



# ORDINARY MEETING of Council AGENDA

**Time:** 3:00 pm  
**Date:** Wednesday, 25 October 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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The Chairperson will open the meeting with the karakia

**Karakia timatanga**

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

Kia mahea te hua mākihikihi

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

kia tūturu, ka whakamaua kia tīna! Tīna!

Hui e, Tāiki e!

Let the strength and life force of our  
ancestors

Be with each and everyone of us

Freeing our path from obstruction

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

Permanently fixed established and  
understood

Forward together

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

**Karakia whakamutunga**

Kua mutu ā mātou mahi

Mō tēnei wā

Manaakitia mai mātou katoa

Ō mātou hoa

Ō mātou whānau

Āio ki te Aorangi

Our work has finished

For the time being

Protect us all

Our friends

Our family

Peace to the universe

## **1 CONFLICTS OF INTEREST**

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

## **2 APOLOGIES**

The Chair invites notice from members of:

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

## **3 PUBLIC FORUM**

- Sarah Beesley, re the technologies being introduced into our communities as part of the Smart Cities transition
- Rob Irwin and John Bushnell, re cycling trails in the Wairarapa
- Dave Pawson and Deins Burling, Douglas Villa, re the Park Sports Ground

## **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 13 SEPTEMBER 2023**

**File Number:**

**Author:** Harriet Kennedy, Governance Advisor

**Authoriser:** Karen Yates, Manager Strategy and Governance

**RECOMMENDATION**

That the Minutes of Council Meeting held on 13 September 2023 be received and confirmed as a correct record of that meeting.

**ATTACHMENTS**

- 1. Minutes of Council Meeting held on 13 September 2023**



# **MINUTES**

**Ordinary Council Meeting  
Wednesday, 13 September 2023**

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**MINUTES OF MASTERTON DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON  
ON WEDNESDAY, 13 SEPTEMBER 2023 AT 3:00 PM**

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

**IN ATTENDANCE:** Interim Chief Executive, Manager Finance, Acting Manager Strategy and Governance, Manager Communications and Engagement, Manager Community Facilities and Activities, Acting Manager Assets and Operations, Rooding Manager, Policy Manager, Library Manager, Aerodrome Manager, Senior Policy Advisor, Community Development Team Leader, Project Manager, and Governance Advisor.

## **1 CONFLICTS OF INTEREST**

In relation to agenda item 7.1 Councillor Johnson declared she was a Director of Trust House and a trustee of the Masterton Community Trust.

In relation to agenda items 7.7 and 9.3 Councillor Bowyer declared he held a lease at Hood Aerodrome and had a contract for mowing the airfield.

In relation to agenda item 7.5 Councillor Goodwin declared he owned a building and lived in the Masterton CBD.

## **2 APOLOGIES**

### **RESOLUTION 2023/74**

Moved by Mayor G Caffell  
Seconded by Councillor S Lennox

That apologies from Councillor Tim Nelson and iwi representative Ra Smith be received and accepted.

**CARRIED**

## **3 PUBLIC FORUM**

Alan Fielding presented his idea for bird identification signage at Henley Lake and spoke about endangered plants and his proposal that councils around New Zealand promote one species in their area that is a rarity and that Masterton District Council could promote the Castlepoint Daisy as an endangered plant.

Cheryl Hansen and Pam Graham spoke about the benefits of dog ownership and the impact of high dog registration fees.

Mark Wilson, Zero Six Aviation, spoke in support of development at Hood Aerodrome.

With the agreement of the meeting, Item 7.3 was taken following public forum due to the availability of the Police who were in attendance to speak to the report.

#### 4 ITEMS NOT ON THE AGENDA

There were no late items.

#### 5 CONFIRMATION OF COUNCIL MINUTES

##### 5.1 MINUTES OF COUNCIL MEETING HELD ON 2 AUGUST 2023

###### RESOLUTION 2023/75

Moved by Councillor B Johnson  
Seconded by Councillor C Bowyer

That the Minutes of Council Meeting held on 2 August 2023 be received and confirmed as a correct record of that meeting.

**CARRIED**

##### 5.2 MINUTES OF EXTRAORDINARY COUNCIL MEETING HELD ON 9 AUGUST 2023

###### RESOLUTION 2023/76

Moved by Mayor G Caffell  
Seconded by Councillor S Lennox

That the Minutes of Extraordinary Council Meeting held on 9 August 2023 be received and confirmed as a correct record of that meeting.

**CARRIED**

#### 6 COMMITTEE REPORTS

##### 6.1 INFRASTRUCTURE AND SERVICES COMMITTEE MEETING - 16 AUGUST 2023

###### RESOLUTION 2023/77

Moved by Councillor D Holmes  
Seconded by Councillor T Hullena

###### THE COMMITTEE RECOMMENDS:

That Council confirms the report of the Infrastructure and Services Committee meeting held on 16 August 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.*

**CARRIED**

## **6.2 AUDIT AND RISK COMMITTEE MEETING - 23 AUGUST 2023**

### **RESOLUTION 2023/78**

Moved by Councillor D Holmes  
Seconded by Councillor C Bowyer

#### **THE COMMITTEE RECOMMENDS:**

That Council confirms the report of the Audit and Risk Committee meeting held on 23 August 2023 including the following resolutions:

#### *Service Provision Reports: Aratoi and Nuku Ora*

*That the Audit and Risk Committee receives the Service Provision Reports: Aratoi and Nuku Ora, which cover:*

- (a) the summary results of the key result indicators for the quarter 1 April – 30 June 2023 from **Aratoi Regional Trust***
- (b) the summary results of the key initiatives for the six months 1 January – 30 June 2023 from **Nuku Ora**.*

#### *Destination Wairarapa Quarterly Report (1 April 2023 to 30 June 2023)*

*That the Audit and Risk Committee receives the fourth quarter report (1 April 2023 – 30 June 2023) from Destination Wairarapa*

#### *Key Policies Monitored by the Audit and Risk Committee*

*That the Audit and Risk Committee:*

- 1. notes** *that the following policies are monitored by the Audit and Risk Committee:*
  - Asset Management Policy*
  - Fraud, Dishonesty and Corruption Control Policy*
  - Workplace Health and Safety and Staff Wellbeing Policy*
  - Procurement Policy*
  - Revenue and Financing Policy*
  - Risk Management Policy*
  - Significance and Engagement Policy*
  - Sensitive Expenditure Policy, and*
  - Treasury Management Policy.*
- 2. notes** *that a status update for each of these policies in this Report; and*
- 3. notes** *that further work will be undertaken to identify any further policies that should be monitored by the Audit and Risk Committee.*

#### *Treasury Management Report*

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

2023.

Insurance Update

*That the Audit & Risk Committee receives the report and notes the information regarding the Council's insurances.*

Rates Receivable Report as at 30 June 2023

*That the Audit and Risk Committee receives the Rates Receivable Report to 30 June 2023.*

Interim Financial Result for 2022/23

*That the Audit & Risk Committee receives the interim financial result and commentary for the 12 months to 30 June 2023.*

2024-2034 Long Term Plan Update

*That the Audit and Risk Committee*

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

**CARRIED**

**6.3 AWARDS & GRANTS COMMITTEE MEETING - 6 SEPTEMBER 2023**

**RESOLUTION 2023/79**

Moved by Mayor G Caffell  
Seconded by Councillor B Johnson

**THE COMMITTEE RECOMMENDS:**

That Council confirms the report of the Awards and Grants Committee meeting held on 6 September 2023 including the following resolutions

*Community Wellbeing Grant and Community Events Fund Applications for 2023/2024*

That the Awards and Grants Committee receive the information in the Community Wellbeing Grant and Community Events Fund Applications for 2023/24 Report, and for the;

**1. Community Wellbeing Grant**

- (a) receives the 31 Community Wellbeing Grant applications,
- (b) decides funding allocations for the above applications, as summarised below

No.	Organisation	Project Description	Allocation
1	<b>Access Radio Wairarapa Charitable Trust</b>	Seeking funding towards operating expenses to maintain and develop current community programmes.	<b>\$3,000</b>
2	<b>Garden to Table Trust</b>	Seeking funding towards personnel and operating costs of the Regional Coordinator delivering the Garden to Table programme to schools in the Masterton district.	<b>\$1,000</b>
3	<b>Good Bitches Trust</b>	Seeking funding towards expenses of the Baking it Better programme providing baking boxes to 11 Masterton organisations, delivering 500 boxes of baking by 46 Masterton volunteers.	<b>\$3,720</b>
4	<b>Hōkai Tahī Charitable Trust</b>	Seeking funding towards operating expenses of the Masterton office at Hessey House.	<b>\$5,000</b>
7	<b>Mahi Tahī Tatou Charitable Trust</b>	Seeking funding towards increasing the open days of the Op Shop and space of the workshop to provide more volunteering opportunities and work experience for people with disabilities.	<b>\$5,000</b>

