

# LOCAL GOVERNANCE STATEMENT

A guide to Masterton District Council's functions, governance structures, and key policies and processes

April 2023



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## About this Document

This Local Governance Statement outlines Masterton District Council's functions, governance structures, and key policies and processes, as required by Section 40 of the Local Government Act 2002.

The purpose of this document is to support local democracy by informing the community of the ways they can engage with Council and influence decision making.

The Local Governance Statement must be updated and made publicly available within six months of the local government triennial election and will be updated at other times as Council considers appropriate.

## Version Control

Date	Summary of Amendments	Approved By
22/03/2017	Full revision and reformatting	Masterton District Council
11/04/2020	Full revision	Chief Executive, Masterton District Council
10/12/2021	Updated	Chief Executive, Masterton District Council
6 April 2023	Updated (branding and content)	Chief Executive, Masterton District Council

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# 1 Council's Functions, Responsibilities and Activities

The purpose of Masterton District Council (MDC), as stated in the Local Government Act 2002 (LGA) ([section 10](#)) is to:

- enable democratic local decision-making and action by, and on behalf of, communities; and
- to promote the social, economic, environmental and cultural wellbeing of communities in the present and for the future.

To achieve this purpose, MDC has a variety of responsibilities including, but not limited to:

- planning for the future of the Masterton district by setting a strategic vision, in partnership with the community, through the Long-Term Plan (LTP) and other key strategies;
- determining the services and activities to be delivered or funded by MDC;
- administering and enforcing various pieces of legislation and bylaws;
- sustainable development of local resources;
- sustainable management of local infrastructure;
- advocating on behalf of the local community with other agencies;
- managing the environment; and
- encouraging and enabling community involvement in MDC's decision-making processes. These responsibilities are delivered through the following eight activity areas:
  - roads and footpaths
  - water supply
  - wastewater services
  - stormwater
  - solid waste management
  - community facilities and parks
  - regulatory services
  - leadership, strategy and corporate services

A detailed explanation of these activities, including performance measures, is provided within the Long-Term Plan 2021-2031, which can be accessed via our website:

[www.mstn.govt.nz](http://www.mstn.govt.nz)

## 2 Local Legislation

MDC, along with all local authorities, has powers and responsibilities under many pieces of national legislation. In addition, MDC also has responsibilities under the following local legislation:

- Masterton District Council (Montfort Trimble Foundation) Act 2003
- Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Claims Settlement Act 2022
- Rangitāne Tū Mai Rā (Wairarapa Tāmaki nui-ā-Rua) Claims Settlement Act 2017
- Te Rohe o Rongokako Joint Redress Act 2022

## 3 Bylaws

MDC adopts bylaws when it is necessary to achieve one or more of the following purposes:

- protecting the public from nuisance.
- protecting, promoting and maintaining public health and safety.
- minimising the potential for offensive behaviour in public places.

A copy of all [MDC bylaws](#) can be accessed via the MDC website.

### 3.1 Wairarapa Consolidated Bylaw 2019

The Wairarapa Consolidated Bylaw 2019 was developed with Carterton and South Wairarapa District Councils. MDC adopted the bylaw on 26 June 2019 with the bylaw coming into effect on 8 July 2019.

The table below provides details on the purpose of each part of the consolidated bylaw.

Part	Description
Part 1: Introductory	Includes information that is common to all parts of the consolidated bylaw, including definitions, serving of orders and notices, powers of entry and licenses.
Part 2: Public Places (including Parks and Reserves)	Controls a diverse range of activities within public places so everyone can enjoy them safely and without nuisance.
Part 3: Sale of Goods or Services in Public Places	Requires every person who wants to sell goods or services in a public place to first obtain a license.
Part 4: Prevention of Nuisance from Fire and Smoke	Controls the lighting of fires to protect the community from smoke nuisance.
Part 5: Water Supply	Provides controls to manage and protect the water supply.
Part 6: Keeping of Animals, Poultry and Bees	States requirements for keeping animals, poultry and bees, in order to prevent nuisance and protect public health and safety.
Part 7: Cemeteries and Crematoria	Controls and sets standards for the operation of cemeteries and crematoria.
Part 8: Wastewater	Regulates wastewater drainage from domestic and trade premises.
Part 9: Trade Waste	Regulates the discharge of trade waste to a sewerage system. Includes details of how to apply for a trade waste permit and permit conditions.
Part 10: Traffic	Enables Council to set requirements for parking and control of vehicles on roads in the district. Includes a schedule of all restrictions on MDC-controlled roads in the district.
Part 11: Speed	Enables Council to set speed limits on any road (excluding state highways controlled by Waka Kotahi).

