ORDINARY MEETING

of

Council

AGENDA

Time: 1:00 pm

Date: Wednesday, 24 September 2025

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

RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS COUNCIL POLICY UNTIL ADOPTED

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 6 AUGUST 2025

File Number:

Author: **Harriet Kennedy, Governance Team Leader**

Authoriser: **Kym Fell, Chief Executive**

RECOMMENDATION

That the Minutes of Council Meeting held on 6 August 2025 be received and confirmed as a true and correct record of that meeting.

ATTACHMENTS

1. Minutes of Council Meeting held on 6 August 2025

MASTERTON
WHAKAORIORI
DISTRICT COUNCIL

MINUTES

Ordinary Council Meeting
Wednesday, 6 August 2025

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MINUTES OF MASTERTON DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 6 AUGUST 2025 AT 9:30 AM

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

IN ATTENDANCE: Iwi representative Robin Potangaroa and Iwi Representative Jack Morris (from 11.49am) Chief Executive, General Manager Finance, General Manager Strategy and Development, General Manager Infrastructure and Assets, General Manager Community, Chief Advisor, Customer Services Manager, Library Services Manager, Economic Development Lead, Corporate Planning Lead, Environmental Lead, Roading Services Manager, Three Waters Operations and Transition Manager, Compliance Assets and Projects Manager, and Governance Team Leader

1 CONFLICTS OF INTEREST

Councillor Bowyer declared an interested in Agenda Item 7.3 Hood Aeronautical Charges Amendment.

2 APOLOGIES

There were no apologies.

3 PUBLIC FORUM

There was no public forum.

4 ITEMS NOT ON THE AGENDA

There were no late items.

5 CONFIRMATION OF COUNCIL MINUTES

5.1 MINUTES OF COUNCIL MEETING HELD ON 25 JUNE 2025

RESOLUTION 2025/83

Moved by Councillor C Bowyer
Seconded by Councillor B Johnson

That the Minutes of Council Meeting held on 25 June 2025 be received and confirmed as a true and correct record of that meeting.

CARRIED

5.2 MINUTES OF EXTRAORDINARY COUNCIL MEETING HELD ON 9 JULY 2025

RESOLUTION 2025/84

Moved by Mayor G Caffell

Seconded by Councillor C Bowyer

That the Minutes of Extraordinary Council Meeting held on 9 July 2025 be received and confirmed as a true and correct record of that meeting.

CARRIED

6 COMMITTEE REPORTS

There were no Committee Reports.

7 REPORTS FOR DECISION

7.1 NOTICE OF MOTION - COUNCILLOR NELSON

Councillor Nelson spoke to his Motion and outlined his reasons for putting the motion

Due to a technology issue with live streaming, the meeting adjourned at 9.51am and reconvened at 9.58am

All members were present when the meeting reconvened.

Councillor Nelson spoke to his Motion and outlined his reasons for putting the motion.

In relation to cost, on top of the $4m for demolition, the concept plan for the demolition site, and the later deconstruction of that site, were extra expenses which would take up part of the $25m budget. On top of those costs, traffic management would also eat into the $25m. In relation to future needs, the community was well served with other facilities like the Wairarapa College Hall and the Wairarapa Events Centre which was only 15 minutes down the road.

He often heard 'just get on with it' and 'things will never be cheaper' but that meant getting on with something that would cost ratepayers millions of dollars. There was increasing uncertainty, we have underinvested in water infrastructure for many years and are now doing ok, but we don't know what staffing levels will be or what the costs will be in the future, we have also underinvested in roading. Those are the core things we do as councillors and need to do that without extra burden on ratepayers.

Families are under pressure and this will be another burden placed on people which was not critical infrastructure, which was what Council should be doing, making sure basic needs were met.

Waiata House was not fully utilised and more could be done at little cost to the community and the government had given an extension of the timeframe for earthquake strengthening for a reason.

Councillor Goodwin spoke in support of the motion adding that the current site was on difficult land to build on and would cost more than was in the budget. It was unfortunate that Council had opted to spend that money on non-essential projects, there had been reports that suggested the town hall would be rarely used and the addition of the town hall and Waiata House projects to the budget would add close to 5% to rates. The government had extended the earthquake prone building requirements for four years and Council would know what those requirements would be next year so should wait until then. The cost of the town hall and Waiata House projects match the underspending on roading, when lack of expenditure in that area would cost more later, and since the LTP was adopted we also know that cost of water to households will be increasing.

Those who also supported the motion noted that they couldn't say that the decision was in the best interests of the community in the future, there wasn't a business case on going ahead, the nation was going through a recession and life was difficult for low income people, low income households will be spending more on water, and low income earners and pensioners would be those who

would suffer if the decision went ahead; there was no logic in demolishing and hoping a building could be built for less than $25m; and, the first priority should be the ratepayers.

Those who did not support the motion noted that the 5% rates increase was over the entire build and not a 5% increase per year; that the notice of motion was just relitigating what had been discussed in the past; the current earthquake rating of the building was so low that there was little chance of that being removed and even if it was, the question would be whether Council would be prepared to take that risk; successive councils had been debating the issue for nine years, demolishing now was the least cost option, and would have to happen at some point, whereas retaining and refurbishing would be more expensive; Council had spent more than $1.5m without having anything to show for it, not including holding costs; it couldn't be said that the community hadn't been given the chance to have a say on the town hall; to hit pause now would not be responsible governance when democratic decisions had been made around the Council table, opting for the least cost option; the notice of motion did not present any new evidence and asked Council to ignore the millions spent and abandoned the principle of collective leadership; Council needed to continue to follow the staged approach and continue to work with the community on what comes next.

In reply Councillor Nelson responded that a year ago, Council didn't fully understand Local Water Done Well, there is so much uncertainty around that, or have the Minister's comments that people should rethink taking action on the earthquake building requirements. Doing nothing was financially prudent, and reprioritising and moving ahead with core business was doing something. Masterton's ratepayers were struggling and didn't need this building.

MOTION

That Council:

1. **Refers** the proposal below to the Chief Executive for consideration and report:

   That Council

   i. revokes Resolution 2024/41 from the Council meeting held on 5 June 2024:

      That Council:

      1. ***Agrees*** *to retain and expand the existing Waiata House, as outlined in the Council's preferred option, to accommodate Civil Defence, customer services, a Council Chamber, public meeting rooms and a lab, at an estimated cost of $8.7million (including 33% contingency) to be loan funded and included in years 1 to 3 of the LTP.*

      2. ***Agrees*** *to demolish the Town Hall and Municipal Buildings and build a new Town Hall on the current Town Hall site including a multi-purpose space for performances or functions, as outlined in the preferred option but DO NOT retain the Municipal Building façade, at a budget of no more than $25 million (including contingency) to be included in years 1 to 4 of the LTP.*

      3. ***Directs*** *officers to proceed to demolish the Town Hall and Municipal Buildings and with detailed design for the new Town Hall.*

      4. ***Directs*** *officers to proceed with a fixed price tender process for the build for no more than the remaining budget,*

   and replaces it with the following

   ii. **That Council agrees** that all physical and administrative work on the Town Hall project

and the Waiata House extension is paused, effective immediately; and

iii. **That Council agrees** to suspend the tender process and any further procurement, planning, or demolition activities relating to the Town Hall, until the Council has reconsidered its long-term plan priorities and consulted further with the community.

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

Against: Mayor Gary Caffell, Councillor Bex Johnson, Councillor Craig Bowyer, Councillor David Holmes, Councillor Stella Lennox

LOST 4/5

7.2 POWERCO EASEMENT

The report seeking approval to grant Powerco an easement over the area shown as "E" on LT 607324 (**attached**) which is land owned by Council at Opaki Road, Lansdowne, was presented by the Senior Facilities and Open Spaces Asset Specialist. It was clarified that the powerlines were overhead and that the report was seeking formalisation of something that had already occurred.

RESOLUTION 2025/85

Moved by Councillor B Johnson
Seconded by Councillor C Bowyer

That Council:

1. **Approve** an easement by Classifying Lot 1 Deposited Plan 82795, being all the land comprised in Record of Title WN49C/143 (**Reserve**) as recreation reserve pursuant to section 16(2A) of the Reserves Act 1977.
2. Approves the grant of a right to convey electricity easement over that part of the Reserve approximately marked E on LT Plan 607324 pursuant to section 48 of the Reserves Act 1977 in favour of Powerco Limited (in gross):
   a. under delegated authority from the Minister of Conservation; and
   b. as administering body of the Reserve.
3. Delegate to the Chief Executive the power to process gazettal of the reserve classification, approval to the final form of easement and attending to registration against the Record of Title.

CARRIED

7.3 HOOD AERONAUTICAL CHARGES AMENDMENT

The report seeking approval to amend the Aeronautical Charges Review decision made at the Extraordinary Council Meeting on 9 July 2025, to incorporate an extra Maximum Certified Take Off Weight (MCTOW) Group in the Annual Landing Charges Section for Hood Aerodrome domiciled aircraft was presented by the General Manager Finance.

Councillor Bowyer did not take part in the discussion or voting on the matter

Whether Council could measure the impact the fees made on the number of people flying was raised.

RESOLUTION 2025/86

Moved by Councillor B Johnson
Seconded by Councillor D Holmes

That Council:

1. **Approve** an amendment to the Aeronautical Charges to include a new Annual Landing Charge MCTOW Group of 1501kg to 2900kg for Hood Aerodrome Domiciled Aircraft in the Medium General Aviation (GA) category.
2. **Approve** a corresponding adjustment to the Annual Landing Charge MCTOW Group for Large General Aviation and light twin Aircraft, amending it to 2901kg – 5700kg for Hood Aerodrome Domiciled Aircraft.

CARRIED

7.4 AMENDMENTS TO THE 2025 MEETING SCHEDULE

The report seeking Council approval of an amendment to the Schedule of Council and Committee meetings for 2025 was taken as read.

RESOLUTION 2025/87

Moved by Mayor G Caffell
Seconded by Councillor B Goodwin

That Council approves the further amendments to the 2025 Schedule of Council and Committee Meetings as set out in Attachment 1 to Report 7.4 *Further Amendments to the 2025 Meeting Schedule*.

CARRIED

8 REPORTS FOR INFORMATION

8.1 STRATEGIC DIRECTION AND DEVELOPMENT PLAN

The report informing Elected Members of the Development Plan work programme, covering the business case, objectives and approach, was presented by the Corporate Planning Lead. It was advised that it was proposed that the plan would be consulted on alongside next year's Annual Plan.

RESOLUTION 2025/88

Moved by Councillor C Bowyer
Seconded by Councillor D Holmes

That Council:

1. **Receives** the *Strategic Direction and Development Plan* Report
2. **Notes** the Development Plan process will consist of two key phases:
   (a) Phase 1) Identifying the vision our community have for Masterton; and

(b) Phase 2) Developing a plan to deliver that vision.

3. **Notes** a multi-pronged community engagement approach to inform Phase 1 - The Vision will commence in Quarter 1 2025.

4. **Notes** feedback from Phase 1 - The Vision will also help shape the incoming Council's strategic direction, and the 2027-37 Long Term Plan.

CARRIED

8.2 STRATEGY, POLICY AND GOVERNANCE ACTIVITY REPORT

The report providing Council with an update from the Strategy, Policy and Governance team was presented by the General Manager Strategy and Development.

RESOLUTION 2025/89

Moved by Councillor D Holmes
Seconded by Councillor C Bowyer

That Council receives the update from the Strategy, Policy and Governance teams.

CARRIED

8.3 INFRASTRUCTURE AND ASSETS ACTIVITY REPORT

The report providing Council with an update from the Infrastructure and Assets Team was presented by the Roading Services Manager, the Facilities and Open Spaces Manager and the Three Waters Operations and Transition Manager.

The Senior Project Manager provided further updates: the Disability Advisory Group would be reviewing the library design from an accessibility perspective; the Animal Shelter Code of Compliance was expected on 7 October; a CBD upgrade meeting had been held the previous day and tenders would go out on 7 September with work planned early in the new year and there would be an online auction to get rid of surplus furniture and equipment and furniture in the town hall.

Matters discussed included: whether there would be any difference with the risk based approach to traffic management (it was advised that it was early days so yet to see if there would be any difference); how much smoke testing was being done and what the programme was (it was advised that scoping was taking place to move to a planned programme and that it was planned to target Lansdowne because of the clay soil but that there wouldn't be any work done on private property. The same process as for leaks would be followed – homeowners are advised and have time to address the problem on their property); the results from changes at Kaituna: whether the Opaki Road Water Main upgrade would help increase the pressure at Cashmere Oaks (it was advised that it wouldn't); and, a request was made for a tour of the animal shelter for elected members.

RESOLUTION 2025/90

Moved by Councillor C Bowyer
Seconded by Councillor B Johnson

That Council receives the update from the Infrastructure and Assets Team.

CARRIED

8.4 COMMUNITY ACTIVITY REPORT

The report providing Council with an update from the Community team on key projects and activities was presented by the General Manager Community.

(Iwi Representative Jack Morris joined the meeting at 11.49am)

In response to questions it was advised: that the animal services service requests were down partly as a change in approach to recording but that there had been an actual drop as well; in relation to the Noho Marae, it was advised that 10 staff had attended as part of the broader cultural competency work being done in the organisation; and, in relation to the Te Koru Kai project, that around 90 homes were involved.

RESOLUTION 2025/91

Moved by Councillor C Bowyer
Seconded by Councillor S Lennox

That Council receives the update from the Community team on key projects and activities.

CARRIED

8.5 CHIEF EXECUTIVE REPORT

The Chief Executive's report providing Council with an update on Council operations (as at 29 July 2025) was taken as read.

The Insurance Premium reduction was discussed and it was clarified that bridges weren't covered as an asset as there was a depreciation fund for bridges. The risk profile for insurance hadn't changed but the insurance market had softened.

RESOLUTION 2025/92

Moved by Councillor D Holmes
Seconded by Councillor B Johnson

That Council receives the Chief Executive Report as at 29 July 2025.

CARRIED

8.6 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 provided an update on the LGNZ conference she had attended, noting that the overall theme of the Conference was back to basics and the issues faced by councils.

Councillor Holmes had also attended the LGNZ conference and noted that the networking that happened at the Conference was very important.

Councillor Johnson reported back on the Paskfika o Wairarapa Trust AGM, noting that the Trust's health related funding had ended so it was now seeking further funding to enable them to continue the significant support it provided across a number of areas to the Pasifika community. The Trust

valued the support they received from Council.

8.7 MAYOR'S REPORT

The Mayor provided a verbal report including:

- He had attended a Marae Development Fund assessment meeting where applications from four marae had been considered.
- He had attended the Sports Awards with the Deputy Mayor where they had both presented awards. He congratulated the Wairarapa Times Age on a very successful event.
- He and the Chief Executive had met with Greater Wellington Regional Council and there was a good working relationship between the councils.
- He had attended a Friends of the Park meeting and thanked the Facilities and Open Spaces Manager for the work he did with the group, who kept an eye on the Park.
- He congratulated the Wellington Free Ambulance on the opening of their building on Friday, the building would be a great asset to the ambulance service and the community in general.
- He reiterated comments in the Chief Executive's report that is was important that those who are candidates in the election are respectful towards staff and he wished everyone well for the election.

RESOLUTION 2025/93

Moved by Councillor C Bowyer
Seconded by Councillor D Holmes

That Council receives the verbal report from the Mayor.

CARRIED

9 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2025/94

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 - Public Excluded Minutes of Council Meeting held on 25 June 2025	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of	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

	deceased natural persons s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public s7(2)(e) - the withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public 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)	reason for withholding would exist under section 6 or section 7
9.2 - Public Excluded Minutes of Extraordinary Council Meeting held on 9 July 2025	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.3 - Contract Extension	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.4 - Appointment of Temporary DLC Commissoner	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.5 - Destination Wairarapa Memorandum of	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would

Understanding Extension	persons, including that of deceased natural persons s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.6 - Waiata House Extension	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

The Meeting moved into public excluded at 12.13pm

The Meeting moved out of public excluded at 1.26pm

The Meeting closed at 1.26pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 24 September 2025.

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CHAIRPERSON

5.2 MINUTES OF COUNCIL MEETING HELD ON 20 AUGUST 2025

File Number:

Author: **Harriet Kennedy, Governance Team Leader**

Authoriser: **Maseina Koneferenisi, Acting Chief Executive**

RECOMMENDATION

That the Minutes of Council Meeting held on 20 August 2025 be received and confirmed as a true and correct record of that meeting.

ATTACHMENTS

1. **Minutes of Council Meeting held on 20 August 2025**

MASTERTON
WHAKAORIORI
DISTRICT COUNCIL

MINUTES

Ordinary Council Meeting
Wednesday, 20 August 2025

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There were no Council minutes for confirmation
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There were no Committee reports
7 Reports for Decision 3
7.1 Local Water Done Well - Water Services Delivery Plan 3
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There were no reports for information
9 Public Excluded 9
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**MINUTES OF MASTERTON DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 20 AUGUST 2025 AT 9:30 AM**

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

IN ATTENDANCE: Iwi representatives Jack Morris and Robin Potangaroa, Chief Executive, General Manager Finance, General Manager Infrastructure and Assets, General Manager Strategy and Development, General Manager Community, Chief Advisor, General Manager Corporate, Dan Bonifant (Morrison Low), 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

4 ITEMS NOT ON THE AGENDA

There were no late items

5 CONFIRMATION OF COUNCIL MINUTES

There were no Council minutes for confirmation

6 COMMITTEE REPORTS

There were no Committee Reports

7 REPORTS FOR DECISION

7.1 LOCAL WATER DONE WELL - WATER SERVICES DELIVERY PLAN

The report seeking the Council's adoption of the attached Water Services Delivery Plan (WSDP) for submission to the Secretary for Local Government was presented by the General Manager Infrastructure and Assets.

The Mayor paid tribute to the staff who had worked hard to make sure councillors had the best information at their disposal and reminded members that the decision before them was about the Water Services Delivery Plan only and the Plan as it related to Masterton.

A question was asked about the difference between the options consulted on and what was now in the documentation before Council. It was advised that another financial model had been used that conformed with DIA requirements, but despite the differences between the two, with the non-

harmonisation assumption it still produced the same result indicative result for Masterton consumers, which is that the average cost per household under Wairarapa-Tararua is lower than an in-house model for the first ten years. It was advised that the same revised financial modelling had been applied to the in-house service delivery option. It was also noted that the average numbers would not be what people would actually pay, but were a way of comparing the financial impacts of the operating model options, using the costs estimated to be able to deliver services and invest in the assets that need investment, divided over the number of connections.

The General Manager Finance presented a graph showing a comparison of Wai + T and the MDC in-house models with both the indicative average costs from the modelling consulted on and the revised modelling done by Martin Jenkins, showing it over a 15 year period, which was longer than the ten years covered by the WSDP, noting that the figures beyond ten years were speculative at this stage [*See Minutes Attachment 1*]. There were assumptions with both the revised MDC in the WSO and MDC in-house figures around the level of investment required. The MDC in the WSO figures were Masterton's costs ringfenced and included a share of overheads.

Members discussed the recommendations. Those who supported the recommendations thought that: the the cost per connection would be less for Masterton; the Department of Internal Affairs (DIA) had said that the WSDP met those requirements; Masterton wouldn't be subsidising the others, decisions can't be vetoed, and each council pays for its own work and own debt; it meets the increased regulatory requirements, protects ratepayers during decision making processes and works with the others to achieve efficiencies of scale; it presented an opportunity to work more closely with iwi; in the region Masterton would have the lowest waters charges in the future and would get growth as a result; there was risk with everything and if Council went with the in-house model there was a risk that Council would be forced to join with others and that wouldn't be on our own terms; the graph showed there was a benefit for ratepayers; and the questions around harmonisation, ring fencing and shareholding had all been addressed.

Those who didn't support the recommendations thought that: the timeframe of ten years was too short for major infrastructure which increased the uncertainties of a joint model when the other councils had multiple wastewater treatment plants; if nothing was allowed to go into the river in the future, the future cost would be high; Council needed the agreement of the other councils to leave the entity; there was too much risk and uncertainty and would be putting the community into a position where water costs would be higher and could potentially be subsidising the others; Council was managing its water infrastructure well on its own; the costs of the other councils which were above the DIA affordability guideline raised the question of how long it would be before government steps in; and, that while as much as possible had been done to try and prevent Masterton subsidising the others that couldn't be guaranteed.

With the agreement of the meeting, another recommendation was added to delegate the abilty to update the WSDP prior to certification to reflect feedback from the Department of Internal Affairs on matters of consistency and detail which do not alter the Council's intent as reflected in the attached WSDP.

RESOLUTION 2025/98

Moved by Mayor G Caffell
Seconded by Councillor B Johnson

That Council:

1. **Receives** the Local Water Done Well - Water Services Delivery Plan report.
2. **Adopts** the Water Services Delivery Plan for Masterton District Council including Commitment Agreement (Attachment 1) as part of a Wairarapa Tararua Water Services Council Controlled Organisation.
3. **Notes** the Water Services Delivery Plan will be submitted to the Secretary for Local Government via the Department of Internal Affairs by 3 September 2025.
4. **Approves** $1.25m of unbudgeted expenditure to meet Masterton District Council's share of the Wairarapa Tararua Water Services Council Controlled Organisation establishment costs as set out in the Commitment Agreement.
5. **Notes** the unbudgeted expenditure will be funded by borrowing and then transferred to the Wairarapa Tararua Water Services Council Controlled Organisation at go live (no later than 30 June 2027) as part of the Council's transfer of water-related debt.
6. **Delegates** authority to the Chief Executive to update the WSDP prior to certification to reflect feedback from the Department of Internal Affairs on matters of consistency and detail which do not alter the Council's intent as reflected in the attached WSDP.
7. **Delegates** to the Chief Executive the preparation of the Water Services Council Controlled Organisation Constitution and Shareholders' Agreement in line with the commercial agreements appended to the Commitment Agreement.
8. **Notes** that final form versions of the Constitution and Shareholders' Agreement will be brought back to the Council for approval in September 2025.

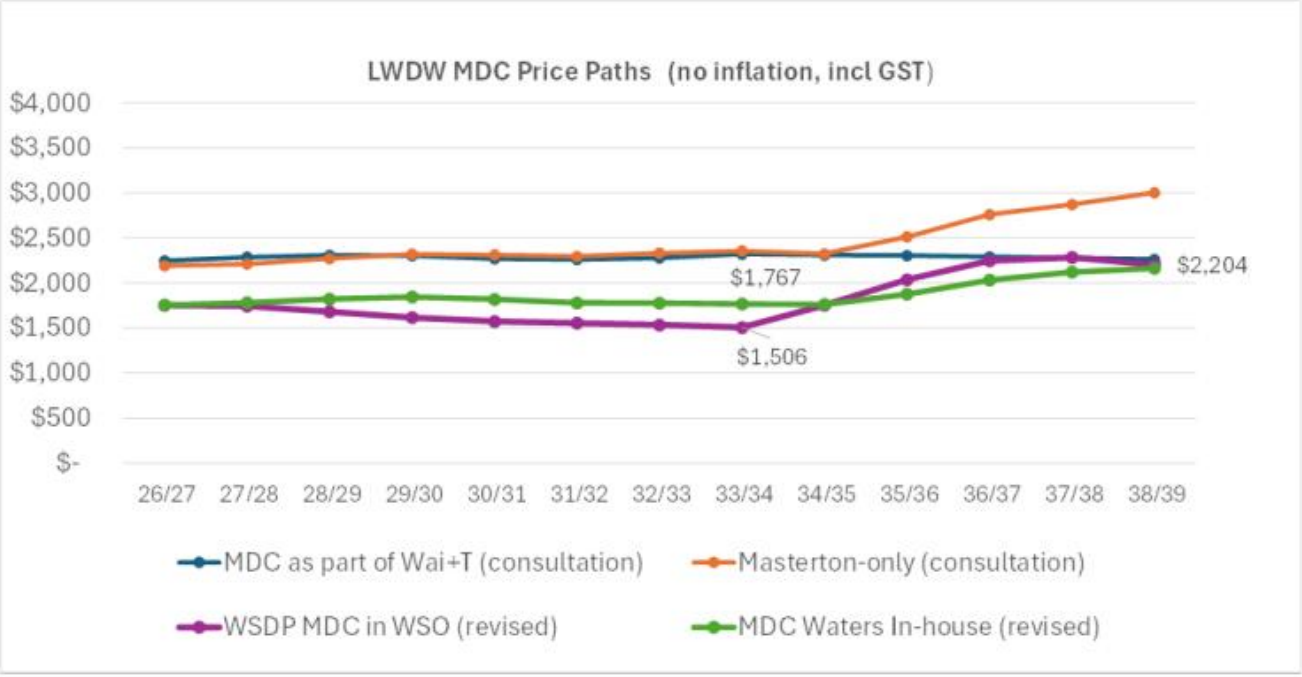
In Favour: Mayor Gary Caffell, Councillor Bex Johnson, Councillor Craig Bowyer, Councillor David Holmes, Councillor Stella Lennox, Councillor Marama Tuuta

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

CARRIED 6/3

MINUTES ATTACHMENT 1

Comparison of Wai + T and MDC Standalone (longer term period)



Caution required in comparing with the financial modelling used for consultation, there are numerous changed assumptions between the models, including level of inflation, interest rates, efficiencies that are achievable and non-standardisation of pricing.

8 REPORTS FOR INFORMATION

There were no reports for information.

9 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2025/99

Moved by Councillor C Bowyer
Seconded by Councillor D Holmes

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

CARRIED

The meeting moved into public excluded at 11.07am

The meeting moved out of public excluded at 11.20am

The meeting closed at 11.20am

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 24 September 2025.

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CHAIRPERSON

5.3 MINUTES OF COUNCIL MEETING HELD ON 27 AUGUST 2025

File Number:

Author: **Harriet Kennedy, Governance Team Leader**

Authoriser: **Kym Fell, Chief Executive**

RECOMMENDATION

That the Minutes of Council Meeting held on 27 August 2025 be received and confirmed as a true and correct record of that meeting.

ATTACHMENTS

1. Minutes of Council Meeting held on 27 August 2025

MASTERTON
WHAKAORIORI
DISTRICT COUNCIL

MINUTES

Ordinary Council Meeting
Wednesday, 27 August 2025

Order Of Business

1 Conflicts of Interest 3
2 Apologies 3
3 Public Forum 3
4 Items not on the Agenda 3
5 Confirmation of Council Minutes 3
Nil
6 Committee Reports 3
Nil
7 Reports for Decision 3
7.1 Local Government (System Improvements) Amendment Bill Consultation 3
7.2 Adoption of the amended Wairarapa Consolidated Bylaw Part 10A: Masterton Traffic Schedule 5
8 Reports for Information 6
Nil
9 Public Excluded 7
9.1 Town Hall Demolition Contract 7

MINUTES OF MASTERTON DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 27 AUGUST 2025 AT 2:00 PM

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

IN ATTENDANCE: Iwi Representative Robin Potangaroa, Iwi Representative Jack Morris, Chief Executive, General Manager Finance, General Manager Strategy and Development, General Manager Infrastructure and Assets, General Manager Community, Chief Advisor, General Manager Corporate, Strategic Planning Manager, Environmental Lead, and Governance Team Leader.

1 CONFLICTS OF INTEREST

No conflicts of interest were declared.

2 APOLOGIES

An apology was received from Councillor Tuuta.

3 PUBLIC FORUM

There was no public forum

4 ITEMS NOT ON THE AGENDA

There were no late items

5 CONFIRMATION OF COUNCIL MINUTES

There were no Council minutes for confirmation.

6 COMMITTEE REPORTS

HEARINGS COMMITTEE MEETING HELD 13 AUGUST 2025

RESOLUTION 2025/100

Moved by Councillor C Bowyer
Seconded by Councillor D Holmes

That Council confirms the Report of the Hearings Committee meeting held on 13 August 2025 including the following resolution:

COMMITTEE RESOLUTION 2025/10

Moved by Mayor G Caffell
Seconded by Councillor D Holmes

That the Hearings Committee:

1. **notes** that the Hearings Committee was provided with the full set of submissions on the Traffic Control Schedules – Changes to Parking in Masterton consultation as part of the

Hearings Report to the 6 August 2025 meeting.

2. **considers** the community feedback received and advice from staff.

3. **agrees** to recommend that Council adopt the following changes to the Wairarapa Consolidated Bylaw Part 10A: Masterton Traffic Schedule:

    (i) Proposal 1: Introducing time limited parking to hotspot areas as follows:

    Designating a 120 minute time-limit for on-street parking on Dixon Street between Park Street and the intersection with Queen Street and noting that officers will report to Council on parking options around the Wool Shed.

    Designating a 180 minute time-limit for on-street parking in Kuripuni on Queen Street between Crayne Street and Dixon Street/High Street, and on Queen Street outside Pak n Save and Crayne Street.

    Designating a 120 minute time-limit on the south side of First Street between Opaki Road and Cooper Street

    (ii) Proposal 2: Creating consistency in time-limited on-street parking as follows:

    Designating Queen Street between Worksop Road and Renall Street as a 60-minute time-limited parking area

    (iii) Proposal 3: Creating consistency in off-street parking time limits as follows:

    Designating the parking lane off King Street as a 60 minute time-limit

    Removing the 120 minute time-limit from the Perry Street carpark

4. **notes** that, subject to adoption by Council, the amended Wairarapa Consolidated Bylaw Part 10A: Masterton Traffic Schedule will take effect from 31 October 2025.

CARRIED

7 REPORTS FOR DECISION

7.1 LOCAL GOVERNMENT (SYSTEM IMPROVEMENTS) AMENDMENT BILL CONSULTATION

The report setting out details of the Local Government (System Improvements) Amendment Bill and providing Councillors with a submission for consideration and agreement was presented by the Economic Development Lead.

In response to questions it was advised that Section 10(c) added a new purpose to the statement of purpose for local government, supporting the growth and development of local economies; that the wellbeings would no longer be a statutory requirement but what councils could do was a grey area as the bill didn't expressly say that councils could not provide non-core services, it said to focus on core services and creates a hierarchy. It was possible that any rates capping might apply just to non-core services, so if the community wanted council to continue to provide non-core services but there was a rates cap on those, there was a risk that those services wouldn't be able to be delivered if there wasn't enough funding; and, that the bill didn't currently include rates capping but the government had indicated that it would be coming.

Members discussed the submission. The Mayor noted that the bill didn't include enough detail and created uncertainty and that the Masterton approach was similar to a lot of other councils who were also concerned about what it would mean for their communities. Some members thought

that there was value in retaining Section 17A reviews as they did sometimes deliver benefits and gave ratepayers assurance that council was reviewing costs and contracts; some were worried about the lack of detail and uncertainty in the bill; there was also some concern about wellbeing and hoped that Council would still be able to provide for that after consulation and community agreement. Others supported what the Bill proposed as they thought it would allow a more targeted, focused and efficient delivery of core services and so did not support the submission

RESOLUTION 2025/101

Moved by Mayor G Caffell
Seconded by Councillor C Bowyer

That Council

1. **Notes** that the Governance and Administration Committee is calling for submissions on the Local Government (System Improvements) Amendment Bill.
2. **Notes** that deadline for submissions is 11.59pm on Wednesday 27 August 2025.
3. **Agrees** the submission (Attachment 1) to the Governance and Administration Committee.

CARRIED

Councillor Nelson and Councillor Hullena requested their votes against the motion be recorded.

7.2 ADOPTION OF THE AMENDED WAIRARAPA CONSOLIDATED BYLAW PART 10A: MASTERTON TRAFFIC SCHEDULE

The report seeking Council agreement to amendments to the Wairarapa Consolidated Bylaw Part 10A: Masterton Traffic Schedule was presented by the Economic Development Lead.

In response to a question about the Wool Shed parking raised in their submission, it was advised that discussions with the Wool Shed were ongoing.

The Chair of the Hearings Committee acknowledged the submitters and presenters and noted that Councillors had taken the submissions on board. The work staff had done in coming up with options that encompassed the feedback from submitters was also acknowledged.

RESOLUTION 2025/102

Moved by Councillor C Bowyer
Seconded by Councillor D Holmes

1. That Council

1. **notes** that the Hearings Committee heard submissions on 6 August 2025 and undertook deliberations on 13 August 2025.
2. **notes** that 49 submissions were received on proposed changes to the Wairarapa Consolidated Bylaw Part 10A: Masterton Traffic Schedule.
3. in accordance with the recommendations of the Hearings Committee, Council:
   (a) **agrees** to the following changes to the Wairarapa Consolidated Bylaw Part 10A: Masterton Traffic Schedule (Attachment 1):

(i) amend Schedule 2L: Restricted Parking Areas to include new 180-minute time limits for Kuripuni Shopping Village:

(1) Crayne Street between Dixon Street and Chapel Street.

(2) Queen Street from the intersection with Dixon Street/South Road to and 421 Queen Street (Plumbing World).

(ii) amend Schedule 2L: Restricted Parking Areas to include new 120-minute time limit areas for:

(1) Dixon Street from Park Street to the intersection with Queen Street at the Northern Roundabout (noting that the existing loading zone outside the Recreation Centre and 10-minute parks outside the public toilets remain).

(2) southern side of First Street (Lansdowne Shopping Village) between Opaki Road and Cooper Street.

(iii) amend Schedule 2L: Restricted Parking Areas to include new 60-minute time limit areas for:

(1) The lane off King Street between The Hubb and Supercheap Auto.

(2) Queen Street between Worksop Road and Renall Street.

(iv) amend Schedule 2N: Parking Areas to include the Perry Street Carpark and remove it from Schedule 2L: Restricted Parking Areas.

(b) **notes** the attached images that detail the areas of change (Attachment 2).

(c) **notes** that officers will report to Council on parking options around the Wool Shed at a later date.

4. **notes** that the changes to the Perry Street carpark will take effect from 29 August 2025.

5. **notes** that the remaining changes as part of the amended Wairarapa Consolidated Bylaw Part 10A: Masterton Traffic Schedule will take effect from 1 November 2025.

6. **notes** that officers will give public notice of the amended Wairarapa Consolidated Bylaw Part 10A: Masterton Traffic Schedule in accordance with section 157 of the Local Government Act 2002.

CARRIED

8 REPORTS FOR INFORMATION

Nil

9 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2025/103

Moved by Councillor C Bowyer
Seconded by Councillor B Johnson

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

CARRIED

The Meeting moved into public excluded at 2.31pm.

The Meeting closed at 3.10pm

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 24 September 2025.

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CHAIRPERSON

6 COMMITTEE REPORTS

6.1 AUDIT AND RISK COMMITTEE MEETING - 13 AUGUST 2025

File Number:

Author: **Harriet Kennedy, Governance Team Leader**

Authoriser: **Maseina Koneferenisi, Acting Chief Executive**

Members: Philip Jones (Chair)**,** Mayor Gary Caffell, Councillor Craig Bowyer, Councillor Brent Goodwin, Councillor David Holmes, Councillor Tom Hullena, Councillor Stella Lennox, Iwi representative Jack Morris, Councillor, Tim Nelson, Iwi representative Robin Potangaroa and Councillor Marama Tuuta

THE COMMITTEE RECOMMENDS:

That Council confirms the Report of the Audit and Risk Committee meeting held on 13 August 2025 including the following resolutions:

- *Service Provision Report Aratoi Regional Trust*

  That the Audit and Risk Committee receives the Service Provision Report for Aratoi Regional Trust, covering the summary results of the key result areas for the quarter 1 April – 30 June 2025.

- *Destination Wairarapa Quarterly Report (1 April 2025 to 30 June 2025)*

  That the Audit and Risk Committee receives the fourth quarter report (1 April 2025 – 30 June 2025) from Destination Wairarapa.

- *Business Wairarapa Half-Yearly Report (1 January 2025 to 30 June 2025)*

  That the Audit and Risk Committee:

  1. *receives the first half-year report (1 January 2025 – 30 June 2025) from Business Wairarapa.*
  2. *thanks Nicola (Belsham) for the work she has done and wish her well for her future.*

- *Non-Financial Performance 2024/25 Quarter 4 Report*

  That the Audit and Risk Committee receives the Quarter 4/year-end non-financial performance report for the 2024/25 financial year (Year 1 of the 2024-34 LTP).

- *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*
  - *Dangerous and Insanitary Buildings 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.*

- *Building and Planning Update*

  That the Audit and Risk Committee receives the update from the Building Control Services team and the Consents and Planning team.

- *Health and Safety Quarterly Report*

  That the Audit and Risk Committee notes the content and receives the Health and Safety Report for the quarter: (1 April 2025 to 30 June 2025).

- *Emergency Management Risk Report*

  That the Audit and Risk Committee notes the content and receives the Emergency Management Report for the quarter: (1 April 2025 to 30 June 2025).

- *Draft Full Year Operating Report and Commentary*

  That the Audit and Risk Committee receives the Interim 12 months to date financial report and commentary.

- *Rates Receivable Report for the Year Ended 30 June 2025*

  That the Audit and Risk Committee receives the Rates Receivable Report for the year ended 30 June 2025.

- *Insurance Update*

  That the Audit and Risk Committee receives the information contained in the Insurance Update Report.

- *Treasury Management Report to 30 June 2025*

  That the Audit and Risk Committee receives the Treasury Management Report as at 30 June 2025.

ATTACHMENTS

1. Minutes of Audit and Risk Committee Meeting held on 13 August 2025

MASTERTON
WHAKAORIORI
DISTRICT COUNCIL

MINUTES

Audit and Risk Committee Meeting
Wednesday, 13 August 2025

Order Of Business

1 Conflicts of Interest 3
2 Apologies 3
3 Public Forum 3
4 Items not on the Agenda 3
5 Reports for Information 3
5.1 Minutes of the Previous Meeting held on 7 May 2025 3
5.2 Service Provision Report Aratoi Regional Trust 4
5.3 Destination Wairarapa Quarterly Report (1 April 2025 to 30 June 2025) 4
5.4 Business Wairarapa Half-Yearly Report (1 January 2025 to 30 June 2025) 5
5.5 Non-Financial Performance 2024/25 Quarter 4 Report 6
5.6 Key Policies Monitored by the Audit and Risk Committee 7
5.7 Building and Planning Update 9
5.8 Health and Safety Quarterly Report 10
5.9 Emergency Management Risk Report 11
5.10 Draft Full Year Operating Report and Commentary 13
5.11 Rates Receivable Report for the Year Ended 30 June 2025 14
5.12 Insurance Update 16
5.13 Treasury Management Report to 30 June 2025 16
6 Public Excluded 17
6.1 Minutes of the Audit and Risk Committee Meeting held with the public excluded on 7 May 2025 18
6.2 Emergency Management FOSAL Update 19
6.3 Technology and Information Quarterly Risk Report 19
6.4 2024/2025 Quarter 4 Risk Management Update Report 19
6.5 Chief Executive Update on Risk 19

MINUTES OF MASTERTON DISTRICT COUNCIL
AUDIT AND RISK COMMITTEE MEETING
HELD AT THE WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 13 AUGUST 2025 AT 1:00 PM

PRESENT: Philip Jones (Chair), Mayor Gary Caffell, Councillors B Johnson, C Bowyer, B Goodwin, D Holmes, S Lennox, T Nelson and M Tuuta and Iwi Representatives Robin Potangaroa and Jack Morris

IN ATTENDANCE: Chief Executive, General Manager Finance, General Manager Strategy and Development, General Manager Community, General Manager Infrastructure and Assets, General Manager Corporate, Chief Advisor, Strategic Planning Manager, Economic Development Lead, Policy Manager, Building Control Services Manager, Planning and Consents Manager, Senior Resource Planner, Health, Safety and Wellbeing Advisor, Manager Emergency Management Wairarapa, Facilities and Open Spaces Manager, and Governance Advisor.

1 CONFLICTS OF INTEREST

No conflicts of interest were declared.

2 APOLOGIES

COMMITTEE RESOLUTION 2025/21

Moved by Councillor B Johnson
Seconded by Councillor C Bowyer

That apologies from Councillor Tom Hullena be received and accepted.

CARRIED

3 PUBLIC FORUM

There was no public forum.

4 ITEMS NOT ON THE AGENDA

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

- Treasury Management Report to 30 June 2025

5 REPORTS FOR INFORMATION

5.1 MINUTES OF THE PREVIOUS MEETING HELD ON 7 MAY 2025

The minutes of the previous meeting held 7 May 2025 were provided for the Committee's information.

COMMITTEE RESOLUTION 2025/22

Moved by Councillor B Johnson
Seconded by Councillor S Lennox

That the Audit and Risk Committee receives the minutes of the previous meeting held 7 May 2025.

.**CARRIED**

5.2 SERVICE PROVISION REPORT ARATOI REGIONAL TRUST

The report providing the Committee with the fourth quarter report for 2024/2025 against key result indicators for Aratoi Regional Trust was presented by the Director of Aratoi. She advised that three major fundraising sponsors are about to be announced: Tranzit; Forsyth Barr; and Property Brokers.

Members noted their appreciation for the work undertaken with the education programme.

COMMITTEE RESOLUTION 2025/23

Moved by Councillor M Tuuta
Seconded by Councillor S Lennox

That the Audit and Risk Committee receives the Service Provision Report for Aratoi Regional Trust, covering the summary results of the key result areas for the quarter 1 April – 30 June 2025.

CARRIED

5.3 DESTINATION WAIRARAPA QUARTERLY REPORT (1 APRIL 2025 TO 30 JUNE 2025)

The report providing the Audit and Risk Committee with the fourth quarter (1 April 2025 – 30 June 2025) progress report on key deliverables for Destination Wairarapa was presented by the Chief Executive of Destination Wairarapa.

Masterton District Council's Board appointee, Robin Dunlop, announced that it was his last Audit and Risk Committee meeting as he was leaving the position in October. Members acknowledged the work that he has undertaken.

COMMITTEE RESOLUTION 2025/24

Moved by Councillor C Bowyer
Seconded by Councillor S Lennox

That the Audit and Risk Committee receives the fourth quarter report (1 April 2025 – 30 June 2025) from Destination Wairarapa.

CARRIED

5.4 BUSINESS WAIRARAPA HALF-YEARLY REPORT (1 JANUARY 2025 TO 30 JUNE 2025)

The report providing the Audit and Risk Committee with the second half-year (1 January 2025 – 30 June 2025) progress report on key deliverables for Business Wairarapa was presented by the General Manager of Business Wairarapa.

The Economic Development Lead noted that it would be the General Manager's last Audit and Risk Committee meeting and acknowledged the work that she has been involved in. An addition to the recommendation was proposed.

COMMITTEE RESOLUTION 2025/25

Moved by Councillor S Lennox
Seconded by Councillor B Johnson

That the Audit and Risk Committee:

1. receives the first half-year report (1 January 2025 – 30 June 2025) from Business Wairarapa.
2. thanks Nicola (Belsham) for the work she has done and wish her well for her future.

CARRIED

5.5 NON-FINANCIAL PERFORMANCE 2024/25 QUARTER 4 REPORT

The report providing the Committee with information on performance against non-financial performance measures for the period 1 April 2025 to 30 June 2025 was presented by the Strategic Planning Manager.

Officers undertook to report back on the location of the port-a-loo that was provided during the quarter.

[*Note to minutes: officer report back - the portaloo was provided to a property in Chapel Street*]

It was noted that there is now a recurring programme of work in place for stormwater drains and streams that is run on an annual basis.

The level of success with the KPIs was noted – with 39 out of 41 achieved.

COMMITTEE RESOLUTION 2025/26

Moved by Councillor B Johnson
Seconded by Councillor M Tuuta

That the Audit and Risk Committee receives the Quarter 4/year-end non-financial performance report for the 2024/25 financial year (Year 1 of the 2024-34 LTP).

CARRIED

5.6 KEY POLICIES MONITORED BY THE AUDIT AND RISK COMMITTEE

The report providing a status update of policies that are monitored by the Audit and Risk Committee was presented by the Policy Manager.

As part of the review of the Risk Management Policy a discussion will be held with the Audit and Risk Committee in the new triennium to guide work on the policy. Following this, work will be done on the policy before reporting back to the Committee.

COMMITTEE RESOLUTION 2025/27

Moved by Councillor D Holmes
Seconded by Councillor C Bowyer

That the Audit and Risk Committee:

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

- Asset Management Policy
- Dangerous and Insanitary Buildings 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.

CARRIED

5.7 BUILDING AND PLANNING UPDATE

The report providing the Audit and Risk Committee with an update from the Building Control team and the Consents and Planning team was taken as read.

Members discussed the Building and Construction (Small Stand-alone Dwellings) Amendment Bill and the possible risks involved for councils.

COMMITTEE RESOLUTION 2025/28

Moved by Philip Jones
Seconded by Councillor B Johnson

That the Audit and Risk Committee receives the update from the Building Control Services team and the Consents and Planning team.

CARRIED

5.8 HEALTH AND SAFETY QUARTERLY REPORT

The Health and Safety Quarterly report, providing information to assist elected members to carry out their role as officers under the Health and Safety at Work Act 2015, was presented by the Health, Safety and Wellbeing Advisor.

In response to a query on the downward trend in the number of contractor site audits it was advised there was no particular reason and the numbers have recovered significantly.

COMMITTEE RESOLUTION 2025/29

Moved by Councillor C Bowyer
Seconded by Councillor S Lennox

That the Audit and Risk Committee notes the content and receives the Health and Safety Report for the quarter: (1 April 2025 to 30 June 2025).

CARRIED

5.9 EMERGENCY MANAGEMENT RISK REPORT

The report providing an update on Emergency Management for Wairarapa was presented by the Manager Emergency Management Wairarapa.

The closure of the Wairarapa Recovery Office on 30 June 2025 was highlighted.

COMMITTEE RESOLUTION 2025/30

Moved by Councillor D Holmes
Seconded by Councillor B Goodwin

That the Audit and Risk Committee notes the content and receives the Emergency Management Report for the quarter: (1 April 2025 to 30 June 2025).

