



# ORDINARY MEETING of Council AGENDA

**Time:** 3:00 pm  
**Date:** Wednesday, 2 August 2023  
**Venue:** Waiata House, 27 Lincoln Road,  
Masterton

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## 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:

<b>Whakamana Tangata</b>	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.
<b>Manaakitanga</b>	Recognising and embracing the mana of others.
<b>Rangatiratanga</b>	Demonstrating effective leadership with integrity, humility, honesty and transparency.
<b>Whanaungatanga</b>	Building and sustaining effective and efficient relationships.
<b>Kotahitanga</b>	Working collectively.

## Order Of Business

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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 28 JUNE 2023**

**File Number:**

**Author:** Harriet Kennedy, Governance Advisor

**Authoriser:** Karen Yates, Interim Chief Executive

**RECOMMENDATION**

That the Minutes of Council Meeting held on 28 June 2023 be received and confirmed as a true and correct record of that meeting.

**ATTACHMENTS**

- 1. Minutes of Council Meeting held on 28 June 2023**



# **MINUTES**

**Ordinary Council Meeting  
Wednesday, 28 June 2023**

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**MINUTES OF MASTERTON DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON  
ON WEDNESDAY, 28 JUNE 2023 AT 3:00 PM**

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

**IN ATTENDANCE:** Iwi Representative Ra Smith, Chief Executive, Manager Finance, Manager Strategy and Governance, Manager Communications and Engagement, Manager Community Facilities and Activities, Manager Regulatory Services, Manager Assets and Operations, Pou Ahurea Māori, Management Accountant, Principal Advisor Strategy and Governance, Policy Manager, Roding Manager, Planning and Consents Manager and Governance Advisor

**1 CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**2 APOLOGIES**

There were no apologies

**3 PUBLIC FORUM**

- Chris Clarke, Chairperson, Hastwell Mt Munro Protection Society spoke about the community's concerns re the proposed windfarm at Mt Munro
- Dave Rose, Chairman, Riversdale Surf Lifesaving Club provided an update for Council on the Club's activities over the past year.
- Simon Byrne spoke about the Local Government Official Information and Meetings Act and the MDC website, noting that the Annual Plan document wasn't available on the website on Monday in accordance with the LGOIMA.

**4 ITEMS NOT ON THE AGENDA**

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

- Appointment of Chief Executive and Interim Chief Executive (Public Excluded)

**4.1 LATE ITEM**

**RESOLUTION 2023/44**

Moved by Councillor D Holmes  
Seconded by Councillor B Johnson

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

**CARRIED**



## 5 CONFIRMATION OF COUNCIL MINUTES

### 5.1 MINUTES OF COUNCIL MEETING HELD ON 17 MAY 2023

#### RESOLUTION 2023/45

Moved by Councillor M Tuuta  
Seconded by Councillor C Bowyer

That the Minutes of Council Meeting held on 17 May 2023 be received and confirmed as a true and correct record of that meeting

**.CARRIED**

### 5.2 MINUTES OF EXTRAORDINARY COUNCIL MEETING HELD ON 24 MAY 2023

#### RESOLUTION 2023/46

Moved by Councillor C Bowyer  
Seconded by Councillor B Johnson

That the Minutes of Extraordinary Council Meeting held on 24 May 2023 be received and confirmed as a true and correct record of that meeting.

**CARRIED**

### 5.3 MINUTES OF EXTRAORDINARY COUNCIL - ANNUAL PLAN AND SPEED MANAGEMENT PLAN MEETING HELD ON 15 JUNE 2023

#### RESOLUTION 2023/47

Moved by Councillor C Bowyer  
Seconded by Councillor B Johnson

That the Minutes of Extraordinary Council - Annual Plan and Speed Management Plan Meeting held on 15 June 2023 be received and confirmed as a true and correct record of the meeting.

**CARRIED**

## 6 COMMITTEE REPORTS

### 6.1 AUDIT AND RISK COMMITTEE MEETING - 24 MAY 2023

#### RESOLUTION 2023/48

Moved by Mayor G Caffell  
Seconded by Councillor B Johnson

That Council confirms the report of the Audit and Risk Committee Meeting held on 24 May 2023 including the following resolutions:

- Treasury Management Policy Review

*That the Audit and Risk Committee recommends that Council adopts the 2023 revisions to*

*the Treasury Management Policy outlined in Minutes Attachment 1.*

- Service Provision Report Aratoi Regional Trust

*That the Audit and Risk Committee receives the Service Provision Report Aratoi Regional Trust, covering the summary results of the key result indicators for the quarter 1 January – 31 March 2023*

- Destination Wairarapa Quarterly Report (1 January 2023 to 31 March 2023)

*That the Audit and Risk Committee receives the third quarter report (1 January 2023 – 31 March 2023) from Destination Wairarapa.*

- Health and Safety Quarterly Report

*The Audit and Risk Committee notes the content and receives the Health and Safety Report for the quarter (1 January 2023 to 31 March 2023).*

- Non-Financial Performance 2022-2023 Quarter 3 Report

*That the Audit and Risk Committee receives the Quarter 3 non-financial performance report for the 2022/23 financial year.*

- Nine Months to Date Financial Report 2022/2023

*That the Audit and Risk Committee receives the 9 months to date financial report and commentary.*

- 2024-2034 Long-Term Plan Update

*That the Audit and Risk Committee*

- 1. Receives the 2024-34 Long-Term Plan update report.*
- 2. Endorses the proposed scope of work and the three priorities for the 2024-34 LTP, being:*
  - a. The Revenue and Policy Review.*
  - b. Levels of Service Review.*
  - c. Budget Review.*
- 3. Notes the early LTP project risks identified in this report.*

- Insurance Update

*That the Audit and Risk Committee*

- 1. Receives the information contained in the Insurance Update Report*
- 2. Requests staff to report to Council on options for reduced cover, increased risk with a corresponding reduction in premiums*

- Corporate Carbon Emissions Reduction Plan Implementation: Progress Report

*That the Audit and Risk Committee receives the first six-monthly progress report on the implementation of the Corporate Carbon Emissions Reduction Plan.*

- Wairarapa Economic Development Strategy Progress Report

*That the Audit and Risk Committee receives Wairarapa Economic Development Strategy Progress Report.*

**CARRIED**

## 6.2 INFRASTRUCTURE AND SERVICES COMMITTEE MEETING - 7 JUNE 2023

### RESOLUTION 2023/49

Moved by Mayor G Caffell

Seconded by Councillor D Holmes

That Council confirms the report of the Infrastructure and Services Committee Meeting held on 7 June 2023 including the following resolutions:

- Regulatory Services Infrastructure and Services Update  
*That the Infrastructure and Services Committee receives the update from the Building Control Services, Consents and Planning and Environmental Services teams.*
- Community Facilities and Activities Infrastructure and Services Update  
*That the Infrastructure and Services Committee receives the update from the Community Facilities and Activities team on key projects and a summary of progress since the last report.*
- Assets and Operations Infrastructure and Services Update  
*That the Infrastructure and Services Committee receives the update from Assets and Operations on key infrastructure projects and areas of project focus.*
- Skatepark Kaitiaki Funding Update  
*That Council notes that funding will be allocated to cover the engagement of Skatepark Kaitiaki under a contract for service from Monday 5 June until Sunday 13 August 2023 with a maximum contract value of \$4,800.*

CARRIED

## 7 REPORTS FOR DECISION

### 7.1 RESILIENCE INVESTMENT IN MATAIKONA ROAD

The report seeking Council approval of the proposed Mataikona single-stage business case and agreement to proceed with Option B – critical and high risks for resilience investment in Mataikona Road was presented by the Roding Manager.

### RESOLUTION 2023/50

Moved by Councillor D Holmes

Seconded by Councillor B Johnson

That Council:

- a. **Receives** the proposed Mataikona single-stage business case (refer Attachment 1);
- b. **Approves** the proposed Mataikona single-stage business case (refer Attachment 1);
- c. **Agrees** to proceed with Option B – critical and high risks (refer Attachment 1 and the recommendations section of this report) for resilience investment in Mataikona Road;
- d. **Agrees** that the Mataikona single-stage business case and an agreed option, will need to

- be included in the 2024-34 Roading Asset Management Plan and 2024-34 Long-Term Plan for consultation with the community;
- e. **Notes** that draft funding submissions for the 2024-2027 National Land Transport Plan must be submitted by August 2023;
  - f. **Notes** that Council will not be advised of whether the funding submission is approved by Waka Kotahi through the 2024-27 National Land Transport Plan until September 2024; and
  - g. **Agrees** that officers make a funding submission to the 2024-27 National Land Transport Plan requesting co-funding for the resilience investment in Mataikona Road as per Option B – critical and high risks (refer Attachment 1 and the recommendations section of this report).

**CARRIED**

## **7.2 RECOMMENDATION OF INDEPENDENT HEARING PANEL, PRIVATE PLAN CHANGE REQUEST WELHOM DEVELOPMENTS LIMITED, CASHMERE OAKS DRIVE: REZONING FROM RURAL (PRIMARY PRODUCTION) ZONE TO RESIDENTIAL ZONE**

The report seeking Council's confirmation of the Independent Hearing Panel's recommendations on the Private Plan Change Request from Welhom Developments Limited (RM220072) to rezone approximately 14.7ha of land located at State Highway 2, Lansdowne, Masterton from Rural (Primary Production) Zone to Residential Zone was presented by the Consultant Planner, Megan Barr.

### **RESOLUTION 2023/51**

Moved by Councillor B Johnson  
Seconded by Councillor D Holmes

That Council:

1. Receives the '*Recommendation of Independent Hearing Panel, Private Plan Change Request Welhom Developments Limited, Cashmere Oaks Drive: Rezoning from Rural (Primary Production) Zone to Residential Zone*' Report;
2. Receives the recommendations of the Independent Hearing Panel on the Welhom Developments Limited Private Plan Change, and
3. Adopts the recommendations of the Independent Hearing Panel as a Council decision and directs officers to notify the decision in accordance with the First Schedule of the Resource Management Act 1991.

**.CARRIED**

## **7.3 MASTERTON COMMUNITY CLIMATE FUND APPLICATIONS 2022/23**

The report seeking Council approval of the 2022/23 Community Climate Fund grant allocations recommended by the Masterton District Council's Climate Advisory Group was presented by the Senior Advisor Climate Change and Environment.

Councillor Tuuta, as one of Council's representatives on the Climate Advisory Group, spoke about the process that had been undertaken and that the group had reached consensus on all the

applications. She acknowledged the amount of work applicants had put into their applications in a short space of time.

**RESOLUTION 2023/52**

Moved by Councillor C Bowyer  
Seconded by Councillor B Johnson

That Council:

1. **notes** that Council approved the Masterton District Climate Action Plan at its meeting on 14 September 2022;
2. **notes** that the establishment of a Masterton District Community Climate Fund is an action in the Masterton District Climate Action Plan, and an action in the Year 1 implementation plan;
3. **notes** that nine applications were received for the 2022/23 Community Climate funding round;
4. **notes** that the Masterton District Climate Advisory Group’s Terms of Reference includes responsibility for assessing the Masterton District Climate funding applications and making recommendations back to Council; and
5. **notes** that eight applications are recommended a funding allocation, either full or partial amounts as follows;

<b>Applicant</b>	<b>Amount allocated</b>
Divine River NZ Trust	\$7,750
House of Science Wairarapa	\$3,000
Oxford St Community Garden	\$7,750
Sustainable Wairarapa	\$7,750
Te Āwhina Community House	\$5,000
Te Kura o Papatūānuku Wairarapa Earth School	\$7,750
The Shady Mellow	\$7,750
Wairarapa Community Centre	\$3,250

6. **approves** the Masterton District Climate Advisory Group’s funding recommendations for the 2022/23 Community Climate funding round.

**CARRIED**

**7.4 ADOPTION OF THE 2023-2024 ANNUAL PLAN**

The report seeking Council adoption of the Annual Plan for 2023/24 was presented by the Manager Finance, the Manager Strategy and Governance and the Principal Advisor Strategy and Governance.

