



SOUTH WAIRARAPA DISTRICT COUNCIL

Kia Reretahi Tātau

Agenda

**ORDER PAPER FOR ORDINARY COUNCIL MEETING
TO BE HELD IN
Supper Room, Waihinga Centre, Texas Street
Martinborough
ON
5 April 2023**

MEMBERSHIP OF COUNCIL

THE MAYOR

Mr Martin Connelly

Cr M Bosley
Cr R Gray
Cr A Plimmer
Cr C Olds
Cr A Woodcock

Cr M Sadler-Futter
Cr K McAulay
Cr P Maynard
Cr A Ellims

**RECOMMENDATIONS IN REPORTS ARE NOT COUNCIL POLICY
UNTIL THEY ARE AGREED TO BY THE COUNCIL.**



Council Meeting Agenda – 5 April 2023

NOTICE OF MEETING

This meeting will be held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference, commencing at 11.00am. The meeting will be held in public and will be live-streamed and will be available to view on our [YouTube channel](#).

All SWDC meeting minutes and agendas are available on our website: <https://swdc.govt.nz/meetings/>

Open Section

A1. Mihi / Karakia Timatanga - Opening

A2. Apologies

A3. Conflicts of interest

A4. Acknowledgements and tributes

A5. Public participation

As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

A6. Actions from public participation

A7. Extraordinary business

A8. Community Boards / Māori Standing Committee

A9. Confirmation of Minutes

Pages 1-6

Proposed Resolution: *That the minutes of the Council meeting held on 22 February 2023 are a true and correct record.*

A10. Matters arising from the minutes.

B Decision Reports from Chief Executive and Staff

B1. Adoption of the proposed Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa Pages 7-41

B2. Adoption of the Wairarapa Smoke and Vape Free Policy Pages 42-60

B3 Review of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy Pages 61-77

B4. Delegations Register Amendments Pages 78-146

B5. Dog Control Fees 2023-2024 Pages 147-151

B6. Māori Standing Committee Appointments Pages 152-157

C Information Reports from Chief Executive and Staff

C1. CEO Update Pages 158-177

C2. Annual Report 2021-22 Update Verbal

	C3. Action Items	Pages 178-186
D	Chairperson's Report	
	D1. Report from The Acting Mayor	Pages 187-190
E	Appointment Reports	
	E1. Destination Wairarapa	Pages 191
	E2. Cobblestones	Pages 192-194
	E3. Wairarapa Combined District Plan Review	Verbal
F.	Public Excluded	
	F1. Confirmation of Public Excluded Minutes	<i>(distributed separately)</i>
	<i>Proposed Resolution: That the public excluded minutes of the Council meeting held on 22 February 2023 are a true and correct record; and</i>	
	<i>These minutes stay in public excluded until the Chief Executive determines there are no longer any reasons to withhold the information under the Act.</i>	
	F2. Ratepayer Report	<i>(distributed separately)</i>
	F3. Public Access Over Private Land Report	<i>(distributed separately)</i>

The general subject 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(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Public Excluded Council Meeting Minutes, 22 February 2023 (Progress Report from CEO Employment Review Committee; Rural Resource Management in the Proposed District Plan Report)	Good reason to withhold exists under section 7(2)(a), 7(2)(g) and (7)(2)(j)	Section 48(1)(a)
Ratepayer Report	Good reason to withhold exists under section 6 (a), 6 (b) and 7(2)(a)	Section 48(1)(a)
Public Access Over Private Land Report	Good reason to withhold exists under section 7(2)(h), section 7(2)(i), and section 7(2)(j)	Section 48(1)(a)

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Good reason for withholding official information exists, for the purpose of section 5, if the making available of that 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.	Section 6(a)

Good reason for withholding official information exists, for the purpose of section 5, if the making available of that information would be likely If the making available of that information would be likely to endanger the safety of any person.	Section 6(b)
The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
The withholding of the information is necessary to maintain legal professional privilege	Section 7(2)(g)
The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 7(2)(h)
The withholding of the information is necessary to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 7(2)(i)
The withholding of the information is necessary to prevent disclosure or use of official information for improper gain or improper advantage.	Section (7)(2)(j)

G. Karakia Whakamutunga - Closing



South Wairarapa District Council Minutes from 22 February 2023

Present: Mayor Martin Connelly, Councillors Colin Olds, Pip Maynard, Kaye McAulay, Alistair Plimmer, Rebecca Gray, Martin Bosley and Aaron Woodcock.

Apologies: Deputy Mayor Sadler-Futter and Councillor Ellims.

In Attendance: Harry Wilson (Chief Executive Officer), Amanda Bradley (General Manager Policy and Governance), Sheil Priest (General Manager Communications and Engagement), Stefan Corbett (Group Manager Partnerships and Operations), Russell O’Leary (Group Manager Planning and Environment), Paul Gardner (General Manager HR and Corporate Services) James Witham (Planning Manager), and Amy Andersen (Committee Advisor).

Public Forum: Mary Byrne and Claire Bleakley.

Conduct of Business: This meeting was held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference. This meeting was live-streamed is available to view on our YouTube channel. The meeting was held in public under the above provisions from 10:02am to 1:01pm except where expressly noted.

Open Section

A1. Karakia Timatanga - Opening

Cr Maynard opened the meeting.

A2. Apologies

COUNCIL RESOLVED (DC2023/14) to accept apologies from Deputy Mayor Sadler-Futter and Cr Ellims.

(Moved Mayor Connelly /Seconded Cr Maynard)

Carried

A3. Conflicts of Interest

There were no conflicts of interest.

A4. Acknowledgements and Tributes

Cr Olds acknowledged and paid tribute to individuals and communities who have been affected by Cyclone Gabrielle, and the efforts and work of people and organisations to support local Councils and communities.

Mayor Connelly noted he had a request from LGNZ to partner with Councils affected by Cyclone Gabrielle and has accepted the call for support.

Cr Maynard acknowledged Te Rangiura o Wairarapa, Ngāti Kahungunu, who are competing in Te Matatini today and wished them the best of luck.

A5. Public Participation

Mary Byrne - Fluoridation of Water

Ms Byrne (Fluoride Free NZ), presented to Council on fluoridation of water, and provided information to Councillors.

Members asked Ms Byrne what she knew about the Council's responsibilities with regard to fluoridation.

Claire Bleakley - Fluoridation of Water

Ms Bleakley, presented to Council on fluoridation of water. She requested Council Officers write a report and engage in community consultation on the costs, needs and risk of fluoridation with experts on both sides of the debate.

Members asked about the research quoted by Ms Bleakley.

A6. Actions from public participation

Members noted the participation from Ms Byrne and Ms Bleakley in today's meeting, and discussed whether to raise the concerns with central government/DHBs.

A7. Extraordinary Business

COUNCIL RESOLVED (DC2023/15) to add the BDO Review and Lessons learned Report to the agenda for discussion as item B4, which was due to go to the Audit and Risk committee in February 2023, but has been delayed due to finding a suitable Independent Chair. It cannot be delayed as there is high interest in ensuring that we have captured the lessons learnt and needs to be discussed prior to the process for setting rates in the Annual Plan.

(Moved Cr McAulay /Seconded Cr Plimmer)

Carried

COUNCIL RESOLVED (DC2023/16) to add the 2022 Residents' Perception Survey Report to the agenda for discussion as item B5, which would normally be released at the time of the release of the annual report as the survey provides the source data for a number of the KPI's that Council is required to report on. There has been significant delay from Audit New Zealand in providing a timely audit and we are unlikely to have an audit completed until the end of March 2023. This has high public interest and provides useful information for the timing to decide on a response as part of the Annual Plan.

(Moved Cr Olds/Seconded Cr Maynard)

Carried

Against Cr Woodcock

A8. Community Board / Māori Standing Committee Reports from Meetings

There were no members present.

A9. Minutes for Confirmation

COUNCIL RESOLVED (DC2023/17) that the minutes of the Council meeting held on 8 February 2023 are confirmed as a true and correct record.

(Moved Cr Bosley/Seconded Mayor Connelly)

Carried

A10. Matters arising from previous minutes

There were no matters arising.

B Decision Reports from the Chief Executive and Council Officers

B1. Adoption of the Local Governance Statement

Ms Bradley spoke to the report and responded to a query from members regarding engagement with mana whenua on the development of the statement.

COUNCIL RESOLVED (DC2023/18) to:

1. Adopt the Local Governance Statement 2022-2025 for publication to the South Wairarapa District Council website.
2. Delegate authority to the Chief Executive to maintain the Local Governance Statement by making administrative updates as and when required.

Items 1-2 read together

(Moved Mayor Connelly/Seconded Cr Plimmer)

Carried

B2. Wairarapa Policy Working Group Terms of Reference 2022-25

Ms Bradley spoke to the report.

Members queried the Smoke and Vape Free Policy update status. For more information visit our website [here](#).

COUNCIL RESOLVED (DC2023/19) to:

1. Note that Councillor Bosley and Deputy Mayor Sadler-Futter were appointed to the Wairarapa Policy Working Group by Council at its meeting on 14 December 2022;
2. Approve the Wairarapa Policy Working Group Terms of Reference 2022-25; and
3. Appoint Councillor Robyn Cherry-Campbell from Carterton District Council as the Chairperson of the Wairarapa Policy Working Group.

Items 1-3 read together

(Moved Cr Olds/Seconded Cr Bosley)

Carried

B3. Additional staffing request for roading team

Mr Wilson spoke to the report and responded to members queries regarding vacancies and management of staff workload, recruitment, development and

planning for next financial year / Annual Plan, salary banding, and possibility of reducing staff in other departments to support other roles.

Mayor Connelly noted that the report should have included more information and assessment on the source of funding and implications of approving the additional staffing.

Members acknowledged and thanked Tim Langley, Roding Manager, for his hard work to date.

COUNCIL RESOLVED (DC2023/20) to:

1. Note that demands on the roading team across a range of planned and unplanned activity are significant and increasing, and the team urgently requires an experienced roading engineer to continue to meet current outputs.

2. Approve unbudgeted costs of \$30,000 in the current 2022/2023 FY connected to the permanent appointment of a Senior Roding Engineer to the Ruamahanga Roding team.

3. Note that this unbudgeted cost will be met by phasing current vacancies.

(Moved Cr Plimmer/Seconded Cr Plimmer)

Carried

B4. BDO Review and Lessons Learned Report

Mr Wilson spoke to the report and summarised the recommendations. Mr Wilson responded to queries from members regarding the timing to release the report, future communication with the public.

COUNCIL RESOLVED (DC2023/21) to:

1. Receive the BDO Investigation Report.

(Moved Mayor Connelly/Seconded Cr Bosley)

Carried

2. Note the lessons learned, recommendations and the actions taken to implement the recommendations.

3. Direct that the report will be make publicly accessible on the South Wairarapa District Council website.

(Moved Mayor/Seconded Cr Plimmer)

Carried

The meeting was adjourned at 11:32am.

The meeting recommenced at 11:42am.

B5. 2022 Residents' Perception Survey Report

Mayor Connelly spoke about matters included in the report and raising expectations and restoring the confidence of residents in future. Members gave examples of positive feedback and progress since the last triennium to lift performance.

COUNCIL RESOLVED (DC2023/22) to receive the 2022 Resident Perceptions Survey Results Report.

(Moved Mayor Connelly/Seconded Cr Maynard)

Carried

The meeting was adjourned at 11:59am.

The meeting was recommenced at 12:33pm.

C Chairperson's Report

C1. Report from The Mayor

Mayor Connelly spoke to the report and responded to queries from members regarding change to governance. Noted that Ms Rutene is the Chair of the Māori Standing Committee.

COUNCIL RESOLVED (DC2023/23) to:

1. Receive the report from the Mayor.

(Moved Mayor Connelly/Seconded Cr Gray)

Carried

2. a) Agrees that Ngāti Kahungunu ki Wairarapa Tamaki Nui a Rua Treaty Settlement Trust be appointed as a Mana Whenua Partner Entity (MPWE) as specified in the Shareholders and Partners Agreement for Wellington Water Limited; and
b) Notes that Andrea Rutene is the nominated representative for Ngāti Kahungunu ki Wairarapa Tamaki Nui a Rua Treaty Settlement Trust.

(Moved Mayor Connelly/Seconded Cr Maynard)

Carried

Against Cr Plimmer and Cr Woodcock

D Public Excluded Business

The general subject 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(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Public Excluded Council Meeting Minutes, 8 February 2023 (Progress Report from CEO Review Committee Report)	Good reason to withhold exists under 7(2)(a)	Section 48(1)(a)
Rural Resource Management in the Proposed District Plan Report	Good reason to withhold exists under section 7(2)(g) and (7)(2)(j)	Section 48(1)(a)

This resolution (DC2023/24) is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	Section 7(2)(a)
The withholding of the information is necessary to maintain legal professional privilege	Section 7(2)(g)
The withholding of the information is necessary to prevent disclosure or use of official information for improper gain or improper advantage.	Section (7)(2)(j)

(Moved Cr Plimmer/ Seconded Cr Gray)

Carried

D1. Confirmation of Public Excluded Minutes from Council meeting, 8 February 2023

D2. Rural Resource Management in the Proposed District Plan Report

E Karakia Whakamutunga – Closing

Mayor Connelly closed the meeting.

The meeting closed at 1:01pm.

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

Adoption of the Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa

1. Purpose

The purpose of the report is to seek Council adoption of the proposed Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa.

2. Recommendations

Officers recommend that the Council:

1. Notes that the Wairarapa Rangatahi Development Strategy 2016-2021, of which Masterton and Carterton District Councils are party to, is due for review;
2. Notes Masterton, Carterton and South Wairarapa District Councils agreed to develop a combined regional strategy as part of the review;
3. Notes the Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa was developed in collaboration with rangatahi (youth 12–24-year-olds);
4. Notes the Wairarapa Policy Working Group has reviewed the proposed Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa;
5. Notes the Wairarapa Policy Working Group recommends that Council adopt the proposed Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa;
6. Agrees to adopt the Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa; and
7. Notes a detailed implementation plan will be drawn up and circulated to Councillors for comment in the coming months. In the meantime, we will ensure any new policies or major initiatives will include consideration of the Wairarapa Rangatahi Strategy principles as appropriate.

3. Executive Summary

The Masterton (MDC), Carterton (CDC), and South Wairarapa (SWDC) District Councils (Wairarapa District Councils) have agreed to having a combined strategy for rangatahi (youth 12–24-year-olds) across the region.

Carterton and Masterton District Councils have had a strategy in place since 2012. The proposed Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa has been developed alongside the review of the Wairarapa Rangatahi Development Strategy 2016 – 2021. South Wairarapa District Council has come on board as part of this review cycle.

We took a co-development approach with rangatahi to the strategy review. In August – September 2022 we engaged with 28 rangatahi groups and schools across the Wairarapa reaching over 1,300 rangatahi. We received over 3,000 suggestions on ways to make Wairarapa a great region where young people thrive.

The Wairarapa Youth Strategy: Te Rautaki Taiohi o Wairarapa (the Strategy) outlines how the Wairarapa District Councils are proposing to invest in the positive development of its rangatahi aged 12-24 years over the next five years. Through its priorities and actions, councils are striving to enhance the mana of rangatahi so that they have opportunities to grow, develop and reach their full potential.

The Strategy sets out seven rangatahi-centred priority areas for the Wairarapa District Councils to support and respond to within our roles and responsibilities, and in partnership with rangatahi, agencies, community groups and our wider community. The proposed Strategy is being considered for adoption by MDC 5 April on followed by CDC on 10 May.

4. Context

Rangatahi (youth 12–24-year-olds) are valued members of our community and Masterton District Council is committed to ensuring that they have opportunities to positively participate in Council and community affairs and are supported to reach their full potential.

This commitment is recognised through our Wellbeing Strategy - He Hiringa Tangata, He Hiringa Whenua and our current Wairarapa Rangatahi Development Strategy 2016 – 2021 for the Masterton and Carterton districts (the 2016 Strategy).

4.1 Why do we have a Strategy?

The purpose of local government is to enable democratic local decision-making and action by, and on behalf of, communities. Its purpose is also to promote the social, economic, environmental, and cultural well-being of communities, in the present and for the future. Having a Rangatahi Strategy in place enables councils to outline their commitment to the wellbeing of rangatahi across all of the functions and services that we provide.

Representation of rangatahi views varies across the Wairarapa District Councils in day-to-day matters and engagement and consultation processes. We recognise there is still more for us to do to address this gap. We want this process to be not only beneficial for Council but to demonstrate to our rangatahi that their voice and views are wanted and valued by the Wairarapa District Councils.

Having a joint strategy enables the Wairarapa District Councils to take a co-ordinated approach in the work we do to support rangatahi in the Wairarapa. It sets out a common framework across the region so we can collaborate on making the Wairarapa a great place for rangatahi to grow and thrive. This could also include opportunities to partner with our wider community and other agencies.

4.2 Aims of the Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa

The purpose of the Strategy is to highlight what is important to rangatahi and support their development through the provision of services, facilities, and activities delivered by the Wairarapa District Councils. It is a lens that Councils can use when delivering to or working with rangatahi in the region that can be applied across all the work we do.

The Strategy aims to deliver the purpose set out in our vision: *Rangatahi in the Wairarapa have opportunities to grow, develop and reach their full potential*. By identifying clear priorities, it outlines ways the three Wairarapa District Councils can begin to achieve this vision. The Strategy aims to:

- Provide measurable and tangible outcomes for rangatahi across the region that they can connect to.
- Connect to Council's roles as provider, funder, partner, facilitator, advocate, and regulator.
- Provide the Wairarapa District Councils with a range of priorities and a clear direction for the rangatahi community over the next five years and how and who we might best engage with when we come to addressing these. This will also support the budgeting and resource planning over a five-year period.
- Align with interventions and plans at central government and community level—including the Child and Youth Wellbeing Strategy 2019, Mana Taiohi (Principles of youth development) and the Youth Action Plan.
- Outline how the Wairarapa District Councils will work together to support the needs and aspirations of rangatahi.

4.3 Focus of the Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa

The Strategy sets out seven priorities that rangatahi in the Wairarapa region have identified and what council can do to respond to and support their core needs and aspirations. While this Strategy focuses on all rangatahi, it acknowledges that one size does not fit all. The Strategy is provided in Attachment 1 and sets out the following priority areas in further detail.

The priorities set the direction of the Strategy and convey the voice of rangatahi who participated in the process. A high-level summary is included below:

Priority	Description summary
We want to celebrate who we are	Rangatahi want to see their cultures and backgrounds in their region. They want to feel represented, acknowledged and celebrated in their communities.
We want to be active	Rangatahi want to have access to a range of activities in the region. They want to have facilities and spaces that are fit for purpose.

Priority	Description summary
We need to feel safe	Rangatahi want a community that feels safe and inclusive. They want to be physically safe and be safe from harmful substances in their community.
We need to connect	Rangatahi want to easily connect with one another, their whānau (family) and wider community. They want to reduce the barriers to being able to connect (such as cost, access to information or distance).
We need to protect our environment	Rangatahi want to take an active role in supporting their environment. They value living in clean and beautiful neighbourhoods.
We have a voice and can use it	Rangatahi want to participate in community and council affairs. They want to be counted and have their views respected and considered regardless of their age.
We need to be supported and support one another	Rangatahi want to access a range of support across the region but often face barriers to this. They want to be treated fairly and equitably.

We recognise in delivering these priorities it will be essential for us to work with rangatahi, community groups and agencies.

The Strategy is underpinned by Mana Taiohi, a principle-based framework recognised nationally that can inform the way people who work with young people work in Aotearoa¹. It aligns with the priorities outlined in the Strategy. This Strategy seeks to recognise and enhance the four elements of young people's mana as identified in Mana Taiohi.

Implementation plans will support delivery of the Strategy

The Strategy is supported by implementation plans for each council and identifies a range of projects within them. The SWDC's implementation plan is forthcoming.

Where further resourcing or funding is required, business cases will be developed to be considered as part of Annual Planning or Long-Term Planning cycles.

The Strategy outlines how the Wairarapa District Councils will deliver on our vision and priorities together. Aligning with this commitment, following adoption, the three councils will work together to develop agreed regional actions that will be merged into our district implementation plans.

5. Analysis and Advice

5.1 Work to date

The 2016 Strategy was due for review in late 2020. Project planning commenced in mid-2021. A Project Team was established with representation from each of the three Wairarapa District Councils, with MDC being the project leads. In October 2021 we reported to council on a proposed approach to develop the new strategy [Report

¹ Mana Taiohi <https://arataiohi.org.nz/mana-taiohi/>

196/21- refers]. As part of this report the WPWG was delegated oversight of the project. The WPWG has been providing feedback and input throughout the review, including the engagement approach, strategy priorities and the final strategy document.

Many councils across New Zealand have youth strategies in place including Waimakariri, Hastings, Auckland, Nelson, Hurunui, and Wellington. To help inform our approach we explored a range of existing youth strategies across local government (in New Zealand and Australia) and Eastern Central Community Trust (ECCT)'s recently developed Youth Action Plan and funding model, to understand the types of activities and goals identified, and how rangatahi were involved in their development. We also looked at statistics and research relating to rangatahi broadly and those available for the Wairarapa. Some of these statistics are reflected in the Strategy.

Following stakeholder mapping, some pre-engagement with community groups and workshop design, we delivered a series of engagement sessions across the Wairarapa in Term 3 of 2022 (August-September 2022). Further detail on the delivery and results are covered later in this report. Analysis of the engagement results led us to a final seven priority areas for the Strategy. These were shaped directly by the suggestions and aspirations of rangatahi.

The priority areas and results of the engagement were tested against the 2016 Strategy. Aspects of the 2016 Strategy have been carried forward where they align with the revised vision and direction.

The pandemic, personnel changes and work programme priorities impacted our timeframes and ability to undertake engagement. We have kept Council informed of updates to plans through regular updates in our CE reports at council meetings throughout the project.

5.2 Rangatahi engagement

Following an assessment against the Significance & Engagement Policies of the Wairarapa District Councils, a co-development approach with rangatahi was undertaken to deliver a strategy with a greater sense of ownership and accountability. This approach also aligned with:

- the intent of our current 2016 Strategy (strengthening rangatahi voice and supporting rangatahi potential),
- our role as council and decision-makers, needing to consider of the views of people affected by a matter, both now and in the future, and
- the approach taken with other strategies and plans (e.g., Wairarapa District Councils' Positive Aging Strategy and Masterton District Climate Action Plan).

In preparing our engagement approach, so we could reach a broad range of rangatahi across the region, we engaged with and took advice from Rangitāne o Wairarapa, Kahungunu ki Wairarapa, Youth2Work, ECCT's TiraRangatahi, Te Whatu Ora Wairarapa, the Wairarapa Community Network, Pasifika o Wairarapa Trust, Ara Taiohi, the Wairarapa Rainbow Network and others.

We supported co-development through two phases of engagement

Our aim was to reach a broad range of rangatahi including Māori, Pasifika, LGBTQIA+, at risk and disabled/ whaikaha rangatahi. The Project Team adopted an 'us to them' approach, meaning council officers meeting with rangatahi where they are, and not expecting rangatahi to attend separate meetings or workshops to engage with us. We split our engagement into two phases, the aims of each phase were as follows:

- Phase 1 Rangatahi voices are heard: Collating relevant data and information from a broad range of rangatahi from across the region that will influence the key priorities in the revised strategy. All schools with year 8 and above were offered the opportunity to engage in a way that worked best for them. We also reached out to a range of community groups who worked closely with rangatahi.
 - In total we met with 28 groups / schools across 28 engagement sessions in August-September 2022. We reached over 1,300 rangatahi across the region. Over 3,000 suggestions and ideas were provided in response to three questions. We were able to reach Māori, Pasifika, LGBTQIA+, at risk and disabled / whaikaha rangatahi as part of our approach. A full list of groups is attached at Attachment 3.
- Phase 2 Rangatahi voices are reflected: Refining the data and information into revised goals and actions in collaboration with rangatahi to ensure that the strategy indicates the priorities and needs of rangatahi across the region.
 - On 7 December 2022 we hosted a full day workshop with 19 rangatahi from across the region. The workshop tested the initial eight priorities we had developed in response to the wider rangatahi feedback.

This engagement enabled us to design rangatahi centred priorities for council to support through the Strategy.

We do not propose to carry out wider community consultation

As outlined above, the three Councils collaborated with rangatahi to deliver the proposed Strategy. Because of this, we propose that Council adopts the Strategy with an "inform"² approach with the wider community after the Strategy is adopted.

The WPWG discussed what engagement had been undertaken to date to support the strategy and whether further consultation was needed. Aligning with our Significance and Engagement Policy, it is considered that wider community consultation is not required, as:

- The impacted demographic has already been consulted. Wider community interest is likely to be low-moderate.
- The impact of this decision can easily be reversed (it is not a Bylaw or requirement under legislation).

² To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.

- The ownership or function of strategic assets are not affected.
- The Strategy will inform existing work programme deliverables and budget baselines. Costs/risks to Council are low.

Most groups that work closely with rangatahi that we have encountered have been supportive of the collaboration approach with rangatahi in our community. This has been demonstrated through their hosting of engagement workshops with us and rangatahi, and expressing they are eager to hear more about the needs and aspirations of our rangatahi.