<b>11</b>	<b>Masterton Community Toy Library</b>	Seeking funding towards rent.	<b>\$2,500</b>
<b>12</b>	<b>Masterton Young Citizens Club Incorporated</b>	Seeking funding towards operating expenses.	<b>\$7,500</b>
<b>14</b>	<b>Motuoru Trust</b>	Seeking funding towards operating expenses	<b>\$1,000</b>
<b>15</b>	<b>Rangitāne o Wairarapa : Tūranga Rau</b>	Seeking funding towards operating expenses to continue the Tūranga Rau project.	<b>\$10,000</b>
<b>16</b>	<b>Shear History Trust</b>	Seeking funding towards the operating expenses of the Wool Shed tourist attraction which also houses the Jubilee Fire Engine Museum and Council's steam roller in the Stewart-Weston gallery.	<b>\$12,000</b>
<b>18</b>	<b>SPCA (Royal New Zealand Society for the Prevention of Cruelty to Animals)</b>	Seeking funding towards the operational costs of providing animal welfare services, including building volunteers and foster carer networks.	<b>\$7,500</b>
<b>20</b>	<b>Wairarapa Citizens Advice Bureau Incorporated</b>	Seeking funding for operating expenses.	<b>\$2,000</b>
<b>21</b>	<b>Wairarapa Community Centre Trust</b>	Seeking funding towards expenses for four community workshops on making natural cleaning and personal care products to provide cost effective and environmentally friendly ways of living sustainably.	<b>\$1,000</b>
<b>23</b>	<b>Wairarapa Filipino Society</b>	Seeking funding for the Community Wellbeing and Resilience Through Sports programme to provide access to physical activities, health and mental wellbeing.	<b>\$2,400</b>

<b>24</b>	<b>Wairarapa Road Safety Council</b>	Seeking funding to support the Wairarapa Driver Mentor Programme to address barriers for our rangatahi/youth to attain driver licences, become safe drivers and have a pathway to local employment.	<b>\$10,000</b>
<b>25</b>	<b>Wairarapa Search and Rescue</b>	Seeking funding to assist with operating expenses.	<b>\$2,500</b>
<b>26</b>	<b>Wairarapa Sports Artificial Surface Trust</b>	Seeking funding towards the purchase and installation of new LED lighting for the Southern hockey turf at Clareville.	<b>\$10,000</b>
<b>29</b>	<b>Wairarapa Youth Charitable Trust</b>	Seeking funding towards personnel costs for the Wairarapa Boxing Academy programmes.	<b>\$7,500</b>
<b>30</b>	<b>Y Central Masterton</b>	Seeking funding for Tū Motu, a unique Pasifika youth driven and focused programme in Masterton.	<b>\$4,000</b>

and

- (c) notes that 25 applications, listed in Schedule 1, were presented to the Committee at the meeting.

## **2. Community Events Fund**

- (a) receives the 15 Community Events Fund applications,  
 (b) decides funding allocations for the above applications, as summarised below

<b>App #</b>	<b>Organisation Club or Individual</b>	<b>Event</b>	<b>Allocation</b>
<b>1</b>	<b>All Kiwi Sports Club Incorporated</b>	NZ Cycle Classic	<b>\$1,200</b>
<b>2</b>	<b>Douglas Villa Association Football Club Incorporated</b>	2023 Junior Soccer Tournament	<b>\$1,000</b>
<b>3</b>	<b>Eastside Community Group</b>	2023 Community Festival	<b>\$2,000</b>
<b>4</b>	<b>Equippers Masterton Trust</b>	Colour Party 2023	<b>\$1,000</b>

<b>6</b>	<b>Living Streets Aotearoa Incorporated (for the Wairarapa Walking Festival Steering Group)</b>	Wairarapa Walking Festival	<b>\$1,000</b>
<b>7</b>	<b>Masterton Motorplex Incorporated</b>	2023 Drag Racing Season	<b>\$1,200</b>
<b>8</b>	<b>Mauriceville Kopuaranga Fair Association</b>	Mauriceville Country Fair	<b>\$1,000</b>
<b>9</b>	<b>NZ Aerobatic Club Incorporated</b>	NZ Aerobatic Club Championships	<b>\$1,000</b>
<b>10</b>	<b>Jane Ross</b>	Wairarapa Film Festival	<b>\$1,000</b>
<b>11</b>	<b>Tinui Horse Sports Club</b>	Tinui Horse Sports and Family Day Out	<b>\$1,000</b>
<b>12</b>	<b>Wairarapa Balloon Society Incorporated</b>	Balloon Festival	<b>\$1,200</b>
<b>14</b>	<b>Wairarapa Indian Association</b>	Diwali Cultural Festival	<b>\$1,000</b>
<b>15</b>	<b>Wairarapa Maths Association</b>	2023 Matharapa	<b>\$600</b>

and

- (c) notes that 9 applications, listed in Schedule 1, were presented to the Committee at the meeting.

**CARRIED**

## **7 REPORTS FOR DECISION**

### **7.1 ADOPTION OF THE WAIRARAPA CLASS 4 GAMBLING AND STANDALONE TAB VENUES STATEMENT OF PROPOSAL AND DRAFT POLICY FOR CONSULTATION**

The report seeking Council's adoption of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy Statement of Proposal and draft Policy (Attachments One and Two) for consultation was presented by the Policy Manager and Policy Advisor.

With the agreement of the meeting an amendment to the officer recommendation was made to 2(c) to change 'new' to 'additional' to clarify that new machines were additional machines, to cover the



situation where a machine needed to be taken away to be repaired.

The recommendations were discussed. There was support for including the more restrictive Option 2 for consultation, rather than Option 1 - that no relocation of machines be permitted under any circumstances - as there was a view that the sinking lid hadn't worked, and that although there was a small percentage of problem gamblers the harm caused was huge. It was noted that the decision was only around the consultation options and that the community could have their say.

Those who didn't support the more restrictive option for consultation thought that to restrict venues entirely wasn't workable as a situation might come up where a building needed to be strengthened; and that the people who enjoyed gambling but didn't suffer any harm as a result also needed to be considered.

Due to her declared conflict, Councillor Johnson did not participate in the discussion or vote on the matter.

### **RESOLUTION 2023/80**

Moved by Councillor B Goodwin  
Seconded by Councillor M Tuuta

That Council:

1. **notes** that a joint review of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (the Policy) is underway;
2. **agrees** to amendments to the draft Policy:
  - (a) **to state that Class 4 gambling venues will not be able to relocate under any circumstances (Option 2).**
  - (b) to state that no new standalone TAB venues may be established
  - (c) to clearly state that no **additional** gaming machines will be granted consent, in any Class 4 venue (amendment for clarification purposes); and
  - (d) to reflect legislative or other changes since the last review, and to improve the flow and readability.
3. **notes** that consultation with the community is proposed to take place between 2 October and 3 November 2023, subject to adoption by the three Wairarapa District Councils.
4. **adopts** the Statement of Proposal and **a more restrictive draft Policy (Option 2) for consultation with the community**, using the Special Consultative Procedure (Attachments One and Two).
5. **delegates** authority to the Chief Executive to approve minor edits that don't change the intent of the content, prior to publication of the Statement of Proposal and draft Policy for consultation.
6. **notes** that the Wairarapa Policy Working Group will hear submissions and undertake deliberations ahead of making final recommendations to Council in December 2023.

**CARRIED**

## **7.2 AMENDMENTS TO THE WAIRARAPA CONSOLIDATED BYLAW 2019, PART 10: TRAFFIC BYLAW SCHEDULES**

The report seeking Council adoption of amendments to Schedule 2F1: No Stopping Areas on Streets and Schedule 2I: Bus Stops in the Wairarapa Consolidated Bylaw, Part 10: Traffic Bylaw Schedules was presented by the Roading Manager.

### **RESOLUTION 2023/81**

Moved by Councillor T Hullena

Seconded by Councillor D Holmes

That Council:

1. **Notes** that the bus stop on the north-eastern side of Cole Street, outside the Old Fellows Hall, is no longer used by Greater Wellington Regional Council or Metlink and has been re-marked as unrestricted on-street parking;
2. **Agrees** to amend the Wairarapa Consolidated Bylaw, Part 10: Traffic Bylaw Schedules by deleting the entry for Cole Street (Old Fellows Hall) from Schedule 2I: Bus Stops;
3. **Notes** that Solway Trade Park Ltd (STP) is developing the industrially zoned 328 Ngaumutawa Road and that this requires a new road layout for the intersection between the current access road and Ngaumutawa Road, and Ngaumutawa Road itself. Ten car parks along Ngaumutawa Road will be lost but car parking will be provided along the access road;
4. **Notes** that STP have consulted with neighbours in the vicinity for feedback on the proposed removal of car parks and neither STP nor Council have received any feedback;
5. **Agrees** to amend the Wairarapa Consolidated Bylaw 2019, Part 10: Traffic Bylaw Schedules by deleting the entry for the no stopping area Ngaumutawa Road and High Street and adding a new stopping area for Ngaumutawa Road around the intersection for the current access road to Schedule 2F1; and
6. **Notes** the amended Wairarapa Consolidated Bylaw, Part 10: Traffic Bylaw Schedules is included in Attachment 4 for information;
7. **Notes** that the Wairarapa Consolidated Bylaw, Part 10: Traffic Bylaw Schedules will be amended to include the name of the new road at 328 Ngaumutawa Road once it has been named; and
8. **Notes** that the bylaw amendments will be notified via the Council website, in print, and on social media.