The Manager Finance noted that a copy of the Annual Plan document was included as Attachment 1 with final formatting and design work to be completed once the Plan was adopted. The updated Financial Information section was tabled (pages 58-71 of the Annual Plan).

(Councillor Bowyer left the meeting at 4.49pm and returned at 4.55pm)

(Councillor Tuuta left the meeting at 4.49pm and returned at 4.50pm)

In response to questions about the issue raised in public forum of the implications of not meeting the requirements of the LGOIMA around making information available two working days before the meeting, it was acknowledged that Council had not met the requirements of the legislation, but the implications of not receiving the Annual Plan report and delaying the discussion would mean that the Annual Plan couldn't be adopted by the statutory deadline of 30 June and rates wouldn't be able to be struck for the following year until the next quarter which would have financial implications for Council. The implications of not adopting the Plan were assessed as far greater than not meeting the requirement of making information available two days ahead of the meeting, given the report content had already been the subject of public discussion in the deliberations meetings.

In relation to the reallocation of the Better Off funding it was confirmed that it was proposed (subject to DIA approval) that two of the projects that hadn't commenced yet would not proceed - Project 6 (Urban Safe Active Transport Routes) and Project 8 (Air Quality Actions Scope and Business Case) and that Project 5 (Mana whenua partnerships/Climate Resilience Projects) be reduced by \$275,000, leaving \$425,000 to be reallocated to Project 1 (Targeted Wastewater Renewals). The figures in the Annual Plan reflected that amount but were subject to Department of Internal Affairs approval.

### **RESOLUTION 2023/53**

Moved by Mayor G Caffell

Seconded by Councillor C Bowyer

That Council

1. **adopts** the 2023/24 Annual Plan including the rating funding impact statement
2. **notes** the 2023/24 Annual Plan incorporates the 2023/24 Schedule of Fees and Charges that were agreed on 7 June 2023;
3. **delegates** authority to the Chief Executive to approve minor edits prior to publication of the Annual Plan 2023/24 document; and
4. **notes** that the final 2023/24 Annual Plan will be published within one month of its adoption.

**CARRIED**

### **7.5 RATES RESOLUTION**

The report setting rates, due dates and penalty dates for the 2023/2024 year was presented by the Manager Finance.

### **RESOLUTION 2023/54**

Moved by Mayor G Caffell

Seconded by Councillor B Johnson

That Council

- (i) Receives the *Rates Resolution 2023-2024* Report
- (ii) having adopted its 2023-24 Annual Plan, sets the rates, due dates for payment and penalties regime for the 2023/2024 financial year as follows:

**2023-24 MASTERTON DISTRICT COUNCIL RATES RESOLUTION**

That, pursuant to the Local Government (Rating) Act 2002, the Masterton District Council, hereby sets the rates and charges as set out in this resolution in respect of rateable properties in the Masterton District for the period of one year commencing on 1st July 2023 and ending on 30th June 2024

The Council has adopted its 2023-24 Annual Plan, including a Rating Funding Impact Statement for 2023-24. The Rating Funding Impact Statement contains definitions of "Rural rating area", "Urban rating area" and "differential groups U1, U2 and R1" and "separately used or inhabited part of a rating unit". The resolution below will enable the Council to generate rating revenue to fund the services and activities as outlined in the 2023-24 Annual Plan.

**RATES HEREBY SET IN THE DISTRICT:**

Rates quoted are per dollar of land or capital value and are listed inclusive of GST.

GST has been added at the prevailing rate of 15%.

Total dollars being raised are also stated inclusive of GST and have generally been rounded to nearest \$1,000.

All section references are references to the Local Government (Rating) Act 2002.

**1. TARGETED RATES SET ACROSS THE DISTRICT**

A series of targeted, differential rates set under section 16(3)(a) and (4)(b) will be set as described:

**1.1 ROADING RATE – per dollar of land value as follows:**

U1	( <b>0.001463</b> per dollar of land value) raising	\$2,706,000
U2	( <b>0.002926</b> per dollar of land value) raising	\$ 817,000
R1	( <b>0.001544</b> per dollar of land value) raising	\$4,087,000
	Total	\$7,610,000

**1.2 REPRESENTATION & DEVELOPMENT RATE – per dollar of capital value as follows:**

U1	<b>0.000638</b> per dollar of capital value raising	\$2,770,000
U2	<b>0.001276</b> per dollar of capital value raising	\$ 764,000
R1	<b>0.000254</b> per dollar of land value raising	\$1,026,000
	Total	\$4,560,000

**1.3 REGULATORY SERVICES RATE** – per dollar of **capital value** as follows:

U1	( <b>0.000546</b> per dollar of capital value) raising	\$2,370,000
U2	( <b>0.001092</b> per dollar of capital value) raising	\$ 654,000
R1	( <b>0.000218</b> per dollar of capital value) raising	\$ 878,000
	Total	<u>\$3,902,000</u>

**1.4 SUNDRY FACILITIES & SERVICES RATE** – per dollar of **capital value** as follows:

U1	( <b>0.000512</b> per dollar of capital value) raising	\$2,224,000
U2	( <b>0.001024</b> per dollar of capital value) raising	\$ 613,000
R1	( <b>0.000219</b> per dollar of capital value) raising	\$ 885,000
	Total	<u>\$3,722,000</u>

**2. TARGETED UNIFORM CHARGE (TUC)**

A differential targeted rate [referred to as a Targeted Uniform Charge in the Funding Impact Statement] set in accordance with section 16(3)(a) and (4)(b) on each separately used or inhabited part of a rating unit, with a differential between urban and rural properties based on allocation of costs between rating areas, as detailed in the Revenue & Financing Policy and as follows:

U1 & U2	<b>\$398.00</b> per part of rating unit, raising	\$4,023,000
R1	<b>\$576.00</b> per part of rating unit, raising	\$2,316,000
	Total	<u>\$6,339,000</u>

**3. TARGETED CIVIC AMENITIES RATE**

A differential targeted rate set under sections 16(3)(b) and (4)(b), assessed in the urban rating area only, for civic amenities costs allocated to that area as per the Revenue and Financing Policy and as follows:

**Civic Amenities Rate** – per dollar of **capital value** as follows:

U1	<b>0.000664</b> per dollar of capital value raising	\$2,885,000
U2	<b>0.001328</b> per dollar of capital value raising	\$ 795,000
	Total	<u>\$3,680,000</u>



#### 4. TARGETED UNIFORM ROADING CHARGE (ROADING CHARGE)

4.1 A differential targeted roading charge will be set in accordance with sections 16(3)(a) and (4)(b) 17 and 18. This rate is in addition to the (land value) Roding Rate, and will be set on each separately used or inhabited part of a rating unit.

4.2 The Uniform Roding Charge will be as follows:

U1& U2	\$ <b>76.00</b> per part of rating unit, raising	\$ 768,000
R1	\$ <b>437.00</b> per part of rating unit, raising	\$1,757,000
	Total	<u>\$2,525,000</u>
		0

#### 5. TARGETED URBAN WATER SUPPLY RATES AND CHARGE

##### Targeted on a Uniform Basis and a Capital Value Rate

5.1 According to sections 16(3)(b) and (4)(a) and (4)(b), and 19, a differential targeted Capital Value Rate applying to connected and serviceable rating units (excluding those rural properties charged by metered rate) plus a Uniform Charge for water supply for each separately used or inhabited part of a rating unit throughout the serviced area where the rating unit is connected to the Masterton urban water supply scheme.

Note: urban connected properties will be liable for both rates, rural connected properties will be liable for the uniform charge and a volume-based charge (as per 5.3 below).

5.2 The rates are as follows:

##### **UNIFORM WATER SUPPLY CHARGE**

(i) Connected           **\$ 129.00**            Raising    \$ 1,298,000

##### **WATER SUPPLY RATE (with Differential)** - per dollar of **capital value** will be:

U1 & R1	<b>0.000680</b> per dollar of capital value raising	\$2,992,000
U2	<b>0.001360</b> per dollar of capital value raising	\$ 898,000
	Total	<u>\$3,890,000</u>

The Rate and the Charge raising a total of \$ 5,188,000

##### **Metered Water Supply**

5.3 A targeted rate for water supplied to metered rural and out-of-district properties from the urban water supply, based on volumes of water supplied through water meters (and in addition to the Water Supply Charge in 5.2 above).

5.4 The metered rates are as follows:

- (i) Minimum charge for use per quarter for 50 cubic mtrs or below **\$71.00**
- (ii) Price per cubic mtr for consumption between 50 and 100 cubic mtrs  
per quarter **\$1.74**
- (iii) Price per cubic mtr for consumption over 100 cubic mtrs  
per quarter **\$2.23**

## 6. TARGETED URBAN SEWERAGE RATES AND CHARGE

### Targeted on Uniform Basis and Capital Value Rate

6.1 According to sections 16(3)(b) and (4)(a) and (b), 17, and 18 Council will set a targeted capital value rate on connected and serviceable rating units, plus a uniform charge for sewerage disposal for each separately used or inhabited part of a rating unit throughout the Masterton serviced area where rating units are connected to the urban sewerage system.

Note: connected properties will be liable for both rates.

6.2 The rates are:

#### **UNIFORM SEWERAGE CHARGE**

(i) Connected **\$ 219.00** Raising \$ 2,166,000

#### **SEWERAGE RATE (with Differential)** - per dollar of **capital value** will be:

U1 & R1	<b>0.001126</b> per dollar of capital value raising	\$ 4,983,000
U2	<b>0.002252</b> per dollar of capital value raising	<u>\$ 1,486,000</u>
	Total	\$ 6,469,000

The Rate and Charge raising a total of \$ 8,635,000

## 7. TARGETED RECYCLING COLLECTION CHARGE

7.1 According to sections 16(3)(b) and (4)(a), a uniform targeted rate for kerbside recycling collection on the following basis:

- (i) Urban – on every separately used or inhabited part of a rating unit situated within the urban area of Masterton to which Council is prepared to provide the service;
- (ii) Rural – on every separately used or inhabited part of a rating unit situated within the rural area of Masterton to which Council is prepared to provide the service.

7.2 The uniform charge will be: **\$88.00** Raising \$ 872,000

## 8. RURAL TARGETED SERVICES RATES & CHARGES

According to sections 16(3)(b) and (4)(a), the Council will set:

- 8.1 A targeted rate for the **Opaki Water Race** on each rating unit serviced by the Opaki Water Race.

The land value rate for 2023-24 is: **\$0.001652**

Raising a total of \$ 76,000

- 8.2 A targeted rate for the **Tinui Water Supply** on each connected rating unit.

The uniform targeted charge for 2023-24 is: **\$529.00**

Raising a total of \$ 16,000

- 8.3 A targeted rate for the **Riversdale Beach Sewerage Scheme** on each assessed residential equivalent (RE) (based on Sch 3, cl 8 of the LG (Rating) Act 2002) of each connected rating unit (including those that will be connected during the year).

The uniform targeted charge for 2023-24 is: **\$670.00** per RE

Raising a total of \$ 272,000

- 8.4 A targeted rate for the **Riversdale Beach Sewerage Scheme** on each serviceable, but not connected rating unit within the serviced area of the scheme.

The targeted uniform charge for 2023-24 is: **\$155.00**

Raising a total of \$ 10,000

- 8.5 **Riversdale Beach Sewerage Capital Contributions**

Based on the Capital Project Funding Plan adopted in 2010, targeted rates for the Riversdale Beach Community Sewerage Scheme (RBCSS) capital contributions for the 2023-24 year will be charged on the basis of connected residential equivalents (REs) within the scheme area, on those properties that elected the 20 year time payment option, or were defaulted to that option, payable via property rates.