As part of our communications and engagement plan, we will continue to engage with our wider community with particular focus on groups that work directly with rangatahi to inform them of the Strategy’s direction and priorities for Council. As part of our proposed implementation plans as a region, we are exploring ways to share our engagement results with groups and organisations that work closely with rangatahi.

6. Options Considered

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

Option	Advantages	Disadvantages
<p>1 Adopt the Strategy following a rangatahi co-development process and taking an inform approach with the wider community following adoption</p>	<p>Recognises the contribution of rangatahi and it being a rangatahi voice led strategy.</p> <p>Recognises the input from community groups who supported rangatahi to participate.</p> <p>Aligns with existing and ongoing community development initiatives and projects.</p> <p>Council has clear messages direct from local rangatahi.</p> <p>Signal’s council’s support and value of rangatahi voice in community and council matters.</p> <p>The impact of this decision can easily be reversed (it is not a Bylaw or requirement under legislation).</p> <p>The ownership or function of strategic assets are not affected.</p>	<p>Although we have attempted to include a broad range of rangatahi in our approach, some may have missed out on the engagement sessions and online drop-box (suggestion box).</p> <p>Some groups that work with rangatahi may feel they have not had the opportunity to have their say.</p> <p>The wider community may feel that they have not had the opportunity to have their say.</p>

Option	Advantages	Disadvantages
	<p>The Strategy will inform existing work programme deliverables and budget baselines. Costs/ risks to Council are low.</p>	
<p>Adopt the Strategy for community consultation.</p>	<p>Some additional areas for inclusion may be identified.</p> <p>Allows rangatahi to have another say or those that missed out on the engagement sessions to have a say.</p> <p>Allows us to test the Priorities with community groups that work with rangatahi.</p> <p>Allows us to test the Priorities with the wider community.</p>	<p>If further work is required this extends the development and review period, with this project having commenced in 2021 and will compete with other work programme priorities.</p> <p>May dilute the work done to reflect rangatahi voice.</p> <p>Rangatahi may feel that their contribution is minimised or diluted by wider community feedback.</p> <p>Rangatahi may feel reluctant to engage in future processes.</p>
<p>2 Does not adopt the Strategy.</p>	<p>No known advantages.</p>	<p>The current 2016 Strategy is outdated, and current programmes may not represent the views and needs of our current local rangatahi.</p> <p>Will not recognise the contribution of rangatahi and may impact further appetite to engage on council and community matters.</p>

7. Recommended Option

Option 1 adopt the Strategy following the rangatahi co-development process and take an inform approach with wider community following adoption is recommended. This option is supported by the WPWG.

1,300 rangatahi from across the region engaged in this process, [approximately 405 were based in the South Wairarapa District]. This is a significant level of engagement from our rangatahi community. Adopting this policy recognises their contribution and further encourages rangatahi to participate in council and community affairs. The Strategy ensures that Council will have a clear set of priorities and a vision for how it works with and for rangatahi over the next five years.

8. Summary of Considerations

8.1 Strategic, Policy and Legislative Implications

The Strategy aligns with Council's role under the Local Government Act 2002 to enable democratic local decision-making and action by, and on behalf of, communities; and to promote the social, economic, environmental, and cultural well-being of their communities (the four wellbeings), in the present and for the future. Having a rangatahi focused strategy in place assists councils to promote the wellbeing of rangatahi within our communities.

The Strategy aligns with our Wellbeing Strategy - He Hiringa Tangata, He Hiringa Whenua. For instance:

- *Social Strategy: Masterton/Whakaoriori is a positive, strong, inclusive and self-determining community with equitable opportunities for everyone, aligns with:*
 - We want to celebrate who we are, we need to connect, we need to be supported and support one another, and we have a voice and can use it.
- *Cultural Strategy: Masterton/Whakaoriori values the place and role of tangata whenua and is proud of our cultural identity and heritage, aligns with:*
 - We want to celebrate who we are, we need to connect, and we need to feel safe.
- *Economic Strategy: Masterton/Whakaoriori has a strong and sustainable economy that supports our people and places, aligns with:*
 - We want to be active
- *Education Strategy: Promoting and supporting solutions for overcoming the barriers that lead to inequitable educational outcomes, aligns with:*
 - We need to be supported and support one another.

8.2 Significance, Engagement and Consultation

As noted in the report, wider community consultation is not required. This position is supported by the WPWG. As part of our communications and engagement plan we will continue to engage with our wider community with particular focus on groups that work directly with rangatahi to inform them of the Strategy's direction and priorities for Council.

8.3 Financial Considerations

This project was undertaken by using internal staff resourcing, with MDC being the project leads.

The budget for the completed review and strategy development will be split across the Wairarapa Councils as outlined in the Wairarapa Shared Services Funding Policy under the joint policy development activity. The cost split allocation is 52% Masterton, 20% Carterton and 28% South Wairarapa. Masterton District Council has budget included in the Long-Term Plan 2021-31 to cover our contribution towards the costs associated with the strategy review.

The majority of actions within the Strategy will be considered and actioned through existing budgets.

8.4 Implications for Māori

The Strategy includes all rangatahi. As a part of our engagement approach, we reached out to mana whenua to help us identify the best ways for rangatahi Māori to be involved. Upon their advice we worked with some targeted groups such as Ohi Ora and Ngā Pūmanawa Tūpuna to seek their input as part of the engagements. We also delivered an engagement workshop at Te Kura Kaupapa Māori o Wairarapa where the workshop was delivered in te reo Māori. Rangatahi Māori were also included in our focus group.

8.5 Communications/Engagement Plan

Following the Council meeting we will update relevant stakeholders on the adoption of the strategy.

8.6 Environmental/Climate Change Impact and Considerations

Rangatahi have expressed views on climate and environmental issues through our engagement process and this has been reflected in the Strategy document.

9. Next Steps

Following the adoption by all three Wairarapa councils, the Strategy will be published on our respective websites, and we will inform our Rangatahi focus group and other key groups who were involved (such as schools/ community groups). We will also share the Strategy with our wider community on a range of platforms (print media / social media for example).

As part of the Strategy implementation, we will also share a summary of our rangatahi engagement results with relevant community groups that work closely with rangatahi.

10. Appendices

Appendix 1: Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa

Appendix 2: Table of Rangatahi Engagements

Prepared by: Stefan Corbett, General Manager Partnerships and Operations

Appendix 1: Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa

Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa

Rangatahi in the Wairarapa have opportunities to grow, develop and reach their full potential

[IMAGES]



Adopted X

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Message from the Mayors [TBC]

Kia ora tātou

Welcome to this updated Wairarapa Rangatahi Strategy, one which outlines those areas most important to rangatahi (youth) across our diverse and vibrant region.

Throughout the development of this strategy, we proactively targeted and engaged rangatahi from all areas and backgrounds, capturing the thoughts and aspirations of the broadest possible cross-section of our region's young people. Through this engagement process they raised their hands and raised their voices, and we listened.

As Mayors, it is our role to ensure the viewpoints of all who call Wairarapa home are considered when making decisions on their behalf. We, and our elected colleagues, represent our communities in their entirety - a vital sector of which is made up of rangatahi, those aged 12 to 24.

Te Rautaki Rangatahi o Wairarapa - Wairarapa Youth Strategy outlines how the region's three councils should consider the provision of services, facilities, and activities for our young people. It is a lens that we can use when delivering to or working with rangatahi in the region – one that can be applied across all the work we do.

Our rangatahi are focused on the future and want to ensure that today's decisions don't adversely impact their tomorrow. Connection, pride, support, and purpose are themes you will see repeated throughout this strategy. We know that our young people want a sense of belonging. They want to know their communities are supportive of and can provide for their aspirations and goals. They want to feel that they can contribute on the big issues (such as our environment and facilities); that their voices and opinions matter; that they can be their authentic selves and bring their experiences and input to the table and know that they will be welcomed, respected, and acted upon.

When developing a strategy such as Te Rautaki Rangatahi o Wairarapa it can be tempting to think that the job is done when the strategy is published. This is not the case. Our publication of this strategy signals our commitment to the first of many waypoints as leaders and as Councils; every decision new make from this point forward demands we checking and recheck our commitment to this strategy, its objectives, and our Wairarapa rangatahi.

[signatures]

Mayor Gary Caffell
Masterton District Council

Mayor Ron Mark
Carterton District Council

Mayor Martin Connelly
South Wairarapa District Council

Introduction

Our Region

The Wairarapa region spans 830km², bordered by the Remutaka and Tararua ranges to the north and west and the Pacific Ocean to the east. At our southern point is Te Karu o te Ika a Maui, the eye of Maui's fish, more commonly known as Wairarapa Moana (Lake Wairarapa) and its mouth, Te Waha o te Ika a Maui (Palliser Bay). The region is made up of urban, rural, and coastal communities, and is home to 49,900 people.

Three district councils fall within the Wairarapa region: Masterton, Carterton and South Wairarapa (the Wairarapa District Councils). The Wairarapa District Councils support communities across Masterton, Carterton, Greytown, Featherston and Martinborough townships, and smaller rural and coastal communities. Greater Wellington Regional Council (GWRC)¹ also plays a role in our region. The Wairarapa District Councils and GWRC work together on matters relating to areas such as climate change and flood protection.

Images of youth/ rangatahi /
Wairarapa landscapes

¹ GWRC has responsibility across biosecurity, emergency management, flood protection, environment, land management, parks and forests, transport, harbours, pollution control and water supply in the Wairarapa region.

Rangatahi in the Wairarapa Region

Infographics / text boxes to be designed:



Rangatahi (youth) are defined as those between 12 and 24 years old. Approximately 14% (7,090) of the Wairarapa population are rangatahi¹.

Source: Statistics New Zealand Estimated Resident Population 2016-2021



The Wairarapa is becoming increasingly diverse and a wide range of cultures and ethnicities are represented in our communities.

Source: Census 2018



Our rangatahi move regularly across the region to access education, sports, recreation, and arts and cultural activities.



The Wairarapa has a range of education providers including a tertiary institute (UCOL), and opportunities for rangatahi to re-engage in education when they have been excluded from mainstream schooling.

4,255 or 15% of the Masterton population are rangatahi aged between 12 and 24 years.

1,441 or 14% of the Carterton population are rangatahi aged between 12 and 24 years.

1,394 or 12% of the South Wairarapa population are rangatahi aged between 12 and 24 years.

Source: Statistics New Zealand Estimated Resident Population 2016-2021



Rangatahi are supported to successfully transition into training or employment through gateway programmes in schools and by Mayors Taskforce for Jobs programmes in the region.



The Wairarapa region has a lower percentage of youth achieving NCEA levels 1, 2 and 3 than the national average¹.

Source: Vodafone OHI Navigator, 2021.



Rangatahi can access a variety of sport and recreation opportunities across the region including (but not limited to) athletics, netball, rugby, dance, soccer, gymnastics, equestrian, hockey, and water sports.



Parts of our region have lower than national averages for 'not in education, employment or training' (NEET).

Source: Infometrics 2022



We know household income and increased costs of living can have an impact on rangatahi, parts of our region have lower incomes than national averages¹.

Source: Infometrics 2022

[Mean per capita income for Carterton (\$38,735) and Masterton (\$36,014) is lower than the New Zealand average (\$44,179)]



There are arts and cultural activities that rangatahi can participate in across the Wairarapa. An example of this is engagement in competitions such as Smokefree Rock-quests and in local and national kapa haka festivals.



We know that many Wairarapa rangatahi move out of the region at around 20 years old. They move for a range of reasons, including higher education and employment opportunities¹.

Source: Wairarapa Economic Development Strategy 2018, p.76 and 2022 p.17

Why have a Rangatahi strategy?

Having a Rangatahi Strategy in place assists councils to promote the wellbeing of rangatahi within our communities. Many councils across New Zealand do have Youth Strategies in place to set out their commitment and priorities for this demographic within their district. The purpose of our strategy is to recognise the needs of our rangatahi and encourage youth development through the provision of services, facilities, and activities delivered by the Wairarapa District Councils. While this strategy focuses on all rangatahi, it acknowledges that one size does not fit all.

There is no legislative directive to have one specifically, however the purpose of Local Government (as defined in the Local Government Act 2002) is to enable democratic local decision making and action by, and on behalf of, communities; and to promote the social, economic, environmental, and cultural well-being of their communities (the four wellbeings), in the present and for the future.

Having a joint strategy enables the Wairarapa District Councils to take a co-ordinated approach in the work we do to support rangatahi in the Wairarapa. It sets out a common framework across the region so we can collaborate on making the Wairarapa a great place for rangatahi to grow and thrive. We look forward to collaborating and partnering with mana whenua, community groups, agencies and wider community to deliver on the intent of this strategy.

Images of youth/ rangatahi /
Wairarapa landscapes

How we developed the Strategy

The Wairarapa Rangatahi Development Strategy (2016) was due for review in 2020. The 2016 Strategy was a joint effort of the Masterton and Carterton District Councils. The South Wairarapa District Council came on board as part of this review process to develop a combined Wairarapa Rangatahi (Youth) Strategy. It is the first time all three Wairarapa district councils have come together to develop a common vision for the rangatahi (youth) in the Wairarapa region.

To help inform our approach we explored a range of existing youth strategies. We also looked at resources and information from the Ministry for Youth Development, the Ara Taiohi Mana Taiohi principles, and TiraRangatahi, a rangatahi rōpū (group) who work in partnership with Eastern and Central Community Trust.

It was important to the Wairarapa District Councils that we took a rangatahi centred approach to the review of the Strategy. Upon the advice from those working directly with rangatahi, we took an approach where we engaged kanohi-ki-te-kanohi (face to face) to workshop and discuss key areas of importance to rangatahi.

Infographic / text box to be designed: We asked rangatahi:

- What are things that are important to youth/rangatahi?
- What do youth/rangatahi need in the Wairarapa to make this a great place to live?
- What are the best ways to get youth/rangatahi involved in council and community activities?

Through workshops, discussions, and drop box survey (online and in person)

We split our engagement into two phases, reflecting the intent of the 2016 Strategy and the Mana Taiohi principles. The aims and outcomes of each phase were as follows:

- Phase 1 Rangatahi voices are heard: Collating data and information from a broad range of rangatahi from across the region that will influence the key areas of focus in the revised strategy. All schools in the region (Year 8 and above) were offered the opportunity to have their students be involved in a variety of ways.

Infographic / text box to be designed:

Over 3000 suggestions / feedback were provided.

Infographic / text box to be designed: Rangatahi from a range of different communities such as:



Disabled/whaikaha, Pasifika, Māori, LGBTQIA+ rural and urban.

Infographic / text box to be designed: We reached rangatahi

across the district and held workshops with groups in Masterton, Riversdale, Carterton, Gladstone, Greytown, Pirinoa and Kahutara. [MAP with pin points]

Infographic / text box to be designed: We reached over 1300 rangatahi through



19 Schools



6 community groups

- Phase 2 Rangatahi voices are reflected: Refining the data and information into revised goals and actions in collaboration with rangatahi to ensure that the strategy reflects the priorities and needs of rangatahi across the region. On 7 December 2022 we hosted a full day workshop with 19 rangatahi from across the region.

This engagement enabled us to design rangatahi centred priorities for council to support through the Strategy. [INCLUDE IMAGES OF THE ENGAGEMENTS]

Mana Taiohi – Youth Development Principles

This Strategy is underpinned by Mana Taiohi², the principle-based framework for Aotearoa that can inform the way people, organisations and systems work with young people. The framework was informed by the voice of rangatahi and others and aligns with the aspirations outlined in this Strategy for rangatahi in the Wairarapa region.

This Strategy seeks to recognise and enhance the four elements of young people’s mana as identified in Mana Taiohi:

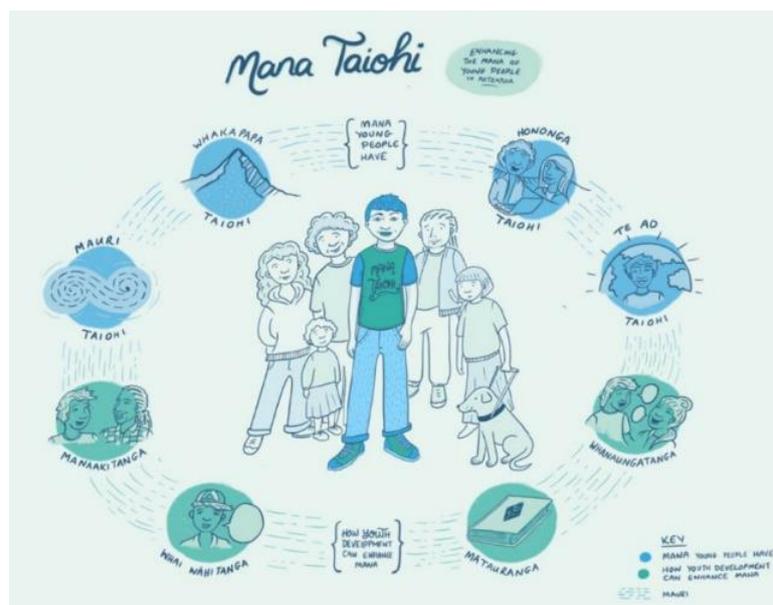
- Mauri Taiohi: the life spark, values, beliefs, skills and talents of rangatahi.
- Whakapapa Taiohi: the genealogy, connection to place of rangatahi.
- Hononga Taiohi: the relationships and connections; whānau, peers, community of rangatahi.
- Te Ao Taiohi: The big picture which impacts rangatahi including social and economic contexts.

Mana Taiohi also provides how we can enhance young people’s mana and oranga (wellbeing) in four different ways:

- Whanaungatanga: Supporting quality high-trust relationships
- Manaakitanga: Nurturing the values of generosity, feeling accepted and included, and mutual respect
- Whai Wāhitanga: Supporting participation of rangatahi, voice and decision-making
- Mātauranga: Ensuring we are informed by good information

These elements complement and are reflected within our vision, priorities and what we seek to achieve. These principles are interconnected and holistic.

Mana determines the right of a young person to have control over their lives and the decisions that affect them. Enhancing the mana of rangatahi means recognising what is right with them, as well as the reality of their world. Rangatahi are supported to have a voice, work to their strengths and step into leadership.



² Ara Taiohi. (2019). Mana Taiohi <https://arataiohi.org.nz/mana-taiohi/>

The Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa

Our Vision: Rangatahi in the Wairarapa have opportunities to grow, develop and reach their full potential.

The purpose of the Strategy is to highlight what is important to rangatahi and support their development through the provision of services, facilities, and activities delivered by the Wairarapa District Councils. It is a lens that Councils can use when delivering to or working with rangatahi in the region that can be applied across all the work we do.

The Strategy aims to deliver the purpose set out in our vision: *Rangatahi in the Wairarapa have opportunities to grow, develop and reach their full potential*. By identifying clear priorities, it outlines ways the three Wairarapa District Councils can begin to achieve this vision.

The environment in which rangatahi grow and develop helps shape their identity as adults. Investing in rangatahi will benefit both the region's rangatahi directly and the community as they interact with them. It is in everyone's best interests to support rangatahi and provide the opportunities they need for a fulfilling life.

We want all Wairarapa rangatahi to:

- have access to recreational, educational, cultural, and social opportunities.
- have equitable opportunities to participate and be heard (across council matters),
- be connected within their communities,
- be proud of who they are, and
- be supported to grow and reach their full potential.

This Strategy sets out the priorities that rangatahi in the Wairarapa region have identified and what council can do to respond to and support their core needs and aspirations. While this strategy focuses on all rangatahi, it acknowledges that one size does not fit all.

Strategy Priorities

The following sections set out the seven core priorities for rangatahi in Wairarapa. These were developed in collaboration with rangatahi from across the region in 2022. Rangatahi have identified the following priorities: [example diagram to be designed]



Strategy Priorities

We want to celebrate who we are *Kia whakanuia tō mātou tuakiritanga*

Celebrate
who we are

Our rangatahi want to celebrate their diversity. Through our engagement with rangatahi they identified a range of ways to celebrate their cultural identity and heritage, in particular Māoritanga (Māori culture). This could be through events or in spaces in our region. Rangatahi also noted the importance of LGBTQIA+ rangatahi being able to express and be their true selves in their communities.

What is important to rangatahi?

- We have pride in who we are in Wairarapa.
- Our culture and identity (including gender and sexuality) are visible in our region.
- There is space for us to celebrate who we are.
- Te Ao Māori³ is an important part of our country and who we are.
- We want to understand Te Ao Māori and how we can learn more.

What is Council's Role?

Councils provide a range of opportunities for rangatahi to express themselves and for communities to celebrate their diversity. Councils encourage inclusivity. Councils recognise Te Tiriti o Waitangi/the Treaty of Waitangi and customary rights of mana whenua.

How can Councils achieve this?

- Placemaking⁴ will actively consider the vision and priorities of the Strategy and seek the views and needs of rangatahi when enhancing or creating community spaces.
- Acknowledge and celebrate the cultures, backgrounds, and diversity of Wairarapa rangatahi through our events, programmes, and services.
- Work with mana whenua and rangatahi Māori to support opportunities to celebrate and promote Māori culture in our communities.
- Support community events and activities that enable rangatahi to take active leadership.

What rangatahi said:

"Providing safe places to just be ourselves and show others our cultural selves and personal selves."

"More cultural events"

"Knowing your identity/background"

"Accept individuality"

"More Polynesian communities come together"

"Queer youth support & celebration
"Carterton Pride""

"Māori integration of language. Makes us more open to different cultures and traditions & how we can respect each other"

"I want to know about me and the people around me."

"Organising and running events that help us celebrate who we are such as parades."

"More Wairarapa stories/legends"

Further details on initiatives and opportunities that support the Priority outcomes, and these objectives, are outlined in the Implementation Plan.

³Our understanding of Te Ao Māori is 'the Māori world' encompassing te reo Māori (language), ahurea Māori (Māori culture), and tikanga Māori (Māori customs and practices).

⁴ Councils can influence cultural, environmental, social, and economic wellbeing outcomes through place-making. Place-making is widely understood as "the process of strengthening the connection between people and the places they share," in order to maximise shared value and strengthen community identity (Dyet 2021).

Strategy Priorities

We want to be active *Kia mauri oho mātou*



Our rangatahi want to participate in a range of pursuits. The most common response through our engagements, when talking about what was important to them, was sports and recreation opportunities. Rangatahi would like to see different opportunities to be active in our communities and want these to be accessible. They also noted online sports and gaming spaces where they can come together and participate in these pursuits.

What is important to rangatahi?

- We have facilities and spaces that we can be active in across the region. Facilities and spaces are fit for purpose and looked after.
- There are opportunities to participate in sports, recreation and events across the Wairarapa region.
- We can access a range of activities regardless of our abilities.

What is Council's Role?

Councils provide a range of opportunities, facilities and spaces for sport, recreation, arts and culture, which are easy for rangatahi to take up. Councils consider the needs of disabled/ whaikaha rangatahi when making decisions about spaces and facilities.

How can Councils achieve this?

- Consider the vision and priorities of the Strategy and seek the views and needs of rangatahi when upgrading or developing cultural, sport and recreation facilities or spaces.
- Engage with disabled/ whaikaha rangatahi and their whānau to understand their needs when it comes to accessible recreation.
- Work in partnership with rangatahi, community groups and stakeholders to support the sporting and cultural endeavours of rangatahi in our communities.

What rangatahi said:

- “Sports!”
- “Wheelchair swing”
- “Access to good facilities”
- “Specific sports facilities that need to be enhanced (and maintained).”
- “A gym where youth are welcome”
- “More public sports fields basketball, soccer etc”
- “Upgraded pools”
- “Māori games”
- “More activities targeting all youth - more involving!!”
- “Increase promotion & accessibility for everyone in our community.”
- “More opportunities for women in sports (have it more talked about)”
- “Letting us help organise and run events. Giving us the opportunity to lead.”
- “More activities so you don't have to drive hours cost \$”

Further details on initiatives and opportunities that support the Priority outcomes, and these objectives, are outlined in the Implementation Plan.

The following is an example of what we want to do more of with our rangatahi...

Enabling rangatahi to be active in our community

Molly's Slide – Carterton

In 2021, Molly O'Dwyer made a submission on the Carterton District Council's (CDC) Long-Term Plan requesting that the slide at the Carterton Swimming Pools be upgraded. She and other rangatahi did not feel it was safe to use.

Be active

Molly collected signatures from the community to support her cause, gathering a total of 91 signatures. Council responded by allocating \$10,000 through the Long-Term Plan process as seed funding for the project.

