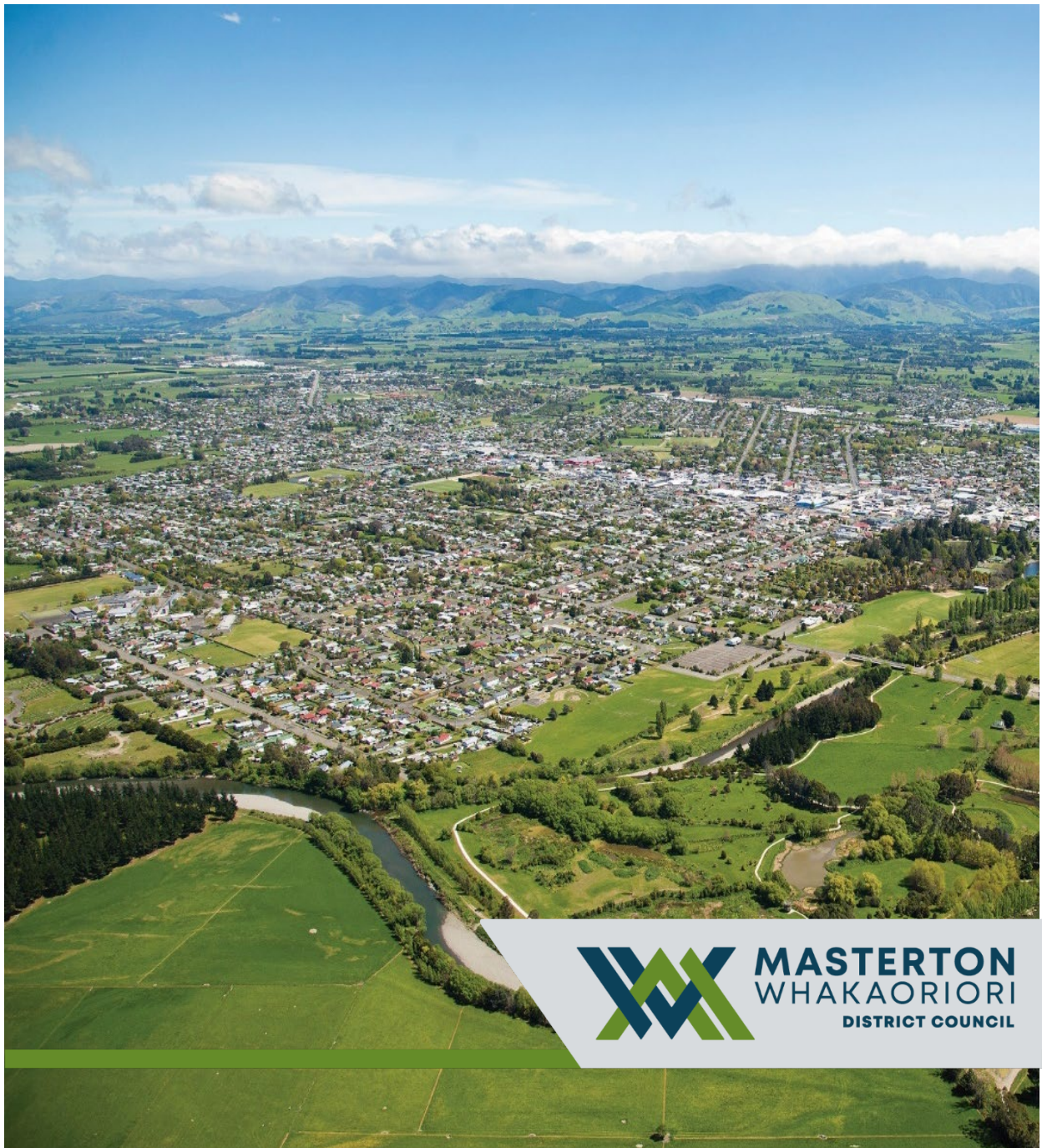


Local Governance Statement

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



MASTERTON
WHAKAORI
DISTRICT COUNCIL

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
11 April 2026	Update for the 2025-2028 triennium (branding and content)	Chief Executive, Masterton District Council
27 May 2026	Update with newly elected member (2026 By-Election)	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 (until 30 June 2027)
 - wastewater services (until 30 June 2027)
 - stormwater (until 30 June 2027)
 - 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 2024-2034, which can be accessed via our [website](#).

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 2025

The Wairarapa Consolidated Bylaw 2025 was developed with Carterton and South Wairarapa District Councils. MDC adopted the bylaw on 24 September 2025 with the bylaw coming into force on 1 November 2025.

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 or Health and Safety Risk from Fire and Smoke	Controls the lighting of fires to protect the community from smoke nuisance.
Part 5: 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 6: Traffic Part 6A: Traffic Control Schedule	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 7: Cemeteries and Crematoria	Controls and sets standards for the operation of cemeteries and crematoria.
Part 8: 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.