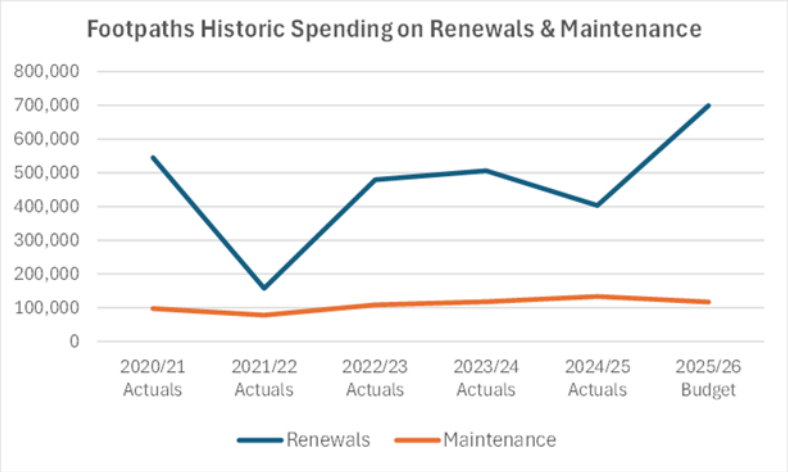
CARRIED

5.10 DRAFT FULL YEAR OPERATING REPORT AND COMMENTARY

The report providing the Audit & Risk Committee with financial reporting for the 12 months to 30 June 2025 was presented by the General Manager Finance.

Officers undertook to report back in response to a question on whether there is a trend in reduced expenditure on footpath resurfacing. The link was made to low satisfaction levels with footpaths

[*Note to minutes: report back from officers re spending on footpaths is below:*



It was noted that the contract for the operational management of the Recreation Centre has been tendered, with Belgravia being appointed again at a lower figure that excludes the electricity costs.

COMMITTEE RESOLUTION 2025/31

Moved by Councillor B Johnson
Seconded by Councillor S Lennox

That the Audit and Risk Committee receives the Interim 12 months to date financial report and commentary.

CARRIED

The meeting adjourned at 3.06pm and reconvened at 3.15pm

All members were present when the meeting reconvened, apart from Councillor Hullena who was an apology.

5.11 RATES RECEIVABLE REPORT FOR THE YEAR ENDED 30 JUNE 2025

The report providing the Audit & Risk Committee with detailed information on the 30 June 2025 position with respect to rates collection and arrears was presented by the General Manager Finance.

In response to a query on the percentage of rural rates in arrears it was advised that around 25% of the arrears is for rural properties, which indicates that rural rate arrears are not out of proportion within total arrears.

COMMITTEE RESOLUTION 2025/32

Moved by Mayor G Caffell
Seconded by Councillor B Johnson

That the Audit and Risk Committee receives the Rates Receivable Report for the year ended 30 June 2025.

CARRIED

5.12 INSURANCE UPDATE

The report providing the Audit and Risk Committee with up-to-date advice on the renewal of insurance cover from 1 July 2025 and information about the realised cost increases and decreases of that insurance was taken as read by the General Manager Finance.

COMMITTEE RESOLUTION 2025/33

Moved by Councillor B Goodwin
Seconded by Councillor C Bowyer

That the Audit and Risk Committee receives the information contained in the Insurance Update Report.

CARRIED

5.13 TREASURY MANAGEMENT REPORT TO 30 JUNE 2025

The report providing Council with detailed information on the 30 June 2025 position with respect to the Council's investments and debt was presented by the General Manager Finance.

COMMITTEE RESOLUTION 2025/34

Moved by Councillor B Goodwin
Seconded by Councillor C Bowyer

That the Audit and Risk Committee receives the Treasury Management Report as at 30 June 2025.

CARRIED

6 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2025/35

Moved by Councillor B Johnson
Seconded by Councillor D Holmes

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
6.1 - Minutes of the Audit and Risk Committee Meeting held with the public excluded on 7 May 2025	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public	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

	s7(2)(e) - the withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public 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)	
6.2 - Emergency Management FOSAL Update	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
6.3 - Technology and Information Quarterly Risk Report	s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	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
6.4 - 2024/2025 Quarter 4 Risk Management Update Report	s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

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

CARRIED

COMMITTEE RESOLUTION 2025/36

Moved by Councillor D Holmes
Seconded by Councillor B Goodwin

That Council moves out of Closed Council into Open Council.

CARRIED

The Meeting moved into public excluded at 3.45pm
The Meeting moved back into public at 4.18pm

The Mayor thanked the Chair on behalf of the Council and staff for his guidance and expertise as the Audit and Risk Committee Chair and noted his appreciation for the leadership provided.

The Meeting closed at 4.20pm.

The minutes of this meeting were confirmed at the Council meeting held on 24 September 2025.

.....

CHAIRPERSON

6.2 AWARDS & GRANTS COMMITTEE MEETING - 3 SEPTEMBER 2025

File Number:

Author: **Harriet Kennedy, Governance Team Leader**

Authoriser: **Corin Haines, General Manager Community**

Members: Chair Councillor Tim Nelson, Mayor Gary Caffell, Councillor Bex Johnson, Councillor Stella Lennox, Iwi representative Jack Morris, Councillor Craig Bowyer, Iwi representative Robin Potangaroa and Councillor Marama Tuuta

THE COMMITTEE RECOMMENDS:

That Council confirms the Report of the Awards and Grants Committee meeting held on 3 September 2025 including the following resolutions:

- *Climate Action Fund Allocation Recommendations*

  That the Awards and Grants Committee:

  1. ***Receives*** *the report Climate Action Fund Allocation Recommendations for 2025/26.*
  2. ***Notes*** *that the Masterton District Council Climate Advisory Group Terms of Reference includes making a recommendation on Climate Action Fund distribution to the Awards and Grants Committee.*
  3. ***Allocates*** *funding as per the Climate Advisory Group's recommendations (Attachment one)*
     - *i. Awatotara Project: $3,500*
     - *ii. Bennet's Hill: $5,000*
     - *iii. Good lives Wairarapa: $5,300*
     - *iv. Ko te Aroha Children's Centre: $4,155*
     - *v. Ngāti Kahungunu ki Wairarapa Iwi Development Trust: $25,000*
     - *vi. Tīnui Whareama Catchment Community Group: $12,677.20*
     - *vii. Trust House: $6,000*
     - *viii. Wairarapa Community Centre Trust: $4,512*
  4. ***Agrees*** *$33,855.80, the balance of the 2025/26 funding, is carried over to the 2026/27 Climate Action Fund budget, as per the Climate Action Fund Criteria adopted in June 2025.*
  5. ***Notes*** *staff will distribute funds as allocated and in accordance with any conditions of funding.*

- *Community Wellbeing Grant and Community Events Fund Applications for 2025/2026*

  That the Awards and Grants Committee receives the information in the Community Wellbeing Grant and Community Events Fund Applications for 2025/26 Report, and for the;

  1. ***Community Wellbeing Grant***

     (a) ***receives*** *39 Community Wellbeing Grant applications,*

*(b) **decides** funding allocations for the applications, as summarised in Attachment 1 to this Report, as follows:*

App #	Organisation	Project Description	Allocation
1	***Access Radio Wairarapa Charitable Trust***	*Seeking funding towards operating expenses to maintain and develop the community programmes.*	***$3,000***
2	***Alzheimers Wairarapa Incorporated***	*Seeking funding towards the Iona Day and Out & About programmes designed to overcome barriers by assimilating and encouraging patients to participate in day to day activities.*	***$3,000***
3	***Cobblestones Trust***	*Seeking funding towards operating expenses.*	***$1,000***
4	***Come Sew With Me Working Vintage Sewing Machine Museum***	*Seeking funding towards operating expenses for the sewing machine museum and workshops open to the public.*	***$2,500***
7	***Good Bitches Trust***	*Seeking funding towards expenses of the Baking it Better programme providing baking boxes to 12 Masterton organisations.* *This delivers 510 boxes of baking by 46 Masterton volunteers.*	***$1,500***
8	***He Kahui Wairarapa Incorporated***	*Seeking funding for two outdoor heaters, maintenance, travel costs, delivery and collection services for the Mobile Marae.*	***$2,000***
9	***Hōkai Tahi Charitable Trust***	*Seeking funding towards operating expenses for the Masterton clinic based in Hessey House.*	***$2,500***

10	***Hospice Wairarapa Community Trust Board***	*Seeking funding of recorders, stationery and personnel costs for the Biographies : Connecting Through Storytelling project to enhance the social, emotional and cultural wellbeing of individuals facing the end of life.*	***$2,000***
11	***Kia Hakinakina Wairarapa***	*Seeking funding towards the Raise a Village programme of locally-led and locally-delivered play and physical activity opportunities at the YMCA, Masterton.*	***$4,000***
15	***Little Bundles Wairarapa***	*Seeking funding for wool, washing products, travel expenses and clothing to provide bundles of clothing for those in need from premature babies to 6 year olds.*	***$500***
16	***Mahi Tahi Tatou Charitable Trust***	*Seeking funding toward operating expenses.*	***$4,000***
17	***Masterton Community Toy Library***	*Seeking funding towards rent.*	***$2,000***
18	***Masterton District Brass Band***	*Seeking funding to:* *(1) maintain, increase and purchase instruments for the Learners programme in schools;* *(2) senior band resourcing, administration and instruments.*	***$10,000***
19	***Masterton Mens Shed Incorporated***	*Seeking funding towards a new Automated External Defibrillator to replace the existing model that is passed its use by date.*	***$2,000***
20	***Masterton Young Citizens Club Incorporated***	*Seeking funding towards operating expenses.*	***$8,000***

21	***Motuoru Trust***	*Seeking funding towards the Youth Development and Mentoring programmes.*	***$1,000***
23	***Netball Wairarapa Incorporated***	*Seeking funding towards upgrading the lighting at the Wairarapa Trust House Netball Centre.*	***$4,000***
24	***People First NZ Incorporated - Ngā Tāngata Tuatahi***	*Seeking funding towards operating expenses to ensure the group can continue to meet and build the capability of local people with a learning (intellectual) disability aged 18 years and over.*	***$1,000***
25	***Ranfurly Club Incorporated***	*Seeking funding toward the increased operating expenses.*	***$2,000***
26	***Riding for the Disabled Association Wairarapa Group Incorporated***	*Seeking funding towards a new tractor (to replace the old one) which is used for the care and maintenance of the riding facilities.*	***$2,500***
27	***Shear History Trust***	*Seeking funding towards the operating expenses of the Wool Shed Museum tourist attraction which also houses the Jubilee Fire Engine museum and Council's steam roller in the Stewart-Weston gallery.*	***$10,000***
28	***SPCA***	*Seeking funding towards the operational costs of providing animal welfare services, including building volunteers and foster carer networks.*	***$7,000***
32	***Wairarapa Citizens Advice Bureau Incorporated***	*Seeking funding for operating expenses.*	***$2,000***
33	***Wairarapa Dragon Boat Club Incorporated***	*Seeking funding to purchase two dragon boats to replace the second-hand boats purchased from Auckland*	***$2,000***

		in 2015, 10 years ago.	
34	***Wairarapa Filipino Society***	*Seeking funding for the biannual Health and Wellbeing through Sports Programme that supports physical activity, mental wellbeing and community building among Filipino migrants in the Wairarapa region.*	***$2,000***
35	***Wairarapa Road Safety Council***	*Seeking funding to support the Wairarapa Community Driver Mentor Programme.*	***$10,000***
37	***Wairarapa Youth Charitable Trust***	*Seeking funding towards three programmes;* *(1) Wairarapa Boxing Academy,* *(2) Masterton Attendance Service, and* *(3)Wairarapa CounterPunch.*	***$8,000***
38	***Wairarapa Youth Orchestra***	*Seeking funding for the sectional workshops and tutor fees for Masterton students at St Matthews Collegiate to enable participation in the Wairarapa Youth Orchestra.*	***$1,700***
39	***Youthline Central North Island Incorporated (Wairarapa Branch)***	*Seeking funding for the "Thrive" (Hauora Hinengaro Pai-Oranga Mental Health, Wellbeing) programme which includes workshops and activities designed to enhance mental health awareness, coping skills, where to get support, help and overall wellbeing among rangatahi.*	***$1,000***

and

(c) ***notes*** *that 28 applications that are listed in Schedule 1 will be presented to the committee at this meeting.*

2. Community Events Fund

(a) **receives** 21 Community Events Fund applications,

(b) **decides** funding allocations for the applications, as summarised in Attachment 2 to this Report, as follows:

App #	Organisation Club or Individual	Event	Allocation
1	**Age Concern Wairarapa Incorporated**	Ageing with Attitude Expo 2025	**$2,000**
2	**Alzheimers Wairarapa Incorporated**	The Bricks and Wheels Well-Lug Lego Show	**$2,000**
3	**Douglas Villa Association Football Club Incorporated**	Douglas Villa AFC Junior Football Tournament 2025	**$2,000**
4	**Eastside Community Group**	2026 Community Festival	**$4,000**
5	**Elevate Wairarapa Community Trust**	Summer Hummer 2026	**$7,000**
6	**Equippers Masterton Trust**	2025 Colour Party	**$1,000**
7	**Golden Shears International Shearing Championship Society**	Golden Shears and World Shearing and Wool Handling Championships 2026	**$12,500**
8	**Masterton Malayali Association**	Onam Celebration	**$1,000**
9	**Masterton Motorplex Incorporated**	2025-26 Drag Racing Season	**$5,000**
10	**Mauriceville Kopuaranga Fair Association**	27th Annual Mauriceville Country Fair	**$3,000**
11	**Ngai Tūmapūhia-ā-rangi Hapū Incorporated**	Wairarapa Pā Wars 2026	**$1,000**
12	**Pūkaha National Wildlife Centre**	Pūkaha Wairarapa Garden Tour	**$1,000**

App #	Organisation Club or Individual	Event	Allocation
13	Rangitāne o Wairarapa Incorporated	Christmas at Matua Pā	$1,000
14	REAP Wairarapa Incorporated	2025 REAP Wairarapa Whakaoriori Schools Kapa Haka Festival	$3,126
15	Jane ROSS	Wairarapa Film Festival & Wairarapa 50-Hour Film Project	$2,500
16	Rotary Club of Masterton South	Masterton Christmas Fair 2025	$8,000
17	Te Whānau Tautoko Incorporated	Masterton Primary School Gala	$1,000
18	Tinui Horse Sports Club	2026 Tinui Horse Sports and Family Day Out	$1,587
19	Wairarapa Balloon Society Incorporated	2026 Wairarapa Balloon Festival	$5,000
20	Wairarapa Pre- Shears Wool Handling Championships	2026 Pre-Shears World Wool Handling Championship competition	$1,000
21	Wairarapa Womens Centre	Whanaungatanga in Action	$1,000

and

(c) ***notes*** *that 14 applications that are listed in Schedule 1 will be presented to the committee at this meeting.*

ATTACHMENTS

1. Minutes of Awards & Grants Committee Meeting held on 3 September 2025

MASTERTON
WHAKAORIORI
DISTRICT COUNCIL

MINUTES

Awards & Grants Committee Meeting
Wednesday, 3 September 2025 and Thursday 4 September 2025

Order Of Business

1 Conflicts of Interest 3
2 Apologies 3
3 Public Forum 3
4 Items not on the Agenda 3
5 Reports for Decision 4
5.1 Climate Action Fund Allocation Recommendations 4
5.2 Community Wellbeing Grant and Community Events Fund Applications for 2025/2026 5

MINUTES OF MASTERTON DISTRICT COUNCIL
AWARDS & GRANTS COMMITTEE MEETING
HELD AT WAIATA HOUSE, LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 3 SEPTEMBER 2025 AT 9:00 AM AND RECONVENED ON THURSDAY 4 SEPTEMBER 2025 AT 10.02AM

PRESENT: Chair Councillor Tim Nelson, Mayor Gary Caffell, Councillors C Bowyer, B Johnson, S Lennox and M Tuuta and Iwi Representative Robin Potangaroa (Wednesday 3 September).

IN ATTENDANCE: Group Manager Community, Grants Administrator, and Governance Team Leader

1 CONFLICTS OF INTEREST

The following interests were declared:

Agenda Item 5.1:

- Councillor Johnson declared an interest in relation to the application from Trust House

Agenda Item 5.2:

- Chair Councillor Nelson noted that his employer, Lakeview School, contributed funding to Kia Hakinakina
- Mayor Gary Caffell noted that he was the Patron of the Masterton District Brass Band, but that that was a role fulfilled by the Masterton Mayor
- Councillor Bowyer declared an interest in relation to the application from the Wairarapa Road Safety Council
- Councillor Lennox declared an interest in relation to the application from Elevate Wairarapa Community Trust

2 APOLOGIES

COMMITTEE RESOLUTION 2025/1

Moved by Councillor Tim Nelson
Seconded by Councillor C Bowyer

That the apology received from Iwi Representative Jack Morris be accepted

CARRIED

3 PUBLIC FORUM

There was no public forum as applicants were given the opportunity to present to the Committee.

4 ITEMS NOT ON THE AGENDA

There were no late items

5 REPORTS FOR DECISION

Due to the applicants scheduled to present to the Committee, Item 5.2 was taken before Item 5.1

5.1 CLIMATE ACTION FUND ALLOCATION RECOMMENDATIONS

The report presenting the Awards and Grants Committee with the Climate Advisory Group's recommendations for the Climate Action Fund 2025/26 was presented by the Environmental Lead who outlined the process that had been undertaken.

The Mayor who, along with Councillor Tuuta, was a member of the Climate Advisory Group, congratulated the Group on the work they had done on the grants process and over their term in general. He noted that some of the applications weren't successful as they didn't meet the criteria.

The Chair of the Awards and Grants Committee had also attended the meeting and complimented the Environmental Lead and the Group for the way the meeting was conducted, there had been a lot of robust discussion and the outcome was a good one.

COMMITTEE RESOLUTION 2025/2

Moved by Councillor Tim Nelson
Seconded by Mayor G Caffell

That the Awards and Grants Committee:

1. **Receives** the report *Climate Action Fund Allocation Recommendations for 2025/26.*
2. **Notes** that the Masterton District Council Climate Advisory Group Terms of Reference includes making a recommendation on Climate Action Fund distribution to the Awards and Grants Committee.
3. **Allocates** funding as per the Climate Advisory Group's recommendations (Attachment one)
    i. Awatotara Project: $3,500
    ii. Bennet's Hill: $5,000
    iii. Good lives Wairarapa: $5,300
    iv. Ko te Aroha Children's Centre: $4,155
    v. Ngāti Kahungunu ki Wairarapa Iwi Development Trust: $25,000
    vi. Tīnui Whareama Catchment Community Group: $12,677.20
    vii. Trust House: $6,000
    viii. Wairarapa Community Centre Trust: $4,512
4. **Agrees** $33,855.80, the balance of the 2025/26 funding, is carried over to the 2026/27 Climate Action Fund budget, as per the Climate Action Fund Criteria adopted in June 2025.
5. **Notes** staff will distribute funds as allocated and in accordance with any conditions of funding.

CARRIED

5.2 COMMUNITY WELLBEING GRANT AND COMMUNITY EVENTS FUND APPLICATIONS FOR 2025/2026

The report providing the Awards and Grants Committee with the Community Wellbeing Grant and Communty Events Fund applications received for their decision was presented by the Group Manager Community. The applications received were summarised in Attachments 1 and 2 to the Report.

The Committee heard from the following applicants:

Application No.	Type of Grant	Speaker and Organisation
1	Wellbeing	Veronika Beall and Marina Lira, **Access Radio Wairarapa Charitable Trust**
30	Wellbeing	Denise Graham **Victim Support - Manaaki Tángata**
37	Wellbeing	Laurence Titter **Wairarapa Youth Charitable Trust**
8	Event	Renil Joy and Anoop Gopalakrishnam, **Masterton Malayali Association**
15	Event	Jane Ross and Mark Ordesky **Wairarapa Film Festival**
29	Wellbeing	Thomas Marshall , **The Pukaha to Kawakawa Trust**

The meeting adjourned at 10.21am and reconvened at 10.40am

All members were present when the meeting reconvened apart from Iwi Representative Jack Morris who was an apology.

Application No.	Type of Grant	Speaker and Organisation
28	Wellbeing	Rebecca Johnston, **SPCA (Royal NZ Society for the Prevention of Cruelty to Animals)**
27	Wellbeing	Gavin Tankersley and Anna Waddell, **Shear History Trust**
11	Wellbeing	Simon Roseingrave, **Kia Hakinakina Wairarapa Incorporated**
2	Wellbeing	Alicia Roberts and Tamara Williams, **Alzheimers Wairarapa Incorporated**
4	Wellbeing	Frances Dearnley, **Come Sew With Me Working Vintage Sewing Machine Museum**
39	Wellbeing	Luke Tiller and Manini Renata**,** **Youthline Central North Island Incorporated (Wairarapa Branch)**
2	Event	Alicia Roberts and James Inwood, **Alzheimers Wairarapa Incorporated**

Application No.	Type of Grant	Speaker and Organisation
7	Event	Trish Stevens and Philip Morrison, **Golden Shears International Shearing Championship Society**
25	Wellbeing	Caryl Taucher **Ranfurly Club Incorporated**
24	Wellbeing	Sandy Ryan, **People First New Zealand Incorporated – Ngā Tāngata Tuatahi**
16	Event	Alan Bohm and Dorothy Booth, **Rotary Club of Masterton South**

10	Event	Murray Jones and Lisa Whiteman, **Mauriceville/Kopuaranga Fair Association**

The meeting adjourned at 12.48pm and reconvened at 1.20pm

All members were present when the meeting reconvened apart from Iwi Representative Jack Morris who was an apology.

Application No.	Type of Grant	Speaker and Organisation
26	Wellbeing	Dianne Gates, **Riding for the Disabled Association Wairarapa Group Incorporated**
20	Wellbeing	Dan and Lucy Miller and Cameron Bunny, **Masterton Young Citizens Club**
12	Event	Bob Francis, **Pūkaha National Wildlife Centre**
20	Event	Jennifer Kuru, Waina Peneha, , and Manu Te Whata, **Wairarapa Pre Shears Woolhandling Championships**
1	Event	Alison Hobbs and Deanne Pedersen, **Age Concern Wairarapa Incorporated**
23	Wellbeing	Frazer Mailman, **Netball Wairarapa Incorporated**

Councillor Lennox left the table for the Elevate Wairarapa Community Trust presentation

5	Event	Bob Francis and Celia Newton, **Elevate Wairarapa Community Trust**

Councillor Lennox returned to her seat.

Application No.	Type of Grant	Speaker and Organisation
4	Event	Makuini Kerehi and Claire Woolston, **Eastside Community Group**
8	Wellbeing	Makuini Kerehi, **He Kahui Wairarapa Incorporated**
10	Wellbeing	Gretchen Saulbrey, Alicia Rameka and Annie Hawkes, **Hospice Wairarapa Community Trust Board**
3	Wellbeing	Lynn Bushell and Graeme Gray, **Cobblestones Trust**
18	Wellbeing	Narissa Knight and Phil Hinchliffe, **Masterton District Brass Band**

The meeting adjourned at 3.25pm and reconvened at 3.40pm

All members were present when the meeting reconvened apart from Iwi Representative Jack Morris who was an apology.

Application No.	Type of Grant	Speaker and Organisation
21	Wellbeing	Frances Dearnley and Zoey Trass, **Motuoru Trust**

3	Event	Aiden McClean**,** **Douglas Villa Associated Football Club**
12	Wellbeing	Allan Harvey, **Kidz Need Dadz Charitable Trust NZ Incorporated**
31	Wellbeing	Jeremy Wells and Adarsh Purushothaman, **Wairarapa Badminton Academy Limited**
5	Wellbeing	Lisa Birrell, **Divine River NZ Trust**
36	Wellbeing	Christie Johnson and, Rose Abigail Asende, **Wairarapa Women's Centre**
21	Event	Christie Johnson**,** **Wairarapa Women's Centre**
14	Event	Trudy Sears and Darren Kerr, **REAP Wairarapa Incorporated**
9	Wellbeing	Rebecca Vergunst and Emma Stares, **Hōkai Tahi Charitable Trust**
38	Wellbeing	Andrew Atkins, **Wairarapa Youth Orchestra**

The meeting adjourned at 5.10 on 3 September 2025
The meeting reconvened at 10.00am on Thursday 4 September

Chair Councillor Tim Nelson, Mayor Gary Caffell, Councillors C Bowyer, B Johnson, S Lennox and M Tuuta were present when the meeting reconvened.

COMMITTEE RESOLUTION 2025/3

Moved by Councillor Tim Nelson
Seconded by Councillor S Lennox

That the apologies received from Iwi Representatives Jack Morris and Robin Potangaroa be accepted

CARRIED

The meeting adjourned at 11.00am following the discussion on the Community Wellbeing Fund Applications and reconvened at 11.20am to discuss the Community Events Fund Applications.

Chair Councillor Tim Nelson, Mayor Gary Caffell, Councillors C Bowyer, B Johnson, S Lennox and M Tuuta were present when the meeting reconvened.

Following discussion, the Committee made the allocations listed in the resolution below, noting that:

- In relation to the Community Wellbeing Grant application from the Wairarapa Youth Charitable Trust, the amount allocated was for two programmes only; the Wairarapa Boxing Academy and Wairarapa CounterPunch.
- In relation to the Community Events Fund application from the Wairarapa Pre-Shears Wool Handling Championships, the amount allocated was to go to running the event, and not to prize money or trophies.

- The over-allocation of the Community Wellbeing Grant of $1,158 would be funded from the under-allocation of the Community Events Fund of $1,387, leaving a balance of $229 unallocated.

Councillor Lennox left the table for the discussion and decision on the Community Events Fund Application from Elevate Wairarapa Community Trust.

COMMITTEE RESOLUTION 2025/4

Moved by Councillor M Tuuta
Seconded by Councillor S Lennox

That the Awards and Grants Committee receives the information in the Community Wellbeing Grant and Community Events Fund Applications for 2025/26 Report, and for the;

1. ***Community Wellbeing Grant***

(a) **receives** 39 Community Wellbeing Grant applications,

(b) **decides** funding allocations for the applications, as summarised in Attachment 1 to this Report, as follows:

App #	Organisation	Project Description	Allocation
1	**Access Radio Wairarapa Charitable Trust**	Seeking funding towards operating expenses to maintain and develop the community programmes.	**$3,000**
2	**Alzheimers Wairarapa Incorporated**	Seeking funding towards the Iona Day and Out & About programmes designed to overcome barriers by assimilating and encouraging patients to participate in day to day activities.	**$3,000**

App #	Organisation	Project Description	Allocation
3	**Cobblestones Trust**	Seeking funding towards operating expenses.	**$1,000**
4	**Come Sew With Me Working Vintage Sewing Machine Museum**	Seeking funding towards operating expenses for the sewing machine museum and workshops open to the public.	**$2,500**
7	**Good Bitches Trust**	Seeking funding towards expenses of the Baking it Better programme providing baking boxes to 12 Masterton organisations. This delivers 510 boxes of baking by 46 Masterton volunteers.	**$1,500**
8	**He Kahui Wairarapa Incorporated**	Seeking funding for two outdoor heaters, maintenance, travel costs, delivery and collection services for the Mobile Marae.	**$2,000**
9	**Hōkai Tahi Charitable Trust**	Seeking funding towards operating expenses for the Masterton clinic based in Hessey House.	**$2,500**
10	**Hospice Wairarapa Community Trust Board**	Seeking funding of recorders, stationery and personnel costs for the Biographies : Connecting Through Storytelling project to enhance the social, emotional and cultural wellbeing of individuals facing the end of life.	**$2,000**
11	**Kia Hakinakina Wairarapa**	Seeking funding towards the Raise a Village programme of locally-led and locally-delivered play and physical activity opportunities at the YMCA, Masterton.	**$4,000**

App #	Organisation	Project Description	Allocation
15	**Little Bundles Wairarapa**	Seeking funding for wool, washing products, travel expenses and clothing to provide bundles of clothing for those in need from premature babies to 6 year olds.	**$500**
16	**Mahi Tahi Tatou Charitable Trust**	Seeking funding toward operating expenses.	**$4,000**
17	**Masterton Community Toy Library**	Seeking funding towards rent.	**$2,000**
18	**Masterton District Brass Band**	Seeking funding to: (1) maintain, increase and purchase instruments for the Learners programme in schools; (2) senior band resourcing, administration and instruments.	**$10,000**
19	**Masterton Mens Shed Incorporated**	Seeking funding towards a new Automated External Defibrillator to replace the existing model that is passed its use by date.	**$2,000**
20	**Masterton Young Citizens Club Incorporated**	Seeking funding towards operating expenses.	**$8,000**
21	**Motuoru Trust**	Seeking funding towards the Youth Development and Mentoring programmes.	**$1,000**
23	**Netball Wairarapa Incorporated**	Seeking funding towards upgrading the lighting at the Wairarapa Trust House Netball Centre.	**$4,000**

App #	Organisation	Project Description	Allocation
24	**People First NZ Incorporated - Ngā Tāngata Tuatahi**	Seeking funding towards operating expenses to ensure the group can continue to meet and build the capability of local people with a learning (intellectual) disability aged 18 years and over.	**$1,000**
25	**Ranfurly Club Incorporated**	Seeking funding toward the increased operating expenses.	**$2,000**
26	**Riding for the Disabled Association Wairarapa Group Incorporated**	Seeking funding towards a new tractor (to replace the old one) which is used for the care and maintenance of the riding facilities.	**$2,500**
27	**Shear History Trust**	Seeking funding towards the operating expenses of the Wool Shed Museum tourist attraction which also houses the Jubilee Fire Engine museum and Council's steam roller in the Stewart-Weston gallery.	**$10,000**
28	**SPCA**	Seeking funding towards the operational costs of providing animal welfare services, including building volunteers and foster carer networks.	**$7,000**
32	**Wairarapa Citizens Advice Bureau Incorporated**	Seeking funding for operating expenses.	**$2,000**
33	**Wairarapa Dragon Boat Club Incorporated**	Seeking funding to purchase two dragon boats to replace the second-hand boats purchased from Auckland in 2015, 10 years ago.	**$2,000**

App #	Organisation	Project Description	Allocation
34	**Wairarapa Filipino Society**	Seeking funding for the biannual Health and Wellbeing through Sports Programme that supports physical activity, mental wellbeing and community building among Filipino migrants in the Wairarapa region.	**$2,000**
35	**Wairarapa Road Safety Council**	Seeking funding to support the Wairarapa Community Driver Mentor Programme.	**$10,000**
37	**Wairarapa Youth Charitable Trust**	Seeking funding towards three programmes; (1) Wairarapa Boxing Academy, (2) Masterton Attendance Service, and (3)Wairarapa CounterPunch.	**$8,000**
38	**Wairarapa Youth Orchestra**	Seeking funding for the sectional workshops and tutor fees for Masterton students at St Matthews Collegiate to enable participation in the Wairarapa Youth Orchestra.	**$1,700**
39	**Youthline Central North Island Incorporated (*Wairarapa Branch*)**	Seeking funding for the "Thrive" (Hauora Hinengaro Pai-Oranga Mental Health, Wellbeing) programme which includes workshops and activities designed to enhance mental health awareness, coping skills, where to get support, help and overall wellbeing among rangatahi.	**$1,000**

and

(c) **notes** that 28 applications that are listed in Schedule 1 will be presented to the committee at this meeting.

2. Community Events Fund

(a) **receives** 21 Community Events Fund applications,

(b) **decides** funding allocations for the applications, as summarised in Attachment 2 to this Report, as follows:

App #	Organisation Club or Individual	Event	Allocation
1	**Age Concern Wairarapa Incorporated**	Ageing with Attitude Expo 2025	**$2,000**
2	**Alzheimers Wairarapa Incorporated**	The Bricks and Wheels Well-Lug Lego Show	**$2,000**
3	**Douglas Villa Association Football Club Incorporated**	Douglas Villa AFC Junior Football Tournament 2025	**$2,000**
4	**Eastside Community Group**	2026 Community Festival	**$4,000**
5	**Elevate Wairarapa Community Trust**	Summer Hummer 2026	**$7,000**
6	**Equippers Masterton Trust**	2025 Colour Party	**$1,000**
7	**Golden Shears International Shearing Championship Society**	Golden Shears and World Shearing and Wool Handling Championships 2026	**$12,500**
8	**Masterton Malayali Association**	Onam Celebration	**$1,000**
9	**Masterton Motorplex Incorporated**	2025-26 Drag Racing Season	**$5,000**
10	**Mauriceville Kopuaranga Fair Association**	27th Annual Mauriceville Country Fair	**$3,000**
11	**Ngai Tūmapūhia-ā-rangi Hapū Incorporated**	Wairarapa Pā Wars 2026	**$1,000**

App #	Organisation Club or Individual	Event	Allocation
12	**Pūkaha National Wildlife Centre**	Pūkaha Wairarapa Garden Tour	**$1,000**
13	**Rangitāne o Wairarapa Incorporated**	Christmas at Matua Pā	**$1,000**
14	**REAP Wairarapa Incorporated**	2025 REAP Wairarapa Whakaoriori Schools Kapa Haka Festival	**$3,126**
15	**Jane ROSS**	Wairarapa Film Festival & Wairarapa 50-Hour Film Project	**$2,500**
16	**Rotary Club of Masterton South**	Masterton Christmas Fair 2025	**$8,000**
17	**Te Whānau Tautoko Incorporated**	Masterton Primary School Gala	**$1,000**
18	**Tinui Horse Sports Club**	2026 Tinui Horse Sports and Family Day Out	**$1,587**
19	**Wairarapa Balloon Society Incorporated**	2026 Wairarapa Balloon Festival	**$5,000**
20	**Wairarapa Pre- Shears Wool Handling Championships**	2026 Pre-Shears World Wool Handling Championship competition	**$1,000**
21	**Wairarapa Womens Centre**	Whanaungatanga in Action	**$1,000**

and

(c) **notes** that 14 applications that are listed in Schedule 1 will be presented to the committee at this meeting.

CARRIED

The Meeting closed at 12.17pm.

The minutes of this meeting were confirmed at the Council meeting held on 24 September 2025.

7 REPORTS FOR DECISION

7.1 ALCOHOL PROHIBITION LABOUR WEEKEND

File Number:

Author: **Corin Haines, General Manager Community**

Authoriser: **Maseina Koneferenisi, Acting Chief Executive**

PURPOSE

The purpose of this report is to recommend that Council give public notice of a prohibition on the consumption or possession of alcohol in the public roads and places within the Riversdale and Castlepoint beach community areas for Labour Day Weekend 2025.

RECOMMENDATIONS

That Council

1. notes the Masterton District Council Alcohol Control Bylaw 2018 enables Council to order a temporary alcohol prohibition by resolution publicly notified;
2. **agrees** to a temporary prohibition on the consumption or possession (including while in a vehicle) of alcohol in public places at Castlepoint and Riversdale during Labour Day Weekend 2025 from 7.00pm in the evening to 7.00am the following day, on each of the following days: Friday 24 October, Saturday 25 October and Sunday 26 October 2025 (Labour Day Weekend);
3. **notes** public notification of the temporary alcohol prohibition areas will be made; and
4. **notes** officers will display appropriate signage in at Riversdale and Castlepoint regarding the temporary prohibition.

CONTEXT

The Masterton District Council Alcohol Control Bylaw 2018 (the Bylaw) sets out permanent alcohol-free zones, being:

- Masterton Business District (at all times);
- Skatepark (at all times); and
- Queen Elizabeth Park (from 9.00pm to 7.00am, 7 days a week).

Under the Bylaw Council has the power, by resolution publicly notified, to order a prohibition of alcohol consumption or possession for certain events or other specified times within specified public places in the Masterton district, these are known as temporary alcohol prohibitions.

Establishing alcohol-free zones or temporary alcohol prohibitions provide the Police with additional powers under the Local Government Act 2002 (LGA) (detailed further in this report).

Permanent or temporary alcohol-free zones/prohibitions do not apply to licensed premises or their outdoor areas, or to people carrying unopened alcohol containers from licensed premises to areas outside the alcohol-free zone or to a private property.

Managing alcohol related crime and disorder in our beach communities at peak times

The beach communities of Riversdale and Castlepoint have experienced issues with crime, disorder and anti-social behaviour caused or made worse by alcohol consumption during key holiday periods. Labour Day Weekend and New Year's Eve having been particularly problematic with Police reporting assaults and over-intoxication.

Since 2017/18 Council has sought temporary alcohol prohibitions for these periods to enable Police to better manage these issues. The prohibition on the consumption or possession of alcohol in public places has proved to be an extremely useful deterrent to anti-social behaviour at the two beach locations during these times.

This decision only relates to the proposed prohibitions for the beach communities over Labour Day Weekend.

ANALYSIS AND ADVICE

As a result of the issues experienced within these two beach communities, Council has previously adopted a prohibition on the consumption of alcohol in public places at Labour Day Weekend. This has historically led to a substantial reduction in issues at the two beach communities.

Local Residents and Ratepayers' Associations are supportive of the use of prohibitions. Both Associations have noted a reduction in alcohol-related harm when having the prohibitions in place and believe it is an effective tool against anti-social behaviour. Supporting letters were provided by both Riversdale and Castlepoint ratepayers associations in previous years.

The temporary prohibition is the most appropriate way to manage alcohol-related crime and disorder

The prohibition is temporary and ensures public safety at a peak time of the year for our beach communities. If the proposed temporary prohibition is not put in place, officers consider that the level of crime or disorder experienced before the prohibition (in previous years prior to 2018) will likely return to the area. The prohibition is appropriate and proportionate in light of that likely crime or disorder.

The proposed prohibition does not restrict the movement of people who are not in possession of alcohol or those consuming alcohol on private or licenced premises. This is therefore a reasonable limitation on people's rights and freedoms as it balances individual choice with the need to maintain public safety and community wellbeing.

Review of the Alcohol Control Bylaw

This Bylaw expires in December 2025. The Strategy, Policy and Governance Activity Report notes that officers will provide the Council with a report in October 2025 seeking approval to re-adopt the current Bylaw for a 12-month period. That report will include a plan to December 2025 and incorporate targeted engagement with key stakeholders. That will give officers the time needed to consult more widely in 2026 on proposed amendments to the Bylaw.

A separate report on temporary alcohol and vehicle prohibitions for Riversdale and Castlepoint over the New Year period will be provided later this year.

PROPOSED PROHIBITION

The prohibition of alcohol is intended to run from:

• 7.00pm in the evening to 7.00am the following day, on each of the following days: Friday 24 October, Saturday 25 October and Sunday 26 October 2025.

The prohibition of alcohol will affect the following areas:

Riversdale

• Orui Station/Riversdale Road intersection, and along Riversdale Road to Riversdale township, Bodle Drive to the lagoon and including Riversdale Beach from the lagoon to the Southern Riversdale Reserve to the water's edge. From Blue Pacific Parade and Bodle Drive intersection along Blue Pacific Parade to and including the Southern Riversdale Reserve including the beach to the water's edge.

• From Riversdale Road and Pinedale Crescent intersection along Pinedale Crescent to the intersection with Blue Pacific Parade.

• The southern terrace off Palm Parade and the middle terrace off Pinedale Crescent being Rochdale Road, Otaraia Road, Bull Lane, Tama Road, Pukeko Place, Knoyle Road and Rochdale Road.

• This includes all public places, public parks and accessways into the defined area where the prohibition will be extended to.

Castlepoint

• From the Castlepoint motor camp to the Castlepoint Lagoon, including Jetty Road and Castlepoint Beach to the water's edge. From in front of the motor camp to the Castlepoint Lagoon, including Castlepoint Reserve. Also including Guthrie and Balfour Crescents and all public roads and places to which the public have access within the township of Castlepoint.

(collectively referred to as the **Prohibition**)

OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
Adopt the Prohibition Recommended	Continues a harm prevention/minimisation approach Enables the Police to use powers if needed Supported by the Police and ratepayers associations. Is consistent with previous council decisions in relation to	Council may be perceived by some as impinging on their rights to consume alcohol during the periods outlined

Option	Advantages	Disadvantages
	prohibitions in these areas.	
Do not adopt the Prohibition	None identified	Ceases the harm prevention/ minimisation approach Risks a return to the anti-social behaviour experienced in the two communities Likely to result in the two communities feeling unsupported by Council in dealing with this issue Is consistent with previous council decisions in relation to prohibitions in these areas

RECOMMENDED OPTION

Option one is recommended as it continues Council's approach in supporting efforts to reduce alcohol-related harm at the two communities during these holiday period and it supports the efforts of residents' associations in reducing disorder during the time.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

Section 4 of the Bylaw Council by resolution publicly notified, may order a prohibition of alcohol consumption or possession (including while in a vehicle) for certain events or other specified times within specified public places in the Masterton district. We must give at least 14 days' notice as set out in section 170 of the LGA.

Police powers of search under section 170(2) of the LGA applies to the proposed alcohol prohibitions at Riversdale and Castlepoint over Labour Day Weekend. See Attachment 1 for further information relating to officer powers and infringements for offences in relation to a prohibition in general.

As set out under sections 147A of the LGA the proposed temporary prohibition is:

- appropriate and proportionate in light of that likely crime or disorder; and
- a reasonable limitation on people's rights and freedoms.

Significance, Engagement and Consultation

Making a temporary ban does not require us to undertake wider community engagement on the proposal. Feeback on the proposed temporary prohibition has been sought from Police and Resident Associations.

No public consultation has taken place in relation to the temporary prohibitions.

Financial Considerations

The cost has been budgeted for within existing operational budgets.

Implications for Māori

There are no specific implications for Māori arising from the decision to adopt the prohibition in accordance with the Bylaw.

Communications/Engagement Plan

The community will be notified of the planned prohibitions via public notice, and through Antenno, along with posters throughout the beach communities such as the shop noticeboards.

Environmental/Climate Change Impact and Considerations

The prohibition on alcohol is not considered to have a significant impact on the environment.

NEXT STEPS

Public Notice

If approved, the decision will be publicly notified in the local media in accordance with the requirements of clause 4.5 of the Bylaw and section 170(3) of the LGA.

ATTACHMENTS

1. Officer Powers and Infringements Local Government Act 2002 ⇩

Local Government Act 2002

Issue of infringement notices

(1) An infringement notice may be served on a person if an enforcement officer—

(a) observes a person committing an infringement offence; or

(b)has reasonable cause to believe that an infringement offence is being or has been committed by that person.

(2) An infringement notice not relating to a breach of an alcohol prohibition may be served—

(a) by an enforcement officer (not necessarily the person who issued the notice) personally delivering it (or a copy of it) to the person alleged to have committed the infringement offence concerned; or

(b) by post addressed to that person's last known place of residence or business.

(2A) An infringement notice relating to a breach of an alcohol prohibition may be served—

(a) by a constable personally delivering it to the person alleged to have committed the breach; or

(b) by a constable personally delivering it, at a time after the person alleged to have committed the breach has been arrested for committing it, to the person; or

(c) by post addressed to the last known place of residence or business of the person alleged to have committed the breach.

(3) An infringement notice sent to a person under subsection (2)(b) must be treated as having been served on that person when it was posted.

(4) An infringement notice must be in the prescribed form and must contain the following particulars:

(a) details of the alleged infringement offence sufficient to inform fairly a person of the time, place, and nature of the alleged offence:

(b) the amount of the infringement fee specified for that offence:

(c) the time within which the infringement fee must be paid:

(d) the address of the place at which the infringement fee must be paid:

(e) a summary of the provisions of section 21(10) of the Summary Proceedings Act 1957:

(f) a statement that the person served with the notice has a right to request a hearing:

(g) a statement of what will happen if the person served with the notice neither pays the infringement fee nor requests a hearing:

(h) any other particulars that are prescribed.

(5) If an infringement notice has been issued under this section,—

(a) proceedings in respect of the offence to which the notice relates may be commenced in accordance with section 21 of the Summary Proceedings Act 1957; and

(b) the provisions of that section apply with all necessary modifications.

7.2 DOG CONTROL POLICY AND PRACTICES REPORT 2024/2025

File Number:

Author: **Corin Haines, General Manager Community**

Authoriser: **Maseina Koneferenisi, Acting Chief Executive**

PURPOSE

The purpose of this report is to submit the Dog Control Policy and Practices Report for the 2024/2025 registration year to Council for adoption.

RECOMMENDATION

That Council receives and adopts the Dog Control Policy and Practices Report for the 2024/2025 Registration year.

CONTEXT

The Masterton District covers approximately 2300 km2 and is both urban and rural. Council provides a twenty-four-hour animal control service, with Council's Animal and Bylaws team covering business hours and afterhours, at weekends and on public holidays. This includes caring for the dogs in the dog shelter and servicing the poo bins.

Council employs three full-time Animal & Bylaws Officers, an Animal & Bylaws Team Leader and a Registration and Regulatory Support Officer. The Environmental Services Manager is the supervisor of the team. A new team leader was appointed in September 2024. Contractors are not used to provide any dog control services.

The animal shelter is located in a temporary facility, construction is underway on the purpose-built animal shelter. Expected completion for the new shelter is late 2025.

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

DOG POLICY & BYLAW

Masterton's Dog Policy and Control of Dogs Bylaw was reviewed earlier this calendar year. The consultation was sent to all registered dog owners. There were 134 submissions received, and 5 submitters were heard by the hearings committee in April. The Policy and Bylaw came into effect on 1 June 2025. Submitters were also concerned about roaming dogs causing a nuisance, lack of signage for dog control matters and the cost of dog control registration fees.

There was no consultation on changing the prohibition of walking dogs in the CBD, however there was feedback from the community for and against the removal of this prohibiting. Consultation with the community will occur in the 2026/27 Annual Plan process and officers will report back as part of the deliberations.

EVENTS

Dogs in Togs was held in November, which was the first time the event was held before the summer swimming season at the Belgravia Recreational Centre. There were over 80 dogs that attended with their owners. The feedback from the event is always positive from those who attended. Unfortunately, the Dogs in Togs that was planned for March at the end of the summer swimming season had to be cancelled due to a parvovirus in the community.

Dog microchipping events were held at Henley Lake. There were events held in November 2024, March and April 2025. These events will continue to be run, giving owners with un-microchipped dogs the opportunity to get them microchipped without the need for an appointment and at a reduced cost. These events are also a great time for dog owners who have microchipped dogs to pop along with their dog and check that the dogs microchip is still in working order by having the dogs scanned for a microchip. All dogs excluding working dogs, have been required to be microchipped by the Dog Control Act 1996 since 2006. Councils pay a levy to the Department of Internal Affairs (DIA) for the maintenance of the National Dog Database (NDD), NDD holds information on all registered dogs, including registration detail, microchip number (if applicable), breed and year of birth. The name, address and date of birth details of owners are also recorded. All councils supply and maintain information held on the database, established by the DIA. The information is accessible to councils but is not available to the general public, or the SPCA or vet clinics.

Wagging Trails had its debut event in July. There were 140 dogs with their people who attended the event. The event was held on 3 separate days. The Wagging Trails event was a first for the Masterton Animal & Bylaws Services Team. The Wagging Trails event was organised pack walks with owners and their dogs at Henley Lake, the Waipoua river trail and Queen Elizabeth II Park. The event was a huge success and the team look forward to running it again in future years to come.