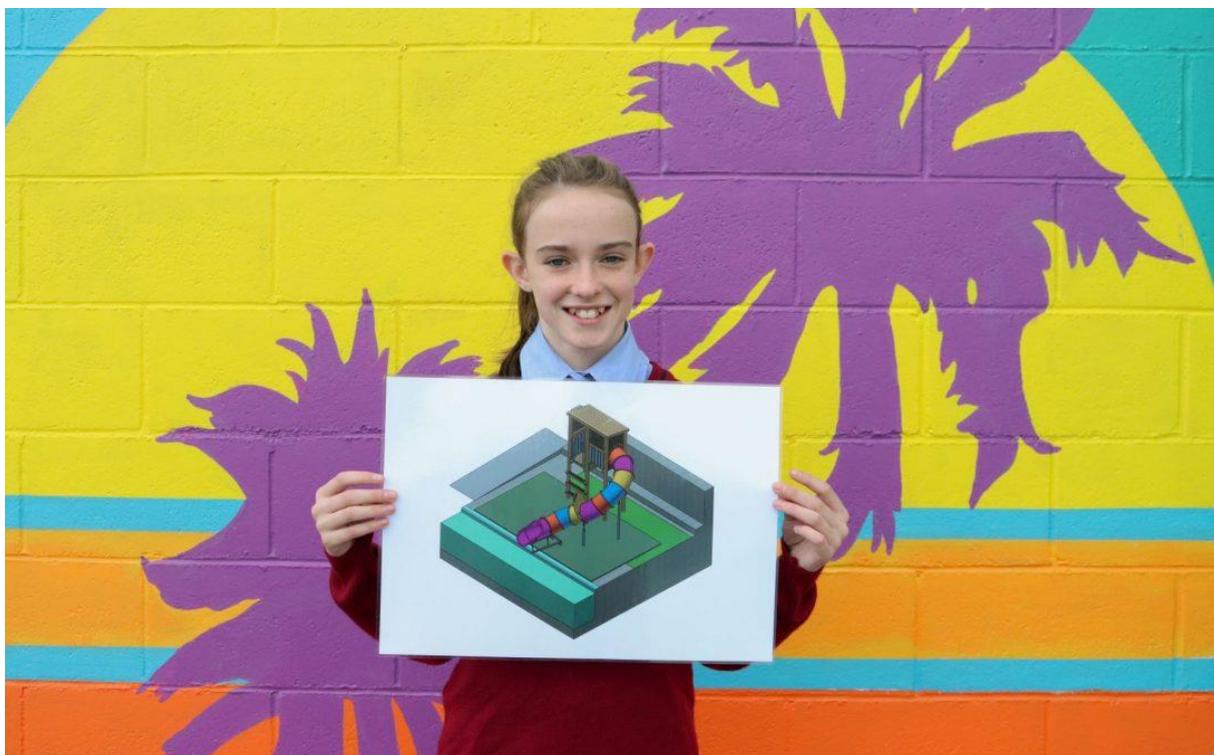
Molly spread her idea far and wide and ran a community campaign to get others on board and to seek further funding to make the slide project a success. The Mayor and Deputy Mayor were supportive of the project and participated in Molly's fundraising events to raise the final funding.

Molly worked in collaboration with community groups such as Ka Pai Carterton, Trust House, and the wider community, to realise her goal. These groups provided Molly with the final funding towards the project, with their contribution totalling over \$52,000.

Molly's slide project also sparked further upgrades to the Pools with Adrian Jackman, Rangatahi Tū Rangatira (R2R) and local school students painting a new mural in the space.

CDC led the construction of the slide which was officially opened in November 2022.

We want our rangatahi to feel they can raise issues with their council regarding the facilities that we provide, and that they can also be part of the solution. We look forward to supporting more rangatahi like Molly who want to be active and to have good community facilities.



Strategy Priorities

We need to feel safe *Kia rongō mātou i te haumarutanga*



Through our engagements, rangatahi noted the importance of having safe communities and spaces for them. Rangatahi expressed a desire to have their interests and opinions validated and their identity respected. They also considered freedom of expression important. There was consistent feedback around reducing the availability of vaping and harmful substances in their communities.

What is important to rangatahi?

- There is no violence or bullying in our community.
- We are safe from the impacts and peer pressure of drugs, smoking and vaping.
- There are safe, inclusive, and accepting spaces across our region where we can be ourselves.
- We can work together to support one another to make our community safe.
- We can get home safely no matter where we live.

What is Council's Role?

Councils create safe communities and welcoming places for rangatahi and their families and whānau, which foster a sense of belonging.

How can Councils achieve this?

- Consider vision and priorities of the Strategy and the views and needs of rangatahi when developing policies that relate to harmful substances in our community.
- Partner with key stakeholders and community groups, target places of concern identified by rangatahi, and work with rangatahi to strengthen safety and inclusion (e.g. lighting, features, artwork, clearing rubbish).
- Advocate to central government for policy and funding initiatives that support an improved standard of living for Wairarapa rangatahi.

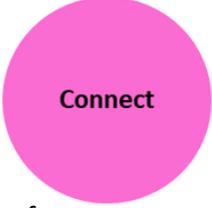
What rangatahi said:

- “Feeling safe walking home after school.”
- “Street lights working”
- “Less violence”
- “More vape free zones”
- “Safe environments”
- “Transportation frequency helps us get home on time, without feeling unsafe from standing at a deserted road.”
- “Having freedom to express myself”
- “Places that are inclusive”
- “Safe places to hangout”
- “Safe roads/streets”
- “A place to feel safe”
- “Having safe places where we can connect with others and be ourselves.”
- “Safe from bullying”

Further details on initiatives and opportunities that support the Priority outcomes, and these objectives, are outlined in the Implementation Plan.

Strategy Priorities

We need to connect *Kia whakakotahi mātou*



Connect

Rangatahi identified that their relationships with their whānau and friends were one of the most important things to them. They also noted the challenges when they were trying to connect across the region when it came to transport and access to WiFi. Rangatahi noted that they need opportunities to come together as a community or as rangatahi.

What is important to rangatahi?

- Connecting with one another is easy in our region, and we can do this online or in person.
- We can find the information we need, in the ways we need it.
- We can come together through events and other opportunities with our community.
- There are a range of transport options across our region.

What is Council's Role?

Councils provide information that rangatahi need, in ways they can best access and understand it.

Councils provide opportunities for our community and rangatahi to come together. Councils advocate for efficient, affordable, reliable, and safe transport so that rangatahi can get to the places, and use the services and facilities, they wish to.

How can Councils achieve this?

- Consider the vision and priorities of the Strategy and seek the views and needs of rangatahi when developing community events and initiatives. Explore ways to enable rangatahi to take active leadership roles in the delivery of events.
- Work in partnership with rangatahi to advocate for improvements and changes that are needed to our transport options.
- Improve access to up-to-date rangatahi-friendly information on the opportunities and services available to them.

What rangatahi said:

"Community activities that involve everyone"

"Places to spend time together"

"Free wifi"

"Young people running events (instead of old people)"

"Transport - public transport is limited which can be difficult for those without a car."

"Make public transport free"

"More youth groups to make friends"

"Providing more events like festivals and concerts for youth"

"Let Rangatahi organise an activity"

"Quality Time with your family"

"Promoting activities in a way everyone can see"

"Be more involved with the community"

"Family events - more ages rather than aimed more at young children"

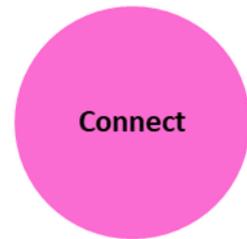
Further details on initiatives and opportunities that support the Priority outcomes, and these objectives, are outlined in the Implementation Plan.

The following is an example of what we want to do more of with our rangatahi...

Supporting rangatahi to connect

Just Shift it – LeadHERship Programme – Masterton

In 2021 Masterton District Council part-funded the Shift Foundation to support rangatahi initiatives in the community. Shift ran a range of initiatives with rangatahi, including the LeadHERship programme.



The focus of LeadHERship was to build leadership capability and confidence of young women aged 12-24. Shift co-ordinators worked with rangatahi over 10 weeks to progress them through the five stages of the programme which included:

1. Starting with whanaungatanga, building connections, relationships - why are we here?
2. Shift yourself or lead yourself - you gotta start with number one!
3. Shift others or leading others.
4. Shift your body - explore leadership in the context of physical activity, whatever that means to your group.
5. Shift into action - how do you go about planning an opportunity for others to participate in?

As part of the programme the rangatahi involved were empowered to lead a community initiative for young women. One of Lakeview School LeadHERship groups noted that there weren't many inter-School competitions or inter-School opportunities other than athletics, cross country, and the competitive afterschool or weekend competitions.

In response to this gap, they co-designed a 'Just Shift It – Winter Edition' day, where they invited young women in year 7/8 from schools across the Wairarapa region to form teams of 10 to try out different activities and build confidence in a safe space with their friends. The rangatahi wrote to the following groups, and they agreed to run their part of the day: OnBoard Skate, Wairarapa Boxing Academy, Wairarapa Hockey, Wairarapa College Senior A Netball team, and Solway College's Senior A Football team.

Shift co-ordinators supported rangatahi to remove barriers to participation in the programme, such as transportation and costs. The rangatahi were able to get 11 teams from across the region to enter, with approximately 110 young women participating in the activities, with an extra 10 senior young women running the activities.

Following the 'Just-Shift It' day, the local Boxing Academy reported that three young women went on to sign up and join the academy. The young women who organised the day ran a short survey of the students who attended. There was only positive feedback, and the students were eager for the day to be run again.

We want more rangatahi to feel empowered to come up with ideas for them to connect and for the Wairarapa District Councils to be ready to respond to their aspirations. We look forward to supporting more rangatahi directly or through programmes like LeadHERship who want to lead their own community activities.

Strategy Priorities



We need to protect our environment *Kia tiakina tō tātou taiao*

Rangatahi noted that their connection to the environment was important to them. They want to make sure their parks, rivers and green spaces are healthy. Reducing waste was a key concern for rangatahi.

What is important to rangatahi?

- We can lead our own initiatives to help combat climate change and support the health of our environment and waterways.
- We work together to reduce our waste.
- We look after our parks and green spaces and enjoy living in clean and beautiful neighbourhoods.

What is Council's Role?

Councils support waste reduction and are committed to reducing and mitigating the impacts of climate change. Councils support initiatives for rangatahi to be involved in to improve our environment.

How can Councils achieve this?

- Consider the vision and priorities of the Strategy when developing future iterations of both mitigation and adaptation plans for climate change. Seek the views and needs of rangatahi when developing plans to include intergenerational equity⁵ considerations.
- Work in partnership with key stakeholders to support rangatahi to lead environment initiatives or climate science in their communities.
- Support waste education for rangatahi.

What rangatahi said:

"Taiao"

"Our rivers"

"Stop climate change"

"Annual rubbish pick up day"

"No waste"

"People showing others what changes to make in their life to be more sustainable and eco-conscious"

"An outdoor garden/tree park to help climate change"

"Parks"

"Recycling"

"Bus to organise cleaning up parks"

"Better public transport will lower gas emissions. More people using it"

"Supporting our plans and ideas we have to reduce plastic pollution"

"Cleaner rivers"

Further details on initiatives and opportunities that support the Priority outcomes, and these objectives, are outlined in the Implementation Plan.

The following is an example of what we want to do more of with our rangatahi...

⁵ Intergenerational equity, in a climate change context, refers to the idea that current generations must tailor how they interact with Earth's natural resources to accommodate future generations. Even though young people and future generations are the primary beneficiaries of climate action, they are often under-involved in climate planning processes. Intergenerational equity is enshrined in the preamble of the global climate change agreement (Paris, 2015).

Empowering our rangatahi to protect their environment

Donald's Creek Restoration Project – South Wairarapa

Protect our environment

The Donald's Creek restoration project is led by students from St Teresa's School in Featherston. It is a multi-year project aimed at improving habitat, returning native fish species, and encouraging community connection to a neglected and forgotten waterway. Through the project, students have been empowered to lead their own solutions and connect with an important part of their district.

With support from EnviroSchools and Mountains to Sea, students developed a proposed restoration plan for the Donald's Creek area. Students presented the plan to the Featherston Community Board. The Plan advocated for improvements to the habitat, help return native fish species and encourage community connection to Donald's Creek, and the water that flows into Wairarapa Moana.

In 2016 the group was granted guardianship of the South Wairarapa District Council-owned section of Donald's Creek to progress the project. Students visit the stream several times each year to do freshwater restoration, monitor stream health and undertake freshwater science activities. The project has received ongoing support from South Wairarapa District Council in the form of Council in the form of general oversight of the project, maintenance of the site, help with planting, liaising with elected members and funding.

In 2019 students hosted a community freshwater celebration event, where the community was able to visit and learn about the stream and the creatures that live there, and its connection to Wairarapa Moana. Featherston rangatahi have ongoing connections to the site and are supported by experts to progress their restoration plan.

We want our rangatahi to have a strong connection to Wairarapa, and to feel that they can be kaitiaki (guardians) of these spaces and lead their restoration and preservation for future generations. We look forward to supporting more rangatahi like the students of Featherston who want to advocate for these special ecosystems and spaces for our communities.



Strategy Priorities

We have a voice and can use it *He reo tō mātou, ka whakamahia*



Rangatahi noted that they want to participate across a range of community activities and plans, but often don't know how to be involved or feel that their voice is not valued. They expressed the view that Councils need to make sure everyone's opinion matters regardless of age and culture. Councils need to listen, take rangatahi seriously and take on board their ideas.

What is important to rangatahi?

- We can have our say and know that our voices are heard. We hear what opportunities are out there for us.
- Youth representation is important and equally reflected across the Wairarapa.
- We are empowered to lead.

What is Council's Role?

Councils create opportunities for rangatahi to actively engage in decision-making on policies, plans, projects, and initiatives that affect them, and give them a leadership role. Councils empower rangatahi to champion solutions for their communities.

How can Councils achieve this?

- Resource and support representation of rangatahi in their communities through Youth Councils or other representation formats that work best for the rangatahi in their district.
- Ensure all rangatahi engagement follows best national and international practice, including indigenous models and research. These approaches are reflected in the councils' communications and engagement plans for consultation on policies, plans and strategies.
- Provide broader opportunities for a wider range of rangatahi to get involved with decision-making and influencing change through forums, events and other forms of engagement.
- Support and encourage rangatahi to lead on initiatives and opportunities that directly impact them and their whānau, where practicable.

What rangatahi said:

"Having a voice in Council activities"

"Everyone's opinion matters regardless at age etc"

"Make council info/meetings more accessible to youth"

"Youth are the future so I believe it is important we influence and participate in the production of our future and community"

"Having rights"

"Seeing actions and ideas happening"

"Being able to organise things"

"Feeling involved in adult conversations"

"Assisting Youth Councils with their activities to get more recognition"

"A youth website so we can be heard"

"Listening to what we are saying"

"Communication about everything. I don't know or hear anything about opportunities e.g. youth council"

"Better at informing youth of what the council is and what they are doing"

Further details on initiatives and opportunities that support the Priority outcomes, and these objectives are outlined in the Implementation Plan.

Strategy Priorities

We need to be supported and support one another *Ka tautokohia mātou, ā, ka tautokohia e mātou*



Wellbeing and health outcomes (both mental and physical) were an overwhelming response received during our engagements. Rangatahi expressed a desire to have their interests and opinions validated, and their identity respected. They would like to see better access to mental health essentials in our communities. Some noted that their basic needs were not being met and noted the importance of access to food and housing. They also commented on the impact the cost of living is having on them and their whānau.

What is important to rangatahi?

- We know where to go for help and support in our community.
- We are treated fairly regardless of culture, gender or sexuality.
- We can access a range of services locally to support our wellbeing.
- Cost is not a barrier for us to have our basic needs met.

What is Council's Role?

Councils work with rangatahi and partners to create healthy environments and help inform rangatahi about services and support that are available to them in our community.

How can Councils achieve this?

- Work with rangatahi to advocate for better health and wellbeing outcomes in our communities where possible.
- Improve communication with the health and social sectors to ensure relevant and timely information is shared.
- Strengthen the councils' knowledge of national policies and research, including Mana Taiohi, to contribute to our local knowledge of rangatahi and share knowledge with organisations that support rangatahi.
- Collaborate with agencies and community groups who provide access to education, training and employment pathways where possible.

What rangatahi said:

- “A loving and caring Hapori”
- “Somewhere easy to go to ask questions (health)”
- “More money for families that don't have anything”
- “More facilities to support mental health”
- “Somewhere to live”
- “Not having to struggle to get basic needs met”
- “Getting the chance to "live and learn"”
- “Being supported”
- “Work experience opportunities”
- “Shops where we can actually afford stuff”
- “Food”
- “More job opportunities for youth”
- “Shelters for homeless people”
- “Safe/accepting places where they feel comfortable to talk about things troubling them”
- “People not needing to pay to see counsellors because they need to talk to someone about their basic needs”

Further details on initiatives and opportunities that support the Priority outcomes, and these objectives, are outlined in the Implementation Plan.

How the Wairarapa District Councils will deliver on our vision and priorities together

This is an important strategy for the Wairarapa District Councils. It must enable, support and be consistent with our respective councils' strategic frameworks so rangatahi have opportunities to grow, develop and reach their full potential in the Wairarapa.

This Strategy provides the Wairarapa District Councils with a greater understanding of how our rangatahi want to be involved in council activities, and what we need to do to embed these commitments and opportunities. We recognise each district has unique needs and challenges, and there are varying levels of capacity across each council to respond to aspects of this Strategy. It is important that each district has autonomy over what they deliver, but we aim to come together and collaborate, share resources and information to improve outcomes for rangatahi.

The Wairarapa District Councils are committed to working together where possible to deliver on this strategy. Across the seven priority areas Councils will share information and decision making with each other, about:

- funding support for rangatahi
- facility developments/infrastructure
- training and development opportunities for staff and rangatahi
- partnerships and networks that support rangatahi development.

We also want to work in collaboration with our community. Achieving the intended outcomes of this strategy will rely on having strong relationships and partnerships with the health, education, cultural, sport, and social sectors in our region. The Wairarapa District Councils are committed to actively participating in community networks that support rangatahi development across these sectors.

Implementation and Monitoring

This Strategy will be reviewed by the Wairarapa District Councils every five years following its adoption, or earlier if determined by the Wairarapa District Councils, or in response to legislative or policy changes.

Strategy implementation will be the collective responsibility of all areas of the councils, and be used as a core document when working with rangatahi or groups that support or deliver services to rangatahi. The implementation plans support the delivery of the priorities and objectives of this strategy and will set out:

- Areas of ongoing work that Councils already undertake and deliver to rangatahi.
- New projects or initiatives that to be developed and implemented. Some of these projects may need further consultation or consideration by council. Where required these will be included within Long-Term Plan or Annual Plan planning cycles.
- Areas where the Councils will look to partner with others to deliver on the priorities and objectives of the Strategy for rangatahi.

Each council will be responsible for their own implementation plans and will be published alongside the Strategy document. Implementation plans will be developed in advance of each Annual Plan, and longer-term projects identified as part of our Long-Term Planning process.

Activities in the plans are shown under their respective priority areas. Lead teams and partners are identified. Given some regional projects may be identified, implementation plans of the three Wairarapa District Councils will be published concurrently.

The Implementation Plan will be subject to annual monitoring. The annual monitoring will allow us to regularly update the Implementation Plan with additional new or planned activities. The following methods will be used as a basis to evaluate and monitor the Strategy:

- Number of initiatives delivered (delivery against implementation plans).
- Rangatahi or community surveys.
- Data sets from areas such as Nuku Ora, Te Whatu Ora – Health NZ, NZ Police, and Statistics New Zealand (Census).
- Targeted feedback from rangatahi, Youth Councils, or groups that work closely with rangatahi.

It is important to note that rangatahi engagement is an ongoing and significant part of the delivery and implementation of this strategy. This is a living strategy, and we will continue to grow our understanding and connections with all parts of our rangatahi community to make sure we continue to connect with the outcomes of this strategy this includes Māori, Pasifika, rural and LGBTQIA+ rangatahi.

In particular, while we made best endeavours to reach out to 18–24-year-olds through our engagement opportunities (online and in person) the levels of engagement were lower than our 12–18-year-old bracket. We are committed in our implementation plans to continue to reach this age bracket and identify where focus is needed for the Wairarapa District Councils.

PROPOSED Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa (undecided version for adoption)

Acknowledgements

The Wairarapa District Councils wish to acknowledge the following groups and individuals for their support, advice, and input on aspects of the Strategy development and rangatahi engagement.

Wairarapa Policy Working Group	Ponatahi Christian School
Rangitāne o Wairarapa	Rangatahi 2 Rangatira (R2R)
Ngāti Kahungunu o Wairarapa	The Village
Lakeview School	Carterton School
Whareama School	Gladstone School
St Matthews Collegiate	Carterton and Masterton Youth Councils and South Wairarapa Youth Representatives
Wairarapa College Student Council	Kahutara School
UCOL	Kuranui College
Ngā KuraTaiohi Mātua Puawānanga Wairarapa Young Parents	Greytown School
Masterton Intermediate School - School Leaders	Pirinoa School
Hadlow Preparatory School	Eastern Central Community Trust: TiraRangatahi
Tū Motu - Pasifika Group	Ara Taiohi peak body for Youth Development
Mākoura College	Wairarapa Community Network
Te Kura Kaupapa Māori o Wairarapa	Mayor's Task Force for Jobs
Youth 2 Work: Ngā Pūmanawa Tūpuna	The Rangatahi Focus Group members: Timothy Berryman, Sam Berryman, Annabelle de Groot, Bethany Ifill, Aidan King, Ellie Rameka, Hazel Williams, Jaye Boyce, Charlie Fellerhoff, Angela-Marie Bell, Liam Andrew, Nevaeh Batchelor, Grace Hodges, Nanditha Thirumarban, Luke Haglund, Bo Campbell, Caleb Rogers, Lottie Stevens, Freya Lewington
Wairarapa College Rainbow Network	
Whare Āwhina Supported Learning Centre	
Ohi Ora	
Dalefield School	
South End School	
Saint Mary's School	

Appendix 2: Rangatahi Engagements

Group	Location	Type of engagement	Numbers (approx.)
Lakeview School	Masterton	Workshop with Year 8 class	20
Whareama School	Riversdale	Workshop with Year 7&8 class	7
St Matthews Collegiate	Masterton	Assembly presentation and drop box	300
Wairarapa College Student Council	Masterton	Discussion and workshop	4
UCOL x2	Masterton	Workshop with two groups	26
Ngā Kura Taiohi Mātua Puawānanga Wairarapa Young Parents	Masterton	Discussion and workshop	8
Masterton Intermediate School - School Leaders	Masterton	Workshop	30
Hadlow Preparatory School	Masterton	Workshop with Year 7&8 class	45
Tū Motu - Pasifika Group	Masterton	Workshop and activities	50
Mākoura College	Masterton	Assembly Presentation and drop-in session	273
Te Kura Kaupapa Māori o Wairarapa	Masterton	Workshop with Year 7 to 13 classes	20
Youth 2 Work: Ngā Pūmanawa Tūpuna	Masterton	Workshop as part of a wānanga	7
Wairarapa College Rainbow Network	Masterton	Workshop	10
Whare Āwhina Supported Learning Centre	Masterton	Discussion and workshop	10
Ohi Ora	Masterton	Workshop	10
Dalefield School	Carterton	Workshop	22
South End School	Carterton	Workshop	22
Saint Mary's School	Carterton	Workshop	12
Ponatahi Christian School	Carterton	Workshop	20
Rangatahi 2 Rangatira (R2R)	Carterton	Workshop	40
The Village			
Carterton School	Carterton	Presentation to Year 7 &8 class and discussion	50
Gladstone School	Gladstone	Presentation to Year 7 &8 class and discussion	31
Carterton and Masterton Youth Council and South Wairarapa Youth Representatives	All	Workshop	15
Kahutara School	Kahutara	Workshop with Year 7&8 Class	30
Kuranui College	Greytown	Assembly Presentation and drop-in session	300+
Greytown School	Greytown	Workshop with Year 8 leaders	18
Pirinoa School	Pirinoa	Workshop	11
Total			1391

Adoption of the Wairarapa Smoke and Vape Free Policy

1. Purpose

To seek Council's adoption of the draft Wairarapa Smoke and Vape Free Policy ("the Policy").

2. Executive Summary

The Masterton, Carterton and South Wairarapa District Councils ("the Wairarapa District Councils") have existing standalone Smokefree Policies in place. These are now due for review, with the standalone policies merging through this review process. It is recommended that Council adopt the proposed Wairarapa Smoke and Vape Free Policy.

3. Recommendations

Officers recommend that the Council:

1. Note that the South Wairarapa District Smokefree Policy is due for review;
2. Note that Masterton, Carterton and South Wairarapa District Councils agreed to merge their respective policies through this review;
3. Note a community survey was undertaken to understand general attitudes towards smoking and vaping in the Wairarapa region in late 2022;
4. Note that the Wairarapa Policy Working Group has reviewed the draft Wairarapa Smoke and Vape Free Policy and the results of the community survey;
5. Note the Wairarapa Policy Working Group recommends that Council adopt the proposed Wairarapa Smoke and Vape Free Policy; and
6. Adopt the Wairarapa Smoke and Vape Free Policy.

4. Background

The Masterton, Carterton and South Wairarapa District ("the Wairarapa District Councils") have existing standalone Smokefree Policies in place. These are now due for review, with the standalone policies merging through this review process. The Wairarapa District Councils delegated the oversight of the review to the Wairarapa Policy Working Group ("WPWG").

Smokefree policies are developed largely in response to central government's stated policy to make New Zealand smokefree by 2025¹. The Policies are currently educational and focused on promoting a positive smokefree message. They do not focus on strict enforcement, such as through a bylaw. The Wairarapa District Councils cover similar areas in their existing policies (e.g. council buildings, libraries, swimming pools, playgrounds, parks, town halls etc).

