



ORDINARY MEETING of Council AGENDA

Time: 3:00 pm
Date: Wednesday, 29 March 2023
Venue: Waiata House, 27 Lincoln Road,
Masterton

MEMBERSHIP

Mayor Gary Caffell (Chairperson)

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

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

Values

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

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

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

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Karakia timatanga

Kia tau ngā manaakitanga a te mea ngaro

ki runga ki tēnā, ki tēnā o tātou

Kia mahea te hua mākihikihi

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

kia tūturu, ka whakamaua kia tīna! Tīna!

Hui e, Tāiki e!

Let the strength and life force of our
ancestors

Be with each and everyone of us

Freeing our path from obstruction

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

Permanently fixed established and
understood

Forward together

1 CONFLICTS OF INTEREST

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

2 APOLOGIES

The Chair invites notice from members of:

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

3 PUBLIC FORUM

4 ITEMS NOT ON THE AGENDA

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

Matters requiring urgent attention as determined by resolution of the Council

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

Minor matters relating to the general business of Council

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

5 CONFIRMATION OF COUNCIL MINUTES

5.1 MINUTES OF COUNCIL MEETING HELD ON 1 MARCH 2023

File Number:

Author: Harriet Kennedy, Governance Advisor

Authoriser: David Hopman, Chief Executive

RECOMMENDATION

1. That the Minutes of Council Meeting held on 1 March 2023 be received and confirmed as a true and correct record.

ATTACHMENTS

1. Minutes of Council Meeting held on 1 March 2023



MINUTES

**Ordinary Council Meeting
Wednesday, 1 March 2023**

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	There were no Committee Reports.	
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**MINUTES OF MASTERTON DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON
ON WEDNESDAY, 1 MARCH 2023 AT 3:00 PM**

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

IN ATTENDANCE: Iwi Representative Jo Hayes (from 3.06pm), Chief Executive, Manager Finance, Manager Strategy and Governance, Manager Community Facilities and Activities, Manager Communications and Engagement, Manager People and Culture, Manager Assets and Operations, Pou Ahurea Māori, Corporate Planner, Policy Manager, Senior Policy Advisor – Climate, Senior Policy Advisor, Project Manager, Policy Advisor, Governance and Records Advisor and Governance Advisor.

1 CONFLICTS OF INTEREST

No conflicts of interest were declared.

2 APOLOGIES

Moved by Councillor B Johnson
Seconded by Councillor B Goodwin

That the apology from iwi representative Ra Smith for non-attendance be received.

CARRIED

3 PUBLIC FORUM

Todd Jenkinson (Chair) and Esther Dijkstra (Operations Manager) from the Wairarapa Pukaha to Kawakawa Alliance presented in relation to the proposal to release the funding Council had agreed in the 2018-2028 LTP.

4 ITEMS NOT ON THE AGENDA

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

- Nomination for Appointment to the Upper Ruamāhanga River Management Advisory Committee
- The need for the nomination for appointment was raised after the agenda had been published and the first meeting of the Committee will occur before the next Council meeting so the nomination needs to be made before then.

RESOLUTION 2023/13

Moved by Councillor D Holmes
Seconded by Councillor C Bowyer

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

CARRIED

5 CONFIRMATION OF COUNCIL MINUTES

5.1 MINUTES OF HEARINGS COMMITTEE MEETING HELD ON 22 FEBRUARY 2023

RESOLUTION 2023/14

Moved by Councillor C Bowyer
Seconded by Councillor B Johnson

That the Minutes of Hearings Committee Meeting held on 22 February 2023 be received and confirmed as a true and correct record.

CARRIED

6 COMMITTEE REPORTS

There were no Committee Reports.

7 REPORTS FOR DECISION

The Chair advised a change of agenda order to move Report 7.3 to after Report 7.6 in order that the decisions on the Dark Skies and Five Towns Trails Trust could be incorporated into the decisions sought in Report 7.3.

7.1 WAIRARAPA PŪKAHA TO KAWAKAWA ALLIANCE: PROPOSAL TO RELEASE LONG-TERM PLAN 2018-28 FUNDING

The report seeking Council agreement to release funding approved under the 2018-28 Long-Term Plan to Wairarapa Pūkaha to Kawakawa Alliance was presented by the Senior Policy Advisor, Climate Change and Environment.

A request was made for a detailed plan of the work proposed to be provided to Council by Wairarapa Pūkaha to Kawakawa Alliance.

RESOLUTION 2023/15

Moved by Councillor T Hullena
Seconded by Councillor B Goodwin

That Council:

- a) **receives** the funding proposal from P2K;
- b) **notes** that the \$75,000 is set aside within Council's Special Funds & Reserves; and
- c) **agrees** to release the \$75,000 of funding approved under the 2018-28 Long-Term Plan to P2K

CARRIED

7.2 ADOPTION OF THE EASTER SUNDAY SHOP TRADING POLICY

The report seeking Council adoption of the proposed Easter Sunday Shop Trading Policy (refer Attachment 1) was presented by the Policy Manager and the Policy Advisor.

The adopted Policy is attached as Minutes Attachment 1.