A **RBCSS 20 Year time payment** charge per residential equivalent connection for 2023-24 (year 14 of 20) of **\$1,643.40**

Estimated to be charged on 31.9 REs, raising a total of \$ 52,000

- 8.6 Targeted rates for the **Tinui Sewerage Scheme** for the 2023-24 year, on the basis of connected rating units and elected capital contributions. There will be three separate rates as follows:

The **Tinui Sewerage Operating Costs** rate per connected rating unit (and including Tinui School as 5 connections based on assessed usage) for 2023-24 is: **\$525.00**

Raising a total of \$10,000

The **Tinui Sewerage Part Capital Contribution (stage 1)** rate per connection for 2023-24 (year 18 of 20) is: **\$212.50** (1 property will be charged this sum, which meets their capital contribution spread over 20 years).

The **Tinui Sewerage Part Capital Contribution (stage 1 & 2)** rate per connection for 2023-24 (year 18 of 20) is: **\$744.50** (7 properties will be charged this sum, which meets their capital contribution spread over 20 years).

Raising a total of \$5,000

- 8.7 A targeted rate, known as the **Beach Refuse & Recycling Collection Charge**, on those rating units in the Riversdale Beach and Castlepoint localities to which the Council is prepared to provide refuse bag and recycling collection services:

Targeted uniform charge for 2023-24 is: **\$240.00**

Raising a total of \$ 125,000

- 8.8 A targeted rate for the **Castlepoint Sewerage Scheme** on each rating unit connected to the scheme:

Targeted uniform charge for 2023-24 is: **\$620.00**

Raising a total of \$ 127,0000

- 8.9 A targeted rate known as the **Sewage Treatment Charge** on each connected rating unit in the rural area discharging effluent from septic system outflows to the urban sewerage system and including Rathkeale College assessed as 50 residential equivalents based on estimated flow volumes.

The targeted uniform charge is: **\$525.00** per residential equivalent

Raising a total of \$36,000

## **9. OUT-OF-DISTRICT WATER & WASTEWATER/SEWERAGE CHARGES**

Council proposes to set the following charges (to be levied by Carterton District Council) for non-metered water supply and wastewater/sewerage services which are supplied to properties in the Carterton District on the following basis:

- (i) Water supply – per dollar of Capital Value will be \$0.001360 (applied to rating units connected and not metered) plus a Uniform Water Charge of \$129.00 on all connected rating units.
- (ii) Sewerage – per dollar of Capital Value at \$0.002252 on all serviceable rating units, plus a Uniform Sewerage Charge of \$219.00 on all connected rating units.
- (iii) Trade Waste bylaw charges (as listed in the schedule of fees and charges) if Trade Waste Charges are applicable,

## **10. GOODS & SERVICES TAX (GST)**

GST has been added to the rates at the prevailing rate of GST and will be included in each instalment notice/tax invoice when it is raised.

## **11. INSTALMENTS, PENALTIES**

**Invoice Dates and Due Dates:** There will be four instalments for rates assessed as follows:

Month of Invoice      Last Day to Pay

(i)	1 <sup>st</sup> instalment	July 2023	21 <sup>st</sup> August 2023
(ii)	2 <sup>nd</sup> instalment	October 2023	20 <sup>th</sup> November 2023
(iii)	3 <sup>rd</sup> instalment	January 2024	20 <sup>th</sup> February 2024
(iv)	4 <sup>th</sup> instalment	April 2024	20 <sup>th</sup> May 2024

**Penalty Charges** - Pursuant to section 57 and 58(1)(a) a penalty as listed below will be added to such part of each instalment of rates which remain unpaid on the due date as follows:

		<u>Penalty %</u>	<u>Date Penalty Added</u>
(i)	1 <sup>st</sup> instalment	10%	22 <sup>nd</sup> August 2023
(ii)	2 <sup>nd</sup> instalment	10%	21 <sup>st</sup> November 2023
(iii)	3 <sup>rd</sup> instalment	10%	21 <sup>st</sup> February 2024
(iv)	4 <sup>th</sup> instalment	10%	21 <sup>st</sup> May 2024

**Penalty on Arrears** - Pursuant to section 58(1)(b)(ii) an additional penalty of 10% will be added to all rates outstanding as at 30 June 2023 and remaining unpaid as at 6<sup>th</sup> July 2023. The penalty will be applied on 7<sup>th</sup> July 2023.

**Roundings** - The Rates Statements will be subject to roundings. The rates due will be calculated to the nearest cent but rounded to the nearest 10 cents for ease of payment.

**CARRIED**

## **8 REPORTS FOR INFORMATION**

### **8.1 AUDIT REPORT FOR THE YEAR ENDED 30 JUNE 2022**

The report providing Council with the auditor's report on the recently completed audit of the Annual Report for the year ended 30 June 2022 was presented by the Manager Finance who noted that the report was being brought to Council as it had not been available for the Audit and Risk Committee meeting in May.

#### **RESOLUTION 2023/55**

Moved by Councillor B Goodwin  
Seconded by Councillor C Bowyer

That Council **receives** the Auditor's Report to the Council on the audit of Masterton District Council for the year ended 30 June 2022.

**CARRIED**

### **8.2 CHIEF EXECUTIVE'S REPORT**

The purpose of the attached report is to provide Council with an update on Council operations (as at 23 June 2023) was presented by the Chief Executive.

#### **RESOLUTION 2023/56**

Moved by Mayor G Caffell

Seconded by Councillor D Holmes

That Council receives the Chief Executive's Report as at 23 June 2023

**CARRIED**

### **8.3 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 Johnson reported on the Pasifika o Wairarapa and Judds Road Steering Group meetings she had attended.

### **8.4 MAYOR'S REPORT**

The Mayor provided a verbal report.

- There were a lot of exciting developments being proposed for Masterton led by other organisations.
- His Worship noted that the Future for Local Government report had raised the issue of central government assistance with local government funding and that the ball was in central government's court now.
- His Worship thanked staff and councillors for the work they had done on the Annual Plan .
- His Worship thanked the outgoing Chief Executive on behalf of Council and the community for the work he had done, not only as Chief Executive, but also from his time as the Manager Assets and Operations.
- His Worship thanked the Pou Ahurea Māori, Tia Tuuta, and acknowledged the work she had done while at Council as it was also her last Council meeting.

## **9 PUBLIC EXCLUDED**

### **RESOLUTION TO EXCLUDE THE PUBLIC**

#### **RESOLUTION 2023/57**

Moved by Councillor D Holmes

Seconded by Councillor B Goodwin

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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>

	<b>matter</b>	
<b>9.1 - Public Excluded Minutes of Council Meeting held on 17 May 2023</b>	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
<b>9.2 - Public Excluded Minutes of Extraordinary Council - Annual Plan and Speed Management Plan Meeting held on 15 June 2023</b>	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
<b>9.3 - Audit and Risk Committee Meeting - 24 May 2023</b>	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
<b>9.4 - Solid Waste Contract</b>	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and	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

	industrial negotiations)	exist under section 6 or section 7
<b>9.5 - District Licensing Committee Appointments</b>	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
<b>9.6 - Appointment of Chief Executive and Interim Chief Executive</b>	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

**CARRIED**

The meeting moved into public excluded at 6.10pm

The meeting moved out of public excluded at 6.30pm

The meeting closed at 6.30pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 2 August 2023.

.....  
**CHAIRPERSON**



**6 COMMITTEE REPORTS**

Nil

## **7 REPORTS FOR DECISION**

### **7.1 WAIRARAPA ECONOMIC DEVELOPMENT STRATEGY: APPROVAL OF 2023/24 WORK PROGRAMME**

**File Number:**

**Author:** Matt Steele, Senior Policy Advisor

**Authoriser:** Karen Yates, Interim Chief Executive

#### **PURPOSE**

The purpose of this report is to seek Council approval of the Wairarapa Economic Development Strategy (WEDS) 2023/24 Work Programme.

#### **RECOMMENDATIONS**

That Council **agrees to** the recommendations included in the report prepared by the WEDS Programme Management Office: (Attachment 1) and:

- (a) **Receives** the Letter of Endorsement from the WEDS Forum Chair (Attachment 2);
- (b) **Approves** the WEDS Work Programme for 2023-2024, as per the attached workplan (Attachment 3) and budget (Attachment 4);
- (c) **Notes** that the WEDS MoU and budget will be reviewed as part of the 2024-34 Long-Term Plan process; and
- (d) **Notes** that progress on the 2023/24 Work Programme will be reported to the WEDS Forum who oversee the implementation of the WEDS Strategy.

#### **CONTEXT**

The Wairarapa Economic Development Strategy (WEDS) sets out the shared vision and aspirations of the three Wairarapa District Councils and WellingtonNZ regarding regional economic development in the Wairarapa. The initial WEDS was launched in 2018, and a refreshed version was endorsed by all three Wairarapa District Councils in September 2022.

The shared WEDS vision for Wairarapa is “Thrive Wairarapa” – a thriving community alive with opportunity. This will be achieved through growing comparative advantage (opportunities), fostering enterprise that underpins the future economy, and building resilience (enablers) by protecting what we have got and working to make it better.

The Memorandum of Understanding (MoU) between the three Wairarapa District Councils and WellingtonNZ defines the commitments of all parties in supporting the delivery and implementation of the WEDS. Under the MoU, the WEDS Programme Management Office must present a workplan and budget for approval by the three district councils annually.

The report requesting approval of the workplan and budget, and accompanying information, has been prepared by the WEDS Programme Management Office at WellingtonNZ.

## OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
1 Recommended Option: Council agrees the recommendations in the attached report, endorsing the workplan and budget for 2023-24	<ul style="list-style-type: none"> <li>WEDS staff can continue with the work they are undertaking.</li> <li>Priority actions identified by the Councils and WEDS Forum will be implemented.</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
2 Alternative Option: Council does not agree the recommendations in the attached report.	<ul style="list-style-type: none"> <li>None.</li> </ul>	<ul style="list-style-type: none"> <li>WEDS staff cannot continue with the work they are undertaking.</li> <li>Implementation of priority economic development actions will be delayed.</li> </ul>

## RECOMMENDED OPTION

Option 1 is recommended. This will allow WEDS staff to continue with the work they are undertaking to deliver the workplan that reflects the priorities and actions identified by Council and WEDS.

## SUMMARY OF CONSIDERATIONS

### Strategic, Policy and Legislative Implications

The work undertaken to implement the WEDS supports Council's community outcome and economic development vision statement in *He Hiringa Tangata, He Hiringa Whenua* (Councils Wellbeing Strategy): *Masterton/Whakaoriori has a strong, sustainable economy that supports our people and places.*

### Significance, Engagement and Consultation

The information contained in this report has been assessed against Council's Significance and Engagement Policy. The workplan aligns with and implements the Council's strategic direction, so no further consultation is required.

### Financial Considerations

Funding for WEDS is part of the MoU between WellingtonNZ and the three Wairarapa District Councils. The MoU expires in June 2024.

The renewal of funding for WEDS will be considered by all three district Councils as part of the 2024-34 Long-Term Plan process.

### Implications for Māori

Rangitāne are involved in the implementation of the WEDS at the Governance Level. Ngāti Kahungunu were previously involved at the Governance Level, but their position on the Forum is

currently vacant. There is also work underway to develop a Māori Economic Development Strategy for the Wairarapa.





### **Communications/Engagement Plan**

There are no decisions for this report that require either a communication or engagement plan.

### **Environmental/Climate Change Impact and Considerations**

There are no environmental/climate change impacts or considerations arising out of the report provided.

### **ATTACHMENTS**

1. **Wairarapa Economic Development Strategy (WEDS) Work Programme for Approval** [↓](#)
2. **WEDS Activity Report** [↓](#) 
3. **Letter of Endorsement from the WEDS Forum Chair** [↓](#) 
4. **WEDS Workplan 2023-2024** [↓](#)  
5. **WEDS Budget 2023-2024** [↓](#)  

## 0.0 Wairarapa Economic Development Strategy (WEDS) Work Programme for Approval

### 1. PURPOSE

- 1.1 For the Council to review and approve the Wairarapa Economic Development Strategy (WEDS) Work Programme for 2023-2024.

### 2. SIGNIFICANCE

- 2.1 The matters for decision in this report are not considered to be of significance under the Significance and Engagement Policy.