As part of the review for the Policy officers engaged with health sector agencies in the Wairarapa and undertook a community survey to test key areas of the Policy and general attitudes towards smoking and vaping. The community survey showed that there is support for the Wairarapa to become a smokefree and vapefree region and support for smokefree and vapefree areas.

The proposed Policy continues to take an educational approach and focuses on reducing exposure of both smoking to children and young people (de-normalising the practices) and those with chronic illnesses. It is proposed that vaping is now also included in the Policy alongside smoking. The draft Policy is attached at Appendix 1.

The draft Policy was considered by Carterton District Council (CDC) on 29 March and they agreed to adopt the Policy with a minor amendment to be discussed at this Council meeting. The Masterton District Council is considering adoption of the Policy on 5 April 2023.

5. Discussion

5.1 Why do we have a Policy?

A policy states the council's position on a specific matter and requires a particular course of action to be taken, but does not necessarily detail that course of action.

While we recognise that health sector organisations take the lead on smoke cessation and prevention, the Local Government Act 2002 (LGA 2002) states that one of the purposes of local government is to promote the social, economic, environmental and cultural well-being of communities, in the present and for the future. Section 11 of LGA 2002 provides that the role of local government is to give effect to their purpose and perform the duties and exercise the rights conferred on them by, or under, LGA 2002. Section 23 of the Health Act 1956 also states that it is the duty of every Council to improve, promote and protect public health within its district.

Council also have responsibilities to our own employees to provide smokefree and vapefree workplaces under the Smokefree Environments and Regulated Products (Vaping) Amendment Act 2020 (the Amendment Act). Many workplaces have extended their smokefree areas to outdoor areas and work vehicles.

Over 50 Councils across New Zealand have introduced either smokefree playgrounds, parks, council events, or all three through their smokefree policies². Approximately 24

¹ The Government defines 'smokefree' as less than 5% of the population regularly smoking.

² A map of Council smokefree and vapefree policies can be found here <https://www.smokefree.org.nz/smokefree-resources/maps-of-nz-councils-smokefree-outdoor-policies-and-spaces> (as at July 2022)

Councils identify some of these spaces as vape-free as well. The focus of most of the policies is to further support the 2025 Smokefree Aotearoa target using an educative and encouragement approach.

The Wairarapa region has higher than average rates of tobacco smoking. The national average is 10.9%, while Wairarapa is 15%. According to Tū Ora Compass Health, since 2018 our rate of tobacco smoking has decreased slightly but is still above the national average.

Half of all long-term smokers will die from a smoking-related disease. Around 5,000 people die each year in New Zealand because of smoking or second-hand smoke exposure³. That's 13 people per day. According to the Cancer Society about 15,000 asthma attacks in children under 16 are caused by second-hand smoke in New Zealand every year.

5.2 Vaping

There are lots of different opinions and beliefs about vaping. Some say it's as bad as smoking, others say it helps to quit smoking. According to Te Whatu Ora and the Ministry of Health it's somewhere in the middle: vaping is not for non-smokers, but it has the potential to help smokers quit.

The biggest risks of vaping are the unknown risks. Vaping hasn't been around long enough to know the risks of long-term use, but according to Te Whatu Ora and Ministry of Health it's less harmful than smoking⁴.

Due to the unknowns about vaping, the Wairarapa Stop Smoking Service (based at Whai Ora), advocate use of Nicotine Replacement Therapy as a tool to support the quitting of smoking, rather than vaping. There is no research indicating the vaping rates in our district, but daily vaping rates for young people at a national level are 9.6% (2021)⁵. Anecdotal evidence obtained through the former Wairarapa Youth Council also indicates that vaping is prevalent in our schools.

5.3 Legislative Context

The Smokefree Environments and Regulated Products (Smoked Tobacco) Amendment Act came into force on 1 January 2023. This amendment means that the Smokefree Environments and Regulated Products Act 1990 (the Act) now restricts the sale of smoked tobacco products to a limited number of approved retail outlets and prohibits anyone from selling or supplying smoked tobacco products to people born on, or after, 1 January 2009. This is intended to significantly reduce retail availability and to create a 'Smokefree Generation' to prevent our children, and the generations born after them, from ever taking up smoking.

This is part of a suite of changes that have been in progress since 2018 and were further flagged in the Auahi Kore Aotearoa Mahere Rautaki 2025 (Smokefree Action

³ <https://www.smokefree.org.nz/smoking-its-effects/health-effects>

⁴ <https://vapingfacts.health.nz/vaping-vs-smoking/>

⁵ https://assets.nationbuilder.com/ashnz/pages/211/attachments/original/1645983761/2021_ASH_Y10_Sna pshot_Topline_smoking_and_vaping.pdf?1645983761

Plan) launched in December 2021⁶. The proposed Policy is in alignment with the intent of the Action Plan and some of the focus areas.

A key change under this legislation is that now any person who sells vaping products from retail premises must apply to the Director-General (of Health) for approval to be a specialist vape retailer. This will give the Ministry of Health a more comprehensive view of the retail market to improve compliance and monitoring of the sector. Council has limited powers to reduce the numbers or proximity of vape retail outlets, this is likely to be revisited through the Smoked Tobacco Regulatory Regime. Submissions on the regime closed on 15 March 2023.

5.4 Wairarapa Policy Working Group

In 2021 the Wairarapa District Councils agreed to combine their respective smokefree policies. This approach was endorsed by the WPWG. The main driver for this is to provide a consistent approach across the region so that the policy is easily interpreted and supported by our community.

In developing the approach, desktop research was undertaken of Smokefree Policies from other Territorial Authorities. Some councils were contacted to learn more about what they have in place and why. An example of this is Palmerston North City Council (PNCC) which has a Smokefree Bylaw in place. The Wairarapa Youth Council, Regional Public Health, Compass Health Tū Ora, Cancer Society (which administers the Fresh Air Project⁷), and Whai Ora have also been engaged on this project. Mana whenua advised engagement with Whai Ora as the main Māori health provider in the Wairarapa. Engagement has also occurred with the Tobacco Control Team at Manatū Hauora - Ministry of Health who has indicated alignment between the draft policy and the Smokefree Action Plan focus areas.

In September 2021 guidance and input was sought from the WPWG on what the revised policy could look like. They provided some direction on the scope of the policy. On 26 January 2022 the WPWG met again to test the proposed amendments and identified that community feedback is needed on aspects of the policy. It was agreed that a community survey would be undertaken to understand attitudes towards vaping and smoking in the region.

The survey ran from 19 September to 2 October 2022 and was advertised in print and social media. It was also shared with key stakeholders (Business Wairarapa, schools, and health sector agencies). Further detail of the survey is covered later in this report.

On 8 March 2023 the WPWG met and reviewed the survey results and proposed changes to the Policy. Discussion focused on the main areas we are proposing to amend which were: Purpose, Approach/Enforcement, Smoke and Vape Free areas, and

⁶ <https://www.health.govt.nz/publication/smokefree-aotearoa-2025-action-plan-auahi-kore-aotearoa-mahere-rautaki-2025>

⁷ The Fresh Air Project, supported by the Cancer Society Wairarapa, provides signage and support to cafes and restaurants who want to promote outdoor smokefree spaces. See <https://freshairproject.org.nz/> for further details.

Smoke and Vape Free Events. The WPWG suggested further amendments to these sections, which is reflected in the final version.

The WPWG noted the importance of supporting the community with the implementation of the Policy, in particular events that will be required to promote smokefree and vapefree messaging. As part of the implementation the Wairarapa District Councils will explore what supporting signage can be provided to community groups.

5.5 Community Survey

Following the advice from the WPWG, from 19 September to 2 October 2022 a Wairarapa Smoke and Vapefree Survey was released to test attitudes towards smoking and vaping in the community. The survey was developed with input from council officers and drawn from existing smoke and vape free policy survey examples, including PNCC (2019) and Napier City Council and Hastings District Council survey (2022).

Two surveys were available, one for the wider community and one for organisations/businesses. 148 responses to the Community Survey and 11 responses to the organisations/businesses survey were received. The surveys tested general attitudes to smoking and vaping as well as specific areas the community would like to see smoke and vape free in the region. Some key results were:

- Most community respondents were supportive of the Wairarapa becoming more smokefree (93 strongly agree/9 agree).
- Most community respondents were supportive of the Wairarapa becoming more vapefree (84 strongly agree/10 agree).
- Most community respondents agreed with the following statement “Council should do more to promote smoke and vape free areas” (89).
- Most organisations/businesses who responded also supported the Wairarapa becoming more smokefree and more vapefree (10).

These results and others informed the proposed Policy wording in the following key areas:

Policy Section	Description
Purpose	Maintains encouragement message and sets out that our focus is on reducing harm for young people which aligns with Government direction. It also notes the impact smoking can have on those with chronic illnesses such as Asthma. Vaping is now included based on increasing levels of vaping rates amongst young people and the unknown long-term harms associated with it.
Approach/ Enforcement	Maintains a voluntary compliance approach which aligns with CDC and MDC’s policies. SWDC’s policy did not include this section.

	Strict enforcement of this policy (through a Bylaw) would require additional resourcing and may not have the intended positive outcomes we are seeking to achieve.
Smoke and Vape Free areas	<p>We have used high level descriptions that can be easily applied to the different district areas.</p> <p>The revised wording covers all existing smokefree areas across the three policies. The main addition is Town Centres, this was in CDC’s Policy and supported by community survey results. Many respondents to the survey thought our Town Centres were already smokefree. Maps of Town Centres are provided in Schedule 1.</p> <p>The intent is not to discourage people who are trying to quit smoking tobacco using vapes. Smokers should be already used to not smoking in most of these established smokefree areas and therefore not vaping in these areas should not be an issue.</p> <p>The revised wording also encourages outdoor dining areas on public footpaths to be smoke and vape free which aligns with CDC and MDC’s existing policies and community survey responses. Approximately 10 cafes across the Wairarapa region already participate in the Fresh Air Project⁸.</p>
Smoke and Vape Free Events	<p>Maintains approach outlined in CDC and MDC policies in ensuring that Council leads by example when it comes to its own community events.</p> <p>This approach was supported by community survey results.</p>

5.6 Purpose of Revised Policy

The purpose of the Policy is to reduce the visibility of smoking and vaping in the Wairarapa and promote a clean, safe, and healthy environment for our community. The proposed Policy:

- aligns with new and developing legislation,
- supports and progresses the goal of Smokefree 2025 (within the limits of our respective councils’ role and responsibilities),
- supports positive behaviours through education and information (rather than an enforcement tool), and
- enables a consistent approach to be taken across the region leading to increased public understanding and compliance.

The proposed Policy is included in Appendix 1.

6. Options

The table below outlines the options considered for community engagement alongside our Significance and Engagement Policies. Option 1 is recommended. This would mean

⁸ The Fresh Air Project, supported by the Cancer Society Wairarapa, provides signage and support to cafes and restaurants who want to promote outdoor smokefree spaces. See <https://freshairproject.org.nz/> for further details.

that Council adopts the Policy with an “inform”⁹ approach with our community after the Policy is adopted.

A summary of the options for consideration is included in the table below.

Option	Advantages	Disadvantages
<p>1. Adopt the proposed Policy with an inform approach with our wider community</p>	<p>Community interest has been addressed through engagement with Regional Public Health, Whai Ora, Tū Ora Compass Health and the Cancer Society (health sector agencies) and a community survey.</p> <p>The proposed Policy aligns with community and health sector feedback.</p> <p>The proposed policy aligns with SWDC’s existing policy.</p> <p>Supports the national goal for New Zealand/ Aotearoa to be smokefree by 2025¹⁰.</p> <p>Recognises the impact vaping is having on our young people.</p> <p>Costs associated with implementation are built into current baselines.</p>	<p>Some parts of the community may not feel they have been consulted if they were not one of the health sector agencies we engaged with or if they did not participate in the community survey.</p>
<p>2. Further consult with the community on the proposed Policy</p>	<p>Some additional areas for inclusion may be identified.</p> <p>Parts of the community not previously engaged may be able to have their say.</p>	<p>We have already sought community views and provided an opportunity for those in the community to have their say. Further consultation at this stage may be unnecessary and/or cause confusion.</p> <p>Consultation would need to be delayed to follow Annual Plan consultation, further delaying the implementation of the proposed Policy.</p> <p>Officer capacity to deliver further engagement is limited.</p>

⁹ To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.

¹⁰ Government's Smokefree goal is that by 2025 less than five percent of New Zealanders will be smokers. This was established in March 2011 in response to the recommendations of a landmark Parliamentary inquiry by the Māori Affairs select committee.

		Further consultation may not change the outcome of the policy statement, noting it has a high level of community support.
3. Do not adopt the Policy		Would not align with: community feedback; health sector feedback; Legislative trends and reform being progressed through updates to the Smokefree Environments and Regulated Products Act; and wider trends across the country at a national and territorial level

Option 1: Adopt the proposed Policy with an inform approach with our wider community is recommended. This option shows regional leadership to addressing the harm caused by smoking and supports the national goal for New Zealand/ Aotearoa to be smokefree by 2025. It also recognises the issue of vaping amongst our young people and the unknown long-term risks associated with it. This option aligns with community and health sector feedback, and legislative changes towards further reform of tobacco sale and vape sale at a national level. This option also aligns with CDC’s adoption of the Policy.

7. Summary of Considerations

7.1 Strategic, Policy and Legislative Implications

The Local Government Act 2002 (LGA 2002) states that one of the purposes of local government is to promote the social, economic, environmental and cultural well-being of communities, in the present and for the future. Section 11 of LGA 2002 provides that the role of local government is to give effect to its purpose and perform the duties and exercise the rights conferred on it by, or under, LGA 2002.

Section 23 of the Health Act 1956 also states that it is the duty of every council to improve, promote and protect public health within its district.

Councils also have responsibilities to workers to provide smokefree and vape-free workplaces under the Smokefree Environments and Regulated Products (Vaping) Amendment Act 2020 (the Amendment Act).

7.2 Significance, Engagement and Consultation

In developing the policy, we have:

- engaged with the former Wairarapa Youth Council, Regional Public Health, Whai Ora, Tū Ora Compass Health, and the Cancer Society (health sector agencies);
- undertaken a community survey; and
- engaged with the Tobacco Control Team at Manatū Hauora - Ministry of Health who see alignment between the Policy and the Smokefree Action Plan focus areas.

Health sector agencies have expressed a desire to see the results of our survey. Following adoption, a summary of the findings will be shared with these organisations, consistent with our Privacy Policy.

Following the Policy adoption, the Wairarapa District Councils will inform their communities of the Policy on a range of platforms.

7.3 Financial Considerations

It was previously agreed by the three Wairarapa Councils that the budget for this Review will be split as outlined in the Wairarapa Shared Services Funding Policy under the joint policy development activity. The cost split allocation is 52% Masterton, 20% Carterton and 28% South Wairarapa.

7.4 Implications for Māori

Māori have higher smoking and vaping rates than non-Māori. Approximately 20.9 % of Māori are current smokers (2021/22) and 49.7% vape¹¹.

Mana whenua advised us to engage with Whai Ora as the main Māori health provider in the Wairarapa. Consideration will be given as to how we roll out the Policy to Māori communities in our implementation plan.

7.5 Communications/Engagement Plan

The development of a communications and engagement plan to support the project are underway. This is being led by Masterton District Council with input from the communications staff from Carterton and South Wairarapa District Councils.

8. Conclusion

Following adoption, the Policy will be published on Councils respective websites and the community will be informed on a range of platforms (print media/social media). Council will be updated on the development of an implementation plan at a future meeting. A summary of community survey results will also be shared with health sector agencies.

9. Appendices

Appendix 1 – Wairarapa Combined Smoke and Vape Free Policy

¹¹ New Zealand Health Survey Annual Data Explorer published November 2022
https://minhealthnz.shinyapps.io/nz-health-survey-2021-22-annual-data-explorer/_w_16893b6f/#!/explore-indicators

Contact Officer: Kaitlyn Carmichael, Lead Policy Advisor

Reviewed By: Amanda Bradley, General Manager; Policy and Governance

Appendix 1 – Wairarapa Combined Smoke and Vape Free Policy

Wairarapa Combined Smoke and Vape Free Policy



POLICY NUMBER: MDC021 CDC XXX SWDC XXX	
First Adopted	TBC
Latest Version	TBC
Adopted by:	Adopted by Council
Review Date	April 2026

Wairarapa Combined Smoke and Vape Free Policy

Purpose

This Policy aims to encourage smokefree and vapefree public environments in Wairarapa and minimise the exposure that all our community, in particular our children, young people, and those with chronic health conditions, have to smoking and vaping.

Introduction

We support the Government's Smokefree Target

The Masterton, Carterton and South Wairarapa District Councils (the Wairarapa District Councils) are committed to supporting a smokefree region by 2025. Achieving this goal will contribute to achieving the national goal for Aotearoa to be smokefree by 2025¹.

We made our smokefree commitment so Wairarapa communities can enjoy a healthy, clean environment and public spaces without exposure to tobacco smoke and cigarette litter. By supporting our communities to become smokefree we can help them to lead healthier lives.

Vaping in our community

The Wairarapa District Councils acknowledge that evidence on vaping as an effective smoking quit tool is emerging. The Wairarapa District Councils do not promote vaping to young people or non-smokers. This Policy emphasises modelling positive behaviour for children and young people and encourages people to refrain from vaping in smokefree areas.

Scope

This Policy covers the Wairarapa District Councils' position in relation to:

- smokefree and vapefree public places, and
- smokefree and vapefree public events.

This Policy applies to both tobacco products and vaping products (with or without nicotine, including e-cigarettes and similar devices).

This Policy focuses on where people are requested not to smoke or vape. Whether people choose to become smokefree or vapefree is outside the scope of this Policy (assistance to become smokefree or vapefree is offered through health agencies).

Approach

This Policy follows a non-regulatory approach aimed at behaviour change and promoting a positive smoke and vape free message through education. Compliance

¹ Government's Smokefree goal is that by 2025 less than five percent of New Zealanders will be smokers. This was established in March 2011 in response to the recommendations of a landmark Parliamentary inquiry by the Māori Affairs select committee.

with the Policy is voluntary and is not enforced by the Wairarapa District Councils (other than signage and relevant contractual arrangements).

Objectives

This Policy aims to:

- Contribute to improving the health of the community by reducing the prevalence of smoking and the impacts of second-hand smoke.
- Foster a positive smoke and vape free message, with an emphasis on modelling positive behaviour for children and young people.
- Improve awareness and promotion of smoke and vape free spaces in the Wairarapa region.
- Provide Council leadership that advocates for a smoke and vape free region.

Our Smoke and Vape free areas

By focusing on public outdoor areas and council supported events, the Wairarapa District Councils will be proactive and demonstrate leadership by promoting a smoke and vape free environment as being both desirable and the norm in the Wairarapa region.

The Wairarapa District Councils have designated the following public places as both smoke and vape free across the whole of the Wairarapa region:

- Town Centres or other large scale retail areas as identified by councils identified in Schedule 1
- Council owned or managed open spaces, including:
 - Parks and Reserves
 - Cemeteries
 - Playgrounds
 - Skateparks
 - Sports fields, grounds, pools, or courts
- Public transport stops and shelters
- Public toilets
- Seating in public areas
- Entrances outside and outdoor areas of all Council owned and operated buildings/ facilities such as: event centres, town halls and libraries
- Council owned or managed public car parks.

We encourage all outdoor dining areas on public footpaths across the Wairarapa Region to be smoke and vape free. Businesses are encouraged to sign up to the “The Fresh Air Project”² to promote and support their smoke and vape free status.

Greater Wellington Regional Council also encourages smoke and vape free environments in their parks and at shared facilities³.

² See <https://freshairproject.org.nz/> supported by the Cancer Society Wairarapa

³ See Greater Wellington Regional Council's Toitū Te Whenua Parks Network Plan Part 4 (May 2021) for further information.

Events

Wairarapa District Councils recognise the role that public/community events can play in promoting a positive smoke and vape free message.

- Under this Policy, events are defined as: events held at any of Councils' smokefree and vapefree public places,
- events hosted by Council, or Public events receiving Council funding.

Events (as defined above) will be required to support smokefree and vapefree messages in advertising and at the event.

Implementation: working with our community to achieve the 2025 target

An implementation plan will support this policy and be reviewed on an annual basis. The plan identifies the ways the Wairarapa District Councils will:

- partner with key organisations and groups to promote Wairarapa as a smoke and vape free region, focussing on the benefits of encouraging people to be smoke and vape free,
- promote awareness of Wairarapa's smokefree and vapefree outdoor public spaces and events, to residents and visitors,
- promote smoke and vape free town centres, and
- support events to be smoke and vape free through the provision of signage.

Policy Monitoring and Review

This Policy will be reviewed by the Wairarapa District Councils every three years, following its adoption, or as determined by Council or in response to legislative or policy changes as appropriate.

Masterton, Carterton or South Wairarapa District Council may by resolution publicly notified:

- a) add schedules;
- b) make additions or deletions from the schedules; or
- c) substitute new schedules.

Where Masterton, Carterton or South Wairarapa District Council intend to make a resolution (as stated above), consultation will be undertaken as required under our respective Significance and Engagement Policies.

After making a resolution (as stated above) the Wairarapa District Councils shall record the matter in the Policy schedules and publish the updated version of the Policy. The following measures of success will be used as the basis of any review of the Policy:

Measure	Possible Methods:
The number of actively promoted smokefree and vapefree areas in the Wairarapa increases	Survey of businesses, organisations, and facilities.
Awareness of, and public support for the policy increases	Community Survey.

Measure	Possible Methods:
The population rate of smoking and vaping decreases.	Census data, Te Whatu Ora and Ministry of Health information.
Increase in the number of smoke and vape free outdoor dining areas within the district	Fresh Air Project sign ups. Observational study.

Definitions

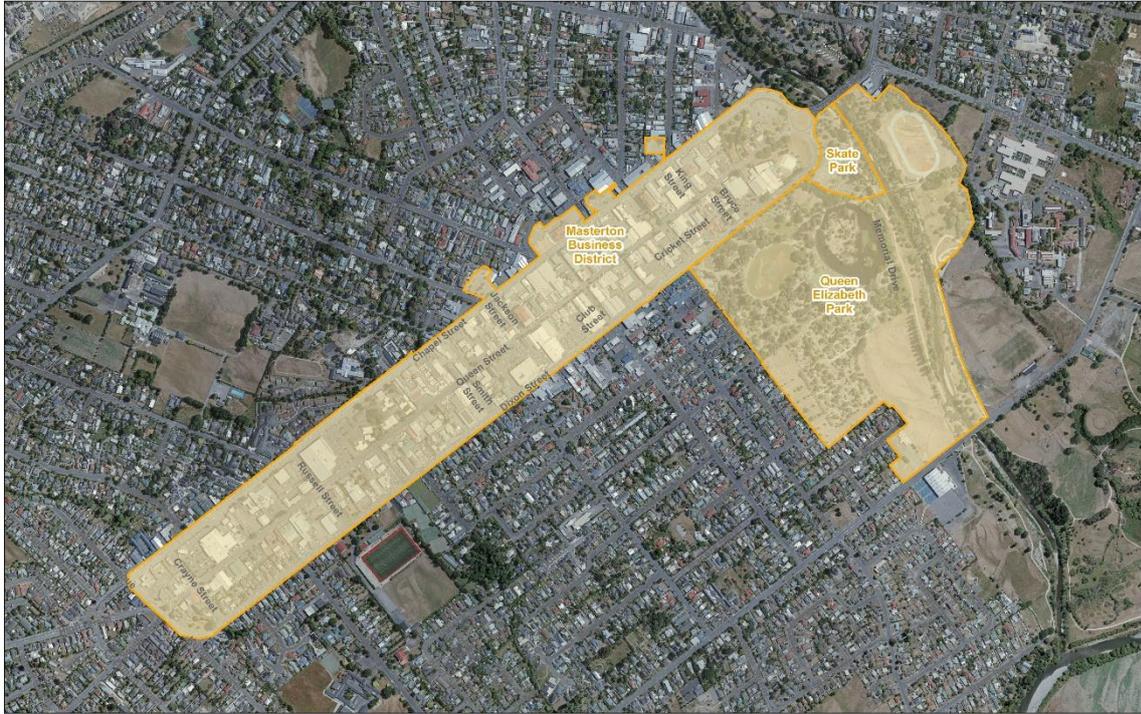
Vaping or to vape is defined as the use of an electronic cigarette or e-cigarette that heats a solution producing a vapour that the user inhales or 'vapes' (Ministry of Health, 2017).

Relevant Legislation

The Local Government Act 2002 (LGA 2002) states that one of the purposes of councils is to promote the social, economic, environment and cultural well-being of communities, in the present and for the future. Section 11 of LGA 2002 provides that the role of councils is to give effect to their purpose and perform the duties and exercise the rights conferred on them by, or under, LGA 2002. Section 23 of the Health Act 1956 also states that it is the duty of every council to improve, promote and protect public health within its district.

The Policy is aligned to the intent and direction of the Smokefree Aotearoa 2025 Action Plan - Auahi Kore Aotearoa Mahere Rautaki 2025 (Manatū Hauora - Ministry of Health, 2021).