**CARRIED**

*[Note to minutes: the reference in the resolution above to the Old Fellows Hall reflects the wording in the current bylaw. For clarity, the hall described is the Senior Citizens Hall at 8 Cole St]*

## **7.3 PROHIBITION OF CONSUMPTION OR POSSESSION OF ALCOHOL - CASTLEPOINT AND RIVERSDALE BEACHES - LABOUR WEEKEND 2023 AND NEW YEAR CELEBRATIONS 2023/2024**

The report recommending Council give public notice of a prohibition on the consumption or

possession of alcohol in the public roads and places within the Riversdale and Castlepoint resort areas for Labour weekend 2023 and New Year 2023/2024 celebrations and a prohibition on vehicles at New Year 2023/2024 was presented by the Environmental Services Manager.

Senior Sergeant Gillian Flower was in attendance and spoke in support of the recommendations.

### **RESOLUTION 2023/82**

Moved by Councillor B Johnson

Seconded by Councillor S Lennox

That Council:

- i. Adopts, in accordance with the Masterton District Council Alcohol Control Bylaw 2018 and Section 147 of the Local Government Act 2002, a prohibition on the consumption or possession of alcohol in public places at Castlepoint and Riversdale during Labour Weekend 2023 on Friday 20 October, Saturday 21 October and Sunday 22 October 2023 nights from 7 pm to 7 am the next day.
- ii. Adopts, in accordance with the Masterton District Council Alcohol Control Bylaw 2018 and Section 147 of the Local Government Act 2002, a prohibition on the consumption or possession of alcohol in public places at Castlepoint and Riversdale from 6 pm Saturday 30 December 2023 to 6 am Monday 1 January 2024.
- iii. Adopts a prohibition on vehicles at Castlepoint and Riversdale Beach townships on New Year's Eve 2023 from 4 pm Sunday 31 December 2023 to 6 am Monday 1 January 2024.

**.CARRIED**

Item 7.4 was taken following Item 7.7 due to the availability of the Mayor, Deputy Mayor and Chief Executive of Carterton District Council

### **7.4 WAINGAWA PROCESS WATER PROJECT**

The report seeking Council's support for further work to investigate the feasibility of the Waingawa Process Water Project and, if it goes ahead, proposes a way in which the Council can support the project financially was presented by the Manager Finance.

The Mayor, Deputy Mayor and Chief Executive from Carterton District Council were in attendance and spoke in support of the report.

### **RESOLUTION 2023/83**

Moved by Councillor D Holmes

Seconded by Councillor B Johnson

That Council:

1. Notes the information on the Waingawa Process Water Project;
2. Agrees to support further work to investigate the feasibility of the project; and
3. Agrees to provide loan funding to the project of up to \$250,000 on terms that do not disadvantage Masterton ratepayers.

CARRIED

**7.5 MASTERTON REVAMP PROJECT: OPTIONS FOR THE LONG-TERM PLAN 2024-2034**

The report seeking Council approval to consult on the Masterton Revamp Project and to confirm options for consultation to be progressed for the 2024-34 Long-Term Plan (LTP) was presented by the Project Delivery and Assets Manager.

Councillor Johnson moved an alternative to the staff recommendation to remove the option to defer the work (3(a)) as it was recognised that the infrastructure replacement work needed to be done and couldn't be deferred. If the work was deferred there was a risk in needing to do reactive work.

Councillor Goodwin requested his vote against the motion be recorded.

**RESOLUTION 2023/84**

Moved by Councillor B Johnson  
Seconded by Councillor S Lennox

That Council:

1. **Notes** that costs to deliver the Masterton Revamp project included in the 2021-31 LTP have escalated significantly.
2. **Agrees** to undertake consultation on the Masterton Revamp project as part of the 2024-34 LTP.
3. **Approves** the following options to be developed and assessed for consultation as part of the 2024-34 LTP process:
  - b. Do the minimum and replace critical infrastructure only
  - c. Complete Phase 1 and Phase 2 reconstruction of Queen Street (as outlined in this report) and defer the remaining programme of work at this stage.
4. **Agrees** that Council 's preferred option for consultation is Option C

CARRIED

**7.6 CIVIC FACILITY: OPTIONS FOR THE 2024-2034 LONG-TERM PLAN AND NEXT STEPS**

The report seeking Council's agreement to proceed with two options for further work and costings for the Civic Facility project and for Council's agreement to the establishment of, and appointments to, a Project Advisory Group was presented by the Project Manager.

A request was made to refer to the potential inclusion of Customer Services in the facility in the consultation material.

**RESOLUTION 2023/85**

Moved by Councillor B Johnson  
Seconded by Councillor S Lennox

That Council:

1. Notes the community feedback received on the Civic Facility Project through the 2023/24 Annual Plan Consultation;
2. Agrees to proceed with further assessment of Option 1 (do minimum) and Option 2 (Refurbish and upgrade the existing library and extend that to include the archives and an information hub, demolish the existing town hall and build a new performance space on the town hall site, refurbish the municipal and civil defence buildings (end use to be confirmed), as set out in this report, for the 2024-34 Long Term Plan;
3. Agrees to establish a Project Advisory Group to provide input, advice and support for the project;
4. Approves the Terms of Reference for the Project Advisory Group (Attachment 1).
5. Appoints the following people to the Advisory Group:
  - (a) Councillor Bex Johnson (Chair)
  - (b) Councillor Tim Nelson
  - (c) Councillor Stella Lennox
  - (d) Iwi representatives (TBC)
  - (e) David Borman (community subject matter expert)
  - (f) Toby Mills (community subject matter expert)

**CARRIED**

## **7.7 HOOD AERODROME: RESCOPE AND FUNDING**

The report seeking Council's approval for a reduced scope for the Hood Aerodrome Project was presented by the Project Manager.

### **RESOLUTION 2023/86**

Moved by Councillor D Holmes

Seconded by Councillor B Johnson

That Council:

1. **Receives** this Report.
2. **Agrees** the proposed reduced scope for the project as outlined in this report, noting this aligns with the agreed key drivers for the project
3. **Agrees** to retain Council's co-funding investment of \$7,069,635 for the project (including spend already incurred or committed)

**CARRIED**

## **8 REPORTS FOR INFORMATION**

### **8.1 CHIEF EXECUTIVE'S REPORT**

The report providing Council with an update on Council operations (as at 4 September 2023) was presented by the Interim Chief Executive. It was advised that the Christmas Fair referred to in the report had been postponed to the following year.

#### **RESOLUTION 2023/87**

Moved by Mayor G Caffell  
Seconded by Councillor S Lennox

That Council receives the Interim Chief Executive's Report as at 4 August 2023

**CARRIED**

### **8.2 MEETING REPORTS FROM COUNCILLORS**

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

Councillor Johnson reported back on the meetings she had attended of the Wairarapa Youth Governance Oversight Group and the Pasifika o Wairarapa Trust

Councillor Lennox reported back on the meetings she had attended of the Te Āwhina Community Hub Board and the Refugee Resettlement Steering Group.

Councillor Holmes reported back on the Vietnam Veterans 60<sup>th</sup> Anniversary Ceremony where he had represented the Mayor.

### **8.3 MAYOR'S REPORT**

The Mayor provided a verbal report:

- The successful Cultural Festival was acknowledged
- Māori TV had interviewed him about merging with the other Wairarapa councils. Carterton and Masterton would be meeting with the Local Government Commission to see how to further the conversation but noted that Masterton District Council had not made any decision about the matter but were just part of the conversation.
- The next meeting of the Wairarapa Leaders Social Wellbeing Forum would be discussing what could be done to help organisations work together rather than in silos. It was recognised that it wasn't Council's job to get involved in the work needed, but could help with facilitation.

## **9 PUBLIC EXCLUDED**

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

**RESOLUTION 2023/88**

Moved by Councillor D Holmes  
Seconded by Councillor T Hullena

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>9.1 - Public Excluded Minutes of Council Meeting held on 2 August 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>9.2 - Audit and Risk Committee Meeting - 23 August 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)(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	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	<p>information would be likely otherwise to damage the public interest</p> <p>s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public</p> <p>s7(2)(e) - the withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	
<p><b>9.2 - Hood Aerodrome: Contract for Physical Works</b></p>	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

**CARRIED**

**The Meeting moved into public excluded at 5.15pm**

**The Meeting closed at 5.24pm**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 25 October 2023.**

.....  
**CHAIRPERSON**



**5.2 MINUTES OF EXTRAORDINARY COUNCIL MEETING HELD ON 20 SEPTEMBER 2023**

**File Number:**

**Author:** Harriet Kennedy, Governance Advisor

**Authoriser:** Karen Yates, Manager Strategy and Governance

**RECOMMENDATION**

1. That the Minutes of Extraordinary Council Meeting held on 20 September 2023 be received and confirmed as a correct record of that meeting.