### 3. BACKGROUND

- 3.1 The Wairarapa Economic Development Strategy was adopted in October 2022. The Strategy vision is for Wairarapa to THRIVE. This will be achieved through growing comparative advantage (opportunities), fostering enterprise that underpins the future economy, and building resilience (enablers) by protecting what we have got and working to make it better.

- 3.2 The 2022-2024 Memorandum of Understanding (MoU) between the three Wairarapa District Councils (Carterton, Masterton and South Wairarapa) and the Wellington Regional Economic Development Agency (WellingtonNZ) records the commitment to support the delivery and implementation of the WEDS. The MoU reflects the responsibilities of the four parties; allocates funding from each District Council to WellingtonNZ for the implementation of the WEDS; defines the role and structure of the WEDS Forum; and specifies the review period:

- 3.2.a WellingtonNZ agrees to provide the Programme Management Office (PMO) function for the WEDS. WellingtonNZ commits to employ and fund a programme manager and a programme coordinator.

- 3.2.b The three Wairarapa District Councils individually agree to their respective funding contribution for implementing the WEDS: \$100,000 from Masterton District Council; \$60,000 from Carterton District Council; \$75,000 from South Wairarapa District Council (note: amounts are per financial year and exclusive of GST).

- 3.2.c The purpose of the WEDS Forum is to govern the execution of the work programme. The Forum members include the independent chair, the mayor and the chief executive of each of the three Wairarapa District Councils, a representative from Greater Wellington Regional Council, a representative from Rangitāne Tū Mai Rā, a representative from Ngāti Kahungunu ki Wairarapa, the chairperson of Destination Wairarapa, a primary industry leader, and a business sector leader.

- 3.2.d The MoU will be reviewed by the WEDS Forum and presented to the three Wairarapa District Councils for endorsement at the beginning of each LTP cycle, with the next review due in June 2024.

An annual workplan and budget forecast will be included annually for approval by Councils. This is the purpose of this paper.

### 4. DISCUSSION

#### **Delivery of the WEDS Action Plan (2022-2023)**

- 4.1 The initial period since October has been spent establishing the foundations for success and kick-starting delivery of the Action Plan.
- 4.2 Significant progress has been achieved with strategic actions refined with input from the newly elected Wairarapa Councils and the WEDS Forum. These actions represent the first steps in what are aspirational, multi-year efforts to grow economic resilience and comparative advantage for our region and are based on a leverage model.
- 4.3 The WEDS Activity Report for the period to 31 May 2023 can be found in **Attachment 2**. The report shows that progress has been made towards each focus area of the WEDS.
- 4.4 The WEDS PMO are forecasting to carry forward \$75,000 into financial year 2023-2024. This is due to delays in the adoption of the strategy and prioritisation of actions at the start of the year. Carry-over of funds is permitted under the terms of the MoU, and the carry-over amount is included in the 2023-2024 budget.
- 4.5 The annual report for the financial year 2022-2023 will be presented to Council by 31 August 2023.  
**Workplan and budget for approval (2023-2024)**
- 4.6 The MoU requires that a workplan and budget be presented to Council for approval annually.
- 4.7 The workplan and budget have been designed to reflect the WEDS Focus Areas and Strategic Actions that have been identified as priorities for implementation in 2023-2024.
- 4.8 The priority Areas and Actions have been identified through consultation with the WEDS Forum in March, alongside individual workshops with each of the three District Councils in April.
- 4.9 Budget has been allocated to each Focus Area based on priorities, and initiatives have been identified for delivery under each Strategic Action.
- 4.10 The workplan and budget were unanimously agreed by the WEDS Forum in May and presented to the Wairarapa Combined Councils Forum on the 31<sup>st</sup> of May. A Letter of Endorsement from the Independent Chair of the WEDS Forum can be found in **Attachment 3**.
- 4.11 An overview of the workplan and budget is included below, and more details can be found in **Attachment 4** (workplan) and **Attachment 5** (budget).













































## 7.2 WELLINGTON REGIONAL LEADERSHIP COMMITTEE - FUTURE DEVELOPMENT STRATEGY AND UPDATE TO TERMS OF REFERENCE

**File Number:**

**Author:** Tania Madden, Acting Manager Strategy and Governance

**Authoriser:** Karen Yates, Interim Chief Executive

### PURPOSE

The purpose of this report is to seek Council's approval for an amendment to the Terms of Reference for the Wellington Regional Leadership Committee (see Attachment 1 (clean version) and Attachment 2 (tracked changes version)).

### RECOMMENDATIONS

That Council:

1. **notes** that on 17 February 2021 the Council resolved to become a member of the Wellington Regional Leadership Committee, that the matters that the Joint Committee addresses now need updating and these resolutions reflect those updates and should be read as being in addition to the original resolutions;
2. **agrees** the Wellington Regional Leadership Committee continues as a joint committee under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002, but on the amended terms set out in the Joint Committee Agreement (dated 2023), with the amendments in effect from the date the Wellington Regional Leadership Committee Joint Committee Agreement is signed by all local authority parties;
3. **notes** the main amendments provide for the Wellington Regional Leadership Committee to:
  - a. undertake the work necessary to inform, prepare and finalise the Future Development Strategy in accordance with the National Policy Statement for Urban Development 2020;
  - b. establish a Joint Committee Subcommittee to hear submissions on the draft Future Development Strategy (and any updates) and make recommendations to the Wellington Regional Leadership Committee on those submissions (which will make the final decision on the Future Development Strategy);
  - c. undertake regular reviews of the Future Development Strategy;
  - d. prepare the implementation plan in support of the Future Development Strategy; and
  - e. implement the Future Development Strategy
4. **authorises** the Wellington Regional Leadership Committee to appoint a Joint Committee Subcommittee for the Future Development Strategy to hear and make recommendations on submissions received on the draft Future Development Strategy to be developed under the National Policy Statement for Urban Development 2020 (and any updates to that Strategy);
5. **approves** the amended Wellington Regional Leadership Committee Joint Committee Agreement, including the amended Terms of Reference for the Joint Committee and the

new Terms of Reference for the Joint Committee Subcommittee for the Future Development Strategy (noting that as required by the existing Agreement, the Wellington Regional Leadership Committee Joint Committee has endorsed the amendments to functions and powers of the Joint Committee);

6. **delegates** all powers and functions to the Wellington Regional Leadership Committee set out in the amended Wellington Regional Leadership Committee Joint Committee Agreement, including the amended Terms of Reference for the Joint Committee and the new Terms of Reference for the Joint Committee Subcommittee for the Future Development Strategy;
7. **notes** that the Wellington Regional Leadership Committee is a joint committee of all local authorities that are parties to the Wellington Regional Leadership Committee Joint Committee Agreement, and it includes members representing iwi and the Crown;
8. **authorises** the Mayor to sign the amended Wellington Regional Leadership Committee Joint Committee Agreement on behalf of the Council; and
9. **appoints** one elected member (Councillor [*INSERT NAME*]) to be a member of the Joint Committee Subcommittee for the Future Development Strategy for the purposes of hearing submissions on the draft Future Development Strategy (or any updates to it) and making recommendations on those submissions to the Wellington Regional Leadership Committee.

## **CONTEXT**

The Future Development Strategy (the FDS) is a statutory document required under the National Policy Statement on Urban Development (the NPS-UD) for Tier 1 and 2 territorial authorities (which includes the councils of the Wellington metropolitan area). The three Wairarapa Councils are not Tier 1 or 2 territorial authorities but are included in the Wellington Regional Growth Framework (a predecessor to the FDS) and have participated in the development of the FDS, noting the benefits of planning for growth in our region.

1. The purpose of the FDS is:
  - a. to promote long-term strategic planning by setting out how a local authority intends to:
    - i. achieve well-functioning urban environments in its existing and future urban areas; and
    - ii. provide at least sufficient development capacity over the next 30 years to meet expected demand; and
  - b. assist the integration of planning decisions under the Act with infrastructure planning and funding decisions.

For the Wellington region, the FDS is being developed as a regional document with involvement of officers from local and central government. It is effectively an update to the Wellington Regional Growth Framework.

The FDS must be prepared in time to inform 2024 Long Term Plans (LTPs). This means at least a draft of the FDS needs to be complete and signed-off by the third quarter of 2023 to enable councils to include any financial and other implications in the early drafts of their LTP.

Officers have been working on the content of the FDS since August 2022. The following table outlines workshops and meetings of the Wellington Regional Leadership Committee (WRLC), councils, iwi and others in the development of the FDS to date:

Table 1. Workshops and meetings for the development of the Future Development Strategy.

October to December 2023, February 2023, and June 2023	Various presentations to incoming councils on the WRLC and the Future Development Strategy
1 February 2023	A Future Development Strategy workshop with the WRLC
7 March 2023	A Future Development Strategy update paper to the WRLC at its meeting
29 March 2023	A combined Wellington City Council/Porirua City Council workshop
4 April 2023	A combined Wairarapa council workshop
5 April 2023	A combined Upper Hutt City Council/Hutt City Council workshop
11 April 2023	An iwi workshop
13 April 2023	A combined Horowhenua District Council/Kāpiti Coast District Council workshop
3 May 2023	Three separate workshops in the Wairarapa, one with each Council
15 May 2023	A workshop with iwi members on the statement of iwi/hapu aspirations for urban development
15 May 2023	A workshop with the WRLC on elements of the Future Development
13 June 2023	A Future Development Strategy update paper to the WRLC meeting
26 June 2023	A booth on the Future Development Strategy and a workshop session on the Future Development Strategy at the WRLC Annual Partners Forum
5 July 2023	A separate workshop in Martinborough for SWDC

The WRLC officers working on the FDS have also been working with developers and infrastructure providers on the Strategy, as required under the NPS-UD.

The FDS is nearing completion and is expected to be taken in draft to the WRLC meeting on 19 September 2023 for approval for consultation. However, the WRLC cannot sign off on the FDS without approval from all ten councils for changes to the WRLC Agreement and TOR.

## The WRLC Agreement and Terms of Reference

The WRLC includes the Mayor from each council as a substantive member of the Committee and the Deputy Mayor from each council as an alternate member. It also includes representatives from Mana Whenua and two Ministers of the Crown.

The current WRLC Agreement and Terms of Reference (the TOR) includes the development and implementation of the Wellington Regional Growth Framework as a spatial plan for the region. At the time of developing the Agreement, the FDS was not contemplated, and therefore, the WRLC Agreement and TOR do not give the WRLC the powers/functions relating to the FDS.

The WRLC Secretariat has received legal advice that states: “It is beyond the scope of the WRLC powers to approve the Future Development Strategy, draft or final, on behalf of the member Councils at present. Those decisions on the Future Development Strategy currently must be made by each individual Council.”

This is because the current WRLC Agreement and TOR identifies that the WRLC is responsible for the Wellington Regional Growth Framework (WRGF) specifically, rather than a more general responsibility for regional spatial planning.

As a comparison, under the WRLC Agreement the Committee is responsible for “regional economic development” in a more general term, rather than stating a specific document.

Therefore, for the WRLC to be involved in the FDS process (in any manner), an update needs to be made to the WRLC Agreement and TOR.

This is being undertaken in two steps:

- Step 1: The WRLC to agree on a process for signing off on the draft and final FDS and the establishment of a Hearings Panel (this decision was made at the WRLC meeting on 13 June 2023).
- Step 2: All ten councils that are party to the WRLC to agree to changes to the WRLC Agreement and TOR (as required by the Local Government Act).

This paper seeks Masterton District Council’s approval for this second step, with similar papers being considered by the other nine councils who are party to the WRLC through August and September.

These two steps are discussed below:

### ***Step 1: WRLC consideration of the options for signoff of the FDS***

At its September 2022 meeting, the WRLC was provided with a recommendation that it agrees to support an update to the Agreement and TOR for the WRLC to enable the Committee to sign off the draft and final FDS and form a subcommittee to undertake hearings on the Future Development Strategy.