RESOLUTION 2023/16

Moved by Councillor C Bowyer
Seconded by Councillor S Lennox

That Council:

1. **notes** that the Hearings Committee met on 22 February 2023 to deliberate on submissions received for the consultation on the Easter Sunday Shop Trading Policy and make recommendations to Council;
2. **accepts** the Hearings Committee recommendation to adopt the proposed Easter Sunday Shop Trading Policy; and
3. **adopts** the proposed Easter Sunday Shop Trading Policy (refer Attachment 1).

.CARRIED

Attachments

- 1 Masterton Easter Sunday Shop Trading Policy

Item 7.3 was taken after Item 7.6

7.4 DRAFT ANNUAL PLAN 2023/24 CONSULTATION: DARK SKY RESERVE

The report seeking Council agreement regarding the options on the Dark Sky Reserve for inclusion in the 2023/24 Annual Plan Consultation Document was presented by the Policy Manager and Senior Policy Advisor.

An amendment to the preferred option of the motion was proposed as while there was support for the initiative in principle there was a preference that external funding opportunities are explored before Council puts any funding in, as the opportunity benefitted the whole region and there were other organisations who could be prepared to fund the initiative.

MOTION

Moved Councillor Hullena
Seconded Councillor Bowyer

That Council approves the following preferred and alternative options for inclusion in the Annual Plan 2023/24 Consultation Document on Masterton beginning the work to join the existing Dark Sky Reserve in Carterton and South Wairarapa:

1. **[Preferred]** Masterton District Council to commence the initial work to join the existing Dark Sky Reserve in Carterton and South Wairarapa, with \$20,000 being set aside from existing

economic development budgets to support this work. External funding opportunities and volunteer contributions will also be explored.

2. **[Alternative]** Masterton District Council does not undertake any work to join the existing Dark Sky Reserve in Carterton and South Wairarapa

AMENDMENT

RESOLUTION 2023/17

Moved by Councillor B Goodwin
Seconded by Councillor B Johnson

That Council approves the following preferred and alternative options for inclusion in the Annual Plan 2023/24 Consultation Document on Masterton beginning the work to join the existing Dark Sky Reserve in Carterton and South Wairarapa:

1. **[Preferred]** Masterton District Council to commence the initial work to join the existing Dark Sky Reserve in Carterton and South Wairarapa. External funding opportunities and volunteer contributions will be explored.
2. **[Alternative]** Masterton District Council does not undertake any work to join the existing Dark Sky Reserve in Carterton and South Wairarapa

CARRIED

7.5 DRAFT ANNUAL PLAN 2023/24 CONSULTATION: WAIRARAPA FIVE TOWNS TRAIL NETWORK

The report seeking Council:

- approval to consult on funding the establishment of a new Charitable Trust to deliver the Wairarapa Five Towns Trail Network as part of the 2023/24 Annual Plan process; and
- consideration of the legal form and funding mechanisms required to deliver the Wairarapa Five Towns Trail Network.

In response to a question, it was advised that the decisions sought were to assist with the initial set up of the Trust, but how the project goes forward, including questions about how it would be funded from the Wairarapa councils, would be a part of the Long Term Plan.

RESOLUTION 2023/18

Moved by Councillor T Nelson
Seconded by Councillor S Lennox

That Council:

1. **Agrees** to support the establishment of a new Charitable Trust as the preferred legal entity to deliver the Wairarapa Five Towns Trail Network;
2. **Agrees** to fund base operational expenditure of \$9,209.00 in 2022/23 to support the development costs of establishing a new Charitable Trust as the preferred legal entity to deliver the Wairarapa Five Towns Trail Network;
3. **Approves** for inclusion in the 2023/24 Annual Plan Consultation Document to fund

base operational expenditure of \$27,624.00 in 2023/24 to support the establishment of the new Charitable Trust in partnership with Carterton District Council, South Wairarapa District Council and Greater Wellington Regional Council;

4. **Delegates** authority to the Chief Executive to work with Carterton District Council, South Wairarapa District Council, Greater Wellington Regional Council, Iwi and community stakeholders to prepare Wairarapa Five Towns Trail Trust documentation, based on the principles in Attachment 2; and
5. **Notes** that as part of developing the 2024-34 Long-Term Plan, an additional report will be submitted to Council for consideration that details the proposed governance structure, draft Trust Deed, draft Memorandum of Understanding, draft Funding Agreement and proposed forecast long-term operating costs for the new Charitable Trust to deliver the Wairarapa Five Towns Trail Network

.CARRIED

7.6 DRAFT ANNUAL PLAN 2023/24 CONSULTATION: CIVIC FACILITY

The report seeking Council agreement to consult the community as part of the 2023/24 Annual Plan consultation process to inform a revised scope for the Civic Facility project, noting that a decision on the Civic Facility will be made as part of the 2024-34 Long-Term Plan process was presented by the Manager Strategy and Governance.

With the agreement of the meeting, the staff recommendation was changed to more accurately reflect the resolution passed at the December 2022 Council meeting to add to recommendation 2. to read "2. **Notes** that a Civic Facility project plan is progressing that builds on **some of** the recommendations presented by the independent Working Group to Council on 14 December 2022".