Part 12: Beauty Therapy, Tattooing and Skin Piercing	Regulates hygiene standards in commercial beauty therapy, tattooing and skin-piercing practices where there is a risk of infection of communicable diseases.
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### 3.2 Standalone Bylaws

MDC has also adopted standalone bylaws, as detailed in the table below.

Bylaw	Date Adopted	Description
Alcohol Control Bylaw	Adopted and came into effect on 12 December 2018.	Controls alcohol in specified public places, at specified dates and times, with the aim of reducing alcohol-related harm and offences. It also enables Council to set temporary alcohol control measures.
Control of Dogs Bylaw	Adopted 26 June 2019. Came into effect on 8 July 2019.	Sets requirements for the control of dogs in public places. It includes details of prohibited areas, leash control areas and dog exercise areas.
Water Races Bylaw	Adopted 26 June 2019. Came into effect on 8 July 2019.	Provides controls to maintain flows and protect the water quality for stock watering purposes in the district.

The Wairarapa Solid Waste Management and Minimisation Bylaw is a joint bylaw for all three Wairarapa District Councils. This bylaw will be included as part of the Wairarapa Consolidated Bylaws as part of the next review.

Bylaw	Date Adopted	Description
Wairarapa Solid Waste Management and Minimisation Bylaw	Adopted by South Wairarapa District Council on 10 February 2021. Adopted by Masterton District Council on 17 February 2021. Adopted by Carterton District Council on 17 March 2021. Came into effect on 17 April 2021.	Provides controls to ensure solid waste is managed and disposed of, while achieving acceptable standards of amenity.

## 4 Electoral System and the Opportunity to Change

The [Local Electoral Act 2001](#) allows councils to choose from two electoral systems:

- first past the post; or
- single transferable vote

## 4.1 First Past the Post System

Under First Past the Post, voters cast as many votes as there are positions to be filled. The candidates that receive the most votes are declared elected.

MDC currently operates its elections under the First Past the Post electoral system.

## 4.2 Single Transferable Vote System

Under the Single Transferable Vote system, voters rank candidates in order of preference. The number of votes required for a candidate to be elected (the quota) is calculated by dividing the total number of valid votes by the number of positions to be filled plus one.

Candidates who reach the quota from first preference votes are elected. If there are still seats to fill, the votes the elected candidates received above the quota are redistributed according to voters' further preferences and:

- candidates who then reach the quota are elected;
- the candidate with the fewest votes is excluded and their votes redistributed according to voters' further preferences.

This process is repeated until all the seats are filled.

## 4.3 Advantages and Disadvantages

Each of the two voting systems have advantages and disadvantages.

Electoral System	Possible Advantages	Possible Disadvantages
First Past the Post	<p>Straightforward system of voting, which is familiar to most people.</p> <p>Straightforward counting system, which means preliminary results are usually announced shortly after polls close and are indicative of the official result.</p> <p>Results show exactly how many people voted for each candidate and are easy to understand.</p>	<p>Tactical voting is possible e.g. votes can be used to try to prevent a particular candidate from winning.</p> <p>The overall election result is not proportional to voters' wishes and will not reflect the majority of voters, only the largest group of voters.</p> <p>More 'wasted' votes (votes that do not contribute to the election of a candidate).</p>



<p>Single Transferable Vote</p>	<p>Tactical voting is not possible, meaning voters are encouraged to express their true preferences.</p> <p>The overall election result reflects the wishes of most voters in proportion to their support for a variety of candidates.</p> <p>Enables a broader range of community views to be represented, including greater opportunity for Māori representation.</p> <p>Less 'wasted' votes i.e. more votes will contribute to the election of a candidate.</p>	<p>System of voting and counting is more complex and unfamiliar to most people. Perceived complexity may discourage some voters.</p> <p>Election results will take longer to produce.</p> <p>Results do not show how many overall votes each candidate received as all candidates are elected with the same proportion of the vote (the quota).</p>
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#### 4.4 Changing the Electoral System

MDC used the First Past the Post electoral system in the 2016, 2019 and 2022 elections. Under the Local Electoral Act 2001, the electoral system to be used for the 2025 elections may be changed by:

- a resolution of the Council prior to 12 September 2023;
- at least five percent of Masterton electors demanding a poll on whether there should be a change of electoral system (the demand must be received by MDC no later than 21 February 2024, and the poll must be held no later than 21 May 2024); or
- a resolution of Council by 21 February 2024 to hold a poll on whether there should be a change of electoral system (the poll must be held no later than 21 May 2024).

Electors may make a demand for a poll at any time, but if the demand is received after the date specified above, the outcome would apply to the 2028 and 2031 elections.

MDC will give public notice of electors' right to demand a poll on the electoral system no later than 19 September 2023.