No decision was made at that September 2022 meeting due to the lack of local government representatives at the meeting. The recommendation was proposed to be raised at both the December 2022 and March 2023 WRLC meetings.

However, making a decision on the Future Development Strategy signoff and updated WRLC Agreement and TOR was put on hold and not taken forward at the December 2022 and March 2023 meetings as:

- a. The WRLC requested in September 2022 that it be provided further information, regarding decision making on the FDS and any proposed amendments to the WRLC Agreement and TOR.
- b. Following the local body elections in October 2022, there were five new Mayors and many new councillors across the region, and it was felt that these people needed to be bought up to speed on what regional spatial planning is, what a FDS is, and options and implications for the FDS signoff by the WRLC.
- c. Mana whenua had not had enough time to engage in the FDS and signoff process, as would be preferred.

To assist in b and c above, a number of workshops were undertaken that covered *What is regional spatial planning, What is the Future Development Strategy and Future Development Strategy signoff options.*

At its meeting on 13 June 2023, the WRLC was provided with a paper which outlined options for approval of the draft and final FDS and establishment of a hearing subcommittee.

Four options were considered by the WRLC. These options had previously been explained and discussed at the workshops held with councils in March, April, May and July 2023. The options were:

- Option 1: WRLC sign off the draft FDS and final FDS and undertake hearings.
- Option 2: Set up a subcommittee or new committee of just Tier 1 councils and iwi.
- Option 3: WRLC signoff the draft FDS and undertake hearings, and each council signoff the final FDS.
- Option 4: Each council sign off the draft FDS, WRLC hold hearings and sign off the final FDS.

The WRLC approved Option 1 (this is the option that is included in the changes to the WRLC Agreement and TOR). This option includes:

- a. One on one workshops with each council and iwi entity on the content of the FDS for their overview and comment, before the draft goes to the WRLC (underway),

- b. Engagement with certain parties and consideration of the matters as required by clauses 3.14 and 3.15 of the NPS-UD, before the draft goes to the WRLC (underway),
- c. The WRLC signing off the draft Future Development Strategy,
- d. The WRLC Secretariat and Future Development Strategy Project lead managing the submissions hearings and report back process,
- e. A hearings panel consisting of one representative from each local government and iwi entities on the WRLC (if they choose to),
- f. Workshops/briefings to provide councils and iwi entities with an understanding of proposed changes from the submissions and hearings to the Future Development Strategy
- g. The WRLC signing off the final Future Development Strategy.

Option 1 was selected because:

- a. Regional spatial planning is a key function of the WRLC as it was initially set up. If other options had been selected, it raises a question about why we have the WRLC in the first place. It should be noted that Ministers are on the WRLC for the regional spatial planning aspects only.
- b. This option aligns strongly with the future direction given for the proposed Spatial Planning Act (SPA). The SPA would replace the RMA and would require regional level spatial strategies to be developed through regional committees made up of central and local government and mana whenua. Undertaking the FDS process jointly through the WRLC will put this region in a good place to prepare future Regional Spatial Strategies, which will be an update of the FDS.
- c. The WRLC generally works on a consensus model and it is expected that key decisions are made on this basis. If alignment cannot be achieved then decisions are brought back to the table for further discussion – for instance if there is a lack of agreement on the draft FDS.
- d. From an efficiency perspective, Option 1 would only require one resolution from each council at the start of the process rather than needing to obtain multiple council resolutions throughout the process (ie for the draft Future Development Strategy and the final Future Development Strategy).
- e. This option will enable iwi partners to the WRLC to participate in the FDS decision making. This is the best option for iwi partners.
- f. It is the preferred option of, and has been endorsed by, the WRLC Secretariat, the Future Development Strategy Core Team and Steering Group, the WRLC Senior Staff Group, the WRLC CEO Group and iwi members on the WRLC.

Assuming all councils approve changes to the WRLC Agreement and TOR by mid-September 2023 (the last likely council meeting timing) then the Future Development Strategy is likely to be finalised in early 2024 (February/March) with engagement and hearings being undertaken in 2023.

Central Government would not participate in the hearings or formally signoff the FDS.

At its 13 June 2023 meeting, the WRLC approved the following recommendation:

*“Agrees to support the progression of Option 1 as outlined in paragraphs 20-23 [of the report to the WRLC] which includes the Committee making decisions to commence the Future Development Strategy consultation and preparation process, approve the draft Future Development Strategy (statement of proposal) and commence special consultative procedure, to engage in consultation and set up a hearing panel to hear submissions on the Future Development Strategy, and approve the final Future Development Strategy (with reporting to the Councils at relevant steps).”*

This completed Step 1.

## **Step 2: Changes to the WRLC Agreement and TOR**

Previously, each of the ten councils that are party to the WRLC have approved an initial WRLC Agreement and TOR as well as a first update to the Agreement and TOR.

To align with the WRLC’s recommendation from 13 June 2023, the current WRLC Agreement and TOR has been updated. A tracked changes copy of the updated WRLC Agreement and TOR is attached.

As required by the Local Government Act, any changes to the WRLC Agreement and TOR need to be agreed by all ten councils that are party to the WRLC. This will be undertaken at council meetings which will be occurring between July and September 2023, and is a decision sought through this report.

In summary, the changes that relate to the FDS are:

- a. Adding the FDS as a “Specific Responsibility” of the WRLC, including the detailed actions of what this includes.
- b. Amendments to enable the WRLC to set up a subcommittee to hear submissions and the delegations to do so.
- c. Adding the FDS and related activity, such as the work to develop the FDS, hold hearings and approve the FDS, into the delegations of the WRLC.
- d. Adding the ability for the subcommittee to have an independent chair if needed (the subcommittee may decide not to, but the changes allow for this in case).



- e. A new Appendix 2 which is the Terms of Reference for the Joint Committee Subcommittee for the FDS (to undertake the hearings). This includes information on its purpose, responsibilities, membership and delegations.

As any change to the WRLC Agreement and TOR requires all ten councils to agree to the changes (which is a long and administratively heavy process), this opportunity is also being taken to make some other changes to the WRLC Agreement and TOR. These are:

- a. Some tidy-ups in the document. For example, the old version referred to both persons and Ministers when talking about the Crown members, the Administering Authority was noted but not explained.
- b. Removing reference to an independent chair for the WRLC itself – there have been some comments about perhaps not having an independent chair in the future. We don't know if this will happen yet, but to avoid having to go back to ten councils again if it was decided to not have an independent chair in the future, the language in the WRLC Agreement and TOR has been softened.

If one or more councils does not pass the resolutions in this paper (that is, does not agree to the changes to the WRLC Agreement and TOR to enable the WRLC to carry out the stated activities for the FDS), or wants to make large changes to the Agreement, then next steps would likely be:

- a. Hold an extraordinary meeting of the WRLC to understand its next preference for the sign off of the FDS,
- b. Make any further relevant changes to the WRLC Agreement and TOR,
- c. Set up dates for another ten council meetings,
- d. Prepare a new pack of background information/analysis for council papers, and
- e. Have ten councils consider another paper with the new process.

We estimate that this would take us to the end of 2023, which means engagement on the draft FDS cannot be undertaken until at least February 2024, with the final signed off mid-2024.

### **Hearings subcommittee**

The updated WRLC Agreement and TOR provides for a Joint Committee Subcommittee for the purpose of hearing submissions on the FDS. Key details on for the subcommittee are:

- a. Appendix 2 of the updated WRLC Agreement and TOR provides all the information on the Hearings subcommittee.
- b. The new WRLC Agreement and TOR allows for each council and each iwi entity to have a member on the Hearings subcommittee. This is reflected in the

recommendations of this paper. It is not a must to appoint someone, but the option is provided to enable all parties to continue to be part of the process if so chosen.

- c. It is unclear how long the hearings will last. Our only reference point so far is the Nelson/Tasman Future Development Strategy, where there was one week of hearings.
- d. The plan is to hold hearings across the region to make it easier for those who are wanting to make an oral submission. Members of the Hearings subcommittee will need to attend all hearings across the region.
- e. The Hearings subcommittee will be provided with resource to manage submissions and submitters who want to be heard, an expert to write up the findings from the hearings and submissions and may have access to an independent chair for the hearings if required.
- f. The Hearings subcommittee will make recommendations for changes to the draft Future Development Strategy to the WRLC for consideration.

## OPTIONS CONSIDERED

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

	Option	Advantages	Disadvantages
1	Approve the recommended amendments to the WRLC Agreement and TOR as written, including nominating someone for the Hearings subcommittee.	Enables the strategy to progress in time to inform 2024-34 Long-Term Plans.  Enables Masterton to have a voice on the Hearings Subcommittee.	Only the nominated elected member participates in the hearings process, noting others can attend and observe.
2	Approve the recommendations as written but do not nominate anyone for the Hearings subcommittee, and	No advantages have been identified.	Masterton would not have a voice at the Hearings subcommittee.
3	Do not approve the recommendations.	No advantages have been identified.	Risk of delay with the FDS.  Risk of the Wairarapa Councils being excluded from the FDS if Option 2 (a committee of Tier 1 Councils and iwi) was selected by the WRLC as an alternative.

## **RECOMMENDED OPTION**

Option 1 is recommended as this enables the FDS to progress in time to be considered in the development of our 2024-34 LTP and enables Masterton to have a voice in the hearings process.

## **SUMMARY OF CONSIDERATIONS**

### **Strategic, Policy and Legislative Implications**

Legal advice on this matter was sought by the WRLC. Key points from that advice were:

- a. It is beyond the scope of the WRLC powers to approve the FDS, draft or final, on behalf of the member councils at present. All decisions on the FDS currently must be made by each individual council.
- b. In order to streamline the process for the FDS across all 10 councils, the Agreement could be amended in order to include the FDS within WRLC's specific responsibilities. Such an amendment should state that the WRLC has authority to make decisions to commence the FDS consultation and preparation process, approve the draft FDS (statement of proposal) and commence SCP, to engage in consultation and hear submissions on the FDS as part of the SCP, and approve the final FDS (with reporting to the councils at relevant steps).
- c. Together with amendment to the Agreement, each council would need to resolve to delegate its decisions on the FDS and its role in consultation and the SCP to the WRLC.
- d. Pursuant to clause 32 of Schedule 7 of the LGA, the delegation of a decision on the FDS is not prevented.

### **Significance, Engagement and Consultation**

Engagement and consultation has been undertaken with developers and infrastructure providers as required to by the National Policy Statement – Urban Development.

Consultation on the draft FDS will follow the Special Consultation Procedure as prescribed in Section 83 of the Local Government Act 2002

### **Financial Considerations**

The costs of the Future Development Strategy have been budgeted at \$510,000 with these costs split between all council partners. The costs for the WRLC signing off the draft and final and undertaking hearings will be paid for from this budget. By undertaking the process regionally, we will be able to adhere to this budget and ensure that knowledge that is gained through this process stays in-house.

### **Implications for Māori**

The options have been socialized with Iwi representatives to the WRLC. Iwi representatives were at the WRLC meeting in June where Option 1 (the option recommended in this report) was agreed. This option for decision making and hearings will enable iwi partners to the WRLC to participate in the Future Development Strategy decision making. This is the best option for iwi partners.



### **Communications/Engagement Plan**

No communications or engagement plan is needed in relation to the decision sought in this report.

## Environmental/Climate Change Impact and Considerations

The Future Development Strategy includes objectives to create better climate change outcomes.

### ATTACHMENTS

1. Attachment 1 - Proposed amendments to the WRLC Agreement and Terms of Reference [↓](#) 
2. Attachment 2 - Proposed amendments to the WRLC Agreement and Terms of Reference - tracked changes [↓](#) 































































































































### **7.3 ELECTORAL SYSTEM FOR THE 2025 LOCAL GOVERNMENT ELECTION**

**File Number:**

**Author:** Tania Madden, Acting Manager Strategy and Governance

**Authoriser:** Karen Yates, Interim Chief Executive

#### **PURPOSE**

The purpose of this report is to give Council the opportunity to consider, in relation to the 2025 local government election, whether to continue to use the First Past the Post electoral system or to change to the Single Transferable Vote system, or whether to hold a poll of electors on a proposal that a specified electoral system be used for the next two triennial elections.