FUNDING

Funding of $10,000 was approved by Trust House for a dog desexing campaign. There were over 60 applicants received over the period of 2 weeks. There were 22 dogs desexed. Dogs with a previously recorded history were given priority.

One dollar from every dog registration in the 25/26 year will be allocated to a dog desexing fund for low-income Masterton dog owners. The team intends to apply for funding from external agencies again so they can continue to assist people in getting their dogs desexed to prevent unwanted litters.

DOG POO BINS

There are now 40 poo bins throughout the Masterton district in the urban and recreational areas. There were an additional 15 poo bins installed in the Masterton district this year. A couple of officers took time out from their days off to complete the installations. Bins are emptied by officers, not by contractors, this enables officers to patrol and monitor activity throughout the urban district while emptying the bins.

The Animal & Bylaws team has recommended that when new subdivisions are built,developers be required to install a new poo bin in the neighbourhood. This would alleviate the cost of the new bin purchase and installation for registered dog owners. This process has yet to be adopted.

IMPOUNDING

There were 166 dogs impounded for the 2024/25 registration year. 113 dogs were collected by their owners. 14 Dogs were euthanised because they were unsuitable for rehoming. 35 dogs were rehomed via rehoming agencies such as Chance 4 Change, Ellie's K9 Rescue, Retired Working Dogs and the SPCA. While many dogs were either collected the same day or the day after they were impounded. Other dogs had longer stays at the shelter while they were either waiting for their owner to come up with the required fees for their release or while they were waiting for space to become available with a rehoming agency. There were several dogs that were held longer than the required 7 days while attack complaints were investigated or owners needed to make required

amendments to the dogs' containment on the property. Sadly, the longest stay was 4 juvenile dogs at 57 days. There was no space for them with some rehoming agencies. These dogs were unfortunately euthanised. It is always difficult on staff when euthanising dogs.

The average stay for impounded dogs at the Masterton District Council Animal Shelter was 7.5 days. Dogs become the property of the council if not claimed after 7 days. The Masterton District Council Animal Shelter is rarely empty of impounded dogs.

SERVICE REQUESTS

The Animal and Bylaws team has the highest number of service requests across the council services, including council contractors. With the combined workload of dog control, parking, and bylaws compliance, this is an extremely busy team.

Service requests are now held until all compliance aspects of the original job logged have been met. For example, all requirements that relate to a dog attack i.e. fencing requirements and neutering of the offending dog may be required. This new method of working through the initial service request will be monitored to ensure that Animal and Bylaws team can clearly quantify their workload.

ANIMAL SERVICES SECTION 10A REPORT 2024-2025

Number of Registered Dogs			
	2022/2023	2023/2024	**2024/2025**
Number of dogs registered by council	6200	6311	**6160**

Dogs classified as Dangerous (Section 31)			
	2022/2023	2023/2024	**2024/2025**
S31(1)(a) - owner conviction	0	0	**0**
S31(1)(b) – sworn evidence	1	1	**1**
S31(1)(c) – owner admitted in writing	1	0	**0**
Total Dangerous Dogs in District	**2**	**1**	**1**

Dogs classified as Menacing (Section 33A & 33C)			
	2022/2023	2023/2024	**2024/2025**
Menacing by Breed S33C	89	84	77
Menacing by Deed S33A	53	57	47
Total Menacing Dogs in District	**142**	**141**	**124**

Total Disqualified/Probationary Dog Owners			
	2022/2023	2023/2024	**2024/2025**
Disqualified Owners	1	2	**3**
Probationary Owners	0	1	**5**

Impounding & Rehoming			
	2022/2023	2023/2024	**2024/2025**
Dogs Returned to Owner	189	150	**113**
Dogs rehomed directly from the Council #	8	15	**0**
Registered with other Council & returned	4	3	**1**
Dogs Signed over to Rescue Org/SPCA	5	8	**35**
Dogs Euthanised	26	9	**14**
Alive & in pound	2	2	**3**
Total Dogs Impounded	**234**	**187**	**166**

Requests for Service – Reactive Response			
Category	2022/2023	2023/2024	**2024/2025**
Roaming dog++	410	347	**238**
Barking or Howling	341	287	**269**
Pick up contained dog++	261	238	**157**
Aggressive behaviour towards people (rushing)	67	52	**60**
Dog attack on other animals (stock, poultry, domestic animals)	37	58	**31**
Dog attack on people	28	21	**27**
Worrying stock	2	2	**3**
Bylaw breach	9	5	**2**
Roaming stock**	50	105	**67**
Welfare	36	17	**24**
Police/SPCA assistance	4	3	**4**
Relinquish dog	13	14	**7**
Deceased dogs	9	12	**1**
Unsociable behaviour on private property	24	22	**21**
Total Reactive RFS Received	**1,291**	**1,183**	**910**

#Due to a procedural change, all dogs deemed rehomeable are now rehomed through either Rescue Organisations or SPCA.

**Animal Services Officers deal with roaming stock under the Bylaws part of their work. This is recorded under General Inspectorate work but has been included in this report to show the variety of tasks assigned to the officers

++ It is thought/assumed that there have been less calls for contained/roaming dogs due to members of the public posting on facebook about roaming or contained dogs rather than contacting Animal Services.

Requests for Service – Proactive Work			
Category	2022/2023	2023/2024	**2024/2025**
Unregistered dogs	299	160	**110**
Property Inspections/ RDO's/Permits	51	119	**94**
Microchipping	46	52	**58**
Poo Bins – empty/refill bag dispenser	12	43	**30**
Leash control/fouling	5	10	**11**
Safe Custody	1	0	**1**
Total Proactive Tasks	**413**	**384**	**304**

Requests for Service - Other			
Category	2022/2023	2023/2024	**2024/2025**
Lost dogs	189	166	**141**
Other Administrative work (not specified by category)	154	206	**263**
Total Other Tasks	**343**	**372**	**404**

Requests for Service Total			
Category	2022/2023	2023/2024	**2024/2025**
Total	2047	1939	**1678**

Infringement Notices Issued			2023-2024	2024-2025
Section	Description of Offence	Fee	Issued	Issued
19(2)	Failure or refusal to supply information or wilfully providing false particulars	$750	2	**0**
20(5)	Failure to comply with any bylaw	$300	3	**1**
28(5)	Failure to comply with effects of disqualification	$750	0	**2**
33EC(1)	Failure to comply with effects of classification of dog as menacing dog	$300	22	**15**
36A(6)	Failure to implant microchip transponder in dog	$300	4	**0**
42	Failure to register dog	$300	377	**339**
49(4)	Failure to advise change of address	$100	0	**3**
52A	Failure to keep dog controlled or confined	$200	28	**41**
53(1)	Failure to keep dog under control	$200	2	**1**
54(2)	Failure to provide proper care and attention, to supply proper and sufficient food, water, and shelter, and to provide adequate exercise	$300	0	**1**
55(7)	Failure to comply with barking dog abatement notice	$200	1	**0**
Total Infringements Issued			**439**	**403**

ATTACHMENTS

Nil

7.3 ADOPTION OF THE WAIRARAPA CONSOLIDATED BYLAW NGĀ TURE Ā-ROHE TŌPU O WAIRARAPA

File Number:

Author: **Angela Yeoman, Policy Manager**

Authoriser: **Maseina Koneferenisi, Acting Chief Executive**

PURPOSE

The purpose of this report is to seek Council adoption of eight Parts of Ngā Ture ā-Rohe Tōpu o Wairarapa: the Wairarapa Consolidated Bylaw 2025.

EXECUTIVE SUMMARY

Council adoption is sought of eight Parts of the Wairarapa Consolidated Bylaw 2025 under the Local Government Act 2002 (LGA) (Attachment 1 refers).

Originally, all eleven Parts – including three water-related Parts - were reviewed, consulted on, and were deliberated on. Since then, the Local Government (Water Services) Act 2025 (LGWSA) came into force. Water-related bylaws are now required to be made under the LGWSA. A water-related bylaw made under the LGA after the new Act came into force on 27 August 2025 could not legally be enforced.

For that reason, the three water-related bylaws have been withdrawn from consideration in this Adoption Report and from the Wairarapa Consolidated Bylaw 2025 in Attachment 1.

Review

The Masterton, Carterton and South Wairarapa District Councils (the Wairarapa District Councils) carried out a joint review of the eleven Parts of the Wairarapa Consolidated Bylaw 2019.

The Bylaw aims to minimise and mitigate risk relating to health and safety, nuisance, and offensive behaviour in our districts. In addition, it works to protect specified council infrastructure and activity.

In April 2024, the respective councils delegated authority to the Wairarapa Policy Working Group (the Working Group) to support the review, consider the submissions from the public consultation, and to make a recommendation back to the Wairarapa District Councils.

Deliberations

The Working Group supports the adoption of the Wairarapa Consolidated Bylaw 2025. In arriving at this decision at its Deliberation meeting on 19 August 2025, the Working Group took into account:

a. Wide consultation on a proposed Wairarapa Consolidated Bylaw (P-WCB).

b. Submissions (written and oral) received on the P-WCB.

c. Further analysis, information, and advice provided by officers.

Attachment 2 provides the minutes of the Working Group's Deliberations meeting.

Council determined at its 14 May meeting that, in accordance with sections 155(1), 155(2)(a), and 155(2)(b) of the LGA:

- A bylaw is the most appropriate way of addressing the perceived problems.
- The draft Bylaw is the most appropriate form of bylaw.
- The draft Bylaw does not give rise to any implications under the NZBORA.

These determinations were reaffirmed by the Working Group at its 19 August Deliberation meeting.

If agreed by the Wairarapa District Councils, the Wairarapa Consolidated Bylaw 2025 will be publicly notified and come into force on 1 November 2025.

- The Carterton District Council adopted the eight-Part Wairarapa Consolidated Bylaw 2025 on 10 September 2025.
- The Masterton District Council is considering the Adoption Report on 24 September.
- The report will be considered at the South Wairarapa District Council meeting on 8 October.

RECOMMENDATIONS

That Council:

1. **agrees** to the Wairarapa Policy Working Group (Working Group) recommendation that:

   The Wairarapa District Councils adopt the Wairarapa Consolidated Bylaw 2025 and give public notice of the making of the Bylaw;

2. **notes** that the Working Group heard submissions on 14 August 2025 and undertook deliberations on 19 August 2025 with respect to the proposed Wairarapa Consolidated Bylaw;

3. **notes** that subject to adoption, the Wairarapa Consolidated Bylaw 2025 will come into force on 1 November 2025;

4. **notes** Carterton District Council adopted the Wairarapa Consolidated Bylaw 2025 on 10 September 2025; and

5. **notes** that the Wairarapa Consolidated Bylaw 2019 will no longer apply from the time when the Wairarapa Consolidated Bylaw 2025 comes into force.

CONTEXT

Regulatory requirements

The Wairarapa District Councils share a Wairarapa Consolidated Bylaw, made under sections 145 and 146 of the Local Government Act 2002 (LGA) and other relevant statutes.

The Wairarapa Consolidated Bylaw was originally adopted in 2019 and was the first Bylaw between all three councils. It was due for review by 26 June 2024 because the LGA requires it to be reviewed five years after it was first made. However, a two-year grace period is possible under section 160A of the LGA and was taken advantage of. The Bylaw will, therefore, automatically revoke on 26 June 2026 unless an amended bylaw is adopted.

The procedure for and nature of a bylaw review is set out in section 160 of the LGA. This requires councils to review a bylaw by making determinations required by s155 of the LGA. Sections 83, 86 and 156 of the LGA apply to the consultation process.

Consultation

The councils consulted with their communities on the P-WCB using the Special Consultative Procedure under the LGA. Consultation was open from 25 June to 25 July 2025 for ten of the Parts. Consultation on Part Eleven - Trade Waste of the Bylaw (Trade Waste Bylaw) - opened on 23 May 2025 and closed on 25 July 2025, to meet the requirements of section 148 of the LGA.

Relevant government ministers, current licence and permit holders, iwi, and other key stakeholders were all advised of the opportunity to have their say. Stakeholders which made comment on the Bylaw prior to formal consultation commencing were also invited to provide further comment during the consultation period.

A total of 55 submissions were received. Six submitters spoke in support of their submission at the Working Group's Hearing.

Deliberations

The Working Group undertook deliberations in August 2025, based on a Deliberations Report that can be found here. This report contains feedback from submitters, officer analysis and further investigations, and additional advice on options.

Fifty-eight percent of submitters said they would prefer for amendments to be made to the P-WCB. Officers, in general, agreed.

ANALYSIS AND ADVICE

The Wairarapa Consolidated Bylaw now contains eight parts. With respect to those eight parts in the P-WCB:

a. Two parts received no submissions, and officers recommended no amendments.

b. Three parts received submissions, but officers recommended no amendments.

c. Three other parts also received submissions. These resulted in officers recommending amendments to the P-WCB.

The conclusions of the Working Group, following discussion at the Deliberations meeting about the material provided in the Deliberations Report, are tabled below. More information can be found in the Minutes of that meeting, in Attachment 2.

Part		Responses from submitters, officers, and the Working Group
1	Introductory	• No submissions were received. • Officers recommended no amendments to the P-WCB. • **The Working Group agreed with officers.**
2	Public Places (including Parks and Reserves)	• Submitters disagreed with the proposal to remove controls on wheeled devices such as scooters and skateboards on footpaths in Masterton's shopping districts. • Officers agreed with the submitters and recommended amendments to the P-WCB in support of pedestrian safety. • **The Working Group agreed with officers about wheeled recreational devices**.

Part		Responses from submitters, officers, and the Working Group
		• Accessibility issues were noted with respect to footpaths crowded by sandwich boards and outdoor dining arrangements. NZTA Rules and District Plan restrictions were noted. Alternative signage options were also noted. • No amendments were recommended to the sections in this part of the P-WCB regarding footpath accessibility.
3	Sale of Goods in Public Places	• Submissions were received (both for and against) mobile traders and stalls at the Castlepoint and Riversdale Beaches. • Officers recommended no amendments to the P-WCB. • **The Working Group agreed with officers.**
4	Prevention of Nuisance or Health, and Safety Risk from Fire and Smoke	• No submissions were received. • Officers recommended no amendments to the P-WCB. • **The Working Group agreed with officers.**
5	Keeping of Animals Poultry and Bees	• Submissions focused on the keeping of cats, poultry and bees, as well as animal welfare. • Officers recommended no amendments to the P-WCB. • **The Working Group agreed with officers.** • It was noted that officers would survey residents about their willingness-to-pay for cat desexing, microchipping and enforcement, prior to the 2030 review of the Bylaw.
6	Traffic	**Schedule 2S, introducing a 10 km/hr speed limit on Riversdale and Castlepoint beaches**: • Staff advised that NZTA's Land Transport Rule: Setting Speed Limits 2024 removes the ability of councils to set speed limits via a bylaw. This proposal must be removed from the bylaw. • **The Working Group concurred.** • The Working Group also recommended improved signage and enforcement of existing speed limits - 25 km/hr at Castlepoint and 30 km/hr at Riversdale.
		Schedule 2T, introducing a vehicle ban along the beach at Castlepoint parallel to Jetty Road: the beach is designated a road under the Land Transport Act 1998 (LTA). • Officers advised that a more granular problem definition had emerged in relation to this proposal, primarily the lack of enforcement of speed limits and lawful driver behaviour. • A ban would have unintended public access impacts and be disproportionate with respect to the problem definition. • There is a question about the likely effectiveness of a ban that is not enforced, just as the current speed limit is not enforced. There are also practical difficulties relating to preventing vehicular access. **The Working Group did not support a vehicle ban on Castlepoint beach.** The Working Group recommended improved signage and

Part		Responses from submitters, officers, and the Working Group
		enforcement.
7	Cemeteries and Crematoria	• A submission was received relating to damaged monuments and road speed limits in the vicinity of cemeteries. • Officers recommended no amendments to the P-WCB. • **The Working Group agreed with officers.**
8	Beauty Therapy, Tattooing and Skin Piercing	• Submissions, including one from the NZ Institute of Environmental Health, identified a range of definitional and tidy-up issues with the proposed Bylaw that should be addressed. • Officers recommended and supported most of the amendments that were recommended. • **The Working Group agreed with officers**.

ADDRESSING THE WORKING GROUP'S PREFERENCE FOR SPEED LIMIT SIGNAGE AND ENFORCEMENT AT CASTLEPOINT AND RIVERSDALE BEACHES

Council officers are exploring the options for increasing and updating signage at Castlepoint and Riversdale beaches regarding lawful speed limits. This work will take place in the first year following the Bylaw being implemented.

As part of officers' regular discussions with NZ Police, enforcement issues are being raised, including the presence of police at Castlepoint and Riversdale beaches at peak times of the year.

The Council will remind the public about lawful speed limits on beaches in its community updates throughout the peak summer period. It will also publicise the correct channels to raise issues with NZ Police. These are:

- *555 for urgent (but not life-threatening) driving incidents like speeding or dangerous driving.
- 105 (known as Ten-Five) for non-emergency situations such as stolen vehicles and vandalism.
- 111 for life threatening situations.

OPTIONS

This report recommends that the Council agrees with the Working Group's recommendation to adopt the Wairarapa Consolidated Bylaw 2025. Other options are also available to the Council. A summary of the implications of the options is included overpage.

Options		Advantages	Disadvantages
1.	Agree with the Working Group's recommendation to adopt the Wairarapa Consolidated Bylaw 2025.	This option takes into consideration the balance of submitter feedback and incorporates relevant legislative and administrative updates that are necessary to ensure all parts of the Bylaw are effective and compliant. It also focuses on information and education as the primary means	It will take time to effect a change in community behaviours through the introduction of more (and better) signage, communications, and better enforcement, such as in Part Six Traffic. This may frustrate some of the submitters who sought more

Options		Advantages	Disadvantages
		of influencing public behaviours, while moving toward improved enforcement.	restrictive controls.
2.	Propose additional amendments to the Bylaw.	This option may receive support from a small number of submitters who preferred further or different amendments.	Depending on the extent of the proposed changes, this may trigger further consultation and delay the adoption of the Bylaw.
3.	Don't adopt the Bylaw.	Reduction in Council's enforcement requirements.	There will be no authority to enforce behaviour and safety risk mitigation measures.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

The Bylaw review has been undertaken to comply with the requirements of the LGA, as outlined in the Context section of this report.

Section 155 of the LGA requires councils to determine whether a bylaw is the most appropriate way of addressing the perceived problem and if it gives rise to any issues under the New Zealand Bill of Rights Act 1990 (NZBORA). Council determined at its 14 May meeting that, in accordance with sections 155(1), 155(2)(a), and 155(2)(b) of the LGA:

- A bylaw is the most appropriate way of addressing the perceived problems.
- The draft Bylaw is the most appropriate form of bylaw.
- The draft Bylaw does not give rise to any implications under the NZBORA.

Amendments to the Bylaw following consultation do not give rise to any further implications under the NZBORA.

Several government Ministers are legally required to be informed of bylaws made. With respect to the Wairarapa Consolidated Bylaw 2025:

a. **Part Six: Traffic** will be provided to the Minister of Land Transport, as required under section 22AB of the LTA, following adoption by the Wairarapa District Councils.

b. The Bylaw, including **Part Two: Public Places** (including Parks and Reserves), has been approved by the Minister of Conservation as required by section 108 of the Reserves Act 1977 (no bylaw relevant to this Act can take effect unless it is approved by this Minister).

Significance, Engagement and Consultation

The consultation process met the requirements of the LGA which includes preparing and adopting a Statement of Proposal, making information available and providing an opportunity for people to present their views, as outlined in the Context section of this report.

Financial Considerations

The budget for the review is split across the Wairarapa District Councils according to the Wairarapa Shared Services Funding Policy, under the 'joint policy development' activity. The cost

allocation is 52 percent Masterton District Council, 20 percent Carterton District Council and 28 percent South Wairarapa District Council. Costs have been met from within existing budgets.

The enforcement of much of the Bylaw is through councils' respective Environmental Health, Roading, Facilities and Open Spaces, and Three Waters teams, and will be met from within existing baselines. Part Six of the Bylaw, relating to traffic, involves enforcement from the NZ Police.

Implications for Māori

Māori make up 22.6 percent of the population of Masterton, 14.1 percent in Carterton and 15.4 percent in South Wairarapa (Census 2023).

Promoting health and safety and protecting the community from nuisance and offensive behaviour is a key aim of the proposed bylaw, including for our Māori communities.

Part Eight: Beauty Therapy Tattooing and Skin Piercing of the bylaw also recognises tikanga and we have proposed an exemption for tā moko from this part. Tā moko is considered a taonga or cultural treasure. Article 2 of Te Tiriti o Waitangi protects Māori rangatiratanga over taonga and tā moko has been excluded from the scope of several councils' bylaws.

Tā moko practitioners are encouraged to consider the minimum standards in Part Eight and the Ministry of Health's 2010 Customary Tattooing Guidelines for Operators and other available guidance instead.

The opportunity to provide feedback on the bylaw was promoted to iwi and Māori health providers. We will also provide notification of the final bylaw. Whakamāori, translations to te reo Māori, are provided for the titles and headings of each part of the Bylaw. Only six submitters identified as Māori, accounting for 11 percent of the submissions received.

Communications/Engagement Plan

Following adoption, the Bylaw will be published on each council website and notification will be sent to the submitters, licence holders and stakeholders previously informed of the consultation.

Councils must also keep copies of the Bylaw at their council offices, make them available for public inspection during office hours (without fee), and supply a person a copy upon request on payment of a reasonable fee.

Environmental/Climate Change Impact and Considerations

There are no environmental or climate change impacts or considerations resulting from the Wairarapa Consolidated Bylaw 2025.

NEXT STEPS

The proposed timeframes for the Wairarapa Consolidated Bylaw 2025's adoption, public notice, and enactment, are tabled below.

Timeframes for the adoption of the Wairarapa Consolidated Bylaw 2025	
Council approvals of the Wairarapa Consolidated Bylaw 2025.	10 September 2025 (Carterton - approved) 24 September 2025 (Masterton) 8 October 2025 (South Wairarapa)
Part Six: Traffic of the Bylaw will be provided to the	9 October 2025

Timeframes for the adoption of the Wairarapa Consolidated Bylaw 2025	
Minister of Land Transport. Masterton Traffic Schedule will be updated to reflect changes.	
Public Notification.	15 October 2025
Wairarapa Consolidated Bylaw 2025 comes into force.	1 November 2025
Following adoption by all three councils, the Communications/Engagement Plan noted above will be actioned.	
The enforcement action plan noted in this report will be implemented.	

The next review of the Wairarapa Consolidated Bylaw is required in five years' time, in accordance with the LGA.

Three former parts of the Bylaw - Water Supply, Wastewater, and Trade Waste - will now be reviewed under the LGWSA. Depending on negotiations and timeframes, these three Parts may become a Wairarapa + Tararua Consolidated Water Services Bylaw to support the joint Water Services entity.

The LGWSA requires territorial authorities to initially review their water-related bylaws within two years of the Act receiving royal assent, with the bylaws to be amended, replaced, or revoked and replaced within another three years (sections 263 (3) and (6)(b) apply).

ATTACHMENTS

1. **Wairarapa Consolidated Bylaw Parts One to Eight (under separate cover)**
2. **Wairarapa Policy Working Group Deliberations Meeting Minutes 19 August 2025** ⇩

WAIRARAPA POLICY WORKING GROUP DELIBERATIONS ON THE WAIRARAPA CONSOLIDATED BYLAW HELD AT THE WAIRARAPA EVENTS CENTRE ON THURSDAY 19 AUGUST 2025 3:30PM

PRESENT

Councillor Robyn Cherry-Campbell (Chair, CDC), Deputy Mayor Steve Cretney (CDC), Deputy Mayor Melissa Sadler-Futter (SWDC), Councillor Tim Nelson (MDC via Teams) and Councillor Craig Bowyer (MDC).

IN ATTENDANCE

MDC Karen Yates (General Manager, Strategy and Development), Angela Yeoman (Policy Manager), Sophie Bradley (Senior Policy Advisor), SWDC Nicki Ansell (Projects and Policy Lead), and CDC Solitaire Roberston (Planning and Regulatory Services Manager).

KARAKIA TIMATANGA

The meeting opened with a karakia.

CONFLICTS OF INTEREST

No conflicts of interest were declared.

APOLOGIES

Moved by Councillor Cherry-Campbell

That the Wairarapa Policy Working Group accepts the apologies for non-attendance from Councillor Martin Bosley (SWDC).

Seconded by Deputy Mayor Cretney

CARRIED

CONFIRMATION OF THE MINUTES OF THE WAIRARAPA POLICY WORKING GROUP HEARING HELD ON 14 AUGUST 2025

The Chair noted that the SPCA and Forest and Bird provided their reference documents to the Wairarapa Policy Working Group (the Working Group), following the Hearing. These will be attached to the minutes as Attachments 1, 2, and 3.

Moved by Councillor Bowyer

That the Minutes of Wairarapa Policy Working Group Hearing held on14 August 2025 be received and confirmed as an accurate record of that meeting.

Seconded Deputy Mayor Cretney

CARRIED

Unconfirmed

ITEMS ARISING FROM THE MINUTES

Councillor Nelson noted, in response to the comments from the Chair in the Minutes, that he had regularly attended meetings. He noted that his job dictates his availability, and he finds it hard to attend meetings outside of Wednesday. Additional meetings outside this time means he must take leave without pay. He noted that he has met with Masterton District Council staff to discuss items that are before the Working Group.

The Chair acknowledged and thanked Councillor Nelson's for his comments. The Chair noted that they are aware that Councillor Nelson has met with staff. It was more the fact that Councillor Nelson has not able to participate in the discussions between Working Group members at meetings and that Councillor Nelson not being present and part of that, proved a little challenging.

WAIRARAPA CONSOLIDATED BYLAW DELIBERATIONS REPORT

Policy Manager for Masterton District Council, Angela Yeoman, presented the report to the Wairarapa Policy Working Group (the Working Group).

Discussion on the Wairarapa Consolidated Bylaw

Part	Working Group Deliberations and Officer Responses
Part One: Introductory	There were no comments or discussion on this part.
Part Two: Public Places (including Parks and Reserves)	The Chair noted that this is a Part of the Wairarapa Consolidated Bylaw (the Bylaw) where changes are proposed by officers. **Signage** A question was raised whether there is a limit on the number of signs that can be placed outside a business, and whether restrictions on the number were made under the District Plan or the Bylaw, or both. There was also a question about whether the District Plan or the Bylaw takes precedence. *Officers responded that the volume of signs is controlled through the District Plan. It limits total base area and signs per site.* *The Bylaw says all the requirements under the District Plan must be met before the requirements in the Bylaw apply.* *The Bylaw controls the accessibility of footpaths for pedestrians, including those with pushchairs and mobility scooters.* It was noted that, picking up on submitter feedback, not all footpaths allow for a clear two-metre of space between sandwich boards and the shops, but that signage is critical for attracting trade. The Working Group considered its level of comfort with two meters of accessible space and noted one submitter suggested 1.5 meters. *Officers responded that the NZTA Pedestrian Network Guidance, updated on 1 February 2025, provides a table of minimum 'through routes' on footpaths. The minimum 'through route' is 1.8 meters and the maximum is 3+* *meters.* *Officers also noted that business owners will still be able to advertise in other ways on their buildings, this is just restricting the footpath space.*

unconfirmed

Part	Working Group Deliberations and Officer Responses
Part Two (continued)	A question was also asked about how the councils enforce a restriction on a shop owner in relation to sandwich board signs. *Officers responded that because they do not have the resources to monitor compliance with signage requirements, action is only taken if a complaint is received from the public.* **Wheeled recreational devices in Masterton's CBD and the Kuripuni shopping area** The Working Group agreed with the officers' recommendation to take onboard submitter feedback and maintain a prohibition for skateboards and scooters on footpaths in Masterton shopping areas.
Part Three: Sale of Goods in Public Places	There were no comments or discussion on this Part.
Part Four: Prevention of Nuisance or Health and Safety Risk from Fire and Smoke	There were no comments or discussion on this Part.
Part Five: Keeping of Animals, Poultry and Bees	**Restrictions on cats** The Chair noted the robust submissions received from the SPCA and Forest and Bird with respect to this Part, and that staff are recommending no changes. The Working Group asked why officers recommend 'no change' to the proposed Bylaw, given the passionate submissions about the need for control over cats. *Officers responded that councils are taking a measured approach to introducing desexing and microchipping restrictions, with only 14 of the 67 councils so far taking up this option.* *With respect to the Wairarapa region, introducing and enforcing these measures would ultimately cost ratepayers. While organisations have put their case to the councils, residents are yet to be heard about their willingness-to-pay (and how costs should be met) for desexing and microchipping requirements and enforcement.* *Officers proposed to survey residents prior to the next Bylaw review (in five years) to support councils to make evidence-based decisions.* The Working Group agreed that councils needed to explore and consider the costs to their councils and communities and whether this is a path the community wants their councils to take. Starting a conversation about the issue and progressing on a decision-making journey with residents would ensure councils get it right. The fact that the Bylaw already constrains the number of cats per property was also noted.

Unconfirmed

Part	Working Group Deliberations and Officer Responses
Part Six: Traffic	The Chair noted that this is a Part in the Bylaw where officers propose changes following submitter feedback and new information. **Speed limits on Castlepoint and Riversdale beaches** The Working Group noted that there have been changes to legislation with respect to the powers of Council and asked if the entire proposal around speed limits on the beaches needed to be removed from the Bylaw. *Officers responded that the speed limit proposals must be removed from the Bylaw. A 2024 NZTA Rule prohibits territorial authorities from making speed limits on local roads via a bylaw.* *Officers said that there is an option of changing speed limits by working with the NZTA. This route would involve another consultation round, a cost benefit analysis, and the approval of the Director of Land Transport.* *Officers noted, however, that even the submissions that supported a lower speed limit, thought that 10km was too low and suggested 20km or 30km instead.* *However, the current speed limits are already 25km/hr (Castlepoint)and 30km (Riversdale). The value of the NZTA route in this instance is, therefore, doubtful. The costs would outweigh the benefits. Officers do not recommend the NZTA speed limit-making option.* **Beach access and speed restrictions vs signage, and enforcement** *Officers said that the problem definition regarding Castlepoint and Riversdale beaches is one of lack of enforcement of rules. Beaches are roads and so all road rules apply.* The Working Group asked about the signage and enforcement currently available at the beaches to help mitigate bad driver behaviour. *Officers referred to Attachment 2 of the Deliberations Report, which contained images of the access ways at Castlepoint. One access way contains a speed limit sign, while the other accessways do not.* *There is no signage along Castlepoint beach to remind drivers of speed and behaviour requirements or providing NZ Police hot line numbers for reporting bad behaviour.* *Officers also noted that there is even less signage at Riversdale beach, with the speed limit painted on the road but with nothing on the beach.* *There is an opportunity to improve signage at both beaches.* *There is also an opportunity to improve enforcement at peak times of the year.* The Chair noted that staff proposed to talk to NZ Police about the increased enforcement at specific times because the examples of incidents that were used during the hearings occurred over the Christmas period. That would be a proactive way to address this. In general, the Working Group supported increased enforcement and better signage in relation to Castlepoint and Riversdale beaches rather than bylaw restrictions relating to speed or access.

Unconfirmed

Part	Working Group Deliberations and Officer Responses
Part Six (continued)	**Stopping, standing and parking** The Working Group discussed the submission focused on the lack of off-street parking options in Cashmere Oaks. *Officers noted that central government's National Policy Statement on Urban Development directs councils to allow subdivisions to be approved without needing on-road parking. This would be something to raise with central government.*
Part Seven: Cemeteries and Crematoria	There were no comments or discussion on this Part.
Part Eight: Beauty Therapy, Tattooing and Skin Piercing	The Chair noted that this is a Part where the officers propose many changes based on the submissions received. The Working Group said the quality and thoroughness of the submissions in relation to this Part were outstanding. It was agreed to accept the proposed amendments related to language, definitions and consistency, and regulatory accuracy.
Part Nine: Water Supply	There were no comments or discussion on this Part.
Part Ten: Wastewater	There were no comments or discussion on this Part.

General Discussion

Deputy Mayor Sadler-Futter noted that, for those joining the process at this stage, the Working Group had previously approved the Bylaw prior to its release for consultation. She explained that the limited number of questions being raised now reflects the Working Group earlier discussions and comfort with the content. Furthermore, as there has not been significant feedback on these sections during consultation, the Working Group remains confident in its position. Deputy Mayor Sadler-Futter also highlighted that it is useful to remind the public that the process has been extensive and thorough.

No further comments or questions on the Bylaw were made. Councillor Bowyer asked the Working Group to confirm it is approving Option 2 from the Deliberations report (relating to the adoption of an amended Bylaw). Officers confirmed recommendation six is Option 2 from the report.

Unconfirmed

RECOMMENDATIONS FROM THE REPORT

Moved by Deputy Mayor Sadler-Futter

That the Wairarapa Policy Working Group:

1. **notes** it has been provided with the full set of submissions as part of the Hearings Report.
2. **considers** the community feedback received and advice from staff.
3. **determines** that in accordance with section 155 of the Local Government Act 2002 (the LGA), a bylaw is the most appropriate way of addressing the perceived problem.
4. **determines** that in accordance with section 155(2)(a) of the LGA the proposed bylaw is the most appropriate form of bylaw.
5. **determines** that in accordance with section 155(2)(b) of the LGA the bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 1990.
6. **recommends** the Wairarapa District Councils adopt the proposed Wairarapa Consolidated Bylaw (Attachment 1) and gives public notice of the making of the bylaw.
7. **notes** that subject to adoption, the Wairarapa Consolidated Bylaw will come into force on 1 October 2025.
8. **notes** that the Wairarapa Consolidated Bylaw 2019 will no longer apply from the time when the Wairarapa Consolidated Bylaw 2025 comes into force.

Seconded by Councillor Bowyer

CARRIED

The Chair noted additional recommendations were required because the Working Group is unlikely to meet again prior to the elections and it does not have any further meetings scheduled.

Moved by Councillor Cherry- Campbell

That the Wairarapa Policy Working Group:

9. **notes** the minutes of this meeting will be circulated to the Wairarapa Policy Working Group for review;
10. **agrees** for the Chair to approve the minutes following the meeting.

Seconded Deputy Mayor Cretney

CARRIED

The Chair noted the Wairarapa Consolidated Bylaw will go to each council for adoption, firstly SWDC and CDC on 10 September and MDC on 17 September.

Wairarapa Policy Working Group members are encouraged to discuss the Bylaw with their colleagues and answer any questions they may have.

KARAKIA WHAKAMUTUNGA

The meeting closed with a karakia.

The meeting closed at 4:12pm

Unconfirmed

7.4 DELEGATIONS DURING THE INTERIM ELECTION PERIOD

File Number:

Author: **Harriet Kennedy, Governance Team Leader**

Authoriser: **Kym Fell, Chief Executive**

PURPOSE

This report requests Council delegate its responsibilities, duties and powers (except for those powers that cannot be delegated) to the Chief Executive from the time the initial election results are announced on 11 October 2025 until the new Council is sworn in at the inaugural meeting scheduled for 28 October 2025.

EXECUTIVE SUMMARY

Candidates elected to Council following the 2025 election come into office the day after the official results of the election are publicly notified (expected to be 16 October 2025 although could be earlier), however, the Local Government Act (LGA) provides that they cannot act in their capacity as members until they have made their declaration at the Inaugural Council meeting. Members will make their declarations at the ceremonial part of the Inaugural Meeting scheduled for the afternoon of 28 October 2025. As a result, there is an interim period between 17 October (or earlier) and 28 October 2025 where neither the outgoing members, whose term ends when the newly elected members come into office, and the newly elected members can act in their capacity as members of the Council.

Although current elected members can still act as members until the day after the official results are notified, to provide certainty and remove the need to call a meeting of current members after the election if an urgent decision was required, Council's agreement to delegation to the Chief Executive for the period from the announcement of the initial results on election day to the day newly elected members make their declarations, is sought.

RECOMMENDATIONS

That Council

1. **delegates** all responsibilities, duties and powers except those set out in paragraphs (a) to (h) of clause 32(1) of Schedule 7 of the Local Government Act 2002, to the Chief Executive, for the period from the receipt of the initial election results on 11 October 2025 until the newly elected members have made their declarations at the inaugural Council meeting scheduled for 28 October 2025, subject to the following conditions:

    (a) The Mayor-elect must be consulted regarding any decisions;

    (b) The delegation may only be used to attend to urgent matters that cannot reasonably wait until the first meeting of the new Council;

    (c) Any decisions made will be reported to the first meeting of the new Council.

CONTEXT

Under the Local Electoral Act 2001 (sections 86, 115 and 116) the official results of the election must be publicly notified. The current Council may still act in their capacity as members up until the time of that public notice, although it is unlikely that any Council meetings would be called in that period.

Candidates that are declared elected in the 2025 local elections come into office the day after the public notice. However, under Clause 14 of Schedule 7 of the Local Government Act 2002, they cannot act in their capacity as members until they have made the necessary declaration at the Inaugural Council meeting.

The outgoing Council (including any members that are re-elected) vacate their positions at the same time that the newly elected members come into office.

As a result, there is an interim period where neither the outgoing nor the incoming elected members can act in their capacity as members of the Council.

Prior to the 2016, 2019 and 2022 elections, Council delegated authority to the Chief Executive to allow business to continue in the interim election period, however, the delegation did not need to be exercised.

ANALYSIS AND ADVICE

Electionz.com have advised that official election results are expected to be available by Thursday 16 October 2025 and will be publicly notified as soon as practicable after they are available. The part of the Inaugural Council meeting where elected members make their declarations is scheduled for the afternoon of Tuesday 28 October 2025.

If an urgent decision was required between 11 October (when initial election results are announced) and the day of the inaugural meeting (28 October 2025), this would require either:

- An extraordinary or emergency meeting of the current Council (if prior to the public notice); or
- The inaugural meeting to be brought forward.

Either option could present challenges, for example if elected members weren't available.

To ensure the effective and efficient conduct of the Council's business during the interim election period, it is recommended that all responsibilities, duties and powers of the Council (except those which can't be delegated set out in paragraphs (a) to (h) of clause 32(1) of Schedule 7 of the Local Government Act 2002) be delegated to the Chief Executive for a period from 11 October 2025, when the initial election results are received, to 28 October 2025 when the newly elected members make their formal declarations (see Attachment 1 for the relevant legislative provisions).

The delegation proposed for this period is over and above the existing delegations to the Chief Executive.

Although current elected members remain in office up to the time of the public notice, delegation from 11 to 28 October provides a fixed period, as the date of the public notice is uncertain as it is dependent on the final election result being confirmed, and removes the need to call an extraordinary meeting, or to bring forward the inaugural meeting, should an urgent decision be required.

It is also recommended that the delegation is subject to a number of requirements:

1. That the Chief Executive may only act after consultation with the person who has been elected as Mayor.
2. That the Chief Executive may only attend to those matters that cannot reasonably wait until the first meeting of the new Council.
3. That the Chief Executive is required to report any decisions to the first meeting of the new Council.

The key risk associated with such a delegation to the Chief Executive is that the new Council disagrees with a decision made and seeks to overturn it at a later date. This risk is considered low given:

- the time period is short and therefore the potential for something urgent to arise is limited and
- the conditions that are proposed limit the exercise of the delegation.

The alternatives are to put a delegation in place for a shorter period (from the date following the public notice of the election results) or to not provide any delegation to the Chief Executive at all. Although the risk of an urgent decision being required in the absence of delegation is also low due to the limited time period, it is recommended that the delegation is put in place. This ensures Council is covered if an urgent decision is required.

OPTIONS CONSIDERED

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

Option		Advantages	Disadvantages
1	Delegate authority to the Chief Executive during the interim period from 11 October to the inaugural meeting scheduled for 28 October, subject to conditions	The effective and efficient conduct of Council business continues as any urgent decisions required can be made.	The new Council may not agree with the decisions made and may overturn decisions at a later date
2	Delegate authority to the Chief Executive during the interim period from the date after the public notice of the election results, (expected to be 17 October) to 28 October, subject to conditions	The effective and efficient conduct of Council business continues as any urgent decisions required can be made. The delegation will be in place for a shorter period If any urgent Council decision is needed before the public notice of the election results, the	There will be a period between 11 October and when the final election result is publicly notified that will require an extraordinary or emergency meeting of the current Council to be called if an urgent decision is required. The new Council may not

		current elected members will be able to make that decision.	agree with any decision made before they make their declarations and may seek to overturn at a later date
2	Do not delegate authority to the Chief Executive in the interim period	There is no potential for the Chief Executive to make decisions the new Council might disagree with If any urgent Council decision is needed before the public notice of the election results, the current elected members will be able to make that decision.	If an urgent decision is required and the inaugural meeting needs to be brought forward for councillors to make their declarations, members might not be available. Council may not be able to undertake its business during the period from the public notice of the official election result through until the first meeting of the new Council. There may be financial implications if Council is unable to fulfil a prior obligation or an opportunity is lost in the period between the declaration of results and the inaugural meeting.

RECOMMENDED OPTION

Option 1 is recommended. This ensures that if an urgent decision is required the effective and efficient conduct of Council business can continue in the period from 11 to 28 October 2025. Any risk associated with the delegation is considered low as the time period is short and therefore the potential for something urgent to arise is limited and the conditions that are proposed limit the exercise of the delegation.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

The provisions of the Local Government Act and Local Electoral Act limit the ability of existing and newly elected members to act during the interim election period, making it necessary to delegate powers to the Chief Executive to ensure urgent decisions can be made if required.

A decision to delegate will enable Council's achievement of its strategic and policy outcomes if an urgent matter requiring decision before the first Council meeting of the triennium arises.

Significance, Engagement and Consultation

The decision to delegate powers to the Chief Executive during the interim election period is not significant in terms of Council's Significance and Engagement Policy. However, it is noted that any decision contemplated under the delegation will require the same assessment to be undertaken.

Financial Considerations

The decision to delegate to the Chief Executive has no financial considerations, however if Council decided not to provide for delegation to the Chief Executive, the inability to make an urgent decision in the interim election period could potentially have financial implications for Council. For example, if an opportunity is lost or Council is unable to fulfil a prior obligation.

Implications for Māori

The recommended option has no additional implications for Māori.

Communications/Engagement Plan

Due to the nature of the decision and the assessment of significance, no communications or engagement are necessary.

Environmental/Climate Change Impact and Considerations

The recommended option has no environmental or climate change impact or considerations.

ATTACHMENTS

1. Relevant Provisions of the Local Government Act 2002 and Local Electoral Act 2001 ⇩

Relevant Legislation under Local Government Act 2002 and Local Electoral Act2001

LOCAL GOVERNMENT ACT 2002

Clause 14 of Schedule 7 - Declaration by member

1. A person may not act as a member of a local authority until—

that person has, at a meeting of the local authority following the election of that person, made an oral declaration in the form set out in subclause (3); and

a written version of the declaration has been attested as provided under subclause (2).

2. The written declaration must be signed by the member and witnessed by—

   (a) the chairperson; or

   (b) the mayor; or

   (c) a member of the local authority; or

   (d) the chief executive of the local authority; or

   (e) in the absence of the chief executive, some other officer appointed by the chief executive.

3. The form of the declaration must consist of the following elements:

"Declaration by mayor or chairperson or member

"I, AB, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of [*region or district*], the powers, authorities, and duties vested in, or imposed upon, me as [*mayor or chairperson or member*] of the [*local authority*] by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act

"Dated at [*place, date*]

"Signature:

"Signed in the presence of:

"CD, [*mayor or chairperson or member or chief executive of local authority*]".

Clause 32(1) of Schedule 7

Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except—

   (a) the power to make a rate; or

the power to make a bylaw; or

the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or

the power to adopt a long-term plan, annual plan, or annual report; or

the power to appoint a chief executive; or

the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement.

Repealed

the power to adopt a remuneration and employment policy.

LOCAL ELECTORAL ACT 2001

Section 86 – Declaration of Result

The electoral officer conducting an election or poll must give public notice declaring the official result of the election or poll in the prescribed manner as soon as practicable after—

(a) Repealed.

(b) the validity of all special votes has been determined; and

(c) all valid votes have been counted.

Section 115 - When members come into office

Candidates at a triennial general election who are declared to be elected come into office on the day after the day on which the official result of the election is declared by public notice under section 86.

Section 116 - When members leave office

1. Every member of a local authority or community board, unless vacating office sooner, vacates office,—

   (a) in a case where the member's office is the subject of an election, when the members elected at the next election come into office:

in a case where provision is made by any enactment to fill a vacancy by appointment, when the member's successor comes into office.

2. Despite subsection (1) (a), if a member's office is the subject of an election, and neither the member nor any other person is elected at the election to that office, the member vacates office at the same time as any other member of the local authority who is not re-elected at the election]

7.5 LOCAL WATER DONE WELL - COMPANY CONSTITUTION AND SHAREHOLDERS' AGREEMENT

File Number:

Authoriser: **Maseina Koneferenisi, Acting Chief Executive**

PURPOSE

This paper seeks the Council's approval of the Constitution and Shareholders' Agreement for Wairarapa Tararua Water Limited (the working name for the regional Water Services Organisation)

EXECUTIVE SUMMARY

Councils have previously adopted Water Services Delivery Plans (WSDPs) on 20 August confirming their commitment to the establishment of a regional water services organisation. These plans were submitted to the Department of Internal Affairs (DIA) on 29 August 2025 and are currently being assessed by the DIA assessment panel.

The establishment of the water services organisation is now proceeding in two major stages – legal establishment will be achieved by 1 July 2026, and the company will be operational, providing water services to the community by 1 July 2027.

The first step in the legal establishment of the water services organisation is to finalise the company's governing documentation – the company Constitution and Shareholders' Agreement. The substance of these documents has been previously agreed by the Councils and iwi and the attached documents have been drafted in accordance with these previous agreements.

This paper seeks the Council's agreement to these governing documents.

RECOMMENDATIONS

That Council:

1. Approve the attached Constitution and Shareholders' Agreement for the Wairarapa Tararua Water Services Organisation
2. Note as the next step in the transition to the Water Services Organisation, the Council will be required to appoint a representative to the Stakeholder Forum in October/November 2025
3. Delegate to the Chief Executive and the Council's appointed member of the Stakeholders' Forum the authorisation to agree any required final, non-material changes to the Constitution and Shareholders' Agreement prior to signing and the Company's incorporation
4. Note the Chief Executive will report back to Council on any changes made under this delegation.