**ATTACHMENTS**

1. Minutes of Extraordinary Council Meeting held on 20 September 2023



# **MINUTES**

**Extraordinary Council Meeting  
Wednesday, 20 September 2023**

**Order Of Business**

<b>1</b>	<b>Conflicts of Interest</b> .....	<b>3</b>
<b>2</b>	<b>Apologies</b> .....	<b>3</b>
<b>3</b>	<b>Items not on the Agenda</b> .....	<b>3</b>
<b>4</b>	<b>Reports for Decision</b> .....	<b>3</b>
4.1	Transport Choices Cycleway Project (Lansdowne and Kuripuni) - Eastside Link Cycleway: Detailed Design .....	3
<b>5</b>	<b>Reports for Information</b> .....	<b>5</b>
5.1	Masterton District Licensing Committee 2022-2023 Annual Report.....	5
<b>6</b>	<b>Public Excluded</b> .....	<b>5</b>
6.1	Animal Shelter Contract for Construction.....	6

**MINUTES OF MASTERTON DISTRICT COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT THE WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON  
ON WEDNESDAY, 20 SEPTEMBER 2023 AT 9:00 AM**

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

**IN ATTENDANCE:** Interim Chief Executive, Manager Finance, Acting Manager Strategy and Governance, Manager Community Facilities and Activities, Manager Communications and Engagement, Manager People and Culture, Acting Manager Assets and Operations, Roading Manager, Environmental Services Manager, Senior Policy Advisor, Project Manager, and Governance Advisor.

**1 CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**2 APOLOGIES**

There were no apologies

**3 ITEMS NOT ON THE AGENDA**

There were no late items

**4 REPORTS FOR DECISION**

**4.1 TRANSPORT CHOICES CYCLEWAY PROJECT (LANSDOWNE AND KURIPUNI) - EASTSIDE LINK CYCLEWAY: DETAILED DESIGN**

The report providing Council with a summary of feedback from the engagement with residents and businesses on the route and the detailed design for the Transport Choices Cycleway Project (Lansdowne and Kuripuni) - Eastside Link Cycleway for approval was presented by the Project Manager. Kathryn King from Waka Kotahi (by Teams) and Luke Cameron from CF Projects were in attendance to answer questions.

(Councillor Goodwin joined the meeting at 9.10am)

Those who supported the project noted that staff had done everything Council had asked for and had addressed the concerns raised, and thought that the project was a tangible start; it would be reducing emissions and promoting cycling and contributing to reducing the risk to the climate and making our community healthier; while the cycleway didn't fit into the larger plan the opportunity should be taken to move cycling forward; it would get people on bikes and look at how the cycleway could be further connected around town; and, the project allowed Council to take the first step to see if the cycleway would work without taking the risk.

Those who didn't support the project thought that it was only being advanced because it was externally funded and would prefer to see Council's cycling strategy revitalised to see whether the cycleway fitted that or not before proceeding; the roads weren't busy and were wide enough for cyclists already; while the project wasn't ratepayer funded, it was still taxpayer funded; and, there

weren't a lot of cyclists on the roads today.

**RESOLUTION 2023/71**

Moved by Councillor T Nelson  
Seconded by Councillor T Hullena

That Council:

- a. **Notes** that following deliberations on 9 August 2023, a detailed design has been developed for Council's preferred route for the Eastside Link Cycleway;
- b. **Notes** that Waka Kotahi has signalled that using the recreation trails to avoid Colombo Road does not meet Transport Choices requirements;
- c. **Notes** the summary of feedback received from organisations and residents on the preferred route;
- d. **Approves** the detailed design for the Eastside Link Cycleway (Attachment 1 to Report 4.1 Transport Choices Cycleway Project (Lansdowne and Kuripuni) - Eastside Link Cycleway: Detailed Design); and
- e. **Notes** the developed design will be submitted to Waka Kotahi for a final funding decision.
- f. **Notes** a final design must be signed off by Waka Kotahi by 29 September 2023 in order for the project funding to continue.

**CARRIED**

**5 REPORTS FOR INFORMATION**

**5.1 MASTERTON DISTRICT LICENSING COMMITTEE 2022-2023 ANNUAL REPORT**

The report providing Council with a copy of the Masterton District Licensing Committee (DLC) 2022/2023 Annual Report was presented by the Environmental Services Manager.

In response to a question the Environmental Services Manager advised that there was no response to Question 10 in the report as the Inspectors chose to remain neutral on the question.

**RESOLUTION 2023/72**

Moved by Mayor G Caffell  
Seconded by Councillor T Nelson

That Council receives a copy of the Masterton District Licensing Committee 2022-2023 Annual Report.

**CARRIED**

**6 PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RESOLUTION 2023/73**

Moved by Councillor B Johnson  
Seconded by Councillor T Nelson

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>6.1 - Animal Shelter Contract for Construction</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

**CARRIED**

**The meeting moved into public excluded at 9.26am**

**The meeting moved out of public excluded at 10.03am**

**The meeting closed at 10.03am**

The minutes of this meeting were confirmed at the Ordinary Meeting of the Masterton District Council held on 25 October 2023.

.....  
**CHAIRPERSON**

**5.3 MINUTES OF EXTRAORDINARY COUNCIL MEETING HELD ON 18 OCTOBER 2023**

**File Number:**

**Author:** Harriet Kennedy, Governance Advisor

**Authoriser:** Kym Fell, Chief Executive

**RECOMMENDATION**

That the Minutes of Extraordinary Council Meeting held on 18 October 2023 be received and confirmed as a correct record of that meeting.

**ATTACHMENTS**

- 1. Minutes of Extraordinary Council Meeting held on 18 October 2023**



# **MINUTES**

**Extraordinary Council Meeting  
Wednesday, 18 October 2023**



**Order Of Business**

<b>1</b>	<b>Conflicts of Interest .....</b>	<b>3</b>
<b>2</b>	<b>Apologies .....</b>	<b>3</b>
<b>3</b>	<b>Items not on the Agenda .....</b>	<b>3</b>
<b>4</b>	<b>Reports for Decision.....</b>	<b>3</b>
4.1	Adoption of Revenue and Financing Policy Consultation Document and Supporting Information .....	3
4.2	Crown Funding for Wairarapa Moana Natural Resources Committee .....	4
4.3	Wairarapa Class 4 Gambling and Standalone TAB Venues Policy Review .....	5

**MINUTES OF MASTERTON DISTRICT COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT THE WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON  
ON WEDNESDAY, 18 OCTOBER 2023 AT 1:02 PM**

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

**IN ATTENDANCE:** Chief Executive, Manager Finance, Manager Strategy and Governance, Manager Communications and Engagement, Manager Community Facilities and Activities, Manager Regulatory Services, Manager People and Culture, Pou Ahurea Māori, Interim Manager Assets and Operations, Principal Advisor Strategy and Governance, Policy Advisor, Governance Advisor.

**1 CONFLICTS OF INTEREST**

Councillor Tuuta declared, in relation to agenda item 4.2 *Crown Funding for Wairarapa Moana Natural Resources Committee*, that she was a member of the Wairarapa Moana Statutory Board.

**2 APOLOGIES**

**RESOLUTION 2023/89**

Moved by Councillor C Bowyer  
Seconded by Mayor G Caffell

That apologies from Councillor Bex Johnson be received and accepted.

**CARRIED**

**3 ITEMS NOT ON THE AGENDA**

There were no late items.

**4 REPORTS FOR DECISION**

**4.1 ADOPTION OF REVENUE AND FINANCING POLICY CONSULTATION DOCUMENT AND SUPPORTING INFORMATION**

The report seeking Council adoption of the Revenue and Financing Policy Consultation Document, which outlines proposed changes to Council's Revenue and Financing Policy for the 2024-34 Long-Term Plan (LTP), and supporting information was presented by the Manager Finance.

**RESOLUTION 2023/90**

Moved by Councillor S Lennox  
Seconded by Councillor T Nelson

That Council

1. **adopts** the supporting information for the Revenue and Financing Policy Consultation Document. This includes:

- a. A copy of the draft proposed Revenue and Financing Policy, noting this will be updated to the current policy template as it is finalised.
  - b. Section 101 (3) analysis.
2. **adopts** the Revenue and Financing Policy Consultation Document;
  3. **delegates** authority to the Chief Executive to approve minor edits prior to publication of the Revenue and Financing Policy Consultation Document; and
  4. **notes** that consultation will take place from Friday 20 October through until close of business on Monday 20 November 2023.

**CARRIED**

#### **4.2 CROWN FUNDING FOR WAIRARAPA MOANA NATURAL RESOURCES COMMITTEE**

The report seeking Council's agreement to transfer Crown funding for the Wairarapa Moana committee for natural resources to Greater Wellington Regional Council was presented by the Manager Strategy and Governance.