#### **EXECUTIVE SUMMARY**

The Local Electoral Act 2001 (the LEA) provides for local authorities and their communities to choose either First Past the Post (FPP) or Single Transferable Vote (STV) as their electoral system for local elections.

Electoral systems can be changed by either a resolution of council or by a poll. A poll can be demanded by electors or can be initiated by a council resolution.

The LEA also sets out timeframes for these decisions to be made. It isn't mandatory for Council to make a decision, however, if Council do wish to change the current electoral system, it must resolve to do so by 12 September 2023, so the resolution and a statement that a poll is required to countermand it, can be publicly notified by 19 September 2023.

If Council decides to retain FPP as the electoral system to be used, the right of electors to demand a poll on the electoral system to be used still needs to be publicly notified by 19 September.

#### **RECOMMENDATIONS**

That Council

1. Receives the report on the Electoral System for the 2025 Local Government Election
2. Agrees to **[either]**
  - (a) continue with the status quo, First Past the Post electoral system **[OR]**
  - (b) change to the Single Transferable Vote electoral system for the next two triennial elections and for this decision to be publicly notified by 19 September 2023; **[OR]**
  - (c) undertake a poll of electors on the electoral system to be used for the next two triennial elections.
3. Notes that the community will be publicly notified of its right to demand a poll on the electoral system to be used for the next two triennial elections by 19 September 2023.

#### **CONTEXT**

The FPP and STV electoral systems are described in Sections 5A and 5B of the LEA. (See Attachment 1).

FPP is the most commonly used electoral system for local authorities, used by 64 of the 78 local authorities in the 2022 elections. Under FPP, voters may vote for the number of vacancies on an issue (e.g. in the last election voters on the general roll could cast votes for the three Masterton/Whakaoriori At Large vacancies and four Masterton District Council Masterton/Whakaoriori General ward vacancies). Candidates with the most votes are then declared elected. When an FPP result is announced, candidates are listed in order of the votes received so it is easy to see who won and lost and how many votes each candidate received.

STV was used by 14 local authorities and one regional council in the 2022 local election. The STV system requires voters to rank candidates in order of preference. Voters can rank as many or as few candidates as they wish. To get elected, candidates need to reach a quota of votes, which is worked out with a formula based on vacant positions and total votes received.

A guide prepared for Taituarā — Local Government Professionals Aotearoa, to assist Councils in deciding which system to use (*The Local Government Electoral Option 2023*) sets out the advantages and disadvantages of each system:

*“No electoral system is perfect, and different people will have different views on what is ‘fair’. Both FPP and STV have advantages and disadvantages.*

*The advantages of FPP relate to its characteristics as a plurality voting system: the simplicity of the voting process including the ways votes are cast, counted and announced.*

*The disadvantages of FPP relate to:*

- disproportional election results, including the generally ‘less representative’ nature of FPP councils*
- the obstacles to minority candidate election that do not help to elect a candidate*
- the number of “wasted votes” (that is, votes that do not help to elect a candidate).*

*The advantages of STV, on the other hand, relate to its characteristics as a proportional voting system: a potential reduction in the number of “wasted votes” and majority outcomes in single-member elections. Research shows that STV increases the chances for women to get elected.*

*The disadvantages of STV relate to:*

- the public might be less familiar with the system and voter education might be required*
- matters of process such as the way votes are cast and counted (for example perceived complexity may discourage some voters)*
- the way election results are sometimes communicated.*

*Deciding which electoral system is best for your community may come down to deciding which is more important: process, or outcome. Unfortunately, neither electoral system can claim to achieve well in both.*

More detail on the differences between the two systems and their advantages and disadvantages are included in Attachment 2 - Extract from Taituarā — Local Government Professionals Aotearoa, *The Local Government Electoral Option 2023*.

Masterton District Council has used FPP in its elections to date. Council last considered the matter in 2020 for the 2022 elections and at that time resolved to continue with FPP.

Council is not required to make a decision but needs to be aware that the option to make a change exists. If no decision is made, the default is to use the existing system. For Masterton District Council this would be FPP.

Masterton District Council's Electoral Officer has advised that running an STV election would cost around \$12,000 more than a FPP election due to the nature of the vote processing.

In the 2022 election, Masterton District voters used FPP for the Mayoral, Council, Masterton Community Trust and the Masterton Trust Lands Trust elections. There were no elections for the Masterton/Whakaoriori Māori ward or the Montfort Trimble Foundation as the number of candidates was the same as the number of vacancies, however if there had been, FPP would have been used. There was no election for Greater Wellington Regional Council for the same reason, but had there been, STV would have been used.

The recent [Future for Local Government Report](#) considered the way the current representation and electoral systems worked and recommended STV be adopted as the nationwide method for local elections. The Report noted that while ethnic diversity was increasing, councils remain predominantly made up of older European/Pakeha members with an average age of 56-60.

*“STV can be more representative of voters’ choices because a vote can be transferred if a preferred candidate does not meet a certain threshold. This transfer of votes avoids wasted ballots. Early research demonstrates that STV leads to improvements in the representation of women (Vowles and Hayward 2021). However, the representative benefits of STV work best when there is a large pool of candidates and wards with more than one seat being contested.” (page 87)*

### **Legislated Process and Timetable**

The LEA provides three ways for changing the electoral system:

- By council resolution (Section 27)
- By poll demanded by 5% of electors (Section 29)
- By a poll resolved by Council (Section 31)

### **Council resolution**

Council has the option to resolve to change the electoral system for the next two triennial elections. Any resolution to this effect needs to be made by 12 September 2022.

A resolution to change the electoral system would take effect for the 2025 and 2028 elections and continue in effect after that until either another resolution is passed or there is a poll of electors.

The Council resolution can be countermanded by a poll demanded by 5% of electors.

### **Poll by Demand of Electors**

Council is required to give the public notice of the right to demand a poll on the electoral system to be used for the elections of the local authority by 19 September 2023 (LEA Section 28).

If Council passed a resolution to change the electoral system, the public notice would need to include notice of that resolution and a statement that a poll is required to countermand that resolution.

Five percent of electors enrolled as eligible to vote at the previous general election of the local authority may demand that a binding poll be held on a proposal that a specific electoral system be used at the elections. For the Masterton District, that would be 1007 valid electors (5% x 20,139 electors on the 2022 roll). A demand for a poll would need to be received by 21 February 2024 (noting proposed changes to legislation are being considered by central government that would bring this date forward to 11 December 2023).

When electoral system change resulting from a poll takes effect depends on when the demand for a poll is received (e.g. from the next triennial election, or the one after that) (LEA Section 33).

### **Poll by Council resolution**

Council can resolve that a poll on the electoral system question be held. For the results of a poll initiated by Council resolution to take effect for the 2025 local election, Council would need to make that decision before 21 February 2024 (or 11 December 2023 if proposed changes to legislation are confirmed) and the poll would need to take place within 89 days of that date. Council's Electoral Officer has advised that the cost of a stand-alone poll for the Masterton District would be around \$85,000-\$90,000.

Masterton District Council could decide to hold a poll in conjunction with the 2025 election if it wanted the community to decide whether FPP or STV should be used for Masterton District Council elections. Masterton District Council's Electoral Officer has advised that for Masterton to run a poll alongside the election would cost around \$16,000. This is based on present day costs so would likely be more by 2025. Any poll would determine the electoral system to be used for the 2028 and 2031 elections.

An example of a poll run alongside an election is that run by [Hutt City Council](#) in 2022 on the question of whether FPP or STV should be used for future elections (the poll determined that FPP was the preferred option).

## **DISCUSSION AND OPTIONS**

As stated above, detail on both electoral systems and their advantages and disadvantages is set out in Attachment 2.

### **Options**

- i Council could decide to retain the status quo and simply give public notice by 19 September 2023 that electors have the right to demand a poll on the electoral system to be used for the next two triennial elections. If no demand for a poll is received the status quo remains and FPP will continue to be used for future elections until a resolution for change is passed, or a successful poll of electors on a proposal for change takes place.
- ii Council could make a decision to change the electoral system to STV and give public notice of this and the electors right to demand a poll on the decision by 19 September 2023. If no poll is demanded to countermand council's decision the electoral system would change to STV for the 2025 and 2028 elections and continue after that until a further resolution is passed or a poll takes place.



- iii Council could make a decision (before 21 February 2024) to hold a poll of electors on the issue (the poll would need to be held no later than 21 May 2024). The result of the poll would apply to the 2025 and 2028 elections and continue after that until a resolution of council is passed or another poll takes place. If Council decided to hold a poll in conjunction with the next local election, the result of that poll would apply to the 2028 and 2031 elections.

## **Supporting Information**

### **Strategic, Policy and Legislative Implications**

Council has the option under the LEA to decide which electoral system is to be used for local elections.

The principles in the LEA are designed to implement the following:

#### Section 4 (1)

- (aa) representative and substantial electoral participation in local elections and polls:
  - (a) fair and effective representation for individuals and communities:
  - (b) all qualified persons have a reasonable and equal opportunity to—
    - (i) cast an informed vote:
    - (ii) nominate 1 or more candidates:
    - (iii) accept nomination as a candidate:
  - (c) public confidence in, and public understanding of, local electoral processes through—
    - (i) the provision of a regular election cycle:
    - (ii) the provision of elections that are managed independently from the elected body:
    - (iii) protection of the freedom of choice of voters and the secrecy of the vote:
    - (iv) the provision of transparent electoral systems and voting methods and the adoption of procedures that produce certainty in electoral outcomes:
    - (v) the provision of impartial mechanisms for resolving disputed elections and polls.

Section 4 also provides that

- (2) Local authorities, electoral officers, and other electoral officials **must**, in making decisions under this Act or any other enactment, take into account those principles specified in subsection (1) that are applicable (if any), so far as is practicable in the circumstances.

The Local Government Electoral Legislation Bill is expected to be enacted by 31 August 2023. If enacted, the Bill will bring forward the last date for a demand for, or a resolution to hold a poll on the electoral system, and the last possible date for the holding of a poll.

**Key dates for changes to electoral systems**

Section, LEA	Action	Former	New
s. 27	Last date for council to resolve to change electoral system	12 September 2023	12 September 2023
s. 28	Last date for public notice of electors' right to demand poll on electoral system	19 September 2023	19 September 2023
s.30 s. 31(1)	Last date for demand from electors for poll Last date for council to resolve to hold poll on electoral system	21 February 2024	11 December 2023
s. 33(4)	Last date for poll on electoral system	21 May 2024	14 March 2024

**Significance, engagement and consultation**

A decision to change Council’s electoral system would not amount to a significant decision in terms of Council’s Significance and Engagement Policy as there is likely to be only minor community interest in the decision and, although any decision would be in place for the next two triennial elections, the decision is not irreversible.

**Financial considerations**

The cost of running an STV election would cost approximately \$12,000 more than a FPP election. The cost of a poll has been estimated at approximately \$85,000-\$90,000 (or more than \$16,000 if a poll were to be held alongside the 2025 election). There is currently no budget provision for any of these amounts.

**Treaty considerations/implications for Māori**

There are no direct Treaty considerations or implications for Māori. One of the potential benefits of the use of STV in elections is more diversity which may benefit Māori, however *The Local Government Electoral Option 2023* guide notes that “until a greater variety of people stand for local body election and a wide diversity of people vote, no representation system will be able to improve the diversity or representatives elected.”



**Communications/engagement plan**

If Council resolves to change the electoral system, or to have a poll of electors, a communications and engagement plan will be required.

**Environmental/climate change impact and considerations**

There are no environmental/climate change impacts or considerations arising from the electoral system to be used by Council.