Once changed, an electoral system must be used for at least the next two triennial general elections.

## 5 Representation Arrangements

MDC is represented by a Mayor and 8 Councillors, who are elected within the Masterton Whakaoriori General Ward, Masterton Whakaoriori Māori Ward and from the district at large. There are 20,086 resident electors in the district. Current elected members are:

- Mayor Gary Caffell
- Cr Rebecca (Bex) Johnson (Deputy Mayor) (General Ward)
- Cr Brent Goodwin (At Large)
- Cr Craig Bowyer (General Ward)
- Cr David Holmes (At Large)
- Cr Marama Tuuta (Māori Ward)
- Cr Stella Lennox (At Large)
- Cr Tim Nelson (General Ward)
- Cr Tom Hullena (General Ward)

In addition, MDC has two Iwi representatives:

- Jo Hayes (Rangitāne o Wairarapa)
- Rawiri (Ra) Smith (Ngāti Kahungunu ki Wairarapa)

Iwi representatives are appointed to committees where they have speaking and voting rights. They also attend and have speaking rights at Council meetings but do not have voting rights.

### 5.1 Māori Wards and Constituencies

Under the Local Electoral Act 2001 ([section 19Z](#)), MDC may establish one or more Māori wards for electoral purposes.

In May 2021, Masterton District Council decided to establish a Māori ward for the Masterton District. This came into effect for the 2022 local elections.

### 5.2 Review of Representation Arrangements

The Council is required to review its representation arrangements at least once every six years. This review must include:

- whether the elected members (other than the Mayor) will be elected by the entire district 'at large,' by electors of two or more wards or a mixture of 'at large' and 'ward' representation;
- the number of members to be elected from the district at large and the number of members to be elected from wards;
- the boundaries and names of each ward and the number of members that will represent each ward;
- whether to have community boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes; and
- whether or not to have separate wards for electors on the Māori roll.

The review must follow the requirements of the Local Electoral Act 2001 ([Part 1A](#)) and

should follow the Local Government Commission's [Representation Review Guidelines](#).

The Act gives electors the right to make a written submission to the Council, and the right to be heard if they wish. Electors also have the right to appeal any decision on representation arrangements to the Local Government Commission, which will make a binding decision on the appeal.

MDC conducted a review of its representation arrangements in 2018 and was not legally required to review representation again until 2024. In May 2021 MDC established a Māori ward for the Masterton District. This meant that Council needed to undertake a representation review in 2021. The outcome of the review was that following the 2022 election, Masterton District was to be represented by eight members made up of one member from a Māori ward covering the whole district, four members from a general ward covering the whole district and three members elected at large.

## **6 Members' Roles and Conduct**

### **6.1 Role of Elected Members**

The Mayor and the Councillors are responsible for:

- setting the policy direction of Council;
- monitoring the performance of the Council;
- representing the interests of the district; and
- employing, and appraising the performance of, the Chief Executive; and
- ensuring Council complies with all its legislative obligations and responsibilities.

### **6.2 Role and Powers of the Mayor**

The Mayor is elected by the district at large and shares the same role as all elected members. In addition, the Mayor is the ceremonial head of Council and is responsible for:

- providing leadership to other elected members and to the people of the Masterton district;
- leading the development of Council's plans (including the Long-Term Plan and Annual Plan), policies and budgets for consideration by all elected members;
- presiding over Council meetings and ensuring the orderly conduct of business during meetings (as determined in standing orders);
- membership of all Council committees; and
- advocating on behalf of the community (with the knowledge and support of Council).

The Mayor also has powers to:

- appoint the Deputy Mayor; and
- establish Council committees and appoint the Chairperson of each.

### 6.3 Role of the Deputy Mayor

The Deputy Mayor is appointed by the Mayor at the first meeting of the Council. The current Deputy Mayor is Rebecca (Bex) Johnson.

The Deputy Mayor shares the same role as all other elected members. If the Mayor is absent or incapacitated, or if the office of the Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties and may exercise the powers of the Mayor (as summarised above).

The Deputy Mayor may be removed from office by resolution of Council.

### 6.4 Code of Conduct

Council has adopted a code of conduct that all members must comply with under the LGA. The purpose of the code is to enhance:

- the effectiveness of Council as an autonomous local authority with statutory responsibility for good local government in the Masterton district;
- the credibility of the Council within the community; and
- mutual trust, respect and tolerance among members as a group and between members and those they deal with in the course of their duties.

The code sets out the Council's understanding and expectations of how elected members will conduct themselves while acting on behalf of Council including:

- behaviour to one another, staff, the media and general public; and
- disclosure of information that is received by or is in the possession of elected members.