It was advised that a change to the recommendation was required to reflect the fact that the holder of the funding would not be Greater Wellington Regional Council, but would be the new secretariat for the Wairarapa Moana Statutory Board which hadn't been established yet. The proposed change to the recommendation was for Council to agree to pool the Crown funding and to remove the reference to transfer funding to the Regional Council. This would enable the funding to be transferred when the new secretariat was established.

#### **RESOLUTION 2023/91**

Moved by Councillor T Hullena  
Seconded by Councillor B Goodwin

That Council

1. **agrees** to pool the \$179,350 Crown funding received for the financial support of the Council's participation in the committee for natural resources on the condition that:
  - (a) the funds be held as a separate and identifiable ledger item by the Wairarapa Moana Statutory Board; and
  - (b) the funds be utilised principally to provide financial support for MDC participation in the committee for natural resources.

**CARRIED**

#### **4.3 WAIRARAPA CLASS 4 GAMBLING AND STANDALONE TAB VENUES POLICY REVIEW**

The report providing Council with an update on the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy review and seeking Council's direction as to its preferred next step was presented by the Policy Advisor.

Members discussed the recommendations and the option to reconfirm the previous resolution of Council was moved and seconded. The view was that the minimisation of harm was one of the

key objectives of the Policy and that Council should strengthen the policy by using the last tool left to minimise harm. Anything Council could do to restrict access or discourage those who might become problem gamblers Council should be doing. It was noted that the Policy would be going out for the public to comment on.

## **RESOLUTION 2023/92**

Moved by Councillor B Goodwin  
Seconded by Councillor M Tuuta

That Council:

1. **notes** that a joint review of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy is underway.
2. **notes** that the Wairarapa Policy Working Group (WPWG) has delegated authority to progress the review and make recommendations back to the Wairarapa District Councils.
3. **notes** that the Wairarapa District Councils considered adopting a draft policy and Statement of Proposal for consultation with the community at their September 2023 Council meetings.
4. **notes** that Carterton and South Wairarapa District Councils resolved to consult on a draft policy consistent with the recommendations from the WPWG, which allows Class 4 gambling venues to relocate under exceptional circumstances, while Masterton District Council resolved to consult on a draft policy that would take a more restrictive stance on relocations, preventing Class 4 gambling venues from being able to relocate under any circumstances.
5. **notes** that the recommended process when WPWG recommendations are not agreed to in full by all councils is to refer back to the WPWG to consider next steps.
6. **agrees**, in light of the new information received from the Carterton and South Wairarapa District Councils to reconfirm Resolution 2023/80 and directs officers to reconvene the WPWG to consider next steps and make recommendations back to the Wairarapa District Councils.

**CARRIED**

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

Against: Mayor Gary Caffell, Councillor Craig Bowyer, Councillor David Holmes

**CARRIED 5/3**

**The Meeting closed at 1.33pm**

**The minutes of this meeting were confirmed at the Ordinary Meeting of the Masterton District Council held on 25 October 2023.**

.....  
**CHAIRPERSON**

## 6 COMMITTEE REPORTS

### 6.1 INFRASTRUCTURE AND SERVICES COMMITTEE MEETING - 4 OCTOBER 2023

File Number:

Author: Harriet Kennedy, Governance Advisor

Authoriser: Kym Fell, Chief Executive

Members: David Holmes (Chair), Councillor Craig Bowyer, Councillor Gary Caffell, Councillor Brent Goodwin, Councillor Tom Hullena, Councillor Stella Lennox, Councillor Tim Nelson, Councillor Ra Smith and Councillor Marama Tuuta

#### THE COMMITTEE RECOMMENDS:

That Council confirms the report of the Infrastructure and Services Committee meeting held on 4 October 2023 including the following resolutions:

Community Facilities and Activities Infrastructure and Services Update

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

Regulatory Services Infrastructure and Services Update

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

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*

#### ATTACHMENTS

##### 1. Minutes of Infrastructure and Services Committee Meeting held on 4 October 2023



# **MINUTES**

## **Infrastructure and Services Committee Meeting**

**Wednesday, 4 October 2023**

**Order Of Business**

<b>1</b>	<b>Conflicts of Interest .....</b>	<b>3</b>
<b>2</b>	<b>Apologies .....</b>	<b>3</b>
<b>3</b>	<b>Public Forum.....</b>	<b>3</b>
<b>4</b>	<b>Items not on the Agenda .....</b>	<b>3</b>
<b>5</b>	<b>Reports for Information .....</b>	<b>3</b>
5.1	Community Facilities and Activities Infrastructure and Services Update .....	3
5.2	Regulatory Services Infrastructure and Services Update.....	4
5.3	Assets and Operations Infrastructure and Services Update.....	4

**MINUTES OF MASTERTON DISTRICT COUNCIL**  
**INFRASTRUCTURE AND SERVICES COMMITTEE MEETING**  
**HELD AT THE WAIATA HOUSE, LINCOLN ROAD, MASTERTON**  
**ON WEDNESDAY, 4 OCTOBER 2023 AT 3:00 PM**

**PRESENT:** Councillor David Holmes (Chair), Mayor Gary Caffell, Councillors B Johnson, C Bowyer, B Goodwin, T Hullena, S Lennox, T Nelson and M Tuuta.

**IN ATTENDANCE:** Chief Executive, Manager Finance, Manager Strategy and Governance, Manager Community Facilities and Activities, Manager Communications and Engagement, Interim Manager Assets and Operations, Manager Regulatory Services,

**1 CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**2 APOLOGIES**

*[Note to minutes: Ra Smith was a late apology]*

**3 PUBLIC FORUM**

There was no public forum.

**4 ITEMS NOT ON THE AGENDA**

There were no late items.

**5 REPORTS FOR INFORMATION**

**5.1 COMMUNITY FACILITIES AND ACTIVITIES INFRASTRUCTURE AND SERVICES UPDATE**

The report providing the Infrastructure and Services Committee with an update from Community Facilities and Activities on key projects and summary of progress since the last report, including highlights and any new issues was presented by the Manager Community Facilities and Activities.

Matters discussed included: the Panama Village carpark extension has now been completed; the Cultural Festival couldn't have happened without the support of grants from Trust House and Masterton Trust Lands Trust; Council is looking at refining engagement with affected parties for Events; the Motuwaireka Stream work at the Riversdale Beach Northern Reserve has been completed; Council are waiting on a market assessment for the Coronation Hall before going out to market. Expressions of interest have already been received; Supporters of the Youth Hub will be recognised as the project progresses; the Community Development team will be holding a consultation pop-up at Henley Lake on 7 October between 10am and 2pm on the playground renewal; Council will continue to look at the appropriateness of trees species to be planted in the berms.



**COMMITTEE RESOLUTION 2023/23**

Moved by Councillor B Johnson  
Seconded by Councillor C Bowyer

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.

**CARRIED**

**5.2 REGULATORY SERVICES INFRASTRUCTURE AND SERVICES UPDATE**

The report providing the Infrastructure and Services Committee with an update from the Building Control Services team, the Consents and Planning team and the Environmental Services team was presented by the Manager Regulatory Services.

Matters discussed included: There are now 84 buildings on the Earthquake Prone Buildings register. There is a need for Council to have a plan in place, including policy development to manage these buildings if in the future owners walk away from the property if it is uneconomical to earthquake strengthen.

**COMMITTEE RESOLUTION 2023/24**

Moved by Councillor S Lennox  
Seconded by Councillor B Johnson

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

**CARRIED**

**5.3 ASSETS AND OPERATIONS INFRASTRUCTURE AND SERVICES UPDATE**

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

Matters discussed included:

- Transport Choices, Lansdowne to Kuripuni Cycle Facilities – the Waka Kotahi funding we currently have is all we will be able to access. Council is working to the old timeframe of June 2024, but the new deadline is June 2025.
- Cockburn Street sewer works – 8 properties will only have reflux valves, installation of which is aimed for during the summer season; rates rebates for uninhabitable properties, three property owners have requested consideration of compensation; members want clarification of qualifying for rates remission; funding availability for additional tank installation (each tank costs \$15,000 to install), funded by Better Off funding allocation; the tanks are yet to be tested during a rain event; urbanisation of Millard Avenue will include a rising main with an easement across private property; how to figure out the extent of the problem, when some people haven't reported their issues; and the need to have a project plan in place for how to deal with the problem going forward.
- Ten year history of pipe renewals/relining for sewage and water – work is underway to

gather the information requested.

- The cost for the stainless steel treated water storage tank in Lansdowne was queried (as timber tanks are cheaper). It was noted that \$480,000 of the \$800,000 cost of the tank was paid for by stimulus funding.
- Work on upgrading the water main up Opaki Road, with members wanting this actioned.