CONTEXT

In March and April 2025, the Council consulted with the community on options for the future of water services delivery in the district. The Council consulted on two options – the establishment of a Wairarapa Tararua Water Services Organisation (WSO) or a form of the status quo delivery model.

Community feedback strongly supported the Wairarapa Tararua model, with 60% of submitters indicating a preference for this option. Based on this feedback, the Council resolved on 9 July 2025 to proceed with establishing a Wairarapa Tararua WSO, working with South Wairarapa, Carterton and Tararua District Councils.

Following the completion of consultation, the four Councils and two iwi worked together to prepare WSDPs and agree key terms relating to the governance and commercial arrangements for the new entity. These WSDPs and a Commitment Agreement were adopted by the Council on 20 August 2025 and submitted to DIA on 29 August 2025.

The WSDPs set out the high-level implementation and transition plan for the entity and this is summarised in Table 1 below. Council have previously agreed that the water services organisation will be legally established by 1 July 2026 and operational by 1 July 2027.

Table 1: Water Services Organisation establishment and transition plan

Programme stage	Key deliverables and milestones	Estimated timing
Stage 1: Legal establishment The purpose of this stage is to complete the legal incorporation of the company and get the company's governance structures in place	• WSDP approved by DIA • Complete Constitution and Shareholders' Agreement • Appoint Stakeholders' Forum • Plan operational transition • Complete initial Director recruitment • Complete legal incorporation	• Nov 2025 • Oct 2025 • Nov 2025 • Dec 2025 • Mar 2026 • Mar 2026
Stage 2: Operational transition The purpose of this stage is to set up all the necessary operational requirements for the company and complete the transfer of services, assets, debt and all other water-related operations from the four Councils to the company	• Statement of Expectations prepared, and Water Services Strategy finalised • Complete remaining Director recruitment, and CEO and leadership team recruitment • Finalise Transfer Agreements for each Council (assets, debt, services) • Complete Council staff change process and transfer • Development of systems requirements, insurance arrangements, treasury and funding agreements in place with LGFA • Transfer assets, contracts, responsibilities, services following Board confirmation of readiness for go live.	• Sept 2026 • Mid/late 2026 • Dec 2026 • Dec 2026 • Dec 2026 • June 2027

ANALYSIS AND ADVICE

The first step in the establishment and transition plan is to finalise the company's governing documentation – the Constitution and the Shareholders' Agreement. The substance of these documents has already been agreed between the four Councils and iwi and has been included in the Water Services Delivery Plans and Commitment Agreement submitted to DIA in August 2025.

The Constitution of the company is a document that legally establishes the entity, sets out the objectives of the company at a high-level, and sets the rules of company governance. The Shareholders' Agreement is a contract between shareholders and sets out the details of how the relationship will work between the shareholders and the company. It also establishes the Stakeholders Forum, which is the representative forum of the shareholders and iwi representatives that provides the mechanism by which both exercise their powers in respect of the company. Both documents need to be developed and in place to complete the legal establishment of the company and enable the transition to progress to its next steps.

The Constitution is attached as Attachment 2 and the Shareholders' Agreement as Attachment 3. These documents have been prepared by Bell Gully, the legal advisers to the water services establishment programme. The documents have been drafted based on DIA legal templates, as per the previous direction of the Councils, with adjustments made to reflect the terms sheet previously agreed by Councils and iwi.

The documents have been through a formal review by law firm, Russell McVeagh, to ensure they appropriately reflect the interests of MDC as a shareholder. Changes were incorporated following the review, all minor in nature, and have been discussed between Bell Gully and Russell McVeagh.

Feedback received from the Council briefing on 17 September has also been addressed in the documents.

Table 2 below summarises where the details of the terms sheet previously agreed by Councils and iwi are included in the documents. The terms sheet is attached as Attachment 1.

Table 2: Document reference clauses

Constitution	
Cost-to-service (non-harmonised) pricing	Clause 2.2
Shareholder role in Water Services Strategy and Annual Budget	Clause 3.2
Dividends	Clause 8
Size and composition of the WSO Board	Clause 12.2
Board member term and reappointment	Clause 12.6
Board skills requirements	Clause 12.5 Schedule 3
Shareholders' Agreement	
Share allocation	Schedule 1 Clause 2.2, 7.2
Board member term and reappointment	Schedule 1
Establishment of the Stakeholders' Forum	Schedules 1 and 4 Clause 6.1

Size and composition of the Stakeholders' Forum	Schedule 1 Clause 6.2
Iwi participation in the Stakeholders' Forum	Clause 6.2, 6.3
OBJDebt transfer principles	OBJClause 3.2
Decision making framework	Clause 5.1, 6.5, 6.6, 7.3 Schedules 3 and 4 Also Constitution clause 12.3
Shareholder entry and exit	Clause 8 Schedules 5 and 6
Pricing principles	Clause 10 Schedule 7
Dividends	Clause 11

OPTIONS CONSIDERED

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

Option		Advantages	Disadvantages
1	Approve the attached Constitution and Shareholders' Agreement	Aligns with the decisions Council has made to date Is consistent with the timeframes and commitments the Council has made to DIA in its WSDP to establish the Water Services Organisation Documents give effect to agreements reached between Councils and iwi	No known disadvantages
2	Do not approve the attached Constitution and Shareholders' Agreement	No known advantages	Does not align with the decisions Council has made to date Does not deliver on the timeframes and commitments the Council made to DIA in the WSDP Does not meet agreements reached with other Councils and iwi

RECOMMENDED OPTION

Option 1 is recommended. Approving the governing documents today enables the establishment of the Water Services Organisation to continue working to its planned timeframes and ensures the Council meets the commitments made in its WSDP.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

The attached documents are consistent with the WSDP adopted by the Council on 20 August 2025 and the guidance and documentation provided by DIA in relation to Water Services Organisation governing documents.

Significance, Engagement and Consultation

Council's three waters network are strategic assets under the Significance and Engagement Policy. Council has consulted with the community on the future service delivery model in line with provisions in the Local Government (Water Services Preliminary Arrangements) Act 2024 and the Local Government Act 2002.

The decisions sought in this report do not require further consultation with the community and are low significance as they are the implementation of decisions previously taken by the Council.

Financial Considerations

There are no specific financial implications of the decisions in this paper.

Implications for Māori

Water and environmental wellbeing are key priorities for mana whenua and the wider Māori community.

Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa iwi have previously agreed the key terms of these documents with the four Councils and have reviewed the drafts of these documents.

Communications/Engagement Plan

No further community consultation or engagement is required to make the decisions in this paper. There will be no public communications following this decision as it is a routine decision in the implementation of the new organisation. Public communications will be made at major milestones in the transition, with the next milestone expected to be the acceptance of the WSDP by DIA.

Environmental/Climate Change Impact and Considerations

There are no climate change impacts as a result of the decisions sought in this report.

NEXT STEPS

Following the agreement of all four Councils of these documents (at meetings on 24 September and 8 October), Councils and iwi will appoint their nominated representative to the Stakeholders' Forum in the new triennium (October/November), and the Stakeholders' Forum will begin the process to appoint company Directors.

ATTACHMENTS

1. **Terms Sheet** ⇩
2. **Constitution** ⇩
3. **Shareholders' Agreement** ⇩

Appendix 1: Wairarapa Tararua WSO Commercial Terms Sheet

Issue	Agreement between Councils
General	

Principles to guide establishment and transition decision making	These principles will be included in the Commitment Agreement to guide the establishment of the Water Services Organisation:
	• Deliver long-term benefits to the region (recognising these benefits take time to accrue)
	  ○ Efficient operational delivery
	  ○ Affordable water services
	  ○ Adequate investment in infrastructure through time
	  ○ Financially resilient and sustainable
	  ○ Working with iwi
	• Manage shorter-term transition impact on individual shareholding communities and Councils
	  ○ Manage any cost/price changes
	  ○ Ensure transparency in transition pathways
	  ○ Maintain service continuity and reliability for customers and minimise staff disruption
	  ○ Manage financial and/or operating risk for Councils
	• Ensure statutory and regulatory compliance
	  ○ Operate within statutory planning and accountability framework
	  ○ Meet DIA and Commerce Commission financial sustainability requirements
	  ○ Meet regional Council and Taumata Arowai environmental standards
	• Where possible, provide flexibility in the design for the new entity and Councils to adapt to changing circumstances over time.
	• Recognise the independence of the new entity and provide it with the autonomy to make decisions necessary for success
	• Keep it simple, with straightforward arrangements easy for the community to understand.

Governance and oversight	
Stakeholders' Forum	• Councils agree to establish a Stakeholders' Forum as the basis for coordinating the shareholder activity and for the four Councils to exercise certain of their shareholding rights and responsibilities.
Iwi participation	• Councils agreed that iwi will be members of the Stakeholders' Forum (while not shareholders) to give effect to Councils' commitment to partner with iwi in oversight of the water organisation.
Size and composition of Stakeholder Forum	• Total membership will be 6 members – 1 member from each Shareholding Council and 1 each of from Rangitāne and Ngāti Kahungunu.
Size and composition of Water Services Organisation Board	• Water Services Organisation will have a flexible Board size of five to seven members, with all members appointed according to the skills matrix.
Board member appointment term and reappointment	• Initial Directors appointments terms will be varied to enable staggering of replacements and to enable appointment of initial Directors with entity start-up experience. • After the initial directors, general appointments will be for three-year terms, with up to two possible reappointment terms. Reappointment is subject to a formal process. • Reappointment beyond three terms will be at the Stakeholders' Forum's discretion but expected to be on an exceptional basis e.g., to retain an essential specialist skill set.
Board skills requirements	The Constitution will include the following skills requirements for the Water Services Organisation Board: • Governance and senior leadership experience

<table>
<tr><td></td><td>

Experience in utilities and infrastructure industries, preferably water
Commercial and financial expertise, including Director(s) with relevant qualifications to chair an Audit and Risk Committee
Understanding of the relevant public accountability, legislative and regulatory context
Asset management experience
Commitment to partnership and upholding the Treaty of Waitangi, tikanga and te ao Māori
Knowledge and experience in te ao Maori and te taiao Maori and Treaty of Waitangi principles and implementation
Understanding and commitment to the four communities the organisation serves
Commitment to strong stakeholder management with the four Shareholding Councils

</td></tr>
<tr><td>Decision making framework for key decisions involving shareholding councils</td><td>
The decision table below sets out the decision-making mechanisms for key decisions, including whether those decisions are taken by Shareholding Councils only or by Councils plus iwi. By way of summary iwi vote on appointment of Directors and performance monitoring only, and they are involved in the preparation of the Statement of Expectations but do not vote on its adoption. All other votes are for Shareholding Councils only.
<table>
<tr><th>Decision</th><th>Decision making mechanism</th><th>Decision making threshold</th></tr>
<tr><td colspan="3">Issues relating to governance and governing documents</td></tr>
<tr><td>Appointment of Directors (including Chair)</td><td>Decision by Stakeholders' Forum (Councils plus iwi)
One Council, one vote
One vote per iwi representative</td><td>Simple majority (i.e., >50% of votes cast)</td></tr>
<tr><td>Approving Statement of Expectations</td><td>Statement developed by Stakeholders' Forum (Councils plus iwi)
Decision to issue the SOE to the Water Services Organisation will be made by Shareholder members of the Stakeholders' Forum
One Council, one vote</td><td>Special majority (i.e., 75% votes cast)</td></tr>
<tr><td>Monitoring performance</td><td>Decision by Stakeholders' Forum (Councils plus iwi)
One Council, one vote
One vote per iwi representative
Note Shareholders still receive reports as a shareholding right</td><td>Simple majority (i.e., >50% votes cast)</td></tr>
<tr><td>Changes to the Constitution (all matters except harmonisation review)</td><td>Recommendation by the Board
Decision by Shareholders with voting based on a shareholding basis at either Stakeholders' Forum or Councils</td><td>Special majority (i.e., 75% votes cast)</td></tr>
<tr><td colspan="3">Issues of community interest</td></tr>
</table>
</td></tr>
</table>

Review of cost-to-serve/price harmonisation	For nine years: • Recommendation by Board • Decision by Councils After nine years: • Include review point after nine years to reconsider the issue and whether the cost to serve principle should be removed from the pricing principles in Constitution • Decision at this review point made by Councils on a shareholding basis, with advice to be provided by the Board • If cost to serve principle removed, any future decision on the issue would be a Board decision from year 10 onwards	Unanimous agreement (for nine years) Special majority (i.e., 75% votes cast) for review point
Issues relating to shareholding		
Shareholder entry	• Recommendation by Board and Stakeholders' Forum based on a proposal for entry • Shareholder entry principles would apply • Decision by Councils	Unanimous agreement
Shareholder exit	• Recommendation by Board and Stakeholders' Forum based on a proposal for exit • Shareholder exit principles would apply • Decision by Councils	Unanimous agreement by non-exiting Shareholders (exiting Shareholder does not vote)
New share issue to existing shareholders (i.e., company request for new funding)	• Board decision to request funding from shareholders • Decision by Councils to decide to grant funding • Details need to be worked through on implications of Council decisions at the time of any request	Each Council makes its own decision
Other issues		
Selected major transactions	• Major transactions (e.g., by value of $100m or greater) will be subject to consideration by shareholders • Decision by Stakeholders' Forum on shareholding basis	Special majority (i.e., 75% votes cast)
Ceasing operations of the company	• Recommendation by Board and Stakeholders' Forum • Decision by each Council • One Council, one vote	Special majority (i.e., 75% votes cast)

Shareholder role in Water Services Strategy and Annual Budget	• Shareholders will not approve the Water Services Strategy or Budget. Their role will focus on the development and approval of the Statement of Expectations
Ownership	
Share allocation	• Shareholding will be allocated based on network connections. Consideration will be given to if/when adjustments are needed and how this would be aligned with relevant decisions (e.g., development of the Water Services Strategy).
Shareholder entry	The Shareholders' Agreement will include the following principles in relation to future new Council joining as a shareholder (which will apply unless the shareholders agree otherwise at the time): • Shareholders are open to considering admission of new council shareholders • Proposal from a potential new council shareholder would be considered by the Board of Directors and recommendation made to the Stakeholders' Forum who could approve/not approve the admission or recommend to the four Councils to approve/not approve • New council shareholders' shareholding will be determined using the same method as used by the original shareholders • The terms of transfer of assets for a new council shareholder shall not be more favourable to the new council shareholder than to the original shareholders • As part of the decision to admit a new council shareholder, the existing shareholders will consider the position to ensure appropriate iwi participation for the larger service area • As part of the decision to admit a new council shareholder, the existing shareholders will need to review and agree changes to the company Constitution and Shareholders' Agreement • The addition of a new council shareholder must not materially worsen the Water Organisation's financial position or forecast financial position, or result in the Water Organisation failing to meet its regulatory obligations to be financially sustainable • Each party will bear its own costs of considering and redocumenting the arrangements for a new council shareholder joining • An appropriate timeline and transition plan will be developed (with at least one year's lead time) and agreed by the Board and Stakeholders' Forum • Any legislative consultation requirements will be complied with
Shareholder exit	The Shareholders' Agreement will include the following principles in relation to shareholder exit (which will apply unless the continuing shareholders agree otherwise at the time): • It will be possible for a shareholding Council to exit from the water services organisation and implement a new operating model • A detailed exit plan will be developed and agreed between the Board and Stakeholders' Forum (with a three-year time period between notification and exit) • As part of the decision for a Shareholder's exit, the existing shareholders will undertake a review to agree any changes to the company Constitution and Shareholders' Agreement • The exit of a shareholder must not materially worsen the Water Organisation's financial position or forecast financial position, or result in the Water Organisation failing to meet its regulatory obligations to be financially sustainable • Other principles to be developed for: treatment of assets, joint assets, consideration, stranded assets or liabilities, transactions costs • Any legislative consultation requirements will be complied with
Pricing and financial sustainability	
Pricing principles	The Constitution will include the following principles in relation to pricing:

	• Transparency between pricing and investment requirements • Engagement with communities in setting or changing pricing • Managing/smoothing the transition impact of any changes to pricing • Balancing affordability for customers with investment and financial sustainability requirements • Consideration of distributional impacts of pricing decisions • Adoption of cost-to-serve approach, with review point after nine years
Price harmonisation	• Councils agree to ringfence pricing for nine years to respond to Council and community concerns (i.e., each jurisdiction will operate on a cost-to-serve basis) • Every three years (i.e., in line with the LTP cycle), the Board could provide a case to Shareholders to consider amending the pricing, should it choose to do so (with the decision sitting with Shareholders as requiring unanimous agreement) • The Board's case to shareholders should include consideration of the factors: o Demonstrate there is sufficient reliable information available about future investment requirements to provide reliable and transparent estimates of costs to ratepayers o Consider the impact of any proposed changes on each shareholder's ratepaying population (including distributional impacts within and between Council districts) o Consider other benefits and costs of the new proposed approach relative to current approach (e.g., impact on operating costs/efficiencies for the entity) o Consider whether other compensatory measures could be put in place to manage any significant impact (if any) on subsets of ratepayers. • After nine years, the issue will be reconsidered. If the cost-to-serve principle is removed from the Constitution at this point, the issue becomes the responsibility of the Board and no longer a matter for Council decision.
Debt transfer	Councils agree to the following principles in relation of transfer of debt to the Water Services Organisation (which will apply unless the shareholders agree otherwise at the time): • Debt that can be identified by Councils as water-related debt will transfer to the new entity • Debt incurred by the shareholding Councils in relation to the establishment and transition to the new entity from the date of submission of the WSDP to DIA will be transferred to the Water Services Organisation • Cost effective transfer of debt from each Council to the Water Services Organisation will take place over a few years as tranches of debt mature and hedging is unwound • Interest costs incurred by Councils on waters debt after the Water Services Organisation is established (and the revenue is flowing into the Water Services Organisation) will be reimbursed to the Councils by the Water Services Organisation. (Note debt that remains with Councils over the transition period is looked through by LGFA for covenant purposes and assumed to be held by the Water Services Organisation for financial sustainability purposes) • For the nine-year period of no price harmonisation, each Council's guarantee/support of the Water Services Organisation is based on the actual debt outstanding for their jurisdiction • At nine years (or at the point when the Board proposes harmonization), the Board is required to provide advice to the shareholders on proposed allocation of guarantee/support based on the Water Services Organisation's financial position

	• Assumption would be that any reallocation of the guarantee would default to shareholding, unless Board proposed an alternative approach. • (Note that in the situation of a majority shareholder, the LGFA or lenders would typically treat the majority shareholder as the guarantor)
Dividends	• The Water Services Organisation would not pay dividends to Shareholding Councils for at least the first 9-12 years. The future possibility should be retained/not ruled out to encourage commercial discipline by the Board and management. • Initial priority is for surpluses, if any, generated, to be used by the Board to either reduce costs to consumers or bring forward necessary investment.

Council approval version

Constitution of Wairarapa Tararua Water Limited

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1. DEFINITIONS AND INTERPRETATION

1.1 In this Constitution, unless the context otherwise requires:

"**Board**" means Directors who number not less than the required quorum, acting together as a board of Directors.

"**Board Skills Requirements**" means the skills set out in Schedule 3, as may be amended from time to time in accordance with clause 12.5(c).

"**Business Day**" means a day (other than a Saturday, a Sunday or a public holiday) on which registered banks are open for business in Carterton, Masterton, South Wairarapa and Tararua, New Zealand.

"**Chair**" means the chair of the Board appointed in accordance with clause 12.8.

"**Companies Act**" means the Companies Act 1993.

"**Company**" means Wairarapa Tararua Water Limited.

"**Constitution**" means this constitution of the Company (including the Schedules) and all amendments to it from time to time.

"**Director**" means a person appointed as a director of the Company in accordance with this Constitution.

"**Financial Year**" has the meaning set out in the LG(WS) Act.

"**Independent Director**" means a person who, in the determination of the Stakeholders' Forum, is free from any association that could materially interfere with the exercise of their independent judgement as a director of the Company, including that the person:

(a) is not an elected member of any Shareholder;

(b) is not employed, and has not previously been employed, in an executive capacity by any Shareholder unless there has been a period of at least two years between ceasing such employment and serving on the board;

(c) is not employed, and has not previously been employed, in an executive capacity by the Company unless there has been a period of at least two years between ceasing such employment and serving on the board;

(d) does not currently have (and has not within the last two years had) a material business or contractual relationship (for example, supplier or customer) with a Shareholder or the Company; and

(e) does not have close family ties or personal relationships (including close social or business connections) with anyone in paragraphs (a) to (d) above.

"**LGA**" means the Local Government Act 2002.

"**LG(WS) Act**" means the Local Government (Water Services) Act 2025.

"**Local Authority**" has the meaning set out in the LGA.

"**Reserved Matters**" has the meaning given to it in the Shareholders' Agreement.

"**Service Area**" has the meaning set out in the LG(WS) Act.

"**Shares**" means the shares in the Company on issue from time to time.

"**Shareholder**" means any person for the time being registered in the Company's share register as the holder of one or more Shares in the Company.

"**Shareholders' Agreement**" means the shareholders' agreement relating to the Company between the Company and the Shareholders (as amended from time to time).

"**Special Resolution**" means a resolution that is approved by a majority of 75% of the votes of those Shareholders entitled to vote and voting on the question.

"**Stakeholders' Forum**" has the meaning set out in the Shareholders' Agreement.

"**Statement of Expectations**" has the meaning given to it in the LG(WS) Act.

"**Subsidiary**" has the meaning set out in the Companies Act.

"**Water Organisation**" has the meaning set out in the LG(WS) Act.

"**Water Services**" has the meaning set out in the LG(WS) Act, which shall be the water services in respect of which responsibility is transferred by the Shareholders to the Company in accordance with the Transfer Agreement between each Shareholder and the Company.

"**Water Services Annual Budget**" has the meaning set out in the LG(WS) Act.

"**Water Services Annual Report**" has the meaning set out in the LG(WS) Act.

"**Water Services Half-yearly Report**" means the report referred to in section 248 of the LG(WS) Act.

"**Water Services Strategy**" has the meaning set out in the LG(WS) Act.

1.2 **Interpretation**: In this Constitution, the following rules of interpretation apply, unless the context requires otherwise:

(a) headings are for convenience only and do not affect interpretation;

(b) the singular includes the plural and vice versa, and a gender includes other genders;

(c) another grammatical form of a defined word or expression has a corresponding meaning;

(d) words in this Constitution have the same meaning as in the Companies Act unless inconsistent with the context;

(e) a reference to a party, person or entity includes:

(i) an individual, firm, company, trust, partnership, joint venture, association, corporation, body corporate, estate, state, government or any agency thereof, municipal or local authority and any other entity, whether incorporated or not (in each case whether or not having a separate legal personality); and

(ii) an employee, agent, successor, permitted assign, executor, administrator and other representative of such party, person, entity;

(f) a reference to dollars or $ is to New Zealand currency and excludes every tax and duty;

(g) a reference to a clause or schedule is to a clause or schedule of this Constitution;

(h) a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;

(i) references to the word 'include' or 'including' are to be construed without limitation;

(j) references to any form of law is to New Zealand law, including as amended or re-enacted;

(k) a reference to a document or instrument includes the document or instrument as novated, altered, supplemented or replaced from time to time;

(l) "written" and "in writing" include any means of reproducing words, figures or symbols in a tangible and visible form;

(m) any obligation falling due for performance on or by a day other than a Business Day shall be performed on or by the Business Day immediately following that day; and

(n) an obligation not to do something includes an obligation not to allow or cause that thing to be done.

1.3 If there is any conflict:

(a) between a provision of this Constitution and the provisions of the Shareholders' Agreement, the terms of the Shareholders' Agreement will prevail (other than to the extent prohibited by the Companies Act) and the Shareholders must pass such resolutions as may be necessary to amend the provisions of this Constitution to make it consistent with the Shareholders' Agreement;

(b) between a provision in this Constitution and a mandatory provision in the Companies Act, the LG(WS) Act or the LGA, then the mandatory provision in the Companies Act, the LG(WS) Act or the LGA will prevail; and

(c) between:

(i) a provision in this Constitution and a provision in the Companies Act which is expressly permitted to be altered by this Constitution; or

(ii) a word or expression defined or explained in the Companies Act and a word or expression defined or explained in this Constitution,

then the provision, word or expression in this Constitution will prevail.

2. CAPACITY AND OBJECTIVES

2.1 As at the date of its incorporation, the Company is a Water Organisation.

2.2 The Company must not carry on any business other than the provision of Water Services and activities that are related to, or necessary for, the provision of Water Services. Such business must be carried on in order to:

(a) meet the objectives set out in section 17 of the LG(WS) Act for the Service Area;

(b) maximise the cost efficiency of providing the Water Services; and

(c) except where otherwise permitted by the Shareholders' Agreement, apply appropriate price differentials in setting charges for water users within a Service Area or in different Service Areas, so that those charges reflect the corresponding costs to serve those water users.

2.3 Subject to the Shareholders' Agreement, this Constitution, the Companies Act, the LG(WS) Act, the LGA and the Statement of Expectations, the Company has full capacity, rights, powers and privileges to carry on or undertake any business or activity, do any act, or enter into any transaction.

3. WATER ORGANISATION REQUIREMENTS

3.1 The Company must comply with:

(a) its obligations under the LGA and LG(WS) Act, including preparing, adopting and publishing its Water Services Strategy, Water Services Annual Budget and Water Services Half-yearly Report;

(b) the obligation in the LG(WS) Act to act in a manner that is consistent with Treaty settlement obligations (including the Rangitāne Tū Mai Rā (Wairarapa Tamaki nui-ā-Rua) Claims Settlement Act 2017, the Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Claims Settlement Act 2022 and the Te Rohe o Rongokako Joint Redress Act 2022); and

(c) the applicable parts of the Local Government Official Information and Meetings Act 1987.

3.2 In preparing the Company's Water Services Strategy and Water Services Annual Budget, the Stakeholders' Forum will be able to provide comments on each of the draft strategy and draft budget, but will not have the power to require changes or approve the final strategy or final budget.

3.3 In accordance with the LGA, the auditor for the Company shall be the Auditor-General.

4. SHARES

4.1 **Initial shares**: The Shares on issue at the date of adoption of this Constitution are ordinary shares. Subject to the Shareholders' Agreement and the rights of Shares which confer special rights, each Share confers on the holder the right to:

(a) one vote on a poll at a meeting of the Shareholders on any resolution, including any resolution to:

(i) appoint or remove a Director or auditor; or

(ii) adopt a constitution; or

(iii) alter the Company's constitution; or

(iv) approve a major transaction; or

(v) approve an amalgamation of the Company under section 221 of the Companies Act; or

(vi) put the Company into liquidation;

(b) an equal share in dividends authorised by the Board; and

(c) an equal share in the distribution of the surplus assets of the Company.

4.2 **Issue of Shares**: Subject to this Constitution, the Shareholders' Agreement and the LG(WS) Act, the Board may:

(a) issue Shares at any time, to any person listed in clause 7.4 or any other person permitted to hold Shares in accordance with the LG(WS) Act and in such numbers as it thinks fit;

(b) issue Shares in different classes which have different rights;

(c) issue Shares which are redeemable (as defined in section 68 of the Companies Act); and

(d) divide existing Shares into different classes which have different rights,

provided that no Shares may be issued unless the issue is first approved by written resolution of all Shareholders.

5. CALLS ON SHARES

5.1 **Board may make calls**: Subject to the Shareholders' Agreement, the Board may make calls on any Shareholder in respect of any money unpaid on their Shares, and not previously made payable at a fixed time, by prior written notice to the relevant Shareholder specifying the time and date for payment (such time and date to be no earlier than 10 Business Days after the notice is given to the relevant Shareholder). The relevant Shareholder must comply with the terms of any call made by the Board. A call may be payable by instalments. The Board may revoke or postpone a call.

5.2 **Interest and expenses**: A person who fails to pay a call on the due date must pay:

(a) interest on that money from the day payment was due to the day of actual payment at a rate fixed by the Board; and

(b) all expenses which the Company has incurred or may incur because of non-payment,

provided that the Board may waive payment of all or part of that interest or those expenses.

5.3 **Joint Shareholders**: Joint Shareholders are jointly and severally liable to pay all calls in respect of Shares registered in their names.

6. LIEN OVER SHARES

6.1 **Existence and subject matter of lien**: If a Shareholder fails to pay any call on the due date, the Board may at any time by written notice to the Shareholder require payment of the unpaid amount together with any amount payable under clause 5.2. Such notice must specify a further date (not earlier than 10 Business Days from the date of the notice) by which payment is required to be made, and must state that if such payment is not made on or before the specified date, clause 6.2 will apply.

6.2 **Company has first lien**:

(a) The Company has a first lien over:

(i) each Share and the proceeds of sale of the Share; and

(ii) all distributions made in respect of the Share,

for:

(iii) all unpaid calls owing in respect of the Shares and any amount payable under clause 5.2; and

(iv) sale expenses owing to the Company in respect of the Shares.

(b) The registration of any transfer of a Share will not operate as a waiver of any lien the Company may have on that Share, unless notice to the contrary is given by the Company to the transferee.

7. TRANSFER OF SHARES

7.1 **Right to transfer**: Subject to any restrictions set out in this clause 7, the LGA, the LG(WS) Act and the Shareholders' Agreement, a Share may be transferred by entry of the name of the transferee in the share register for the Company following receipt by the Company of a validly signed form of transfer.

7.2 **Prior approval required**: No Shareholder may sell, assign, transfer or dispose of, directly or indirectly, the legal or beneficial ownership of any of its Shares except in accordance with the provisions of this clause 7 and unless such sale, assignment, transfer or disposal:

(a) has first been approved in writing by all Shareholders; or

(b) is a permitted transfer in accordance with clause 7.4.

7.3 **No delay**: The Board may not exercise any powers conferred by this Constitution to refuse or delay the registration of any sale, assignment, transfer or disposal of Shares completed in accordance with clause 7.2.

7.4 **Permitted transfers**: Subject to the LG(WS) Act, the restrictions in this clause 7 do not apply to the transfer of Shares by a Local Authority to:

(a) any successor Local Authority to that Local Authority; or

(b) a consumer trust established for the purpose of providing water services to the public.

7.5 **Board may refuse to register**: The Board may refuse or delay the registration of any transfer of a Share to any person if:

(a) the transfer would result in a breach of law, this Constitution or the Shareholders' Agreement;

(b) any money payable on that Share is due for payment and has not been paid;

(c) the Shares are not fully paid and the Board is not satisfied in its sole discretion with the ability of the transferee to pay any call that may be made in the future (whether or not contemplated at that time);

(d) the Company has an unsatisfied lien on that Share or the proceeds of sale of that Share;

(e) the transferee is a person without legal capacity to contract or the transfer has not been properly executed;

(f) the transfer is not accompanied by proof (reasonably required by the Directors) of the right of the transferor to make the transfer;

(g) the Directors acting in good faith determine that registration of the transfer would not be in the best interests of the Company; or

(h) the transfer document is not in the usual or common form or otherwise in the form prescribed by the Board from time to time (if any),

provided that the Board must at all times comply with section 84 of the Companies Act.

8. DISTRIBUTIONS

8.1 **Distributions**: The Board, if satisfied on reasonable grounds that the Company will, immediately after the Distribution, satisfy the solvency test under section 4 of the Companies Act, may, subject to the Companies Act, the Shareholders' Agreement and the LG(WS) Act, authorise Distributions by the Company at times, and of amounts, and in such form, as it thinks fit and may do everything which is necessary or expedient to give effect to any such Distribution.

9. COMPANY ACQUIRING ITS OWN SHARES

9.1 **Company may acquire its own Shares**: The Company may purchase or otherwise acquire its own Shares only if it has first been authorised to do so by Special Resolution or any higher threshold specified in the Shareholders' Agreement in which case the Shares purchased or otherwise acquired shall be deemed to be cancelled immediately on acquisition.

10. SHAREHOLDER MEETINGS

10.1 **Annual meeting**: The Board must hold an annual Shareholders' meeting in accordance with section 120 of the Companies Act unless in the case of any annual meeting, everything required to be done at that meeting (whether by way of resolution or otherwise) is done by written resolution in accordance with section 122 of the Companies Act.

10.2 **Special meetings**: A special Shareholders' meeting:

(a) may be called at any time by the Board; and

(b) must be called by the Board on the written request of the Stakeholders' Forum.

10.3 **Proceedings at Shareholders' meetings**: The provisions of Schedule 1 to the Companies Act as modified by this Constitution, including the rules set out in Schedule 1 to this Constitution, govern proceedings at Shareholders' meetings.

11. REPORTING REQUIREMENTS

11.1 The Board must prepare the reports required by the Stakeholders' Forum by notice in writing to the Company (such notice must comply with the requirements in section 249(4) of the LG(WS) Act), in accordance with the requirements specified in that notice.

11.2 Within eight months of the start of each Financial Year of the Company, the Board must prepare and adopt a Water Services Half-yearly Report in accordance with the LG(WS) Act, which must include information required to be included by the Statement of Expectations.

11.3 Within three months of the end of each Financial Year of the Company, the Board must prepare, adopt and deliver to the Shareholders, and publish in accordance with the LG(WS) Act, its Water Services Annual Report for that Financial Year, which must be consistent with Treaty settlement obligations (including obligations under the Rangitāne Tū Mai Rā (Wairarapa Tamaki nui-ā-Rua) Claims Settlement Act 2017, the Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Claims Settlement Act 2022 and the Te Rohe o Rongokako Joint Redress Act 2022) and include the information required to be included by:

(a) the Statement of Expectations;

(b) the Companies Act; and

(c) sections 245 to 248 of the LG(WS) Act.

12. DIRECTORS

12.1 **Independent Directors**: All Directors will be Independent Directors. A Director who ceases to be an Independent Director must be replaced promptly in accordance with the Shareholders' Agreement by another person who is an Independent Director.

12.2 **Number of Directors**: On and from 1 July 2027, the minimum number of Directors will be five and the maximum number of Directors will be seven. Before that date, the minimum number of Directors will be two and the maximum number of Directors will be seven.

12.3 **Appointment and removal by Stakeholders' Forum**:

(a) Subject to clause 12.1, the Stakeholders' Forum will appoint up to the number of Directors set out in clause 12.2, by notice in writing to the Company. Directors may be removed and replaced by the Stakeholders' Forum in the same way. The Stakeholders' Forum will ensure that there is always at least the minimum number of Directors required by clause 12.2.

(b) The Shareholders and the Company shall promptly take such steps as may be necessary to effect the appointment, replacement or removal of any individual (including if a Director fails to vacate office when required to do so) in accordance with this clause 12.3 if applicable, including, in the case of the Shareholders, by exercising their voting rights in the relevant Shareholders' meeting (or by way of written resolution).

12.4 **Insufficient number of Directors:** The Directors may act notwithstanding any vacancy in their body, but if and so long as the number of Directors holding office is less than the minimum number fixed by clause 12.2, the continuing Directors may act only for the purposes of calling a meeting of the Shareholders to appoint Directors.

12.5 **Skills of Directors**:

(a) A person may only be appointed to be a Director if the person has, in the opinion of the Stakeholders' Forum, the skills, knowledge, or experience to:

(i) guide the Company, given the nature and scope of its activities; and

(ii) contribute to the achievement of the objectives of the Company.

(b) The Stakeholders' Forum must, prior to exercising its right to select and appoint or reappoint a Director, have reasonable regard to the extent to which any candidate for appointment:

(i) satisfies some or all of the Board Skills Requirements; and

(ii) will contribute the Board, collectively, having an appropriate mix and depth of the Board Skills Requirements.

(c) The Stakeholders' Forum may, by unanimous agreement, from time to time amend the Board Skills Requirements or adopt a formal skills matrix which specifies additional criteria, weightings or other factors which must be considered or complied with in selecting and appointing or reappointing a Director. Any such

skills matrix is subject to the terms of this Constitution and the Shareholders' Agreement (unless otherwise agreed).

12.6 **Term of Appointment**:

(a) No person may be appointed as a Director for a term of more than three consecutive years ("**Term**").

(b) A Director may be reappointed at the expiry of his or her Term of appointment, provided that no Director may be appointed for more than three Terms unless otherwise approved by the Stakeholders' Forum in what the Stakeholders' Forum determines to be exceptional circumstances.

12.7 **Vacation of office**: A Director vacates office if that Director:

(a) resigns by written notice of resignation to the Company. The notice is to be effective when it is received at that address or at a later time specified in the notice;

(b) is removed from office in accordance with clause 12.3;

(c) holds office as a Director for a period of longer than three years since the date of their last appointment or re-appointment;

(d) becomes disqualified from being a Director pursuant to section 151 of the Companies Act; or

(e) dies.

12.8 **Appointment of Chair**:

(a) The Board must appoint a Chair by majority vote of the Board.

(b) The Chair will hold office until:

(i) they cease to be a Director of the Company; or

(ii) a new Chair is appointed by the Board.

12.9 **Powers of the Board**:

(a) Subject to clause 12.9(b) and any restrictions in the Companies Act, the LG(WS) Act, the Shareholders' Agreement and this Constitution, the business and affairs of the Company must be managed by or under the direction or supervision of the Board.

(b) The Board has, and may exercise, all the powers necessary for managing, directing and supervising the management of the business and affairs of the Company except to the extent that this Constitution, the Shareholders' Agreement, the Companies Act or the LG(WS) Act expressly requires those powers to be exercised by the Shareholders or any other person.

12.10 **Shareholder Reserved Matters**: Notwithstanding clause 12.9(b), but subject to any restrictions in the LG(WS) Act, the Board must not, and must not cause the Company to

enter into any transaction or matter that is a Reserved Matter, unless first approved in writing by the Shareholders in accordance with the Shareholders' Agreement.

12.11 **Solvency test**: The Board must not cause the Company to borrow or raise any money, or enter into or incur any guarantee or other liability of any nature, if the effect of doing so would be that the Company will not satisfy the solvency test (as that term is defined in the Companies Act).

12.12 **Proceedings of the Board**: The provisions of Schedule 3 to the Companies Act as modified by this Constitution, including the rules set out in Schedule 2 to this Constitution, govern proceedings at meetings of Directors.

12.13 **Directors' duties**: In addition to the duties set out in the Companies Act, the Directors must assist the Company to meet the objectives set out in clause 2.2 and any other requirements set out in the Statement of Expectations or the LG(WS) Act.

12.14 **Directors to act in good faith**: A Director, when exercising powers or performing duties, must act in a manner which that Director believes to be in the best interests of the Company (notwithstanding that it may not be in the best interests of any particular Shareholder).

12.15 **Indemnity and insurance of Directors and employees**: The Company may indemnify and directly or indirectly effect insurance for any director or employee of the Company or a related company to the maximum extent permitted by section 162 of the Companies Act. For the purposes of this clause 12.15, "director" includes any former director, "employee" includes any former employee and "Company" includes any related company.

12.16 **Disqualification of Directors**: A person will be disqualified from holding the office of Director if he or she:

(a) is or becomes disqualified from being a Director under any provision of the Companies Act or the LG(WS) Act; or

(b) dies; or

(c) becomes a protected person under the Protection of Personal and Property Rights Act 1988; or

(d) is an undischarged bankrupt.

12.17 **Remuneration of Directors**:

(a) The Stakeholders' Forum shall determine the total sum available to the Board each year to make reasonable market-based remuneration payments in accordance with clause 12.17(b).

(b) The Board may not authorise any form of remuneration to be paid to a Director without Board approval and unless such payment is made and authorised in accordance with the provisions of the Companies Act and with the approval of the Stakeholders' Forum.

(c) The Board may authorise the reimbursement by the Company of reasonable travelling, hotel and other expenses incurred by Directors in attending Board meetings, Shareholder meetings or in relation to any other affairs of the Company.

12.18 **Other offices with company held by Director**: Subject to clause 12.1, any Director may:

(a) Act by himself or herself or by the Director's firm in a professional capacity for the Company, and the Director or the Director's firm will be entitled to remuneration for professional services as if the Director were not a Director. Nothing in this clause 12.18 authorises a Director or the Director's firm to act as auditor of the company.

(b) Hold any other office or place of profit in the Company (other than the office of auditor) in conjunction with the Director's office of Director for such period and on such terms (as to remuneration and otherwise) as the Board may determine, subject to the necessary reporting disclosures and avoidance of conflicts of interest.

12.19 **Alternate Directors**:

(a) Each Director will have the power from time to time by written notice to the Company to appoint any person who is already a Director to act as an alternate Director in his or her place. An alternate Director cannot be appointed for more than one Director at any given time. The following provisions will apply to an alternate Director:

(i) the alternate Director will not be entitled to any remuneration in his or her capacity as alternate Director in addition to that of the Director in whose place he or she acts, but will have the same rights as a Director to be reimbursed under clause 12.17(c);

(ii) unless otherwise provided by the terms of the appointment, the alternate Director:

(aa) has the same rights, powers and privileges (including the power to sign resolutions of Directors and the power to sign documents on behalf of the Company, but excluding the power to appoint an alternate Director under this clause 12.19); and

(bb) must discharge all of the duties and obligations of the Director in whose place he or she acts.

(b) An alternate Director will cease to be an alternate Director:

(i) if the Director who appointed the alternate Director ceases to be a Director or revokes the appointment;

(ii) on the occurrence of any event relating to the alternate Director which, if the alternate Director were a Director, would disqualify the alternate Director from being a Director; or

(iii) if a majority of the other Directors resolve to revoke the alternate Director's appointment.

13. INTERESTS OF DIRECTORS

13.1 **Disclosure of interests**: A Director must disclose particulars of any interest in a transaction or proposed transaction of the Company in accordance with section 140 of the Companies Act.

13.2 **Interested Directors may act**: A Director who is interested in a transaction entered into, or to be entered into, by the Company must not do any of the following:

(a) sign a document relating to that transaction on behalf of the Company; or

(b) do any other thing in their capacity as a Director in relation to that transaction,

provided that a Director may vote, sign documents and otherwise do any other thing in their capacity as a Director with regard to any matter relating to the following:

(c) any payment or other benefit of the kind referred to in section 161 of the Companies Act in respect of that Director in accordance with clause 12.17;

(d) the entry into an indemnity or insurance arrangement in respect of that Director in their capacity as a director of the Company in accordance with clause 12.15; or

(e) transactions in which a Director is interested solely in their capacity as a director of a Subsidiary of the Company.

13.3 **Interests register review**: The Board shall review the interests register at the beginning of every Board meeting.

13.4 **No prohibition re quorum**: No prohibition under this clause 13 will prevent the attendance of a Director at a Board meeting from counting for quorum purposes.

14. NOTICES

14.1 **Service**: Notices may be served by the Company upon any Director or Shareholder, either by personal delivery, by electronic means or by posting it in a prepaid envelope or package addressed to the recipient at his or her last known address (or, in the case of a company, its registered office). A notice may be given by the Company to joint Shareholders by giving the notice to the joint Shareholder named first in the Share Register in respect of the Share, or to such other person as the joint Shareholders may in writing direct.

14.2 **Time of service**: Notices are deemed served at the following times:

(a) when given personally, on delivery;

(b) when sent by post or document exchange, five Business Days after (but exclusive of) posting; and

(c) when sent by email, at the time of transmission, if (in the event receipt is disputed) the sender produces a printed copy of the email which evidences that the email was sent to the email address of the recipient.

Any notice which has been served on a Saturday, Sunday or public holiday is deemed to be served on the first Business Day after that day.

15. LIQUIDATION

15.1 If the Company is liquidated, the liquidator may, with the approval of the Shareholders by Special Resolution and any other approval required by the Companies Act or the LG(WS) Act, but subject to the requirements of the Shareholders' Agreement (as notified by any Shareholder to the liquidator) and, if applicable, the rights or restrictions attached to the different classes of shares issued by the Company:

(a) distribute to the Shareholders in kind the whole or any part of the assets of the Company; and

(b) vest the whole or any part of any such assets in trustees upon such trusts for the benefit of the persons so entitled as the liquidator thinks fit, but so that the Shareholders are not compelled to accept any Shares or other securities on which there is any liability.

16. METHODS OF CONTRACTING

16.1 A deed which is to be entered into by the Company may be signed on behalf of the Company by:

(a) two or more Directors;

(b) a Director, and any person authorised by the Board, whose signatures must be witnessed; or

(c) one or more attorneys appointed by the Company.

16.2 Subject to clause 16.1, an obligation or contract which is required by law to be in writing, and any other written obligation or contract which is to be entered into by the Company, may be signed on behalf of the Company by two people acting under the express or implied authority of the Company.

16.3 Subject to clause 16.1, any other obligation or contract may be entered into on behalf of the Company in writing or orally by two people acting under the express or implied authority of the Company.

17. AMENDMENTS

17.1 The Shareholders may, by Special Resolution, alter or revoke this Constitution in accordance with the requirements of the Companies Act. Any alterations or replacements may be proposed by the Board to the Shareholders.

SCHEDULE 1

Rules for Shareholder Meetings

1. CHAIR

1.1 If the Chair is present at the meeting, he or she must chair the meeting.

1.2 If there is no Chair or if the Chair is not present at the meeting within 15 minutes of the start time, the Directors present may elect a chair for that meeting, failing which, the Shareholders (or their representatives) present may elect a chair for that meeting.

2. NOTICE OF MEETINGS

2.1 The provisions of clause 2 of Schedule 1 of the Companies Act apply.

3. METHODS OF HOLDING MEETINGS

3.1 The provisions of clause 3 of Schedule 1 of the Companies Act apply.

4. QUORUM

4.1 No business may be transacted at a Shareholder meeting if a quorum is not present.

4.2 A quorum for a Shareholder meeting is present if a majority of Shareholders (based on the number of Shares held) or their proxies:

(a) is present; or

(a) has completed postal votes (where permitted).

4.3 If a quorum is not present within the 30 minutes after the start time for the meeting:

(a) if the meeting is called under section 121(b) of the Companies Act, the meeting is dissolved;

(b) for any other meeting, the meeting is adjourned to:

(i) the same day in the following week at the same time and place, or

(ii) to another date, time and place to be fixed by the Directors.

5. ADJOURNMENTS

5.1 The Chair:

(a) may adjourn the meeting from time to time and from place to place, but no business can be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place; and

(b) must adjourn the meeting as above if directed to do so by the meeting.

