



ORDINARY MEETING of Council AGENDA

Time: 9:30 am
Date: Wednesday, 8 May 2024
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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The Chairperson will open the meeting with the karakia

Karakia timatanga

Kia tau ngā manaakitanga a te mea ngaro
ki runga ki tēnā, ki tēnā o tātou

Kia mahea te hua mākihikihi

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

kia tūturu, ka whakamaua kia tīna! Tīna!

Hui e, Tāiki e!

Let the strength and life force of our
ancestors

Be with each and everyone of us

Freeing our path from obstruction

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

Permanently fixed established and
understood

Forward together

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

Karakia whakamutunga

Kua mutu ā mātou mahi

Our work has finished

Mō tēnei wā

For the time being

Manaakitia mai mātou katoa

Protect us all

Ō mātou hoa

Our friends

Ō mātou whānau

Our family

Āio ki te Aorangi

Peace to the universe

1 CONFLICTS OF INTEREST

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

2 APOLOGIES

The Chair invites notice from members of:

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

3 PUBLIC FORUM

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 3 APRIL 2024

File Number:

Author: Harriet Kennedy, Governance Team Leader

Authoriser: Kym Fell, Chief Executive

RECOMMENDATION

That the Minutes of Council Meeting held on 3 April 2024 be received and confirmed as an accurate record of that meeting.

ATTACHMENTS

- 1. Minutes of Council Meeting held on 3 April 2024**



MINUTES

**Ordinary Council Meeting
Wednesday, 3 April 2024**

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**MINUTES OF MASTERTON DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 3 APRIL 2024 AT 3:00 PM**

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

IN ATTENDANCE: Iwi Representative Jo Hayes, Chief Executive, General Manager Finance, General Manager Community, General Manager Corporate, Interim Manager Assets and Infrastructure, Pou Ahurea Māori, Strategic Planning Manager, Policy Advisor, and Governance Team Leader.

1 CONFLICTS OF INTEREST

No conflicts of interest were declared.

2 APOLOGIES

There were no apologies

3 PUBLIC FORUM

There was no public forum.

ACKNOWLEDGEMENT

The Mayor made a presentation acknowledging, on behalf of the community, the work done for the Masterton District by Wairarapa Area Commander Inspector Scott Miller on his retirement.

4 ITEMS NOT ON THE AGENDA

There were no late items.

5 CONFIRMATION OF COUNCIL MINUTES

See items 7.1 and 7.2 below.

6 COMMITTEE REPORTS

See items 7.3 and 7.4 below.

7 REPORTS FOR DECISION

7.1 CONFIRMATION OF MINUTES - COUNCIL 14 FEBRUARY 2024

The purpose of this report is to confirm the minutes of the Council Meeting held on 14 February 2024 provided in Attachment 1.

RESOLUTION 2024/18

Moved by Councillor B Johnson
Seconded by Councillor D Holmes

That the Minutes of the Council Meeting held on 14 February 2024 be received and confirmed as an accurate record of that meeting

CARRIED

7.2 CONFIRMATION OF MINUTES - COUNCIL 6 MARCH 2024

The purpose of this report is to confirm the minutes of the Council Meeting held on 6 March 2024 provided in Attachment 1.

RESOLUTION 2024/19

Moved by Councillor S Lennox
Seconded by Councillor C Bowyer

That the Minutes of the Council Meeting held on 6 March 2024 be received and confirmed as an accurate record of that meeting

CARRIED

7.3 CONFIRMATION OF COMMITTEE MINUTES - AUDIT AND RISK 21 FEBRUARY 2024

Members: Philip Jones (Chair), Mayor Gary Caffell, Councillor Craig Bowyer, Councillor Brent Goodwin, Councillor David Holmes, Councillor Tom Hullena, Councillor Bex Johnson, Councillor Stella Lennox, Councillor Tim Nelson, Councillor Marama Tuuta and iwi representative Jo Hayes

RESOLUTION 2024/20

Moved by Mayor G Caffell
Seconded by Councillor S Lennox

That Council confirms the report of the Audit and Risk Committee meeting held on 21 February 2024 including the following resolutions:

- Health and Safety Quarterly Report and Health & Safety Policy
That the Audit and Risk Committee
 1. *notes the content and receives the Health and Safety Report for the quarter: (1 Oct 2023 to 31 December 2023).*
 2. *notes a review of the Health and Safety Policy has been completed and the revised Policy was approved by the Strategic Leadership Team on 26 October 2023; and*
 3. *recommends that Council endorses the updated MDC (Masterton District Council) Workplace Health and Safety and Staff Wellbeing Policy included as Attachment 1.*
- Destination Wairarapa Quarterly Report (1 October 2023 to 31 December 2023)
That the Audit and Risk Committee receives the second quarter report (1 October 2023 –

31 December 2023) from Destination Wairarapa.

- Service Provision Report: Aratoi Regional Trust and Nuku Ora

That the Audit and Risk Committee receives the Service Provision Report Aratoi Regional Trust and Nuku Ora, covering the summary of key result indicators for the quarter 1 July – 31 December 2023 and key initiatives for the six months 1 July – 31 December 2023.

- Non-Financial Report Quarter 2 2023-2024

That the Audit and Risk Committee receives the Quarter 2 non-financial performance report for the 2023/24 financial year.

- Key Policies Monitored by the Audit and Risk Committee

That the Audit and Risk Committee:

1. notes that the following policies are monitored by the Audit and Risk Committee:

- Asset Management Policy
- Fraud, Dishonesty and Corruption Control Policy
- Workplace Health and Safety and Staff Wellbeing Policy
- Procurement Policy
- Revenue and Financing Policy
- Risk Management Policy
- Significance and Engagement Policy
- Sensitive Expenditure Policy, and
- Treasury Management Policy.

2. notes the status update for each of these policies in this Report.

- 2024-34 Long-Term Plan Update

That the Audit and Risk Committee

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

- Audit Report for the Year Ended 30 June 2023

That the Audit and Risk Committee **receives** the Auditor's Report to the Council on the audit of Masterton District Council for the year ended 30 June 2023.

- Six Months to Date Financial Report 2023/2024

That the Audit and Risk Committee receives the 6 months to date financial report and commentary.

- Better Off Funding Update

That Council receives the Better Off Funding Update report

.CARRIED

7.4 CONFIRMATION OF COMMITTEE MINUTES - INFRASTRUCTURE AND SERVICES 6 MARCH 2024

Members: Councillor David Holmes (Chair), Mayor Gary Caffell, Councillor Craig Bowyer, Councillor Brent Goodwin, Councillor Bex Johnson, Councillor Tom Hullena, Councillor Stella Lennox, Councillor Tim Nelson, Councillor Marama Tuuta and iwi representative Jo Hayes

RESOLUTION 2024/21

Moved by Councillor D Holmes
Seconded by Councillor T Hullena

That Council confirms the report of the Infrastructure and Services Committee meeting held on 6 March 2024 including the following resolutions:

- 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.
- Community Facilities and Activities Infrastructure and Services Update
That the Infrastructure and Services Committee receives the update from the Community Facilities and Activities team on key projects and a summary of progress since the last report.
- Regulatory Services Infrastructure and Services Update
That the Infrastructure and Services Committee receives the update from the Building Control Services, Consents and Planning and Environmental Services teams.

CARRIED

7.5 ADOPTION OF KEY POLICIES ASSOCIATED WITH THE 2024-2034 LONG-TERM PLAN

The report seeking Council adoption of key financial policies as supporting information to the 2024-34 Long-Term Plan and adoption of a draft Rates Remission and Postponement on Māori Freehold Land Policy (Attachment 6) and Statement of Proposal (Attachment 7) for consultation with the community was presented by the General Manager Finance and the General Manager Strategy and Development.

RESOLUTION 2024/22

Moved by Councillor C Bowyer
Seconded by Councillor B Johnson

That Council:

1. **adopts** the following policies:
 - (a) Revenue and Financing Policy and s101(3) Analysis (Attachments 1 and 2)
 - (b) Development and Financial Contributions Policy (Attachment 3)
 - (c) Rates Remission Policy (Attachment 4)

- (d) Rates Postponement Policy (Attachment 5).
2. **adopts** the draft Rates Remission and Postponement on Māori Freehold Land Policy (Attachment 6) and Statement of Proposal (Attachment 7) for consultation alongside the 2024-34 Long Term Plan from 5 April to 5 May 2024.

