survey regarding Waka Kotahi declaration
- Keep your bike safe – tamper resistant stickers

Events

- Wairarapa Walking Festival – The steering group is underway with the planning for the 2023 Walking Festival across the Wairarapa. Community Development Coordinator – Walking and Cycling attends steering group meetings once a month and their main role is promotion of the event as a means of getting people active/ join a walking group or club / find out about local walking tracks. The 2023 Festival will be 10 – 19 November 2023. Currently 23 walks are planned (two more confirmed for the Masterton District).

Community

The Masterton Bike Fix it and Bike Library promotion will be initiated by reaching out to local bike shops, and then the communications team will take charge of posting the promotional material.

Staff Training Opportunity

A training and wellbeing opportunity is being offered to Council Staff, involving 'Pedal Ready' training for up to 10 employees. The aim is to promote cycling to work, fostering wellbeing, reducing car usage and emissions, while promoting exercise and fitness. The communications plan has been formulated and is currently under review and verification with the Communications staff.

Grants

2023 Community Wellbeing Grant

Applications opened at the beginning of July and at the time of writing this report, will close on 31 July 2023. The Awards and Grants Committee will meet on 6 September to hear from any applicants that have chosen to present their application and then decide on grant allocations. The funding available for allocation for the 2023/24 year is \$98,225.

2023 Community Events Fund

Applications opened at the beginning of July and will close on 31 July 2023. The Awards and Grants Committee will meet on 6 September to hear from any applicants that have chosen to present their application and then decide on grant allocations. The funding available for allocation for the year 2023/24 is \$14,000.

Masterton Arts Fund

Applications to this fund opened on 24 July and will close on 25 August 2023. The Assessment Committee will meet on 7 September to allocate funding to applications. In accordance with the fund's criteria, the application minimum is \$2,000. The total funding available for the 2023/24 year is \$13,885.

Masterton District Creative Communities Scheme and CCS Festival Fund

Round one for the 2023/24 funding year opened on 28 July and will close on 25 August 2023. The Assessment Committee will meet on 7 September to allocate funding to applications. The total funding available in round one is \$9,649.

This year, the Government has provided Creative New Zealand with a one-off top-up of \$22million to help alleviate the impact COVID-19 has had on the arts sector. A newly created CCS Festival Fund has been allocated \$1.2million of this, to be distributed amongst the Creative Communities Schemes on a per capita basis and is estimated to be around the same level as the Delta one-off funding Masterton received in 2021, of \$7,756. The funding will be confirmed by Creative New Zealand at the beginning of August.

The Festival Fund is to support only established festivals and they must have been held before but in the last five years. Wine, food, and council festivals are not eligible, and the festivals must have an arts focus outcome that celebrates the life experiences, stories, cultures, and regional identities of New Zealanders. The funds are intended to help the sector adapt and thrive as we move away from the effects of COVID-19 and to further improve access, equity, and arts participation. This application process will be with the usual rounds of the Creative Communities Scheme.

Library and Archive Activity

July has been a celebration of Matariki at the Library. In June and July, we ran our Winter Reading Programme with over 100 children taking part. This coincided with the July School holidays where we hosted a variety of events including a Matariki Lantern Workshop, LEGO Play, Friday Film, star crafts and Virtual Reality. All in all, 15 children's programmes were facilitated with over 500 kids attending these sessions.

In July we also welcomed Whareama School to the library. Fifty students participated in a library workshop to learn about all the resources and activities we have at the library, including the Winter Reading Programme. Split into two sessions, the older students created crafts for Matariki and the younger students engaged in Matariki Story Time. Collaborating with local and rural schools enables us to share the resources and programmes available to our community.

At the end of June, Mark Pacey from the Wairarapa Archive hosted a talk based on his book “*The Lost Wrecks of Wairarapa*”. Starting in September, the community will be able to join us once a month for a talk hosted by Mark.

Local Government Official Information and Meetings Act Requests

For the period 15 June 2023 to 21 July 2023, Council received a total of 14 Local Government Official Information Act (LGOIMA) requests.