RESOLUTION 2023/19

Moved by Councillor C Bowyer
Seconded by Councillor D Holmes

That Council:

1. **Receives** this Report;
2. **Notes** that a Civic Facility project plan is progressing that builds on some of the recommendations presented by the independent Working Group to Council on 14 December 2022; and
3. **Agrees** to consult the community to inform a revised scope for the Civic Facility as part of the 2023/24 Annual Plan consultation process including:
 - a. objectives for the Civic Facility;
 - b. support for features that could be included in a Civic Facility;
 - c. support for features that could be included in a library;
 - d. support for locations that utilise Council's existing land and assets.

4. **Notes** that further consultation will be undertaken, and a decision on the Civic Facility will be made, as part of the 2024-34 Long-Term Plan process.

CARRIED

7.3 DRAFT ANNUAL PLAN 2023/24 AND CONSULTATION APPROACH

The report updating Council on key variations that have been identified between the proposed 2023/24 work programme and associated budget and Year 3 of the 2021-31 Long-Term Plan, and seeking Council decisions on the consultation approach and topics for the 2023/24 Annual Plan was presented by the Chief Executive, Manager Finance, Manager Strategy and Governance and the Corporate Planner.

RESOLUTION 2023/20

Moved by Mayor G Caffell

Seconded by Councillor B Johnson

That Council:

1. Notes the following key variances to the work programme for the 2023/24 Annual Plan compared to Year 3 of the 2021-31 Long-Term Plan:
 - a. The scope of the Civic Facility project is being revisited given cost escalation. Engagement will be undertaken, as noted in point 3, to inform a revised scope for the Civic Facility project and then develop options for consultation as part of the 2024-34 Long-Term Plan.
 - b. The estimated cost of replacing the all-weather athletics track at Colin Pugh Sportsbowl, scheduled for 2023/24, has escalated. The replacement will be deferred a year while other options are explored. Consultation on viable options will be undertaken as part of the 2024-34 Long-Term Plan process.
 - c. Completion of the Animal Shelter is now scheduled for 2023/24. Design of the facility to meet animal welfare standards is complete, but cost escalation is anticipated so Council has increased the provision for this project.
 - d. Roading and drainage improvements scheduled for 2023/24 as part of the Millard Avenue urbanisation project will be deferred for consideration in the 2024-34 Long-Term Plan, but water and wastewater extensions in the area will be progressed.
 - e. There have been some delays with the Hood Aerodrome development. Capital works and funding for Hood Aerodrome upgrade project that are not completed in 2022/23 will be carried forward to 2023/24.
2. Confirms Council will undertake consultation on the 2023/24 Annual Plan in accordance with Section 95(2A) of the Local Government Act 2002. Issues identified for consultation are:
 - a. Our approach for reducing the rates impact:
 - (i) More User Pays Fees & Charges (targeted)
 - (ii) Introducing a new e-waste fee
 - (iii) Supporting our community to identify alternative funding and reducing

Council's Community Grants and Events Fund budgets.

- (iv) Seeking more external funding to deliver Council projects, initiatives and events (wherever possible).
 - b. Wairarapa Dark Sky Reserve – see separate report.
 - c. Five Town Trails – see separate report
3. Notes Council will also use this opportunity to undertake engagement to inform the development of the 2024-34 Long-Term Plan. LTP engagement topics are:
- a. Informing a revised scope for the Civic Facility project to develop more affordable options – see separate report
 - b. Suggestions to change Levels of Service for our community, in particular options that could be explored to reduce rates in future.
4. Agrees to consult on the Speed Management Plan alongside Annual Plan Consultation, noting a separate Statement of Proposal and draft Speed Management Plan will come to Council for adoption on 29 March 2023.
5. Notes that the 2023/24 Annual Plan must:
- a. be adopted and the rates struck by resolution before 30 June 2023 and
 - b. include an overview of changes in costs from year 3 of the Long-Term Plan, along with all other information required under Part 2, Schedule 10 of the Local Government Act 2002.

.CARRIED

7.7 NOMINATION FOR APPOINTMENT TO THE UPPER RUAMĀHANGA RIVER MANAGEMENT ADVISORY COMMITTEE

The report requesting Council nominate a member for appointment to the Upper Ruamāhanga River Management Advisory Committee to replace Councillor Lennox who has stepped down was presented by the Manager Strategy and Governance.

RESOLUTION 2023/21

Moved by Mayor G Caffell
Seconded by Councillor T Hullena

That Council nominates Councillor Goodwin for appointment to the Upper Ruamāhanga River Management Advisory Committee.

CARRIED

The meeting closed with the karakia whakamutunga

The Meeting closed at 5.25pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 29 March 2023.

.....
CHAIRPERSON

6 COMMITTEE REPORTS

Nil

7 REPORTS FOR DECISION

7.1 CONSULTATION DRAFT SPEED MANAGEMENT PLAN FOR THE MASTERTON DISTRICT

File Number:

Author: Mike Burger, Manager Assets and Operations
Karen Yates, Manager Strategy and Governance

Authoriser: David Hopman, Chief Executive

PURPOSE

The purpose of this report is to seek Council adoption of the Consultation Draft Speed Management Plan Statement of Proposal (Attachment 1) for consultation, using the Special Consultative Procedure, as per section 83 of the Local Government Act 2002

RECOMMENDATIONS

That Council:

- a. **Notes** that councils are required under the Land Transport Rule: Setting of Speed Limits 2022 to develop Speed Management Plans;
- b. **Adopts** the Consultation Draft Speed Management Plan Statement of Proposal (Attachments 1 and 2) for consultation, using the Special Consultative Procedure, as per section 83 of the Local Government Act 2022; and
- c. **Notes** the consultation timeframes and approach described in this report;
- d. **Notes** that this consultation process will be running simultaneous to the draft Annual Plan 2023/24 consultation process; and
- e. **Notes** that following the consultation, Hearing and Deliberations processes, the Consultation draft Speed Management Plan will be submitted to Council for adoption on 29 June 2023

CONTEXT

The Government and Waka Kotahi are promoting zero tolerance of road deaths and serious injuries. Waka Kotahi's strategy, known as 'Road to Zero', is a plan to work towards zero road deaths and serious injuries. The Government is committed to tackling unsafe speeds as part of this vision. Research shows that the risk of a crash occurring, and the resulting severity of injury resulting from that crash, depends significantly on the speed of the vehicles involved.

A key part of the work to support this vision is reviewing speed limits all over the country with a view to lowering them in high-risk areas.

Recent changes to the Land Transport Rule: Setting of Speed Limits 2022 and direction from Waka Kotahi (New Zealand Transport Agency) mean Masterton District Council (MDC) must create a 10-year Speed Management Plan that sets out our approach for managing speed and

safety within the Masterton District, including safety goals, speed limit changes for the roading network, and engineering improvements. It is required that the plans are developed in 2023 in time for the 2024-27 National Land Transport Programme. The plan will be reviewed on a three-yearly basis.

DEVELOPMENT OF A SPEED MANAGEMENT PLAN FOR THE MASTERTON DISTRICT

Work on the development of MDC's Speed Management Plan commenced in late 2022. LMC, a consultancy with background in transport-based asset management, traffic engineering, road safety services and project management services, were engaged to undertake the technical assessments that were used to inform the Speed Management Plan.

Officers have also met with Waka Kotahi to ensure that the approach that is being taken fits within the expectations of what must be done, and with New Zealand Police to discuss the proposed Speed Management Plan and to better understand the approach to monitoring and compliance being taken.

There have been two briefings held with elected members. The first was with MDC elected members in December 2022 to introduce speed management and the potential changes. The second was with the three Wairarapa district councils in March 2023 to introduce MDC's approach to speed management and the implications of recent central government announcements

ANALYSIS AND ADVICE

MDC's approach to speed management

MDC has taken a staged approach to speed management. The principles of our plan focus on roads around schools, marae, and high-risk roads with a high crash rate. The proposed changes are both the lowering of speed limits in some places, as well as safety improvements particularly focused on improved signage.

Under the Land Transport Rule: Setting of Speed Limits 2022, changes around schools and marae must be made by 2027. We do not propose to make changes to high-risk roads before 2027, unless there are significant changes to the road conditions and assessed risk.

The Speed Management Plan that we have prepared aligns with the goals set out by Waka Kotahi, with the changes proposed in a way that will support compliance and community buy-in to the changes.

Principle 1 – Reducing School Speed Limits

The current speed limit on roads in the vicinity of urban schools and kōhanga reo (in the vicinity of marae) in Masterton is 50km/h or 40km/h, and either 70km/h or 100km/h for rural schools (depending on the location of the school).

By 2027, we will be required to have reduced the speed limits in the vicinity of all schools in Masterton to a maximum of 30km/h in urban areas and 60km/h in rural areas. Where schools are located on no-exit roads or within residential neighbourhoods we propose permanent speed limits be installed. For locations that are on through roads with higher speed limits, we propose utilising variable speed limits.

Principle 2 – Reducing Marae Speed Limits and Introducing Signage

Masterton district has a number of marae, located in both urban and rural locations. Our assessments show that marae in the Masterton district do not have sufficient signage that identify their locations to road users.

Our proposed approach is to install advance and directional signage at each marae location. There are also proposed speed limit changes around several marae as part of our approach to high-risk roads. In some cases there are kōhanga reo located next to marae that will be impacted by the proposed changes. Under the draft Speed Management Plan these changes will be completed by 2027.

Principle 3 – Reducing Speed Limits on High-Risk Roads

We have reviewed all the crash data for local roads within the Masterton District for 2012-2021. Those roads that have had three or more serious or fatal crashes in this period have been considered high-risk roads.

We have assessed each of these high-risk routes to determine what improvements are appropriate to lower the risk to road users. This includes safety improvements as well as changes to speed limits. Safety improvements for these roads include improved curve warning signage, widened centreline and edgeline markings, and using audio tactile profile road markings (rumble markings).

It is important to note that these changes will not be implemented before 2027, unless there are significant changes to the road conditions and assessed risk.

Consultation Draft Speed Management Plan Statement of Proposal

The Consultation Draft Speed Management Plan Statement of Proposal (Refer Attachment 1) focuses on the context that informs the speed management work and then sets out MDC's approach to speed management and the principles for change. It provides details on the schools, marae and high-risk roads where changes are proposed, and the timeline for those changes. It seeks feedback on whether respondents agree with the staged approach and principles of the plan, and also asks if there are any roads or areas that should be included that haven't been identified.

The Consultation Draft Speed Management Plan (refer Attachment 2) is a local (territorial authority) plan that outlines a ten-year vision and a three-year implementation plan for a whole of network approach to speed management.