CARRIED

7.6 KEY LONG TERM PLAN DOCUMENTATION - ADOPTION FOR CONSULTATION

The report seeking Council adoption of the 2024-34 Long Term Plan (LTP) consultation document, the supporting information for that document (listed below) and the proposed Fees and Charges for 2024/25 was presented by the General Manager Strategy and Development.

An updated consultation document was tabled which included the draft Auditor's Report, some updated wording on page 45 (to correct the figure for the cumulative average rates increase over ten years of the plan) and an updated graph on page 46.

Members discussed the consultation document. Some didn't support the document as they thought it didn't have enough information on the cumulative rates impact over the ten years of the Plan or the full picture of what was behind the increase in costs. What the reference to the library not being fit for purpose meant needed to be explained, particularly when the library scored well in customer satisfaction surveys. The lack of information could lead those submitting providing misguided feedback. Those who supported the document thought that it was a clear and accessible document, that the financial information was clear, the cumulative rates increase over ten years was included, noting that future Council decisions will always vary the forecasts so couldn't be predicted with accuracy and, in relation to the library not being fit for purpose, referred to the accessibility challenges and the state of the basement. In relation to the customer satisfaction survey, it was noted that the question respondents had been asked will have related to the service staff provided, rather than the building itself.

RESOLUTION 2024/23

Moved by Mayor G Caffell

Seconded by Councillor C Bowyer

That Council

1. Adopts as supporting information for the 2024-34 Long Term Plan Consultation document:
 - a) The 2024-34 Financial Strategy (Attachment 1);
 - b) The 2024-54 Infrastructure Strategy (Attachment 2);
 - c) Significant Assumptions for the 2024-34 Long Term Plan (Attachments 3A; 3B and 3C);
 - d) Our Work in Detail, incorporating performance measures and cost of service statements for each activity group (Attachment 4);
 - e) Our Costs in Detail, incorporating full financial detail including the financial statements for the 2024-34 Long Term Plan, capital expenditure detail statements, Financial Prudence Benchmarks and Funding Impact Statements and Rating Funding Impact Statements (Attachment 5);

- f) Policies Relevant to the Long-Term Plan (see Report 7.5 on this agenda):
- i. Revenue & Financing Policy
 - ii. Consideration of Appropriate Sources of Funding required under Section 101 of the Local Government Act, to support the Revenue and Financing Policy
 - iii. Treasury Management Policy;
 - iv. Rates Postponement Policy;
 - v. Rates Remission and Postponement on Māori Freehold Land Policy; and
 - vi. Rates Remission Policy
- g) Supporting information for the following consultation issues:
- i. Town Hall, Library and Archive (Attachment 6)
 - ii. Town Centre Improvements (Attachment 7)
2. Adopts the Proposed Fees and Charges (Attachment 8).
3. Adopts the 2024-34 Long Term Plan Consultation Document for consultation with our community (Attachment 9) and Submission Form (Attachment 10).
4. Delegates authority to the Chief Executive to approve minor edits to the Consultation Document and supporting information in response to final proofing.

CARRIED

A division was called

In Favour: Mayor Gary Caffell, Councillor Bex Johnson, Councillor Craig Bowyer, Councillor David Holmes, Councillor Stella Lennox, Councillor Marama Tuuta

Against: Councillor Brent Goodwin, Councillor Tom Hullena, Councillor Tim Nelson

CARRIED 6/3

7.7 LOCAL WATER DONE WELL

The report seeking Council's agreement to enter into a Memorandum of Understanding with other councils in the Wellington region to develop options for water service delivery to give effect to Government's Local Water Done Well policy was presented by the General Manager Infrastructure and Assets.

RESOLUTION 2024/24

Moved by Councillor M Tuuta

Seconded by Councillor C Bowyer

That Council

1. Notes that the Government's Local Water Done Well policy and implementing legislation will require councils to develop a water services delivery plan by mid- 2025.
2. Agrees to enter into a Memorandum of Understanding with other councils in the Wellington region to develop options for water service delivery.
3. Delegates to the Chief Executive to finalise and sign the Memorandum of Understanding

based on the draft included in Attachment 1.

4. Appoints Councillor David Holmes as Council's elected representative on the Advisory Oversight Group.

CARRIED

7.8 FURTHER AMENDMENT TO MEETING SCHEDULE FOR 2024

The report seeking Council approval of a further amendment to the schedule of Council and Committee meetings for 2024 and a change of start time for Council and Infrastructure and Services Committee meetings was presented by the General Manager Strategy and Development.

RESOLUTION 2024/25

Moved by Councillor D Holmes
Seconded by Councillor M Tuuta

That Council

1. approves a further amendment to the 2024 Schedule of Meetings: to move the 7 August Audit and Risk Committee meeting to 14 August and the 14 August Council Meeting to 7 August.
2. agrees that, commencing in May 2024, Council and Infrastructure and Services Committee meetings start at 9.30am

CARRIED

7.9 UPDATE TO THE ELECTED MEMBER ALLOWANCES AND EXPENSE REIMBURSEMENT POLICY 2022-2025

The report providing an updated Elected Members' Allowances and Expense Reimbursement Policy 2022-2025 for Council adoption was presented by the General Manager Finance.

RESOLUTION 2024/26

Moved by Councillor M Tuuta
Seconded by Councillor T Hullena

That Council adopts the updated Elected Members' Allowances and Expense Reimbursement Policy 2022-2025.

CARRIED

7.10 ESTABLISHMENT OF THE MASTERTON DISTRICT COUNCIL DISABILITY ADVISORY GROUP

The report seeking Council approval of process documents to support the establishment of the Masterton District Disability Advisory Group: Terms of Reference (Attachment 1), and Expressions of Interest (Attachment 2) was presented by the Community Development Team Leader.

RESOLUTION 2024/27

Moved by Mayor G Caffell
Seconded by Councillor D Holmes

That Council

1. **notes** that the establishment of a Masterton District Disability Advisory Group as an initiative aimed at enhancing accessibility and inclusivity within the Masterton District.
2. **approves** the Masterton District Disability Advisory Group Terms of Reference and Expressions of Interest documents to support the establishment of the Masterton District Disability Advisory Group.

CARRIED

7.11 REVIEW OF THE WAIRARAPA CONSOLIDATED BYLAW 2019

The report providing information on the review of the Wairarapa Consolidated Bylaw 2019 and seeking Council agreement to share the estimated costs of the review across the Wairarapa District Councils, and to delegate responsibility to the Wairarapa Policy Working Group to support the review was presented by the Policy Manager.

RESOLUTION 2024/28

Moved by Councillor T Hullena
Seconded by Councillor C Bowyer

That Council:

1. notes that a review of the Wairarapa Consolidated Bylaw 2019 for the Masterton, Carterton and South Wairarapa districts is required by 26 June 2024 and is underway;
2. notes that the review approach is consistent with the requirements of the Local Government Act 2002;
3. agrees to share the review costs across the three Wairarapa District Councils as per the Wairarapa Shared Services Funding Policy (joint policy development activity type); and
4. agrees to delegate responsibility to the Wairarapa Policy Working Group to support the review and make recommendations back to the three Wairarapa District Councils

.CARRIED

7.12 MASTERTON DISTRICT COUNCIL DELEGATIONS REGISTER

The report seeking Council approval of proposed amendments to the Masterton District Council (MDC) Delegations Register was presented by the Policy Manager who noted that the updates were due to the change in the Executive Leadership Team structure and reporting lines, and the COVID-19 delegations.

RESOLUTION 2024/29

Moved by Councillor D Holmes

Seconded by Councillor B Goodwin

That Council:

1. **approves** amendments to Part A of the Masterton District Council Delegations Register (the Register) which contains statutory and other delegations by the Council to the Chief Executive;
2. **approves** amendments to Part B of the Register which contains delegations by the Council to officers under the Local Government (Rating) Act 2002 and the Resource Management Act 1991.
3. **notes** that there are no proposed amendments to Part C of the Register which contains delegations by the Council to committees (other than formatting changes).
4. **notes** that Part D of the Register which contains sub-delegations from the Chief Executive to staff, is not included in this report as it does not require Council approval.

.CARRIED

7.13 MARAE DEVELOPMENT FUND ASSESSMENT GROUP

The report informing Council of the 2023/24 Marae Development Funding round and seeking Council adoption of a Terms of Reference for a Marae Development Fund Assessment Group was presented by the Pou Ahurea Māori.