6. VOTING

6.1 The provisions of clause 5 of Schedule 1 of the Companies Act apply.

7. PROXIES AND POSTAL VOTES

7.1 The provisions of clause 6 and clause 7 of Schedule 1 of the Companies Act apply.

8. MINUTES

8.1 The Board must ensure that minutes are kept of all proceedings at Shareholder meetings.

8.2 Minutes which have been signed correct by the Chair of the meeting are prima facie evidence of the proceedings.

9. SHAREHOLDER PROPOSALS

9.1 The Shareholders may give written notice to the Board of a matter the Shareholder proposes to raise for discussion or resolution at the next Shareholder meeting. The provisions of clause 9 of Schedule 1 of the Companies Act apply to any notice given under this rule 9.1.

9.2 The Chair of a Shareholder meeting will allow a reasonable opportunity for the Shareholders to question, discuss or comment on the management of the Company.

10. OTHER PROCEEDINGS

10.1 Except as provided in this Schedule 1, and subject to this Constitution, a Shareholder meeting may regulate its own procedure.

SCHEDULE 2

Rules for Board Proceedings

1. NOTICE OF MEETING

1.1 A Director or, if requested by a Director to do so, an employee of the Company, may convene a meeting of the Board by giving notice in accordance with this rule 1.

1.2 At least five Business Days' notice of a meeting of the Board must be given to every Director. The notice must include the date, time and place of the meeting and the matters to be discussed.

1.3 An irregularity in the notice of the meeting is waived if all Directors attend the meeting without protest as to the irregularity or if all Directors entitled to receive notice of the meeting agree to the waiver.

1.4 Notice of a meeting may be given by any means, including by telephone or email. Notice given by a letter addressed to a Director at his or her last known residential address in New Zealand will be deemed to have been given on the next Business Day after the letter is posted.

2. METHOD OF HOLDING MEETINGS

2.1 The Board may meet in person or by any technological means that allow participating Directors to be in communication with other participating Directors in a manner that is relatively contemporaneous. Where Directors are not all in attendance in one place but are holding a meeting through such a system of communication:

(a) the participating Directors will be taken to be assembled together at a meeting and present at that meeting (including for the purposes of quorum requirements);

(a) the meeting will be taken to be held at the place agreed to by the participating Directors so long as at least one participating Director is physically present at that place; and

(b) all proceedings at meetings conducted in such a manner will be valid and effective as if conducted at a meeting at which all of them were physically present.

3. QUORUM

3.1 At any meeting of Directors:

(a) a quorum will only be present if at least a majority of Directors are present; and

(b) any resolution, unless otherwise specified in this Constitution or the Shareholders' Agreement, will be passed if a majority of the votes cast on it are in favour of it.

3.2 If a quorum is not present within 30 minutes of the time appointed for the commencement of the Board meeting, the Board meeting must be adjourned to the same day in the following week at the same time and place, or to such other date, time and place as the Chair may appoint, and if at the adjourned meeting a quorum is not present within one hour after the time appointed for the commencement of the meeting, the Directors present (regardless of the person who appointed them) will constitute a quorum. No business may be transacted at a meeting of Directors if a quorum is not present.

4. VOTING

4.1 Every Director has one vote.

4.2 The Chair does not have a casting vote.

4.3 Subject to clause 12.10, a resolution of the Board is passed if it is agreed to by all Directors present without dissent or if a majority of the votes cast on it are in favour of it.

4.4 A Director who abstains from voting is not presumed to have voted in favour of the relevant resolution of the Board.

5. MINUTES

5.1 The Board must ensure minutes are kept of all proceedings at meetings of the Board.

6. RESOLUTIONS

6.1 A resolution in writing, signed or assented to by all Directors then entitled to receive notice of a Board meeting, is as valid and effective as if it had been passed at a meeting of the Board duly convened and held.

6.2 A resolution may consist of several documents (including facsimile or other similar means of communication) in like form each signed or assented to by one or more Directors.

6.3 A copy of all resolutions must be entered in the minute book of Board proceedings.

7. NO NOTICE TO DIRECTORS OUTSIDE NEW ZEALAND

7.1 It is not necessary to give notice of a meeting of the Board to any Director temporarily absent from New Zealand.

8. OTHER PROCEEDINGS

8.1 Except as provided in this Schedule 2 and this Constitution, the Board may regulate its own procedure.

SCHEDULE 3

Skills Requirements

The skills and experience which the Stakeholders' Forum will have regard to in exercising their rights to select and appoint or reappoint a Director are as follows:

1) For Directors and the Chair of the Company prior to 1 July 2027, knowledge and experience in the formation of new entities and establishment of business processes and systems.

2) Governance and senior leadership experience.

3) Experience in utilities and infrastructure industries, preferably water.

4) Commercial and financial expertise, including Director(s) with relevant qualifications to chair an Audit and Risk Committee.

5) Understanding of the relevant public accountability, legislative and regulatory context.

6) Asset management experience.

7) Commitment to partnership and upholding the Treaty of Waitangi, tikanga and te ao Māori.

8) Knowledge and experience in te ao Māori and te taiao Māori and Treaty of Waitangi principles and implementation.

9) Understanding and commitment to the four communities the organisation serves.

10) Commitment to strong stakeholder engagement with the four Shareholders.

Council approval version

Shareholders' Agreement relating to Wairarapa Tararua Water Limited

PARTIES

Carterton District Council

Masterton District Council

South Wairarapa District Council

Tararua District Council

Each a Council and together the Councils

Wairarapa Tararua Water Limited

Company

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AGREEMENT dated 2025

PARTIES

Carterton District Council

Masterton District Council

South Wairarapa District Council

Tararua District Council

(Each a "**Council**" and together the "**Councils**")

Wairarapa Tararua Water Limited

("**Company**")

BACKGROUND

A. The Councils are the Shareholders in the Company. The parties have entered into this agreement to record how the Shareholders will manage their shareholdings in the Company and their respective relationships with each other.

B. The Company is party to this agreement to record certain obligations owed to it by, and owed by it to, the Shareholders.

C. The terms and conditions of this agreement are set out in Schedule 1 (Agreement Details) and Schedule 2 (Terms and Conditions) and Schedules 3 to 8.

SIGNATURES

SIGNED for and on behalf of

CARTERTON DISTRICT COUNCIL by:

Signature of Authorised Signatory	Signature of Authorised Signatory
Name of Authorised Signatory	Name of Authorised Signatory
Date	Date

MASTERTON DISTRICT COUNCIL by:

Signature of Authorised Signatory	Signature of Authorised Signatory
Name of Authorised Signatory	Name of Authorised Signatory
Date	Date

SOUTH WAIRARAPA DISTRICT COUNCIL by:

Signature of Authorised Signatory	Signature of Authorised Signatory
Name of Authorised Signatory	Name of Authorised Signatory
Date	Date

TARARUA DISTRICT COUNCIL by:

Signature of Authorised Signatory	Signature of Authorised Signatory
Name of Authorised Signatory	Name of Authorised Signatory
Date	Date

WAIRARAPA TARARUA WATER LIMITED
by:

Signature of Authorised Signatory	Signature of Authorised Signatory
Name of Authorised Signatory	Name of Authorised Signatory
Date	Date

SCHEDULE 1

AGREEMENT DETAILS

Initial share issue and shareholding (*Clause 2.2, Schedule 2*)	**Total Shares to be issued on incorporation: [●]** **Initial Shareholders:** **Shareholder** — **Number of Shares** Carterton District Council — [●] Masterton District Council — [●] South Wairarapa District Council — [●] Tararua District Council — [●] [***Drafting Note: Shareholdings to be determined based on connections.***]
Price payable for each share issued (*Clause 2.3, Schedule 2*)	The transfer of the assets and assumption of liabilities under the relevant transfer agreement to be entered into by each Shareholder
Name of Company (*Clause 2.4, Schedule 2*)	Wairarapa Tararua Water Limited
Registered office and address for service of Company (*Clause 2.4, Schedule 2*)	19 Kitchener Street, Martinborough, Martinborough, 5711, New Zealand
Initial Directors and term of appointment (*Clause 4.2, Schedule 2*)	Initial Directors and their term of appointment: **Directors** — **Term** [Name] — [insert months/years] [Name] [Name] [Name] [Name] [Name] [Name]
Other matters to be included in the	As set out in Schedule 8.

Statement of Expectations (*Clause 12.2(c), Schedule 2*)		
Interest rate payable on payment default (*Clause 16.3(a), Schedule 2*)	For any day, interest calculated at the Bill Rate for that day plus a margin of 4 percentage points, where the Bill Rate means the average rate per annum (expressed as a percentage) as quoted on Reuters page BKBM (or any successor page displaying substantially the same information) under the heading FRA for bank accepted bills having a term of 90 days as fixed at 10:45am on the first business day following the due date.	
Address for notices *(clause 19.1, Schedule 2)*	**Carterton District Council**	**Masterton District Council**
	[insert physical and postal address details of Council] Email: [Insert details] Attention: [Insert details]	[insert physical and postal address details of Council] Email: [Insert details] Attention: [Insert details]
	South Wairarapa District Council	**Tararua District Council**
	[insert physical and postal address details of Council] Email: [Insert details] Attention: [Insert details]	[insert physical and postal address details of Trust] Email: [Insert details] Attention: [Insert details]
	Wairarapa Tararua Water Limited	
	[insert physical and postal address details of Company] Email: [Insert details] Attention: [Insert details]	
Stakeholders' Forum membership	Total number of members of the Stakeholders' Forum: 6 Initial members of the Stakeholders' Forum:	

(Schedule 4)	• [X], appointed by Carterton District Council • [X], appointed by Masterton District Council; • [X], appointed by South Wairarapa District Council; • [X], appointed by Tararua District Council; • [X], appointed by Rangitāne; and • [X], appointed by Ngāti Kahungungu. Alternates of the Stakeholders' Forum: • [X], appointed by Carterton District Council • [X], appointed by Masterton District Council; • [X], appointed by South Wairarapa District Council; • [X], appointed by Tararua District Council; • [X], appointed by Rangitāne; and • [X], appointed by Ngāti Kahungungu.

SCHEDULE 2

TERMS AND CONDITIONS

AGREEMENT

1. DEFINITIONS AND INTERPRETATION

1.1 **Definitions**: In this agreement the following definitions apply:

"**Alternate**" means in relation to a Shareholder, an alternate to that Shareholder's appointed Stakeholders' Forum Member to observe, participate and vote at meetings of the Stakeholders' Forum (as applicable, in accordance with Schedule 4 of this agreement).

"**Board**" means the board of Directors of the Company.

"**Business**" means the business and activities set out in clause 2.2 of the Constitution.

"**Business Day**" means a day (other than a Saturday, a Sunday or a public holiday) on which registered banks are open for business in Carterton, Masterton, South Wairarapa and Tararua, New Zealand.

"**Companies Act**" means the Companies Act 1993.

"**Confidential Information**" means all information of a confidential nature (which, where the confidentiality of the information is not expressly stated, shall be determined by the recipient, acting reasonably) obtained by one party from the other party under or in connection with this agreement, including, in relation to the Company, trade secrets, proprietary information and confidential information belonging to the Company that are not generally known to the public, including information concerning business plans, financial statements and other information provided pursuant to this agreement, operating practices and methods, expansion plans, strategic plans, marketing plans, contracts, customer lists or other business documents which the Company treats as confidential, and any other information in respect of which the Company is bound by an obligation of confidence owed to a third party, but does not include the provisions of this agreement.

"**Constitution**" means the constitution of the Company as filed with the New Zealand Companies Office on the incorporation of the Company, as amended or replaced from time to time.

"**Director**" means a director of the Company.

"**Event of Default**" in respect of a Shareholder, means where a Shareholder breaches or fails to observe any of the obligations under this agreement and:

(a) if that breach or failure is capable of remedy, does not remedy that breach or failure within 20 Business Days of notice from any other Shareholder specifying the breach or failure and requiring remedy; or

(b) if that breach or failure is material in the context of the obligations of that Shareholder under this agreement and that breach or failure is not capable of remedy.

"**Incorporation Date**" means the date on which the Company is incorporated as determined by the date recorded by the New Zealand Companies Office.

"**Independent Director**" has the meaning given to it in the Constitution.

"**Iwi**" means each of Rangitāne and Ngāti Kahungunu.

"**LGA**" means the Local Government Act 2002.

"**LGFA**" means the New Zealand Local Government Funding Agency Limited.

"**LG(WS) Act**" means the Local Government (Water Services) Act 2025.

"**Local Authority**" has the meaning given to it in the LGA.

"**Material**" means material in the context of the Business and assets of the Company as a whole.

"**Ngāti Kahungunu**" means the hapu of Ngāti Kahungunu ki Wairarapa Tamaki nui a Rua as represented by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust.

"**Ordinary Resolution**" means a resolution that is approved by a simple majority of the votes of those Shareholders entitled to vote and voting on the question.

"**Rangitāne**" means the hapu of Rangitāne o Wairarapa and Tamaki nui-a-Rua as represented by Rangitāne tu mai ra Trust.

"**Reserved Matters**" means matters of the nature listed in Schedule 3.

"**Security Interest**" includes a mortgage, debenture, charge, lien, pledge, assignment or deposit by way of security, bill of sale, lease, hypothecation, hire purchase, credit sale, agreement for sale on deferred terms, option, right of pre-emption, caveat, claim, covenant, interest or power in or over an interest in an asset and any agreement or commitment to give or create any such security interest or preferential ranking to a creditor including set off.

"**Service Area**" has the meaning set out in the LG(WS) Act.

"**Shares**" means shares in the Company on issue from time to time.

"**Shareholder**" means a shareholder in the Company and includes any person who subsequently becomes a shareholder. Where Shares are held by persons jointly, those persons are considered one Shareholder for the purpose of this agreement.

"**Special Resolution**" means a resolution that is approved by a majority of 75% of the votes of those Shareholders entitled to vote and voting on the question.

"**Stakeholders' Forum**" means the forum of Shareholder and Iwi representatives formed pursuant to clause 6.1.

"**Stakeholders' Forum Member**" means a member of the Stakeholders' Forum.

"**Statement of Expectations**" has the meaning given to it in the LG(WS) Act.

"**Terms of Reference**" means the terms of reference of the Stakeholders' Forum in the form set out in Schedule 4 as amended from time to time.

"**Transfer Agreement**" has the meaning set out in the LG(WS) Act.

"**Water Service Connection**" means a physical connection to the wastewater network and the drinking water network provided by, or on behalf of, the Company, with a connection to the network in respect of both wastewater and drinking water for a single user being deemed to be a single connection.

"**Water Services**" has the meaning set out in the LG(WS) Act, which shall be the water services in respect of which responsibility is transferred to the Company in accordance with the respective Transfer Agreements between the Company and each Shareholder.

"**Water Services Strategy**" has the meaning set out in the LG(WS) Act.

1.2 **Interpretation**: In this agreement, unless the context otherwise requires:

(a) headings are for convenience only and do not affect interpretation;

(b) the singular includes the plural and vice versa, and a gender includes other genders;

(c) another grammatical form of a defined word or expression has a corresponding meaning;

(d) words in this agreement have the same meaning as in the Companies Act unless inconsistent with the context;

(e) a reference to a party, person or entity includes:

(i) an individual, firm, company, trust, partnership, joint venture, association, corporation, body corporate, estate, state, government or any agency thereof, municipal or local authority and any other entity, whether incorporated or not (in each case whether or not having a separate legal personality); and

(ii) an employee, agent, successor, permitted assign, executor, administrator and other representative of such party, person, entity;

(f) a reference to dollars or $ is to New Zealand currency and excludes every tax and duty;

(g) a reference to a clause or schedule is to a clause or schedule of this agreement;

(h) a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re enactments or replacements of any of them;

(i) references to the word 'include' or 'including' are to be construed without limitation;

(j) references to any form of law is to New Zealand law, including as amended or re-enacted;

(k) a reference to a document or instrument includes the document or instrument as novated, altered, supplemented or replaced from time to time;

(l) "written" and "in writing" include any means of reproducing words, figures or symbols in a tangible and visible form;

(m) any obligation falling due for performance on or by a day other than a Business Day shall be performed on or by the Business Day immediately following that day; and

(n) an obligation not to do something includes an obligation not to allow or cause that thing to be done.

1.3 **Subsidiaries of the Company**: If at any time the Company has a subsidiary (as defined in the Companies Act) or subsidiaries, clauses 3.1, 5.1 and 6.1 shall be read so as to relate to the group of companies consisting of the Company and its subsidiaries, rather than to the Company alone.

2. ESTABLISHMENT OF COMPANY AND STAKEHOLDERS' FORUM

2.1 **Incorporation**: The Shareholders shall immediately after signing this agreement take all steps necessary (including signing documents) to:

(a) incorporate the Company as a New Zealand registered company including by:

(i) granting any necessary authorisations, approvals and delegations;

(ii) procuring the execution of director consent forms by the Initial Directors;

(iii) preparing, or procuring that an authorised person prepare, a share register for the Company; and

(iv) completing, or procuring that an authorised person complete, all necessary Companies Office filings;

(b) procure that the Company enter into and execute this agreement; and

(c) establish the Stakeholders' Forum in accordance with clause 6.1.

2.2 **Shares**: The Company shall immediately upon incorporation have the number of shares set out in Schedule 1 which, on issue, will be held by the Shareholders set out in Schedule 1. These shareholdings represent the Shareholders' best estimate of the number of Water Service Connections as at 1 July 2027.

2.3 **Payment for Shares**: As set out in Schedule 1, no cash amount shall be payable by each Shareholder in respect of each Share held by that Shareholder.

2.4 **Name and registered office**: The name of the Company shall be as set out in Schedule 1 and the initial registered office and address for service of the Company shall be as set out in Schedule 1.

3. PURPOSE OF COMPANY

3.1 **Purpose**: It is the intention of the Shareholders and the Stakeholders' Forum that the Company is to carry on the Business.

3.2 **Initial business set up**: The Shareholders and the Company will develop and agree the terms of the Transfer Agreements, including incorporating the debt transfer principles set out in Schedule 5 to the Commitment Agreement between Shareholders dated 25 August 2025, promptly after execution of this agreement and must enter into the Transfer Agreements no later than [September 2026] (or such other date as the parties may agree). Once entered, the Shareholders and the Company must each comply with the terms and conditions of the relevant Transfer Agreement.

4. BOARD AND DIRECTORS

4.1 **Board**:

(a) The Company will have a number of Directors that complies with the Constitution.

(b) The Directors will be appointed and removed in accordance with the Constitution.

(c) All Directors will be Independent Directors. A Director who ceases to be an Independent Director must be promptly replaced by another person who is an Independent Director in accordance with this agreement.

4.2 **Initial Directors**: The Directors named in Schedule 1 are deemed to have been nominated by the Stakeholders' Forum to be the Directors from incorporation of the Company, and are deemed to have been appointed for a term commencing from the Incorporation Date and continuing for the period stated in Schedule 1 unless the Director otherwise ceases to be a Director in accordance with the Constitution or the Companies Act.

4.3 **Performance evaluation**: The Board will undertake a self-evaluation of its performance on an annual basis, in line with accepted good governance principles and practices and any reasonable written requests of the Stakeholders' Forum, and the results will be reported directly to the Stakeholders' Forum.

5. SHAREHOLDERS' RIGHTS AND OBLIGATIONS

5.1 **Voting and Shareholder Reserved Matters**:

(a) Subject to clause 5.1(b) and any resolution that is required by the Companies Act or the Constitution to be passed as a Special Resolution or by any other voting threshold, all resolutions of meetings of the Shareholders may be passed by Ordinary Resolution.

(b) The Company will not enter into any transaction or matter which is a Shareholder Reserved Matter unless the entry into that transaction or matter is approved in writing in accordance with the threshold for the relevant Shareholder Reserved Matter specified in Schedule 3.

5.2 **Duty to comply with Constitution**: Each Shareholder shall comply with the Constitution.

5.3 **Compliance with laws**: The Shareholders will each ensure they comply with their, and the Company complies with its, obligations under the LGA, Local Government (Water Services Preliminary Arrangements) Act 2024, the LG(WS) Act, the Water Services Act 2021, the Companies Act and all other applicable laws.

5.4 **Spirit of collaborative working**: The Shareholders and the Company must at all times act in a spirit of co-operation and collaborative working, endeavouring to act together to allow for the effective communication of the Shareholders' intentions or requirements to the Company and of the Company's intentions or requirements, as applicable.

5.5 **No surprises**: The Shareholders shall use best endeavours to act under the principle of "no surprises", both with the Company and with each other in relation to their respective interests. The Company shall use best endeavours to act under the principle of "no surprises" with each of the Shareholders in relation to their respective interests.

6. STAKEHOLDERS' FORUM

6.1 **Establishment and Terms of Reference**:

(a) The Shareholders will establish, maintain and operate a Stakeholders' Forum in accordance with the Terms of Reference to provide overarching governance of the Company, including:

(i) in relation to the appointment of Directors to the Board of the Company;

(ii) to assist the Shareholders to fulfil their obligations under this agreement;

(iii) to provide opportunities for collaboration with Iwi;

(iv) where the Company has any obligation to consult with the Shareholders under the LG(WS) Act or other applicable law, to allow the Company to meet such obligation by consulting with the Stakeholders' Forum; and

(v) where the Company has Treaty settlement obligations (including under the Rangitāne Tū Mai Rā (Wairarapa Tamaki nui-ā-Rua) Claims Settlement Act 2017, the Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Claims Settlement Act 2022 and the Te Rohe o Rongokako Joint Redress Act 2022), to allow the Company to meet such obligations by consulting with the Stakeholders' Forum.

(b) The Stakeholders' Forum will be deemed to have been established on the date of this agreement, at which time:

(i) the Terms of Reference are on the terms attached at Schedule 4 to this agreement; and

(ii) the initial Stakeholders' Forum Members and Alternates are as set out in Schedule 1.

6.2 **Stakeholders' Forum Members**:

(a) The Stakeholders' Forum will be made up of:

(i) one Stakeholders' Forum Member appointed by each Shareholder; and

(ii) one Stakeholders' Forum Member appointed by each of Rangitāne and Ngāti Kahungunu.

(b) Each Stakeholders' Forum Member (and/or their Alternate) appointed by a Shareholder may be (but is not required to be) an elected member of a Council.

(c) Each Shareholder and Iwi must ensure that it has appointed a Stakeholders' Forum Member and an Alternate at all times. If a Shareholder or Iwi fails to comply with this requirement, then the Chief Executive (or equivalent) of the relevant Shareholder or Iwi (as applicable) will be deemed to be the Stakeholders' Forum Member appointed by that Shareholder or Iwi until such time as a new Stakeholders' Forum Member is appointed by that Shareholder or Iwi (as applicable).

(d) Each Iwi who appoints a Stakeholders' Forum Member, and that Stakeholders' Forum Member, must enter into confidentiality arrangements substantially similar to those set out in clause 18 of this agreement.

6.3 **Replacing a Stakeholders' Forum Member**:

(a) Each Shareholder's appointed Stakeholders' Forum Member and/or Alternate may be replaced from time to time by that Shareholder providing written notice to the Stakeholders' Forum and the other Shareholders.

(b) Each Iwi appointed Stakeholders' Forum Member and/or Alternate may be replaced from time to time by the relevant Iwi (and not any other person) providing written notice to the Stakeholders' Forum and the Shareholders.

6.4 **Terms of Reference**:

(a) The Shareholders may amend the Terms of Reference by the written agreement of all Shareholders, provided the Shareholders have first consulted with Iwi.

(b) The:

(i) operation of the Stakeholders' Forum will be governed by the Terms of Reference (as amended from time to time); and

(ii) Shareholders must procure that their appointed Stakeholders' Forum Member (and their Alternate) comply at all times with the Terms of Reference.

6.5 **Delegations to a Stakeholders' Forum Member**: Each Shareholder agrees to delegate to its appointed Stakeholders' Forum Member, and their Alternate, those responsibilities and powers set out in the Appendix to the Terms of Reference and those in clause 6.6.

6.6 **Authority of Stakeholders' Forum Member**: Subject to the delegations under clause 6.5 above, the Shareholders agree that any right, power, discretion or action for a Shareholder under this agreement (including casting a vote on any Shareholder resolution, signing any notice, resolution, consent or approval and approving any Shareholder Reserved Matter)

may be exercised by the Stakeholders' Forum Member appointed by that Shareholder (or their Alternate).

6.7 **Iwi representation**: The parties acknowledge and agree that clauses 6.2(a)(ii), 6.2(d), 6.3(b) and parts of Schedule 4 contain benefits in favour of Rangitāne and Ngāti Kahungunu and shall be enforceable by those Iwi in accordance with Part 2, Subpart 1 of the Contract and Commercial Law Act 2017. Nothing in this clause 6.7 prevents the Shareholders from amending this agreement, including any of clauses 6.2(a)(ii), 6.2(d), 6.3(b) and Schedule 4, without the consent of each Iwi provided where any change is proposed to Iwi rights of participation in the Stakeholders' Forum the Shareholders:

(a) proactively seek ways to enhance Iwi participation;

(b) consult with Iwi in good faith on the proposed change;

(c) engage with Iwi as to the effects of the proposed change; and

(d) seek to mitigate the adverse effects of the proposed change, if any.

6.8 **Breach**:

(a) Each Stakeholders' Forum Member (and their Alternate) must comply with all applicable requirements of the Terms of Reference.

(b) In the event of Material breach by a Stakeholders' Forum Member (or their Alternate), as determined by a majority of the other Stakeholders' Forum Members, of the Terms of Reference or the rules that may be adopted by the Stakeholders' Forum from time to time to regulate its own procedures, the other Stakeholders' Forum Members may suspend the voting and other rights of participation of that Stakeholders' Forum Member for such time as they consider necessary to resolve the breach or otherwise appropriate in the circumstances.

(c) If:

(i) the suspended Stakeholders' Forum Member fully remedies the relevant breach to the reasonable satisfaction of all other Stakeholders' Forum Members (such satisfaction to be evidenced in writing); or

(ii) the other Stakeholders' Forum Members agree (acting reasonably),

the suspension shall automatically end and all rights, privileges, and entitlements of the suspended Stakeholders' Forum Member under this agreement shall be reinstated with effect from the date on which such written confirmation is given.

7. ISSUING ADDITIONAL SHARES

7.1 **Share issue**: Additional shares in the Company may be issued:

(a) with the written approval of all Shareholders;

(b) to an existing Shareholder in accordance with the process set out in clause 7.2; or

(c) to a third party in accordance with the process set out in clause 8.2.

7.2 **Periodic adjustment to Shares:** The Shareholders agree that their intention is for each Shareholder's shareholding in the Company as a proportion of total Shares to be equivalent to the number of Water Service Connections in the Shareholder's Service Area as a proportion of total Water Service Connections in the Service Areas for all Shareholders. To maintain this equivalency over time:

(a) within four weeks after 1 July of each third anniversary of the date of this agreement, the Board must calculate the number of Water Service Connections in each Shareholder's Service Area as a proportion of total Water Service Connections in the Service Areas for all Shareholders as at that 1 July;

(b) promptly after the calculations referred to at clause 7.2(a) have been completed, the Board must notify the Shareholders and the Stakeholders' Forum of the resulting proportions of each Shareholder and the details of the Board's proposed action under clause 7.2(c);

(c) at least 10 business days after notifying the Shareholders and the Stakeholders' Forum under clause 7.2(b) (the **Notification Period**), but promptly thereafter, the Board and the Shareholders must take all steps necessary to issue and/or acquire and cancel Shares in the Company in such number and in respect of such Shareholders as is required to ensure that, immediately following such issuance and/or cancellation, each Shareholder's shareholding in the Company as a proportion of total Shares is equivalent to the proportion calculated in respect of that Shareholder under clause 7.2(a). For the avoidance of doubt, shares must not be issued, acquired or cancelled under this clause 7.2 prior to the conclusion of the Notification Period without the agreement of all Shareholders; and

(d) all shares acquired or issued under this clause 7.2 as part of any periodic adjustment to shareholdings shall be acquired or issued for nil consideration.

7.3 **Adjustment to Shares for capital events:** An adjustment to the respective holdings of Shares may be initiated at any time by the Board, and will be initiated by the Board prior to any increase in capital from Shareholders or distribution to Shareholders, in each case in accordance with the methodology as set out in clause 7.2, provided that the Board will select a date that the adjustment should be undertaken as at.

7.4 **Disputes**: Any dispute as to the operation of, and calculations under, clause 7.2 or 7.3 will be resolved in accordance with clause 17, provided that if the Board receives a notice of dispute pursuant to clause 17.1 within five business days after notice has been given under clause 7.2(b), the Board will not proceed to take any action under clause 7.2(c) until the dispute has been resolved under clause 17, following which the Board may take such action or make such adjustments as it deems reasonably necessary to give effect to any change in shareholdings, including in respect of transactions that may have occurred prior to the resolution of the dispute but on a basis consistent with the determined outcome of the dispute.

8. SHAREHOLDER ENTRY AND EXIT

8.1 **No sale**: No Shareholder shall directly or indirectly sell, transfer, or dispose of the legal or beneficial ownership of, or the control of, any of its Shares otherwise than in compliance with this clause 8, the Constitution and the LG(WS) Act.

8.2 **New Shareholders:** A Local Authority who is not an existing Shareholder may be admitted as an additional Shareholder in accordance with the process and requirements of Schedule 5.

8.3 **Shareholder exit:** A Shareholder who wishes to exit from its shareholding in the Company may do so in accordance with the process and requirements of Schedule 6.

9. LOANS AND GUARANTEES BY SHAREHOLDERS

9.1 **Loans and guarantees**: No Shareholder will be required to make any loans to the Company or guarantee the obligations of the Company, to any creditor or other party except with the express prior agreement of such Shareholder or as set out in clause 9.2 below.

9.2 **Establishment funding**: The Shareholders agree that it is intended that the Company will, in advance of the Company receiving revenue from the Business, borrow from Shareholders for the purpose of meeting the reasonable establishment and operating costs of the Company (**Establishment Loans**). To this end, it is agreed that:

(a) the Company may, in one or more requests in writing given prior to the date on which it receives its first revenue following the closing under the Transfer Agreement, request the advance by each Shareholder of up to, in aggregate with all other sums advanced by that Shareholder under this clause 9.2, the sum of $**[●]**;

(b) that request for advance must be made to each Shareholder at the same time and for the same amount;

(c) the Shareholders must advance the funds requested to the Company under the Establishment Loan within five Business Days of receipt of the request;

(d) the Establishment Loan will be unsecured, interest free and repayable upon the earlier of:

(i) 30 June 2028;

(ii) the date on which the Company is eligible to borrow from LGFA and remain in compliance with all LGFA funding requirements and covenants; and

(iii) the date elected by the Company; and

(e) the Shareholders will do all things reasonably required in connection with the Establishment Loans, including capitalising the Establishment Loans, to the extent necessary for the Company to be able to borrow from LGFA.

9.3 **LGFA**: The Shareholders agree that it is intended that the Company will borrow from LGFA. In accordance with LGFA foundation policies, the Company (as a CCO) must have financial support from its shareholders. To this end, it is agreed that each Shareholder will:

(a) support the Company in taking all steps necessary for it to:

(i) be approved by LGFA as a borrower; and

(ii) accede to LGFA's Multi Issuer Deed and Notes Subscription Agreement (or similar); and

(b) either:

(i) enter into, in a timely manner, a deed of guarantee (or such other documentation as required by LGFA) for the Company's debt liabilities to LGFA; or

(ii) commit to provide uncalled capital,

based on the following principles:

(iii) no Shareholder will ultimately be required to guarantee, or pay, more than that Shareholder's Agreed Proportionate Amount; and

(iv) the guarantee/amount of any uncalled capital will be reviewed periodically to ensure it reflects the above principle.

9.4 The "**Agreed Proportionate Amount**" for a Shareholder will be set out or determined in accordance with the Transfer Agreement for that Shareholder, and will be agreed with all Shareholders.

10. SETTING WATER CHARGES AND OTHER REVENUE RECOVERY

10.1 The Board will make all decisions in relation to the setting of water charges and other revenue recovery.

10.2 Each decision of the Board regarding water charges will be made:

(a) in compliance with clause 2.2 of the Constitution (unless that clause is amended in accordance with clause 10.3); and

(b) having regard to the pricing principles set out in Schedule 7.

10.3 Notwithstanding clauses 10.1 and 10.2:

(a) if the Shareholders agree otherwise as a Reserved Matter, the Board may adopt harmonisation of pricing between any Service Areas despite the provisions of clause 2.2 of the Constitution; and

(b) promptly after the ninth anniversary of the date of this agreement the Shareholders will, with the input of the Board, review whether clause 2.2 of the Constitution should be amended to change the way charges are set for water users away from reflecting the costs to serve those water users. Any change will only take effect if the Shareholders agree as a Reserved Matter.

10.4 The Board may, within six weeks of 1 July 2030, 1 July 2033 and 1 July 2036, put forward a business case to Shareholders proposing to adopt a harmonisation pricing strategy for consideration by Shareholders under clause 10.3(a) above. The business case will consider, among other things, the following factors:

(a) whether there is sufficient reliable information available about future investment requirements to provide reliable and transparent estimates of costs to ratepayers;

(b) the impact of any proposed changes on each Shareholder's ratepaying population (including distributional impacts within and between Council districts);

(c) other benefits and costs of the new proposed approach relative to current approach (e.g., impact on operating costs/efficiencies for the entity); and

(d) whether other compensatory measures could be put in place to manage any significant impact (if any) on subsets of ratepayers.

Nothing in any such proposal or in this clause 10.4 obliges any Shareholder to agree to any such proposal.

11. DISTRIBUTIONS

11.1 The Board may authorise dividends and other distributions (as those terms are defined in the Companies Act) only in accordance with a dividend policy adopted by the Shareholders in accordance with this clause 11.

11.2 Each Shareholder acknowledges and agrees that:

(a) the initial dividend policy of the Company will be to re-invest all profits of the Company into the Business and, accordingly, the Company does not intend to pay dividends to Shareholders; and

(b) it is the Shareholders' intention that the initial dividend policy will be maintained for at least nine years from the Incorporation Date.

11.3 The Shareholders may agree by a unanimous resolution of Shareholders to the Company adopting an updated dividend policy from time to time. Unless otherwise agreed by that unanimous resolution of Shareholders, the payment of any dividend (including if made under an updated dividend policy) will be:

(a) subject to the Company being able to:

(i) comply with its then current business plan;

(ii) comply with its obligations to any third party;

(iii) comply with its legal obligations, including under the LG(WS) Act (including the obligation not to not pay a dividend amount that could compromise the Company's ability to act in accordance with the financial principle that it must ensure that the revenue and funding it applies to providing Water Services is sufficient to sustain the Company's long-term investment in its Water Services while meeting all regulatory requirements);

(iv) meet the solvency test set out in the Companies Act; and

(v) maintain prudential capital reserves,

(as determined in each case by the Board);

(b) made on a pro-rata basis, in proportion to the Shares then held by each Shareholder.

12. STATEMENT OF EXPECTATIONS

12.1 **Preparation**: The Stakeholders' Forum will be responsible for preparing the Statement of Expectations in accordance with the LG(WS) Act, within the time periods required by the LG(WS) Act.

12.2 **Process**: Unless the Shareholders otherwise agree, or an alternative process is provided for in the LG(WS) Act (in which case that alternative process will be followed):

(a) The Stakeholders' Forum will meet eight months before the date on which the Company is required to prepare a Water Services Strategy under the LG(WS) Act, to discuss and agree to the process for preparing the next Statement of Expectations. That process must comply with the requirements of the LG(WS) Act including in respect of liaising with the Company.

(b) The Stakeholders' Forum Members will procure that one or more Shareholders publish the process agreed in accordance with clause 12.2(a) on their website in accordance with the LG(WS) Act.

(c) The Stakeholders' Forum Members will then work collectively to prepare a draft Statement of Expectations in accordance with the process agreed under clause 12.2(a) and the requirements of this agreement and the LG(WS) Act.

(d) In addition to the requirements specified in the LG(WS) Act, the Statement of Expectations shall also include the matters set out in Schedule 8. However, for clarity, section 228(3) of the LG(WS) Act applies.

(e) The Shareholders must approve and adopt (as a Shareholder Reserved Matter) the draft Statement of Expectations prepared in accordance with clause 12.2(c), subject to any amendments they consider necessary, at least six months prior to the date on which the Company is required to prepare a Water Services Strategy under the LG(WS) Act.

Promptly after the Statement of Expectations has been approved and adopted in accordance with clause 12.2(e), the Statement of Expectations will be circulated to the Chairperson of the Board, the Chief Executive of the Company and the Stakeholders' Forum.

12.3 **Compliance**: The Shareholders, the Stakeholders' Forum and the Board will ensure that the business of the Company is conducted in accordance with its Statement of Expectations.

13. SECURITY INTERESTS, AMALGAMATION

13.1 **No Security Interest**: A Shareholder must not grant a Security Interest over any of its Shares.

13.2 **Amalgamation of Local Authorities**: In the event of an amalgamation or any other change in the governance structure of a Shareholder, the Shareholders will meet and discuss the

effect of the amalgamation on the shareholding structure of the Company and will exercise their voting rights to ensure that the shareholding percentages for the Shares remain reasonable as agreed by all Shareholders.

14. TERM AND TERMINATION

14.1 **Term**: This agreement commences on the date signed by all parties and continues until the first date on which:

(a) only one Shareholder owns all Shares;

(b) none of the Shareholders hold Shares; or

(c) the date on which the Company is removed from the Companies Register.

15. CONSEQUENCES OF TERMINATION

15.1 **Effect of termination**: Any termination of this agreement with respect to a Shareholder does not affect any accrued rights that Shareholder may have against the other parties to this agreement or which the other parties to this agreement may have against it.

15.2 **Survival**: Termination of this agreement will not affect the rights and obligations of the Shareholders set out in clauses 1, 15, 17, 18, 19 and 20 which are intended to survive the termination of this agreement.

16. SUSPENSION OF RIGHTS

16.1 **Consequences**: If an Event of Default occurs in respect of a Shareholder (the "**Defaulting Shareholder**") the Non-Defaulting Shareholders may, while that Event of Default continues, by notice in writing to the Defaulting Shareholder require that the Defaulting Shareholder is suspended as follows:

(a) all rights of the Defaulting Shareholder under this agreement (including the right to vote on a Reserved Matter and to participate in the Stakeholders' Forum) and all rights attaching to the Defaulting Shareholder's Shares ("**Default Shares**") (including voting) are suspended and the Default Shares are not to be counted for the purpose of determining a quorum for a Shareholders' meeting; and

(b) all Director appointment rights of the Defaulting Shareholder are suspended,

with any period of suspension only lasting for such time as:

(c) in the case of a breach or failure is capable of remedy, the Event of Default is continuing; and

(d) in the case of a breach or failure that is not capable of remedy, the consequences of the Event of Default have been mitigated to the fullest extent practicable and (without imposing on any Shareholder an obligation to offer compensation) the Company and Shareholders have been compensated for the consequences of the Event of Default to the reasonable satisfaction of each shareholder.

16.2 **Non-Defaulting Shareholder**: For the purposes of clause 16.1:

(a) "Non-Defaulting Shareholders" means all Shareholders which are not the Defaulting Shareholder, other than any such Shareholder which is a Related Party of the Defaulting Shareholder; and

(b) any notice which may be given by the Non-Defaulting Shareholders may be given by a Shareholder or Shareholders which holds or hold more than half of the Shares held by all Non-Defaulting Shareholders.

16.3 **Default interest**: If either party does not pay any amount payable under this agreement on the due date for payment ("**Due Date**") that party shall pay to the other party interest (both before and after judgment) on that amount. That interest:

(a) shall be paid at the rate set out in Schedule 1;

(b) shall be paid by instalments at intervals of 10 Business Days from the Due Date; and

(c) shall be calculated on a daily basis from and including the Due Date until the unpaid amount is paid in full.

The right of a party to require payment of interest under this clause does not limit any other right or remedy of that party.

16.4 **Other remedies**: Clauses 16.1 and 16.3 are without prejudice to any other right, power or remedy under this agreement, at law, or otherwise, that any Shareholder has in respect of a default by any other Shareholder.

17. DISPUTE RESOLUTION

17.1 **Notice in writing**: If a party claims that a dispute has arisen, that party must give written notice to the other parties. The written notice must specify the nature of the dispute.

17.2 **Negotiation**:

(a) On receipt of a notice delivered in accordance with clause 17.1 and before any party may refer a dispute to mediation, the representatives must, in good faith and acting reasonably, do their best to resolve the dispute quickly and efficiently through negotiation.

(b) If any representative considers that the dispute is not being resolved in a timely manner, such representative may serve written notice on the other parties' representatives to escalate the dispute to the Chief Executives or equivalent (where the representatives are not the Chief Executive or equivalent) of the applicable Shareholders for resolution.

(c) If the dispute has not been resolved within 20 Business Days (or within such other period as agreed by the parties) of the date of the notice referred to in clause 17.2, any party may submit the dispute to mediation.

17.3 **Mediation**:

(a) If the parties do not resolve the dispute by negotiation, the parties must, in good faith and acting reasonably, do their best to resolve the dispute by participating in mediation with an independent mediator.

(b) If the parties do not agree on a mediator, then the mediator will be appointed by the New Zealand Dispute Resolution Centre.

(c) The parties must mediate the dispute in accordance with principles agreed between them or, if no agreement can be reached, the New Zealand Dispute Resolution Centre Mediation Rules.

(d) Unless the parties agree otherwise, the mediator's fee and any other costs of the mediation itself (such as for venue hire or refreshments) will be shared equally between the parties, but the parties will each pay their own costs of preparing for and participating in the mediation (such as for travel and legal representation).

17.4 **Arbitration**

(a) If the dispute has not been resolved within 40 Business Days (or within such other period as agreed by the parties) of the dispute being referred to mediation, any party (the "**Initiating Party**") may refer such dispute to binding arbitration by issuing a written notice ("**Arbitration Notice**") to the other Party or Parties (together with the Initiating Party, the "**Disputing Parties**") for final resolution in accordance with the provisions of this clause 17.4 and in accordance with the provisions of the Rules of Arbitration of the New Zealand Dispute Resolution Centre, as amended or modified from time to time ("**NZDRC Rules**").

(b) The arbitral panel shall consist of one arbitrator. The arbitrator will be appointed by the agreement of the Disputing Parties or, failing agreement within 10 Business Days of the date of the Arbitration Notice, in accordance with the NZDRC Rules.

(c) The seat of arbitration shall be Wellington, New Zealand and the arbitration shall be conducted in the English language.

(d) The award of the arbitration shall be in writing and must include reasons for the decision.

(e) The award of the arbitration shall be final and binding on the parties. No party may appeal to the High Court under Clause 5 of Schedule 2 of the Arbitration Act 1996 on any question of law arising out of an award.

(f) The award shall allocate or apportion the costs of the arbitration as the arbitrator deems fair.

(g) Neither the existence of any dispute nor the fact that any arbitration is pending hereunder shall relieve any of the parties of their respective obligations under this agreement.

17.5 **Implementation of agreement**: The parties must do whatever is reasonably necessary to put into effect any negotiated or mediated agreement, arbitral award or other resolution. This includes exercising voting rights and other powers as required.

17.6 **Rights and obligations during a dispute**: During a dispute, each party must continue to perform its obligations under this agreement.

17.7 **Interlocutory relief and right to terminate**: This clause does not restrict or limit the right of a party to obtain interlocutory relief, or to immediately terminate this agreement where this agreement provides such a right.

18. CONFIDENTIAL INFORMATION AND PUBLIC ANNOUNCEMENTS

18.1 **Confidentiality**: Each party must keep confidential the Confidential Information, and must not disclose or permit the disclosure of such Confidential Information to any other person. If a party becomes aware of a breach of this obligation, that party will immediately notify the other parties.

18.2 **Further permitted use and disclosure**: This agreement does not prohibit the disclosure of Confidential Information by a party in the following circumstances:

(a) the other parties have consented to the disclosure of the relevant Confidential Information;

(b) the disclosure is specifically contemplated and permitted by this agreement;

(c) the disclosure of Confidential Information is to an employee, subcontractor, agent or representative who needs it for the purposes of this agreement;

(d) the disclosure is to a professional adviser in order for it to provide advice in relation to matters arising under or in connection with this agreement;

(e) the disclosure is required by a court or governmental or administrative authority; or

(f) the disclosure is required by applicable law or regulation, including under the Local Government Official Information and Meetings Act 1987.

18.3 **Public announcements and media releases**: Each Shareholder agrees that it will not make any public announcements or issue media releases in connection with, or on behalf of, the other Shareholders or the Company in relation to the Company or Water Services, except with the written consent of the other Shareholders. Nothing in this provision shall prohibit or restrict a Shareholder from making a public announcements or media releases in connection with the Shareholder's own involvement with, or policies in relation to, the Company.

19. NOTICES

19.1 **Giving notices**: Any notice or communication given to a party under this agreement is only given if it is in writing and sent in one of the following ways:

(a) Delivered or posted to that party at its address and marked for the attention of the relevant department or officer (if any) set out in Schedule 1.

(b) Emailed to that party at its email address and marked for the attention of the representative set out in Schedule 1.

19.2 **Change of details**: If a party gives the other party three Business Days' notice of a change of its postal address or email address, any notice or communication is only given by that other party if it is delivered, posted or emailed to the latest postal address or email address.

19.3 **Time notice is given**: Any notice or communication is to be treated as given at the following time:

(a) If it is delivered, when it is left at the relevant address.

(b) If it is sent by post, five Business Days after it is posted.

(c) If it is sent by email, when it is received in readable form addressed in the manner specified above.

However, if any notice or communication is given, on a day that is not a Business Day or after 5pm on a Business Day, in the place of the party to whom it is sent it is to be treated as having been given at the beginning of the next Business Day.

20. GENERAL

20.1 **No partnership, joint venture**: Nothing in this agreement shall create or evidence any partnership, joint venture, agency, trust or employer/employee relationship between any of the Shareholders, and a Shareholder may not make, or allow to be made, any representation that any such relationship exists between any of the Shareholders. A Shareholder shall not have authority to act for, or to incur any obligation on behalf of, any other Shareholder, except as expressly provided for in this agreement.

20.2 **No privity**: Other than as expressly provided for in this agreement, this agreement is not intended to confer a benefit on any person or class of persons who is not a party to it.

20.3 **Board action**: Wherever this agreement requires the Board to do anything, each Shareholder shall take all steps available to it to ensure that the Director or Directors appointed by that Shareholder takes all necessary steps to do that thing.