Water Bylaws - Wairarapa Consolidated Bylaw 2019

Part (2019 Bylaw)	Description
Part 5: Water Supply	Provides controls to manage and protect the water supply.
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.

The Local Government (Water Services) Act 2025 came into force on 27 August 2025 and requires water-related bylaws to be made under that Act.

As a result, the Water Supply, Wastewater, and Trade Waste 2019 Bylaws have been carried over and will be reviewed in accordance with the timeframes of the new legislation which requires review within two years of the Act receiving Royal Assent (by 26 August 2027).

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 3 December 2025.	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 14 May 2025. Came into effect on 1 June 2025.	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.

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

Electoral System	Possible Advantages	Possible Disadvantages
Single Transferable Vote	• Tactical voting is not possible, meaning voters are encouraged to express their true preferences. • The overall election result reflects the wishes of most voters in proportion to their support for a variety of candidates. • Enables a broader range of community views to be represented, including greater opportunity for Māori representation. • Less 'wasted' votes i.e. more votes will contribute to the election of a candidate.	• System of voting and counting is more complex and unfamiliar to most people. Perceived complexity may discourage some voters. • Election results will take longer to produce. • 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).

4.4 Changing the Electoral System

MDC has used the First Past the Post electoral system in the 2016, 2019, 2022 and 2025 elections. Under the Local Electoral Act 2001, the electoral system to be used for the 2028 elections may be changed by:

- a resolution of the Council prior to 12 September 2026;
- 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 11 December 2026, and the poll must be held no later than 28 March 2027); or
- a resolution of Council by 11 December to hold a poll on whether there should be a change of electoral system (the poll must be held no later than 28 March 2027).

Electors may make a demand for a poll at any time, but if the demand is received after the dates specified above, the outcome would apply to the 2031 and 2034 elections.

MDC will give public notice of electors' right to demand a poll on the electoral system no later than 19 September 2026.

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 eight Councillors, who are elected from the Masterton Whakaoriori General Ward, Masterton Whakaoriori Māori Ward and from the district at large. There are 20,080 residential electors in the district. Current elected members are:

- Mayor Rebecca (Bex) Johnson
- Cr Craig Bowyer (General Ward)
- Cr Gary Caffell (General Ward)
- Cr Brent Goodwin (General Ward)
- Cr David Holmes (At Large)
- Cr Waireka Collings (Māori Ward)
- Cr Stella Lennox (At Large)
- Cr Tim Nelson (General Ward)
- Cr Andrea Jackson (At Large)¹

In addition, MDC has two Iwi representatives:

- Mihirangi Hollings (Rangitāne o Wairarapa)
- Robin Potangaroa (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. Following changes to the Local Electoral Act in 2024, Council agreed to retain the Māori ward for the 2025 election and to hold a binding poll at that election. The result of the poll was to keep the Māori ward. This means that the Whakaoriori/Masterton Māori ward will stay in place for at least the 2028 and 2031 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:

¹ Elected on 25 May 2026 in the by-election to fill the vacancy created following the resignation of Councillor Jamie Falloon on 2 February 2026

- 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.

Following the establishment of the Māori ward in May 2021, MDC needed to undertake a representation review, the outcome of which was to be implemented following the 2022 election. The outcome was that 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. MDC will undertake its next representation review in 2027.

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 Craig Bowyer.

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. The meeting calendar is available on the [Council website](#).

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). Open meeting agendas are public documents and can be inspected, along with supporting reports, at Council's office, the public library or on the Council website 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

Ordinary 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 (unless the matter under consideration has been the subject of a hearing process). 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](#).

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 open agendas are public documents and can be inspected, along with supporting reports, at Council's offices, the public library or on the [MDC website](#), 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.