RESOLUTION 2024/30

Moved by Councillor C Bowyer
Seconded by Councillor M Tuuta

That Council:

1. **approves** the Marae Development Fund Assessment Group Terms of Reference in Attachment 1.
2. **appoints** the following members for the 2022-25 triennium: Mayor Gary Caffell, Cr Tuuta, and Iwi Representatives appointed to Council (Jo Hayes and Ngāti Kahungunu ki Wairarapa Representative (TBA)).
3. **notes** the 2023/24 Marae Development Funding round will be open throughout April/May with funding decisions to be made in June 2024.

.CARRIED

7.14 APPOINTMENTS TO THE MASTERTON DISTRICT COUNCIL CLIMATE ADVISORY GROUP AND THE WAIRARAPA WATER RESILIENCE STRATEGY INTERIM GOVERNANCE GROUP

The report is for Council: to appoint the Mayor and an alternate to the Masterton District Council Climate Advisory Group (the Group) to replace Councillor Hullena who has stepped down; to advise of Luther Toloa's resignation from the Group; and, to appoint the Mayor and Councillor Holmes, with the Deputy Mayor as alternate, to the Wairarapa Water Resilience Strategy Interim Governance Group.

An alternative recommendation 5 was proposed – to appoint Councillor Bowyer to the Wairarapa

Water Resilience Strategy Interim Governance Group instead of Mayor Gary Caffell.

RESOLUTION 2024/31

Moved by Councillor D Holmes
Seconded by Councillor T Nelson

That Council:

1. Appoints Mayor Gary Caffell, to replace Councillor Hullena, as one of the elected member representatives on the Masterton District Council Climate Advisory Group.
2. Agrees to amend the Terms of Reference of the Masterton District Council Climate Advisory Group to enable an alternate elected member to be appointed.
3. Appoints Councillor Stella Lennox as the alternate elected member to the Masterton District Council Climate Advisory Group.
4. Notes the resignation of the community representative Luther Toloa from the Masterton District Council Climate Advisory Group.
5. Appoints Councillor David Holmes, Councillor Craig Bowyer, and Deputy Mayor Bex Johnson as the alternate, to the Wairarapa Water Resilience Strategy Interim Governance Group

.CARRIED

8 REPORTS FOR INFORMATION

8.1 CHIEF EXECUTIVE'S REPORT

The purpose of the attached report is to provide Council with an update on Council operations (as at 27 March 2024).

RESOLUTION 2024/32

Moved by Councillor T Hullena
Seconded by Councillor B Goodwin

That Council receives the Chief Executive's Report as at 27 March 2024.

.CARRIED

8.2 MEETING REPORTS FROM COUNCILLORS

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

Councillor Lennox reported back on work of the Refugee Steering Group, which met monthly and which she was co-chair of.

Councillor Lennox also provided an update on Kim's Way Night Refuge, which it was hoped would be open in June/July.

Councillor Holmes reported back on the Castlepoint Ratepayers Association AGM he had attended.

Councillor Johnson reported back on the Wairarapa Youth Governance Group meeting she had attended and the work the Pasifika o Wairarapa Trust had been involved in.

8.3 MAYOR'S REPORT

The Mayor will provide a verbal report:

- Highlight since the last meeting has been Bob being awarded the senior of the year award, his involvement has been huge.
- The last Mayoral Forum meeting had been attended by Simeon Brown and Chris Bishop. Three waters, regional deals and amalgamation were discussed – the indication from the Ministers were that they want councils to sort those out themselves. On the amalgamation question, they advised that the government won't be forcing councils to do anything – councils will have to do it themselves. Water has taken over the discussion.

RESOLUTION 2024/33

Moved by Councillor D Holmes
Seconded by Councillor T Hullena

That Council

1. receives the verbal report from the Mayor
2. receives the LGNZ November 2023-February 2024 Report to Members

.CARRIED

9 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2024/34

Moved by Councillor D Holmes
Seconded by Councillor C Bowyer

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 - Confirmation of Public Excluded Minutes - Council 14 February 2024	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(c)(i) - the withholding of the	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

	<p>information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p>	<p>exist under section 6 or section 7</p>
<p>9.2 - Confirmation of PE Committee Minutes - Audit and Risk 21 February 2024</p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

CARRIED

The meeting moved into public excluded a 5.11pm

The meeting moved out of public excluded at 5.13pm

The Meeting closed at 5.13pm

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 8 May 2024.

.....

CHAIRPERSON

6 COMMITTEE REPORTS

6.1 INFRASTRUCTURE AND SERVICES COMMITTEE MEETING - 17 APRIL 2024

File Number:

Author: Harriet Kennedy, Governance Team Leader

Authoriser: Karen Yates, General Manager Strategy & Development

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

THE COMMITTEE RECOMMENDS:

That Council confirms the report of the Infrastructure and Services Committee meeting held on 17 April 2024 including the following resolutions:

- *Infrastructure and Assets - Infrastructure and Services Update*
That the Infrastructure and Services Committee receives the update from Infrastructure and Assets on key infrastructure projects and areas of project focus.
- *Community - Infrastructure and Services Update*
That the Infrastructure and Services Committee receives the update from the Community team on key projects and a summary of progress since the last report.
- *Regulatory Services - Infrastructure and Services Update*
That the Infrastructure and Services Committee receives the update from the Building Control Services, Consents and Planning and Environmental Services teams.

ATTACHMENTS

1. **Minutes of Infrastructure and Services Committee Meeting held on 17 April 2024**



MINUTES

Infrastructure and Services Committee Meeting

Wednesday, 17 April 2024

Order Of Business

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MINUTES OF MASTERTON DISTRICT COUNCIL
INFRASTRUCTURE AND SERVICES COMMITTEE MEETING
HELD AT WAIATA HOUSE, LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 17 APRIL 2024 AT 3:00 PM

PRESENT: David Holmes (Chair), Mayor Gary Caffell, Councillors B Johnson, C Bowyer, B Goodwin, T Hullena, T Nelson, M Tuuta and Iwi Representative Jo Hayes

IN ATTENDANCE: General Manager Finance, General Manager Strategy and Development, General Manager Community, General Manager Infrastructure and Assets, General Manager Corporate, Environmental Services Manager, Building Control Services Manager, Planning and Consents Manager, Project Delivery and Assets Manager, Technology Services Manager, and Governance Team Leader

1 CONFLICTS OF INTEREST

No conflicts of interest were declared.

2 APOLOGIES

COMMITTEE RESOLUTION 2024/9

Moved by Mayor G Caffell
Seconded by Councillor B Johnson

That the apology received from Councillor Lennox be accepted

CARRIED

3 PUBLIC FORUM

There was no public forum

4 ITEMS NOT ON THE AGENDA

There were no late items.

5 REPORTS FOR INFORMATION

5.1 INFRASTRUCTURE AND ASSETS - INFRASTRUCTURE AND SERVICES UPDATE

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

Other matters discussed included:

- an update on the outstanding NZTA approvals was requested
- a request to look at a strategy for the Mataikona roading issue was requested, along with an update on the current status of the work
- an update on the cost of the animal shelter was requested

- Whether the Youth Hub was going to be completed in September - the GM Community advised that they had met with most of the contractors to get surety around price indications. September was the aim for completion but it would depend on the weather.
- The emergency works and the actual cost of the cyclone events to MDC - staff advised that the numbers reported were what it had cost Council and that did include the subsidy which was at 56% for the first \$1m then 76%. Council's share was budgeted to be loan funded as the flood damage fund had been exhausted.
- Whether Council was any further along looking at a strategy for roading in the vulnerable places that had extensive costs and whether, if cyclones kept coming, how would council keep paying for those roads - staff advised that more work would be done in that area with the Wellington Regional Leadership Committee looking at risk assessments, prioritisation and managed retreat.
- Water meters and how Council would deal with shared connections - the GM Infrastructure and Assets advised that the rules around shared connections were still to be established and this may feature in the consolidated bylaw review and update that is currently underway.
- What the process was when the price on a contract blew out - it was advised that staff managed contracts closely and variations were only accepted if justified. Whether a contract came back to Council would depend on the level of change and whether Council had signed off on the project in the first place. The CE had delegation to vary contracts up to 15% of the approved budget.
- The consents for Henley Lake and the QE Park Lake - staff advised that discussions were continuing with GWRC but normal operations were continuing in the meantime.
- The consent for the discharge to land and river from Homebush - it was advised that the consent will expire in 2034.
- Opaki Water Race - the GM Infrastructure and Assets advised that she met with some the self governing OWR committee, but noted that they didn't represent everyone on the race. The members are interested in understanding if an extension to the current consent variation could be sought. The GM I&A committed to enquiring with GWRC on this matter. Her view at this time (shared with this OWR committee) is that all costs would be required to be covered by the users unless our elected members opted to do something different. The GM I&A committed to providing the Committee a synopsis of the work undertaken to date and cost to get to this point. Council expressed an interest in revisiting this.
-

COMMITTEE RESOLUTION 2024/10

Moved by Councillor D Holmes

Seconded by Councillor C Bowyer

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

CARRIED

5.2 COMMUNITY - INFRASTRUCTURE AND SERVICES UPDATE

The report providing the Infrastructure and Services Committee with an update from the Community team on key projects and summary of progress since the last report, including highlights and any new issues (see Attachment 1) was presented by the General Manager Community who advised that there was a correction needed to the dates for Youth Week which will run from 20 May to 26 May 2024.