**COMMITTEE RESOLUTION 2023/25**

Moved by Councillor B Johnson  
Seconded by Councillor S Lennox

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

**CARRIED**

**The Meeting closed at 4.23pm.**

**The minutes of this meeting were confirmed at the Council meeting held on 25 October 2023.**

.....  
**CHAIRPERSON**

## **7 REPORTS FOR DECISION**

### **7.1 MEETING SCHEDULE FOR 2024**

**File Number:**

**Author:** Karen Yates, Manager Strategy and Governance

**Authoriser:** Kym Fell, Chief Executive

#### **PURPOSE**

This report seeks Council approval of the schedule of Council and Committee meetings for 2024 and two amendments to the 2023 schedule.

#### **EXECUTIVE SUMMARY**

Council and Committee meetings are generally set on a six-week schedule, except for the Audit and Risk Committee which meets quarterly and the Awards and Grants Committee meeting which meets annually.

Adoption of a schedule of meetings for the coming year allows for reasonable public notice of meetings to be given in accordance with statutory requirements and for the planning of other commitments around Council and Committee meetings.

Amendment of the 2023 Schedule is needed to reflect changes since the adoption of the schedule in 2022.

#### **RECOMMENDATION**

That Council

- i. approves the two amendments to the 2023 Schedule of Meetings, to move the 8 November 2023 Audit and Risk Committee Meeting to 15 November 2023 and to move the 6 December 2023 Council meeting to 13 December 2023.
- ii. approves the schedule of Council and Committee meeting dates for 2024 as set out in Attachment 2 to this report.

#### **CONTEXT**

The meeting calendar for 2024 follows roughly the same schedule as the 2023 calendar, with Council and Infrastructure and Services Committee meetings based on a six-weekly cycle, the Audit and Risk Committee meeting quarterly and the Awards and Grants Committee meeting once to consider applications for grant funding following the closure of the grant round in July.

As a general rule, afternoon meetings will commence at 3.00pm. All meetings have been scheduled on Wednesdays.

In addition to the scheduled Council and Committee meetings, further ordinary and extraordinary meetings may be scheduled as required. Elected members will be advised of these dates as soon as they have been set.

Adoption of a schedule of meetings for the coming year allows for reasonable public notice of meetings to be given in accordance with statutory requirements and for the planning of other commitments and the scheduling of work programmes around Council and Committee meetings.

Two amendments are proposed to the 2023 Schedule: to move the 8 November Audit and Risk Committee meeting to 15 November to align with the Carterton District Council Risk and Assurance Committee meeting date; and, to move the 6 December Council meeting to 13 December, to avoid the need for an additional extraordinary meeting prior to Christmas.

**OPTIONS CONSIDERED**

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

Option		Advantages	Disadvantages
1	Adopt the amendments to the 2023 Schedule and the proposed schedule for Council and Committee meetings for 2024	Elected members and staff will have certainty around meeting dates to the end of the current year and for 2024.  The decision will allow meeting dates to be advertised in accordance with the requirements of the Local Government Official Information and Meetings Act	None identified.
2	Adopt an amended 2024 Schedule	Elected members and staff will have certainty around meeting dates to the end of 2024  The decision will allow meeting dates to be advertised in accordance with the requirements of the Local Government Official Information and Meetings Act	None, unless changes are to the Audit and Risk Committee dates which may affect the availability of the Independent Chair.
3	Do not approve a schedule or the amendments	No advantages identified	Elected members and staff will not have certainty around meetings dates for 2024.

**RECOMMENDED OPTION**

Option 1 is the preferred option.

**SUMMARY OF CONSIDERATIONS**

**Strategic, Policy and Legislative Implications**

While not a requirement, the decision to adopt a schedule of meetings is referred to in the Local Government Act and meeting notification timeframes are set out in the Local Government Official Information and Meetings Act 1987.

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

Decisions to amend and adopt schedules of meetings do not amount to significant decisions in terms of Council's Significance and Engagement Policy as the decisions are administrative in nature.

### **Financial Considerations**

There are no financial considerations to amend and adopt the schedule of meetings.

### **Implications for Māori**

No implications specific to Māori have been identified in the decision sought.

### **Communications/Engagement Plan**

No communication or engagement plan is required. Meetings will be publicly notified in accordance with the requirements of the Local Government Official Information and Meetings Act 1987.


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

There are no environmental or climate change impacts or considerations arising from the amendment of the 2023 Schedule of meetings or the approval of the schedule of meetings for the 2024 year.

### **NEXT STEPS**

If the amendments and the 2024 schedule are adopted as recommended, the 2023 meeting invitations will be updated and invitations for the 2024 meetings will be sent out.

### **ATTACHMENTS**

1. **Amendments to 2023 Meeting Schedule** [↓](#) 
2. **Proposed Schedule of Meetings 2024** [↓](#) 

**Updated Schedule of Meetings November & December 2023**

	November	December	
SUN			SUN
MON			MON
TUES			TUES
WED	1		WED
THURS	2		THURS
FRI	3	1	FRI
SAT	4	2	SAT
SUN	5	3	SUN
MON	6	4	MON
TUES	7	5	TUES
WED	8	6	WED
THURS	9	7	THURS
FRI	10	8	FRI
SAT	11	9	SAT
SUN	12	10	SUN
MON	13	11	MON
TUES	14	12	TUES
WED	15 <b>AUDIT AND RISK</b>	13 <b>COUNCIL</b>	WED
THURS	16	14	THURS
FRI	17	15	FRI
SAT	18	16	SAT
SUN	19	17	SUN
MON	20	18	MON
TUES	21	19	TUES
WED	22 <b>ISC</b>	20	WED
THURS	23	21	THURS
FRI	24	22	FRI
SAT	25	23	SAT
SUN	26	24	SUN
MON	27	25 <b>Christmas Day</b>	MON
TUES	28	26 <b>Boxing Day</b>	TUES
WED	29	27	WED
THURS	30	28	THURS
FRI		29	FRI
SAT		30	SAT
SUN		31	SUN



**SCHEDULE OF MEETINGS 2024**  
**Masterton District Council**

	January	February	March	April	May	June	July	August	September	October	November	December	
SUN									1			1	SUN
MON	1 New Year's Day			1 Easter Monday			1		2			2	MON
TUE	2 New Year's Day off			2			2		3	1		3	TUE
WED	3			3	1		3		4 AWARDS AND GRANTS Community Wellbeing and Events Grants	2		4	WED
THU	4	1		4	2		4	1	5	3		5	THU
FRI	5	2	1	5	3		5	2	6	4	1	6	FRI
SAT	6	3	2	6	4	1	6	3	7	5	2	7	SAT
SUN	7	4	3	7	5	2	7	4	8	6	3	8	SUN
MON	8	5	4	8	6	3	King's Birthday	8	9	7	4	9	MON
TUE	9	6 Waitangi Day	5	9	7	4		9	10	8	5	10	TUE
WED	10	7	6 ISC	10	8 COUNCIL	5 COUNCIL LTP DELIBS	10	7 AUDIT AND RISK	11	9 ISC	6	11 COUNCIL	WED
THU	11	8	7	11	9	6	11	8	12	10	7	12	THU
FRI	12	9	8	12	10	7	12	9	13	11	8	13	FRI
SAT	13	10	9	13	11	8	13	10	14	12	9	14	SAT
SUN	14	11	10	14	12	9	14	11	15	13	10	15	SUN
MON	15	12	11	15	13	10	15	12	16	14	11	16	MON
TUE	16	13	12	16	14	11	16	13	17	15	12	17	TUE
WED	17	14 COUNCIL	13	17 ISC	15	12	17	14 COUNCIL	18 COUNCIL	16	13 AUDIT AND RISK	18	WED
THU	18	15	14	18	16	13	18	15	19	17	14	19	THU
FRI	19	16	15	19	17	14	19	16	20	18	15	20	FRI
SAT	20	17	16	20	18	15	20	17	21	19	16	21	SAT
SUN	21	18	17	21	19	16	21	18	22	20	17	22	SUN
MON	22 Wellington Anniversary	19	18	22	20	17	22	19	23	21	18	23	MON
TUE	23	20	19	23	21	18	23	20	24	22	19	24	TUE
WED	24	21 AUDIT AND RISK	20	24	22 COUNCIL LTP HEARING	19 AUDIT AND RISK	24	21	25	23	20 ISC	25 Christmas Day	WED
THU	25	22	21	25 ANZAC Day	23 COUNCIL LTP HEARING	20	25	22	26	24	21	26 Boxing Day	THU
FRI	26	23	22	26	24	21	26	23	27	25	22	27	FRI
SAT	27	24	23	27	25	22	27	24	28	26	23	28	SAT
SUN	28	25	24	28	26	23	28	25	29	27	24	29	SUN
MON	29	26	25	29	27	24	29	26	30	28	25 Labour Day	30	MON
TUE	30	27	26	30	28	25	30	27		29	26	31	TUE
WED	31 ISC	28 COUNCIL (Adopt LTP info for Audit)	27 COUNCIL ADOPT LTP CD		29 ISC	26 COUNCIL (Adopt LTP)	31	28 ISC		30 COUNCIL (Adopt AR)	27		WED
THU		29	28		30	27		29		31	28		THU
FRI			29 Good Friday		31	28 Matariki		30			29		FRI
SAT			30			29		31			30		SAT
SUN			31			30							SUN

KEY	COUNCIL	AUDIT AND RISK COMMITTEE	Weekends / Public Holidays	AWARDS AND GRANTS COMMITTEE	INFRASTRUCTURE AND SERVICES COMMITTEE	HEARINGS COMMITTEE	LTP
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## **7.2 DOG CONTROL POLICY AND PRACTICES REPORT 2022/2023**

**File Number:**

**Author:** Steven May, Manager Regulatory Services

**Authoriser:** Kym Fell, Chief Executive

### **PURPOSE**

The purpose of this report is to submit the Dog Control Policy and Practices Report for the 2022/2023 registration year to Council for adoption.