The average number of days to complete responses has decreased while the volume of requests has increased.

In the interest of our full media responses to high-interest stories being publicly available, we have started a section on the website called *For the Record* where we publish questions received from media outlets and the answer we provide them in full. We publish our responses after the media story has run so as not to ‘scoop’ the enquiring outlet. To find this, hit the down arrow beside the ‘News’ section on the front page of the website.

				
Total requests received	Completed	Average days for completion	Completed within statutory timeframe	NOT completed within statutory timeframe
14	4	22.5	4	0
15 (media)	15	1	N/A	N/A

Customer Services

For the month of June, a total of 2,704 calls were received by the Call Centre, this excludes calls taken by our After-Hours Call Centre. An average of 92 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. June end, the number of customers increased due to queries related to dog registrations and rates rebates.

Service Requests

1,196 service requests were generated over the period, of which 1,117 were completed. The outstanding requests remain open due to extensions being required for further investigation or further planned or scheduled work.

The highest business areas this month are as follows: Dog Control (299) – service requests raised related to dog registrations and roaming dogs. Utilities (202) – Council’s contractor has been busy with requests related to many minor leaks, faulty tobies and several blocked sewer issues. General Inspectorate (168) - predominantly service requests from queries regarding parking tickets and explanations, and

abandoned vehicles. Urban roading (121) – service requests raised include signs being turned about face, issues with footpaths and detritus requiring collection. Environmental Health (99) - requests raised due to noise with stereos being the main contributing factor. Street lighting issues were under the spotlight with 12 service requests opened, with multiple callers' details embedded within the one request.

Compliments and Complaints – June to July

Four compliments were received in the month of June. Compliments relate to the service provided by our MDC staff including, Library team, Communications team, Archive team and Roading Services team.

As of 20 July 2023, there is currently one open complaint that remains under investigation. A collaboration between Utilities and Planning is progressing with site visits being made, now a plan for forward movement is being considered.



By email haveyoursay@climatecommission.govt.nz

June 20, 2023

100 Cuba Street
Te Aro, Wellington 6011
PO Box 11646
Manners Street
Wellington 6142
T 04 384 5708
F 04 385 6960

Tēnā koutou,

Submission to Draft advice to inform the strategic direction of the Government's second emissions reduction plan

We are writing this submission as a collective of councils¹ in the Greater Wellington Region. Overall, we are supportive of most of the draft advice recommendations, but we encourage *He Pou a Rangi - Climate Change Commission* to use its unique position to push for more ambitious action.

The urgency of acting on climate change is now very clear within each of our communities. With every new climate-related disaster event, such as with the recent devastation seen from Cyclone Gabrielle, the imperative to act swiftly and decisively is becoming increasingly pronounced.

As a collective of regional and local councils, we believe it is important that central government policy aligns with the latest science, and we support the role of the Commission in highlighting the evidence-based urgency of the issues we face. We need the Commission to be staunch champions when giving this advice so that an appropriately ambitious level of action can be taken to meet the challenges posed to all our communities.

Climate change mitigation and adaptation is now at the centre of our regional and local government decision making. It is therefore disappointing to note that while your draft advice clearly states the role of central government, there is very little detail on the role of local government. The regional and local government level is where a significant amount of decarbonising work is being done. Several Councils in our region already have climate change strategies in place for their operations and to support their residents to transition. As a region, we are committed to creating zero-carbon communities with the built and social infrastructure that meets our needs and aspirations.

As part of our Regional Emissions Reduction Strategy (in development) our collective councils are working with the following draft aspirations.

We believe that a flourishing, zero-carbon region has:

- informed leadership who are honest about the scale of the crisis, willing to make tough decisions at pace and committed to bringing the community along on the journey.