Matters discussed included:

- Clarification was sought over the \$120,000 budget for the THRC Recreation Centre Condition and Feasibility assessment. Staff advised that the \$120,000 Better Off Funding was set aside to complete the assessment work which included the facility condition assessment identifying work that needed to be done, the feasibility for a splashpad and a master plan for future development. The remaining funding will be used for a needs assessment.
- A request was made for the library and archive usage numbers to be separated out and for the library newsletter to come to elected members.
- It was noted that the next Multicultural Council next meeting would be on 9 May rather than March.
- A request was made for the Queen St planting to be kept up so empty spaces would be filled. Staff advised that the Autumn renovations had been delayed due to the dry weather. It was advised the contract was outcome focused so when gaps were identified they were discussed at the regular operational meetings and addressed.
- The Douglas Villa Football Club and what work remained - the remaining work was the shower floor which was scheduled for next year. The Sports Facility Strategy which was proposed as part of the LTP would inform any future decisions on Council spending on sports facilities.
- The old tennis pavilion and what would happen to that area after it was demolished as it would be an eyesore - it was advised that in the interim, the area was most likely to be used for parking.

COMMITTEE RESOLUTION 2024/11

Moved by Mayor G Caffell

Seconded by Councillor B Johnson

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

CARRIED

5.3 REGULATORY SERVICES - INFRASTRUCTURE AND SERVICES UPDATE

The report providing the Infrastructure and Services Committee with an update from the Building Control team, the Consents and Planning team and the Environmental Services team (see Attachment 1) was presented by the General Manager Community and the General Manager Strategy and Development.

Matters discussed included:

- How many earthquake prone buildings there were in the CBD. It was advised there were 88.
- Noise complaints and how they were addressed - the GM Community advised that there had been an increase in complaints where people were living next to commercial areas. Staff advised that the noise control officers used a matrix system which depended on the time of day, the tone of the noise, the audibility and the frequency. The score on the matrix determined whether an Excessive Noise Direction was issued. Staff attended complaints during the day, a contractor was used after hours and in the weekend.
- The workload of the Environmental Health Team in the water area - staff advised that the team undertook water sampling and monitoring, including for consent conditions e.g. Henley Lake, and wastewater testing for the Institute of Environmental Science and Research (ESR) for things like COVID and drugs.
- Whether Council could review and follow up building consent applications that hadn't been progressed was discussed. It was advised that where consents had lapsed, under the legislation people had to reapply. The Building Code changed regularly and many consents lodged previously wouldn't comply with current requirements.
- In relation to business improvement it was advised that staff had been working on a project called 'Taking Care of Business' which would offer a single point of contact at Council to assist anyone who wanted to start up a business.
- Wandering stock on roads - the main concern was safety. Repeat offenders would receive an invoice from Council.

COMMITTEE RESOLUTION 2024/12

Moved by Councillor C Bowyer
Seconded by Councillor B Goodwin

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

CARRIED

The Meeting closed at 4.16pm.

The minutes of this meeting were confirmed at the Council meeting held on 8 May 2024.

.....
CHAIRPERSON

7 REPORTS FOR DECISION

7.1 ADOPTION OF THE WAIRARAPA CLASS 4 GAMBLING AND STANDALONE TAB VENUES POLICY

File Number:

Author: Stephanie Frischknecht, Policy Advisor

Authoriser: Kym Fell, Chief Executive

PURPOSE

The purpose of this report is to seek Council's adoption of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (Attachment 1) as recommended by the Wairarapa Policy Working Group

EXECUTIVE SUMMARY

The Masterton, Carterton and South Wairarapa District Councils (the Wairarapa District Councils) share a joint Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (Policy) made under Section 101 of the Gambling Act 2003 and Section 96(1) of the Racing Industry Act 2020 (the Acts).

The Policy has a three-year review period which is a legislative requirement under the Acts. As a joint Policy, the review was delegated to the Wairarapa Policy Working Group (WPWG) to progress and make recommendations back to the Wairarapa District Councils.

The WPWG recommended an amended Policy be adopted for consultation based on the findings of a Social Impact Assessment (SIA), an assessment of gambling harms and benefits, and the effectiveness of the current Policy in achieving its purpose. As an amended Policy was proposed, consultation was required to follow the Special Consultative Procedure (SCP) set out in section 83 of the Local Government Act 2002 (LGA).

Consultation occurred between 19 February and 22 March 2024 and followed the SCP process.

Hearings and Deliberations were held by the WPWG on Monday 15 April 2024.

The Wairarapa District Councils are asked support the recommendation of the WPWG to adopt the Policy with an amendment to prohibit permanent venue relocations in Masterton.

RECOMMENDATIONS

That Council:

1. **notes** that a review of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy has been undertaken;
2. **notes** that consultation with the community occurred between 19 February and 22 March 2024.

3. **notes** that hearings and deliberations were undertaken by the Wairarapa Policy Working Group on 15 April 2024.
4. **approves** the recommendations from the Wairarapa Policy Working Group:
 - (i) **agree to the amendment to clause 6.1 of the Proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy as follows:**
*Clause 6.1 Council will not grant consent for a Class 4 venue to **permanently** re-establish at a new site in Masterton District under any circumstances.*
 - (ii) **adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (Attachment 1).**

CONTEXT

Territorial Authorities must adopt a Class 4 Gambling Venue Policy under Section 101 of the Gambling Act 2003. Class 4 Gambling is gambling that utilises or involves a gaming machine (often referred to as “pokies”). Class 4 Gambling represents high-risk, high-turnover gambling. A Class 4 Gambling Venue is a place to conduct Class 4 Gambling.

Section 96(1) of the Racing Industry Act 2020 states that local authorities must adopt a policy on TAB Venues. A TAB Venue is a premise owned or leased by the New Zealand Racing Board and where the main business carried out at the premises is providing racing or sports betting services.

Section 101 of the Gambling Act 2003 sets out what a council must include in its Class 4 Gambling Policy, and what it may include. It must specify whether venues can be established in the local authority area and if so, where they may be located. It may:

- specify any restrictions on the maximum number of gaming machines that may be operated at a Class 4 Venue; and
- include a relocation policy.

Under Section 102(5) of the Gambling Act 2003 and Section 97(4) of the Racing Industry Act 2020, the Policy has a three-year review period. If the Policy is to be amended or replaced, the SCP must be used. A Policy does not cease to have effect because it is due for review or is being reviewed.

ANALYSIS AND ADVICE

The Policy sets out the Wairarapa District Councils joint approach to Class 4 Gambling and Standalone TAB venues. The purpose of the Policy is to:

- a) minimise the harm to the community caused by gambling;
- b) have regard to the social impacts of gambling in the Wairarapa region, including the cumulative effect of additional opportunities for gambling in the district;
- c) control Class 4 gambling in the Wairarapa region; and
- d) ensure that Council and their communities have influence over the provision of new Class 4 gambling and standalone TAB venues in the Wairarapa region.

Review process

The review of the Policy followed the process recommended by the Department of Internal Affairs (DIA):

1. **'Pre-review' Stage:** evaluating the effectiveness of council's current Policy in limiting the social impact of gambling in the community. This stage involved information gathering, engagement with key stakeholders, and a Social Impact Assessment.
2. **Councils' analysis** on whether the Policy needs to be amended or whether it can continue without amendment using guidance from DIA and Ministry of Health.
3. **Consultation:** Consultation in line with the Acts, as well as the LGA and Council's Significance and Engagement Policy.
4. **Policy Drafting**
5. **Adopt the Policy and notify DIA.**

Work to date

Information detailing the pre-review stage and Councils' analysis was reported to Masterton and Carterton District Councils on 13 September 2024 and South Wairarapa District Council on 27 September 2024 [refer [Report 7.1](#)].

The Wairarapa District Councils adopted a Statement of Proposal and draft Policy for consultation on 14 February 2024 [refer [Report 7.3](#)].