## ATTACHMENTS

1. Attachment 1 - Extracts from the Local Electoral Act [↓](#) 
2. Attachment 2 - Extract from Taituara - Local Government Professionals Aotearoa, The Local Government Electoral Option 2023 [↓](#) 































## **7.4 SUBMISSION POLICY FOR APPROVAL**

**File Number:**

**Author:** Nerissa Aramakutu, Policy Manager

**Authoriser:** Karen Yates, Interim Chief Executive

### **PURPOSE**

The purpose of this report is to seek Council approval of the proposed Submission Policy. The Policy is intended to provide the community with clarity on the scope of a formal submission as part of council consultation processes.

### **RECOMMENDATIONS**

That Council:

1. **notes** that the Submission Policy relates to handling submissions under the Local Government Act 2002 (LGA);
2. **notes** that the intent of the Submissions Policy is to provide clarity for both the Council and the community;
3. **notes** that the Submissions Policy sets out the minimum standards and requirements for formal submissions we receive through consultation that we undertake with our community;
4. **notes** the Submission Policy aligns with the Significance and Engagement Policy and the LGA; and
5. **adopts** the Submissions Policy.

### **CONTEXT**

Submissions are an important part of the local government decision-making process. A submission is formal feedback from an individual or an organisation/group in response to a Council proposal. These submissions can be written or verbal submissions. It is one of the main ways Council can gain better understanding of community views on an issue and factor them into our decision-making.

The Council undertakes consultation with the community on a range of topics and decisions. The level of engagement Council undertakes is either driven by legislation, or the Significance and Engagement Policy.

Council endeavours to engage with the community on significant issues in an authentic way. To date Masterton District Council has not had a Submissions Policy (the Policy). Submission policies or at least policy positions on submissions are becoming more common amongst councils<sup>1</sup>. In most cases the key driver to develop a policy is to provide clarity for both our community and staff about the submissions process so each process is run consistently.

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<sup>1</sup> In developing the Policy, we looked to Northland Regional Council and Rotorua Lakes Council's existing policies. South Wairarapa District Council and Waimakariri District Council also have some minimum standards outlined on their websites.

### *The Local Government Act 2002*

Key principles for consultation are outlined under the Local Government Act 2002 (section 82). When undergoing consultation with our community, the council must:

- inform the community of the scope of the decisions and proposed options;
- provide the opportunity for the community to present their views;
- encourage our community to present their views; and
- receive the views with an open mind and give them due consideration when making the decision.

The Act does not prescribe what counts and does not count as a submission; this is at the discretion of the council. The proposed policy aligns with these principles and our Significance and Engagement Policy.

## **ANALYSIS AND ADVICE**

### **Scope of the Policy**

The Policy relates to handling submissions under the Local Government Act 2002 (LGA) including Annual and Long-Term Plans. The principles in the Policy may also be used for other areas of legislation. The Policy does not cover submissions under the Resource Management Act 1991, where a separate process is applied.

The Policy provides guidelines to the community as to the information required as well as the type of submissions that will be accepted. Through the adoption of the Policy, the community can engage with the submissions process knowing what our policy parameters are.

Whilst we welcome robust feedback during our consultation processes, we have also seen an increase in irrelevant information and derogatory language towards council staff and elected members in some submissions. We have also seen an increase in submitters wanting to make anonymous submissions. The Policy intends to make our position on these matters clear.

The Policy outlines other ways Council could seek community views (in line with our Significance and Engagement Policy<sup>2</sup>) should the formal process not be the most appropriate way for the community to share their views (e.g., if they wish to remain anonymous). In the past Council has facilitated opportunities for the community to have their say through drop-in sessions and community meetings.

### **Particular areas of the Policy that provide clarification for our community**

The Policy:

- provides a statement on the minimum standard of submissions received. A minimum of a first and last name must be provided for a submission to be accepted. It also outlines the method and formats that we accept.
- addresses when we might need to redact information from within a submission, offensive language, legibility, and pro-forma submissions (multiple submissions with identical content).

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<sup>2</sup> [The Significance and Engagement Policy is available on our website here.](#)

- includes a statement on our approach to making information public. It outlines that council's consultations are public processes with all submissions received being published on council's website, and that information will be removed only under extenuating circumstances.
- outlines the process for late submissions, supplementary information and withdrawing submissions.

### *Social Media*

We recognise that social media platforms (for example: Facebook, Instagram) are important channels to communicate key messages to our community and the opportunities for them to have their say. However social media commentary provided by the community is often not fully informed of the implications of the decision and options we are consulting on. In the Policy, we make it clear that social media is not a way we receive formal submissions. This does not preclude Council from collating and presenting social media commentary as part of the wider advice provided to Council for decision making purposes. The Submissions Policy aligns with the Council's existing Social Media Policy<sup>3</sup>.

### **OPTIONS CONSIDERED**

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

<b>Option</b>	<b>Advantages</b>	<b>Disadvantages</b>
1 Adopt the Submission Policy	Supports transparency and increased understanding of submissions as part of Council decision-making and consultation processes.  The Policy can be relied upon for future consultation processes, including for the upcoming Long-Term Plan consultation process.  Sets out clear expectations for both staff and the community.	No disadvantages have been identified.
2 Do not adopt the Submission Policy	No advantages have been identified.	Processes remain unclear for staff and community.

### **RECOMMENDED OPTION**

Option one is recommended. This ensures that Council will have a clear and transparent submission process for upcoming consultation with our community.

<sup>3</sup> [The Social Media Policy is available on our website here](#)

## **SUMMARY OF CONSIDERATIONS**

### **Strategic, Policy and Legislative Implications**

The principles of consultation are articulated in section 82 of the LGA. The proposed Policy aligns with these principles.

### **Significance, Engagement and Consultation**

The Policy is intended to complement our existing Significance and Engagement Policy and relevant internal procedures and guidance.

Council is able to make a decision on this policy without undertaking further consultation or engagement.

### **Financial Considerations**

There are no financial implications of this decision. The Policy has been developed within existing baselines.

### **Implications for Māori**

Councils must ensure that it has in place processes for consulting with Māori. The Policy does not impact these processes or undermine engagement with Mana Whenua on issues.

### **Communications/Engagement Plan**

We will inform our community of the Policy through a media statement.

The Policy will be published on our website and will be noted in future consultation processes for the community to refer to.

### **Environmental/Climate Change Impact and Considerations**

There are no impacts.

## **NEXT STEPS**

Following Council agreement, the Policy will be published on our website. Further supporting information may be published alongside the Policy.

The Policy will be presented to all staff at our next available all of staff meeting and will be supported by an internal guidance document which sets out certain processes in more details.

## **ATTACHMENTS**

1. **Submission Policy** [↓](#) 



















## **7.5 AMENDMENT TO RURAL ADVISORY GROUP TERMS OF REFERENCE**

### **File Number:**

**Author: Matt Steele, Senior Policy Advisor**

**Authoriser: Karen Yates, Interim Chief Executive**

### **PURPOSE**

The purpose of this report is to seek Council agreement to amend the Terms of Reference (Attachment 1) for the Masterton District Council Rural Advisory Group (Council Rural Advisory Group) to allow for the appointment of an additional community representative, which would be an increase from four to five community representatives.

### **EXECUTIVE SUMMARY**

The Council Rural Advisory Group was established in the 2019-22 triennium to provide Council with a rural perspective and advice on issues associated with Council services affecting rural communities. It is tasked with providing community input on rural issues to be considered as part of Council's decision-making processes.

Expressions of Interest for the Rural Advisory Group for the 2022-25 triennium were sought, with appointments to be finalised following Council's consideration of this advice.

### **RECOMMENDATION**

That Council **approves** the amendment to the Council Rural Advisory Group Terms of Reference to allow for the appointment of an additional community representative increasing the number of community representatives from four to five.

### **CONTEXT**

At the 9 November 2022 Council meeting Councillor David Holmes and Councillor Craig Bowyer were appointed as the elected member representatives on the Council's Rural Advisory Group.

At the 17 May 2023 meeting Council approved the Council Rural Advisory Group Terms of Reference and Expression of Interest documents to seek community representatives for the Masterton Council Rural Advisory Group for the 2022-25 triennium.

The current Terms of Reference for the group provide for:

- two elected member representatives (Councillors Holmes and Bowyer),
- iwi representatives (up to two) (an invitation will be sent to iwi entities to ask if they would like to appoint iwi representatives to the Rural Advisory Group), and
- four community representatives.

Given the range of challenges and issues facing our rural communities, particularly economic and weather situations that have impacted the rural sector, the elected member representatives on the Council Rural Advisory Group advocate the appointment of an additional community representative to the Group. This would add value by enabling a broader range of skills and experience to be included.

As the current Terms of Reference provide for four community representatives, an amendment is required to allow for the appointment of an additional community representative. If approved, this would increase community representation to five members.

**ANALYSIS AND ADVICE**

As noted, the appointment of an additional community representative will allow for a broader range of skills and experience to be included in the group.

Having five community representatives is consistent with community membership of other groups. The Climate Advisory Group, which was appointed earlier in 2023, includes six community representatives.

**OPTIONS CONSIDERED**

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

Option	Advantages	Disadvantages
<p>1 <b>Agrees</b> to amending the Masterton District Council Rural Advisory Group Terms of Reference to allow for the appointment of an additional community representative (from four to five).</p>	<p>Allows for a wider range of skills and experience to be included in the group.</p>	<p>There will be an increase in cost for one additional member, however it is anticipated this can be met from the existing budget.</p>
<p>2 <b>Does not agree</b> to amending the Masterton District Council Rural Advisory Group Terms of Reference to allow for the appointment of an additional community representative (from four to five).</p>	<p>No advantages have been identified.</p>	<p>Does not allow for a wider range of skills and experience to be included in the group.</p>

**RECOMMENDED OPTION**

Option 1 is recommended.

The proposed amendment to the Terms of Reference would allow five community representatives (instead of four) to be appointed to the Group. An additional community representative will allow for a broader range of skills and experience to be included in the group, enhancing the contribution of the group.

## **SUMMARY OF CONSIDERATIONS**

### **Strategic, Policy and Legislative Implications**

The rural perspective that the Council Rural Advisory Group will provide, including information and advice, will inform the implementation of key council strategies and plans.

### **Significance, Engagement and Consultation**

Council's Significance and Engagement Policy has been considered, and the decision to amend the Terms of Reference to allow for the appointment of five community representatives to the Council Rural Advisory Group is not assessed as a significant decision. Consultation with the community is therefore not necessary prior to this decision being made.

### **Financial Considerations**

There is budget provision of \$4000 in the 2023/24 Annual Plan for remuneration of members of the Council Rural Advisory Group. Staff and administrative support will be provided from existing budgets. For 2023/24 we do not anticipate any additional funding being required.

Depending on the number of meetings held, the appointment of an additional member may lead to small increase in the budgets for the remaining two years of the triennium.

### **Implications for Māori**

There are no implications for Māori in the decision sought in this report. Iwi will be invited to appoint representatives to the Rural Advisory Group.

### **Communications/Engagement Plan**

No communications or engagement plan is needed in relation to the decision sought in this report.

### **Environmental/Climate Change Impact and Considerations**

Environmental/climate change impacts and considerations will be issues that the Council Rural Advisory Group could provide advice, information and recommendations to Council on from a rural perspective. An additional Council Rural Advisory Group member will allow a broader range of experience and knowledge to be brought to the group.

## **NEXT STEPS**

Following approval by Council, officers will finalise the process documents and progress confirming membership for the Council Rural Advisory Group.

## **ATTACHMENTS**

- 1. Attachment 1 - Updated Rural Advisory Group Terms of Reference** [!\[\]\(756eade09b08efefcc543f4385f4974e\_img.jpg\) !\[\]\(bf69dade86aedd3ee141d80de0a42092\_img.jpg\)](#)













## **7.6 PROGRESSING THE ESTABLISHMENT OF THE YOUTH HUB**

**File Number:**

**Author:** Corin Haines, Manager Community Facilities and Activities

**Authoriser:** Karen Yates, Interim Chief Executive

### **PURPOSE**

The purpose of this report is to seek Council approval to re-purpose the large prefab currently located in the Library Learning Centre to be developed as the Youth Hub.