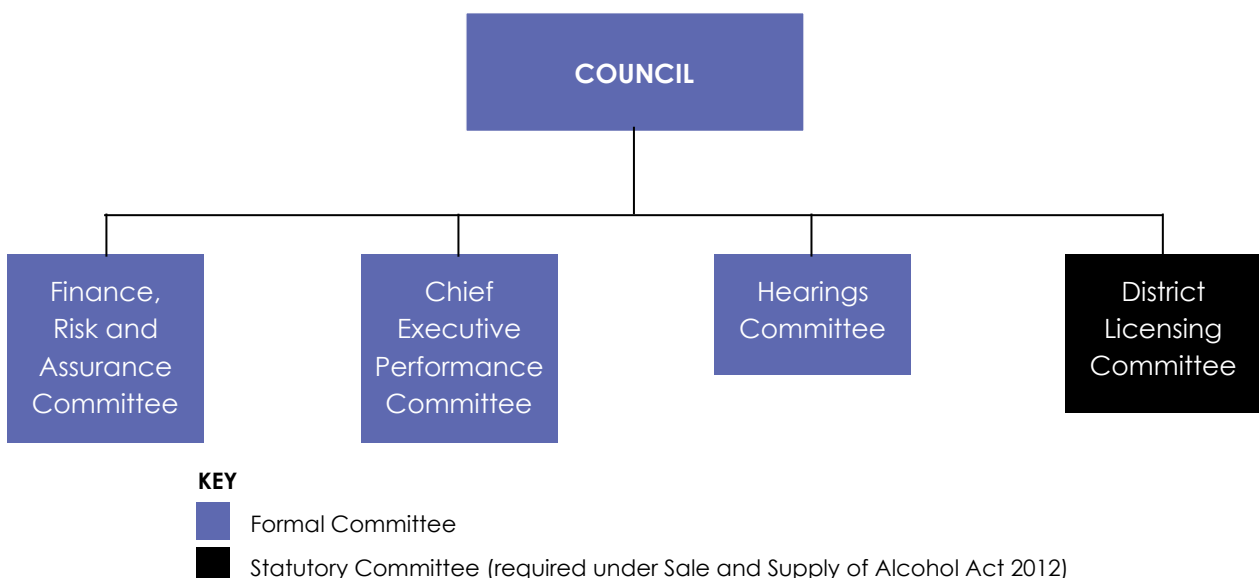
Committees may be standing or established on an ad hoc basis to consider a particular issue.

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.



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

Finance, Risk and Assurance Committee	
Chairperson	Graham Naylor (Independent Chair)
Members	Committee of the Whole Iwi representative Mhirangi Hollings Iwi representative Robin Potangaroa
Role	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.
Meetings	The committee meets at least every quarter.

Hearings Committee	
Chairperson	Deputy Mayor Craig Bowyer
Members	Mayor Bex Johnson (ex officio) Councillor David Holmes Councillor Stella Lennox Councillor Andrea Jackson Iwi representative Mhirangi Hollings Iwi representative Robin Potangaroa
Role	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.
Meetings	The committee meets as required.

Chief Executive Performance Committee	
Chairperson	Deputy Mayor Craig Bowyer
Members	Mayor Bex Johnson Councillor Stella Lennox Councillor Waireka Collings
Role	To ensure that Council carries out the responsibilities of a Good Employer, as the employer of the Chief Executive.
Meetings	The committee meets as required

8.3 Joint Committees

MDC appoints a member to the *Wellington Region Waste Management and Minimisation Plan Joint Committee* which was established to oversee the implementation of the Wellington Region Waste Management and Minimisation Plan. Its Terms of Reference are available on the Wellington City Council website [here](#). Each territorial authority in the Wellington Region is entitled to appoint one member and one alternate to the Joint Committee. MDC's member on the Committee is Councillor Holmes, with Councillor Caffell as the alternate.

Council has also agreed to establish, with Carterton District Council and South Wairarapa District Council, the *Wairarapa Combined District Plan Joint Committee* to oversee the resolution of Environment Court appeals on the Proposed Wairarapa Combined District Plan. Each of the Wairarapa Councils are entitled to appoint two members and an alternate to the Committee and the Wairarapa iwi entities appoint one member each. The Committee has an independent chair. MDC's members on the Committee are Deputy Mayor Bowyer and Councillor Lennox, and the alternate is Mayor Johnson.

Masterton District Council, along with the eight other councils in the Wellington Region, is also a member of two additional joint committees: the *Wellington Regional Leadership Committee* and the *Wellington Region Civil Defence Emergency Management Group*. The Mayor is Council's representative on each of these committees.

The Wellington Regional Leadership Committee's purpose 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 Committee Terms of Reference are available on the Greater Wellington Regional Council [website](#).

The Civil Defence Emergency Management Group's functions, duties and powers are set out in the Civil Defence Emergency Management Act 2002, and its terms of reference are also available on the Greater Wellington Regional Council [website](#).