Consultation on the draft Policy took place from 19 February to 22 March 2024. The consultation process met the SCP requirements of the LGA.

Community feedback was sought on the following proposals:

- Proposal 1a - Amend the policy so that Class 4 Gambling Venues cannot relocate in Masterton under any circumstances;
- Proposal 1b - Amend the policy so that Class 4 Gambling venues cannot relocate to Carterton and South Wairarapa's most deprived areas (those on the New Zealand Deprivation Index of decile 9 or 10¹) if the proposed location is outside of a town centre;
- Proposal 2 - Amend the policy to state that no new standalone TAB venues may be established in the Wairarapa; and
- Proposal 3 - Amend the policy to clearly state that no additional electronic gaming machines will be granted consent, in any Class 4 venue.

A total of 23 submissions were received and four submitters spoke in support of their submission at the hearings on 15 April 2024. A copy of the agenda and reports, including the full set of submissions and submission analysis, is available on the Council website². A recording of the meeting is also available on the Masterton District Council YouTube Channel.

¹ An online interactive map showing the New Zealand Deprivation Index is available on the Environmental Health Intelligence NZ website, with NZDep2018 being the rating that currently applies. Areas with a NZ Dep Rating of 9 or 10 represent the most deprived areas: www.ehinz.ac.nz/indicators/population-vulnerability/socioeconomic-deprivation-profile/

² The WPWG Hearings and Deliberations Agenda and Reports are available from www.mstn.govt.nz/council/meetings/minutes-and-agendas (meeting date 15 April 2024).

At the deliberations meeting on 15 April 2024, WPWG discussed Proposal 1a taking into account community feedback from Incorporated Society Owners/Operators regarding the importance of the ability to temporarily relocate in the event of an unforeseen event such as a fire or flood while an existing site undergoes repair/remediation. The WPWG debated this aspect of the Policy and made the following recommendation to enable applications for temporary relocations in Masterton to be considered on a case-by-case basis.

Moved Councillor Bosley

That the Wairarapa Policy Working Group:

3) Recommends the Wairarapa District Councils adopt the proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy as follows:

(i) agree to the amendment to clause 6.1 of the Proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy as follows:

Clause 6.1 *Council will not grant consent for a Class 4 venue to permanently re-establish at a new site in Masterton District under any circumstances.*

(ii) adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy.

Seconded by Councillor Cretney and CARRIED

Councillor Nelson against

A revised Policy incorporating the above amendment is provided as Attachment 1 and the minutes of the WPWG hearings and deliberations are provided as Attachment 2.

The Wairarapa District Councils are asked to consider the recommendation of the WPWG and adopt a final Policy.

OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
1 Recommended Option – Adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (Attachment 1)	<ul style="list-style-type: none"> - The Policy takes a community wellbeing and harm reduction approach. - The Policy was developed in consideration of the harm and economic/social benefits of gambling. - There is rationale that supports the more restrictive policy position for Masterton and regional variations are appropriate where justified. - The Policy was recommended by the WPWG taking into account community feedback and staff advice. 	<ul style="list-style-type: none"> - Some members of the community may not support the decisions made as part of reviewing the Policy. - The Policy may discourage new hospitality businesses, if they need gambling machines to be financially viable. - Overtime the Policy may reduce the amount of funding available to community organisations. - May lead to a small number of job losses if a Masterton venue is unable to permanently continue in its current location.

Option	Advantages	Disadvantages
2 Alternative Option – Do not adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy.	- No advantages identified.	<ul style="list-style-type: none"> - Council would not proceed with the amendments despite consulting on changes and receiving majority support. - The Policy has been developed in consideration of gambling harm and the social/economic benefits. - The Policy has been recommended by the WPWG in consideration of community views and staff advice. - Council is legally required to have a policy.

RECOMMENDED OPTION

Option 1: Adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (Attachment 1) is recommended. This option has been recommended by the WPWG based on the findings of a Social Impact Assessment, an assessment of gambling harms and benefits, the effectiveness of the current Policy in achieving its purpose, community views and advice from staff.

This option means the Policy would take a community wellbeing and harm reduction approach and reflects an appropriate balance between minimising gambling harm and economic/social benefits.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

Councils are required to have a policy under the Acts and review the policy every three years. The review process met the requirements set out in the Acts.

The LGA states that one of the purposes of councils is to promote the social, economic, environment and cultural well-being of communities, in the present and for the future.

Significance, Engagement and Consultation

The following groups interested in and impacted by the review were targeted for engagement via completion of the Social Impact Assessment survey in the pre-review stage:

- Venue owners/operators in Wairarapa
- Relevant social service sector organisations
- Iwi.

The review of the policy followed the SCP as outlined in the LGA. The Statement of Proposal and ways our community could have their say and present their views was widely advertised and available. This included proactive engagement and information sharing during the consultation stage with Incorporated Society Owners/Operators, Gambling Outlets, Health/Welfare Sector, Iwi/Hapū/Marae, General Public, Media, and those with a registered interest in the Policy.

The consultation period ran from 19 February to 22 March 2024. A formal hearing was held on 15 April 2024 to enable submitters to present their views to elected representatives in person

Financial Considerations

The budget for the review is split across the Wairarapa District Councils according to the Wairarapa Shared Services Funding Policy.

Costs associated with reviewing the Policy were met from within existing 2023/24 budgets.

Implications for Māori

Minimising harm to our community caused by gambling is a key objective of the Policy, including our Māori communities.

We promoted the consultation opportunity to ensure that Mana Whenua, Te Hauora Rūnanga o Wairarapa, and Māori health and social services providers had an opportunity to submit on the Policy. We will also provide notification of the final Policy.

Environmental/Climate Change Impact and Considerations

The Policy has no direct impact on environmental and climate change considerations.

NEXT STEPS

Masterton District Council and South Wairarapa District Council (Strategy Working Committee) will consider this report on 8 May 2024. Carterton District Council (Policy and Projects Committee) will consider this report on 19 June 2024.

If adopted by the Wairarapa District Councils, the Policy will be published on the Council website and notification will be sent to submitters and key stakeholders that were informed of the consultation.

A copy will also be provided to DIA and TAB NZ as required by the Acts.

ATTACHMENTS

1. **Attachment 1 Proposed Class 4 Gambling and TAB Venues Policy** [↓](#)
2. **2024-04-15 Gambling and TAB Venues Policy Hearings and Delibs Minutes** [↓](#)



Wairarapa Class 4 Gambling and Standalone TAB Venues Policy

Kaupapa Here Whare Petipeti – Momo 4

First Adopted:	2003
Latest Version:	May 2024 [TBC]
Adopted by:	Masterton, Carterton and South Wairarapa District Councils
Review Date:	May 2027 [TBC]

Contents | Rārangi Ūpoko

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DRAFT

7.2 DOG FEES 2024-2025

File Number:

Author: Corin Haines, General Manager Community

Authoriser: Kym Fell, Chief Executive

PURPOSE

The purpose of this report is

- to seek Council approval of the fees and charges for Council’s Dog Registration and Associated Fees for the 2024/2025 financial year (part of the Animal Control activity in the Long Term Plan),
- to seek Council agreement to provide free registration and permits for keeping more than three dogs in the urban area to specified charities involved in fostering and rehoming dogs, and
- to seek Council’s direction whether to continue investigating a scheme to assist community services card holders with the cost of de-sexing.

RECOMMENDATIONS

That Council:

1. **receives** the Dog Registration and Associated Fees 2024/25 Report;
2. **agrees** that dogs while in foster care will be registered and permits for keeping more than three dogs in the urban area be granted at no cost to the charity
3. **requests** officers to further investigate a scheme where \$1 from every registration is applied to a fund to assist community services card holders with the costs of de-sexing their dogs;
4. **notes** that officers are still looking into the One Tag For Life option; and
5. **adopts** the Dog Registration and Associated Fees for 2024/25 as listed below:

Dog Registration Fees	Proposed Fees 2024/25 (incl GST)
Responsible owner	\$82.00 (25% discount)
Urban Neutered	\$109.00
Urban Entire	\$188.00
Permit Breeder	\$109.00
Rural 1st Dog	\$109.00
Rural 2nd and Subsequent	\$29.00
Dangerous Neutered	\$163.50
Disability assist	No cost

Dog in approved foster care	No cost
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(Note: the above fees are the same as the 2023/24 fees (no change) and are expected to generate \$504,800 (plus GST)).