### **EXECUTIVE SUMMARY**

On 26 April 2023, the Infrastructure and Services Committee received an update on the establishment of a Youth Hub at the Skatepark. There was agreement for work to continue in progressing the Youth Hub project and that the Youth Council be engaged to support a revised project scope. In addition to this, there was agreement that Council takes a more localised approach to the construction of the Youth Hub. Officers are now in a position to provide a progress update, including seeking approval of a way forward with the development of the Youth Hub at the Skatepark.

### **RECOMMENDATIONS**

That Council

1. **approves** the re-purposing of the large prefab from the Library Learning Centre to be developed as the Youth Hub at the Skatepark;
2. **notes** that officers will continue to work with the Youth Council to progress the revised project scope for the Youth Hub; and
3. **notes** officers are in the process of engaging with the community to seek support in delivering this project.

### **CONTEXT**

#### ***Purpose of the Youth Hub***

Masterton District Council (MDC) has been working with government agencies and Connecting Communities Wairarapa (CCW) since 2017 to develop a concept for a Youth Hub. Wider community engagement has also taken place to further develop the concept of the Youth Hub as well as engagement with our previous Youth Councils.

The purpose of the Youth Hub is to provide a sense of belonging and easy access to mental health support for youth in the Wairarapa.

The Masterton Skate Park redevelopment provided the opportunity to locate the Youth Hub in this space which is popular with youth.

### ***Funding support and construction of the Youth Hub***

The Department of Internal Affairs and the Ministry of Youth Development have jointly provided MDC with \$120,000 for the design and construction of the youth hub/café with Council providing the rest of the funding for this project. Council officers have confirmed that this funding is still secure.

The original design aspiration for the Youth Hub was for shipping containers to be converted to create a facility that met the needs of Masterton youth from an aesthetic as well as functional view.

When the market was tested in 2020, this proved impossible to deliver due to a scarcity of available local trades people at the time due to the pandemic and pressures on the construction sector.

As a result of this, the project was rescope in July 2021. Following a tender and procurement process, MDC entered into an agreement with Podular to design and construct a Youth Hub at the revamped skatepark site. The proposed design featured several amenities, including an observation deck, a small coffee kiosk/food counter, toilets (including a disabled access bathroom), space for skate equipment, a meeting space, and informal hang-out areas. To fund the project, the Council had approved a budget of \$538,570 as part of the Long-Term Plan 2021–2031.

The Council has only received the final design from Podular, no further products have been received.

In November 2022, Podular's shareholders declared the company insolvent. By then council had already made \$260,000 of payments to Podular in accordance with the contract.

As of July 2023, MDC is still receiving legal assistance from Gawith Burridge Law, who is advocating for MDC's interests in the liquidation proceedings however to date it is clear that MDC will not be able to recoup any of the loss caused by the liquidation.

### **Alternatives for Youth Hub Building**

Council officers have looked at alternative options for a Youth Hub building to identify the most efficient way of providing the hub within the remaining budget. Alternative options explored have included the moving of a rural hall, purchase of a building made by the building students at UCOL, purchase of and fitting out of containers and repurposing of another council owned building such as one of the prefabs in the Library Learning Centre.

When looking at the alternative options, consideration was given to the potential costs, ease of achieving the outcome and therefore speed, and suitability for providing an environment which will both meet the needs of youth and create a space they feel at home in. A summary of each of the options considered is included below:

**Rural Hall** – The potential to move a rural hall was considered. Officers looked at which of our rural halls have lower use compared to others. Officers looked at the Rangitūmau Hall in particular and while the hall would be relatively easy to move structurally, the cost of moving it was estimated high due to its size and distance from Rangitūmau to town. Also, the style of the building was the least likely of the options considered to have a style which youth felt reflected them.

**UCOL Building** – Officers visited the UCOL building site and looked at both a 2-bedroom finished building and a 3-bedroom house which was in construction. It was identified through discussions with the Building Team that we could have the building altered during construction so that it would more closely fit our needs, however the cost of purchasing the building was in excess of \$200,000

which would leave insufficient funding available for the connection of services, fit out and landscaping. As such Council officers do not consider this as an option.

**Containers** – The original idea of the conversion of shipping containers was once again considered and does present a legitimate potential option for delivering of the Youth Hub. While used containers have increased in value since the 2020 proposal, they would still provide a cost-effective starting frame to refit and develop a scalable youth space. They also have a contemporary feel and would be easier than the first two options for youth to see themselves in.

**Library Learning Centre POD** – Officers also looked at the potential to move one of the portable buildings which were installed as part of the Library Learning Centre that was opened in 2020. These buildings are owned by council and are easily relocated. They are modern and, in many ways, reflect the container feel as described above. The large building was the one considered due to its size and ability to be retrofitted to have more than one space. The building already has heating installed, so this would be transportable to the new location.

## **ANALYSIS AND ADVICE**

### ***Suitability of building***

Having considered some alternative options with a view to the purpose of the building, either the container option or the Library Learning Centre option is more suitable. When comparing these two options it is clear that the move of the library learning centre makes more sense as Council already owns the building.

### **Availability**

A key consideration for council officers due to the delays within the project caused by the liquidation of Podular Ltd is the speed with which we can deliver this project. The rural hall option while already built, would take substantial planning and work to move and we would be unlikely to be able to achieve the establishment of the Youth Hub prior to the end of summer 23/24. The same issue exists with the UCOL building option and the container fitout option. The library learning centre option as an existing portable building within close proximity of the Youth Hub site presents the only option for establishing the Youth Hub before the end of summer 2023/24.

### **Library Use**

The large Library Learning Centre building is currently used by the community and has proved an asset to the Library's ability to deliver programming. However, with the ongoing conversation regarding the future of the library site and the strong likelihood that develop of some kind will need to occur on the site of the learning centre, officers feel it is a sensible option to look to move one of the buildings to support the delivery of the Youth Hub. Library management has confirmed that while the loss of the large learning centre building is not ideal, the demand for the space can be managed within the library building in the short term, whilst the future of the library is considered.

### ***Cost of building***

As the library learning centre option is a building that is already owned by Council and is relatively new, it is officers' opinion that it presents the most cost-effective option for establishing the Youth Hub. While the rural hall option also draws on buildings already owned by Council, their size, age and distance from the skatepark mean they will be more expensive to move and refit. The container option and the new build option will both more expensive again and with the new build option would not be affordable within the current budget.

### **Community Support**

While exploring the interest from local businesses to support bringing the Youth Hub project to fruition, officers met with local business owners and have received positive responses, that companies were prepared to invest time and resources to help Council deliver a Youth Hub facility for our rangatahi with the allocated budget.

**OPTIONS CONSIDERED**

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

Option		Advantages	Disadvantages
1	Agrees to re-purpose the large prefab at the library learning centre to be developed for the Youth Hub.	<ul style="list-style-type: none"> <li>• Keeps the project moving forward with the least delays.</li> <li>• Reinforces to youth that this facility is being developed for them with their input.</li> <li>• Enables the use of local partners and supports local economy.</li> <li>• The building will feel modern and appropriate to youth.</li> <li>• Uses a Council owned building.</li> <li>• Has existing interior fit outs that can be retained that create further cost savings for the project – I.E heat pump, electric power points, lighting.</li> </ul>	<ul style="list-style-type: none"> <li>• Will remove one building from the library learning centre.</li> <li>• The building will not be purpose built for the Youth Hub.</li> </ul>
2	Agrees to use a rural hall for the Youth Hub.	<ul style="list-style-type: none"> <li>• Keeps the project moving forward.</li> <li>• Enables the use of local partners and supports local economy.</li> <li>• Uses a Council owned building.</li> </ul>	<ul style="list-style-type: none"> <li>• The building will not be purpose built for the Youth Hub.</li> <li>• The building will not feel modern and so potentially not appropriate to youth.</li> <li>• Longer to complete the project than the library learning centre option.</li> </ul>
3	Agrees to explore a container build option for the Youth Hub	<ul style="list-style-type: none"> <li>• Keeps the project moving forward</li> <li>• Enables the use of local partners and supports local economy.</li> <li>• Reinforces to youth that</li> </ul>	<ul style="list-style-type: none"> <li>• Longer to complete the project than the library learning centre option</li> <li>• Will be more expensive than the rural hall or library</li> </ul>



		<p>this facility is being developed for them with their input</p> <ul style="list-style-type: none"> <li>• The Youth Hub will be built specifically for its purpose.</li> <li>• The building will feel modern and appropriate to youth.</li> </ul>	<p>learning centre option</p>
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## **RECOMMENDED OPTION**

Option 1 is recommended. This option of re-purposing the large prefab at the Library Learning Centre to develop the Youth Hub at the Skatepark keeps the project moving forward, ensures that the final product meets the needs of Masterton youth, encourages local participation and economic benefits, and reinforces to youth that the facility is being developed with their input.

## **SUMMARY OF CONSIDERATIONS**

### **Strategic, Policy and Legislative Implications**

The Youth Hub was identified in the implementation plan for MDC's Wellbeing Strategy He Hiringa Tangata, He Hiringa Whenua strategy.

The Youth Hub promotes physical activity by providing a safe and engaging environment for young people to be active. In addition, the Youth Hub will further support the Parks and Open Spaces Strategy by creating a space for community members to socialise, access mental health support, and engage in social enterprise initiatives.

Furthermore, it supports the Wairarapa Economic Development Strategy goals of building business capability and promoting the growth of the local workforce.

### **Significance, Engagement and Consultation**

The decision on a building approach for the Youth Hub at the Masterton Skate Park has been assessed under the Significance and Engagement Policy as having a low level of engagement, however, given the nature of the project, there is expected to be community interest in the decision-making process.

### **Financial Considerations**

The Long-Term Plan 2021-31 allowed \$538,570 in Year 1 for the project. There is a budget of \$290,000 remaining to construct and establish the Youth Hub and the intent is to deliver the project within this budget.

### **Implications for Māori**

There are no specific implications for Māori from the decision, however it will be important to consider the look and feel of the finished building with respect to how it reflects all rangatahi.

### **Communications/Engagement Plan**

We plan to continue engagement with the Youth Council. A meeting with potential interested stakeholders was held in the week beginning 24 July and positive engagement and support was received. A follow up meeting is planned for Thursday 3 August.

### **Environmental/Climate Change Impact and Considerations**

Action 4 of the Masterton District Climate Action Plan (2022) states that Council will 'use the development of the Youth Hub to investigate potential for low-emission infrastructure and renewable energy generation on Council assets. While this is unlikely to be achieved during the installation of the hub based on an existing council building, Facilities and Open Spaces are exploring the potential to put solar panels on the roof of the hub.

### **NEXT STEPS**

Officers will proceed with engagement with the Youth Council and begin the process of planning the move and installation of the hub whilst working with interested community stakeholders.

### **ATTACHMENTS**

Nil

## 8 REPORTS FOR INFORMATION

### 8.1 CHIEF EXECUTIVE'S REPORT

File Number:

Author: Karen Yates, Interim Chief Executive

Authoriser: Karen Yates, Interim Chief Executive

#### PURPOSE

The purpose of the attached report is to provide Council with an update on Council operations (as at 24 July 2023)

#### RECOMMENDATION

That Council receives the Chief Executive's Report as at 24 July 2023

#### ATTACHMENTS

1. Chief Executives Report [↓](#) 
2. Joint Wellington Region Councils' submission to the Climate Change Commission 20 June 2023 [↓](#) 









































## 8.2 MEETING REPORTS FROM COUNCILLORS

File Number:

Author: Gary Caffell, Mayor

### PURPOSE

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

### ATTACHMENTS

Nil

**8.3 MAYOR'S REPORT**

**File Number:**

**Author:** Gary Caffell, Mayor

**PURPOSE**

The Mayor will provide a verbal report.

**ATTACHMENTS**

Nil

**9 PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RECOMMENDATIONS**

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

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>9.1 - Public Excluded Minutes of Council Meeting held on 28 June 2023</b>	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	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
<b>9.2 - Senior Housing</b>	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
<b>9.3 - Appointment of Interim Chief Executive</b>	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