### **RECOMMENDATIONS**

That Council receives and adopts the Dog Control Policy and Practices Report for the 2022/2023 Registration year.

### **CONTEXT**

The Masterton District covers approximately 2300 km<sup>2</sup> and is both urban and rural.

Council provides a twenty four-hour animal control service, with Council's Animal and Bylaws team covering business hours and afterhours, at weekends and on public holidays. This includes caring for the dogs in the dog shelter and servicing the poo bins.

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

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

There have been staff shortages throughout the year. With vacancies for an Animal and Bylaws officer and for afterhours staff, these positions have been difficult to fill. There has been an increase in the number of service requests for the team to attend to this year compared to previous years. This has added pressure to people and resources. Limited staff numbers, and a reactive workload has limited the ability for staff to actively engage with dog owners by the way of pre-planned events for positive engagement, which may have made the Animal Services team less visible to responsible dog owners. Should the service requests continue to increase, staffing levels will also need to increase.

Animal Services staff must care for impounded dogs for at least 7 days before Masterton District Council can take ownership of the dog and decide its fate should the owner not come forward. Staff attend and care for the impounded dogs seven days a week. The more dogs impounded the longer it takes to ensure each dog is given sufficient care.

There were over 120 afterhours call outs to Animal Services staff. The majority of call outs are on weekends, but staff are required to be available all hours. The afterhours service is limited to attending attacks, police assistance and contained dogs for collection, along with shelter duties twice daily. Should the level of service be increased it would be likely more resourcing would be needed afterhours.

## **Fees**

The determination of the portion of costs paid by owners and that funded from rates is a policy matter that is determined by each Council.

Currently, approximately 80% of the costs of Masterton District Council's animal control activity are funded from dog owners and 20% of costs are funded from rates. Council reviews this mix every 3 years as part of the development of a Revenue and Financing Policy that is included in the Council's Long-Term Plan. Council is currently consulting on proposed changes to the Revenue and Financing Policy, including a change to a split of 70% of the costs funded by dog owners and 30% funded from rates.

## **Education**

Schools are invited every year to have an officer attend and present education about safety around dogs. There were 7 educational visits carried out throughout the year.

## **Dog Control Policy & Practices Report for 2022/2023**

Section 10A of the Dog Control Act 1996 (see Attachment 1) requires councils to report annually on specified dog control activities. Once the report is adopted by Council, it must be publicly notified.

The Masterton District Council Dog Policy was adopted in 2018 and is due for review in 2023.

Masterton District Council has reduced fees for desexed dogs, rural dogs, and for dogs whose owner holds Responsible Dog Owner Status (RDO).

All menacing dogs are required to be desexed within one month of classification. There are still funds provided by the Department of Internal Affairs (DIA) to assist owners with the cost of desexing their menacing dog.

As the registration year commences staff focus on ensuring all dogs are registered by undertaking site visits to properties where dogs have been registered previously, continuing the proactive patrols, and undertaking a variety of education initiatives, along with responding to customer inquiries.

Key points to note from the Report (see Attachment 2) are:

- The number of registered dogs has reduced by 34 dogs compared to the previous year.
- If officers find a dog that is unregistered, the owner is issued a notice to register their dog. The dog must be registered with 10 days of the notice or the owner will be issued an infringement.
- There was 1 dog classified as dangerous under section 31 of the Dog Control Act 1996. This year the total number of dangerous dogs is 2. Registration of a dog classified as dangerous is 150 % of the registration fee. Dog owners need to make additional provisions to the property where the dog is kept which is outlined in section 32 of the Dog Control Act 1996. They must be muzzled and leashed in all public places.
- There is 1 disqualified owner. People may not be allowed to own a dog for up to five years from the time of disqualification. Any dog owned by a disqualified owner must be re-homed

or put down within 14 days. Transferring ownership of a dog to another person at the same address is not acceptable. Any owner not adhering to these conditions may be fined up to \$3,000 and have their disqualification period extended by a further five years.

- The number of dogs classified as ‘menacing by deed’ has increased from the previous year from 46 to 53.
- Reported dog attacks have reduced only by one each previous year for the past 2 years. Investigations into attacks can take several weeks to carry out. The initial investigations take hours of officer time to investigate and interview all parties and witnesses. There have not been any prosecutions in the previous three years. There has been the intention to prosecute however the owners of the dog(s) have chosen to euthanise their dogs rather than attend court. While the investigation is completed, and a court date is set the dogs are held in Animal Services care. It can take 12 to 18 months to have a court date set and the cost of a court prosecution is thought to cost around \$20,000.
- Impounding remains consistent with 234 dogs impounded which is only 5 less than the previous year. Most dogs are only impounded once in the financial year.
- 9 dogs were rehomed directly by Animal & Bylaws staff, this is an increase from the previous 2 years of 6 and 4 respectively.
- 9 dogs were also signed over to the SPCA for rehoming, compared with the 23 dogs the previous year. The reduced intake for dogs is likely because of reduced adoptions and SPCA taking in animals from other centres that have been impacted by disasters.
- Euthanising dogs is a sad reality for the staff and last year we had to euthanise 28 dogs; this was an increase from the previous year.
- Infringement notices issued have increased again, the majority were issued for keeping an unregistered dog. Animal Services actively tries to engage with dog owners to encourage them to register their dog(s) before an infringement is issued. Dog owners that are issued 3 infringements within a 24-month period may be put on probation or disqualified for a period of up to 5 years.
- There has been an increase in the total number of service requests, there were 460 more service requests for the 2022/2023 year. Barking, roaming, contained for collection dogs, reports of lost dogs and enquires about registration for dogs are the majority of the service requests that staff attend to.
- Barking dogs – complaints have increased about the number of barking dogs. Staff attribute some of the complaints due to the increase in housing intensification, more people working from home, and the larger number of dogs that do not get enough exercise or stimulation. Barking dog complaints can take a lot of officer time to engage and educate both dog owners and the community.

## OPTIONS CONSIDERED

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

Option	Advantages	Disadvantages
1 Adopt the Dog Control Policy and Practices Report for the	Council will meet the requirements of the Dog Control Act 1996	None identified

	2022/2023 Registration year		
2	Do not adopt the Dog Control Policy and Practices Report for the 2022/2023 Registration year.	None identified	Council will not meet the requirements of the Dog Control Act 1996

### **RECOMMENDED OPTION**

Option 1 is recommended. This ensures that Council will meet its obligations under the Dog Control Act 1996.

### **SUMMARY OF CONSIDERATIONS**

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

As stated, Council is required by Section 10A of the Dog Control Act to report annually on the administration of its Dog Control Policy and its dog control practices. The attached report fulfils the requirements of the Act. Officers have identified in the body of this report where staff and Council can and have responded to the matters raised in the Section 10A report.

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

The decision to adopt the Dog Control Policy and Practices Report is an administrative matter required by statute and so does not amount to a significant decision in terms of Council's Significance and Engagement Policy.

#### **Financial Considerations**

There are no financial considerations in the decision to adopt the Report.

#### **Implications for Māori**

No implications for Māori have been identified in relation to the decision to adopt the Dog Control Policy and Practices Report 2022/2023.

#### **Communications/Engagement Plan**

Council is required to give public notice of the report in accordance with the public notification requirements of the Local Government Act 2022 which are: to make the report publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the local authority's Internet site; and publish the report in at least 1 daily newspaper circulating in the region or district of the local authority; or 1 or more other newspapers that have a combined circulation in that region or district at least equivalent to that of a daily newspaper circulating in that region or district.

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

There are no environmental or climate change impacts or considerations in the decision to adopt the Dog Control and Practices report.