Other Animal Services Charges	All charges include GST
Sustenance fee (per day)	\$27.50
Poundage Fee:	
First impounding (registered)	\$82.50
First impounding (unregistered)	\$100.00
Second impounding	\$165.00
Third & subsequent impounding (within 12 months)	\$220.00
Surrender of dog (acceptance must be on prior approval)	\$330.00
Micro-chipping of Masterton registered dog	\$22.00
Application for Permit - keep more than two dogs in urban area.	\$65.00
Replacement registration tag	\$7.00
Collars, apparel and worming tablets	Actual cost-plus 15%
Costs and expenses relating to vet treatment for impounded dog.	Actual cost plus 15%
Rehoming of impounded dog from MDC Shelter	Registration + vet costs +15%
Dog Seizure fees	\$165
Afterhours dog release (additional to impounding fees)	\$165
Bark collar hire	2 week hire, plus bond \$23 + \$23
Administration rate (per hour)	\$125
Officer rate (per hour)	\$190

CONTEXT

Dog registration is a legal requirement. The Dog Control Act 1996 (the Act) states that every dog owner must register their dog(s) by the age of 3 months. Section 37 of the Dog Control Act gives local authorities the power to set charges for dog registration and other dog control activities.

Section 37(4) requires the territorial authority to have regard to the relative costs of the registration and control of dogs in the various categories.

- Section 37(3) also gives council the authority to fix an additional fee by the way of penalty of up to 50% if registration payment has not been made by the due date.
- Section 37(8) states any increase in fees can only take effect at the commencement of that year. Section 9 of the Act orders that all money received and retained by Council under the Act shall be expended only for purposes authorised by or under the Act.

The Council's animal services activity includes:

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

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

The Revenue and Financing Policy 2024 states that for the setting of dog fees the revenue required from sources other than rates (e.g. from users of the service) be set at 70% of the cost of the service with 30% to be funded by rates. This funding split recognises registered dog owners bearing the majority of the costs of animal control services and a smaller portion for rates, recognising the benefits to all ratepayers of having safe and well-controlled dogs in their community.

There are individual and community-wide benefits from pet animal ownership when it comes to health and well-being. These include improved fitness, reduced stress and companionship. Pet ownership provides routine and motivation, caring for an animal can provide a sense of purpose, along with providing structure in day-to-day life. Pet ownership can be very helpful in managing

conditions such as depression and anxiety. Pets love routine and can encourage people to wake, eat, play and exercise at regular times.

There will be an amendment bill introduced by the government in May to make changes to the Residential Tenancies Act to introduce the option of a pet bond. This may see more people in rental properties take up pet ownership. <https://www.beehive.govt.nz/release/pet-bonds-winwin-renters-and-landlords> . Animal Services expect that part of the conditions landlords insist on is that renters must meet all legislative requirements such as registering their dog.

ANALYSIS AND ADVICE

There are 6,342 known dogs within the Masterton District (both registered and unregistered). Approximately 95% (or 6,042 dogs) are currently registered, with a further 300 unregistered dogs that are known to Council. A number of these dogs may have left the Masterton district without notification from owners. There are 3,080 rural dogs compared to 3,262 urban dogs in the district.

The percentage of known dogs that are registered has been dropping over the past four years. There are 95% of known dogs that are registered compared to 95.54% in the 23/24 year, 96.53% in the 21/22 year, 98.63% in the 20/21 year and 98.67% on the 19/20 year.

The number of dogs impounded has reduced in the current year. From July 2023 to April 2024, 143 dogs have been impounded. For the same time period over the past three years, 173 dogs were impounded in 22/23, 177 in 21/22 and 142 in 20/21.

As the number or the nature of dog related callouts cannot be foreseen, this can make budgeting and resourcing challenging. However, the Council has shown a commitment to continuing to deliver the level of service expected by the Masterton community.

Because much of the work done by the animal control team is generated by owners who are not meeting their obligation to be responsible dog owners (e.g. not registering their dogs, allowing their dogs to roam, and dog attacks), Council has in place a Responsible Owner fee which is a 25% discount if owners can meet the criteria. Officers are also recommending new fee for dogs that are non-registered when impounded for the first time. This is a higher rate than for dogs that are registered. This additional fee recognises that there is often additional time spent on trying to locate the owner of the animal and to require its registration before returning it.

Fee Comparisons with other Councils

The fee comparisons below are from Carterton District Council’s fees for the 2024/25 year and South Wairarapa District Council’s fees for the current year.

Rural Fees

The proposed changes will still see rural dog owners with 2 to 5 dogs with the lowest registration in the Wairarapa region. Council’s rural dog registration fee, if 2 dogs are owned (and not neutered), is \$12 cheaper than Carterton District Council and \$16 cheaper than South Wairarapa District Council.

Total Fees	1 rural dog	2 rural dogs	3 rural dogs	4 rural dogs	5 rural dogs
Masterton 24/25	\$109	\$138	\$167	\$196	\$225
Carterton 24/25	\$75	\$150	\$190	\$230	\$280
South Wairarapa 23/24	\$77	\$154	\$231	\$242	\$242

Urban Fees

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

Total fees	Urban Entire	Urban Neutered
Masterton 24/25	\$188	\$109
Carterton 24/25	\$110	\$85
South Wairarapa 23/24	\$121	\$85

Level of Service and Demand on Service

The costs for the service correlate to the level of service provided and demand on the service. All three Wairarapa councils offer a 24-hour service for animal control. However, the demand for the service in Masterton is greater. Carterton District Council had 240 and South Wairarapa District Council had 139 dog-related complaints in the 2022/23 year while Masterton had 2029 dog-related complaints.

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

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

Responsible Dog Owners

The Responsible Dog Owner (RDO) policy was adopted as part of the review of the Dog Policy in March 2018. Applicants who apply and are assessed as meeting the criteria receive a 25% discount on registration fees for the duration of their dog or dogs' life, provided they continue to meet the criteria. There is a one-off application fee of \$25 per property to apply for RDO status. Applications for RDO status for the 2024/25 year have now closed. As of 19 April, there are 298 individual owners with 381 dogs that have RDO status.

To be eligible they must meet the following criteria:

- Registration fees paid by 31 July for the previous two years (or, if newly registered in Masterton, able to provide evidence that registration was paid on time to the previous territorial authority). The dog has been de-sexed. (An exception may be made for certified breeders, at Council's discretion).
- The dog is kept securely on the owner's property, with access available to at least one door of the dwelling without encountering the dog.
- The dog's shelter complies with the requirements of the Control of Dogs Bylaw
- The dog is microchipped (if the dog was registered for the first time after 1 July 2006).
- The dog has not been the subject of a substantiated complaint, been impounded or received infringements in the previous two years.

Schedule Payment Plan

Council continues to offer the option to dog owners to make scheduled payments for their dog registration fees to assist in helping people meet their obligations under the Dog Control Act 1996. There will be further promotion of this service this year. This option for paying off registration is proving to be more popular every year. Staff find it a great tool to remove some of the barriers to non-payment. People paying off their registration must do so by 31 July to avoid penalties.

Penalties

The penalty fee set by Council for not paying dog registration fees before the due date is an additional 50% of the appropriate fee (maximum allowed under Dog Control Act 1996 (S37(3)). In prior years the penalty has been applied after 31 July giving dog owners about two months to make the payment. In October, if registration has not been paid an infringement of \$300 per dog will be issued to the dog owner.

Constraints On Cost Recovery

There are constraints on Council recovering costs from the users of the service as they cannot always be identified, or they are not a dog owner. The monitoring of regulations and bylaws, roaming dogs that are not located, the collection and care for a dog that is impounded whose owner cannot be identified, the delivery and collection of dog traps for people who have reported dog incidents on their properties but no dog captured or identified, school education on how to approach a dog, are all examples of services where the immediate user of the service either cannot be identified or is not a dog owner.

Gold Card Discount

Staff have looked into whether a discount could be provided for owners who hold a Gold Card. Staff are not recommending this at this time as the Responsible Dog Owner discount does the same thing. While some councils (eg Carterton) have an over-65 discount, they do not offer Responsible Dog Owner (RDO) discount. If offering both, Council would need to determine the level of the discount and the impact that has on the fees that all other dog owners will pay. Consideration would also need to be given to how the discount applies to working dogs on a farm and multiple animals. The cost of providing the discount would also need to be determined.