There is also a technical assessment document (Refer Attachment 3) that was used to inform the development of the Consultation Draft Speed Management Plan. This document sets out the technical assessment undertaken on each of the roads identified for review. The technical assessment document will be made available on the MDC website as supporting information.

Also attached for information is the Consultation Submission Form (Refer Attachment 4). Submitters can respond using this form, or through a survey on our consultation page.

ENGAGEMENT TO DATE

Under the Land Transport Rule: Setting of Speed Limits 2022 councils are required to undertake pre-engagement with schools and Māori to inform the development of the Consultation Draft Speed Management Plan.

We commenced this pre-engagement process in late March, running over a two-week period. All schools, marae and kōhanga reo attached to marae were contacted via email with a personalised letter setting out the proposed changes in the vicinity and seeking feedback. Included in this information was an offer for a follow up telephone call or meeting.

Responses were received from three schools, with feedback received informing the Consultation Draft. All schools, marae and kōhanga reo attached to marae will receive follow up communications once the consultation period commences.

OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
1 Adopt the Consultation draft Speed Management Plan Statement of Proposal and Plan for community consultation	<p>Consultation can commence on Friday 31 March 2023.</p> <p>Assists with keeping to agreed timelines to complete the district level Speed Management Plan ahead of the 2024-27 National Land Transport Programme</p>	None identified
2 Amend the Consultation draft Speed Management Plan Statement of Proposal and/or Plan for subsequent community consultation	None identified	<p>May impact on proposed consultation dates to commence on Friday 31 March 2023 depending on the level of amendments.</p> <p>May impact on agreed timelines to complete the district level Speed Management Plan.</p>
3 Do not adopt the Consultation draft Speed Management Plan Statement of Proposal and Plan for community consultation	None identified	<p>The Speed Management Plan will not be able to commence consultation on Friday 31 March 2023.</p> <p>Will impact on agreed timelines to complete the district level Speed Management Plan.</p>

RECOMMENDED OPTION

Option 1 is recommended. This ensures that MDC can meet the requirement that a speed management plan for the Masterton district is in place by 2024 ahead of the 2024-27 National Land Transport Programme. Currently, Carterton District Council and South Wairarapa District Council expect to commence their consultations not long after the closing of our proposed consultation period.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

The Statement of Proposal aligns with the Land Transport Rule: Setting of Speed Limits 2022 and Section 83 of the Local Government Act 2002. The proposal also supports the community outcome to provide a safe place in which to live work and play by assisting pedestrians, cyclists and motor vehicle users to safely move around the Masterton District.

Significance, Engagement and Consultation

Targeted engagement has taken place to inform the consultation draft with schools, marae and kōhanga reo (in the vicinity of marae).

Council is using the Special Consultative Procedure to consult with the community. If Council adopts the Statement of Proposal, the community consultation period will run from 31 March 2023 to 1 May 2023. It is also proposed that hearings be held on 17 and 18 May 2023, with a deliberations meeting scheduled for 7 June.

Consultation will follow the draft Annual Plan 2023/24 consultation schedule. Refer to the *Adoption of Annual Plan 2023/24 Consultation Document and Draft Schedule of Fees and Charges Report* on this agenda for more information.

Financial Considerations

The Consultation draft Speed Management Plan and subsequent implementation is covered within existing operational budgets. The implementation and installation of supporting engineering is eligible for co-funding through the National Land Transport Programme at the council funding assistance rate. Speed management programmes will be prioritised for funding within the safety improvement work category.

Implications for Māori

Council contacted marae and kōhanga reo (in the vicinity of marae) to inform the development of the Consultation Draft Speed Management Plan.

There are specific proposals in the Consultation Draft Speed Management Plan to improve signage and reduce risk around marae and kōhanga reo (in the vicinity of marae).

Iwi, hapū, Marae, and hāpori Māori will have an opportunity to provide input on the Speed Management Plan during the consultation period.

Environmental/Climate Change Impact and Considerations

The changes proposed in the Consultation Draft Speed Management Plan align with the Masterton District Climate Change Action Plan, particularly the aim to create accessible, safe and attractive local areas.

ATTACHMENTS

1. Consultation Draft Speed Management Plan Statement of Proposal [↓](#) 
2. Consultation Draft Speed Management Plan for the Masterton District [↓](#) 
3. Technical Assessments [↓](#) 
4. Submission Form [↓](#) 

7.2 ADOPTION OF ANNUAL PLAN 2023/24 CONSULTATION DOCUMENT AND DRAFT SCHEDULE OF FEES AND CHARGES

File Number:

Author: Karen Yates, Manager Strategy and Governance

Authoriser: David Hopman, Chief Executive

PURPOSE

The purpose of this report is to seek Council adoption of the 2023/24 Annual Plan Consultation Document and 2023/24 Schedule of Fees and Charges. This will enable Council to undertake consultation on the 2023/24 Annual Plan prior to finalising that Plan. The Consultation Document also includes a 'future focussed' section that will enable Council to seek feedback to inform the development of the 2024-34 Long-Term Plan (LTP).