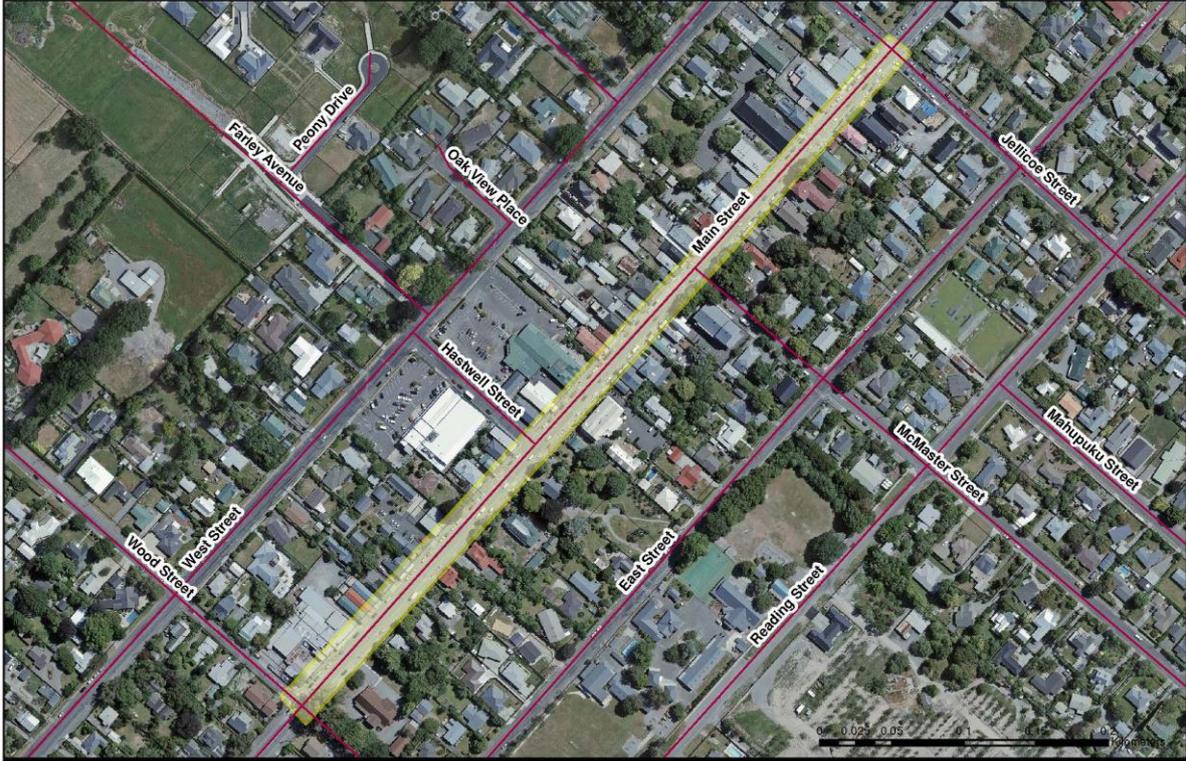
Schedule 1: Maps of Smoke and Vape Free Areas in Town Centres or other large scale retail areas



		<p>Masterton District Smokefree and Vapefree Areas</p>	<p>DISCLAIMER: The Council does not accept responsibility for actions or projects undertaken or loss or damages incurred, by any individuals or company, or agency, using all or any of the information presented on this map. The Council does not provide interpretation of this information or advice on how to interpret or utilise this information. Your own independent and appropriate professional advice should be sought. The information displayed on this map contains errors or omissions or may not have the spatial accuracy required for some purposes.</p> <p>Scale = 1:7,500 Date: 18/03/2023</p>
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	<p>Carterton District Smokefree and Vapefree Areas</p>	<p>DISCLAIMER: Carterton District Council accept no responsibility for actions or projects undertaken or loss or damages incurred, by any individuals or company, or agency, using all or any of the information presented on this map. The Council does not provide interpretation of this information or advice on how to interpret or utilise this information. Your own independent and appropriate professional advice should be sought. The information displayed on this map contains errors or omissions or may not have the spatial accuracy required for some purposes.</p>	<p>Scale = 1:5,000 Date - March 2023</p>
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Greytown Smokefree and Vapefree Areas

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Featherston Smokefree and Vapefree Areas

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SOUTH WAIRARAPA DISTRICT COUNCIL  **Martinborough Smokefree and Vapefree Areas**

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Review of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy

1. Purpose

To provide information about the review of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy.

2. Executive Summary

The Masterton, Carterton and South Wairarapa District Councils share a Wairarapa Class 4 Gambling and Standalone TAB Venues Policy. The Policy has a three-year review period and is now due for review under legislation. It is proposed that Masterton District Council will lead the review process alongside Carterton and South Wairarapa District Councils and that Councils will share the costs of the review as per the Wairarapa Shared Services Funding Policy.

3. Recommendations

Officers recommend that the Council:

1. Note that a review of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy for the Masterton, Carterton and South Wairarapa districts is underway.
2. Note that the process to be followed for the review is set out in the Gambling Act 2003 and the Racing Industry Act 2020.
3. Note that the cost of the review will be shared across the three Wairarapa District Councils as per the Wairarapa Shared Services Funding Policy (joint policy development activity type).
4. Note that the Wairarapa Policy Working Group has delegated authority to support the review and make recommendations back to the three Wairarapa District Councils.

4. Background

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

high-turnover gambling. A Class 4 Gambling Venue is a place to conduct Class 4 Gambling.

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

The Masterton, Carterton and South Wairarapa District Councils (the Councils) share a Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (the Policy). Residents and visitors to Wairarapa frequently travel between the different districts. Having a joint policy and a consistent approach to Class 4 Gambling and TAB Venues across the Wairarapa region is beneficial to both users and operators of Class 4 Gambling services and TAB Venues.

Prior to the last review of the Policy in 2019, there were two separate policies – the Wairarapa Gambling Venue Policy and the Wairarapa TAB Board Venue Policy. The 2019 review resulted in merging the two policies into the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy. The review also resulted in minor amendments for clarification. The Policy has a three-year review period and is now due for review. This is a legislative requirement.

5. Discussion

5.1 Purpose of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy

The purpose of the Policy is to:

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

A copy of the current Policy is provided in Appendix 1.

Key provisions include:

- No new Class 4 gambling venues may be established in the Wairarapa region.
- No increase in the number of gaming machines currently operating or consented in the Wairarapa region as of 1 January 2019 (165) will be permitted.
- Any gambling machine that is relinquished for a period of longer than six months may not be replaced on that site and may not be transferred to another site under any circumstances.
- New standalone TAB venues may be established in the Wairarapa region.
- No new standalone TAB venue will be permitted where the Council reasonably believes that: a) the character of the district, or part of the district for which the venue is proposed, will be adversely affected; or

- b) there is likely to be an adverse effect on any kindergartens, early childhood centres, schools, places of worship or other community facilities.

5.2 Legislative Context

The relevant Acts to the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy are the Gambling Act 2003 and the Racing Industry Act 202 (the Acts). These Acts set out the content and minimum requirements for the Policy. These are set out below.

5.2.1. Gambling Act 2003

Under Section 101 of the Gambling Act 2003, territorial authorities must adopt a Class 4 Gambling Venue Policy. Under the legislation, the Policy:

1. must specify whether Class 4 venues may be established in the territorial authority district and, if so, where they may be located; and
2. may specify any restrictions on the maximum number of gaming machines that may be operated at a Class 4 venue; and
3. may include a relocation policy. A relocation policy is a policy that sets out if and when the territorial authority will grant consent in respect of a venue within its district where the venue is intended to replace an existing venue (within the district) to which a Class 4 venue licence applies.

5.2.2. Racing Industry Act 2020

Subpart 2 of the Racing Industry Act 2020 states that consent from the relevant territorial authority is required if TAB New Zealand proposes to establish a TAB venue. Applications must be made to the territorial authority for the district the venue will be located within. Section 96 of the Racing Industry Act 2020 states that territorial authorities considering consent applications must consider these in accordance with their TAB Venue Policy.

5.3 Review Requirements

Under the Acts, a territorial authority must complete a review of a policy within three years of the policy being adopted and then within three years after that review, and each subsequent review, is completed. If the policy is to be amended or replaced, the special consultative procedure must be used. A policy does not cease to have effect because it is due for review or is being reviewed.

The Acts are administered by the Department of Internal Affairs (DIA). DIA advise that the following steps be followed for a review:

1. *'Pre-review' Stage:* evaluating the effectiveness of council's current policy in limiting the social impact of gambling in the community. This stage involves

information gathering and engagement with stakeholders, and an assessment of the social impact of gambling in the area.

After completing this stage, Councils should decide whether the policy needs to be amended or whether it can continue without amendment. Information to assist with this decision is provided by DIA and the Ministry of Health.

2. *Consultation*: If amendments are considered necessary, Councils should carry out consultation in line with the Acts, as well as the Local Government Act 2002 and Councils Significance and Engagement Policy.

If amendments are not considered necessary, the Acts do not require consultation. However, Councils can choose to consult if they wish to.

3. *Draft the Revised Policy*
4. *Adopt the policy and notify DIA*

5.4 Proposed Approach to the Review

Masterton District Council will lead the review process alongside Carterton and South Wairarapa District Councils. The Councils will share the costs of the review as per the Wairarapa Shared Services Funding Policy (joint policy development activity type).

The Wairarapa Policy Working Group has delegated authority to provide oversight, support the review and make recommendations back to each of the three Councils.

5.4.1. Evidence of Gambling Harm

As part of the review, we must consider the social harm of gambling. A Social Impact Assessment (SIA) of Class 4 and TAB venue gambling is therefore an important component of the review process. A specialist advisor will be commissioned to complete the SIA.

The SIA will include:

- A gambling profile of Wairarapa (and the three individual districts). This will include community expenditure on Class 4 Gambling, gaming machine profits, numbers of approved venues, number of licenced gaming machines.
- A profile of funds returned to the Wairarapa community, such as through grants. This section will also look at the groups and types of activities receiving funds, and the extent to which those most likely to be gambling are benefiting from funds.
- A review of Gambling Venue Policy trends of comparable districts in New Zealand.

- A literature summary regarding community harm and social impacts experienced from Class 4 and TAB venue gambling. This will include the impact on different socioeconomic groups, especially high deprivation communities.
- Qualitative research exploring levels and nature of harm being experienced in different areas of the region.
- An investigation of economic benefits of Class 4 gambling venues in the community.
- An investigation of entertainment benefits of Class 4 gambling venues in Wairarapa.
- A literature summary regarding gambling harm minimisation best practice.
- A literature summary regarding online gambling and its impact.

5.4.2. Timeframes

We expect that the review, including community engagement, will take a minimum of nine months to complete. The Special Consultative Procedure (SCP) must be followed if amendments are proposed. The SCP includes a four-week consultation period followed by hearings and deliberations. If amendments are not proposed, the Councils can decide whether it is appropriate to consult with the community in accordance with our Significance and Engagement Policies.

The key tasks and indicative timeframes for the review are listed in Appendix 2 for two scenarios: where there are no amendments and where amendments are proposed.

6. Summary of Considerations

6.1 Strategic, Policy and Legislative Implications

The Policy is due for review, as per the Gambling Act 2003 and the Racing Industry Act 2020. The Acts require councils to consult using the Special Consultative Procedure if changes to the Policy are proposed.

The Local Government Act 2002 (LGA 2002) states that one of the purposes of councils is to promote the social, economic, environment and cultural well-being of communities, in the present and for the future. Section 11 of LGA 2002 provides that the role of councils is to give effect to their purpose and perform the duties and exercise the rights conferred on them by, or under, LGA 2002. Section 23 of the Health Act 1956 also states that it is the duty of every council to improve, promote and protect public health within its district.

6.2 Significance, Engagement and Consultation

The review of the Policy will draw on multiple sources of information to ensure robust outcomes, stakeholder buy-in and accountability. As noted, the Acts require the review of the Policy to be undertaken using the Special Consultative Procedure if changes are proposed. If no changes are proposed, the Councils will consider whether it is appropriate to carry out consultation in accordance with our Significance and Engagement Policies.

We will engage with key stakeholders early in the review and during the completion of the Social Impact Assessment.

6.3 Financial Considerations

A project team from the three Wairarapa District Councils will work together on the review. The project team will be led by Masterton District Council.

The budget for the review will be split across the Wairarapa District Councils according to the Wairarapa Shared Services Funding Policy, under the 'joint policy development' activity. The cost allocation will be 52% Masterton District Council, 20% Carterton District Council and 28% South Wairarapa District Council. Sharing the cost of the review will be more cost effective for each Council.

A specialist advisor will be commissioned to complete the Social Impact Assessment. This is expected to cost approximately \$7,600 plus GST. Under the Wairarapa Share Services Funding Policy South Wairarapa District Council's share would be approximately \$2,128 plus GST.

South Wairarapa District Council's contribution towards the costs associated with the review of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy will be met from within existing budgets for 2022/23 and planned budgets for 2023/24.

6.4 Implications for Māori

The Māori Standing Committee, Te Hauora Rūnanga o Wairarapa, and Māori health and social services providers will be engaged early as part of the review and guide any further engagement and consultation.

6.5 Communications/Engagement Plan

The development of a communications and engagement plan to support the project are underway. This is being led by Masterton District Council with input from the communications staff from Carterton and South Wairarapa District Councils. Promotion of the review and opportunities to provide feedback will be undertaken via print and social media platforms.

6.6 Environmental/Climate Change Impact and Considerations

There are no environmental/climate change impacts or considerations resulting from the review of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy.

7. Conclusion

The review will progress as outlined. Masterton District Council will take this report to its Council meeting on 5 April 2023. Carterton District Council will take this report to its Policy and Projects Committee meeting on 19 April 2023.

Regular updates will be provided to the Strategy & Policy Working Group and Council as work on this project progresses.

8. Appendices

Appendix 1 – Wairarapa Class 4 Gambling and Standalone TAB Venues Policy 2019

Appendix 2 – Key Tasks and Indicative Timeframes for the Review of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy

Contact Officer: Kaity Carmichael, Lead Policy Advisor

Reviewed By: Amanda Bradley, General Manager; Policy and Governance

**Appendix 1 – Wairarapa Class 4
Gambling and Standalone TAB Venues
Policy 2019**

Wairarapa Class 4 Gambling and Standalone TAB Venues Policy

First Adopted:	2003
Latest Version:	26 June 2019
Adopted by:	Masterton, Carterton and South Wairarapa District Councils
Review Date:	26 June 2022

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1. Purpose

- 1.1. The purpose of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy is to:
 - a) minimise the harm to the community caused by gambling;
 - b) have regard to the social impacts of gambling in the Wairarapa region, including the cumulative effect of additional opportunities for gambling in the district;
 - c) control Class 4 gambling in the Wairarapa region; and
 - d) ensure that Council and their communities have influence over the provision of new Class 4 gambling and standalone TAB venues in the Wairarapa region.
- 1.2. This policy is made in accordance with the Gambling Act 2003 (s.101) and the Racing Act 2003 (s.65D).

2. Scope

- 2.1. This policy applies to Class 4 and standalone TAB venues in the Masterton, Carterton and South Wairarapa Districts (referred to collectively as the Wairarapa region).

3. When Council Consent is Required

- 3.1. Council consent is required before:
 - a) A corporate society applies for a Class 4 Venue licence and a Class 4 Venue licence has not been held by any corporate society for the venue within the last six months.
 - b) A corporate society increases the number of gaming machines that may be operated at a Class 4 Venue (this includes at a venue where clubs propose to merge).
 - c) A corporate society changes the location of a venue to which a Class 4 Venue licence currently applies.
 - d) The NZ Racing Board establishes a standalone TAB Venue.

4. Establishment of New Class 4 Gambling Venues

- 4.1. No new Class 4 gambling venues may be established in the Wairarapa region.
- 4.2. Gambling venues existing or consented as at 1 January 2019 and not ceasing operations for any period longer than six months will be regarded as existing venues under this policy and will be granted consent to continue their operations automatically.

5. Merged Gambling Venues

- 5.1. Where Council consents to the merger of two or more clubs under Section 95 of the Gambling Act 2003, the combined club may:
 - a) operate an existing single venue, which will be regarded as an existing venue, subject to clause 7.4; or
 - b) apply to the Council for a single new venue to be established, provided that all existing venues are closed, subject to section 6 and clause 7.4.

6. Relocation of Class 4 Gambling Venues

- 6.1. Council may permit a Class 4 venue to re-establish at a new site where, due to extraordinary circumstances, the owner or lessee of the Class 4 venue cannot continue to operate at the existing site. Examples of such circumstances include, but are not limited to, the following:
- expiration of the lease;
 - acquisition of property under the Public Works Act 1981; or
 - site redevelopment.
- 6.2. Permission to relocate a Class 4 venue will be subject to the following conditions:
- the gambling venue operator at the new site shall be the same venue operator at the site to be vacated;
 - the number of gaming machines permitted to operate at the new venue will not exceed the number permitted to be operated at the existing site.
- 6.3. A standalone TAB venue with gaming machines may be considered as an alternate venue if a Class 4 venue closed, subject to the conditions of this policy.
- 6.4. Class 4 gambling venues will not be permitted where the Council reasonably believes that:
- the character of the district, or part of the district, for which the venue is proposed will be adversely affected; or
 - there is likely to be an adverse effect on any kindergartens, early childhood centres, schools, places of worship, or other community facilities.
- 6.5. Except in the case of a standalone TAB venue, Class 4 gambling venues will not be approved outside premises authorised under the Sale and Supply of Alcohol Act 2012 to sell and supply alcohol for consumption on the premise, and where the gaming area is designated as restricted and is visually and physically separated from family or children's activities.

7. Restriction on the Number of Gaming Machines

- 7.1. No increase in the number of gaming machines currently operating or consented in the Wairarapa Region as of 1 January 2019 (165) will be permitted.

Further to the provision above, the maximum number of gaming machines allowed in each district is detailed in the table below.

District	Maximum Gaming Machines Allowed
Masterton	64
Carterton	45
South Wairarapa	56

- 7.2. Any gaming machine that is relinquished for a period of longer than six months may not be replaced on that site and may not be transferred to another site under any circumstances.
- 7.3. No venue may operate more than 18 gaming machines if existing at 17 October 2001 and not ceasing operations for any period longer than six months, or more than 9 machines if not existing prior to the 18 October 2001 or having ceased operations for any period longer than six months.

- 7.4. Where two or more club venues merge, the combined club may operate the lesser of 18, or the number of gaming machines both clubs operated immediately prior to the merger.

8. Standalone TAB Venues

- 8.1. New standalone TAB venues may be established in the Wairarapa region.
- 8.2. No new standalone TAB venue will be permitted where the Council reasonably believes that:
- a) the character of the district, or part of the district for which the venue is proposed will be adversely affected; or
 - b) there is likely to be an adverse effect on any kindergartens, early childhood centres, schools, places of worship or other community facilities.

9. Applications

- 9.1. Applications must be made on the approved form and must provide:
- a) Name and contact details of the applicant.
 - b) Street address of the proposed or existing Class 4 gambling venue or standalone TAB venue.
 - c) A scale site plan covering both gambling and other activities proposed for the venue, including any screening or separation from other activities proposed.
 - d) A copy of any certificate of compliance or resource consent required for the primary activity of the venue under the Wairarapa Combined District Plan.
 - e) For Class 4 gambling venues only, evidence of the authority to sell or supply alcohol for consumption on the premise under the Sale and Supply of Alcohol Act 2012.
 - f) For applications relating to the merging of two or more clubs, details of the number of machines operated at each venue immediately prior to merger and the number of machines intended to be operated at each site, as applicable.
- 9.2. To aid the Council in determining whether there is likely to be an adverse effect, all applications are required to be publicly notified and will include a social impact statement.
- 9.3. Applications will be determined by the Hearings Committee of the Council, which may receive submissions from the applicant and any interested parties at a public hearing.
- 9.4. Applicants will be notified of Council's decision within 30 days after the application is received.

10. Application Fees

- 10.1. Fees for gambling consent applications will be set by Council annually and will include consideration of the cost of:
- a) processing the application;
 - b) establishing and triennially reviewing the Gambling and Standalone TAB Venues Policy;
 - c) the triennial assessment of the economic and social impact of gambling in the Wairarapa region.

11. Review of Policy

11.1. The policy will be reviewed every three years.

12. Definitions

Class 4 Gambling: Gambling that utilises or involves a gaming machine, as defined in the Gambling Act 2003 (s.30).

Class 4 Gambling Venue: A place to conduct Class 4 gambling.

Council: The Masterton, Carterton or South Wairarapa District Council.

Gaming Machine: A device, whether totally or partly mechanically or electronically operated, that is adapted or designed and constructed for the use in gambling, as defined in the Gambling Act 2003 (s.4). Commonly known as 'pokie machines'.

Standalone TAB Venue: Premises that are owned or leased by the New Zealand Racing Board and where the main business carried on at the premises is providing racing or sports betting services under the Racing Act 2003.

Venue Licence: A Class 4 venue licence issued by the Secretary for Internal Affairs.

13. Related Documents

Wairarapa Combined District Plan

14. References

Gambling Act 2003

Racing Act 2003

15. Version Control

Date	Summary of Amendments	Approved By
2016	Minor updates	Masterton, Carterton and South Wairarapa District Councils
2019	Merged the Wairarapa Gambling Venue Policy and the Wairarapa TAB Board Venue Policy. Minor amendments for clarification.	Masterton, Carterton and South Wairarapa District Councils

Appendix 2 – Key Tasks and Indicative Timeframes for the Review of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy

Amendments proposed - Consultation undertaken using the Special Consultative Procedure		No amendments proposed and consultation not considered necessary	
Key Task	Estimated Timeframe	Key Task	Estimated Timeframe
Officer agreement to proposed approach and timeframes	January/ February 2023	Officer agreement to proposed approach and timeframes	January/ February 2023
Draft paper for joint councils seeking agreement to project scope, timeframes, resourcing, approach and to delegate oversight to the Wairarapa Policy Working Group	March 2023	Draft paper for joint councils seeking agreement to project scope, timeframes, resourcing, approach and to delegate oversight to the Wairarapa Policy Working Group	March 2023
Commission the completion of a Social Impact Assessment (SIA)	March 2023	Commission the completion of a Social Impact Assessment (SIA)	March 2023
Develop Communications Plan	March 2023	Develop Communications Plan	March 2023
Support completion of the SIA (e.g. stakeholder engagement)	March to May 2023	Support completion of the SIA (e.g. stakeholder engagement)	March to May 2023
Social Impact Assessment completed by contractor	May 2023	Social Impact Assessment completed by contractor	May 2023
Draft report for the Wairarapa Policy Working Group ahead of first meeting, which includes: <ul style="list-style-type: none"> • Results of the Social Impact Assessment • Recommendations on whether to amend the Policy • A copy of the draft Statement of Proposal and draft policy. 	June 2023	Draft a report for the Wairarapa Policy Working Group ahead of first meeting, which includes: <ul style="list-style-type: none"> • Results of the Social Impact Assessment • A recommendation to make no changes to the policy and to not consult. 	June 2023
Hold meeting of the Wairarapa Policy Working Group to present findings of the Social Impact Assessment and discuss recommendations in the report.	July/ August 2023	Hold meeting of the Wairarapa Policy Working Group to present findings of the Social Impact Assessment and discuss recommendations in the report previously provided.	July/ August 2023

<i>Note that two separate meetings may need to be held, depending on the findings of the Social Impact Assessment and whether any legislative requirements have changed since the last review. I.e. Meeting 1: Receive results of SIA and discuss implications for the policy Meeting 2: Receive and consider recommendations from officers.</i>			
Recommendations Paper to Council enclosing draft Statement of Proposal, draft policy, submission form (hardcopy and online).	September/ October 2023	Paper to joint Councils recommending that no changes are made and to continue existing policy (enclosing copy of the Social Impact Assessment).	August/ September 2023
Consultation period	November 2023	Notify DIA of completion of review/continuation of Policy	August/ September 2023
Hearing and Deliberations, including administration of process and drafting of Deliberations Report	December 2023		
Draft amended policy (if required following consultation)	December 2023		
Joint Council adoption of revised Policy	December 2023		
Post-adoption tasks (e.g. copy of Policy provided to DIA)	December 2023		

Delegations Register Amendments

1. Purpose

To seek Council approval on an update to Resource Management Act 1991 delegations and inform Council of amendments made to Chief Executive Officer sub-delegations to staff in the Delegations Register.

2. Recommendations

Officers recommend that Council:

1. Agree that Part C: Statutory Delegations from Council to Officers under the Resource Management Act 1991 be updated as per Appendix 1.

3. Executive Summary

This report seeks Council support to update the Resource Management Act 1991 delegations in Council's delegation register to reflect the revised committee structure for 2022-25. It also informs Council of amended sub-delegations the Chief Executive Officer has authorised to SWDC staff.

4. Background

Council adopted the Delegations Policy and Register on 30 June 2022. The policy sets overarching principles and guidance for delegations and the register defines and authorises delegations to assist in providing a distinction between governance and management activities.

The register is divided into four parts:

- Part A: Delegations from Council to the Chief Executive Officer
- Part B: Delegations to Wellington Water Ltd
- Part C: Statutory delegations from Council directly to officers
- Part D: Chief Executive Officer sub delegations.

Parts A through C can be amended by Council resolution. Part D can be amended to give effect to any written instruction by the Chief Executive Officer.