Community Services Card Discount

Officers have also looked at the introduction of a Community Services Card discount and have concluded that the introduction would not be feasible. Community Services Cards only initially last 3 months, and then must be reapplied for annually unless the person is on a benefit such as Jobseeker Support, Sole Parent Support, or Supported Living Payment. The administration of this discount would require more resourcing as people would need to confirm they were still eligible for a Community Services Card. An alternative form of support for Community Services Card holders could be in assisting with desexing of dogs - this would assist owners with the expense of desexing and help ensure owners' dogs were not having unintended litters. Owners may then also be eligible to apply for RDO status should they meet all the other requirements. An option for funding desexing could be to put \$1 from every dog registration towards a desexing fund. The cost of implementing this initiative would be approx \$6400 per year (based on the current number of dogs registered). Staff are requesting Council direction to further investigate this option.

Dogs in Foster Care

Dogs in foster care have increased over the past five years. A key challenge to charities working in this area is the costs of vet bills as well as registration, chipping and having a permit for fosterers to keep more than 3 dogs in an urban area. To support the known registered charities that are working in the Masterton District and the volunteers who are fostering dogs, officers recommend that dogs while in foster care under a registered charity are registered at no cost and permits for keeping more than 3 dogs in the urban area be at no charge. Fosterers would need to meet all conditions of permits. This is a simple and effective way Council can support dog rescue charities working in the Masterton District. It will ensure all dogs in foster care while in the district will be registered and the charities will be meeting their obligations under the Dog Control Act. The charities can focus directing their funds on veterinary and care costs.

Current dog rehoming charities that Masterton District Council are working with are:

- Royal New Zealand Society for the Prevention of Cruelty to Animals- SPCA
- Retired Working Dogs NZ Charitable Trust
- Ellie's Canine Rescue & Rehome
- Chance 4 Change

Masterton District Council has rehomed 18 dogs between July and March this year, both directly and through these charities. The preference is to rehome through charities. Although the number of dogs rehomed through charities varies from year to year, based on the number of dogs rehomed over the previous year, this initiative is estimated to cost around \$2600 per annum.

One Tag for Life

Officers are still looking into the one tag for life option. While the Dog Control Act 1996 states that council must issue owners, after receipt of payment, a tag or disc for the registration year, the Department of Internal Affairs (DIA) has noted it will not currently prosecute a council in the instance of not issuing new tags annually, as per the wording in the Dog Control Act. The advantage to having a different coloured tag issued each year is that officers can quickly identify if a dog is currently registered for that registration year. Dog owners can bring in their old dog tags when renewing their registration and staff will recycle the tags.

OPTIONS CONSIDERED

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

	Option	Advantages	Disadvantages
1	<ul style="list-style-type: none"> • Council adopts the proposed Dog Registration and Associated Fees for 2024/25 • agrees that dogs while in foster care will be registered and permits to keep more 	<ul style="list-style-type: none"> • Achieves the required fee schedule as outlined in the Long Term Plan 2024/2034 and aligns with the changes to Revenue and Financing Policy which provides that 70% of the cost of animal services is met by dog owners and 30% by ratepayers. 	<p>Reduced income to Animal Services Budget of approximately \$2600 through providing charities with registration and permits to keep more than three dogs in the urban area at no charge.</p>

	Option	Advantages	Disadvantages
	<p>than three dogs in the urban area be provided at no cost to the charity</p> <ul style="list-style-type: none"> • agrees that officers should further investigate a scheme where \$1 from every registration is applied to a fund to assist community services card holders with the costs of de-sexing their dogs 	<ul style="list-style-type: none"> • Provides assistance to charities involved in fostering and rehoming of dogs • Enables further investigation of a scheme to assist those with limited income to have their dog de-sexed. 	
2	<ul style="list-style-type: none"> • Council adopts the proposed Dog Registration and Associated Fees for 2024/25 • does not agree that dogs while in foster care will be registered and permitted at no cost to the charity • does not agree that officers should investigate a scheme where \$1 from every registration is applied to a fund to assist community services card holders with the costs of de-sexing their dogs 	<ul style="list-style-type: none"> • Achieves the required fee schedule as outlined in the Long Term Plan 2024/2034 in alignment with the Revenue and Financing Policy. 	<ul style="list-style-type: none"> • Does not enable further investigation of a scheme to assist those with limited income to have their dog de-sexed. • Does not provide assistance to charities involved in fostering and rehoming dogs.
3	<ul style="list-style-type: none"> • Council adopts the proposed Dog Registration and Associated Fees for 2024/25 with changes • agrees that dogs while in foster care will be registered and 	<ul style="list-style-type: none"> • Sets the dog fees as required to enable notification within statutory timeframes • Provides assistance to charities involved in fostering and rehoming of dogs • Enables further 	<ul style="list-style-type: none"> • Depending on what the changes to the dog fees are, they may not align with the changes to the Revenue and Financing Policy which provide that 70% of the cost of

	Option	Advantages	Disadvantages
	<p>permitted at no cost to the charity</p> <ul style="list-style-type: none"> • agrees that officers should investigate a scheme where \$1 from every registration is applied to a fund to assist community services card holders with the costs of de-sexing their dogs 	<p>investigation of a scheme to assist those with limited income to have their dog de-sexed.</p>	<p>animal services is met by dog owners and 30% by ratepayers.</p>
4	<ul style="list-style-type: none"> • Council does not adopt the proposed Dog Registration and Associated Fees for 2024/25 	<ul style="list-style-type: none"> • None identified 	<ul style="list-style-type: none"> • Does not achieve the required fee schedule as outlined in the Long Term Plan 2024/2034.

RECOMMENDED OPTION

Option 1 is recommended as it sets the Dog Registration and Associated fees for 2024/25 and directs officers to investigate options for assisting community services card holders with the cost of desexing and provides assistance to charities involved in rehoming and fostering dogs.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

As noted, Section 37 of the Dog Control Act 1996 gives local authorities the power to set charges for dog registration and other dog control activities. Section 37(4) requires the territorial authority to have regard to the relative costs of the registration and control of dogs in the various categories. Section 37(8) states any increase in fees can only take effect at the commencement of that year. Fees must be advertised at least once in the newspaper during the month preceding the start of every registration year.

Significance, Engagement and Consultation

The proposed fee changes were assessed against Council's Significance and Engagement Policy and the assessment concluded that the decision was not significant. This is also considered to be not significant given the low level impact on the Council's rates requirement.

Financial Considerations

The financial considerations in setting the fees were included in the discussion section of the report. The overall operating costs of the Animal Control activity in 2024/25 has been budgeted at \$836,812 which is an 15.9% increase over the previous year. The increase is driven by the need to fully resource the function for the level of service the Council and community are expecting. However, the cost increase, when combined with Council's new funding policy means dog

registration fees can be held at the same level as 2023/24. The funding policy change has been that the service is funded 70% from user fees compared to the previous policy of 85%. Rates raised across all properties in the district have picked up the difference.

If Council agrees to provide assistance to charities involved in fostering and rehoming dogs the estimated cost of this is around \$2600.

Implications for Māori

There are no known implications for Māori in the decisions sought in this report.

Communications/Engagement Plan

No further consultation is required as a result of this decision. Dog owners will be informed of fees once Council's decision has been made and the fee schedules will be updated on Council's website.

The Responsible Dog Owner (RDO) Status and Payment plans for dog registration will continue to be promoted through digital and media platforms throughout the year.

Environmental/Climate Change Impact and Considerations

No environmental/climate change impacts have been identified in relation to this decision.

ATTACHMENTS

Nil

7.3 DISTRICT LICENSING COMMITTEE APPOINTMENTS

File Number:

Author: Corin Haines, General Manager Community

Authoriser: Kym Fell, Chief Executive

PURPOSE

The purpose of this report is

- to seek Council's agreement to instruct the Chief Executive to run recruitment for a District Licensing Committee Chairperson/Commissioner for the Masterton District alongside the recruitment to be undertaken for District Licensing Committee list members and
- to inform Council of the recruitment process for the recruitment of members for the chair and the joint DLC list, which will include establishing a selection panel to finalise selection criteria, shortlist and interview candidates and make recommendations to Council regarding final appointments.

EXECUTIVE SUMMARY

The Masterton District Licensing Committee (DLC) Commissioner Chairperson is Frazer Mailman. His appointment expires on 30 June 2024. Councillor Craig Bowyer was appointed as Deputy Chair of the DLC for the triennium at the 9 November 2022 Council meeting.

Council must also maintain a list of persons approved to be members of the DLC. Council maintains a list with South Wairarapa and Carterton District Councils of members jointly approved to be members of the DLCs. The current members' approval expires on 30 June 2024.