RECOMMENDATIONS

That Council:

- a. Adopts the proposed Schedule of Fees & Charges 2023/24 (Attachment 1) for consultation;
- b. Adopts the Annual Plan 2023/24 Consultation Document (Attachment 2) and Feedback Form (Attachment 3); and
- c. Delegates authority to the Mayor and Chief Executive to approve minor edits that don't change the intent of the content, prior to publication of the Annual Plan 2023/24 Consultation Document
- d. Notes that the 2023/24 Annual Plan must be adopted, and the rates struck by resolution before 30 June 2023

CONTEXT

Under the Local Government Act 2002, Council must produce a Long-Term Plan (LTP) every three years. For the two years between each LTP (Years 2 and 3 of the LTP) an Annual Plan must be produced. In the third year a new LTP is developed.

The Annual Plan process provides an opportunity to review intended work programmes and associated budgets taking into consideration any new information and/or changing circumstances. According to section 95(5) of the Local Government Act 2002 (the Act), the purpose of the Annual Plan is to:

- a) contain the proposed annual budget and funding impact statement for the year [of the long-term plan] to which the annual plan relates; and
- b) identify any variation from the financial statements and funding impact statement included in the local authority's long-term plan in respect of the year; and
- c) provide integrated decision making and co-ordination of the resources of the local authority; and
- d) contribute to the accountability of the local authority to the community

The 2023/24 Annual Plan is Year 3 of the 2021-31 Long-Term Plan (LTP).

A Consultation Document highlights what changes are proposed to be included in the Annual Plan compared to Year 3 of the LTP. Council is no longer required to publish a full draft of the Annual Plan for feedback.

Some fees and charges can be set by Council resolution under sections 12 and 150 of the LGA, some, however, must follow a formal process that includes public consultation in accordance with section 83 (the Special Consultative Procedure (SCP)) of the LGA. To assist people to give feedback we have produced a Schedule of Fees & Charges for 2023/24. Forecast revenue from the Schedule of Fees and Charges is recognised in the budget adopted as part of the Annual Plan.

ANALYSIS AND ADVICE

Annual Plan 2023/24: Key Changes Compared to Year 3 of the LTP

Initial budgets for 2023/24 forecast an average rates increase of 14.2%. Following a review of budgets and incorporating the changes that Council is proposing in the Consultation Document, this was reduced to **7.9%** (after growth). The LTP predicted a 5.5% average increase after growth.

The key drivers for the rates increase are external and include:

- Local government inflation (at 5.9%) is higher than the 2.9% that was forecast for Year 3 of the 2021-31 LTP
- Interest rates on borrowing, projected to be 4.8% are higher than the 2.8% that was forecast for Year 3 of the 2021-31 LTP
- Insurance costs are expected to increase at least 15% for Year 3 of the 202-31 LTP compared to the 2.5% forecast
- Capital costs are being impacted by inflation and supply challenges
- Operational budgets are being impacted by inflation and demand drivers
- Increased asset valuations are increasing renewals and depreciation costs

For further information on these key drivers, please refer to the *Adoption of Annual Plan 2023/24 Consultation Document and Draft Schedule of Fees and Charges* report on the agenda for the Council meeting held on 1 March 2023.

There are also a number of variations to the work programme for 2022/23 compared to what was included in the 2021-31 LTP. These changes have been factored into the budget. Key variations include:

- **Civic Facility** - The cost of the project has escalated. Given that, the scope of this project is being revisited. Engagement is being undertaken as part of the Annual Plan consultation process to scope viable options for consultation as part of the 2024-34 Long-Term Plan. A decision on the future of the Civic Facility will be made as part of the 2024-34 LTP process.
- **All-Weather Athletics Track** - The estimated cost of replacing the all-weather athletics track at Colin Pugh Sportsbowl, scheduled for 2023/24, has escalated. The replacement will be deferred a year while other options are explored. Consultation on viable options will be undertaken and a decision made as part of the 2024-34 Long-Term Plan process.
- **Animal Shelter Redevelopment** – This project was deferred to 2022/23 as part of the 2021/22 Annual Plan process. Completion is now expected in 2023/24. Given the current economic climate and cost escalation across other capital projects, we expect costs to deliver the Animal Shelter will also have escalated. Given that, we have increased the

budget provision to deliver this project. The Animal Shelter redevelopment cannot be deferred or reconsidered as it is necessary to meet Council's legal and regulatory responsibilities – e.g. health and safety and animal welfare responsibilities. Given the redevelopment must proceed, this is not a decision Council can consult on (see Council's Significance and Engagement Policy).

- **Millard Avenue Urbanisation** – Roading and associated drainage improvements that were to take place in 2023/24 will be deferred, but the scheduling of water and wastewater improvements will be progressed. The sequencing of this work is important to ensure best outcomes for the project overall, and to ensure cost-efficiency.
- **Hood Aerodrome Development** - There have been some delays with the Hood Aerodrome development. Capital expenditure and funding for Hood Aerodrome improvements that are not completed in 2022/23 will be carried forward to 2023/24. The project as a whole will be reviewed as part of the 2024-34 LTP process.
- **Expanding Water Storage at Kaituna** – The 2021-31 LTP included \$7.4 million in 2023/24 for additional reservoirs at Kaituna to expand water storage capacity. A key driver for this project is the Greater Wellington Regional Council's Natural Resource Plan. This project has been included in the work plan submitted to the Three Waters transition unit for them to progress once the Natural Resource Plan is finalised and there is certainty around the water take limits.