The code also includes general explanation of the [Local Government Official Information and Meetings Act 1987](#) (LGOIMA) and other Acts or rules of law applicable to elected members.

The code may only be amended by a vote in support of the change by no less than 75% of the elected members present.

A copy of the full code of conduct is available on the MDC website.

## 7 Meeting Processes

The Council meets every six weeks and has a number of committees (see [Section 8.2](#) below) that support decision making.

All Council and committee meetings must be called and conducted in accordance with:

- Schedule 7 of the LGA;
- Part 7 of the LGOIMA; and
- Council's standing orders.

## 7.1 Notification of Meetings

A schedule of meetings is adopted each December for all Council and committee meetings for the following calendar year. A meeting schedule is available from the Council office or the Council website: <https://mstn.govt.nz/council-2/meetings-and-agendas/>

Under the LGA, elected members must be given 14 days' notice of the time and place of meetings. Providing all elected members with a confirmed meeting schedule constitutes the required notice of all meetings on the schedule. Extraordinary meetings can generally be called with three working days' notice, or at least 24 hours' notice if called by resolution of the Council.

All Council and committee meetings are publicly notified in accordance with the LGOIMA (section 46). The meeting agendas are public documents and can be inspected, along with supporting reports, at Council's office or the public library at least two working days before the meeting. Reports may be withheld if the matter is expected to be discussed with the public excluded (see below).

## 7.2 Public Attendance at Meetings

All Council and committee meetings are open to the public unless there is reason to consider some items 'in committee'.

The LGOIMA (section 48) lists the circumstances where Council may consider items with the public excluded. These generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order.

## 7.3 Public Forums

All Council and committee meetings have a period of up to 30 minutes scheduled at the start of the meeting as a public forum, to give members of the public an opportunity to bring matters to Council's attention. Speakers are allowed up to five minutes.

Requests to speak during the public forum must be made to the Governance Advisor at least 24 hours before the meeting, unless waived by the meeting chairperson.

## 7.4 Meeting Conduct

Council has adopted a set of standing orders for the conduct of its meetings, as required under the LGA. The Standing Orders are available on the Council website: <https://mstn.govt.nz/council-2/meetings-and-agendas/>

During meetings the elected members must follow standing orders. Council may temporarily suspend standing orders by a vote of at least 75 percent of the members present.

The Mayor or committee chairperson is responsible for maintaining order at meetings and may, at their discretion:

- order the removal of any member of the public for disorderly conduct; or
- remove any elected member who does not comply with standing orders.

## 7.5 Meeting Agendas and Minutes

Council and committee meeting agendas are public documents and can be inspected, along with supporting reports, at Council's offices or the public library at least two working days before the meeting. Reports may be withheld if the matter is expected to be discussed with the public excluded.

Minutes of meetings must be kept as evidence of the proceedings. Minutes are public documents and can be inspected at Council offices, except for meetings (or parts of meetings) where the public was excluded.

Minutes (along with meeting agendas and supporting reports) are also made available on Council's website in the agenda of the following meeting.

Requests for copies of meeting minutes where the public was excluded will be treated as a request for official information under the LGOIMA (see [section 14](#) below).

# 8 Governance Structures

## 8.1 Delegation of Responsibilities

The Council may create one or more committees to which it can delegate responsibilities. Council may delegate any of its responsibilities, duties or powers except the power to:

- make a rate;
- make a bylaw;
- borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
- adopt a long-term plan, annual plan or annual report;
- appoint a Chief Executive;
- adopt policies required to be adopted and consulted on under the LGA in association with the long-term plan or developed for the purpose of the local governance statement; or
- adopt a remuneration and employment policy.

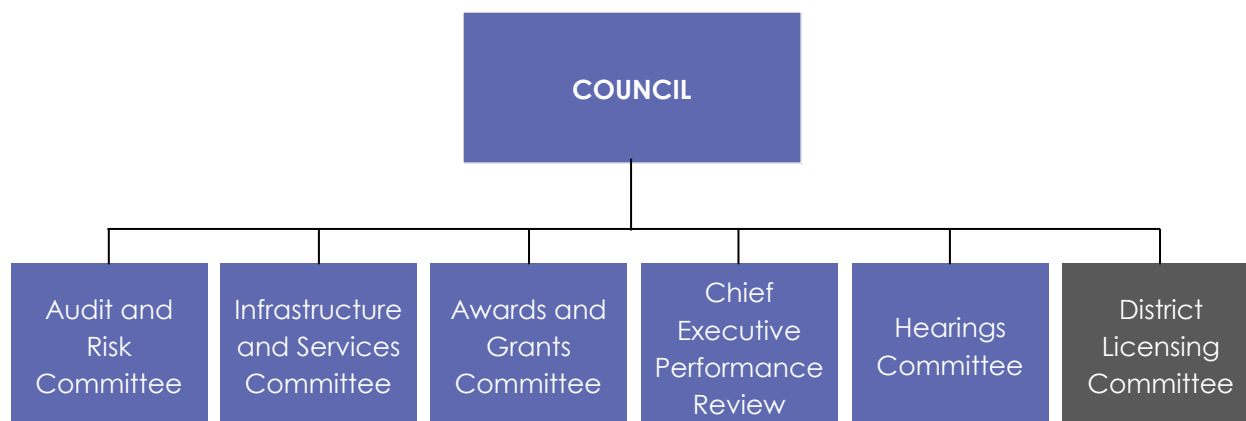
Committees may be standing or established on an ad hoc basis to consider a particular issue.