20.4 **Counterparts**: This agreement is deemed to be signed by a Shareholder if that Shareholder has signed or attached that Shareholder's signatures to any of the following formats of this agreement:

(a) an original; or

(b) a photocopy; or

(c) an electronic copy;

and if every Shareholder has signed or attached that Shareholder's signatures to any such format and delivered it in any such format to the other Shareholders, the executed formats shall together constitute a binding agreement between the Shareholders.

20.5 **Entire agreement**: This agreement contains everything the parties have agreed in relation to the subject matter it deals with. No party can rely on an earlier written agreement or anything said or done by or on behalf of another party before this agreement was executed.

20.6 **Severance**: If any provision of this agreement is, or becomes unenforceable, illegal or invalid for any reason it shall be deemed to be severed from this agreement without affecting the validity of the remainder of this agreement and shall not affect the enforceability, legality, validity or application of any other provision of this agreement.

20.7 **Further assurance**: Each Shareholder shall make all applications, execute all documents and do or procure all other acts and things reasonably required to implement and to carry out its obligations under, and the intention of, this agreement.

20.8 **Variation**: No variation of this agreement will be of any force or effect unless it is in writing and signed by the parties to this agreement.

20.9 **Assignments and transfer**: A party must not assign or transfer any of its rights or obligations under this agreement without the prior written consent of each of the other parties.

20.10 **Costs**: Except as otherwise set out in this agreement, each party must pay its own costs and expenses, including legal costs and expenses, in relation to preparing, negotiating, executing and completing this agreement and any document related to this agreement.

20.11 **Inconsistency with Constitution**: If there is any inconsistency between this agreement and the Constitution then the parties agree to abide by this agreement and to do everything required to change the Constitution so that it is consistent with this agreement.

20.12 **Waivers**:

(a) A waiver of any right, power or remedy under this agreement must be in writing signed by the Council granting it. A waiver only affects the particular right, obligation or breach for which it is given. It is not an implied waiver of any other right, obligation or breach or an implied waiver of that right, obligation or breach on any other occasion.

(b) The fact that a party fails to do, or delays in doing, something the party is entitled to do under this agreement does not amount to a waiver.

20.13 **Governing law**: This agreement is governed by the laws of New Zealand.

SCHEDULE 3

MATTERS REQUIRING SHAREHOLDER APPROVAL

Matter or transaction	Approval threshold
Statement of Expectations	
A decision to approve and adopt the draft Statement of Expectations pursuant to clause 12.2(e).	More than half the number of Shareholders (i.e., as at the date this agreement was first entered into, approved by at least 3 out of 4 Shareholders)
Material transactions	
"Major transactions" as that term is defined in the Companies Act.	Special Resolution
"Major transactions", being any transaction to acquire, sell, lease (whether as lessor or lessee), exchange or otherwise (except by way of charge) dispose of assets where the transaction involves an aggregate value (including over the term of the contract, if applicable) above $100,000,000[1].	Special Resolution
Changes to structure	
Any alteration to, or revocation of, the Constitution.	Special Resolution
Any issue of Shares, securities that are convertible into or exchangeable for Shares, or options to acquire Shares.	All of the Shareholders
Any alteration of rights, privileges or conditions attaching to the Shares.	All of the Shareholders
Any arrangement, dissolution, reorganisation, liquidation, merger or amalgamation of the Company.	All of the Shareholders
Any transfer by the Company of Shares held by the Company or any purchase or other acquisition by the Company of its own Shares.	All of the Shareholders
Any cancellation, buy-back or reduction of Shares, securities that are convertible into or exchangeable for Shares, or options to acquire Shares.	All of the Shareholders
The giving of any financial assistance for the purpose of, or in connection with, the purchase of Shares.	All of the Shareholders
Making a Material change in the nature of the Company's business or engaging in business activities other than the Business.	All of the Shareholders
Starting or settling any legal or arbitration proceedings, except in the ordinary course of business.	All of the Shareholders
Any decision for the ceasing operations, liquidation, winding-up, dissolution, restructuring or assignment to its creditors or any similar transaction of the Company.	75% of the number of Shareholders

[1] Subject to indexing from June 2025 in accordance with changes to the Producers Price Index (All Industries) (as published by Statistics New Zealand) – SQU900000 June 2025 = 1483.

Any decision to admit a new Shareholder, as set out in clause 8.2 of this agreement.	All of the Shareholders
Any decision to approve the exit of an existing Shareholder, as set out in clause 8.3 of this agreement.	All of the Shareholders, other than the exiting Shareholder
Pricing	
Any amendments or replacements to the pricing principles set out in Schedule 7 to this agreement or to clause 2.2 of the Constitution during the period of nine years commencing from 1 July 2027.	All of the Shareholders
Any amendments or replacements to the pricing principles set out in Schedule 7 to this agreement or to clause 2.2 of the Constitution during the period following 1 July 2036.	Special Resolution

SCHEDULE 4

FORM OF STAKEHOLDERS' FORUM TERMS OF REFERENCE

Stakeholders' Forum

Purpose

The Stakeholders' Forum ("**Stakeholders' Forum**") is established to:

- provide governance oversight of the Company which provides Water Services in the Service Area set out in Schedule 1; and
- provide a forum for the representatives of the Company's shareholders ("**Shareholders**") and Iwi to meet, discuss and co-ordinate on relevant issues and, through their representatives, exercise their powers in respect of the Company.

Status

The Stakeholders' Forum is a representative forum of the Shareholders and Iwi representatives. For clarity, it is not a "joint committee" for the purposes of the LGA.

Definitions

In these Terms of Reference:

"**Full Forum Matter**" means a matter set out in this Schedule 4 that is identified with an asterisk (*).

"**Council Forum Matter**" means a matter set out in this Schedule 4 that is not identified with an asterisk (*).

Specific responsibilities

The Stakeholders' Forum's responsibilities are:

Governance oversight responsibilities

Governance oversight of the Company, including by:

- receiving and considering the half-yearly and annual reports of the Company;
- receiving and considering such other information from the Company as the Stakeholders' Forum may request on behalf of the Shareholders and/or receive from time to time;
- undertaking performance and other monitoring of the Company;
- considering and providing recommendations to the Shareholders on proposals from the Company;
- providing co-ordinated feedback, and recommendations as needed, on any matters requested by the Company or any Shareholder;

- providing recommendations to the Shareholders regarding the relevant network infrastructure owned by each Shareholder and/or the Company;
- providing recommendations to the Shareholders regarding water conservation;
- preparing the three yearly Statement of Expectations in accordance with the process and other requirements of the Shareholders' Agreement and the LG(WS) Act;*
- seeking and interviewing candidates for the Company's board as needed;*
- monitoring the performance of the board of the Company;* and
- providing recommendations to the Shareholders regarding changes to these terms of reference, the Shareholders' Agreement and the Constitution.

Stakeholders' Forum decision making responsibilities

Considering and making decisions on the following:

- approving the three yearly Statement of Expectations in accordance with the process and other requirements of the Shareholders' Agreement and the LG(WS) Act;
- approving director appointments and/or removals;* and
- approving the remuneration of directors of the Company*.

Shareholders' responsibilities

To the extent that each Shareholder delegates its relevant powers to the Stakeholders' Forum Member it appoints, the Stakeholders' Forum will provide a forum for the Shareholders to meet and exercise their powers in relation to the Company.

Chairperson

The Chairperson and Deputy Chairperson will be elected by the Stakeholders' Forum once all Stakeholders' Forum Members have been appointed.

Quorum

A quorum for meetings of the Stakeholders' Forum will be met:

- where the agenda includes consideration of a Full Forum Matter– if a majority of Stakeholders' Forum Members (or Alternates, other than Alternates attending as an observer) are present; and
- where the agenda includes consideration of a Council Forum Matter– if a majority of those Stakeholders' Forum Members (or Alternates, other than Alternates attending as an observer) appointed by Shareholders are present.

Where the Stakeholders' Forum is providing a forum for the Shareholders to meet and exercise their powers in relation to the Company, the requirements of the Constitution and this agreement will prevail.

Alternates

Each Stakeholders' Forum Member must have an Alternate appointed by the relevant Shareholder or Iwi. The Alternate may attend as an observer without rights of participation or voting at all meetings of the Stakeholders' Forum. In the event that the primary Stakeholders' Forum Member is unable to attend any meeting of the Stakeholders' Forum, the Alternate may attend that meeting with full rights of participation and may exercise the vote of its primary Stakeholders' Forum Member.

Decision-making

The Stakeholders' Forum will strive to make all decisions by consensus.

In the event that a consensus on a particular matter before the Stakeholders' Forum is not able to be reached, each Stakeholders' Forum Member has a deliberative vote.

A vote of the Stakeholders' Forum is passed if a majority (i.e., more than 50%) of the votes cast are in favour of the matter. In the situation where there is an equality of votes cast on a matter, the Chairperson does not have a casting vote and therefore the matter subject to the vote is defeated and the status quo is preserved.

Iwi representatives

In relation to any decisions of the Stakeholders' Forum, notwithstanding anything to the contrary, Iwi representatives will only have voting rights at meetings of a Stakeholders' Forum in respect of Full Forum Matters.

Policies

The Stakeholders' Forum will develop and agree:

(a) a process to manage actual, potential and perceived conflicts of interest of Stakeholders' Forum Members and Alternates, Shareholders and Iwi;

(b) a code of conduct for all Stakeholders' Forum Members and Alternates;

(c) confidentiality protocols and disclosure policies;

(d) standing orders relating to the operation of Stakeholders' Forum meetings; and

(e) such other policies as the Stakeholders' Forum determines.

Remuneration

Each Shareholder and Iwi appointor will be responsible for the payment of remuneration (if any) to its representative on the Stakeholders' Forum and for any costs associated with that person's membership of the Stakeholders' Forum. To ensure consistency, where remuneration is to be paid to a representative on the Stakeholders' Forum, the amount of such remuneration must be agreed by the Stakeholders' Forum.

Administration

Reports to be considered by the Stakeholders' Forum may be submitted by any of the Shareholders or the Company.

Procedures

Unless otherwise specified in this agreement, the Rules for Shareholder Meetings set out in clauses 1 – 6 (inclusive) and clause 10 of Schedule 1 of the Constitution will apply to the procedures of the Stakeholders' Forum as if the relevant references were to the Stakeholders' Forum and its members and Alternates.

Appendix to Schedule 4

Common delegations

Governance oversight responsibilities

- Each Shareholder will delegate to the Stakeholders' Forum the responsibilities and powers necessary to participate in and carry out the Stakeholders' Forum governance oversight responsibilities.

Shareholders' responsibilities

- Each Shareholder will delegate to its appointed Stakeholders' Forum Member and, in accordance with these terms of reference, that person's Alternate, all responsibilities and powers in relation to the agreement of:
    - when Shareholder meetings, or resolutions in lieu of Shareholder meetings, are required (without prejudice to Shareholder and Board rights to call meetings under the Constitution); and
    - the appointment, removal and remuneration of directors.

SCHEDULE 5

SHAREHOLDER ENTRY PRINCIPLES

Process for admission as new Shareholder

A territorial authority (as defined in the LG(WS)Act who is not an existing Shareholder (**Proposed Shareholder**) may be admitted as an additional Shareholder (**Admission**) in accordance with the following process:

(a) a Proposed Shareholder must submit a proposal to the Board setting out the Proposed Shareholders' credentials and the rationale for its proposed shareholding (a **Proposal**);

(b) following receipt of a Proposal, the Board will assess the merits of the Proposal, consider the implications of it for the Company, its then current Water Services Strategy under the LG(WS) Act and make a recommendation to the Stakeholders' Forum as to whether or not the Shareholders should approve the Admission and any suggested terms and conditions of Admission (a **Recommendation**);

(c) following receipt of a Recommendation:

(i) the Stakeholders' Forum will consider the Proposal and the Shareholders will determine if the Recommendation should proceed to be consulted on as a change proposal in accordance with the requirements of the LG(WS)Act;

(ii) the Shareholders must comply with any required consultation in respect of the change proposal under the LG(WS)Act;

(iii) following completion of the change proposal requirements under the LG(WS)Act, the Shareholders may, at their discretion, approve the Admission as a Reserved Matter. The Proposed Shareholder will not be admitted if the Shareholders consider that its Admission would be likely to:

(aa) materially worsen the Company's financial position or forecast financial position; or

(bb) result in the Company failing to meet its regulatory obligations to be financially sustainable; and

(d) the parties must comply with all applicable legislative requirements.

Terms of admission of new Shareholder

Unless otherwise agreed by all Shareholders in writing, if the Shareholders approve the Admission of a new Shareholder under paragraph (c):

(a) the Proposed Shareholder's shareholding in the Company as a proportion of total Shares will be equivalent to the number of Water Service Connections in the Proposed Shareholder's Service Area as a proportion of total Water Service Connections in the Service Area following Admission. The Shareholders may agree to adjust the number of Shares through a process consistent with clause 7.1 shortly before or at Admission, to ensure proportionality between all Shareholders immediately following Admission;

(b) on or shortly after Admission, the Proposed Shareholder will be required to transfer its relevant assets to the Company pursuant to a Transfer Agreement, with the terms of such transfer to be no more favourable to the Proposed Shareholder than the terms of transfer applying to the initial Shareholders under the Transfer Agreement and otherwise on terms that the Board is satisfied are fair and reasonable in the circumstances;

(c) prior to (but conditional on) Admission, the parties will negotiate, agree and implement any changes to this agreement and the Constitution that may be necessary or desirable as a result of Admission, including to:

(i) maintain the intended balance of rights powers and liabilities of Shareholders and Stakeholders' Forum Members; and

(ii) ensure appropriate iwi participation for the expanded Service Area,

with each party to bear its own costs and expenses of negotiating, agreeing and implementing any changes, including legal costs and expenses; and

(d) prior to (and with effect on and from) Admission, the Proposed Shareholder must accede to this agreement (as it may be amended in accordance with paragraph (c));

(e) the Admission will be given effect by the issue of new Shares to the Proposed Shareholder, with the existing Shareholders to take all steps necessary to issue those Shares, with at least one year's lead time between the approval of Admission under paragraph (c) and the giving effect to of the Admission under this paragraph (i) (or such other period as the Parties may agree with the Proposed Shareholder); and

(f) promptly after the approval of Admission under paragraph (c), the Board and Stakeholders' Forum will develop and agree a transition plan which sets out the process and timeframes for giving effect to Admission, including the steps set out above.

SCHEDULE 6

SHAREHOLDER EXIT PRINCIPLES

Process for Exit

A Shareholder who wishes to exit from its shareholding in the Company (**Exit**) (**Exiting Shareholder**) may do so in accordance with the following process:

(a) the Exiting Shareholder must submit a notice to the Board and the Stakeholders' Forum stating its intention to Exit (**Exit Notice**);

(b) following receipt of an Exit Notice:

(i) the Stakeholders' Forum will consider the Proposal and the Shareholders will determine if the Exit should proceed to be consulted on as a change proposal in accordance with the requirements of the LG(WS)Act;

(ii) the Shareholders must comply with any required consultation in respect of the change proposal under the LG(WS)Act; and

(iii) following completion of the change proposal requirements under the LG(WS)Act, the Board and the Stakeholders' Forum will work collaboratively to develop a detailed exit plan (**Exit Plan**) setting out a proposed process and timeline for Exit, including to address the treatment of assets and joint assets, consideration, stranded assets and liabilities and transactions costs, and reflecting the Terms of Exit set out below;

(c) a finalised Exit Plan will be presented to the Stakeholders' Forum who will consider the Exit Plan and the Shareholders may, at their discretion, approve the Exit as a Reserved Matter. The Exit will not be approved if the Shareholders consider that the Exit would be likely to:

(i) materially worsen the Company's financial position or forecast financial position; or

(ii) result in the Company failing to meet its regulatory obligations to be financially sustainable; and

(d) the parties must comply with all applicable legislative requirements, including in respect of consultation.

Terms of Exit

Unless otherwise agreed by all Shareholders in writing, if the Shareholders approve the Exit under paragraph (c):

(e) the Exiting Shareholder will be entitled to transfer its relevant assets out of the Company for an agreed price;

(f) prior to (but conditional on) Exit, the parties will negotiate, agree and implement any changes to this agreement and the Constitution that may be necessary or desirable as a result of the Exit, including to:

(i) maintain the intended balance of rights powers and liabilities of Shareholders and Stakeholders' Forum Members; and

(ii) ensure appropriate iwi participation for the reduced Service Area,

with each party to bear its own costs and expenses of negotiating, agreeing and implementing any changes, including legal costs and expenses; and

(g) with effect on and from Exit, the Exiting Shareholder will be released from its obligations under this agreement (except in respect of any breaches up to the date of Exit); and

(h) the Exit will be given effect by the transfer of the Exiting Shareholder's Shares to the remaining Shareholders or by the Company acquiring and cancelling the Exiting Shareholder's Share, with the remaining Shareholders to take all steps necessary to give effect to this step, with at least three year's lead time between the giving of an Exit Notice under paragraph (a) and the giving effect to of the Exit under this paragraph (h).

SCHEDULE 7

PRICING PRINCIPLES

- Transparency between pricing and investment requirements.
- Engagement with communities in setting or changing pricing in a material manner.
- Managing/smoothing the transition impact of any changes to pricing.
- Balancing affordability for customers with investment and financial sustainability requirements.
- Consideration of distributional impacts of pricing decisions.
- Pricing to be on a cost-to-serve basis.

SCHEDULE 8

STATEMENT OF EXPECTATIONS

The parties agree that the Statement of Expectations must include the content required under the LG(WS) Act. As at the date of this agreement, that is:

(a) the outcomes that the Shareholders expect the Company to achieve by providing Water Services;

(b) requirements relating to the Shareholders' resource management planning and land use planning that are relevant to the Service Area;

(c) a requirement that the Company must act in accordance with any relevant statutory obligation that applies to a Shareholder that is a territorial authority; and

(d) the information that the Company must include in its half-yearly report.

A statement of expectations may contain a matter that applies to all or a specified part of:

(a) the Water Services provided by the Company (for example, a matter that applies only to wastewater); and/or

(b) the Service Area (for example, a matter that applies only to a Shareholder's Service Area rather than all Service Areas).

The parties agree that the Statement of Expectations may also include one or more of the following:

(a) how the Shareholders require the Company to conduct its relationships with:

  (i) the Shareholders:

  (ii) the Shareholders' communities or any specified stakeholders within those communities:

  (iii) hapū, iwi, and other Māori organisations: and

  (iv) consumers in the Service Area;

(b) performance indicators and measures that the Shareholders may use to monitor the Company

(c) expectations relating to the strategic priorities to be included in the Water Services Strategy:

(d) a requirement that the Company must act in accordance with an obligation that a Shareholder that is a territorial authority may have with a third party (including with hapū, iwi, or other Māori organisations) under a contract or other agreement;

(e) a requirement that the water organisation undertake a specified obligation on behalf of a Shareholder that is a territorial authority;

(f) a requirement to undertake community or consumer engagement, and the contents of that engagement;

(g) expectations in relation to collaborating with the Shareholders and other parties when providing Water Services; and

(h) a requirement that part or all of the Water Services Strategy must be independently reviewed or audited.

8 REPORTS FOR INFORMATION

8.1 ANNUAL REPORT 2024-2025 UPDATE

File Number:

Author: **David Paris, General Manager Finance**

Authoriser: **Maseina Koneferenisi, Acting Chief Executive**

PURPOSE

The purpose of this report is to present draft aspects of Council's 2024/2025 financial result prior to Audit New Zealand review, and to provide an update on end-of-year non-financial measures and Annual Report progress.

RECOMMENDATIONS

That Council

1. Receives the update on the 2024/25 Annual Report progress including the draft year-end summary financial statements and variances commentary; and
2. Notes key dates for the 2024/25 Annual Report audit and adoption.

CONTEXT

The Local Government Act 2002 (LGA) requires all councils to prepare an Annual Report at the end of each financial year. Council's most recent financial year end was 30 June 2025.

The LGA requires Council to adopt the Annual Report for each year by 31 October.

ANALYSIS AND ADVICE

The purpose of an annual report is:

- to compare the actual activities and performance of the Council against what was planned for that year in the Long-Term Plan and the Annual Plan; and
- to provide accountability to the community for the decisions made throughout the year.

The 2024/25 Annual Report is reporting on Year 1 of the 2024-2034 Long-Term Plan and budgets that were set in June 2024. It covers the period from 1 July 2024 to 30 June 2025.

The Annual Report will be divided into four sections:

- An overview of our people, our place, and our future: This will include information about our community and the Council, relationships with key partners and the Council's long-term vision and community outcomes.
- An overview of the year at a glance: this will include a summary of the Council's performance and financials.

- Detailed performance information by each of activity: This will include full commentary on the Council's performance for each activity, along with statements of service, and case studies of some key projects.
- Financial reporting: This will include full financial reporting that meets Public Benefit Entity (PBE) financial reporting standards and include reporting required by the Local Government (Financial Reporting and Prudence) Regulations 2014.

The Finance and Strategic Policy teams are aiming to complete a full draft of the Annual Report by 29 September. This is the date when Audit NZ are scheduled to start their audit of the document. The financial statements included in this report are close to being final and are provided for members' information prior to the local government election. Accompanying the statements are commentaries describing where actual results have varied from the plan/budget. The Rates Requirement Summary includes a column to the right which highlights the variance percentages at each activity level.

MASTERTON DISTRICT COUNCIL

STATEMENT OF COMPREHENSIVE REVENUE & EXPENSE

For the Year Ended 30 June 2025

$ Actual 2023/24		Note	$ Actual 2024/25	$ Budget 2024/25	
	OPERATING REVENUE				
41,025,706	Rates Revenue	*3*	45,606,576	45,594,048	
50,303	Rural sewerage scheme capital rates	*3 & 4*	62,373	50,303	
2,301,443	Financial Contributions		1,521,481	1,643,000	
23,579,459	Subsidies and grants	*4*	22,130,691	22,553,956	*1
1,626,495	Finance Revenue	*5*	1,516,108	965,750	
10,473,160	Other Operating Revenue	*4*	12,079,040	11,721,377	*1
5,231,090	Assets vested from subdivisions	*4*	756,415	-	
117,339	Other Gains	*4a*	1,106,743	50,802	
84,404,994	**Total Operating Revenue**		84,779,428	82,579,236	
	OPERATING EXPENDITURE				
14,710,060	Personnel Costs	*6*	15,492,498	15,492,421	
33,057,483	Other Expenses	*7*	33,189,127	30,587,371	
3,177,761	Finance Costs	*5*	3,033,006	2,721,778	
20,566,679	Depreciation & amortisation	*12, 13, 14*	21,821,055	20,929,378	
2,875,567	Other Losses	*4a*	5,812,599	-	
74,387,549	**Total Operating Expenditure**		79,348,286	69,730,948	
$10,017,445	**Surplus/(Deficit) before taxation**		$5,431,142	$12,848,288	
-	Income tax expense		-	-	
$ 10,017,445	**SURPLUS/(DEFICIT) AFTER TAXATION**		**$ 5,431,142**	**$12,848,288**	
	Other Comprehensive Revenue & Expense				
15,461,432	Gain/(Loss) on asset revaluations	*12, 13, 25*	-	-	
668	Financial assets fair value movement	*25*	19,785	-	
15,462,100	**Total Other Comprehensive Revenue & Expense**		19,785	0	
$ 25,479,545	**TOTAL COMPREHENSIVE REVENUE & EXPENSE**		**$ 5,450,927**	**$12,848,288**	

**1 The budget for subsidies & grants has been adjusted to reflect more than just roading subsidies*

The **Statement of Revenue & Expenditure** (above) shows an accounting surplus of $5.43 million, or 6.4% of Operating Revenue. The Plan was for $12.85 million surplus and there are a range of reasons why that has not been achieved, but overall the Council has operated close to the levels planned for both revenue and expenditure.

After eliminating Other Gains & Losses and Vested assets (none of which were planned) the surplus is $9.38 million and represents funding received that has been applied to capital expenditure (ie asset-generating projects).

- Operating Revenue in total is $84.78 million which is $2.2 million or 2.7% more than planned. $1.1 million of that relates to asset revaluations.
- Interest income of $1.52 million is $550k ahead of the level planned as returns on funds invested have been higher than expected, pre-funding of debt repayments (unplanned) was held in interest bearing deposits for part of the year and some government funding in advance was held on deposit for part of the year before being applied. All these factors have meant more interest income.
- Subsidies and grants of $22.1 million is within 2% of Plan and includes Roading subsidies of $12.04 million versus $13.01 million planned. Other Government funding included grants for the Airport project, FOSAL buy-outs, 'better off' funding and resilience funding for cyclone recovery projects.
- Revenue from Financial Contributions of $1,516k is 7.4% less than planned, but 34% down on last year, reflecting less development activity.
- Other operating revenue (including fees & charges) of $12.1 million is 3.1% more than Planned and 15.3% up on last year, reflecting fee increases and higher levels of activity in some areas (eg Building Services, Parking infringements).
- Personnel costs of $15.49 million are very close to Plan. The one-off costs of organisational restructuring in July 2024 have been absorbed by a number of vacancies that have been carried in order to stay on budget by year end.
- Other Operating expenditure of $33.2 million is $2.6 million (8.56%) more than planned, due to a number of things, including:
    - Cyclone Recovery office costs are $874k more than planned, but are covered by external income, so no impact on rates.
    - Some $1,840k of cyclone-related roading repairs work cannot be capitalised, so is reported as operating expenditure while it was planned as capital expenditure. This expenditure still attracted NZTA subsidy, with Council's share being loan funded along with the capitalisable work of cyclone damage reinstatement.
    - Building Services costs are ahead of planned by $303k (13%) due to liability insurance costs exceeding Plan but are offset by the better than planned revenue from building consent activity.
    - The Recreation Centre operating costs were $568k (46%) more than planned, but offset by $216k more cost recovery from Belgravia. This is due to the Council taking over the electricity contract for the centre in December

2024 and prior to that, the price of power being well above the level budgeted.

- Solid waste costs were $532k (8.5%) less than planned, but offset by revenue being $465k less than planned.
- MDC's share of the Wairarapa Combined District Plan costs were $528k vs a budget of $300k. These costs are funded from internal borrowing, not directly from rates.

- Interest costs are $311k (11%) more than planned as extra interest was incurred on pre-funded debt that was drawn early to meet repayments. The extra cost was offset by interest earnings of the funds on deposit.
- Depreciation is $892k (4.3%) higher than planned as the impact of buildings revaluations and reassessment of remaining lives of building components at 30 June 2024 has increased depreciation more than was anticipated in the Plan. As a principle, if depreciation expense was not planned to be funded by revenue, then it is 'unfunded' to reach the Rates Requirement Statement position.
- Other Losses of $5.8 million are made up of $2.18 million being the write-down of the value of assets renewed and replaced, $2.08 million being the loss in value of the properties the Council purchased through the FOSAL buy-out process (with 50% of that value being covered by Government's share of the 50/50 agreement) and $1.56 million loss on mark-to-market valuation of cash flow hedges.

Notes to the Accounts — ***Note 1***

2023/24 Actual	RATES REQUIREMENT SUMMARY	2024/25 Actual	2024/25 Budget	Variance	
	Groups & Activities				
$	**Roading**	$	$	$	
7,404,055	Subsidised Roading	8,107,256	8,512,102	404,846	
1,630,981	Non-subsidised Roading	2,176,216	1,735,866	(440,350)	-0.3%
	Water Services				
4,608,791	Urban Water Supply	5,326,982	5,372,740	45,758	0.9%
148,292	Rural Water Supplies & Races	188,396	173,576	(14,820)	-8.5%
	Wastewater Services				
7,707,059	Wastewater Services - Urban	8,176,493	7,938,525	(237,968)	-3.0%
470,030	Wastewater Services - Rural*	482,149	470,778	(11,371)	-2.4%
	Stormwater Services				
932,799	Urban Stormwater System	1,167,867	1,061,105	(106,762)	-10.1%
	Solid Waste Services				
419,154	Solid Waste Services	387,730	377,138	(10,592)	
967,140	Waste Minimisation Services	1,030,403	1,127,197	96,794	5.7%
	Community Facilities/Activities				
3,430,132	Parks, Reserves & Sportsfields	3,797,681	3,856,390	58,709	1.5%
1,571,612	Trust House Recreation Centre	1,964,183	1,624,030	(340,153)	-20.9%
185,309	Cemeteries	252,968	258,817	5,849	2.3%
2,743,525	Library & Archive	2,826,762	2,939,905	113,143	3.8%
1,745,978	Property	1,684,761	1,759,266	74,505	4.2%
476,315	Airport	655,853	551,546	(104,307)	-18.9%
165,835	Mawley Park	221,836	224,204	2,368	1.1%
	Regulatory Services				
1,183,615	Resource Management & Planning	1,309,353	1,436,232	126,879	8.8%
653,707	Environmental Services	893,177	927,288	34,111	3.7%
1,087,029	Building Development	1,138,713	1,219,034	80,321	6.6%
22,917	Parking Services	(94,066)	3,301	97,367	
193,197	Animal Services	290,849	263,997	(26,852)	-10.2%
281,333	Emergency Management	330,266	338,712	8,446	2.5%
(0)	Weather Events Recovery	0	-	(0)	
	Leadership, Strategy & Corporate Services				
825,095	Representation	874,212	934,534	60,322	6.5%
0	Internal Functions (net)	(109,473)	$0	109,473	
1,104,249	Community Development	1,330,968	1,335,637	4,669	0.3%
548,202	Arts and Culture	483,633	492,934	9,301	1.9%
910,808	Economic Development	1,069,211	1,031,054	(38,157)	-3.7%
385,000	Environmental Initiatives	474,818	482,643	7,825	1.6%
41,802,160	**Total Rates Requirement**	**46,439,196**	**46,448,551**	**9,355**	0.02%
	Rates Revenue				
41,583,822	Masterton District rates levied	46,251,653	46,233,248	18,405	0.0%
50,303	Rural Wastewater capital contributions*	62,373	50,303	12,070	
815,230	Rates penalties	869,829	350,000	519,829	
(653,680)	Rates remissions	(699,894)	(185,000)	(514,894)	
41,795,676	**Rates Revenue** (incl Council properties)	**46,483,961**	**46,448,551**	**35,410**	0.1%
(6,484)	**Net Rates Surplus/(Deficit)**	**44,765**	**(0)**	**44,765**	0.10%

*Rural wastewater net cost is offset by capital contributions.

The **Rates Requirement Summary** to 30 June 2025 (above) shows the Council's net spending of rates funding at $46.44 million which 0.02% less than planned.

After allowing for the Rates Revenue positive variance, the bottom line is a small surplus of $44,765 or 0.1% of rates.

This result is before allocation of corporate overheads, so variances in each activity are not yet offset by corporate overhead savings. The Rates Requirement results are net of external revenue. Where there has been budgeted funding to/from reserves, those transfers have been allowed for where the funding is needed. Funding of depreciation has been allowed for at the level it was budgeted.

The Plan allowed for $520k funding from reserves as a continuation of the rates smoothing initiative from the 2021-31 LTP. Only $320k of this funding has been needed to be drawn on in 2024/25 to balance to the Rates Required.

Across all Council activities the income and expenditure levels have varied from the plan/budgets, some more significantly than others.

Commentary on significant variances to Rates Requirement is as follows:

Roading, overall, the $10.28m rates required is 0.3% more than planned and is after $100k additional has been transferred to the Flood Damage Fund (total of $600k transferred 'in' this year leaving the balance at $-521k). Repair and recovery work relating to the 2023 weather events has progressed, with $5.97m worth of work done, of the $6.18m planned. The subsidy rate on the work done to date had been a mix of 76% and 56%, while the Council's share of this work is being loan funded ($1.65m) as per the Plan.

The road renewals programme expenditure was $7.30m vs Planned of $8.45m and is included in the capital expenditure summary. Overall, 100% of the approved subsidised programme has been spent. Some aspects of the budgeted programme were not fully funded by NZTA, but the rates-funded share of that work has been applied (eg footpaths programme and road safety).

Urban Water is 0.9% underspent overall, but the operating costs are 7.7% above Plan with higher costs on chemicals, water connections repairs, asset management system investments and LWDW progress towards a water services delivery plan (WSDP). Offsetting this additional expenditure has been higher than planned revenue from the Waingawa area and some funding assistance from central Government for LWDW.

Rural Water is $14.8k (8.5%) more than planned due mostly to extra costs of Opaki Water Race for compliance purposes.

Urban Wastewater at $238k (3.0%) overspent which reflects costs of investing in information about the network. There has been expenditure on implementing an asset management solution and hydraulic modelling of the wastewater network as well as studies of specific catchments. Much of the cost of these initiatives has been funded from central Government resilience funding and was planned.

Stormwater maintenance costs have run 10.1% above Plan, with stream and creek cleaning work being progressed to ensure the system performs to designed capacity in rain events.

Solid Waste has an overall under-spend of $86k of rates funding. Transfer station gates fee income of $4.27m is 7.0% less than planned due to lower tonnage of waste being received through the transfer station than planned. Costs of that waste disposal to landfill are also down by 8.3%, but leaving a small surplus of rates required. Recovery income from sale of Council blue bags was

$238k, some $30k (11.2%) below Plan. The waste levy revenue (from Government) of $537k is $115k less than planned. Overall, the Solid Waste surplus of rates funding is only 1.2% of the activity's operating expenditure.

Community Facilities includes the Trust House Recreation Centre where electricity costs have been paid by the Council and recovered from the facility manager (Belgravia) since December 2024. Overall the $340k (20.9%) over Plan is a result of higher electricity prices than planned and the Council being liable for the extra costs within the facility management contract with Belgravia.

Cemeteries operating costs are below plan by $61k (17.1%) while fee income 6.5% more. A sum of $70k has been allowed to be transferred to the Cemetery Maintenance Fund which has been drawn on heavily in recent years. The District Building operating budget is underspent by some 14% due largely to lower interest costs incurred as less loan funding was required than planned.

Mawley Park revenue of $494k was 3% ahead of planned. The Airport operating costs have run some $65k (8.9%) ahead of the plan and depreciation has been more than planned as new assets have been added. The Library & Archive has achieved some operating cost savings and achieved $113k less rates required than planned (3.85%).

Regulatory functions – Planning fee income is 32.9% ahead of Plan, while Building consent fee income of $1.72m is 51% ahead of the planned level reflecting continuing high levels of activity. Offsetting this are costs incurred above planned by $387k due to the unexpected increase in professional indemnity insurance premiums and other legal liability costs.

Environmental Services has had higher revenue and lower costs to achieve 3.68% less rates required.

Parking Control surplus of $94k compares to the planned $3k deficit. Meter takings are down 16%, but infringement income of $273k is up 135% largely due to issuing of infringements for unregistered and unwarranted vehicles, which was not allowed for in the Plan.

Animal Services rates required has run above the Plan by $27k due to higher interest on the loan to build the new animal shelter than was planned, higher legal and court costs and higher costs of after-hours callouts.

Weather Events Recovery Office has had its operational costs fully funded from external revenue, but both income and expenditure are $860k more than planned.

Governance & Corporate – There have been underspends in the Representation budget area resulting in $60k (6.4%) less rates required than planned.

Across all Council's asset management and corporate functions there is some $109k less net cost to allocate than planned. This is a combination of some expenditure budgets underspent, others overspent and more interest earned on funds on deposit than planned. Spending in the Technology area has been ahead of plan as a result of investment in better communications infrastructure and software licensing to take advantage of the enhanced capabilities and security features that come with higher spec'd products.

Overall Position & carried forwards

The result of net rates expenditure being 0.1% less than budgeted is achieved after the above mentioned transfers of carried forward funding to reserves ($100k in Roading, $70k in Cemeteries). Unders and overs of rates funding have been assumed to able to be offset across

the Council, without having to retain surpluses against the activities where they are incurred or run deficit accounts where over-spending has occurred.

FOSAL Buy-out & Assets Held for Sale – accounting treatment in the Annual Report

The Annual Report to 30 June 2025 needs to reflect the transactions and accounting treatment of properties the Council has indicated an intention to sell. There are three groups of property assets that fall under the specific accounting treatment for this asset category. They are:

1. FOSAL buy-out properties (FOSAL = Future Of Severely Affected Land and the Government/Council 50/50 buy-out scheme)
2. 9 properties that the Council instructed staff to dispose off (December 2024 report)
3. Panama vacant land for sale

FOSAL Buy-outs – the Council has purchased flood-affected properties as follows: 4 properties with houses and another 4 houses for demolition or removal. Three of the 4 houses (with land) have been sold and removed. The Council is left with four pieces of land to dispose of and five houses to demolish or have removed. These assets are required to be shown in the Annual Report as 'Assets Held For Sale' and valued at their realisable value. That value is significantly less than what the Council paid so the Council has to recognise a loss on write-down.

The table below reflects the transactions.

Total compensation paid (4 properties, 8 houses)	$2,409,104
Assessed value of 4 x land for disposal and 5 houses for removal	$ 331,478
Loss on impairment write-down (Other Gains and Losses)	$(2,077,627)
Loss offset by 50% contribution from Central Government	$1,090,945
Loan funding required for Council's share	$1,318,159
Budgeted loan funding in 2024/25 LTP Yr 1	$1,545,000

Property disposal initiative – the Council accepted a recommendation (in December 2024) to progress the sale of nine pieces of land that were deemed to be surplus to Council's core service delivery needs. The properties have been valued and there have been active efforts to sell them. At 30 June, two pieces of land were close to being sold.

The accounting entries involve moving the assets for Land and Buildings assets to the new category of Assets Intended For Sale and revaluing them to current realisable value. The value movement is a net increase of $316,823 which will be brought through Other Gains and Losses.

Panama land – The Council has, over the last two years, been progressing the legal work needed to bring this land to the market for use as social housing. It is appropriate to now move the land asset into the Assets Intended For Sale category and value the land at its current valuation. The change generates a one-off gain on valuation of $752,500.

Capital Expenditure - detail

Note 17 from the Annual Report is reproduced below. As reported in August, it shows a total of $39.4 million spent which is 82% of the full year capital budget. This is the highest achievement % of the capital budget for many years and is achieved through making significant progress on delivering the Airport upgrade, new animal shelter building, roading renewals, cyclone repairs, FOSAL buy-outs and water and sewer main renewals.

Commentary on variances and progress on Capital project items was included in the Draft Full Year Operating Report and Commentary report to the Audit and Risk Committee in August (see pages 84 and 85 of Report 5.10, 13 August 2025 Audit and Risk Committee Agenda). This Note 17 lists every capital project that was Planned and provides reference to how it is funded.

Notes to the Accounts | ***Note 17***

CAPITAL EXPENDITURE SUMMARY			**2024/25**	**2024/25**	**Source of Funding**			
Activity	Project		**Plan**	**Actual**	**Rates**	**Reserves**	**Other**	
Roading		*(Renewal/New/* ***G*** *rowth)*						
subsidised	Roading renewals - rural	*R*	5,852,742	5,211,679	2,296,331		2,915,348	*2
	Roading renewals - urban	*R*	1,194,492	1,759,830	774,325		985,505	*2
	Bridge renewals	*R*	100,000	87,651	38,566		49,085	*2
	Rural/Urban minor improvements	*N*	973,852	5,700	2,508		3,192	*2
	Footpath upgrading [incl reseals]	*R*	633,167	239,182	105,240		133,942	*2
	Cyclone Damage Reinstatement	*R*	6,184,000	4,385,101			4,385,101	*1&2
non- subsidised	Car park seal renewals & signage	*R*	62,121	10,714		10,714		
	What's Our Welcome- South Entrance	*N*	-	47,704		47,704		
	Kitchener extension to Gordon St	*G*	-	246,579		246,579		
	Gordon Street upgrade	*G*	-	8,325		8,325		
	Urban footpath upgrades (non subs)	*R*	-	163,948	163,948			
Water Services								
Treatment Plant	Plant & equipment upgrades	*R*	280,000	276,528		276,528		
	Water tmt plant consent renewal	*R*	-	40,744		40,744		
	Buildings & grounds upgrades	*R*	50,000	50,333		50,333		
Urban Water Reticulation	Water connection replacements	*R*	200,000	721,548		721,548		
	Water meters all urban properties	*N*	200,000	748,910			748,910	*1
	Water mains renewals (reticulation)	*R*	4,470,000	3,236,513		3,236,513		
	Reservoir upgrades	*N*	-	37,476		37,476		
Rural Water	Opaki water race consent renewal	*R*	-	53,768		53,768		
Rural Water	Tinui water supply upgrades	*R*	-	1,429		1,429		
	Wainuioru water supply upgrades	*R*	30,000	22,792		22,792		
Wastewater Services								
Urban Wastewater	Homebush plant & equipment renewals	*R*	100,000	97,491		97,491		
	Colombo Road Bridge sewermain/pump static	*N*	-	8,822		8,822		
	Sewerage reticulation renewals	*R*	2,570,000	2,254,907		1,386,014	868,893	*3
Rural Wastewater	Riversdale Beach scheme renewals	*R*	30,000	43,436		43,436		
System	Tinui sewerage scheme	*R*	-	4,733		4,733		
	Castlepoint sewerage scheme renewals	*R*	10,000	7,439		7,439		
Stormwater Services								
	Stormwater renewal & upgrades	*R*	300,000	277,221		277,221		
	Improve flood protection	*R*	10,000					
Solid Waste Services								
	Nursery Road transfer station renewals	*R*	250,000	254,214		3,406	250,809	*1
	Transfer Station Roof replacement	*N*	-	215,215		10,460	204,755	*3
Community Facilities/Activities								
Parks & Reserves	Henley Lake building & services upgrades	*R*	5,000	26,869		26,869		
	Waipoua Cycle/Pedestrian Bridge	*N*	10,000	-		0		
	Street trees renewals & new	*N*	16,750	-		0		
	QE Park lake alt water source	*N*	23,500	-		0		
	Henley - landscape development	*R*	38,628	-		0		
	Recreation trails network (urban & rural)	*N*	55,000	107,191		107,191		*3
	Upgrade Kidz Own Playground	*R*	100,000	-		0		
	Urban reserves upgrades (Te Korou Reserve)	*R*	100,000	15,865		15,865		
	Parks & Open Spaces - Signage	*R*	125,000	137,628		137,628		
	Queen Elizabeth Park Upgrades	*N*	182,000	51,364		51,364		
	Carpark reseals - urban reserves	*R*	200,000	204,624		204,624		
	Henley Lake Playground	*R*	250,000	344,041		290,041	54,000	*3
	Riversdsale Nthn Reserve rock protection	*R*	411,000	392,513		3,643	388,870	*3
Sportsfields	Netball facility renewals	*R*	10,000	19,697		19,697		
	Cricket grandstand upgrade	*R*	10,000	-		0		
	Skatepark upgrade	*N*	15,000	14,990		14,990		
	South Park Sports Facilities Provision	*N*	15,000	19,613		19,613		
	Colin Pugh Sports Bowl - track renewal	*R*	20,000	-		0		
	Sportsfield buildings & facilities renewals	*R*	986,340	98,439		98,439		
	sub totals to carry forward to next page		$ 26,073,592	$ 21,952,767	$ 3,380,919	$ 7,583,439	$ 10,988,409	

Notes to the Accounts — *Note 17 (contd)*

CAPITAL EXPENDITURE SUMMARY			2024/25	2024/25	Source of Funding			
Activity	Project		Budget	Actual	Rates	Reserves	Other	
	sub totals carried forward		$ 26,073,592	$ 21,952,767	$ 3,380,919	$ 7,583,439	$ 10,988,409	
Community Facilities/Activities contd.								
Trust House	Building & services renewals	*R*	244,850	44,872		44,872		
Recreation Centre	Plant & equipment renewals	*R*	640,000	292,415		292,415		
Cemeteries	Cemetery renovations & extensions	*R*	195,000	236,339		236,339		
Library	Book stock renewals	*R*	140,000	95,848		95,848		
	Computer & equipment replacements	*R*	25,000	5,213		5,213		
	Renew furniture/fittings	*R*	11,000	7,395		7,395		
	Library Extension	*N*	1,000,000	632,939		50,000	582,939	*1
District Buildings	Building upgrades & office renovations	*N*	200,000	75,133		75,133		
	New Civic/Events Centre	*N*	2,800,000	475,343			475,343	*1
	Waiata House Extension	*N*	1,000,000	363,674			363,674	*1
Elderly Housing	Pensioner housing upgrades & renewals	*R*	208,600	235,695		235,695		
Other Property	Public conveniences upgrade	*R*	140,000	4,745		4,745		
	Castlepoint Toilet upgrade	*R*	12,000	-		-		
	Rural Hall upgrades	*R*	20,000	121,366		22,406	98,960	*3
	Rental & Other property upgrades	*R*	85,000	125,587		121,753	3,834	*3
	Flood-prone property buy-outs – Buildings & Land	*N*	2,575,000	2,409,104			2,409,104	*1&3
	Strategic Land Purchase - Tsf Station	*N*	-	363,305		363,305		
Airport	Equipment upgrades	*R*	10,000	17,042		17,042		
	Certification & safety mgmt system	*N*	77,000	116,328			116,328	*1&3
	Runway lighting upgrades	*N*	1,429,350	1,790,128			1,790,128	*1
	Precinct infrastr & services	*N*	3,520,000	3,219,838			3,219,838	*1&3
	Runway widening & reseal	*N*	3,706,313	4,017,942			4,017,942	*1&3
Mawley Park	Mawley Park facility upgrades	*R*	121,825	22,026		22,026		*1&3
Regulatory Services								
Environmental Serv.	Environmental Health testing equip.	*R*	58,500	26,979		26,979		
Animal Services	Animal Services - equipment	*R*	5,600	-		0		
	New animal shelter	*N*	2,200,000	1,709,768		726,000	983,768	*1
Leadership, Strategy & Corporate Services								
Development	CBD security cameras	*R*	20,000	47,480		47,480		
	Christmas decorations	*R*	120,920	117,853		117,853		
	Youth Hub at Skatepark	*N*	200,000	315,471		285,471	30,000	*3
Corporate Services	Audio Visual equipment	*N*	10,000	3,648		3,648		
	GIS aerial photos & data capture	*R*	45,000	25,868		25,868		
	IT equipment replacement	*R*	150,000	75,574		75,574		
	Fleet Vehicle replacement	*R*	235,000	45,509		45,509		
	IT upgrades & Innovation Projects	*R*	630,000	377,769		377,769		
Roading Advisory	Engineers Survey Equipment	*R*	11,000	3,239		3,239		*3
	Sub total		**$ 47,920,550**	**$ 39,374,201**	**$ 3,380,919**	**$ 10,913,013**	**$ 25,080,270**	
Vested Infrastructure Assets (acquired from subdivision)								
	Roads, water, sewer, stormwater	*Vested*		756,415			756,415	*4
	Total Capital Expenditure		**$ 47,920,550**	**$ 40,130,617**	**$ 3,380,919**	**$ 10,913,013**	**$ 25,836,685**	

***1** New external loan funding totals $10,000,000 and internal loans total $1,189,122
***2** Waka Kotahi (NZTA) subsidies on roading capital and renewals expenditure totals $6,756,791
***3** External funding towards asset purchases $3,798,584
***4** Vested assets ex subdivision include; Roading $465,631; Water $69,374; Sewer $80,993 and Stormwater $140,417

Capital Expenditure Analysis	**Plan**	**Actual**
Asset Renewals	**27,665,945**	**22,369,690**
Growth-driven	**-**	**254,904**
New Assets (improve level of service)	**20,254,605**	**16,749,608**
Vested Assets	**-**	**756,415**
	$ 47,920,550	**$ 40,130,617**

% of Plan (excl vested)
82%

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

Sections 98 and 99 of the Local Government Act 2002 require councils to prepare an Annual Report at the end of each financial year and in accordance with the information required by Part 3 of Schedule 10 of the same Act. The 2024/25 Annual Report is being prepared in accordance with the legislation.