Council has identified three topics for consultation as part of the 2023/24 Annual Plan:

1. Our approach to reducing the rates impact in 2023/24, which will reduce the rates impact by \$185K. This is a multi-pronged approach including:
 - a. Increasing user fees and charges to off-set rates – generating an additional \$65K
 - b. Introducing new e-waste fees – generating an additional \$10K.
 - c. Supporting our community to identify alternative funding opportunities and reducing the Council budget for community grant and community event funding – reducing rates required by \$88K.
 - d. Reducing Council's own events budget and seeking external funding to make up the difference – reducing rates required by \$22K – and seeking external funding for council projects, events and initiatives wherever possible.
2. Whether Masterton District should join the Wairarapa Dark Sky Reserve, noting the cost is estimated at \$20K and some behaviour change would also be required to minimise light pollution in the district. This project would mean the Wairarapa Dark Sky Reserve would be one of the biggest in the world which is expected to have tourism benefits for the region.
3. Whether Council should support the Five Towns Trail project in 2023/24, noting this contribution would enable the establishment of a Trust to implement the project. There will be further costs associated with the ongoing operation of the Trust and implementation of the project. These costs are yet to be confirmed and would be consulted on as part of the 2024-34 LTP. The Five Towns Trails Project is expected to have tourism benefits and would also offer new trails for our community to use.

Feedback on these topics will be considered as we finalise the 2023/24 Annual Plan.

Council has also chosen to use this opportunity to seek feedback that will help shape the 2024-34 Long-Term Plan (LTP). Topics for consideration for the LTP include:

1. A reduced scope for the Civic Facility.
2. Changes to levels of service that Council could explore (noting resourcing is set to deliver the services and service levels):
 - a. To reduce services or service levels to reduce costs, or
 - b. To improve service levels, noting that any improvements may result in additional funding requirements.
 - c. To improve effectiveness and efficiency.

Feedback on these topics will be considered as we develop the 2024-34 LTP.

The draft Consultation Document included as Attachment 2 and the reports on the agenda for the Council meeting on Wednesday 1 March 2023 provide further discussion of consultation topics.

Consultation on the Annual Plan

Council is required to undertake consultation in a manner that gives effect to the principles of consultation specified in Section 82 of the Local Government Act, unless there are no significant or material differences between the proposed Annual Plan and what was planned for that year of the LTP.

The proposed 2023/24 Annual Plan contains differences to what was planned for Year 3 of the LTP, however these changes have not been assessed as significant in the current year given:

1. Most changes to the 2022/23 Annual Plan work programme are either deferring or re-assessing projects, so it is not possible to quantify the significance of the change at this time. Other changes, such as delivering the Animal Shelter and levels of service, including resourcing, cannot be changed in the 2023/24 year because of legal obligations.
2. Overall, the rates increase, incorporating the changes and the proposed actions to mitigate the impact, is 7.9% which is within the limit set by our Financial Strategy of 10.4%.

However, we know that the current economic environment does present a challenge for Council in delivering for our community, and we anticipate there will be significant decisions to be made as part of the 2024-34 LTP. Given the current operating environment, Council has opted to consult on the 2023/24 Annual Plan.

A Consultation Document (CD) has been prepared to support public participation in the Annual Plan decision making process. The CD highlights key changes and budget movements that have influenced the forecast financial performance and revenue required. It also discusses the proposals that Council is seeking feedback on. Refer to Attachment 2 for a copy of the CD.

The CD and proposed Schedule of Fees and Charges for 2023/24 reflect Council discussions through a series of workshops on the 2023/24 Annual Plan, and the reports that were considered and adopted by Council on Wednesday 1 March 2023.

The CD includes links to external websites that contain further information regarding the Dark Sky Reserve and the Five Town Trails Project, which are new opportunities for consideration.

Alongside consultation on the 2023/24 Annual Plan, Council is also seeking feedback on the proposed Speed Management Plan. A separate Statement of Proposal for the Speed Management Plan has been developed for adoption (see the *Consultation Draft Speed Management Plan for the Masterton District* report on the agenda for this meeting).

2023/24 Annual Plan Consultation Timeline

The 2023/24 Annual Plan consultation period will commence on Friday 31 March 2023 and close at 5.00pm on Monday 1 May 2023.

During this period there will be a number of opportunities for our community to speak to the Mayor, Councillors and Iwi representatives regarding the plan, including:

- Wednesday lunch time ‘pop ups’ in Charlies Lane, Queen Street
- Thursday evening ‘pop ups’ at the Masterton Food Truck venue, Chapel Street
- The Mayor’s Thursday drop-in sessions at our Customer Service Centre, 161 Queen Street.
- A Sunday car boot sale ‘pop up’ on Sunday 16 April 2023.

The Council will hear submissions on Wednesday 17 May 2020 and Thursday 18 May 2023.

Deliberations will take place on Wednesday 7 June 2023.

A Council meeting will be held on Wednesday 28 June 2020 to adopt the 2023/24 Annual Plan.