This report proposes changes to Part C through Council resolution and updates Council on amendments to Part D that have been made on approval of the Chief Executive Officer.

5. Discussion

5.1 Proposed amendments to Resource Management Act 1991 delegations

Part C contains delegations by Council to officers under the Resource Management Act 1991 (RMA). These delegations are made directly to officers (rather than being delegated to the Chief Executive and then sub-delegated to officers) as the powers in this Act cannot be sub-delegated. Where specific delegations under the RMA are made to hearings panels or a committee these are also listed.

The current register lists delegations to the Planning and Regulatory Committee which is no longer operational as it has not been reconstituted for the 2022-25 triennium. Updates have been made to the following delegation:

- **s80(C) Power to decide to apply to the Minister to use the streamlined planning process** has been delegated to Full Council.
- **s120 Authority to lodge appeal on Council's behalf in Environment Court** has been delegated to the Group Manager Planning and Environment and Full Council.
- **s237(C) Authority to close access strips and give notice of closure** has been delegated to the Group Manager Planning and Environment; Planning Manager; and the Infrastructure and Community Services Committee along with consultation with relevant community Bord for permanent or long-term closure.
- **s237(D) Authority to agree to transfer of access strip to Crown or regional council** has been delegated to the Chief Executive and Full Council.
- **Sch 1 Cl 5 Authority to prepare s32 report and publicly notify proposed plan** has been delegated to the Joint District Plan Committee for reviews of the District Plan and Full Council for plan changes.
- **Sch 1 C 6(2) and 6A(3) Authority to make submissions on Council's behalf** has been delegated to those outlined in the submission guidelines.
- **Sch 1 Cl 25 Power to determine how to proceed with plan change request, including power to reject request** has been delegated to Full Council.
- **Sch 1 Cl 28 Power to withdraw plan change request** has been delegated to Full Council.
- **Sch 1 Cl 50(1) To make submissions on Council's behalf** has been delegated to those outlined in the submission guidelines.

5.2 Amendments to Chief Executive sub-delegations

Part D of the Register contains statutory and non-statutory sub delegations to staff authorised by the Chief Executive Officer. The statutory delegations are listed alphabetically by Act. In cases where no sub-delegation has been made, the Chief Executive Officer is listed for the avoidance of any doubt.

The following updates have been made to Part D of the Delegations Register in accordance with the process outlined in section 1.2. which authorises amendments to be made to Part D of the register to give effect to any written instruction by the Chief Executive Officer:

- **s15 Determine or recommend funding to community arts projects as a designated community arts provider** was delegated to the Grants Subcommittee in the 2019/2022 triennium. This delegation has been made to the Finance Committee.
- **Land Transfer Act 2017 delegations have been added to Part D of the register** to replace Land Transfer Act 1952 delegations as this legislation has been repealed. These delegations have been made to managers of the Partnerships and Operations Group.
- **s54G Local Government Act 2002 delegation has been added to Part D of the register** to meet new legislative requirements for councils to appoint a registrar to compile and maintain the register of members' pecuniary interests and provide advice and guidance to members in connection with their obligations. This delegation has been given to the General Manager Policy and Governance.
- **s48(A) Reserves Act 1977 delegation has been added to Part D of the register.** The CEO has already been delegated the ability to consider placement of telecommunications stations in reserves under section 2.2 of the Delegations Policy. The Reserves Act 1977 clearly outlines the conditions that must be met for a telecommunications station to be located in a reserve, including public notification if the management plan does not permit this activity. The Chief Executive Officer would like an explicit sub delegation to the Council team responsible for considering these requests for public transparency reasons and therefore a delegation has been made to the Group Manager Partnerships and Operations. A recent example where this section of the Act was used was a request for a cell tower to be placed on top of a light pole in Kansas Street and an associated utility box be placed on the ground. In this instance the communications company hadn't met all the requirements of the Act as they hadn't investigated an alternate location so the request was declined.

6. Appendices

Appendix 1 – Updated Delegations Policy and Register

Contact Officer: Amanda Bradley, General Manager Policy and Governance

Reviewed By: Harry Wilson, Chief Executive

Appendix 1 – Updated Delegations Policy and Register



SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau

Delegations Policy and Register

Date of Adoption	30 June 2022
Policy Number	TBC
Next Review	31 March 2026 Minor procedural amendments may be made to the procedures that sit within this policy outside of scheduled reviews on the approval of the Chief Executive Officer. Amendments will be reported in the governance report to the appropriate committee. Amendments to the Delegations Register may be made outside of scheduled reviews in accordance with section 1.2 of the Delegations Register.
Amendment History	11 November 2022 – Update to Part D in accordance with section 1.2.2 of the register to replace Land Transfer Act 1952 delegations with Land Transfer Act 2017 delegations. 13 December 2022 – Update to Part D in accordance with section 1.2.2 of the register to add s48(A) Reserves Act 1977 and s54(G) Local Government Act 2002 delegations to staff.

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Delegations Policy

1. Purpose

The Delegations Policy sets overarching principles and guidance for South Wairarapa District Council's (SWDC) delegations. The register defines and authorises delegations to assist in providing a clear distinction between governance and management activities. The policy and register are to be read in conjunction with one another.

2. Scope

The Delegations Register sets out non-financial delegations from Council to the Chief Executive Officer, Wellington Water Ltd and directly to officers under the Resource Management Act 1991. The register also contains authorised statutory and non-statutory sub-delegations from the Chief Executive Officer to staff.

Financial delegations are contained within a separate policy available on the [Council website](#).

Delegations from Council to other governing bodies including community boards, committees and subcommittees are available in the Terms of Reference available on the [Council website](#).

3. Principles

Council supports the principle of effective and efficient decision-making, and timely conduct of Council business. To assist in achieving this, Council delegates as many of its powers as possible within statutory limits, to the lowest competent level. The Chief Executive Officer also subdelegates management activities to staff for effective operation.

Delegations enable Council to:

- 3.1 operate effectively and efficiently
- 3.2 carry out Council functions openly and transparently
- 3.3 ensure the relationship between elected members and management is effective and understood
- 3.4 provide delegates with the necessary authority to effectively carry out responsibilities
- 3.5 properly observe all regulatory responsibilities.

4. Limitations

Council may delegate any function except those expressly precluded by legislation. In accordance with Clause 32, Schedule 7 of the Local Government Act 2002, Council is unable to delegate the power to:

- 4.1. make a rate
- 4.2. make a bylaw
- 4.3. borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan

- 4.4. adopt a Long Term Plan, Annual Plan or Annual Report
- 4.5. appoint the Chief Executive
- 4.6. adopt policies required to be adopted and consulted on in association with the Long Term Plan or developed for the purpose of the Local Governance Statement
- 4.7. adopt a remuneration and employment policy.

In addition, the following powers cannot be delegated:

- 4.8. any matter not permitted to be delegated by any other Act (for example, the approval of a policy statement or plan under the Resource Management Act 1991); and
- 4.9. any matter that can only be given effect to by a resolution (for example, the approval of Council's Standing Orders or the Elected Member Code of Conduct).

5. Conditions applying to delegations

5.1. Governance

- 5.1.1. The delegator retains the right to act in any matter where delegated authority applies.
- 5.1.2. A delegation does not relieve the local authority, member or officer of the liability or legal responsibility to perform or to ensure performance of any function or duty.
- 5.1.3. A delegation does not preclude the Chief Executive Officer from referring any matter to Council, committee, or community board for a decision for any reason. Similarly, under *Part D: Chief Executive sub-delegations*, officers may refer matters to the Chief Executive Officer for decision.
- 5.1.4. Unless a valid delegation has been made, any decision required in respect of that matter can only be made by Council.

5.2. Exercising delegations

- 5.2.1. The conferring of delegated authority means that officers may exercise the responsibility, duty or power, but not that the officer should do so. Whether or not it is appropriate for an officer to exercise a delegated authority which they have will depend on their job description and instructions in particular circumstances.
- 5.2.2. Delegated responsibilities are to be performed in a like manner and with the same effect as the delegator could have performed them.
- 5.2.3. In exercising delegated authority, an officer must comply with any conditions (such as financial limits and reporting or other procedural requirements) and all applicable Council policies.
- 5.2.4. An officer should ensure full understanding of the relevant provisions of the Act prior to exercising statutory delegations.

5.3. Authority and sub-delegations

- 5.3.1. An officer who is delegated a responsibility, duty or power is also delegated any ancillary responsibilities, duties or powers necessary to give effect to that delegation.

- 5.3.2. A responsibility, duty or power delegated to an officer holding a named position is also delegated to all officers in a direct line of authority above that officer, and to any officer who performs or exercises the same or a substantially similar role or function, regardless of position name.
- 5.3.3. Responsibilities, duties or powers delegated to officers by the Chief Executive under Part D may not be sub-delegated. Nor may responsibilities, duties or powers delegated to officers (including the Chief Executive) by the Council under the Resource Management Act 1991.

5.4. Temporary delegations

- 5.4.1. Council officers who are charged with increased duties in a temporary capacity also receive the delegated powers, duties and responsibilities relevant to the position in which they are acting. Authorised acting arrangements for the Executive Leadership Team are set out in Appendix 2. The officer should typically state that he or she is exercising the delegation in an acting capacity.

5.5. Ambiguity or conflict considerations

- 5.5.1. Where the description of a delegated legislative function is ambiguous or conflicts with the wording of the legislation, the wording of the legislation prevails.
- 5.5.2. Where a delegation refers to repealed legislation, the reference is to be read as a reference to the legislation that, with or without modification, replaces or corresponds to the repealed legislation.
- 5.5.3. Where a delegation in the register is in conflict with a previous delegation resolved by Council or given by the Chief Executive Officer, the delegation given in the register prevails.

5.6. Duration of delegation

- 5.6.1. Unless specifically time-limited, a delegation continues in force until revoked, altered or varied by the delegator.
- 5.6.2. All delegations for a position automatically take effect from the date when a new staff member commences in their position with SWDC and are automatically revoked when a staff member employment with SWDC for that position ceases.

6. Appendices

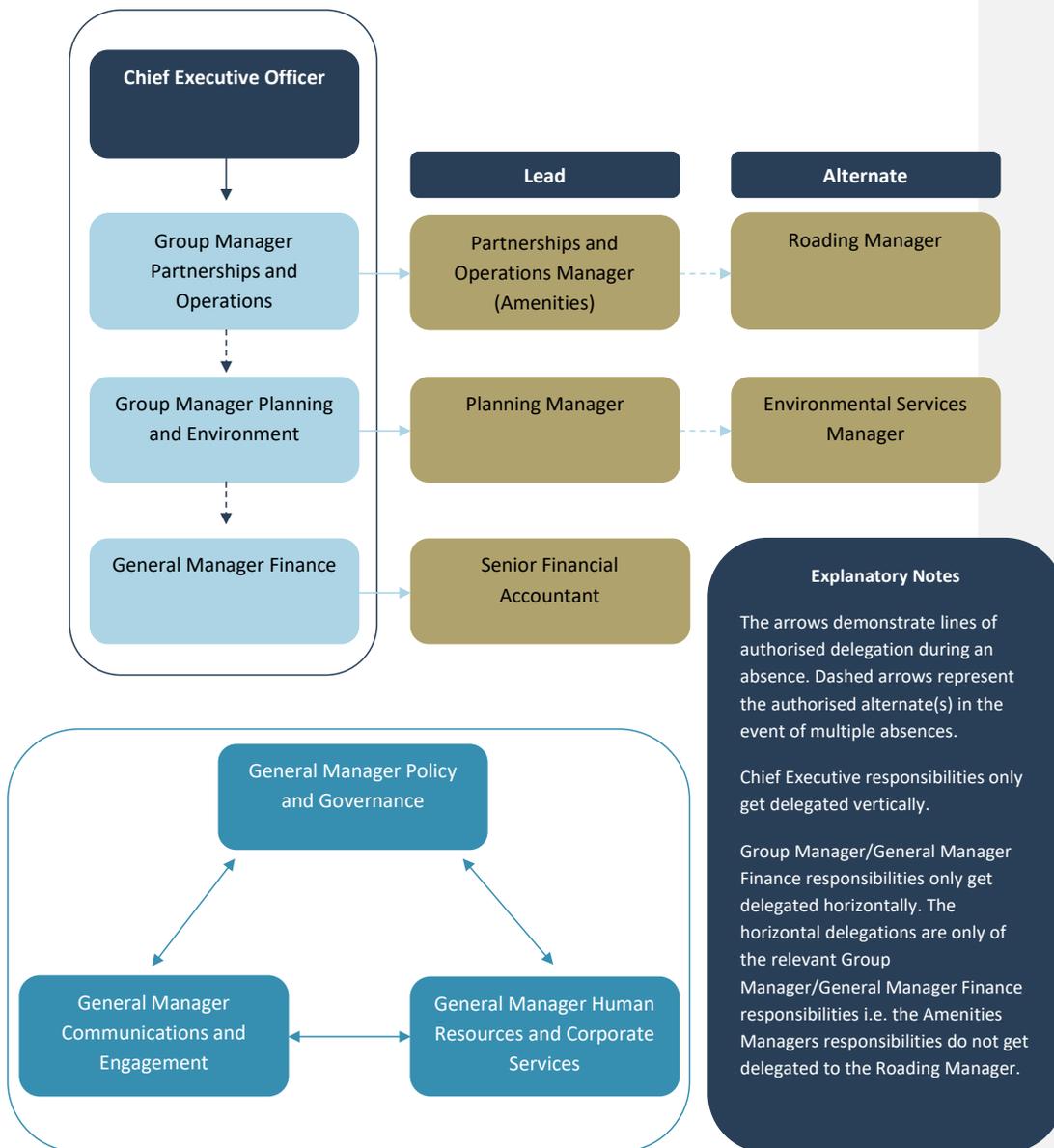
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Appendix 1: Executive Leadership Team and Management Structure

Department		Role
Executive Leadership Team		Chief Executive Officer
		Group Manager Partnerships and Operations
		Group Manager Planning and Environment
		General Manager Finance
		General Manager Policy and Governance
		General Manager Communications and Engagement
		General Manager Human Resources and Corporate Services
Managers	Partnerships and Operations	Partnerships and Operations Manager (Amenities)
		Roading Manager (Ruamahunga)
		Library Service Manager
	Planning and Environment	Planning Manager
		Environmental Services Manager
		Building Manager
	Finance	Senior Financial Accountant (Finance Manager)

Appendix 2: Authorised Executive Leadership Team Acting Arrangements

The following diagram sets out authorised acting arrangements for the Executive Leadership Team in the event of planned or unplanned leave, absence or unavailability. These arrangements do not preclude the Executive Leadership Team from making alternative acting arrangements where necessary. Any alternative acting arrangements should be recorded in writing.



Appendix 3: Common Seal Procedure and Electronic Signature Guidance

This document provides guidance for when the Council is required to use the Common Seal of the Council (the seal). This requirement may either by statute, or by Council policy or procedure to demonstrate Council's acceptance or authorisation of a document.

It also provides guidelines for the use of electronic signatures on documents.

1. Use of the Common Seal

Any document that requires the seal, should first be checked to ensure it is legally correct and is applicable to the situation involved. The seal may only be applied after confirmation from the Chief Executive Officer that it is required and is in order.

A formal resolution of the Council is required for the seal to be affixed to a document. Where the affixing of the seal is required on documents which are urgent or routine in nature, a resolution of Council can be made retrospectively at the next ordinary Council meeting.

The seal requires two signatories and may be affixed physically or electronically (for example, by adding an image of the common seal to a PDF document) provided it complies with the use of electronic signatures guidelines set out below.

The Mayor and Chief Executive are authorised to affix the common seal pursuant to a resolution from Council. This delegation extends to the Deputy Mayor in the Mayor or Chief Executive's absence.

The standard phrase to be affixed to the document is to read:

The Common Seal of the South Wairarapa District Council was hereby affixed under the authority of Council dated

.....Signatory One Title (e.g. Mayor)

.....Signatory Two Title (e.g. Chief Executive Officer)

2. Use of electronic signatures

Signatures can be accepted electronically provided that certain requirements relating to consent, verification of identity and reliability, are met. When the signature is a legal requirement, it is required to comply with Part 4 of the Contract and Commercial Law Act 2017.

Council allows for the requirement for a signature to be met by means of an electronic signature if the electronic signature:

- 2.1.1 adequately identifies the signatory and the signatory's approval of the information to which the signature relates; and
- 2.1.2 is as reliable as is appropriate given the purpose for which, and circumstances in which, the signature is required.

Reliability of a signature

A signature will be presumed to be *as reliable as appropriate* if:

- 2.1.3 the means of creating the electronic signature can only be linked to the signatory and no other person
- 2.1.4 the means of creating the electronic signature is under the control of the signatory and no other person
- 2.1.5 any alteration to the electronic signature after it has been applied is detectable
- 2.1.6 any alteration to the document after the time of signing is detectable.

What will be *adequate* and *as reliable as appropriate* will need to be assessed on a case-by-case basis as it varies according to the type of document and importance of the document to Council.

Appendix 4: Delegations Register

1. Delegations Register

1.1. Scope of the Register

The Delegations Register sets out statutory and non-statutory non-financial delegations from Council to SWDC staff, including the Chief Executive Officer. It also contains delegations from Council to Wellington Water Ltd.

The register is divided into four parts:

- 1.1.1 [Part A: Delegations from Council to the Chief Executive Officer](#)
- 1.1.2 [Part B: Delegations to Wellington Water Limited](#)
- 1.1.3 [Part C: Statutory delegations from Council directly to officers](#)
- 1.1.4 [Part D: Chief Executive Officer sub-delegations](#)
 - [Subpart 1: Statutory delegations](#)
 - [Subpart 2: Non-statutory delegations](#)

Delegations for governance and subordinate decision-making bodies, including committees, subcommittees and community boards are available in the Terms of Reference on the SWDC website at www.swdc.govt.nz/your-council/committees/.

The Delegations Register should be read in conjunction with the Delegations Policy.

1.2. Amendments to the Register

The Delegations Register is maintained by the Policy and Governance Team who may amend it to:

- 1.2.1 Give effect to any Council resolution with respect to Parts A through C
- 1.2.2 Give effect to any written instruction by the Chief Executive Officer with respect to Part D
- 1.2.3 Make any typographical, grammatical corrections, or other minor amendment where the intention of Council in respect of the delegation is not altered.

2. Part A: Delegations from Council to the Chief Executive Officer

Part A contains delegations from Council to the South Wairarapa District Council Chief Executive Officer. It excludes financial delegations which are covered in the Financial Delegations Policy.

2.1. Responsibilities of the Chief Executive Officer

Under section 42(2) of the Local Government Act 2002, the Chief Executive Officer has responsibility for:

- 2.1.1 implementing the decisions of the local authority
- 2.1.2 providing advice to members of the local authority and to its community boards
- 2.1.3 ensuring all responsibilities, duties, and powers delegated to him or her or to any persons employed by the local authority, or imposed or conferred by an Act, regulation or bylaw, are properly performed or exercised
- 2.1.4 ensuring the effective and efficient management of the activities of the local authority
- 2.1.5 facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2002
- 2.1.6 maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority
- 2.1.7 providing leadership for the staff of the local authority
- 2.1.8 employing the staff of the local authority (in accordance with any remuneration or employment policy)
- 2.1.9 negotiating the terms of employment of the staff of the local authority (in accordance with any remuneration or employment policy).

The Chief Executive Officer is responsible for ensuring, as far as practicable, that the management structure of the local authority:

- 2.1.10 reflects and reinforces the separation of regulatory responsibilities and decision-making processes from other responsibilities and decision-making processes
- 2.1.11 is capable of delivering adequate advice to the local authority to facilitate the explicit resolution of conflicting objectives.

2.2. Council delegations to the Chief Executive Officer

In order to fulfil the above responsibilities, the Council delegates to the Chief Executive Officer all of its responsibilities, duties and powers in any enactment or bylaw, subject to the limitations and conditions of the Delegations Policy and excluding those matters whereby a delegation is prohibited by legislation.

Specific delegations with regards to South Wairarapa District Council and Wairarapa Consolidated Bylaws are outlined in section 2.3 on the following page.

The Chief Executive Officer delegations:

- 2.2.1 are subject to the authorised financial limits contained in the Financial Delegations Policy.
- 2.2.2 exclude any power, responsibility or duty that has been delegated to a committee, subcommittee, community board or other subordinate decision-making body as set out in the Terms of Reference available on the SWDC website.
- 2.2.3 are also conferred on any Acting Chief Executive Officer during the Chief Executive Officer’s absence (refer to Appendix 2 for authorised acting arrangements).
- 2.2.4 may be sub-delegated by the Chief Executive Officer unless this is expressly prohibited by legislation. Authorised sub-delegations are set out in Part D.

2.3. Bylaw Delegations to the Chief Executive Officer

South Wairarapa District Council Bylaws	
Description	Delegate
All functions, duties and powers under any Wairarapa Consolidated Bylaw	Chief Executive Officer
Power to appoint authorised officers for the purposes of performing duties	Chief Executive Officer
Power to institute any enforcement action, including a prosecution for an offence against any of the Council’s bylaws, together with the power to make any decision pertaining to such enforcement or prosecution	Chief Executive Officer

Wairarapa Consolidated Bylaws	
Description	Delegate
All functions, duties and powers under any Wairarapa Consolidated Bylaw	Chief Executive Officer
Power to appoint authorised officers for the purposes of performing duties	Chief Executive Officer
Power to institute any enforcement action, including a prosecution for an offence against any of the Council’s bylaws, together with the power to make any decision pertaining to such enforcement or prosecution	Chief Executive Officer

3. Part B: Delegations to Wellington Water Limited

On 1 October 2019, SWDC became a shareholder of Wellington Water Limited (WWL). This means that WWL carries out the day to day operating of SWDC's three waters network. As part of this relationship the Service Level Agreement (SLA) with WWL provides for the following statutory powers to be delegated to WWL to enable them to manage the three waters networks.

3.1. Exercise of Statutory Powers

- 3.1.1 Council by this agreement appoints the Chief Executive Officer of Wellington Water (CEO) as its officer and gives the CEO the following powers to exercise on the Council's behalf:
- 3.1.2 the general powers of entry given to a local authority by section 171 of the LGA 2002
- 3.1.3 the powers given to a local authority in an emergency or where there is danger, by section 173 of the LGA 2002, provided Wellington Water notifies Council of the event as soon as possible; and
- 3.1.4 the powers in relation to construction of works on private land given to a local authority by section 181 of the LGA 2002
- 3.1.5 Council (acting through its Chief Executive Officer) shall delegate to Wellington Water and Wellington Water Personnel such further Statutory Powers as are necessary to enable Wellington Water to provide the Management Services.
- 3.1.6 The CEO may, subject to the terms of any delegation, delegate any of the powers set out in clause 3.1.1 to 3.1.7 to Wellington Water Personnel, other than the power to further delegate the power.
- 3.1.7 Council may, by separate written delegation, delegate additional powers to the CEO.
- 3.1.8 Council may from time to time issue initial or additional sealed warrants to Wellington Water Personnel identified by Wellington Water as suitable to hold a warrant as are required to enable Wellington Water to provide the Management Services.

4. Part C: Statutory Delegations from Council to Officers

Part C contains delegations by Council to officers under the Resource Management Act 1991 (RMA). These delegations are made directly to officers (rather than being delegated to the Chief Executive and then sub-delegated to officers) as the powers in this Act cannot be sub-delegated. Where specific delegations under the RMA are made to hearings panels or a committee these are also listed.