The legislation requires Council to report on the performance measures and targets identified for its activity areas and those measures that are identified as mandatory for all Councils.

The legislation also requires Council to report on its financial performance against budgets that were set for the year.

Significance, Engagement and Consultation

The recommendation to receive this report does not trigger criteria under the significance and engagement policy.

The Annual Report and a Summary of it will be published and made available to the community within one month of adoption.

Financial Considerations

There are no specific financial considerations associated with this update, other than those reported within the body of the report.

Implications for Māori

There are no considerations or implications specific to Māori arising out of the receipt of this update report.

Communications/Engagement Plan

Not applicable.

Environmental/Climate Change Impact and Considerations

There are no environmental/climate change impacts or considerations arising from the receipt of this report.

ATTACHMENTS

Nil

8.2 MASTERTON DISTRICT LICENSING COMMITTEE 2024-2025 ANNUAL REPORT

File Number:

Author: **Corin Haines, General Manager Community**

Authoriser: **Maseina Koneferenisi, Acting Chief Executive**

PURPOSE

The purpose of this paper is to provide the Council with a copy of the Masterton District Licensing Committee (DLC) 2024/2025 Annual Report.

RECOMMENDATION

That Council receives a copy of the Masterton District Licensing Committee 2024-2025 Annual Report.

CONTEXT

Section 199 of the Sale and Supply of Alcohol Act 2012 requires the Secretary of the Masterton District Licensing Committee to provide an annual report to the Alcohol Regulatory and Licensing Authority (ARLA). The reporting period is 1 July 2024 to 30 June 2025. See Attachment 1 for a copy of this report.

DISCUSSION

The 2024/25 licensing year remained consistent with only 2 new on-licences being granted by the Masterton District Licensing Committee (DLC) in this time period.

There was one late special licence that was refused to be accepted by the Masterton District Licensing Commissioner, because it was submitted less than 20 working days prior to the event. Police, Medical Officer of Health and Inspectors all need reasonable time to inquire into all applications. The Commissioner also needs time to review and approve or decline applications licences.

There were no extensive amendments to the Sale and Supply of Alcohol Act 2012 as there were in the previous licensing year of 2023/24, and that are expected in the 2025/26 licensing year.

Licensing Inspectors have carried out compliance visits throughout the year checking compliance for 55 licences. Police and Medical Officer of Health staff attended when they were available.

A Newsletter was sent to licensees in December 2024, reminding them about key dates and information.

ATTACHMENTS

1. **Annual Report to the Alcohol Regulatory and Licensing Authority 1 July 2024 to 30 June 2025** ⇩

2024/2025 ARLA Annual Report	
1. Please select your District Licensing Committee.	Masterton District Council
2. Please provide a generic email address to which general correspondence will be certain of a response.	alcohol@mstn.govt.nz
3. Please provide the name, email and contact number of your Committee's Secretary.	Corin Haines 06 370 6300 alcohol@mstn.govt.nz
4. Please name each of your Licensing Inspectors and provide their email and contact number.	Phone 06 370 6300 Bronwyn Johnson – Chief Licensing Inspector bronwnj@mstn.govt.nz Cherie Bulled – Licensing Inspector cherieb@mstn.govt.nz Dave Gallagher – Licensing Inspector dave.gallagher@mstn.govt.nz Terri Mulligan – Licensing Inspector terrim@mstn.govt.nz
New Licenses 2024-2025 The following questions relate to the number of licences and managers' certificates your Committee issued and refused during the 2024-2025 financial year.	
1. In the 2024-2025 year, how many total Applications did your committee grant for New 'on licences'?	2
2. In the 2024-2025 year, how many total Applications did your committee refuse for New 'on licences'?	0
3. In the 2024-2025 year, how many total Applications did your committee grant for New 'off licences'?	0
4. In the 2024-2025 year, how many total Applications did your committee refuse for New 'off licences'?	0
5. In the 2024-2025 year, how many total Applications did your committee grant	0

for New 'club licences'?	
6. In the 2024-2025 year, how many total Applications did your committee refuse for New 'club licences'?	0
New Managers' Certificates 2024-2025	
1. In the 2024-2025 year, how many new managers' certificates did your committee issue?	41
2. In the 2024-2025 year, how many new applications for managers' certificates did your committee refuse?	0
Licence Renewals 2024-2025	
1. In the 2024-2025 year, how many licence renewals did your committee issue?	30
2. In the 2024-2025 year, how many licence renewals did your committee refuse?	0
3. As at 30 June 2025, what is the total number of On-Licences (new and existing) in your licensing district?	32
4. As at 30 June 2025, what is the total number of Off-Licences (new and existing) in your licensing district?	23
5. As at 30 June 2025, what is the total number of Club-Licences (new and existing) in your licensing district?	18 + 1 Permanent Charter
Managers' Certificate Renewals 2024-2025	
1. In the 2024-2025 year, how many managers' certificate renewals did your committee issue?	66
2. In the 2024-2025 year, how many managers' certificate renewals did your committee refuse?	0
3. In the 2024-2025 year, how many applications for managers' certificates were withdrawn?	6
Questions	

1. Please comment on any changes or trends in the Committee's workload in 2024-2025.	It remains consistent.
2. Please comment on any new initiatives the Committee has developed/adopted in 2024-2025.	The Committee has refused to accept a late Special Licence application. Late applications create increased workloads for DLC staff and reporting agencies. Inspectors now have a process to issue infringements under the Act. Licensing Inspectors have carried out compliance visits throughout the year checking compliance for 55 licences. 2 large Special Licence events were also visited. Licensing Inspectors invite Police and Medical Officer of Health staff, and they attend when available.
LAPs	
1. Has your Territorial Authority developed a Local Alcohol Policy?	Yes
2. If the answer is yes, at what stage is your LAP?	In force
3. If the answer to question 2 is 'in force', what effect do you consider your Local Alcohol Policy is having?	Reduced hours of opening for some off-licences. There is now definition of sensitive sites to provide clarity.
4. If the answer to question 2 is 'in force', when is your Local Alcohol Policy due for review – date?	Reviewed 11 December 2024. Next review date – December 2030.

Operations	
1. Please comment on the ways in which you believe the Sale and Supply of Alcohol Act 2012 is, or is not, achieving its objective. Note: the objective of the Sale and Supply of Alcohol Act 2012 is that: A) The sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and B) The harm caused by the excessive or inappropriate consumption of alcohol should be minimised.	Masterton District Council does not have access to Police and health data on alcohol related harm. The object is being achieved with on and club – licensed premises. The object does not have an effect of people consuming alcohol on private property.
2. What changes or trends in licensing have you seen since the Act came into force?	The low cost of single alcohol beverages from off-licences continues to be a concern. Supermarkets national issues around price point needs to be addressed. Council Inspectors do not have the resources to take on individual supermarkets. This needs to be addressed nationally or by the large councils Inspectors, Police and MOH. Noticeable increase in new applications for Manager Certificates are being submitted with less than six months experience. Changes to the Public objection period has adversely affected the length of time a Temporary Authority (3 months) to obtain their substantive licence. The length of time for the temporary authority needs to change to reflect the change of timeframe.
3. What changes to practices and procedures under the Act (if any) would you find beneficial?	Zero alcohol beer is being sold at a local service station. Changes to prohibit unlicensed premises selling zero alcoholic beverages which by association promote or encourage unsafe /inappropriate alcohol consumption would be valuable.

8.3 COMMUNITY ACTIVITY REPORT

File Number:

Author: **Corin Haines, General Manager Community**

Authoriser: **Maseina Koneferenisi, Acting Chief Executive**

PURPOSE

The purpose of this report is to provide Council with an update from the Community team on key projects and activities (See Attachment 1).

RECOMMENDATION

That Council receives the update from the Community team on key projects and activities.

ATTACHMENTS

1. **Community Activity Report** ⇩

MASTERTON WHAKAORIORI DISTRICT COUNCIL

COUNCIL MEETING AGENDA 24 SEPTEMBER 2025

COMMUNITY TEAM ACTIVITY REPORT

Library and Archive

The library has been preparing for the move to their temporary location at 45 Chapel Street. Staff have been doing stocktake of the collection and reducing the stock for the smaller facility. The Friday *Sit, Knit and Yarn* group has moved to a temporary location at Hospice Wairarapa while the library is being remodelled. This new location has allowed the group space to expand.

Mark Pacey, with the Wairarapa Archive has been continuing outreach with talks at Lansdowne Park, Waicare Day Activity Group, Douglas Park School, and the Wainuioru Women's Institute. Having presented on subjects like the U.S. Marines in Masterton, the Featherston POW camp, and the history of Queen Elizabeth Park, Mark's knowledge of the region is clear — with this month completing his one hundredth public talk.

Upcoming Programmes & Outreach

- **Archive Outreach;** 3 September 2025 - Camera Club talk on Wairarapa Photographers presented by Mark Pacey.
- **Te Wiki o Te Reo Māori;** 14-20 September 2025 - Displays and activities in the library.
- **October School Holidays;** 22 September–4 October 2025 – Activity Book.

Customer Services

Customer Services Team

The Customer Service Team have raised 1,209 Service Requests (SRs) from July 1 to 30 August 2025. During this period Animal Control received 262 SRs, closely followed by our Bylaws team, specifically General Inspectorate with 205. The majority of General Inspectorate SRs relate to the dispute of parking infringements. City Care contractors received 195 SRs during this time and completed a total of 205, which includes several from the previous month that were outstanding. The Health team received 148 SRs for this reporting period covering a range of topics from alcohol enquires to noise complaints.

Call Centre

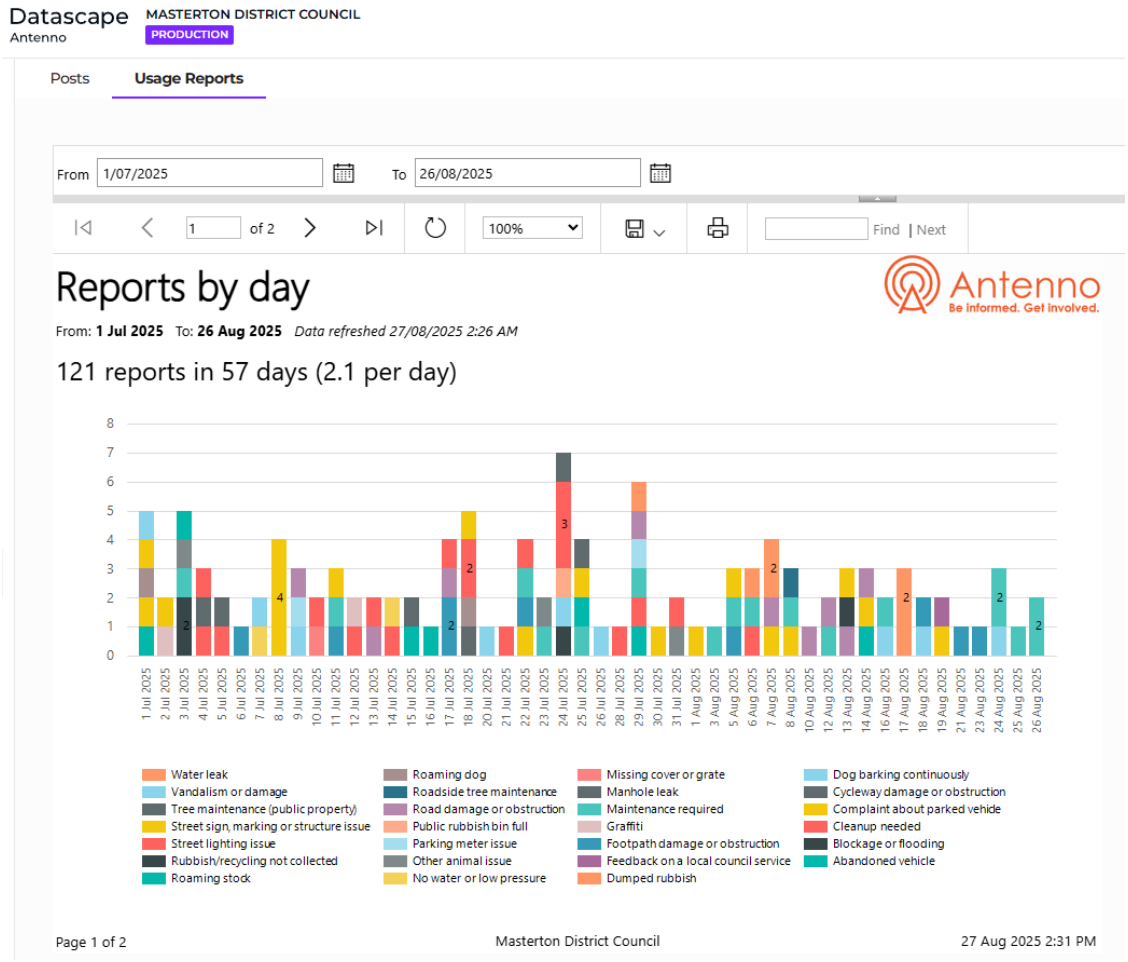
Call numbers from start of July to end of August total 3,768 calls received in the main call centre, 324 breached calls resulting in a 9% breach ratio of our Service Level Agreement times. Call breaches were high over this time due to increased call volumes with rate rebate appointments and dog registration enquiries. The change of having one phone number to call for both usual office hours and after hours has been successful, with minimal to no interruptions to services.

Taking Care of Business

New business applications remain steady, as does the completion of existing applications. From July 1 to the end of August, 15 applications have been through the initial reporting process.

Antenno Report

We continue to run at a steady pace with 2.1 Antenno reports being received each day.



Community Development

Events

- **Cultural Festival;** 6 September 2025 – There were 13 group performances, 13 food stalls and six information stalls. The team were very pleased with the festival, especially as we were working in the stadium as the wet weather venue.
- **Te Wiki Hikoi;** 18 September 2025 - The Community Development Team will be supporting this by hosting a BBQ for the participants at the end of the Hikoi.

Upcoming Events

- **Halloween;** 31 October 2025 - The Community Development Team are hosting the usual Halloween event at Queen Elizabeth Park which has a focus on family and kai. We are also supporting the Wairarapa Theatre Company in their first year of taking over the Haunted House experience at the War Memorial Stadium to create a strong community- led, council-supported event.
- **Masterton Christmas Parade;** 29 November 2025 - Registrations are open and will close on 7 November. Ten registrations have already been received.
- **Summer Series;** January–March 2026 - We are looking at opportunities to work with sponsors for another Summer Series at the Skatepark. One NZ enjoyed the experience and partnership last year but due to other commitments are unable to sponsor the next one.

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Tikanga Māori

Te Wiki o te Reo Māori – Hīkoi-Rataki Reo Māori Event - Involved in the planning for the event for Te wiki o te Reo Māori. This is being organised by Te Whakapono from NKKWTNR office.

Resident Associations and Groups

- **Lansdowne Residents Association** – A Community Activator attended the Lansdowne Residents Association meeting on 26 August 2025.
- **Solway Community Group** – The group have been in communication with Sandra Burles (Carterton District Council) to include the Solway Reserve as part of this year's Wairarapa Walking Festival. They have been applying for funding to assist with plantings at the Reserve. They were successful with funding from the Wairarapa Building Society, and with the assistance from Chanel College they were able to purchase and plant 330 approved native species. They have mulch, delivered by Green By Nature, for Kirks Reserve. They continue to work through our Disability Action Group with regards to the Harvey Norman access issue.
- **Eastside Community Group**
    - *Te Koru Kai* - The group has recently been successful for funding from the Wairarapa Building Society and COGS. This will assist with the continuation and growth of the kai collection. They had applied to the Climate Fund but unfortunately the quote for tree cages was too high, so they chose not to include this amount. This has left the group short of the $2,000 minimum request. They will continue to find funds to plant 12 fruit trees within Kowhai Corner in Cameron Crescent.
    - *Community Response Practice* - The Chair met with Pip Rimene from Te Kura Kaupapa Māori o Wairarapa to start to plan for a community response practice with Mel from WREMO. The Kura is currently one of our Hubs and the group would like to encourage the community to prepare for an emergency. They are planning an afternoon with Kaumātua, an expo then a two-hour training in October 2025.

Disability Advisory Group

The Masterton Disability Advisory Group held their final meeting of their term on 7 August 2025. The agenda included a presentation from Council's Programme Manager on the new library project. The Programme Manager highlighted accessibility in and around the building, leading to quality discussion with the group. Council's Roading Services Manager and Roading Engineer, also joined to discuss footpaths and accessibility concerns. In addition, the Customer Service Manager, spoke about the Antenno app and demonstrated how to log jobs and report issues. The group was thanked for their contributions over the past 12 months.

Masterton Refugee Settlement Steering Group

The Masterton Refugee Settlement Steering Group met on 8 August 2025. Andrew Lockhart, National Manager Refugee and Migrant Support, and Sarah Ward, Manager Refugee and Migrant Support, attended from the Ministry of Business, Innovation and Employment. They provided an update on the global context and its impact on logistics and planning, refugee quota changes, and findings from the most recent refugee survey.

Youth Council

The Youth Council met early August, we had a fierce competition of ten pin bowling after the meeting. They set their plans for the next few months left in the year. This includes one more youth event, their overnight stay at Castlepoint and the completion of the youth grants.

Rangatahi

- **Tuia Programme 2025** - The next Tuia wananga, Tuia i Waho is set for the 19 - 21 September 2025 at Houngarea Marae, Pakipaki.

Climate

- **Ngā Waipikopiko Rau o Whakaoriori -** Time to celebrate! We have eight rākau in the ground at different locations around Masterton. There are nine schools that also have rākau by the streams that run through their grounds. Most rākau now have the panels on the side that have an 80 word kōrero about the stream and a QR code that links them to the STQRY Ap, Discover Whakaoriori which has recently gone live.
- **Mākoura Eco Stream -** We met with Andrew Daley from Greater Wellington Regional Council (GRWC) with regards to further planting out at the waste water treatment plant. The site is currently being prepared for the planting and they also sent through an update of the fish passage work. They have the capacity to help out and fund the easier ones, like the rubber ramps, spat ropes and floating fish ramps. If there are sections of the stream that require more permanent or larger remediations like rock ramps GWRC would be able to advise and suggest consultants to complete the work. This is something the group would need to discuss.

Grants and Funding

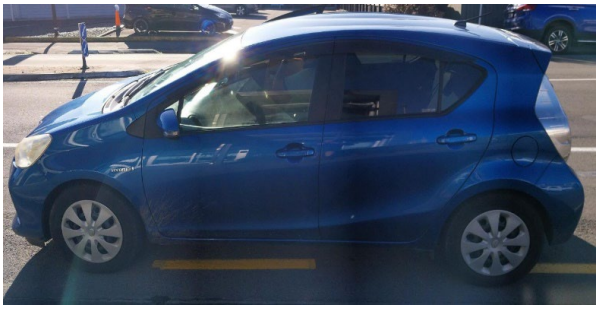
- **Community Wellbeing Grant:** Thirty-nine applications were received by the closing date of 31 July 2025. These applications requested $332,838 in funding and the budget available for this year is $101,042. The Awards and Grants Committee met on 3 September to hear from 26 applicants wishing to speak to their application and the deliberations were held the next day.

- **Community Events Fund:** Twenty-one applications were received by the closing date of 31 July 2025. These applications requested $214,018 in funding for their events, with a budget available of $67,100. The Awards and Grants Committee met on 3 September to hear from 14 applicants wishing to speak to their application and the deliberations were held the next day.
- **Masterton Arts Fund** – Three applications were received by the closing date of 22 August, requesting funding of $13,898. The budget available for allocation for the entire funding year is $13,879. The committee met on 4 September and awarded funding of $2,948 to the Wairarapa Fern & Thistle Pipe Band, declining the other two applications. Another round of funding will be held in February 2026 with the remaining funding.
- **Creative Communities Scheme:** Five applications were received by the closing date of 22 August, requesting funding of $10,872.50. The funding available for this round was $10,615.27. All applicants received some funding towards their projects and the balance of $4,340.27 will be carried forward to the next round in November 2025.
- **Youth Microgrants:** Applications closed on 31 July 2025. The assessment panel met on 5 August to consider the two applications received. Both applications were declined as they did not meet the criteria.
- **Climate Action Fund:** Applications closed on 31 July 2025, with 18 applications received. Applications were considered by the Climate Action Group, and their recommendations went to the Awards and Grant Committee on 3 September and were adopted.

Environmental Services

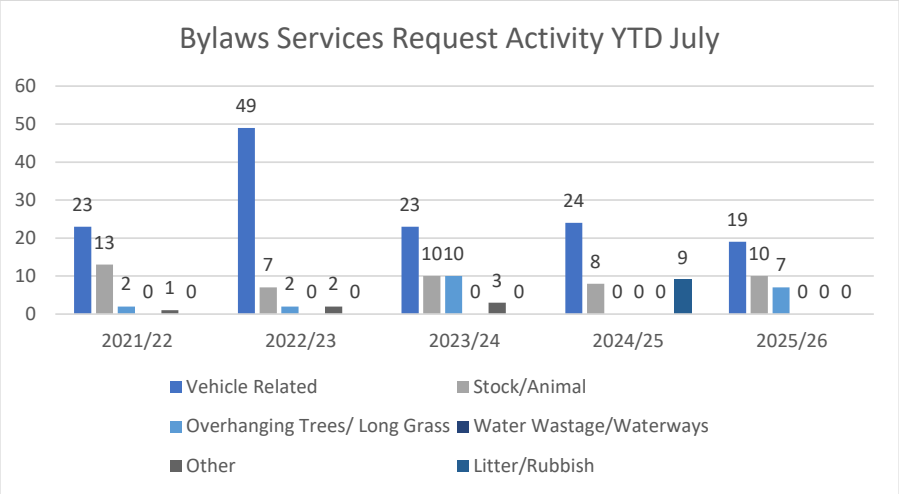
Bylaws

- **Parking** - The standard of parking continues to be a focus for the Animal and Bylaw Services team. Parking on footpaths, outside of the markings or in no parking areas are the principal offences that are being identified by the team. Parking on footpaths creates an obstruction impacting on walkers, children, parents with pushchairs and disabled people limiting their access. This vehicle was infringed for parking on the yellow lines outside Waiata House. This space was previously marked for parking but that was removed when the refuge islands were installed to allow pedestrians to cross Lincoln Road safely. This is a significant issue. People visiting Council, Uber Eats drivers picking up from McDonalds and people visiting the vets across the road park in this section of road limiting pedestrian and motorist visibility which creates a safety issue. The team initially warned a number of motorists and now issue infringement notices. Over the month of July, 11 infringements were issued for parking on a broken yellow line in this location.



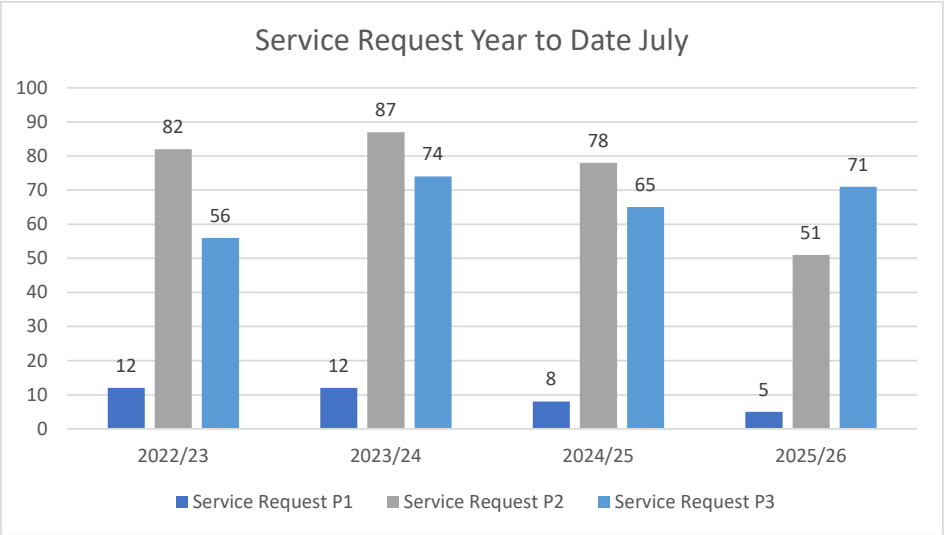
- **Defended Hearings** - One motorist who was infringed in March 2025 for parking their motor vehicle in a parking space and part of the vehicle extended beyond the line defining the space has elected to take this matter to a hearing, in breach of the Wairarapa Consolidated Bylaws 2019. There will be a defended hearing in September

2025 before Justices of the Peace in the Masterton District Court. Two other motorists have also indicated that they wish to dispute their infringement notices and will proceed to hearings.



Animal Services

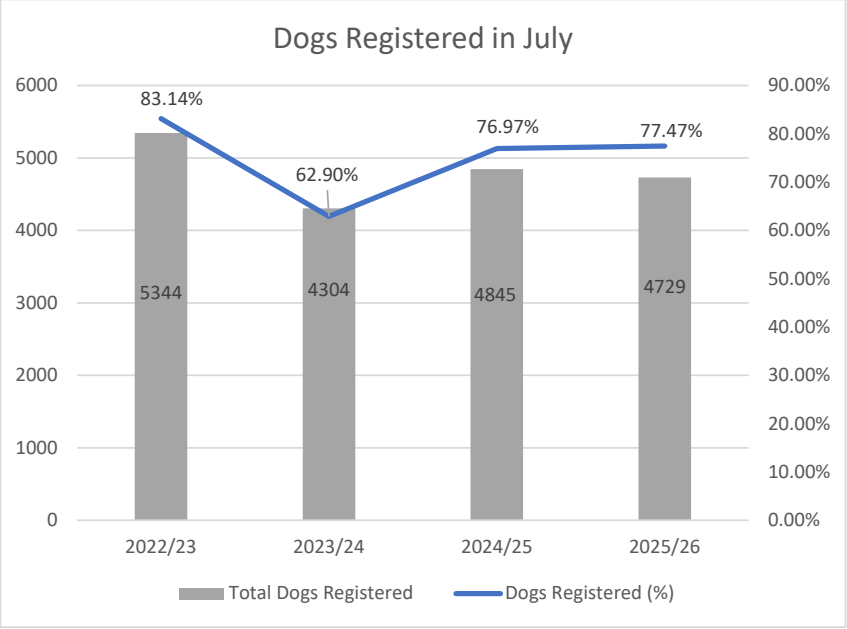
Over the month of July the Animal and Bylaws Services Team attended five Priority 1 SRs, 51 Priority 2 SRs and 71 Priority 3 SRs for dog related calls. Compared to the same time in the previous year of July 2024, the Animal and Bylaws Services Team attended 8 Priority 1 SRs, 78 Priority 2 SRs and 65 Priority 3 SRs.

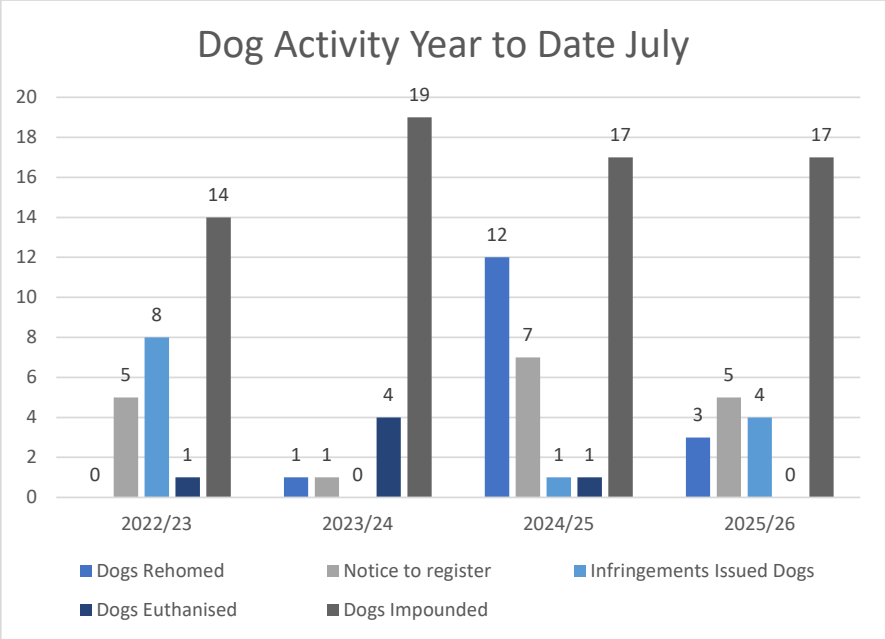


Dog Registration

Animal Control

- **Dog attack** – Sadly during July one of our senior residents was the victim of a dog attack while out walking her 12-year-old Bichon Frise Poodle Cross. Whilst walking past a property occupied by an American Bulldog and a Staffordshire Bull Terrier Cross dog the dogs left their property and attacked the victim's dog on the side of the road killing it. The Animal and Bylaws Team were notified of the attack by the Police who were in attendance and the dogs were seized. On 24 and 25 July the Animal and Bylaws Team interviewed witnesses and conducted area enquiries to establish the circumstances of the attack. These enquiries resulted in the offending dogs being euthanised and their owner being infringed for failing to keep his dogs under control. The victim and her family were grateful for the actions taken by the Animal and Bylaws Team and members of the public who stopped and helped the victim at the time of the attack.
- **Wetlands – Dogs on Leash** - Signs were put up at the access points to the Henley Lake wetlands area notifying dog walkers that the area will now be an on-leash area from 1 August until 30 November 2025. The Animal and Bylaw Services Team will be actively patrolling the area during this period. Initially, there will be a period of education where dog walkers are found in breach of the Bylaws before moving to enforcement if people continue to offend.
- **Wagging Trails** – The Council's Wagging Trails 2025 event was a resounding success, with three days of beautiful weather that created the perfect backdrop for families, dog owners, and community members to come together. Across the three events, just under 100 attendees enjoyed the trails, activities, and friendly atmosphere, making the event a memorable celebration of the outdoors and our four-legged companions. These events are run every year around registration time to promote responsible dog owenership and registration.
- **Registration** - Every registration year all dogs registered by 31 July 2025 go into a draw to win a refund of this year's registration. There were three to be won. This year's winners were Bella, a nearly 15-year-old Shih Tzu cross; Gwen, a 2-year-old Bichon Frise and Bea, a 7-month-old Huntaway.





Environmental Health

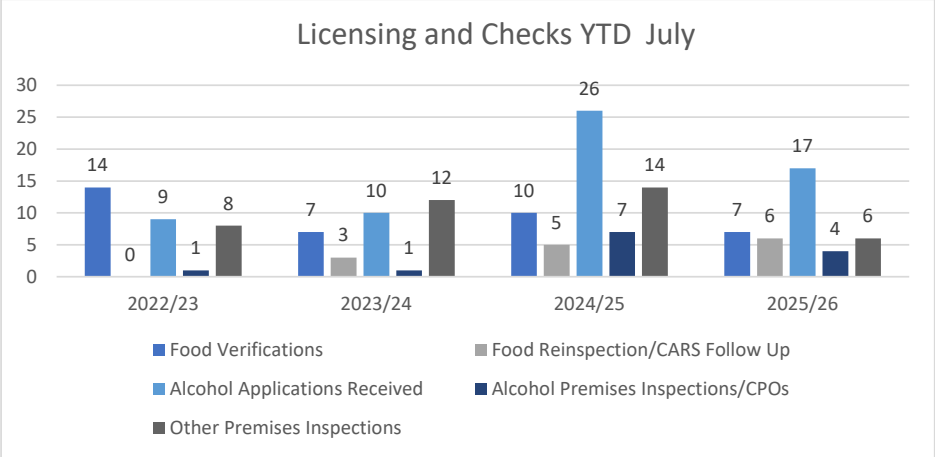
- **Food Registration** - The renewal process for food registrations that expired 31 July 2025 is being carried out. Over 130 sites have been renewed. There are less than 10 operators who have not paid or have made changes over the last year that we are following up. Food businesses renew their registration every 12 months for Food Control Plans, and 24 months for National Programmes.
- **Wellington Regional Cluster** - The team organised a hands-on training course partnering with UCOL Masterton for the Wellington food verifiers. The day brought together 25 enthusiastic participants from across the Wellington Cluster region — including councils from Wellington, Hutt City, Porirua, Kāpiti Coast, South Wairarapa, Carterton, Tararua, and of course, Masterton. We were lucky to be joined by some excellent presenters:
    - Maggie Wan and Simon Holst from the Ministry for Primary Industries, who shared technical know-how and a good dose of cheese wisdom,
    - Dr. Bob Stewart, Academic Portfolio Manager (and former chef!) from UCOL Masterton, who generously opened up UCOL's commercial kitchen — usually reserved for training chefs — and supported us with his incredible food science expertise.
    - Cheesemaker template - Simon gave us a great overview of the cheesemaker template, setting the stage for good practice. What could go wrong? Maggie walked us through common failures in cheesemaking and how to fix them, complete with a technical info pack we'll all be hanging onto.
    - Let's get cooking - We rolled up our sleeves and got hands-on making two cheeses; halloumi and mozzarella — using both raw and pasteurised milk.

Things got real in the kitchen, and let's just say, there were some very proud cheese makers by the end of the day!

- Sampling & compliance - We also dipped into the nitty-gritty of compliance — including sampling procedures and chain of custody — to round out the day's learning.
- Dr. Bob Stewart - Not only did he help set the stage for the workshop, but he was also on hand to share his insights on food safety, Listeria, and dairy science. Bob once did research for Fonterra and the Dairy Goat Co-operative — so we were in very good hands!

We left with new skills, stronger connections — and maybe even a newfound appreciation for what goes into making a really good piece of halloumi.

- **Alcohol Licensing** - A Saturday alcohol compliance visit was carried out at the Club Rugby finals in July. This visit was to check compliance for two Special Licences and one Club-licence.



- **UCOL Presentation** - An Environmental Health Team Member delivered a presentation to the students of Hairdressing and Beauty Therapy at UCOL, in which the key health and hygiene requirements for the beauty therapy and hairdressing industries were outlined. This presentation was attended by over 40 attendees including the students and the tutors. During the presentation, they were informed that the Hairdressers Regulations have been revoked from 31 July 2025, meaning hairdressing businesses no longer require council registration and annual inspections, but still need to comply with the building and planning requirements. They were also informed that the Wairarapa Consolidated Beauty bylaw is under review and were encouraged to submit their feedback.

  The key focus of the presentation was to educate so they could know how to meet compliance with the Beauty, Tattoo and Pericers bylaw and to safeguard public health via prevention of transference of communicable diseases via beauty, therapy and hairdressing practices.

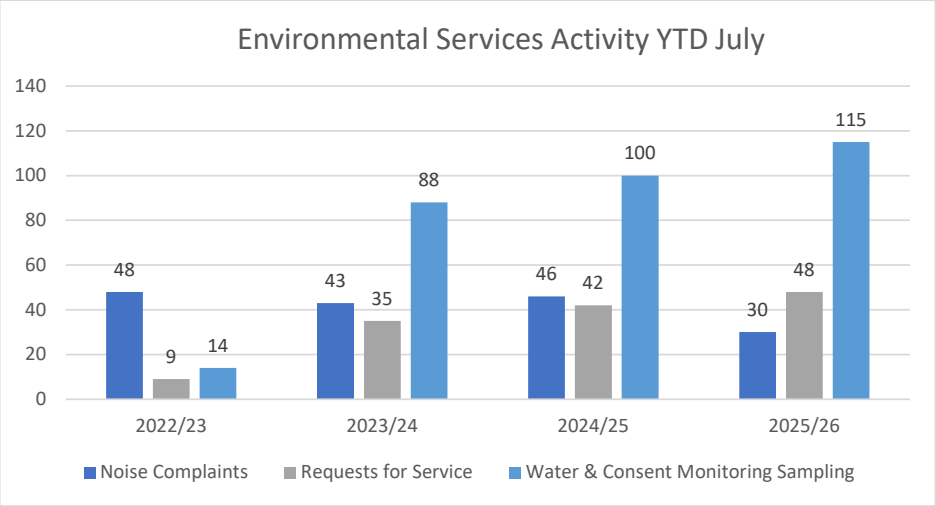
Service Requests (SRs)

There were 29 Service Requests in June 2025 and 26 in May 2025. The number of SRs for July 2025 (48) is similar to the corresponding period in July 2024 (42). However, there are differences in the types of requests received. In July 2025, there were more SRs Alcohol Enquiries (17), and water-related service requests (4). In July 2024 the number of SRs for these categories are Alcohol Enquiries (10), and water-related service requests (2). There were more new applications received in July 2025 (17) compared to July 2024 (9). The main difference is more New Food Registration applications were received.

Noise

In the month of July the number of noise complaints reported to afterhours was the lowest since 2016 and the lowest number of complaints this year. In considering the 30 noise complaints there were nine excessive noise directions issued. There are now only two abatement notices in place.

Electronic Noise sheets are working well, and we will soon have electronic Excessive Noise Directions (END notices) in place. Noise for July 2025; 30 complaints resulting in nine Excessive Noise Directions (END notices) compared to July 2024; 48 complaints and 16 Excessive Noise Directions (END notices).



8.4 STRATEGY, POLICY AND GOVERNANCE ACTIVITY REPORT

File Number:

Author: **Shane Taane, Acting General Manager Strategy and Development**

Authoriser: **Maseina Koneferenisi, Acting Chief Executive**

PURPOSE

The purpose of this report is to provide Council with an update from the Strategy, Policy and Governance team (see Attachment 1).

RECOMMENDATION

That Council receives the update from the Strategy, Policy and Governance teams.

ATTACHMENTS

1. Strategy Policy and Governance Activity Report ⇩

STRATEGY, POLICY AND GOVERNANCE ACTIVITY REPORT

MASTERTON WHAKAORIORI DISTRICT COUNCIL

Strategy

National

Resource Management Act (RMA) Reforms

1. The Resource Management (Consenting and Other System Changes) Amendment Bill passed into law 20 August with most rules coming into effect the following day. This Bill brings in interim changes to consenting while the wider RM reform work is undertaken.
2. Some of the interim changes include strengthening councils' ability to manage land use and consenting, including clearer powers to decline or apply conditions to applications where natural hazard risks are significant, and to consider applicants' compliance history. The reforms also introduce efficiencies such as fixed charges for monitoring, streamlined consent processes, maximum one-year timeframes for renewable energy consents, and the 'Plan Stop' amendment limiting certain plan-making until the RMA replacement is complete.
3. The wider RMA reform bills are expected to be introduced by late 2025 and enacted by mid-2026.

Local Government System Improvements Bill

4. The Local Government System Improvements Bill aims to refocus the purpose of local government, reinstate a list of core services in the Local Government Act 2002, and improve how council performance is measured and reported.
5. The Bill was referred to the Governance and Administration Select Committee on 17 July. Submissions have been called for, closing on 27 August 2025. The Committee's report is to be reported back to the House by 18 November.
6. On 27 August Council approved Masterton District Council submission on the Bill, which was submitted the same day.

Drinking Water Standards

7. On 4 September the Water Services Authority - Taumata Arowai published three updated Acceptable Solutions for three common types of small drinking water suppliers following consultation earlier in the year. Officers previously provided feedback on the draft Standards.
8. The Acceptable Solutions include:
    - mixed-use rural supplies (at least 50% of water supplied is for farm use (e.g. irrigation, stock) and up to 50% is provided for people to drink)
    - small and medium-sized networked supplies
    - self-supplied buildings (e.g. cafes, schools and marae that supply their own drinking water).

9. Officers are working with users of the Wainuioru water supply to ensure compliance with the mixed-use rural supplies acceptable solution. The solutions are focused on barriers to contamination in place and backflow prevention.

Draft Code of Conduct for Elected Members

10. The Local Government Commission has developed a draft standardised Code of Conduct that will be made binding by the System Improvements Bill. The draft Code includes a process for investigation, a set of sanctions and provisions governing the freedom of expression

Regional

Housing and Business Capacity Assessment (HBA)

11. Work on the 2026 Housing and Business Capacity Assessment (HBA) is progressing with the initial focus on updating the GIS modelling. The HBA analyses future housing and business land demand across the Wellington Region and assessed whether we have sufficient capacity to accommodate the expected demand. This is being led by Wellington Regional Leadership Committee (WRLC), with completion scheduled for March 2026.

Future Development Strategy (FDS)

13. The FDS sets out how, as a region, we plan to deliver well-functioning urban environments in our existing and future towns and cities over the next 30 years.

14. The Wellington Regional Leadership Committee (WRLC) are currently exploring the interaction between the FDS and the new spatial plan requirements, and the best path forward. Further discussion on the direction of travel for this work is expected later in the year.

15. More information on the current regional FDS is available here: https://wrlc.org.nz/wp-content/uploads/2024/03/1404-GWRC-WLRC-Future-Development-STRATEGY-2024-240223-06.pdf

Wellington 2050

16. The Wellington Regional Leadership Committee (WRLC) is also progressing work to identify regional priorities through to 2050. A 30 year infrastructure pipeline for the region is being consolidated, along with work on 'the strategic story' that will provide a strategic 'front end' for the Future Development Strategy (FDS) and/or new spatial planning requirements.

Proposed Wairarapa Combined District Plan

17. The Combined Council Hearing panel have advised that decisions on the submissions on the proposed District Plan are scheduled for public notification on the 1st October 2025. The closing date for any appeals will be 5pm on the 14 November 2025, or 30 working days after notification.

18. The Decisions Version of the Proposed District Plan that will be notified will contain the amendments arising from decisions on submissions and will also include recommendations and decisions in respect of designations. The Proposed District Plan is then amended in accordance with Councils' decision from the date it is notified.

19. Copies of the Decisions Version of the Proposed District Plan and supporting information will be available for viewing on the Councils' and the Combined District Plan websites, and hard copies at the Council offices and libraries.

20. It is important to note that appeals can only be made by a person (s) who made a submission on the Proposed District Plan. All appeals must be directed to the Environment Court by the closing date.

Corporate Planning

2024/25 Annual Report

21. Work is continuing on the 2024/25 Annual Report. Under legislation the Annual Report must be adopted within 4 months of the end of the relevant financial year (ie. by 31 October 2025). To fit within this timeline the Annual Report is scheduled to be adopted at the inaugural meeting of the new Council on 29 October. An interim report on financials is included in this agenda (see report 8.1).

2026/27 Annual Plan

22. Work is initiating on the 2026/27 Annual Plan, year two of the 2024-34 Long-Term Plan.

23. Under legislation the Annual Plan must be adopted by 30 June 2026.

Development Plan

24. Early stakeholder engagement on the Development Plan has commenced. Our first session took place with the Rural Advisory Group (RAG) on 11 August 2025, and an interactive pop-up stall was held at the Cultural Festival on Saturday 6 September. Participants at the RAG session and at the Cultural Festival were engaged and positive about the opportunity to have input into the Plan. A number of other stakeholder sessions and further interactive pop ups are being planned through October to December.

25. Feedback from all stakeholder sessions and interactive pop-ups will be analysed for common themes and reported back to Council at a later date.

Economic

Infometrics Update

26. Late last month, Infometrics hosted its monthly webinar. The focus of the webinar was what Infometrics are describing as the "Bitsy Economic Recovery". Key points for Masterton to consider are detailed below.

27. Wellington's struggles are flowing on to our economy. Wellington is experiencing the country's highest job losses and falling visitor numbers, which flows directly to us given how many Masterton residents commute there for work and our reliance on Wellington as our main tourism gateway.

28. There is some good news - we're better positioned than the cities. Rural and provincial areas like ours are showing clearer signs of recovery, largely thanks to surging commodity prices that are helping our rural sector.

29. Young people are doing it tough - the 15-34 age group is bearing the brunt of job losses, with many heading overseas or back to study. This may present an opportunity for UCOL as people look to retrain and upskill.

30. This recovery is proving to be a bit of a mixed bag - it's taking longer than anyone expected and happening in fits and starts across different regions and industries, rather than a smooth recovery.

31. Our farmers are having a strong year - dairy payouts are set to hit a record $19.4 billion nationally, which is at least $2 billion above previous highs and fantastic news for our rural economy.

32. Tourism is sending mixed signals - international visitors are up 1.5% (mainly Australians heading to Queenstown), but domestic travel is down 1.8%. Wellington's visitor drop isn't great for Wairarapa.

33. Our larger industries are currently a strength - Health and Primary Industries are among the sectors showing growth, which aligns well with our local strengths.

34. People are playing it safe with their wallets - 43% of households think the economy will stay the same over the next year, which means they're likely holding back on spending and investment.

35. Building and retail are slowly finding their feet - residential consents have levelled off nationally (though unevenly distributed), and retail spending is up a touch but still pretty soft.

36. Interest rate concerns are creeping back in - there's growing worry that rates might need to go back up from mid-2026 if the current cuts go too far, plus electricity prices have hit their highest increases in over a decade.

Dark Skies

37. The classroom sessions of the third tranche of the Stage 1 Dark Sky Business Capability Course, hosted by Milky Way Kiwi at Waiata House, have been completed. The focus now is on site visits for the businesses. This tranche is funded by WellingtonNZ, with attendees making a small contribution.

38. Stage 2 of the capability training, which is focused on supporting businesses who are ready to further expand and professionalise their offering, started on 11 September. This course is being 75% funded through the Regional Business Partner Network, with the remaining 25% from participants. We worked with Destination Wairarapa, WellingtonNZ, and the other councils to identify business that would benefit from further training and support.