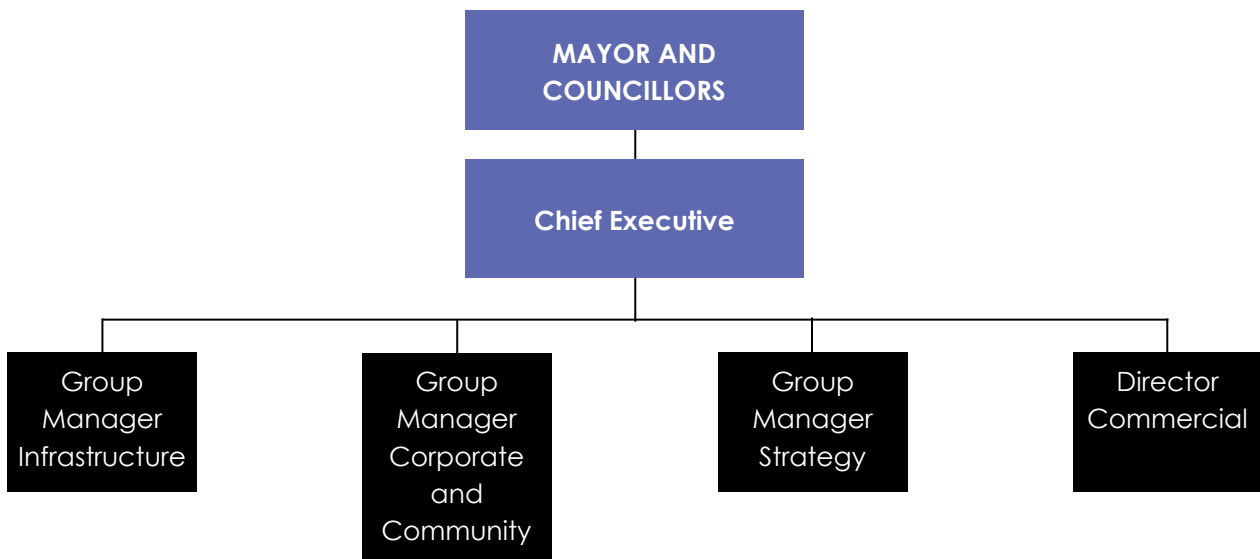
8.4 Task and Advisory Groups

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 Disability Advisory Group for the 2025-2028 triennium.

Council also supports the Masterton Youth Council which is made up of 13 members.

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](#).

A Submission Policy also supports consultation processes and is available on the [MDC website](#). The policy outlines the minimum requirements for submissions content and how the Council processes submissions as part of consultations.

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 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.

11.2 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.

Following the binding poll undertaken alongside the October 2025 local election, Masterton's Māori ward will remain in place for at least the next two elections (in 2028 and 2031) (see [paragraph 5.1](#) above).

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 land use 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 first Wairarapa Combined District plan became operative on 25 May 2011. In accordance with the provisions of the RMA, in 2019 Masterton, Carterton and South Wairarapa District Councils agreed to review the Combined Plan. As a result of the review, the proposed Combined District Plan was publicly notified for submissions in October 2023 and, following a hearing process, decisions on submissions were notified in October 2025. The appeals process is currently underway and once concluded the Wairarapa councils will adopt the final plan.

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

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 2024-2034 LTP was adopted on 26 June 2024. The next LTP must be adopted by 30 June 2027.

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 to the corresponding year in the LTP.

Where there is a significant or material 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. Masterton District Council agreed to enter into the Agreement at its meeting held on 18 February 2026.

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.

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 the right to access personal information that Council holds about them under the Privacy Act 2020. A request for personal information does not need to specify that it is being made under the Privacy Act.

Council will respond to requests for personal information in accordance with the requirements of the Privacy Act 2020. There are circumstances in which access to personal information may be refused, including where one or more of the grounds for refusal set out in the Act apply.

A person who has accessed their personal information may request that Council correct any information they consider to be inaccurate, out of date, incomplete, misleading or irrelevant. If Council does not agree to make the requested correction, the person may ask Council to attach a statement to the information noting that a correction was sought and was not 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
Website: www.mstn.govt.nz

15.1 Elected Members and Iwi Representatives

Name	Email
Mayor Rebecca (Bex) Johnson	mayor@mstn.govt.nz
Deputy Mayor Craig Bowyer	craig.bowyer@mstn.govt.nz
Councillor Gary Caffell	gary.caffell@mstn.govt.nz
Councillor Waireka Collings	waireka.collings@mstn.govt.nz
Councillor Brent Goodwin	brent.goodwin@mstn.govt.nz
Councillor David Holmes	david.holmes@mstn.govt.nz
Councillor Andrea Jackson	andrea.jackson@mstn.govt.nz
Councillor Stella Lennox	stella.lennox@mstn.govt.nz
Councillor Tim Nelson	tim.nelson@mstn.govt.nz
Iwi representative Mhirangi Hollings	mhirangi.hollings@mstn.govt.nz
Iwi representative Robin Potangaroa	robin.potangaroa@mstn.govt.nz

15.2 Council Staff

Role and Name	Email
Executive Leadership Team	
Chief Executive - Kym Fell	kym.fell@mstn.govt.nz
Group Manager Infrastructure – Tyler Ross	tyler.ross@mstn.govt.nz
Group Manager Corporate & Community – Matt Boulton	mattb@mstn.govt.nz
Director Commercial – David Paris	davidp@mstn.govt.nz
Group Manager Strategy – Karen Yates	kareny@mstn.govt.nz
Governance Team Lead – Harriet Kennedy	harrietk@mstn.govt.nz