Resource Management Act 1991		
Section	Description	Delegated to
36 (5)	Authority to make decisions about additional administrative charges	Planning Manager Planner
36 (6)	To provide a fee estimate	
36AAB	Remit the whole or part of a charge	Planning Manager
36AA	Application of discount policy to administrative charges Financial delegation	Planning Manager Group Manager Planning and Environment
37	Power to extend time periods as provided in this section	Group Manager Planning and Environment Planning Manager Senior Planner Hearings Panel
37A	Requirements to consider matters before extending a time limit.	Group Manager Planning and Environment Planning Manager Hearings Panel
39B	Selection of commissioners for specific hearings	Chief Executive Officer after a recommendation from the Group Manager Planning and Environment
41B 41C	Power to direct applicant to provide evidence before hearings; power to make directions about conduct of hearings.	Group Manager Planning and Environment Planning Manager Hearings Panel
41D	Power to make a direction striking out a submission before, at, or after a hearing	Group Manager Planning and Environment Hearings Panel Planning Manager Planner
42	Power to make directions to protect sensitive information	Group Manager Planning and Environment Planning Manager Hearings Panel Wairarapa Combined District Plan Joint Committee

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Resource Management Act 1991		
Section	Description	Delegated to
42A	Powers regarding the preparation, commissioning and provision of reports	Planning Manager Planner Hearings Panel
44A	Power to amend plans to address national environmental standards	Planning Manager
55(2)	Duty to amend plan or proposed plan if directed by national policy statement	Planning Manager
581(2)	Duty to amend the plan or proposed plan if directed by national planning standard	Planning Manager
581(4)	Power to exercise the Council's powers under this section in relation in relating to discretionary directions	Planning Manager
80C	Power to decide to apply to the Minister to use the streamlined planning process	Full Council
86D	Ability to apply to Environment Court for a rule to have legal effect	Group Manager Planning and Environment
87BA(2)(a)	To issue a written notice confirming that an activity is a permitted boundary activity	Planning Manager Planner Planning Administrator
87BA(2)(b)	To return an application for a boundary activity to the applicant if it is not a permitted activity, with written reasons.	Planning Manager Planner Planning Administrator
87BB(1)(d)	To determine that an activity is a permitted activity where a non-compliance is marginal or temporary.	Planning Manager Senior Planner
87BB(2) and (3)	Provision of a permitted marginal activity notice including reasons	Planning Manager Senior Planner
87E, 87F, 87G	Power to determine Council position on a request for direct referral (87E), prepare reports (87F) and provide information to Environment Court (87G)	Group Manager Planning and Environment
88(1)	Authority to receive consent applications and determine whether the information meets the minimum requirements of the Act	Planning Manager Planner Planning Administrator Certification Officer
88(3) and 3A	Power to determine an application is incomplete	Planning Manager Planner Certification Officer Planner
91	Power to determine not to proceed with a resource consent application on certain grounds	Planning Manager Senior Planner
91A	Receipt of request for suspension of processing a notified application	Planning Manager Planner

Resource Management Act 1991		
Section	Description	Delegated to
91B	Duty to give written notice of when a suspension ceased	
91C and 91F	Decision on whether to return or continue to process the application	Planning Manager Planner
92 92A	Authority to request further information to be provided, or to commission a report	Planning Manager Planner
95 95A/B/D/E	Authority to determine whether the adverse effects on the environment of an application will be minor. Requirement for notification or limited notification of the application where applicable.	Planner Group Manager Planning and Environment Planning Manager
95E	Duty to determine which persons may be adversely affected by an application and to serve notice of the application on them if required	Group Manager Planning and Environment Planning Manager
97F(4)	Power to shorten notification date if all parties in a limited notification have submitted prior to closing date.	Group Manager Planning and Environment Planning Manager Hearings Panel
99	Power to call pre-hearing meetings and invite or require parties to attend and the duty to prepare a report of the meeting.	Group Manager Planning and Environment Planning Manager Hearings Panel
99A	Power to refer parties who have made a resource consent application or submissions on the application to mediation.	Group Manager Planning and Environment Planning Manager Hearings Panel
100	Authority to determine whether a hearing should be held in respect of any application for a resource consent.	Group Manager Planning and Environment Planning Manager Hearings Panel
101	Authority to decide when and where a hearing is to be held within the constraints of section 37	Group Manager Planning and Environment Planning Manager Hearings Panel
101	Authority to decide when and where a hearing is to be held within the constraints of section 37	Group Manager Planning and Environment Planning Manager Hearings Panel
102	Authority to determine issues concerning joint considerations by two or more consent applications in relation to the same proposal.	Hearings Panel

Resource Management Act 1991		
Section	Description	Delegated to
103	Authority to determine issues concerning two or more consent authorities.	Group Manager Planning and Environment Planning Manager Hearings Panel
104	Duty to take matters into consideration and to exclude other matters when considering an application.	Group Manager Planning and Environment Planning Manager Hearings Panel
104A, 104B, 104C, 104D, 105, 106	Power to determine resource consent applications and impose conditions. Power to decline subdivision consent	Group Manager Planning and Environment Planning Manager Hearings Panel
108, 108A, 108AA	Power to impose conditions on resource consent. Power to impose a bond as one of the conditions. Requirements for conditions of resource consents.	Group Manager Planning and Environment Planning Manager Hearings Panel
108, 108A	Power to execute documents to register a bond (whether cash or by registered guarantee) or covenant together with all ancillary administrative tasks	Group Manager Planning and Environment Planning Manager Planner Must be exercised in conjunction with any relevant 3 rd tier infrastructure manager.
109	Conditions relating to bonds; power to enter on to land to ensure work for which bond is given is being completed	Group Manager Planning and Environment Planning Manager Planner Planning Certification Officer Must be exercised in conjunction with any relevant 3 rd tier infrastructure manager.
109	Power to execute documents to discharge, cancel or vary bonds in part or whole), together with all ancillary administrative tasks including certification and online registration of certificates as authorised officer.	Group Manager Planning and Environment Planning Manager Planning Certification Officer Planner

Resource Management Act 1991		
Section	Description	Delegated to
	Power to register a land charge (or remove a land charge) on the land for costs of performing works where costs exceed funds secured.	Must be exercised in conjunction with any relevant 3 rd tier infrastructure manager. Group Manager Planning and Environment Planning Manager
109(4)	Power to make directions to enter land and undertake works where the bonded work has not been completed	Group Manager Planning and Environment Planning Manager Must be exercised in conjunction with any relevant 3 rd tier infrastructure manager.
110	Power to refund financial contribution to consent holder where consent has lapsed	Group Manager Planning and Environment Planning Manager Must be exercised in conjunction with any relevant 3 rd tier infrastructure manager and 2 tier manager responsible for finance.
113	Recording reasons for decisions on resource consent applications in writing.	Group Manager Planning and Environment Planning Manager Planner Hearings Panel
114	Authority to serve consent applicant and submitters with notice of the decision on an application	Planning Manager Planner Certifications officer Planning Administrator
116	Authority to consent to commencement of consent which is subject to Environment Court appeal	Group Manager Planning and Environment Planning Manager
120	Authority to lodge appeal on Council's behalf in Environment Court	Group Manager Planning and Environment Full Council
123(b)	Specify a duration of a land use consent	Group Manager Planning and Environment Planning Manager

Resource Management Act 1991		
Section	Description	Delegated to
		Hearings Panel
124(2)	Power to allow a consent holder to continue to operate while applicant is seeking a new resource consent.	Planning Manager
125	Power to grant extension of period after which a consent will lapse	Group Manager Planning and Environment Planning Manager Hearings Panel
126	Power to cancel a resource consent by written notice.	Group Manager Planning and Environment Planning Manager
127	Power to change or cancel conditions imposed on a resource consent.	Group Manager Planning and Environment Planning Manager Hearings Panel
128, 129	Power to review a resource consent and to give notice of review	Group Manager Planning and Environment Planning Manager Hearings Panel
132	Power to change the conditions of a resource consent on a review under s128, or to cancel resource consent.	Group Manager Planning and Environment Planning Manager Hearings Panel
133A	Power to make minor changes or corrections to resource consent (within 20 working days of grant)	Planning Manager Planner Hearing Panel Chair
138	Authority to issue a notice of acceptance of surrender of consent	Planning Manager Planner
139, 139A	Authority to issue certificate of compliance, other powers and existing use certificates	Group Manager Planning and Environment Planning Manager
142	Authority to request minister call in of matter of national significance	Group Manager Planning and Environment
149B	Duty of local authority to provide EPA with all related information to a matter (where the Minister has called in a matter and the local authority has been served with a direction under s149A)	Group Manager Planning and Environment Planning Manager
149G	Duty to prepare a report commissioned by the EPA	Group Manager Planning and Environment Planning Manager
149T	Power to give notice on Council's behalf under s274 of matter referred directly to the Environment Court	Group Manager Planning and Environment

Resource Management Act 1991		
Section	Description	Delegated to
149V	Power to lodge appeal to the High Court on question of law on Council's behalf	Group Manager Planning and Environment in conjunction with the Chief Executive
149ZD	Power to recover costs incurred by the Council from the applicant	Group Manager Planning and Environment
149W(2)(a) and (4)	Power to implement decision of Board or Court about proposed plan or change or variation	Group Manager Planning and Environment
168, 168A	Duty to receive notice of requirement Notification of withdrawal of NOR	Planning Manager Planner Planning Administrator
168A	Power to determine whether to publicly notify Council's notice of requirement for a designation	Group Manager Planning and Environment Planning Manager
169	Power to request further information and determine whether to publicly notify notice of requirement for a designation	Planning Manager Planner Hearings Panel
170	Discretion to include NOR under 168 into proposed plan	Group Manager, Planning and Environment Planning Manager
171	Power to consider and make recommendations on requirements for a designation	Group Manager Planning and Environment Planning Manager Hearings Panel
173	Power to give notice of requiring authority's decision on designation.	Group Manager Planning and Environment Planning Manager
174	Power to appeal to Environment Court against requiring authority's decision on designation.	Group Manager Planning and Environment
175	Authority to include a designation in District Plan	Planning Manager
184	Power to extend designation which has not been given effect to	Planning Manager Hearings Panel
189	Duty to receive notice of requirement for heritage order	Planning Manager Planner Planning Administrator
189A	Authority to lodge notice of requirement for a heritage order on behalf of Council	Group Manager Planning and Environment
189A	Power to determine whether to publicly notify Council's notice of requirement for a heritage order	Group Manager Planning and Environment Planning Manager Hearings Panel

Resource Management Act 1991		
Section	Description	Delegated to
189A	Power to make decision on Council's notice of requirement for a heritage order	Group Manager Planning and Environment Planning Manager Hearings Panel
190	Power to request further information and determine notification of notice of requirement for heritage order	Planning Manager Planner
191	Power to make recommendations on notice of requirement for heritage order	Planning Manager Planner Hearings Panel
193	Authority to give written consent in relation to land protected by Council's heritage order	Group Manager Planning and Environment
195	Power to appeal to Environment Court against heritage protection authority's decisions under sections 193 or 194	Group Manager Planning and Environment
195A	Power to receive application for alterations to heritage order. Power to determine applications for alteration of heritage order	Planning Administrator Planning Manager Hearings Panel
195B(5)	To make a written objection to the Minister on the Minister's proposal to transfer responsibility for an existing heritage order to another heritage protection authority.	Group Manager Planning and Environment Planning Manager
195C	To amend the District Plan by noting a transfer of responsibility for a heritage order	Group Manager Planning and Environment Planning Manager
196	Power to receive withdrawals of heritage orders and to amend the District Plan accordingly	Planning Manager
220	Power to impose conditions on subdivision consents	Group Manager Planning and Environment Planning Manager Hearings Panel
220(1) and 2(b)	Authority to undertake registration of certificates as authorised officer	Planning Manager Planning Certification Officer Planner
221(2)	Authority to issue and sign a consent notice	Group Manager, Planning and Environment Planning Manager Senior Planner Certifications Officer
221(3)	Authority to vary or cancel a condition specified in a consent notice	Planning Manager Senior Planner Certification Officer Hearings Panel

Resource Management Act 1991		
Section	Description	Delegated to
221(5)	Authority to execute, as authorized person instrument(s) creating, varying, cancelling or recording expiry of consent notice	Planning Manager Planner Certifications Officer
222	Powers related to the issues of completion certificates enabling the deposit of survey plan	Planning Manager Planner Certification Officer
223	Powers related to approval of survey plan as authorised officer	Planning Manager Planner Certifications Officer
224 c,f	Authority to certify compliance of survey plan as authorised officer (includes circumstances where a bond is registered). Authority to issue certificate of approval as authorised officer, and all ancillary tasks including the execution of documents for consent notices, bonds and completion certificates	Planning Manager Planner Certification Officer
226(1)(e)	Authority to certify any plans of subdivision or copy thereof, which has not had a previous statutory approval. Authority to issue a certificate for cancellation of an amalgamation condition. Authority to confirm compliance with relevant district plan rules. Authority to execute all documents (as authorised officer) for registration.	Planning Manager Planner Certification Officer
232	Approval of content of instrument	Group Manager Planning and Environment
234	Power to vary or cancel esplanade strips on application	Planning Manager Certification Officer <i>Note: Decisions will be considered on a case-by-case basis and will be escalated to the Planning and Regulatory Committee where appropriate.</i>
235	Power to agree on Council's behalf to creation of esplanade strip	Planning Manager Planning Certification Officer <i>Note: Decisions will be considered on a case-by-case basis and will be escalated to the Planning and Regulatory Committee where appropriate.</i>
237	Power to approve a survey plan where esplanade reserves or strips are required	Planning Manager Planner Certification Officer
237B	Power to acquire an easement for access strip	Planning Manager and the relevant Tier 3 manager

Resource Management Act 1991		
Section	Description	Delegated to
		responsible for parks and reserves.
237C	Authority to close access strips and give notice of closure	Group Manager Planning and Environment Planning Manager Infrastructure and Community Services Committee along with consultation with relevant Community Board for permanent or long-term closures to access
237D	Authority to agree to transfer of access strip to Crown or regional council	Chief Executive Full Council
237H	Authority to object to compensation valuation determination	Planning Manager
239	Authority to certify survey plans subject to specified interests and undertake online registration of certificates as authorised officer	Planning Manager Planner Certification Officer
240	Authority to cancel an existing amalgamation condition (in whole or part) and undertake online de-registration of certificates as authorised officer	Planning Manager Planner Certification Officer
240(3) and (4)	Authority to certify survey plans subject to an amalgamation covenant against transfer of allotments and execute as authorised officer all documents (includes online de-registration of certificates).	Planning Manager Planning Planner Certification Officer
241(1) and (3)	Authority to deal with amalgamation conditions and undertake online registration of certificates as authorised officer. Authority to issue a certificate for cancellation of an amalgamation condition and execute all necessary documents (including online deregistration of certificates) as authorised officer.	Planning Manager Planner Certification Officer Planning Manager Planner Certification Officer
243	Authority to deal with survey plans subject to grant or reservation of easements and undertake online registration of certificates as authorised officer, (includes variation and cancellation of easement instruments)	Planning Manager Planner Certification Officer
245	Authority to approve survey plan of reclamation	Planning Manager
267	To participate in a conference and make decisions on behalf of the Council	Planning Manager Group Manager Planning and Environment
268A	To participate in a mandatory alternative dispute resolution process and make decisions on behalf of Council	Planning Manager Group Manager Planning and Environment

Resource Management Act 1991		
Section	Description	Delegated to
269-291	Authority to determine and direct Council involvement in Environment Court proceedings	Group Manager Planning and Environment
292	Authority to seek that Environment Court remedy defect in plan	Group Manager Planning and Environment
294	Authority to seek that Environment Court review a decision or rehear proceedings	Group Manager Planning and Environment
299-308	Authority to determine and direct Council involvement in High Court and Court of Appeal proceedings	Group Manager Planning and Environment
311-312	Authority to initiate declaration proceedings and take other necessary steps	Group Manager Planning and Environment
314-321	Authority to initiate enforcement order and interim enforcement order proceedings and take other necessary steps	Group Manager Planning and Environment
322	Service of an abatement notice	Planning Manager Group Manager Planning and Environment
325	Authority to consent to a stay of abatement notice	Group Manager Planning and Environment
325A	Power to cancel abatement notice	Group Manager Planning and Environment
330	Power to take preventative or remedial action in emergency circumstances	Group Manager Planning and Environment
331	Power to seek reimbursement of Council's costs for emergency works	Group Manager Planning and Environment Chief Financial Officer
343B and 343C	Serve an Infringement notice	Planning Manager Group Manager Planning and Environment
338	Authority to commence prosecution for breach of the Act	Group Manager Planning and Environment
357D 357CA	Powers to consider and determine objections	Hearings Panel Group Manager or Planning Manager, alongside any tier 3 infrastructure manager, if applicable, where all parties agree.
Sch 1 Cl 4	Duty to invite requiring authorities by written request on designations in proposed plans	Planning Manager
Sch 1 Cl 5	Authority to prepare s32 report and publicly notify proposed plan	Joint District Plan Committee for reviews of the District Plan Full Council for plan changes

Resource Management Act 1991		
Section	Description	Delegated to
Sch 1 C 6(2) and 6A(3)	Authority to make submissions on Council's behalf	As per submission guidelines
Sch 1 Cl 7	Duty to give public notice of submissions on proposed plan	Group Manager Planning and Environment Planning Manager Senior Planner
Sch 1 Cl 8, 8A	Authority to make further submissions on Council's behalf	Group Manager Planning and Environment
Sch 1 Cl 8AA	Authority to invite submitters to meetings or refer matters to mediation	Planning Manager
Sch 1 Cl 8B	Duty to give notice of hearings	Planning Manager Planning Administrator Committee Advisor
Sch 1 Cl 8C	Authority to determine whether hearing is required	Group Manager Planning and Environment Planning Manager
Sch 1 Cl 8D	Authority to withdraw proposed plan	Group Manager Planning and Environment
Sch 1 Cl 9	Power to hear and make recommendations and decisions on requirements	Hearings Panel
Sch 1 Cl 10	Power to hear and make recommendations on provisions and matters raised in submissions	Hearings Panel
Sch 1 Cl 11	Duty to give notice of decisions	Planning Administrator Planner
Sch 1 Cl 14	Authority to lodge appeal with Environment Court	Group Manager Planning and Environment
Sch 1 Cl 16(1)	Duty to amend proposed plan if directed by Court	Planning Manager
Sch 1 Cl 16(2)	Authority to amend proposed plan to correct minor errors	Planning Manager
Sch 1 Cl 20	Duty to give notice of plan becoming operative	Planning Manager
Sch 1 Cl 20A	Authority to amend operative plan to correct minor errors	Planning Manager
Sch 1 Cl 21	Authority to request change to regional plan or regional policy statement	Group Manager Planning and Environment
Sch 1 Cl 23	Power to seek further information relating to private plan change requests	Planner Planning Manager Hearings Panel
Sch 1 Cl 24	Power to modify plan change request	Group Manager Planning and Environment
Sch 1 Cl 25	Power to determine how to proceed with plan change request, including power to reject request	Full Council
Sch 1 Cl 26	Authority to prepare and notify plan change request	Planning Manager

Resource Management Act 1991		
Section	Description	Delegated to
Sch 1 Cl 28	Power to withdraw plan change request	Full Council
Sch 1 Cl 29(4)	Power to hear and make recommendations on plan change request	Hearings Panel
Sch 1 Cl 29(2) and (5)	Duty to send submissions to person who made plan change request and serve copy of its decision	Planner Planning Administrator
Sch 1 Cl 29(9)	Power to vary plan change request	Planning Manager
Sch 1 Cl 32	Authority to certify material incorporated by reference	Planning Manager
Sch 1 Cl 34	Duty to consult on incorporation of material by reference	Planning Manager
Sch 1 Cl 35	Duty to make information available and give public notice regarding material incorporated by reference	Planner Planning Administrator
Sch 1 Cl 42	To agree to a notice of requirement proceeding through the collaborative process and to nominate a representative for the collaborative groups	Planning Manager
Sch 1 Cl 43 (5)	To approve the commissioning of a report	Planning Manager
Sch 1 Cl 50(1)	To make submissions on Council's behalf	As per submission guidelines
Sch 1 Cl 51	To prepare a report under this clause	Planner Planning Manager
Alternative dispute resolution	Authority to enter into and participate in mediation for appeals under the Resource Management Act 1991 and to reach a mediated agreement within guidelines and parameters set by the Hearings Panel	Planner Planning Manager Group Manager Planning and Environment
Proposed District Plan Appeals	Authority to represent and participate on behalf of South Wairarapa District Council in mediation and/or alternative dispute resolution for appeals to the Council's decision on the Wairarapa Combined District Plan and reach an agreement within the guidelines and parameters set by the Wairarapa Combined District Plan Joint Committee.	Planning Manager Group Manager Planning and Environment

5. Part D: Chief Executive sub-delegations

Part D contains statutory and non-statutory sub delegations to staff authorised by the Chief Executive Officer. The statutory delegations are listed alphabetically by Act. In cases where no sub-delegation has been made, the Chief Executive Officer is listed for the avoidance of any doubt.

5.1. Subpart 1: Statutory delegations

A

Amusement Devices Regulations 1978		
Section	Description	Delegated to
8	To grant a certificate of registration which is subject to conditions or decline an application for registration	Environmental Services Manager
11	To grant a permit which is subject to conditions or decline an application for a permit	Environmental Services Manager
16	Power to require improvements to be made, and to require further engineering inspection	Environmental Services Manager
17	Power to revoke an amusement devices registration certificate	Environmental Services Manager

Animal Welfare Act 1999		
Section	Description	Delegated to
139	Obligation to destroy sick, diseased or injured animals	Animal Control Officer
173	Power to recover costs from owner or person in charge of or appearing to be in charge of animal	Environmental Services Manager

Arts Council of NZ Toi Aotearoa Act 2014		
Section	Description	Delegated to
14	Ability to apply in writing to the Arts Council to be designated as a community provider	General Manager Policy and Governance
15	Determine or recommend funding to community arts projects as a designated community arts provider	Finance Committee

B

Biosecurity Act 1993		
Section	Description	Delegated to
14	Power to take the actions prescribed (except for paragraph (db))	Group Manager Planning and Environment

Births, Deaths, Marriages, and Relationships Registration Act 1995		
Section	Description	Delegated to
75E	The power to request the Registrar-General to provide a copy of all entries made in the access register in relation to any person	Environmental Services Manager

Building Act 2004		
Section	Description	Delegated to
31	Authority to apply for project information memorandum (PIM) and provide a copy of a PIM to the owner of a property	Building Control Officer Building Administrator
33	Authority to determine information required for an application for a PIM	Building Administrator Building Control Officer Building Control Manager
34	Authority to issue a PIM	Building Administrator Building Control Officer
35	Authority to determine the content of a PIM in accordance with this section	Building Administrator Building Control Officer
37	Authority to attach and issue certificates regarding requirement for resource consent	Building Administrator
38	Authority to provide a PIM to a network utility operator or statutory authority	Building Administrator Building Control Officer
45	The authority to determine plans, specifications and other information required in an application for a building consent	Building Administrator Building Control Officer
45A	Authority to record a minor variation to a building consent	Building Control Officer
46	The duty to provide copies of applications to the Fire and Emergency NZ (FENZ) as requirements	Building Administrator Building Control Officer
48	The authority to grant or refuse an application within the time limits specified, and the power to require further information.	Building Control Officer
49	The authority to grant or refuse an application within the time limits specified, and the power to require further information	Building Control Officer
50	The authority to give notice and reasons of a refusal to grant a building consent	Building Administrator Building Control Officer

Building Act 2004		
Section	Description	Delegated to
51	The authority to grant a building consent without the information specified in section 51(1)(b) or (ba)	Building Control Officer
52	The authority to lapse a building consent 12 months after date of issue.	Building Administrator Building Control Officer
54	The duty to advise applicants the amount of levy for which they are liable	Building Control Officer
62	The power to recover unpaid levies from applicants	Building Administrator Building Control Officer
64	The duty to keep in safe custody all records and Building Consents issued including the estimated value of the building work	Building Administrator Building Control Officer
67	Power to grant a consent subject to a waiver or modification of the building code	Building Control Manager
68	Authority to notify the chief Executive of the Ministry of Business, Innovation and Employment if a consent is granted subject to a waiver or modification of the building code	Building Control Manager
70	Ability to refer applications for energy work to the Chief Executive of the Ministry of Business, Innovation and Employment	Building Control Manager
71	Authority to refuse any building consent in relation to land with natural hazards	Building Control Manager
72	Authority to grant any building consent in certain situations involving natural hazards	Building Control Manager
73	Authority to carry out the notification obligations for building consent where it is issued under section 72, natural hazards	Building Control Manager
74	Authority to carry out the further notification obligations under subsection (4)	Building Control Manager
75, 77	Authority to issue a certificate in relation to a building on 2 or more allotments of 1 or more existing subdivisions	Building Control Manager
83	Authority to authenticate a certificate for the construction of a building on two or more allotments	Building Control Manager
91	Authority to issue code compliance certificates	Building Control Officer
93	Authority to determine whether to issue a code compliance certificate within a certain time	Building Control Officer
94, 95	Authority to issue a code compliance certificate if satisfied of certain matters	Building Control Officer
95A	Authority to notify the applicant when refusing to issue code compliance certificate and to provide reasons	Building Control Officer Building Control Manager
96	Power to issue or decline to issue a certificate of acceptance	Building Control Officer Building Control Manager

Building Act 2004		
Section	Description	Delegated to
97	Power to determine other information required for an application for a certificate of acceptance	Building Control Officer
98	Authority to determine whether to issue certificate of acceptance and whether to require further reasonable information	Building Control Officer Building Control Manager
99	Authority to issue a certificate of acceptance in relation to part of a building work	Building Control Officer Building Control Manager
99A	Give applicant written notice where withholding a certificate of acceptance under s 208 of the Local Government Act 2002	Building Control Officer Building Control Manager
99A	Give application written notice where refusing to issue certificate of acceptance	Building Control Officer Building Control Manager
102	Authority to issue a compliance schedule	Building Control Officer
106, 107, 109	Power to amend a compliance schedule, and carry out other administrative tasks under these sections	Building Control Officer
111	Authorise any agents of the Council to carry out inspections under this section	Building Administrator Building Control Manager
112	Authority to grant building consent for the alteration of an existing building if satisfied of certain matters	Building Administrator Building Control Officer
113	Authority to grant building consent and determine conditions of a building consent in relation to buildings with specified intended lives	Building Control Officer
115	Authority to grant building consent and determine conditions of a building consent in relation to buildings with specified intended lives	Building Control Officer
116	Authority to determine consent to an extension of life of a building, and give the necessary written consent	Building Control Manager
124	Authority to determine that a building is dangerous, affected, earthquake-prone or insanitary, and take any of the specified actions	Building Control Officer
126	Power to make an application to the District Court for an order authorising works to be carried out by the Council	Building Control Manager
164	Authority to issue notices to fix	Building Control Officer Building Control Manager
165	Authority to issue notice to fix with relevant content in the prescribed form	Building Control Officer Building Control Manager
166	Authority to issue notice to fix under special provisions as building consent authority	Building Control Officer Building Control Manager
167	Authority to confirm or refuse notice to fix has been complied with and to provide notice	Building Control Manager
177,178	Power to apply to the chief Executive of the Ministry of Business, Innovation and Employment for a determination	Building Control Officer