OPTIONS CONSIDERED

A summary of options is provided below:

Option	Advantages	Disadvantages
1 Adopt the 2023/24 Annual Plan Consultation Document for consultation (recommended)	<ul style="list-style-type: none"> • Council will meet the legal obligations required under the Local Government Act 2002, Sections 83 and 95A to adopt a Consultation Document for consultation if consulting on an Annual Plan. • This will enable Council to discuss the annual plan proposals with our community. • This will enable an opportunity for our community to provide feedback on the proposals and 	<ul style="list-style-type: none"> • No disadvantages have been identified.

Option	Advantages	Disadvantages
	<p>the new opportunities for consideration.</p> <ul style="list-style-type: none"> • This also enables our community to provide early feedback to help shape the 2024-34 LTP. • Council will have insight into the views and preferences of the community before making final decisions on the Annual Plan. • Consulting over April 2023 aligns with the project timelines to enable adoption of the 2023/24 Annual Plan by the legal deadline. 	
2	<p>Adopt the 2023/24 Annual Plan Consultation Document with amendments</p>	<ul style="list-style-type: none"> • No advantages identified. • Any substantial or significant amendments would impact on the agreed project timelines as the budget and/or CD would need to be revised and brought back to Council for adoption. • A delegation to make minor amendments or corrections that do not change the intent of the document is recommended – see below.

RECOMMENDED OPTION

Option 1 is recommended. This will:

- Enable Council to proceed with consultation to test proposed changes and new opportunities with our community and seek feedback that will help shape our 2024-34 LTP.
- Ensure that Council meets its obligation under the Act if undertaking consultation on an Annual Plan.
- Enable feedback on 2023/24 Annual Plan topics to be considered before the Annual Plan is finalised, noting there is a legal deadline to adopt the Annual Plan and strike rates by 30 June 2023.

It is also recommended that the Mayor and Chief Executive be delegated authority to make any minor amendments or corrections that do not change the intent of the documents.

With Option 1, we will proceed with launching consultation. The timeline for the Annual Plan process from this point is included below:

Date	Activity/Milestone
Wednesday 29 March 2023	Consultation Document adopted for consultation
Friday 31 March – Monday 1 May 2023	Consultation period
Wednesday 17 May – Thursday 18 May 2023	Hearings
Wednesday 7 June 2023	Deliberations
Wednesday 28 June 2023	Council adopts final 2023/24 Annual Plan.

SUPPORTING INFORMATION

Strategic, Policy and Legislative Implications

The 2023/24 Annual Plan is Year 3 of the 2021-31 Long-Term Plan. Council is required to undertake consultation in a manner that gives effect to the Principles of Consultation specified in Section 82 of the Local Government Act, unless there are no significant or material differences between the proposed Annual Plan and what was planned for that year of the LTP.

For the 2023/24 Annual Plan, the changes that Council can consult on are not assessed as significant and material differences. Most changes involve either deferring or re-assessing projects that were included in our work programme or are things that Council cannot change in the current year due to legal obligations. The overall rates increase, incorporating these changes and Council proposals, are within the range of Council's Financial Policy. However, we know we are delivering in challenging times and that significant decisions will need to be made as part of the 2024-34 LTP process. Under Council's delegations, the Council holds the authority to decide whether or not to consult on the Annual Plan.

If undertaken, consultation must comply with Section 82 of the Local Government Act. This includes the development of a consultation document with viable options for consideration and a hearings process.

Significance, Engagement and Consultation

Differences that have been identified through the 2023/24 Annual Plan process that could be consulted on have been assessed against Council's Significance and Engagement Policy and are not considered significant in the current year, however we know there will be significant decisions to be made as part of the 2024-34 LTP. Given that, Council have chosen to consult with our community.

Council has proposed mitigations to reduce the rates. These mitigations are not assessed as significant or material given they are not expected to impact levels of service and/or relate to cost recovery for user pays services.

The overall average rates impact is within the limit set in our Financial Strategy. Given that, changes are not assessed as material.

However, we know we are delivering in challenging times, and we know these changes will have some implications for some sectors of our community.

Given that, consultation was recommended and agreed by Council. To proceed with consultation, Council must prepare and adopt a Consultation Document.

Consultation will be elected member led with support from Council's Community Development team.

The opportunity to have a say on the proposed 2023/24 Annual Plan will be promoted by direct email, print and digital advertising and pop-up events. We will also encourage community partners, representatives, and community groups to promote the opportunity to have a say to their networks.

Financial Implications

The Annual Plan will set the work programme and budgets for the 2023/24 year. It is also the basis on which the Council sets the revenue it collects from rates.

A large portion of Council's funding comes rates on properties, and it is recognised that the proposed increase in rates will be a focus for our community. The proposed 2023/24 Annual Plan results in an average rate increase of 7.9% after allowing for growth in the rating database.


Treaty Considerations/Implications for Māori

The recommendation to consult will include appropriate engagement and communications with iwi, mana whenua and our Māori communities.

Environmental/Climate Change Impact and Considerations

No direct environmental impacts/considerations have been identified relating to the decision to consult on the 2023/24 Annual Plan.

ATTACHMENTS

1. **Proposed Schedule of Fees and Charges 2023/2024 (under separate cover)** 
2. **Draft Annual Plan 2023/2024 Consultation Document (under separate cover)** 
3. **Draft Annual Plan 2023/2024 Feedback Form (under separate cover)** 

8 REPORTS FOR INFORMATION

Nil

9 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

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 - District Plan Notification	<p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p> <p>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</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>