Each committee has a chairperson appointed who is responsible for presiding over meetings and ensuring that the committee acts within the powers delegated by Council. A committee chairperson may be removed from office by resolution of Council.

The Council reviews its committee structures after each triennial election.

## 8.2 Committee Structure

Council has established committees, as shown in the diagram below.



### KEY

- Formal Committee
- Committee (Required under Sale and Supply of Alcohol Act 2012)

An overview of each committee is provided below, including its roles, meeting cycle and membership. The terms of reference for each committee are available from the Council office or the MDC website.

### Infrastructure and Services Committee

<b>Chairperson</b>	Cr David Holmes
<b>Members</b>	Committee of the whole Iwi representative Rawiri (Ra) Smith Iwi representative Jo Hayes
<b>Role</b>	To provide governance oversight and monitoring of MDC's programmes, services, and projects against approved levels of service
<b>Meetings</b>	Meetings are held every six weeks. Additional meetings can be called as required

### Audit and Risk Committee

<b>Chairperson</b>	Philip Jones (Independent Chair)
<b>Members</b>	Committee of the Whole Iwi representative Jo Hayes Iwi representative Rawiri (Ra) Smith
<b>Role</b>	To enhance the governance framework, risk management practices, and the controls MDC uses to monitor achievements and to provide the Council with assurance of the integrity and reliability of MDC's internal control framework.
<b>Meetings</b>	The committee meets at least every quarter.

## Awards and Grants Committee

<b>Chairperson</b>	Cr Tim Nelson
<b>Members</b>	Iwi representative Jo Hayes Iwi representative Rawiri (Ra) Smith
<b>Role</b>	To receive, consider and decide funding applications and civic award nominations.
<b>Meetings</b>	The committee meets as required.

## Hearings Committee

<b>Chairperson</b>	Cr Craig Bowyer
<b>Members</b>	Mayor Gary Caffell Iwi representative Jo Hayes Cr Tom Hullena Iwi representative Rawiri (Ra) Smith Cr David Holmes
<b>Role</b>	To conduct hearings, and make decisions or recommendations related to that hearing, on matters arising from processes under: the Resource Management Act 1991 (RMA); the Reserves Act 1977; the Dog Control Act 1996; any other statutory rules (excluding the Sale and Supply of Alcohol Act 2012); and an MDC policy or bylaw, and complaints relating to a breach of the Governance Code of Conduct by the Mayor.
<b>Meetings</b>	The committee meets as required.

## Chief Executive Performance Review Committee

<b>Chairperson</b>	Mayor Gary Caffell
<b>Members</b>	Cr Tim Nelson Cr Tom Hullena
<b>Role</b>	To ensure that Council carries out the responsibilities of a Good Employer, as the employer of the Chief Executive.
<b>Meetings</b>	The committee meets as required