39. The nighttime light mapping is close to complete, with the focus now on reviewing the less straightforward cases, particularly areas in the park with older style lighting. This work remains on track to be completed by the end of October. Work has also commenced on the dark sky recording. This work involves taking measurements of how dark the sky is around the district when it is a new moon. This is the final tranche of the application.

40. While the application process has been long and data intensive, MDC is on the final stretch, with the application on track to be submitted by July next year.

Water Resilience

41. The 2025/26 Water Resilience Strategy work programme is currently being refined ahead of consideration by Wairarapa Water Resilience Governance Group. The work programme sets out the priorities for the 25/26 period, while also identifying some longer-term priority areas. The work programme is expected to be endorsed at the first meeting of the Governance Group of the new triennium.

42. The Water Resilience Case for Action Report is progressing well. This report sets out the historical context and lessons learned in the water resilience space to date and models the potential economic impacts of both a water constrained and water resilient scenario. The draft report was provided to the Governance Group for review at their September meeting, with feedback now being worked through. It is expected the report will be finalised in October.

Environment

International

43. Australia has introduced a world-first 'climate migration visa:' the *Pacific Engagement Visa – Treaty Stream (Tuvalu)*. This is a component of the Australia-Tuvalu Falepili Union Treaty, designed to address the climate change threat to Tuvalu.

44. The Australian Government have allocated up to 280 Treaty stream places to Tuvalu nations each year. The pre-application ballot will allow eligible people from Tuvalu equal access, regardless of their skill level, occupation or gender.

45. Tuvalu is a small country approximately halfway between Australia and Hawaii. Its average elevation is two meters above sea level, and it is home to around 10,000 - 11,000 people. It is feared that the country will be uninhabitable by the end of the century.

Local

Emission Reduction Plan Progress

Climate Action Fund

46. The Climate Action Fund is an action under the ERP Implementation Plan. This was a key focus over the past month with applications closing 31 July. A full paper was submitted to the Awards and Grants Committee meeting on 4 September and a brief summary is provided below.

47. This was the third time the fund had been run, and the first time under the new criteria, which opened up eligibility to Iwi, hapū and marae; agriculture sector; businesses; community groups; social enterprises and individuals attracting new applicants.

48. Furthermore, the new criteria required applicants to align with at least one of the following climate outcomes, and those that we're applying for $3,000 or more were asked to provide measurable outcomes:

- Emission reduction
- Emission sequestration
- Resilience
- Water Conservation
- Innovation
- Biodiversity (with climate change outcomes)

49. As total of 18 applications were received, an increase compared to previous years.

50. As per their Terms of Reference, the Climate Advisory Group (CAG) were tasked with making a recommendation to the Awards and Grants committee as to how the fund should be distributed. The Committee agreed to CAG's recommendation as per the paper to award the following, and carry over the remainder to the 2026/27 pool of funding:

- Awatotara Project: $3,500
- Bennet's Hill: $5,000
- Good lives Wairarapa: $5,300
- Ko te Aroha Children's Centre: $4,155
- Ngāti Kahungunu ki Wairarapa Iwi Development Trust: $25,000
- Tinui Whareama Catchment Community Group: $12,677.20
- Trust House: $6,000
- Wairarapa Community Centre Trust: $4,512

Policy

Regional

Wairarapa Consolidated Bylaw Review

51. The three Wairarapa district councils are bringing the joint Wairarapa Consolidated Bylaw 2025 (the Bylaw) to their respective Council meetings in September and early October 2025 for approval, based on the recommendation of the Wairarapa Policy Working Group (Working Group). If approved, the Bylaw will come into force on 1 November 2025.

52. The Working Group was delegated the authority to support the review and make recommendations back to the councils. The Working Group held a Hearing of oral submissions and a Deliberation meeting and is now reporting back to councils during September (Carterton and Masterton) and early October (South Wairarapa). Carterton adopted the Bylaw on 10 September 2025.

53. The Bylaw regulates a broad range of matters such as activities in public places, the keeping of animals, traffic issues, and cemeteries and crematoria.

Water-related Parts of the 2025 Bylaw withdrawn

54. Originally, it also included three water-related Parts. However, the Local Government (Water Services) Act 2025, as well as the Local Government Water Services (Repeals and Amendments) Act 2025, came into force on 27 August 2025.

55. Schedule 8 of the Repeals and Amendments Act repeals the water services bylaw powers in sections 146(1)(a)(i) and (ii) and (b)(ii) and (iii) of Local Government Act 2002 (LGA) from 27 August 2025. It has also added to section 143 of the LGA that a bylaw that <u>can</u> be made under the LGWSA, <u>must</u> now be made under that Act.

56. For that reason, the three water-related Parts of the Bylaw (Parts Nine to Eleven) have been withdrawn from the Wairarapa Consolidated Bylaw 2025 and accompanying Adoption Report.

Next steps for the water-related Parts of the Bylaw

57. The withdrawal of Parts Nine Water Supply; Ten Wastewater; and Eleven Trade Waste from the 2025 Bylaw means that the relevant Parts of the 2019 Bylaw remain in force until the expiry date of the 2019 Bylaw, which is 7 July 2026. The relevant 2019 Bylaw Parts are numbered differently – as Five Water Supply; Eight Wastewater; and Nine Trade Waste.

58. The Water Services Act requires territorial authorities to initially review their water-related bylaws within two years of the Act coming into force, with the bylaws to be amended, replaced, or revoked and replaced within another three years (sections 263 (3) and (6)(b) refer).

59. Options are being considered for the water-related Parts of the Wairarapa Consolidated Bylaw until replacement Wai+Tararua water bylaws are made. Officers will come back to the Council with proposed next steps, following further consideration.

Wairarapa Solid Waste Management and Minimisation Bylaw Review

60. This Bylaw was first made in 2021 and is due for review by 16 April 2026. The review is in the information-gathering and planning stages.

61. This Bylaw is made under the Local Government Act 2002, the Waste Minimisation Act 2008, the Health Act 1956, and the Litter Act 1979.

62. The review will consider if the Wairarapa-wide Bylaw remains fit-for-purpose and relevant in today's environment, taking into account staff feedback, legislative changes, regional waste management plans, an escalated density of housing, and other developments.

63. Councils will receive a report before the end of 2025 seeking a determination about the Bylaw and approval to consult. Hearings, deliberations and adoption reports will be received by councils in February and March 2026.

District

Masterton Alcohol Control Bylaw

64. A review of the Alcohol Control Bylaw (the Bylaw) is due. If a new Bylaw is not adopted by 12 December, the current Bylaw will be revoked. It has been in place since 2013 and was last reviewed in 2018.

65. This Bylaw aims to reduce crime and disorder made worse by alcohol consumption. The current bylaw has some permanent alcohol ban areas (Masterton CBD, Skatepark and Queen Elizabeth Park) and also enables the Council to resolve temporary alcohol bans, often used at peak holiday times (Labour Weekend and New Year's Eve) in our coastal areas.

66. The NZ Police, together with feedback from elected members in an April 2025 workshop, indicates support for investigating permanent alcohol bans at these two peak times at Castlepoint and Riversdale. Alongside this, there is early interest in closing vehicular access to the relevant coastal communities (other than for residents) at these peak times.

67. Officers had hoped to bring a revised Bylaw and Statement of Proposal to Council in October this year. However, due to (a) resourcing issues, (b) the significance of the proposal, and (c) its implications for the Schedule to Part Six Traffic of the Wairarapa Consolidated Bylaw, officers consider the original timeline to be unrealistic.

68. Instead, officers intend to seek Council approval to re-adopt the current Bylaw for a 12-month period, to allow the time needed to consult widely in 2026 on a proposed Bylaw that is broader in scope. Under section 82 of the Local Government Act 2002, and our Significance and Engagement Policy, re-adoption of the current Bylaw (with

no changes) is possible through engagement with key stakeholders rather than with full community consultation.

69. Officers will report to the Council's October 2025 meeting seeking determinations regarding the short-term re-adoption of the current Bylaw along with approval to undertake targeted engagement in early November. This will allow Council to consider re-adopting the current Bylaw either before or at its 10 December 2025 meeting.

70. Separate papers will be provided to the Council seeking temporary alcohol bans and vehicle prohibitions for Labour weekend 2025 and New Year's Eve. These will be required until the 2026 review of the Bylaw concludes and potentially adopted before Labour Weekend 2026.

Risk Management Policy

71. A review has been initiated of the Council's Risk Management Policy, to better support the Council's decision-making in relation to risk appetite.

72. A report and draft Policy will be provided to Council's Audit and Risk Committee in the new triennium, for discussion and co-design. A final Policy will be provided to the Committee for approval, if it agrees, at a subsequent meeting.

Council Appointments and Remuneration Policy

73. The existing Council Appointments Policy, which is required to be adopted under section 57 of the Local Government Act 2002, is under review and due to be considered by the Council early in its new triennium.

74. The scope of this Policy is being broadened to include appointments to and, where relevant, remuneration of:

a. Council Organisations: entities in which Council has an interest/involvement (e.g. Cobblestones, Destination Wairarapa etc).

b. Council Advisory Groups.

c. External representatives to Council Committees (e.g. to the Audit & Risk Committee).

Governance

Local Government Official Information and Meetings Act Requests

75. For the period 26 July to 4 September 2025, Council received a total of 18 Local Government Official Information Act (LGOIMA) requests.

Requests in Progress

Subject	Requester	Date Received	Due Date
MfE research on SASMs	Mahea NZ Ltd	01/09/2025	29/09/2025
Matahiwi Road resource consent	Individual	28/08/2025	23/09/2025
Road Cone Digital Hotline	Green Party of Aotearoa NZ	20/08/2025	17/09/2025
Street trees removal and pollarding	Individual	15/08/2025	12/09/2025

Subject	Requester	Date Received	Due Date
Animal Control revenue and costs	Individual	01/08/2025	29/08/2025 and 08/09/2025

Requests Completed Since Last Report

Subject	Requester	Date Received	Days to respond
Matahiwi Road request	Individual	01/08/2025	Withdrawn
Infringement notices	Individual	07/08/2025	17
Parking infringements	Individual	15/08/2025	11
Off Licences 2021-2025	Green Party of Aotearoa NZ	26/08/2025	4
Street parking regulatory matter	Individual	26/08/2025	3
Urban water supply data	Manuka Med	28/07/2025	20
Street parking	Individual	12/08/2025	9
Food service outlets	Food Industry Foresight Pty Ltd	28/07/2025	18
Local Government Conference 2025 attendance	Individual	31/07/2025	15
MDC indebtedness	Individual	31/07/2025	12
International flights paid for by MDC	Individual	31/07/2025	12
Hood Aerodrome – RESA	Individual	14/07/2025	21
Council wages bill	Individual	31/07/2025	8
Pukaha Mount Bruce 2021or 2022 loan request	Stuff	16/06/2025	38 (extended)
Ratepayers Report 2025 – Part 2	New Zealand Taxpayers Union	29/07/2025	7
Pukaha Mount Bruce Trust support	Stuff	16/06/2025	37 (extended)
Rates increases due to cost increases and airstrip compliance	Individual	10/07/2025	19
LGNZ anti rates cap campaign	Individual	11/07/2025	3
Construction Projects Data	Individual	15/07/2025	16
LGOIMA and Privacy Act request	Individual	18/06/2025, and clarified on 07/07/2025	21

Subject	Requester	Date Received	Days to respond
Matahiwi Road request	Individual	01/08/2025	Withdrawn
Infringement notices	Individual	07/08/2025	17
Parking infringements	Individual	15/08/2025	11
Off Licences 2021-2025	Green Party of Aotearoa NZ	26/08/2025	4
Street parking regulatory matter	Individual	26/08/2025	3
Urban water supply data	Manuka Med	28/07/2025	20
Street parking	Individual	12/08/2025	9
Food service outlets	Food Industry Foresight Pty Ltd	28/07/2025	18
Use of glyphosate in the district	Individual	07/07/2025	20
Voting record for Councillors 2022-2025	Masterton Ratepayers and Residents Association	03/07/2025	21
Hood Aerodrome future hangars	Individual	01/07/2025	22
Hood Aerodrome hangar development	Individual	30/06/2025	21
Contaminated land	BCD Group Limited	30/06/2025	20

SUMMARY (by financial year)	2025-2026 (year to date)	2024-2025	2023-2024
Total Received	26	133	116
% sent in timeframe (including extensions)	44 requests completed to date 38 were sent within timeframe.	83%	93%

Privacy Act Complaints

76. No Privacy Act complaints have been received for the period 26 July to 4 September 2025.

77. One Privacy Act request was received for the period 26 July to 4 September 2025.

Ombudsman Investigations

78. Three are still in progress.

Report writers:

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8.5 INFRASTRUCTURE AND ASSETS ACTIVITY REPORT

File Number:

Author: **Infrastructure and Assets Team**

Authoriser: **Maseina Koneferenisi, Acting Chief Executive**

PURPOSE

This report provides Council with an update from the Infrastructure and Assets Team (see Attachment 1).

RECOMMENDATION

That Council receives the update from the Infrastructure and Assets Team.

ATTACHMENTS

1. **Infrastructure and Assets Activity Report** ⇩

On track/low impact | At risk/medium impact | Behind plan/high risk

Infrastructure & Assets Report

Reporting Period: August – September 2025

General Update
The I & A Group continue to work on improving the efficiency of our operation whilst maintaining focus on BAU. There still remains a lot to do, however the team have real momentum and constantly work on 'doing what we say we will do', 'producing quality work' and 'having structure'. All our work is of value, here are some specific highlights of interest: • We are seeing a **reduction in reactive work** (typically more expensive) and evidence of the benefits of planning our work. • Some of our **risk profiles** that have previously been reported as medium or high impact are now at low impact. • **Local Water Done Well** – The furnishing of the Shareholders Agreement and Constitution are significant milestones following almost 18 months of work of both staff and Council. • **Temporary Library Fitout** – The team have been working at pace in readiness to move into this building in November. • **CBD Infrastructure Upgrade** – This is a physical works project that has required work across the whole organisation and the largest of this kind for some time. The quantum of work in not only preparing all the procurement material, contract specifications/terms and conditions to go to market, but also the communications work and starting to engage with the business sector has been considerable. • Certification of **Hood Aerodrome**.

Top Issues and Risks	Impact	Mitigation/Action Plan
Health & Safety	Incidents & injuries	Review of procedures, development of an audit programme and H&S operational training. Currently amber but progressing well towards green.
Failure of critical assets	Loss of service delivery	This has gone from high to medium, many mitigations are starting to progress, i.e. Asset Management System, hydraulic model for water and wastewater, plant reviews.
Asset Management System	Inability to plan through tool	A solid embedding programme is in place with some key deliverables laid out over the next 6 months. December 2025 is the first test of using the AMS for the next I&A annual plan works programme. Operating budgets need to absorb the cost to embed.

Roading

Reporting Period: August – September 2025

On track/low impact | At risk/medium impact | Behind plan/high risk

Summary Update

- **Contracts:** RFT documents to be issued on GETS for Bridge Renewals and Mataikona Road Realignment.
- **Programme Delivery:** Pre-sealing, drainage, and metaling works are underway; pavement rehabilitations and resurfacing are about to begin.
- **Resilience Projects:** Key bridge and stormwater projects are advancing. Planning continues for the Crown-funded works at Mataikona.
- **Safety Improvements:** Over 1,000 edge marker posts installed and more than 2,000 reflective road markers replaced.
- **Maintenance:** Drainage and shoulder repairs are in progress on Whangaehu Valley Road; Dreyers Rock Road & Te Ore Ore, Bideford.
- **Resealing:** Bitumen supply, spraying, and transport rates are currently being finalised.
- All councils and NZTA must implement the **New Zealand Guide to Temporary Traffic Management (NZGTTM)** for activities funded by the NLTF. RCAs are required to prepare an implementation plan by **20 December 2025**, apply NZGTTM to new contracts from **1 July 2026**, and update existing contracts by **1 July 2027**. The implementation plan will detail how MDC will transition, including risk assessments, training needs, resource allocation, and any pilot programs.
- Temperatures are slowly rising and this has allowed us to start our pavement repairs in mid-September

Top Issues and Risks	Impact Details	Mitigations	Impact
Budget & weather	Delays, reduced scope/quality, potential contractual dispute	Monitor & Report, some funding has been reallocated from roading improvement projects. Seeking further funding NZTA.	
Asset deterioration	Consequential damages to vehicles Increase in complaints Increase in backlog	Review programme Reallocation of Council road safety improvement budget into other roading maintenance, operations & renewals (MOR)	
Further deterioration EW sites and ground movement /consenting delays	Cost, approvals, work programme scheduling , resourcing	Monitor & report. Seek Geotech expertise if significant	

PROJECTS

1. Roading Renewals — Overall Status:

- **Road Resurfacing:** 2025/26 sealing programme (≈40 km) will start in October 2025 with pre-sealing underway. Early prep for the 2026/27 season is scheduled for March/April 2026.
- **Footpaths:** Only minor repairs completed this year. 2025/26 renewals are on hold pending the CBD infrastructure renewal scope/timing; funding has been allocated to Queen St.
- **Urban Drainage:** Kerb renewals are complete on Pownall Street and Wright Street works have 200m complete. Work has started on Albert Street's 260 m Kerb channel.
- **Pavement Rehabilitation:** 2025/26 works are planned and programmed for a September start.
- **Unsealed Roads:** Ngaumu Road was restored using shoulder material; Homewood is underway. A dust seal reinstatement programme is in development.
- **Maintenance:** 98.2km has been graded (Homewood, Ngahape, Tinui, West). 1,672t of metal placed (Ngahape, Mauriceville, Homewood, Puketiritiri, West Road, Bute, Packspur, Kintail).

2. Capital Improvements — Overall Status:

- **Bridge Replacements:** Geotechnical investigations are complete for two bridges — Upper Waingawa Road and Grahams Road. Replacements are planned for late 2025 to early 2026 with procurement scheduled for late September.
- **Stormwater Resilience:** This initiative is part of a broader 10-year programme targeting 15 high-risk, vulnerable locations identified by the Roading Team following recent cyclones. Site 1 (Masterton–Castlepoint Road) and Site 5 (Ngaumu Road) are completed. Site 4 (Langdale Road) is underway. Other sites are still in design phase.
- **Mataikona** – NZTA funding has been confirmed. Planning and design work is underway and will be finalised by end of September to support the resource consent and detail design phase.

Roading

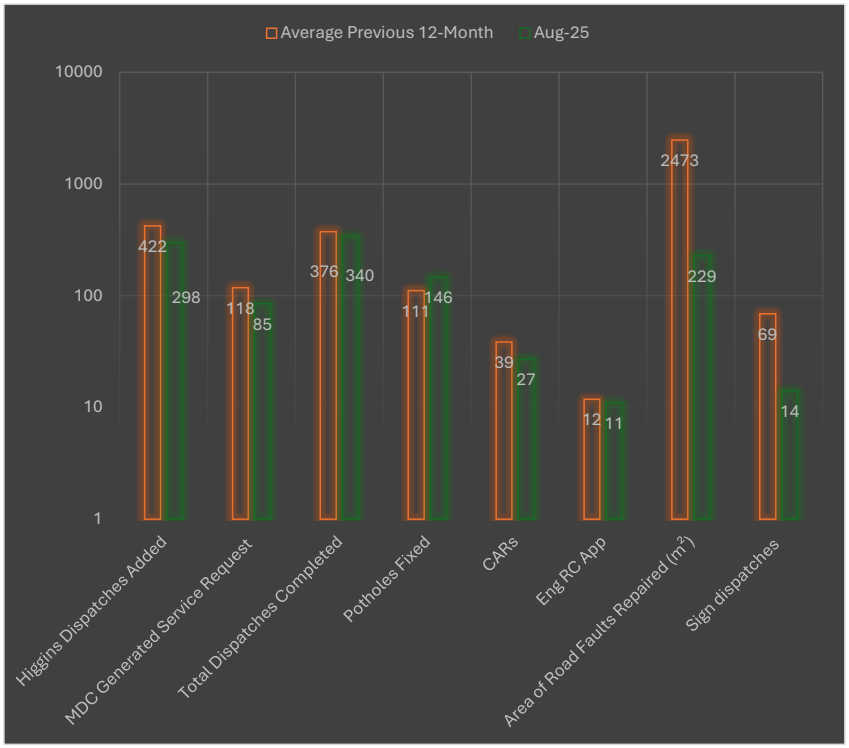
Reporting Period: August – September 2025

Emergency Works & Strategy	Overall Status:

- **Stream Diversion (Masterton–Castlepoint Road):** Phase 1 complete; Phase 2 (diversion and planting) scheduled for September.
- **Mataikona River Slip:** Retaining wall anchoring and rock rip-rap works nearing completion; overall completion expected October 2025.
- **Bio-Engineered Repairs:** Brush wall on Masterton–Castlepoint Road completed.
- **Alfredton–Tinui Road:** Slip site and faulty culvert repairs ongoing; completion expected November 2025. hold further rescoping need due to ground conditions
- **EcoReef:** Three additional block walls are required at Big Saddle, Masterton–Castlepoint Road, due to road slip risk. Subsidised funding is not yet secured. An application for further funding will be submitted to NZTA in September
- **Dropout Site Monitoring:** Around 50 sites are being monitored; there is no significant movement to date with monitoring to continue through winter.

Roading Dashboard

- Metrics do fluctuate seasonally; significant increases or decreases warrant review.
- The most significant increase in asset degradation was observed in 'Area of Road Faults Repaired (m2)', which fell by a substantial -91% to just 229 m2 from an average of 2,473 m2. This change is due to a combination of temperature and the bitumen sprayer not being available.
- Several other key metrics were are looking positive, with reduced requests for action: They are:
  - Sign dispatches decreased by -80% to 14. Signage work had limited resourcing this last month and less damage has been reported.
  - Higgins Dispatches Added dropped by -29% to 298.
  - MDC Generated Service Request was down -28% to 85.
  - Corridor Access Requests (CARs) fell by -31% to 27.
  - Total Dispatches Completed saw a more moderate decrease of -10% to 340.



Utilities

Reporting Period: August – September 2025

On track/low impact | At risk/medium impact | Behind plan/high risk

Water Supply – Operations & Projects	Overall Status	

Water Projects

- **Nikau reservoir tank** Acquisition of the golf course land is now ready for signing. A geospatial analysis was completed to ensure ground was suitable to hold the reservoirs and has been confirmed as appropriate. Design criteria has been received from consultant. Review and approval is underway.

Water Renewals

- **Opaki Road Water Main Renewal** The installation of 1.3km x 250mm diameter water main is completed.
- Engineering design for the water main renewal at the **Cornwall Street** railway crossing has been submitted to Kiwi Rail for approval. Approval can take up to 10 weeks.

Water Meters

- Installations are now described as complete – there remain a few minor meters left (mostly commercial). This now forms part of BAU.
- Work is proceeding on mock bills with the first planned to be issued (after a comms notice) in October.

Water Supply – Operations & Projects	Overall Status	

- **Opaki Water Race.** Installation of the valve and actuator is currently in progress. Delays have occurred due to wet weather restricting access to site. Expect completion mid to late September.
- **Water Consumption** analyses has been completed, and the methodology to calculate losses confirmed as acceptable by DIA. The current method is more accurate due to having actual meter data available. The result is 405 litres per person per day (LPPPD) consumed as opposed to last year's result of 664 litres per person per day. Although this is a better result, the National average ranges from 160 to 200 litres LPPPD. Expectations are with the installation of water meters now complete, leak detection process and future volumetric billing, installation of the zone meters along with our water renewals, the current figure will start trending downwards.
- The **water hydraulic model** is currently being updated using the water meter data.
- Pressure testing in the **Cashmere Oaks** area will be carried out in the next few weeks and valving checked pending the test results.

Health & Safety

- Utility team have carried out a number of contractor audits. The results have been pleasing, with only minor matters that were resolved immediately by the contractor.
- H&S procedures for the treatment plants have been developed and are currently under review with the water treatment operators for feedback before implementing.

Wastewater – Operations & Projects	Overall Status:	

Wastewater Projects

- **Westside Project** – the relining of Olive Street, Perry Street , River Road & Grey Street - approx. 2km. Grey St 116m completed, Lincoln Rd 309m, Perry St 137m, Olive St 142m, River Rd 412m, Total mains lined to date 1116m. 336m of laterals completed to date.
- A replacement PC has been installed at the **Homebush WWTP** due to a failure of the existing PC. Completed
- A survey including smoke testing of **Lansdowne** will commence over the next few months to determine infiltration points of ground water/stormwater into the sewer network. (Identifying infiltration and resolving these matters will reduce the impact of ground and stormwater going to the treatment plant for unnecessary processing).
- There have been constant overflow issues at Tinui on the school field. Smoke testing revealed a sewer manhole (not on GIS) collapsed. Manhole not required and will replace with straight pipe.

Opportunities for Improvement Work

Security of Plant Control Systems – A review of the current security and back up protocols, and automated controls needs to be undertaken. This is on the improvement list for 2025/26.

Automation of contractor claims – The new asset management system is now integrated with Citycare. Embedding and testing is under way. This will provide a more efficient way to process claim and ensure accuracy with coding.

Operations review – A review of the operations at the treatment plant has been undertaken and an internal report furnished. This has identified further areas to explore efficiencies on, specifically power consumption and the cost and benefit of the aerators at Homebush wastewater treatment plant. Some of these items will feature in the second half of the 3Waters annual work plan.

Planned works – It has been identified that planned work is required on parts of the sewer network to reduce infiltration. This will reduce power consumption as use of the pumps reduces. Smoke testing is planned in parts of the network this FY with a recurring annual programme across the entire network to be rolled out as part of the next annual plan.

Utilities

Reporting Period: August – September 2025

On track/low impact | At risk/medium impact | Behind plan/high risk

Unplanned Maintenance Analytics	Overall Status:	

The reporting table below shows completed and open service requests the Council has with contractor Citycare for the listed activities.

The current water service requests are reducing, indicating that we may be reducing leakage in the reticulation network.

The number of completed requests are in line with the last reporting period:
Water – 128 (last month) v 48 current
Waste – 10 (last month) v 14 current
Stormwater – 65 (last month) v 69 current

Open service requests for August: Total last month was 65 v current 69.

Service Requests

Completed Service Requests	June		July		August	
Water	161	↓	128	↓	48	↓
Wastewater	16	–	10	↓	14	↑
Stormwater	9	↑	8	↓	11	↑
Open Service Requests	59	↓	65	↑	69	↑

Green Arrow = Positive Trend / Red Arrow = Negative Trend

Stormwater

The following stormwater work has been completed or is in progress:

- **Ngaumutawa Road:** Installing a new culvert & grill in two locations along this road – One is completed and the other 80% complete.
- **Whatman Estate**, open swale drain 110m x 4m wide is being developed. This will assist in alleviating stormwater flow from Balance Street.
- **57 Totara Street** 80m x 300mm drain is programmed to be laid by the end of October. This will assist the stormwater network in Matai Street/Lansdowne area
- **Planning for Ngaio Place**, relining of 600mm x 80m in the Lansdowne area
- **26 Balance Street**, retention bank works is programmed to start at the end of this month.
- Stream/waterway cleaning has been completed in **Kotimana Road**
- **15 McDonald Way** stormwater open drain has been converted to a 375mm dia x 80m of pipe and buried. This will reduce maintenance in vegetation control & safer for residents nearby as was a deep open drain
- Analysis and planning work is to be carried out on determining future maintenance requirements for managing the **waterways** that are part of our stormwater network. This will take some months as it will be undertaken per catchment, the goal is to have this ready for next calendar year. Work is occurring with GWRC to ensure each agency is maintaining its own assets.

The Utility team are currently defining **stormwater zones** similar to what has been done with the water zones. This enables the implementation of a planned programme strategic approach (over some years) to enable analysis of each zone. The methods adopted for Cockburn Street project to identify points of infiltration into the sewer network and remedy will be repeated, i.e. level sensors, instrumentation and data analysis.

Top Issues and Risks	Impact Details	Mitigations	Impact
Health & safety	Incidents & injuries	Update procedures, implement audit programme and H & S operational training	
Failure of critical assets	Loss of service delivery	Asset Management System, Condition Assessments, Demand Management	
Approving new supplies without understanding network capacity	Scope creep, poor quality & over budget	PM methodology and contract management process being reviewed	

Utilities

Reporting Period: August - September 2025

On track/low impact | At risk/medium impact | Behind plan/high risk

Solid Waste

The following work in relation to the solid waste function has been undertaken or in progress:

- The audit of the Wairarapa Solid Waste contract has been completed with identified opportunities for improvements, by both parties. An action plan has now been put in place. An example of improvements are
- - we now want to make are changes to data accuracy on tonnage collected to improve on reporting processes;
- - clarifying responsibilities of maintaining assets and a continuing commitment to Health and Safety practices.
- The method of charging for the management of the Wairarapa Solid Waste Contract across the three Wairarapa Councils has been established. This results in an estimated decrease in costs to MDC of circa $60k
- Site road markings have been completed. Safety traffic signage are in fabrication.
- Wairarapa Organics Feasibility Study draft report has been received. This will be reviewed with findings assessed.
- Plastic Free July: A 'Keep Cup' giveaway was run with local caravan cafes with 50 recipients receiving a keep cup instead of their single use disposal cup.
- The new tables on the right indicate the volume of refuse received at the Masterton Transfer Station for the last two full calendar months.

The Future

A long-term strategy is required for solid waste for Masterton and the Wairarapa. This is a changing environment that requires a consolidated effort. It is expected cleanfill can continue to be disposed of at the Masterton Transfer Station for the next 8 years, however work needs to commence to determine how the Council can operate effectively and efficiently in the long term, whilst achieving the WMMP targets.

The GM I&A is working with counterparts at SWDC and CDC on how the work can be refocused to deliver on a reduced number of projects, rather than a little on a wider span of work.

JULY - total

Incoming Waste (tonnes)		
Cleanfill	494.3	↓
Domestic Kerbside	21.9	↑
Construction & Demolition	215.6	↑
Urban Recycling	100.5	↑

Outgoing Waste (tonnes)		
eWaste	3.5	↓
Paint	1.8	↑
Glass	205.9	↑
Kraft	132.9	↓
Paper	50.4	↑
Metal	141.6	↑
Plastic	42.2	↑

AUGUST – total

Incoming Waste (tonnes)		
Cleanfill	480.2	↓
Domestic Kerbside	22.7	↑
Construction & Demolition	200.5	↓
Urban Recycling	90.0	↓

Outgoing Waste (tonnes)		
eWaste	5.6	↑
Paint	1.8	—
Glass	57.5	↓
Kraft	168.6	↑
Paper	26.6	↓
Metal	163.8	↑
Plastic	88.8	↑

Green Arrow = Positive Trend / Red Arrow = Negative Trend

Wellington-Wairarapa Waste Management Minimisation Plan (WMMP)

August 2025 Update

Regional Projects

Progress updates on the major regional and projects have been provided below. These are the four current major projects that the Wairarapa Councils are directly involved in are:
(R = Regional, RC = Regionally Consistent)

	Project	Status
R3	Strengthening the Wellington Waste Forum	G
R5	Waste Management in Emergencies	G
R6	Future of Residual Waste Disposal	G
RC3	Regional Solid Waste Bylaw implementation	G

Progress Update – Year 2 of the Action Plan

We are currently in the second year of the six year action plan.

The following regional projects are yet to be initiated 2025/26

- Business Waste
- Network Opportunities
- Litter

An additional 3 regional projects are scheduled through 2026-2029.

A replacement Regional WMMP Programme Manager role has been appointed, with Porirua City Council agreeing to host the position. This role leads the delivery of regional projects identified in the WMMP, with costs shared across participating councils (Action 6 in LAP).

A workshop will be held with Enviroschools to discuss the future of the programme (just reached its 20 year anniversary). Toimata Foundation no longer receives funding from central government to continue management of Enviroschools. GWRC is considering the hosting/management of the Enviroschools team. If this proceeds, an overhead cost will be charged to each Council which can be covered by the waste levies received from government.

Strategic Overview: Organic Materials Feasibility Study

This feasibility study assessed the potential for introducing organic materials collection and processing services across the Wairarapa region. Organic waste, including food scraps and green waste, makes up an estimated **25% (7,700 tonnes annually)** of the region's kerbside and transfer station waste—representing a significant opportunity for landfill diversion and emissions reduction. Based on capture rates, 1,000 tonnes PA of food and green waste (FOGO) is likely to be diverted from landfill in the Wairarapa; in addition to the green waste already collected by private collectors.

The study evaluated multiple collection and processing options. A weekly combined food and green waste collection (FOGO) emerged as the preferred collection model, with weekly food-only (FO) as a viable alternative. For processing, the most suitable options indicated were:

1. Use of existing private operators that collect and/or process green waste, along with community groups collecting and/or processing food waste involvement where viable.
2. Use of large-scale out-of-region processing facilities.

These options balance environmental impact, cost-effectiveness, and practical implementation.

Next Steps

1. Include **organic waste services** as a provisional item in the upcoming waste services procurement process.
2. **Present findings and the scope of work for a potential 'pilot' with elected members** on progressing the service in 18-24 months. This work lays the foundation for a future business case and positions the councils to make informed, strategic decisions on organic waste management.
3. A detailed timeline for next steps to include collection and processing options, for Wairarapa including costs and funding opportunities available from MfE (dependent on Councils feedback on a pilot).

Compliance & Assets

Reporting Period: August – September 2025

On track/low impact | At risk/medium impact | Behind plan/high risk

Compliance	Update	Status:
Resource Consents	**Henley Lake Consent –** The application has been lodged, and now working with GWRC on some additional information requested. A meeting has been held with GWRC staff to progress. **QE Park Lake –** A four year consent is being progressed. Information summary to be shared with Iwi via GWRC. **Opaki Water Race –** A consent to close by 2026 has been granted by GWRC. A draft closure management plan has been lodged with GWRC and is now awaiting feedback. An automated valve installation is progressing. Hardware in place, progressing software and calibration. Staff are assisting the Opaki Water Race User Committee with preparation of a replacement consent. The MOU has been updated; awaiting signing by the OWRUC **Homebush WWTP –** Review by GM required. This was placed on hold prior to reform. **Kaituna WTP** – Renewal of water take consent and the ecological assessment report are in progress. Further information has been requested by GWRC. Commercial premises flow data is forming the basis of this further information.	
Drinking Water Standards	Fully compliant year to date for council managed schemes.	
	The Drinking Water Quality Assurance Rules state specific requirements for mixed use schemes. Council and the Wainuioru committee are working to meet TA requirements. The draft rules have now become Regulations (as of 5/9/25). Work with the committee has been ongoing and will continue until compliance has been attained. New regulations require additional protections to their network, including backflow prevention and reporting.	

Top Issues and Risks	Impact Details	Mitigations	Impact
Accuracy of planning and funding documents	Inaccurate due to low level of data collection	Asset Management Project GIS project Asset Management methodology maturity improvement programme	
Asset Management System	Embedding phase must be completed	Project Lead for embedding phase is GM I&A. Dedicated project team formed Resources allocated	

Asset Management & GIS Systems	Overall Status:	

The Asset Management System, Adapt, has now been implemented as the single source of truth for asset data in MDC. The integration with GIS remains in progress. MagiQ (finance system) is complete for data acquisition from main supply (Note full integration did not form part of the scope for phase 1)
Whilst this work occurs, the project now moves from Implementation into the Embedding phase. This phase includes the following:

- Data Validation & Gap Analysis across all asset types
- Configuration review and adjustments
- Determinations on level of data granularity
- Specificity of use of asset fields
- Reporting outputs for asset valuations and capitalisation
- Continuation of development and testing business processes
- User training across of processes
- Application of system with projects

In November the Finance Team will consider the scope of work and potential cost and benefit of full integration.

Projects

Reporting Period: August – September 2025

On track/low impact | At risk/ medium impact | Behind plan/ high risk

Town Hall – Resource Consent for Demolition	Overall Status:

- Activation Plan design was submitted to MDC Planning on 3 September. A decision is expected by the time this report is furnished.
- Most items from the Town Hall auction are now collected.
- The contract is close to being awarded
- Activity on site is expected in the coming days.

Breathing New Life Into our Whare Pukapuka (Library expansion project)	Overall Status:

- Detailed Design is on track to be delivered on 19 September.
- Tender docs for main contractor to be published on GETS late September
- Construction is forecast to start late 2025 with completion around mid 2027.
- Temporary library was handed over on 15 September. IT are now working on the fitout. The library closes on 28 October and will reopen in the temporary space in November. A Communication Plan is being developed
- Work is currently underway with iwi on design elements.

Animal Shelter	Overall Status:

- The inside works is largely complete. The steel barrier dog enclosure is underway and the kennels have been installed.
- The external rear exercise kennels concrete pads have been laid and civil works are contractors are laying chipseal
- A formal opening will be arranged for early October

CBD Infrastructure Upgrade	Overall Status:

- Tender docs have been published on GETS. Tender closes on 16 October.
- Contract execution is planned for 25 November
- Week of 8 Sept saw council officers visit impacted businesses on Queen Street in person to provide a general overview of the work
- Comms plan in progress

Hood Infrastructure & Certification	Overall Status:

Lighting – Flight test took place on Saturday 23 August. Some issues were identified with the brightness of some of the lights. Solutions identified and parts ordered (at suppliers cost). Replacement parts have started to arrive. Installation is scheduled for week of 29 September.

Certification – Hood is now a Certified Aerodrome. CAA provided the news and certificate to officers on 16 September 2025.

Hood Hangar Development

- Roading and infrastructure on track to be complete by the end of the year.
- Registrations of interest have been received for 15 of the 27 hangar sites available.
- Work underway to finalise the hangar design guidelines and the ground lease rates.
- Options for investment will be tabled with the new Council.

Future council investment

- A paper will be presented to Council on future investment options (post elections).

Trust House Recreation Centre	Overall Status:

- Painting of stadium has been prioritised over the upper-level offices due to scheduling of events.
- Office painting well underway. On target to be complete by 19 Sept. Carpet and heat pump to be installed following painting.
- Design discussions regarding the ladies' facilities are ongoing. Concept pricing within budget. Scope of work agreed. Start date to be confirmed
- Dining area and store-rooms painting to start week beginning 29 September.
- All works to be complete by end of Jan.
- Facility is looking greatly improved already.

Queen Street Municipal Building	Overall Status:

- Silverwood's have been engaged as the architect. Concept Design in early stages
- Planning for operations during the construction phase is underway.

Projects

On track/low impact | At risk/ medium impact | Behind plan/ high risk

Reporting Period: August – September 2025

Kaituna Raw Water Storage & Treated Water Storage	Overall Status:	

- This project has now been kicked off with subject matter experts engaged. The work will be undertaken in 2 phases.
- Scope of Phase 1 includes:
  - Review of available studies/reports relating to treatment plant and bulk pipelines for flooding risk, earthquake risk, bulk pipework capacity limitations
  - Review and report on the maximum daily capacity of Kaituna WTP
  - Investigate and report on the maximum storage potential by expansion of existing ponds, considering geological constraints
  - Summary report on the findings
- Timeline to complete the business case is by February 2026. This will outline the engineering solutions starting with raw water. Investigations into the most appropriate location for the treated supply will form part of this work.

Memorial Park	Overall Status:	

- A condition assessment of the grandstand is underway, including specific asbestos checks.
- Investigation into the previous engineering designs to improve strengthening, the draft proposal by LGE Ltd is to be peer reviewed
- Engagement with WBRFC is active with a board member contributing to the project team.

Top Issues and Risks	Impact Details	Mitigations	Impact
Poor project delivery	Scope creep, poor quality & over budget	• PM framework is complete, refinements being made. Projects are now being managed via new framework • Regular training sessions are being held with the project team	
Resources	Delivery to programme	• Upfront planning of annual work programme including resources required and delivery timeframes will provide visibility of resource bottlenecks and allow for project prioritisation which will smooth resource demand • Weekly reporting in place.	
Accuracy of planning and funding documents	Inaccurate due to low level of data collection	• PM framework will result in improved up front project planning and scoping which should improve the accuracy of planning and funding documents • Asset Management System fully embedded • Asset Management system methodology maturity improvement programme	

Facilities & Open Spaces

Reporting Period: August – September 2025

On track/low impact | At risk/medium impact | Behind plan/high risk

Summary Update

Facilities

- The new South Park toilet facility has been installed, with an off-street accessible carpark created, some minor finishing touches to the grounds will see it open for use at the start of October.
- The 2025-26 building wash programme for all Council assets is underway, Panama Village, Laurent Place, the general rental portfolio and several Rural Halls have been completed.
- The contract has been awarded to re-surface the driveway and carpark areas at the Bodmin Flats senior housing complex.
- Lifeflight are being provided with a permanent concrete parking pad for an Ambulance at Hood Aerodrome, to be located by the Terminal building.
- Six-monthly rental inspections are about to begin; there has been recent movement across the senior housing waiting list, and our general rentals are fully tenanted.
- The contract to repair the Colin Pugh Athletics Track has been awarded, work is planned for October if weather conditions allow, repairs will extend its surface life for approx. 3 years

Open Spaces

- A new soak-pit has been installed and the carpark re-surfaced within QEP by Coronation Hall, works did not impact a nearby Redwood, it is being monitored due to existing signs of failure.
- Tenders have been received for the Ngati Te Korou Reserve project, selection of the preferred Contractor is being finalised, works are planned to begin in October in conjunction with a blessing for the site.
- A set of buoys have been placed into the Lake of Remembrance in QEP to set out where boating can occur, to support the Operator and reduce the risk of damage to their boats.
- Essex Street tree works have been completed, and annual pollarding of the wider street tree network is underway.
- Engagement over the future of Perry Street and Manchester Street land has now closed, the public submissions are being reviewed, for Officers to report back to Council.

Upcoming work

- Review of Council's building and property portfolio to identify assets for disposal continues.
- A workshop will be scheduled to consider the future financial approach to leases. The direction provided will aid preparation of a new Lease Policy.
- Development and update to strategic plans and policies is underway.
- Introducing asset management practices to the way we work is now forming part of BAU.
- The Needs and Feasibility Report on the War Memorial Stadium has been received, this is a forward-looking strategic report and will be presented to council in early 2026

PROJECTS

Waiata House HVAC	Overall Status:

The existing HVAC system re-design has been completed and the Contractor has been appointed, The building consent process has commenced. A permanent solution for the Waiata House Atrium water ingress issues is included in the scope of work.
The work programme will be designed to consider operations within Waiata House during this time.

Playgrounds	Overall Status:

Henley Lake playground upgrade - The new playground and obstacle course components of the Henley Lake upgrade are complete. The exercise equipment has been delivered; the installation will be coordinated with the installation of new signage for the space.

New Solway Playground – Project scope and internal resources allocated, location on Solway Crescent identified at intersection with Stoneleigh Drive. Requests for design and build proposals have been sent out to Playground suppliers.

Trust House Recreation Centre	Overall Status:

The Project Team continue to work through upgrades for the War Memorial Stadium, painting renovations of the interior Stadium and upper Office spaces are near completion. Roof work above the foyer is still in progress. The Stadium kitchen and dining lounge area are next on the programme. The Contract to re-roof the five-lane pool has been awarded, and this work will occur in early January 2026.

QEP – Park Lake Access Bridge	Overall Status:

Appointment of the preferred Contractor to supply and install a new pedestrian access bridge onto the QEP – Park Island is complete. Engineering designs for the bridge abutments are being finalised for submission with the building consent.
The existing bridge will remain in place.

Riverside Cemetery Upgrade	Overall Status:

Masterton Cemetery Network Capacity and Site Analysis Report has been completed. This will feed into the future development of a Cemetery Master Plan for Riverside. An area within the Cemetery will be named 'Potaerau' in recognition of the historical importance to Hapu and Iwi.

Facilities & Open Spaces

On track/low impact | At risk/medium impact | Behind plan/high risk

Reporting Period: August – September 2025

Climate Action Plan & CCERP - UPDATE
Climate Action Plan **Action 9 –** Planting of 4200 native plants in the Southern Reserve, Te Uru Rakau grant funded, working bee collaboration between the Contractor and Riversdale Beach Residents Assn. - Planting of 350 native plants in Northern Reserve as part of the Motuwaireka Stream bank stabilisation work to address wind erosion. **Action 10 –** Solway Residents Assn connected to GWRC on pest eradication at Te Whenua Tāpui o Whakamairu, Masterton Men's Shed manufacturing traps, Henley Trust carrying out pest control. **Corporate Carbon Emission Reduction Plan** **Action 9 –** Investigation into Solar Panels for the THRC underway, no pre-wiring required in roof cavity, all infrastructure would be surface mounted, conversations with EECA planned **Action 26 –** Regenerative Turf Study completed over a year at 8 locations, implementing aspects from the Study recommendations. **Action 37 –** Parks contractor has implemented eRoad technology to vehicles – route efficiency.

Risks

Top Issues and Risks	Impact details	Mitigations	Impact
Trust House Recreation Centre • Roofing issue • Structural concrete fault	Water ingress poses risk to electrics and hydraulics for the elevator. (Internal parapet panels form part of flashing system) Reinforcing for concrete beam in filtration area has become exposed.	Roof design work completed, contractor appointed, discretionary Building Consent approval has been obtained. Roofing work in progress. Engineered solution completed, beam is structurally supported.	
Waiata House - Atrium leaks	Water ingress in certain wet conditions, water dripping to ground level onto ducting and cabling trays.	Seals replaced, water catchment intervention being monitored, added to HVAC upgrade project.	
Tinui Water Treatment Plant - land stability	Safety of staff using vehicle driveway access to the Water Treatment Plant. Future periods of heavy rain could further destabilise the site, placing water supply for Tinui at risk.	Engineer tested the ground surface, limited risk to the platform supporting the water treatment infrastructure, design solution prepared for driveway, risk reduced, procurement phase underway, QS of design and Tender documents completed.	

8.6 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

8.7 MAYOR'S REPORT

File Number:

Author: **Gary Caffell, Mayor**

PURPOSE

The Mayor will provide a verbal report.

RECOMMENDATIONS

That Council receives the verbal report from the Mayor

ATTACHMENTS

Nil

9 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATIONS

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Public Excluded Minutes of Council Meeting held on 6 August 2025	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)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public s7(2)(e) - the withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.2 - Public Excluded Minutes of Council Meeting held on 20 August 2025	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

9.3 - Public Excluded Minutes of Council Meeting held on 27 August 2025	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.4 - Audit and Risk Committee Meeting - 13 August 2025	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest s7(2)(e) - the withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public 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) s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

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