¹ Excluding Porirua City Council

Wellington office
PO Box 11646
Manners St, Wellington 6142

Upper Hutt
PO Box 40847
1056 Fergusson Drive

Masterton office
PO Box 41
Masterton 5840

0800 496 734
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info@gw.govt.nz



- communities that are engaged and mobilised to live a low-carbon lifestyle, and have access to the knowledge, tools, and infrastructure needed to thrive. They are empowered to take urgent action now that will lead to a better quality of life.
- to move with scale and pace to reduce emissions in ways which restore and enhance our unique natural and cultural taiao (environment).
- businesses, local and central government, developers, and primary industry sectors with the skills, products, and assets needed to help build an environmentally sustainable economy.
- shared climate action goals that will make immediate impact coupled with longer-term goals that will enable intergenerational change. A recognition that regional success is underpinned by local city and district action.
- sustainable prosperity that supports vulnerable communities and reduces inequality.

To create this flourishing, zero-carbon region we need central government to help address the barriers to electrifying energy supply, significantly increase public transport infrastructure, and create climate friendly urban form. We also need central government to ensure that the right frameworks are in place that follow tikanga Māori and respect Te Tiriti o Waitangi, with funding available to support mana whenua involvement.

With this in mind, we would like to see the following come through strongly in the government's second emissions reduction plan:

- A commitment to be upfront with the public about the scale of the response required, communicating regularly about the challenges, and bringing the community along on the journey.
- Investment in tactical on-the-ground education and support for communities, business, and mana whenua to shift their practices as the systems shift and more options become available.
- Funding to support a Māori-led approach to an equitable transition for Iwi/Māori and the Māori economy.
- A significant increase in investment to transform the transport sector, as well as the supporting policy positions. For example, Wales has committed to only investing in roading projects that improve active and public transport.
- Investing in the energy system to enable the shift away from fossil-fuel based energy sources, including petrol, diesel, and fossil gas to electricity.
- Start the conversation now on which sources of emissions in which sectors are going to be the hardest to remove from our economy, to give clarity to business on which sectors will need to remove fossil fuel consumption from their business models by 2050.
- Make sure all new policy positions from all parts of govt align with the emissions reduction plan, and do not undermine the achievement of carbon budgets.
- A willingness to make tough decisions at pace in recognition of the climate emergency declared by Aotearoa in 2019.
- Maintained commitment to a fair, inclusive, and equitable transition, including specific policy addressing the intersection between disability, accessibility, and climate action.

In summary, as regional and local councils we need the Commission's advice to highlight the importance of central government support to enable local government to respond to climate change and reduce emissions



in their local communities. We look forward to seeing, in the government's second emissions reduction plan, greater clarity, funding and targeted regulation to support local government to locally act on the national climate change response.

Nāku noa, nā,

A handwritten signature in blue ink, appearing to read 'Penny Gaylor'.

Penny Gaylor
Chair of Climate Committee and Environment
Committee
Greater Wellington Regional Council

A handwritten signature in blue ink, appearing to read 'Janet Holborow'.

Janet Holborow
Mayor
Kāpiti Coast District Council

A handwritten signature in blue ink, appearing to read 'Wayne Guppy'.

Wayne Guppy
Mayor
Upper Hutt City Council

A handwritten signature in blue ink, appearing to read 'Campbell Barry'.

Campbell Barry
Mayor
Hutt City Council

A handwritten signature in blue ink, appearing to read 'Martin Connolly'.

Martin Connolly
Mayor
South Wairarapa District Council

A handwritten signature in blue ink, appearing to read 'Geoff Hamilton'.

Geoff Hamilton
Chief Executive
Carterton District Council

A handwritten signature in black ink, appearing to read 'David Hopman'.

David Hopman
Chief Executive
Masterton District Council

A handwritten signature in black ink, appearing to read 'Tory Whanau'.

Tory Whanau
Mayor
Wellington City 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.

ATTACHMENTS

Nil

8.3 MAYOR'S REPORT

File Number:

Author: Gary Caffell, Mayor

PURPOSE

The Mayor will provide a verbal report.

ATTACHMENTS

Nil

9 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATIONS

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

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

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 28 June 2023	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	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 - Senior Housing	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 - Appointment of Interim Chief Executive	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7