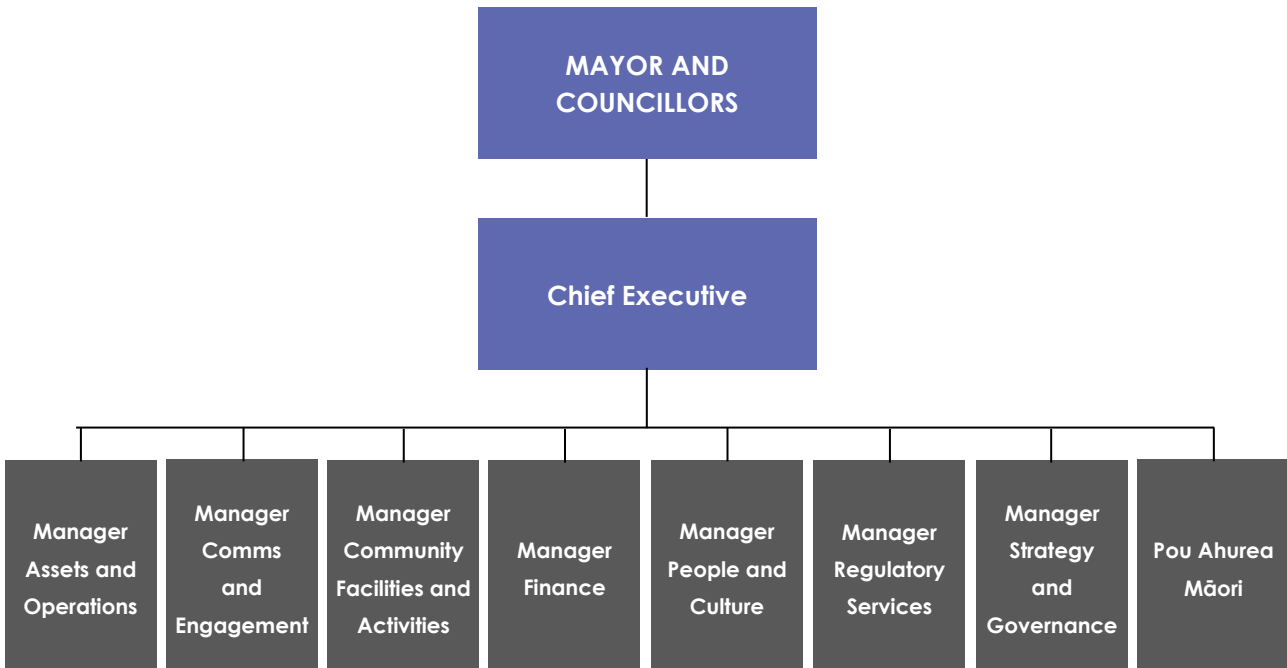
### 8.3 Task and Advisory Groups

Council may establish task or advisory groups to deal with specific areas of interest. Unless otherwise decided by the Council, task groups have no delegated authority to act. Task group reports are referred to relevant committees for decision and action. MDC does not currently have any Task Groups in place, but has established a Community Climate Advisory Group and Rural Advisory Group.



## 9 Management Structures and Relationships

The diagram below gives an overview of Council's management structure.



Contact details for the management team and other key staff can be found in [Section 15](#) below.

### 9.1 Chief Executive

The Chief Executive is appointed by the Council in accordance with the LGA ([section 42](#), and [clauses 33 and 34, Schedule 7](#)).

The LGA ([section 42](#)), states that the Chief Executive is responsible for:

- implementing the decisions of the Council;
- providing advice to Council's elected members and community boards (if any);
- ensuring that all responsibilities, duties and powers delegated to the Chief Executive (or any person employed by the Chief Executive) or imposed or conferred by any Act, regulation or bylaw, are properly performed or exercised;
- ensuring the effective and efficient management of Council's activities;
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council;
- providing leadership for Council staff; and
- employing staff on behalf of the Council (in accordance with any remuneration and employment policy).

In addition, the Chief Executive is responsible for ensuring, as far as is practicable, that Council's management structure:

- reflects and reinforces the separation of regulatory responsibilities and decision-making processes from other responsibilities and decision-making processes; and
- is capable of delivering adequate advice to the local authority to facilitate the explicit resolution of conflicting objectives.

# 10 Consultation

## 10.1 Principles of Consultation

MDC undertakes consultation in accordance with the principles set out in the LGA ([section 82](#)). MDC will:

- **provide relevant information** to people who will be affected by, or have an interest in, a matter, in a manner and format that meets their preference and needs;
- **encourage** affected or interested parties to present their views to Council;
- provide potential submitters with a **clear explanation** of the purpose of the consultation and the scope of the decision to be made;
- provide submitters with a **reasonable opportunity to present their views** to Council in a manner and format that meets their preference and needs;
- receive the views of the public with an **open mind** and give all viewpoints due consideration when making a decision; and
- make available a **clear record of all decisions** relating to the matter and the reasoning behind the decision.

## 10.2 Significance and Engagement Policy

The level of consultation undertaken is in proportion to the level of significance of a decision. Council assesses all decisions against its Significance and Engagement Policy to determine the level of significance and appropriate level of consultation.

A copy of the Significance of Engagement Policy is available on the MDC website.

## 10.3 Special Consultative Procedure

There are some matters that can only be made after following the Special Consultative Procedure (SCP) that is set out in the LGA ([section 83](#)). This includes:

- adopting the LTP; and
- adopting, amending or reviewing a bylaw.

The SCP is also used when developing policy required or permitted under other legislation that states the procedure must be followed.

Council may also choose to use the SCP to assist with other kinds of decision-making.

## 10.4 Other Statutory Forms of Consultation

Other legislation which the Council is bound by may have statutorily specified consultation processes to be used when the SCP is not applied (e.g. the Resource Management Act 1991).