## ATTACHMENTS

1. Section 10A Dog Control Act 1996 [↓](#) 
2. Dog Control Policy and Practices Report 2022/2023 [↓](#) 

SECTION 10A DOG CONTROL ACT 1996

**10A Territorial authority must report on dog control policy and practices**

- (1) A territorial authority must, in respect of each financial year, report on the administration of—
  - (a) its dog control policy adopted under [section 10](#); and
  - (b) its dog control practices.
- (2) The report must include, in respect of each financial year, information relating to—
  - (a) the number of registered dogs in the territorial authority district;
  - (b) the number of probationary owners and disqualified owners in the territorial authority district;
  - (c) the number of dogs in the territorial authority district classified as dangerous under [section 31](#) and the relevant provision under which the classification is made;
  - (d) the number of dogs in the territorial authority district classified as menacing under [section 33A](#) or [section 33C](#) and the relevant provision under which the classification is made;
  - (e) the number of infringement notices issued by the territorial authority;
  - (f) the number of dog related complaints received by the territorial authority in the previous year and the nature of those complaints;
  - (g) the number of prosecutions taken by the territorial authority under this Act.
- (3) The territorial authority must—
  - (a) give public notice, as defined in [section 5\(1\)](#) of the Local Government Act 2002, of the report; and
  - (b) make the report publicly available, as described in [section 5\(3\)](#) of that Act.







### **7.3 WELCOMING COMMUNITIES PROGRAMME STATEMENT OF COMMITMENT**

**File Number:**

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

**Authoriser:** Kym Fell, Chief Executive

#### **PURPOSE**

The purpose of this report is to seek Council agreement to participate in the Welcoming Communities accreditation programme and for the Mayor and Chief Executive to sign the Statement of Commitment to the Welcoming Communities programme.

#### **RECOMMENDATIONS**

That Council:

- a) **agrees** to participate in the Welcoming Communities accreditation programme
- b) **agrees** that the Mayor and Chief Executive sign the Statement of Commitment to the Welcoming Communities programme.

#### **CONTEXT**

In 2019, Masterton District Council successfully applied for the Welcoming Communities pilot programme. As part of joining the programme council received funding for the employment of a Welcoming Communities Advisor to deliver the programme for 3 years (appointed September 2022). The funding is provided by the Ministry of Business, Innovation and Employment (MBIE). With this appointment and financial support, Masterton District Council has commenced the Welcoming Communities programme and work is well underway in this space.

Welcoming Communities Te Waharoa ki ngā Hapori, led by Immigration New Zealand (INZ) in collaboration with the Ministry of Ethnic Communities and the Human Rights Commission, offers substantial social, cultural, economic, and civic benefits to participating communities. It fosters social inclusion through welcoming activities that boost social engagement and facilitate connections between newcomers and local residents. It establishes a framework for regional key players to support newcomers in feeling a sense of belonging from the moment they arrive.

The Welcoming Communities programme serves as a catalyst for councils to lead collaborative efforts in ensuring their local communities are welcoming. It sets forth a benchmark for defining the success of inclusive communities. INZ provides funding, accreditation, information, networking, programme evaluation, and guidance to assist councils in creating places where everyone can belong. This programme is part of an international 'welcoming' movement that promotes the sharing of best practices.

Council can now seek accreditation in the programme. There are 4 stages of accreditation, each with increasing levels of requirement and benefits:

- Stage 1 — a Committed Welcoming Community
- Stage 2 — an Established Welcoming Community
- Stage 3 — an Advanced Welcoming Community
- Stage 4 — an Excelling Welcoming Community.

To meet the requirements of Stage 1 Accreditation, the following is required:

- Council resolution to participate in the Welcoming Communities accreditation programme
- the Mayor and Chief Executive to sign the Statement of Commitment to the Welcoming Communities programme (see Attachment 1 for a sample Statement of Commitment).

### **Analysis and Advice**

Stage 1 of the Welcoming Communities programme formalises the commitment to the initiative. The work undertaken by the Welcoming Communities Advisor has already shown good outcomes.

Accreditation is a valuable part of the programme as it formally recognises that a council with its community values its newcomers, is committed to building welcoming and inclusive communities, and has taken active steps to create an environment where all residents can thrive and belong. It also allows councils to get further funding, support, and advice to continue their Welcoming Communities work.

- Other Aotearoa New Zealand councils that have joined New Zealand’s Committed Welcoming councils and communities include Hamilton City, Rangitīkei District Council, Selwyn District Council, Queenstown Lakes District Council, Central Otago District Council.
- It is important to note that there are no associated costs for achieving Stage 1 Accreditation. There would be a small cost for Stages 2-4 if Council chose to apply.

### **OPTIONS CONSIDERED**

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

<b>Option</b>	<b>Advantages</b>	<b>Disadvantages</b>
1 Agrees to participate in the accreditation programme and signs the Statement of Commitment	<p>Signals the Council's dedication to inclusivity and welcoming newcomers.</p> <p>Provides financial support, easing the burden on internal budgets.</p> <p>Facilitates collaboration with other communities for better outcomes.</p> <p>Informs the community, enhancing transparency.</p> <p>Offers assistance from INZ and access to resources for</p>	<p>Commits the Council to fulfilling programme requirements.</p> <p>Involves adapting to new practices and programme requirements.</p>

		implementation.	
2.	Does not agree to participate in the accreditation programme	Not signing the commitment statement relieves Council of any obligation to meet specific programme requirements.	<p>Non-commitment may jeopardise the \$150,000 seed funding from MBIE, potentially impacting the Council's budget.</p> <p>Council misses out on potential funding, resources, and collaboration opportunities provided by the programme.</p> <p>Without formal commitment, Council may lack access to guidance and support from Immigration New Zealand (INZ).</p>

## RECOMMENDED OPTION

Option 1 to agree to participate in the Welcoming Communities accreditation programme and sign the Statement of Commitment is recommended. This formalises the Council's dedication to the programme, paving the way for further funding, resources, collaboration, and support.

## Summary of Considerations

### Strategic, Policy and Legislative Implications

Masterton District Council has committed to supporting social and cultural development through our Wellbeing Strategy - *He Hiringa Tangata, He Hiringa Whenua*. By fostering a welcoming environment for newcomers, social outcomes and economic growth are enhanced. This approach aligns with the Local Government Act's emphasis on promoting social and cultural well-being, reflecting our commitment to a more sustainable and holistic community.

### Significance, Engagement and Consultation

The decision to apply for accreditation was assessed as not being significant under the Significance and Engagement Policy as it does not relate to a strategic asset or a significant change in level of service. It will not impact significantly on debt, rates, or operational budgets.

### Financial Considerations

There are no financial implications at this time as there is no cost for the first stage of accreditation and other responsibilities can be managed as part of the workload of the Welcoming Communities Advisor. Subsequent stages (2, 3, and 4) will have costs of \$1000, \$1500, and \$1500, respectively if Council chooses to move to these stages. These expenses can be accommodated within the existing Community Development budget.

### **Implications for Māori**

We have partnered with Rangitāne o Wairarapa and Ngāti Kahungunu ki Wairarapa to develop a welcoming vision inspired by the pōhiri process, offering a bi-cultural approach for all newcomers.

There has been considerable input and engagement with both local iwi in project planning, which has led to a desire to integrate kaupapa Māori into refugee resettlement in Aotearoa. This pōhiri based framework is adaptable for use in different regions across the country.

### **Communications/Engagement Plan**

Council decisions on the proposed document, and reasons for those decisions, will be communicated to our community via social media and the Masterton District Council website.

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

There are no direct environmental/climate change impact or considerations that have been identified as part of the first stage of accreditation process.

### **Next Steps**

If Council agrees to participate in the Welcoming Communities Accreditation Programme and for the Mayor and Chief Executive to sign the Statement of Commitment, an application will be made to INZ and MBIE by the end of October 2023. The application will include the signed Statement of Commitment from the Mayor and Chief Executive.

### **ATTACHMENTS**

1. **Attachment 1 Statement of Commitment Example** [↓](#) 



## **8 REPORTS FOR INFORMATION**

### **8.1 CHIEF EXECUTIVE'S REPORT**

**File Number:**

**Author:** Kym Fell, Chief Executive

#### **PURPOSE**

The purpose of the attached report is to provide Council with an update on Council operations (as at 16 October 2023)

#### **RECOMMENDATION**

That Council receives the Interim Chief Executive's Report as at 16 October 2023.

#### **ATTACHMENTS**

1. Chief Executive's Report [↓](#) 



















## 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.

### **RECOMMENDATION**

That Council receives the verbal meeting reports from Councillors.

### **ATTACHMENTS**

Nil

### 8.3 MAYOR'S REPORT

**File Number:**

**Author:** Gary Caffell, Mayor

#### **PURPOSE**

The Mayor will provide a verbal report.

The first four monthly report from LGNZ is attached. This report is designed to help ensure all member councils are up to date with the work LGNZ is doing on councils' behalf.

#### **RECOMMENDATIONS**

That Council

1. receives the verbal report from the Mayor
2. receives the LGNZ October 2023 Report to Members

#### **ATTACHMENTS**

1. Attachment 1 LGNZ October 2023 Report to Members [↓](#) 



































**9 PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RECOMMENDATIONS**

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<p><b>9.1 - Public Excluded Minutes of Council Meeting held on 13 September 2023</b></p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>



	<p>interest</p> <p>s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public</p> <p>s7(2)(e) - the withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	
<b>9.2 - Public Excluded Minutes of Extraordinary Council Meeting held on 20 September 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>9.3 - North Island Weather Events Recovery - future of Severely Affected Locations</b>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	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