Some of the current list members have been in place since the District Licensing Committee was established in 2013. At the 28 June 2023 Council meeting Council agreed that the three councils should run a recruitment process to seek expressions of interest for new DLC joint list members. This process is soon to commence. Masterton District Council also needs to run a process to seek expressions of interest for the position of Chairperson so staff recommend that this process is run at the same time as the list member recruitment.

RECOMMENDATIONS

That Council

1. Agrees that the Chief Executive commences a recruitment process for a Commissioner/Chairperson for Masterton District Licensing Committee.
2. Notes the proposed recruitment process, with Carterton and South Wairarapa District Councils, for a combined list of approved District Licensing Committee members, which includes establishing a selection panel to finalise the selection criteria, shortlist and interview candidates and make recommendations to Council regarding the final list and chairperson appointments.

CONTEXT

District Licensing Committees

Anyone wanting to sell and supply alcohol to the public in New Zealand must apply to their local council for a licence. District licensing committees (DLCs) consider and decide all applications for licenses and manager's certificates (section 187 of the Sale and Supply of Alcohol Act (the Act)).

DLCs are established under the Act and administered by councils. A DLC is a committee of Council and may include councillors. However, it is an independent inquisitorial and impartial body and operates differently from all other council committees.

Masterton District Council established the DLC as required by the Act in 2013. This was done in conjunction with the South Wairarapa District Council and Carterton District Councils through the Wairarapa Alcohol Working Group.

Each council must establish and maintain a list of DLC members. Councils can have their own list or have a combined list with one or more councils. Masterton District Council has a joint list with Carterton District Council and South Wairarapa District Council.

When an application is received, the DLC considers the application, agency reports, evidence and submissions presented to it against the criteria in the Act and any relevant case law, evaluates the evidence, determines facts, forms opinions and draws conclusions to make its decision.

Composition of a District Licensing Committee

Each District Licensing Committee has a quorum of three members, made up of two from the Council's list and one member as the Chairperson³. The Chairperson can be an elected member or an appointed Commissioner. Following the 2022 Local Election, Frazer Mailman was appointed Commissioner. His term of appointment has been extended to expire on 30 June 2024.

Council is also able to appoint an elected member to be Deputy Chairperson to act in place of the Chairperson or Commissioner if they are unavailable. Councillor Bowyer is Masterton District Council's Deputy Chairperson and his appointment is to the end of the current triennium.

The only exception to a quorum of three members relates to applications for new or renewed licences or managers certificates where no objection has been filed and no matters of opposition have been raised. In this situation the quorum is one member which must be the Chairperson, so the Chairperson can consider and decide those applications on their own. Currently most of the DLC decision making in Masterton is undertaken by the Chair alone. There have been three hearings in the Masterton District in the past ten years where the DLC sat with the Chair and two list members.

Requirements for appointment as Chairperson or Commissioner for the District Licensing Committee

The Chairperson of the District Licensing Committee can be either an elected member or a Commissioner.

³ [Section 189](#) and [Section 191](#) of the Act

The Act sets out the requirements for a Commissioner⁴

- they should have good standing in the community and the necessary knowledge, skill and experience relating to matters that are likely to come before the committee;
- they must not have involvement, or appearance of involvement, with the alcohol industry to the extent that there would be a bias or appearance of bias; and
- they may not be a police officer, Medical Officer of Health, licensing inspector, or employee of a territorial authority.

Councillor Bowyer has participated in DLC Hearings for both Masterton and South Wairarapa District Licensing Committees and has filled in in the absence of the Chairperson. Councillor Bowyer could be appointed as Chair of the DLC (rather than a commissioner, as he is an elected member) as he has the requisite experience and standing in the community. Another elected member would need to be appointed as Deputy Chair if Councillor Bowyer was appointed Chair.

Given it has been ten years since the original DLC public recruitment process was undertaken, staff are recommending that rather than appointing Councillor Bowyer as Chair, the chairperson role be included in the DLC list recruitment process as there may be suitably qualified and experienced individuals in the community who could fill the chairperson role and enhance the decision making of the Masterton DLC.

Requirements for appointment as a list member of the District Licensing Committee

As stated above, Council must establish, maintain and publish a list of persons approved to be members of the DLC. Masterton maintains a joint list with South Wairarapa District Council and Carterton District Council. Members are appointed for five years and can be reappointed for one or more periods of five years. A DLC member can resign at any time and can be removed for inability to perform functions, neglect, bankruptcy or misconduct.

The Act sets out the requirements for list members⁵

- A person must have experience relevant to alcohol licensing matters
- they must not have involvement, or appearance of involvement, with the alcohol industry to the extent that there would be a bias or appearance of bias; and
- they may not be a police officer, Medical Officer of Health, licensing inspector, or employee of a territorial authority.

There are currently 11 list members. The five remaining original list members were first approved as members in 2013, their membership was extended in June 2018 for a further period of five years and in June 2023 for a further year. Their membership will expire on 30 June 2024. The three Wairarapa councils also appointed the current chairperson and deputy chair of each council to the list. These appointments also expire on 30 June 2024.

In June 2023, Council agreed that that a recruitment process be commenced for persons to make up the joint list with Carterton and South Wairarapa District Council. The previous decision did not

⁴ [Section 193](#) of the Act

⁵ [Section 192](#) of the Act

cover the recruitment of a commissioner as chairperson so, as stated above, this report seeks Council agreement to undertake that process in conjunction with the recruitment of list members.

The following process is proposed:

- A selection panel is established comprised of each of the Masterton, Carterton and South Wairarapa District Councils' Senior Managers responsible for the District Licensing Committee
- The selection panel appoints its own chair
- The selection panel finalises selection criteria, shortlists and interviews candidates and makes recommendations to Council regarding the final appointments.

Applications for both the list positions and the Chairperson will be invited from current list members, elected members, Māori and multicultural communities and from the wider community through public advertising.

OPTIONS CONSIDERED

A summary of the options considered are included in the tables below.

Option	Advantages	Disadvantages
1 Council instructs the Chief Executive to commence a recruitment process for a commissioner chairperson for the Masterton DLC to be run in conjunction with the recruitment process for DLC list members.	Will allow a robust and open recruitment process to be undertaken in conjunction with the DLC list member recruitment.	Staff and recruitment panel time and advertising and other costs will be required to run the recruitment process.
2 Council appoints Cr Bowyer as Chairperson of the DLC and another elected member as Deputy Chairperson	Builds on the experience of the current elected member DLC Deputy Chair with their experience and knowledge of relevant legislation and processes. No additional cost or time incurred in running a recruitment process for that particular position.	No other elected member has DLC experience Not running an open recruitment process may not make the most of skills that are currently in the community.

RECOMMENDED OPTION

Option 1 is recommended for the reasons identified above.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

The legislative requirements for the appointment of Chairperson or Commissioner as Chair are set out in the Sale and Supply of Alcohol Act 2012 and are included in the body of the report.

Significance, Engagement and Consultation

In accordance with the Council's Significance and Engagement Policy, a decision to commence a recruitment process is not a significant decision.

Financial Considerations

There will be minor costs associated with adding the recruitment of a commissioner to the recruitment process to be undertaken for DLC list members.

Implications for Māori

Staff will advise iwi entities of the recruitment process for new members of the DLC so they can share through their networks.

Communications/Engagement Plan

The decisions in this report do not require a communications/engagement plan. The list and chairperson positions will be publicly advertised and other relevant stakeholder groups will be advised of the recruitment process.

Environmental/Climate Change Impact and Considerations

There are no significant environmental implications to be considered in this decision.

NEXT STEPS

The recruitment process will commence and once concluded, reports will be brought to the three Wairarapa councils' June 2024 meetings to jointly approve new members to the list, and for the Masterton District Licensing Committee, if Council agrees, a recommendation to the chief executive to appoint a commissioner as chairperson. Once all councils have done so, officers will update and publish the list on council websites.

ATTACHMENTS

Nil

8 REPORTS FOR INFORMATION

8.1 CHIEF EXECUTIVE'S REPORT

File Number:

Author: Kym Fell, Chief Executive

PURPOSE

The purpose of the attached report is to provide Council with an update on Council operations (as at 3 May 2024).

RECOMMENDATION

That Council receives the Chief Executive's Report as at 3 May 2024.

ATTACHMENTS

1. Chief Executive's Report [↓](#)

8.2 MEETING REPORTS FROM COUNCILLORS

File Number:

Authoriser: Gary Caffell, Mayor

PURPOSE

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

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
<p>9.1 - Public Excluded Minutes of Council Meeting held on 3 April 2024</p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p>9.2 - FOSAL Buy Out Policy (Covering report)</p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