# 11 Engagement with Iwi and Māori Communities

Council is committed to developing and maintaining positive working relationships with iwi, hapū, marae, and Māori communities in the Masterton district.

## 11.1 Memorandums of Partnership

Council has memorandums of partnership with Kahungunu ki Wairarapa and Rangitāne o Wairarapa. These are currently in the process of being reviewed, including whether a Memorandum of Partnership is still the appropriate document or whether it will be replaced by an alternative partnership agreement. In addition to this, the scope of the partnership agreements will be extended to include the Wairarapa Post Settlement Governance Entities.

## 11.2 Iwi Representation

Council has two iwi representatives. One representative is nominated by Ngāti Kahungunu ki Wairarapa and the other by Rangitāne o Wairarapa. In accordance with the Local Government Act 2002 (Clause 31, Schedule 7) iwi representatives are appointed to all Council's committees, and have both speaking and voting rights. They also attend and have speaking rights at Council meetings but do not have voting rights as it isn't possible for Council to appoint non-elected members to Council.

## 11.3 Māori Ward

In May 2021 Masterton District Council resolved to establish a Māori ward. This meant that, for the first time, in the 2022 Local Election those on the Māori electoral roll for the Masterton District were able to nominate and vote for a Māori ward member of Council (although for the 2022 election the Māori ward member was elected unopposed as only one candidate was nominated).

The resolution to establish a Māori ward has effect for the 2022 and 2025 local elections and then continues in effect until a further resolution takes effect.

# 12 Equal Employment Opportunities Policy

Council supports the principles and practices of Equal Employment Opportunities (EEO) as a means of ensuring all applicants and employees have equal opportunity to achieve their potential.

Council is committed to ensuring equality of opportunity in all forms of paid employment and rejects unfair discrimination on any grounds including gender, marital status, religious or ethical belief, race or colour, ethnic or national origins, disability, age, political opinion, employment status, family status, sexual orientation or involvement in union activities.

To achieve this commitment, Council operates an EEO Programme and reports on the programme in its annual report.

## 13 Key Policy and Planning Documents

### 13.1 Wairarapa Combined District Plan

The Wairarapa Combined District Plan is Council's principal planning document, setting out the methods and processes Council will use to sustainably manage the district's natural and physical resources, in accordance with the Resource Management Act 1991 (RMA). The plan became operative on 25 May 2011.

Under the RMA, any person may request a change to the plan. Requests must be made in accordance with [Part 2](#) of the RMA.

The plan is developed and reviewed in accordance with the RMA ([section 73](#)). The plan is currently under review. Until the new plan is in place, the current version remains in operation and can be viewed via the MDC website or at Council's office or can be purchased from the Council.

### 13.2 Long-Term Plan

Council develops and adopts a Long-Term Plan (LTP) every three years, in accordance with the LGA ([section 93](#)). The purpose of the LTP is to:

- describe Council's activities;
- describe the community outcomes for the Masterton district;
- provide integrated decision-making and coordination of Council's resources;
- provide a long-term focus for Council's decisions and activities; and
- provide a basis for Council's accountability to the community.

The plan provides an overview of Council's direction, priorities and work programme for the next 10 years. It sets out the projects and services Council intends to deliver for the community, the cost of the work, how it will be paid for, how finances will be managed and how performance is managed.

The LTP was adopted for 2021-31 on 30 June 2021. On 15 July 2022, Council adopted amendments to the 2021-31 LTP relating to Council's June 2022 decision to sell the vacant land at Panama Village on the condition it is used for public housing.

The next LTP must be adopted by June 2024.

### 13.3 Annual Plan

Council prepares and adopts an Annual Plan prior to the start of each financial year (except in years where a LTP is required), in accordance with the LGA ([section 95](#)). The plan includes the proposed annual budget and funding impact statement and identifies any variations from the LTP.

Where there is a significant difference between the Annual Plan and the LTP, consultation must be undertaken.

## 13.4 Wellington Regional Triennial Agreement

Council is party to the Wellington Regional Triennial Agreement, which aims to ensure that appropriate levels of consultation and coordination are maintained between the councils in the Wellington region. Other parties to the agreement are:

- Carterton District Council;
- South Wairarapa District Council;
- Greater Wellington Regional Council;
- Hutt City Council;
- Kāpiti Coast District Council;
- Porirua City Council;
- Upper Hutt City Council; and
- Wellington City Council.

Under the LGA ([section 15](#)), all parties are required to enter into this agreement, no later than 1st March in the year following the local government general election.

## 14 Official Information

### 14.1 Requests for Official Information

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request specified information from the Council. Requests may be made in any form, communicated by any means (including verbally) and do not need to refer to the LGOIMA. See the MDC website for further information on making a request <https://mstn.govt.nz/council-2/official-information-act-requests/>

Council has a duty under the LGOIMA to provide reasonable assistance to any person who makes a request for information. Council may only refuse a request if one or more of the reasons stated in the LGOIMA ([section 17](#)) apply.

Council must decide whether the request for information will be granted and give notice of the decision to the person who made the request within 20 working days (although this can be extended under certain circumstances). If the request is refused, Council must advise the person of the reason for the refusal.

There may be a charge for providing official information when photocopies are required or extensive research involved. Council will contact the person seeking information before any charges are incurred.

### 14.2 Personal Information Requests

Every person has a right to access any personal information that Council holds that is about them and can be readily retrieved. Individuals can also request their own personal information under the Privacy Act 2020. It is not necessary to specify that the request is being made under the Acts.

Council may only refuse a request for personal information if one or more of the reasons stated in the LGOIMA ([section 26](#)) apply.

Any person who is provided with access to their personal information may request, in writing, the correction of any detail they believe is inaccurate or is incomplete and gives a misleading impression. They may also request that if a correction is not made, that a notation is attached to the information noting that the request was made.

## 15 Contact Us

Masterton District Council  
161 Queen Street  
PO Box 444  
Masterton 5840

Phone: 06 370 6300  
Fax: 06 378 8400  
Email: [mdc@mstn.govt.nz](mailto:mdc@mstn.govt.nz)  
Website: [www.mstn.govt.nz](http://www.mstn.govt.nz)

### 15.1 Elected Members and Iwi Representatives

Name	Email
Mayor Gary Caffell	<a href="mailto:garyc@mstn.govt.nz">garyc@mstn.govt.nz</a>
Cr Rebecca (Bex) Johnson (Deputy Mayor)	<a href="mailto:bexj@mstn.govt.nz">bexj@mstn.govt.nz</a>
Cr Craig Bowyer	<a href="mailto:craigb@mstn.govt.nz">craigb@mstn.govt.nz</a>
Cr Brent Goodwin	<a href="mailto:brentgoodwin@mstn.govt.nz">brentgoodwin@mstn.govt.nz</a>
Cr David Holmes	<a href="mailto:davidholmes@mstn.govt.nz">davidholmes@mstn.govt.nz</a>
Cr Tom Hullena	<a href="mailto:tomh@mstn.govt.nz">tomh@mstn.govt.nz</a>
Cr Stella Lennox	<a href="mailto:stellal@mstn.govt.nz">stellal@mstn.govt.nz</a>
Cr Tim Nelson	<a href="mailto:timn@mstn.govt.nz">timn@mstn.govt.nz</a>
Cr Marama Tuuta	<a href="mailto:maramat@mstn.govt.nz">maramat@mstn.govt.nz</a>
Jo Hayes	<a href="mailto:joh@mstn.govt.nz">joh@mstn.govt.nz</a>
Ra Smith	<a href="mailto:ras@mstn.govt.nz">ras@mstn.govt.nz</a>

### 15.2 Council Staff

Management staff can be contacted on 06 370 6300 or via the email addresses provided below.

Role	Staff Member	Email
<b>Strategic Leadership Team</b>		
Chief Executive	David Hopman	<a href="mailto:davidhopman@mstn.govt.nz">davidhopman@mstn.govt.nz</a>
Manager, Assets and Operations	Mike Burger	<a href="mailto:mikeb@mstn.govt.nz">mikeb@mstn.govt.nz</a>
Manager Communications and Engagement	Matt Boulton	<a href="mailto:mattb@mstn.govt.nz">mattb@mstn.govt.nz</a>
Manager, Community Facilities and Activities	Corin Haines	<a href="mailto:corinh@mstn.govt.nz">corinh@mstn.govt.nz</a>
Manager Finance	David Paris	<a href="mailto:davidp@mstn.govt.nz">davidp@mstn.govt.nz</a>
Manager People and Culture	Ben Jessep	<a href="mailto:benj@mstn.govt.nz">benj@mstn.govt.nz</a>
Manager Regulatory Services	Steven May	<a href="mailto:stevenm@mstn.govt.nz">stevenm@mstn.govt.nz</a>
Manager Strategy and Governance	Karen Yates	<a href="mailto:kareny@mstn.govt.nz">kareny@mstn.govt.nz</a>
Pou Ahurea Māori	Tia Tuuta	<a href="mailto:tiat@mstn.govt.nz">tiat@mstn.govt.nz</a>
<b>Other Staff Contacts</b>		
Governance Team Leader	Harriet Kennedy	<a href="mailto:harrietc@mstn.govt.nz">harrietc@mstn.govt.nz</a>