Building Act 2004		
Section	Description	Delegated to
180	Power to withdraw an application for a determination	Building Control Officer
208, 209	Power to decide whether to appeal a determination and to commence proceedings	Building Control Manager
212	Power to act as the building consent authority	Building Control Manager
215	Apply for and gain accreditation as a building consent authority	Building Control Manager
216	Keep all records relevant to the administration of the Building Act	Building Administrator Building Control Manager
217	Provide access to information held under section 216 to the public	Building Administrator Building Control Officer Building Control Manager
218	The duty to provide information to the Chief Executive of the Ministry of Business, Innovation and Employment	Building Control Manager
219	Authority to impose fees or charges as provided by Council and collect the levy under s53 and to refuse service where the fees or charges are not paid	Building Administrator Building Control Officer
220	Authority to give notice under section 220(3) and then to apply to the District Court for an Order to carry out building work	Building Control Manager
221	To exercise the powers to recover costs under this section	Building Control Manager
222	The authority to authorise officers of the Council to carry inspections and therefore be authorised officers under this Act	Building Control Manager
363A	The power to issue certificates of public use, and specify conditions in those certificates. Authority to require further reasonable information from the applicant, and the time period for providing that information from the applicant	Building Administrator Building Control Officer
371B	The power to appoint enforcement officers and authorise any of the Council's officers to issue infringement notices under this and provide for warrants of appointment to be issued	Group Manager Planning and Environment
377, 378	Authority to file a charging document for an offence against the Building Act 2004	Building Control Manager
381	Authority to seek an injunction	Building Control Manager

Building Research Levy Act 1969		
Section	Description	Delegated to
9	If the Council has been appointed an agent under section 9, receiving any levies payable	Building Control Manager

Burial and Cremation Act 1964		
Section	Description	Delegated to
18	Requirement to separately account for cemetery revenue	General Manager Finance

Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967		
Section	Description	Delegated to
3	Power to serve notices	Amenities Coordinator Partnerships and Operations Manager (Amenities)
4	Power to give notices	Amenities Coordinator Partnerships and Operations Manager (Amenities)
5	Power to remove dilapidated or neglected monuments or tablets in accordance with the Act	Amenities Coordinator Partnerships and Operations Manager (Amenities)

C

Camping Ground Regulations 1985		
Section	Description	Delegated to
3	Power to decide whether or not to register camping grounds in accordance with these regulations and the Health (registration of Premises) Regulations 1966	Environmental Health Officer
14	Power to grant certificates of exemption, and renew certificates of exemption as the case may be	Environmental Health Officer
15	Power to enforce the provisions	Environmental Health Officer

Civil Defence Emergency Management Act 2002		
Section	Description	Delegated to
64	Obligation to plan and provide for Civil Defence Emergency Management in the district <i>Note: The Mayor has authority to declare a civil emergency for the district if necessary.</i>	Executive Leadership Team

Conservation Act 1987		
Section	Description	Delegated to
17F	Power to make submissions on conservation management strategies	Group Manager Partnership and Operations
17K	Power to make submissions on freshwater fisheries management plans	Group Manager Partnership and Operations
17M	Power to make submissions on sports fish and game management plans	Group Manager Partnership and Operations
26ZZB	Power to make submissions on discussion document on controlled dog area or open dog area	Group Manager Planning and Environment
26ZZN	Power to request any information held by the Department in relation to the ownership of dogs	Group Manager Planning and Environment

Covid-19 Public Health Response Act 2020		
Section	Description	Delegated to
17B	Duty to keep vaccination records	General Manager Human Resources and Corporate Services
17C	Duty to prevent affected worker from carrying out specified work unless vaccinated	General Manager Human Resources and Corporate Services

D

Dog Control Act 1996		
Section	Description	Delegated to
10A	To report annually on the dog control policy, practices and other matters	Environmental Services Manager
10AA	To review Council's Policy on dogs if bylaw implementing policy requires review and recommend to Council amendments to, or retention of, current provisions	Environmental Services Manager General Manager Policy and Governance
11	Power to appoint dog control officers	Chief Executive Officer
12	Power to appoint dog rangers	Chief Executive Officer
13	To issue warrants of appointment to dog control officers and dog rangers	Chief Executive Officer
14	Powers of entry (including power to authorise application for search and seizure warrant under sections 56 or 57)	Animal Control Officer

Dog Control Act 1996		
Section	Description	Delegated to
20	To review Council's Dog Control Bylaw in accordance with the Local Government Act 2002 and recommend to Council amendments to, or retention of, current provisions.	Environmental Services Manager
21	Power to classify probationary owners	Environmental Services Manager
23A	Power to require probationary owner to undertake training	Environmental Services Manager
25	Power to disqualify person from being an owner of a dog	Environmental Services Manager
30	Requirement to maintain records and provide information	Environmental Services Administrator Animal Control Officer
31	Power to classify dangerous dogs	Environmental Services Manager
32, 33	Provide written consent to the disposal of a dangerous dog to any person, and make a determination under section 32(5)(b)	Environmental Services Manager
33A	Power to classify menacing dogs	Environmental Services Manager
33C	Determination of certain breeds or types to be classified as menacing dogs	Environmental Services Manager
33EB	Power to require neutering of menacing dog classified by another territorial authority when subsequently registered by this Council	Environmental Services Manager
33ED	Determination not to classify dog as dangerous or menacing	Environmental Services Manager
34	Power to keep and maintain a register of dogs	Animal Control Officer Environmental Services Administrator
35	Power to supply or refuse to supply certain information	Environmental Services Manager
36	Power to supply information to owners	Animal Control Officer
36A	Power to instruct owner of dangerous or menacing dog to make dog available for verification of microchip	Animal Control Officer
38 and 39	Refunds and reductions of fees	Environmental Services Manager
40	Power to require statement regarding working dogs and neutered dogs	Animal Control Officer
55	To consider an objection to barking dog notice, and to confirm, modify or cancel the notice	Environmental Services Manager
64(5)	To require the owner of a dog to pay for the destruction of a dog	Environmental Services Manager

Dog Control Act 1996		
Section	Description	Delegated to
N/A	To waive the requirement for the owner of a dog to pay for the voluntary destruction of a dog. Limits on exercise of delegation: transaction must be within the officer's financial delegation	Environmental Services Manager
65	The execution and filing of a charging document in respect of infringement offences	Animal Control Officer,
66	To authorise persons other than dog control officers to issue infringement notices	Environmental Services Manager
67	Power to enter into an agreement with any person for the custody, care and exercise of impounded, seized or committed dogs	Environmental Services Manager
69 and 69A	Give notice under section 69(2) and subsequently dispose of a dog, and undertake all other administrative requirements including cost recovery	Animal Control Officer
70	Determine application by owner for return of barking dog, and that requirements of s70(5) are met	Animal Control Officer
71	To carry out any duties relating to custody of dogs	Animal Control Officer
71	To make decisions about the retention of dog threatening public safety	Animal Control Officer
71(3)	To give written notice to the person claiming the dog	Animal Control Officer
71(5)	To determine applications for release of the dog	Animal Control Officer
71(8)	Dispose of a dog in manner authorised by section 69(3), and undertake all other administrative requirements including cost recovery (including debt recovery proceedings)	Animal Control Officer
71A	Give notice under section 71A(1) and (2), and subsequently dispose of a dog, and undertake other administrative requirements including cost recovery	Animal Control Officer

Dog Control (Prescribed Forms) Regulations 1996		
Section	Description	Delegated to
3	Power to alter forms prescribed by regulations	Environmental Services Manager

Domestic Violence Act 1995 and the Domestic Violence (Public Registers) Regulations 1998		
Section	Description	Delegated to
Part 6	All of the Council's responsibilities, duties and powers under this part and the associated regulations	Accounts Receivable Officer, Information Officer

E

Electricity Act 1992		
Section	Description	Delegated to
24, 24A	Power to set reasonable conditions over the opening up of any road and recover reasonable costs	Group Manager Partnerships and Operations
25	Power to receive notices of intention to open any road	Group Manager Partnerships and Operations
32	Power to require works to be moved	Group Manager Partnerships and Operations

Employment Relations Act 2000		
Section	Description	Delegated to
Entire Act	Power to undertake all the duties and functions of an employer under the Employment Relations Act 2000.	Executive Leadership Team

F

Fencing Act 1978		
Section	Description	Delegated to
5	Power to execute and register fencing covenants on title where land is contiguous to reserve vested in or administered by Council	Partnerships and Operations Manager (Amenities)
6	Power to request removal of fencing covenants from title where land is vested in or administered by Council	Partnerships and Operations Manager (Amenities)

Fencing of Swimming Pools Act 1987		
Section	Description	Delegated to
10	Duty to ensure the Act is complied with	Building Control Manager
11	Power to issue warrants of authority to Council officers	Building Control Manager

Food Act 2014		
Section	Description	Delegated to
54	Authority to refuse to process application for registration of Food control Plan	Environmental Health Officer

Food Act 2014		
Section	Description	Delegated to
55	Authority to require further information in support of application for registration of Food Control plan	Environmental Health Officer
57	Authority to refuse to register Food Control Plan	Environmental Health Officer
60	Authority to impose reasonable conditions on registration of Food Control Plan	Environmental Health Officer
62	Authority to suspend, at any time, any or all of the operations conducted under a registered Food Control Plan	Manager Environmental Services
63	Authority to extend period of suspension of Food Control Plan	Manager Environmental Services
67	Authority to cancel registration of a Food Control Plan	Group Manager Planning and Environment
82	Authority to process applications for registration of appropriate National Programme	Environmental Health Officer
84	Authority to refuse to process application for registration of National Programme	Environmental Health Officer
85	Authority to require further information in support of application for registration of National Programme	Environmental Health Officer
87	Authority to refuse to register National Programme	Environmental Health Officer
89	Authority to impose reasonable conditions on registration of National Programme	Environmental Health Officer
90	Authority to suspend, at any time, any or all of the operations conducted under a National Programme	Manager Environmental Services
91	Authority to extend period of suspension of National Programme	Manager Environmental Services
95	Authority to cancel registration of National Programme	Group Manager Planning and Environment
135	Authority to act as a recognized agency, person and class of person	Chief Executive Officer
137	Authority to conduct verification functions and activities	Environmental Health Officer
219	Authority to issue and cancel infringement notices	Environmental Health Officer, who has been appointed by the Ministry for Primary Industries as a Food Safety Officer
276	Appoint Food safety officers	Appointed by Ministry of Primary Industries
294-295	Powers of Verifiers	Environmental Health Officer

Food Act 2014		
Section	Description	Delegated to
296-321	Powers of Food Safety Officers	Environmental Health Officer, who has been appointed by the Ministry for Primary Industries as a Food Safety Officer
322-326	Power to apply for, execute and act under search warrant	Environmental Health Officer, who has been appointed by the Ministry for Primary Industries as a Food Safety Officer

Freedom Camping Act 2011		
Section	Description	Delegated to
32	Power to appoint enforcement officers under this Act, and to arrange for the issue of warrants of appointment	Chief Executive Officer
39	Power to decide whether or not to return seized and impounded property	Environmental Services Manager
40	Authority to dispose of seized and impounded property in accordance with this section	Environmental Services Manager

G

Gambling Act 2003		
Section	Description	Delegated to
98-100	Power to determine territorial authority consent applications pursuant to the class 4 venue policy	Environmental Services Manager

Government Roadway Powers Act 1989		
Section	Description	Delegated to
62	Consent to a delegation made by the NZ Transport Agency under section 62(1)	Group Manager Partnerships and Operations
64	Decision to surrender delegated powers and duties, and give required notice	Group Manager Partnerships and Operations
75	Power to agree on compensation	Group Manager Partnerships and Operations

H

Hazardous Substances and New Organisms Act 1996		
Section	Description	Delegated to
12	Carry out the powers functions and duties of an enforcement officer (limited to matters specified in the warrant of appointment)	Environmental Health Officer
97(1)(h)	Appoint enforcement officers to enforce the provisions of the Act as set out in section 97(1)(h)	Chief Executive Officer
98(1)(a)	Coordination of inspection (excluding the transfer of functions)	Chief Executive Officer
100	Power to appoint suitably qualified enforcement officer together with power to designate officer as a district hazardous substances officer	Chief Executive Officer
109B	Authorise an application for an extension of time for a person to file a charging document under section 109A(1)	Group Manager Planning and Environmental
119	Authorise an enforcement officer to obtain and execute a search warrant (on approval of CEO)	Group Manager Planning and Environmental

Health Act 1956		
Section	Description	Delegated to
23	Duty and powers to improve, promote and protect public health within the district	Environmental Health Officer
28	Power to appoint suitably qualified environmental health officers	Chief Executive Officer
33	Power to cause the abatement of nuisance and recover the cost of the abatement from the owner/occupier	Environmental Services Manager
34	Power to cause the immediate Abatement of Nuisance	Environmental Health Officer
41	Power to issue cleansing order to require owners or occupiers to cleanse property	Environmental Services Manager
42(1)	Power to certify that a dwelling house is unfit for human habitation	Environmental Services Manager
42(2)	Power to certify that a dwelling house does not comply with an regulations made under section 120C of the Health Act 1956	Environmental Services Manager Building Services Manager
42(3)	Power to issue a repair notice or closing order on receipt of certificate from chief Engineer or any other officer of a local authority duly authorised	Environmental Services Manager Building Services Manager
45	Power to cancel a closing order	Environmental Services Manager
53C	Power to make an advance to any owner served with a notice under section(s) 41, 42	Environmental Services Manager

Health Act 1956		
Section	Description	Delegated to
54	Power to grant consent for offensive trade with or without conditions Power to issue registration Power to refuse to register or to renew registration or to impose conditions	Environmental Services Manager
58	Grant consent for stock sale-yards with or without conditions	Environmental Services Manager
81	Power to authorise an environmental health officer to enter premises and carry out disinfection and cleansing	Environmental Services Manager
82	Obligation to disinfect and cleanse when ordered to do so by the Medical Officer of Health	Environmental Health Officer
83	Power to destroy articles that cannot be effectively disinfected	Environmental Health Officer
84	Power to establish mortuary, cleansing stations, provide vehicles and disinfectant	Partnerships and Operations Manager (Amenities) Environmental Services Manager
86	Duty to cause bodies to be buried or moved to a mortuary when required by Medical Officer of Health	Amenities Administrator Partnerships and Operations Manager (Amenities) Environmental Services Manager
87	Receive and determine an application for injurious affection	Chief Executive Officer
121	Duty and power to appoint suitably qualified environmental health	Chief Executive Officer
128	Power to authorise entry and inspection of specified facilities, and execution of works under this Act	Environmental Services Manager

Health and Safety at Work Act 2015		
Section	Description	Delegated to
Entire Act	Power to undertake all the duties and functions of a person conducting a business or undertaking under the Health and Safety at Work Act 2015	Executive Leadership Team

Health (Hairdressers) Regulations 1980		
Section	Description	Delegated to
3	Power to decide whether or not to register hairdressers in accordance with these regulations and the Health (Registration of Premises) Regulations 1966	Environmental Services Manager

Health (Hairdressers) Regulations 1980

Section	Description	Delegated to
4	Power to issue certificates of exemption	Environmental Services Manager

Health (Registration of Premises) Regulations 1966

Section	Description	Delegated to
4	To require all such particulars in any application for registration	Environmental Health Officer
5	To register premises and issue certificates in accordance with this section, and to renew registration and issue new certificates accordingly	Environmental Services Manager
8	To keep records of all registered premises, and provide for inspection of those records	Environmental Health Officer
9	To serve notices under this regulation, and to determine to cancel registration of a premises	Environmental Services Manager

Heritage New Zealand Pouhere Taonga Act 2014

Section	Description	Delegated to
14	Power to enter into agreement with Heritage New Zealand Taonga Act 2014	Group Manager Partnerships and Operations Group Manager Planning and Environment
74	Duty to have regard to recommendations of Heritage New Zealand Pouhere Taonga or Māori Heritage Council	Group Manager Partnerships and Operations Group Manager Planning and Environment

Impounding Act 1955

Section	Description	Delegated to
3	Duty to provide and maintain a public pound and provide for separate holding of infected stock	Chief Executive Officer
4	Provision for joint pound administration	Chief Executive Officer
5	Requirement to give public notice of location of pound	Environmental Services Manager
6	Requirement to erect and maintain a notice board providing particulars	Environmental Services Manager
8	Obligation to appoint pound-keeper and power to appoint rangers and other persons	Chief Executive Officer

Impounding Act 1955		
Section	Description	Delegated to
9, 10, 11	Power to appoint a deputy and remove or suspend the pound-keeper and publicly notify these actions	Chief Executive Officer
12	Duty to keep stock infected with contagious disease separate	Environmental Services Manager
12	Pounds to be kept clean and in good order and stock to be provided sufficient food, water, care and attention	Animal Control Officer
13	Pound book and impounding register to be maintained and open to inspection	Animal Control Officer
14	Power to recover actual costs of providing sustenance	Environmental Services Manager
15	Power to recover driving charges for stock trespassing, straying or wandering on or near a road	Animal Control Officer
16	Power to require owner of trespassing stock to pay trespass rates to council	Animal Control Officer
23	Power to withhold delivery of stock impounded until trespass rates paid by owner	Environmental Services Manager
26	Power to release stock to its owner where land occupier notifies of intention to claim damages	Environmental Services Manager
32	Declare any fenced paddock a temporary pound with the consent of the occupier and appoint a keeper and fix a notice setting out specified information	Environmental Services Manager
38	Power to issue notice regarding wild stock trespassing on land and sell the stock if not removed	Environmental Services Manager
42	Power to dispose of wild stock straying on roads and dispose of carcass and retain proceeds	Environmental Services Manager
44	Power to expand pound temporarily	Environmental Services Manager
46	Obligation to give notice under subsections (1) and (2) of stock impounded	Animal Control Officer
47	Power to detain stock impounded until all fees, rates, charges and expenses paid by owner	Environmental Services Manager
50	Power to authorise person to act as auctioneer for sale of impounded stock	Environmental Services Manager
52	Power to destroy diseased, injured, sick animal and arrange for destruction of animal and disposal of carcass	Environmental Services Manager
53	Power to dispose of unsold stock	Environmental Services Manager
56	Power to recover any deficiency in costs from the owner of stock	Environmental Services Manager

L

Land Drainage Act 1908		
Section	Description	Delegated to
20	Power to object to Drainage Board interfering with road or footpath	Group Manager Partnerships and Operations
61	Power to cleanse, repair or maintain a watercourse or drain	Group Manager Partnerships and Operations
62	Power to order removal of obstructions from watercourse or drain	Group Manager Partnerships and Operations
63A	Power to make an advance (on agreed terms) to landowner to comply with section 62 order	Group Manager Partnerships and Operations

Land Transfer Act 2017		
Section	Description	Delegated to
N/A	Consenting to dealing with land where that land is subject to a caveat or encumbrance that requires the consent of Council before registration of any instrument under the Act	Group Manager Partnerships and Operations
S. 34	The authority to certify paper documents on Council's behalf pursuant to section 34 of the Act	Group Manager Partnerships and Operations
S. 202	Authority to consent as adjoining owner to the approval of plan defining legal boundaries	Partnerships and Operations Manager (Amenities) Roading Manager
N/A	The authority to execute A & I forms and any associated documentation required by Land information New Zealand or other regulatory body which under any act the documents are to be registered in accordance with the Land Transfer Act 2017 for the completion of any authorised transaction	Partnerships and Operations Manager (Amenities)

Land Transport Act 1998, together with rules or regulations made under this Act		
Section	Description	Delegated to
128D	Power to appoint parking wardens and provide for warrants of appointment to be issued	Chief Executive Officer
N/A	Power to take enforcement action under this Act or rules or regulations	Roading Manager Bylaws Officer Environmental Services Manager

Land Transport Act 1998, together with rules or regulations made under this Act

Section	Description	Delegated to
128E	Authority to engage towing contractor where bylaw or this Act or rules or regulations made under this Act are breached	Roading Manager Environmental Services Manager
N/A	Authority to waive payment of any infringement fine where waiver criteria are met	Environmental Services Manager

Litter Act 1979

Section	Description	Delegated to
5	Power to appoint litter control officers and provide for warrants of appointment to be issued	Chief Executive Officer
8	Power to appoint litter wardens	Chief Executive Officer
10	Power to require owners of private property to clear litter from their property (excluding the power to hear objections under this section)	Environmental Services Manager

Local Government Act 1974

Section	Description	Delegated to
319A	Send a copy of the relevant resolution to the Registrar-General of Land and the Surveyor-General concerning the naming of roads	Group Manager Planning and Environment
319B	To allocate property numbers and comply with procedural requirements	Group Manager Planning and Environment
327A	Consider and determine applications for the cancellation of building-line restrictions	Senior Planner
348	Power to grant or decline an application to lay out or form any private road or private way, or grant or reserve a right of way over any private way, in the district	Senior Planner
459	Require owners of land or buildings to do certain drainage works, give the required notice, and carry out the works in accordance with this section	Group Manager Partnerships and Operations
467	Replace or repair or remove property and recover costs of such works	Group Manager Partnerships and Operations
Schedule 10	To impose conditions as to stopping of roads and the temporary prohibition of traffic on roads	Group Manager Partnerships and Operations

Local Government Act 2002		
Section	Description	Delegated to
54G	<u>Appointed Registrar to compile and maintain the register of members' pecuniary interests and provide advice and guidance to members in connection with their obligations under this subpart.</u>	<u>General Manager Policy and Governance</u>
162	To apply for an injunction restraining a person from committing a breach of a bylaw or an offence against the Local Government Act 2002	Group Manager Planning and Environment
164	Power to seize and impound property	Bylaws Officers
165	Power to apply for warrant to seize and impound property from private land	Environmental Services Manager
167	Authority to decide whether or not to return seized and impounded property	Environmental Services Manager
168	Authority to dispose of seized property in accordance with this section	Environmental Services Manager
177	Power to appoint enforcement officer	Chief Executive Officer
186	Power to execute works when owner is in default	Managers
187	Power to recover costs of works	Managers
189	Power to acquire any land that may be necessary or convenient for the purposes of, or in connection with, any public work <i>Limits on Exercise of Delegation</i> -Transaction must be within the officer's financial delegation	Chief Executive Officer
193	To determine whether or not to restrict water supply under this section	Group Manager Partnerships and Operations
196	To consent to the discharge of trade wastes	Group Manager Planning and Environment
198	Power to require contributions for developments pursuant to any Council policy	Planner
208	Take one or more of the actions listed if development contributions not paid or made	Group Manager Planning and Environment
209,210	Refunds of money and return of land if development does not proceed	Group Manager Planning and Environment
245	Power to issue and serve an infringement notice for any infringement offence	Enforcement Officers

Local Government Official Information and Meetings Act 1987		
Section	Description	Delegated to
11	To give reasonable assistance to those persons requesting information	Information Officer Executive Assistant to CEO and Mayor

Local Government Official Information and Meetings Act 1987

Section	Description	Delegated to
		General Manager Policy and Governance
12	To transfer requests and attend to subsequent notification	Information Officer Executive Assistant to CEO and Mayor General Manager Policy and Governance
13	Power to make decisions on requests	General Manager Policy and Governance
14	Power to extend time limits and to attend to subsequent notification	Information Officer Executive Assistant to CEO and Mayor General Manager Policy and Governance
15	Power to determine the manner of presenting information and attend to subsequent notification	Information Officer Executive Assistant to CEO and Mayor General Manager Policy and Governance
16	Power to determine deletions or redactions of information and attend to subsequent notification	Information Officer Executive Assistant to CEO and Mayor General Manager Policy and Governance
17, 17A, 17B, 18	Determining whether or not to refuse a request for information, and providing reasons(s) for refusal	General Manager Policy and Governance
21	Determining access to internal rules affecting decisions, and providing reasons for refusing to provide information	General Manager Policy and Governance
22	Providing a written statement under this section	General Manager Policy and Governance
24	Taking precautions regarding access to personal information	Information Officer General Manager Policy and Governance
25	Correction of information	Information Officer Executive Assistant to CEO and Mayor
26	Refusal to supply personal information	Information Officer General Manager Policy and Governance
33	Requirements to notify decision of Ombudsman	General Manager Policy and Governance
44A	Making decisions on information to be included in Land information Memoranda	Building Control Manager

Local Government Official Information and Meetings Act 1987

Section	Description	Delegated to
		Planning Manager
46	Provide for the public notification of meetings	General Manager Policy and Governance
46A, 49, 51	Provide for the availability of agenda, reports and minutes	General Manager Policy and Governance
51A	Provide for the public notification of resolution at emergency meeting	General Manager Communications and Engagement General Manager Policy and Governance

N

New Zealand Geographic Board (Nga Pou Taunaha o Aotearoa) Act 2008

Section	Description	Delegated to
17	Make submissions on a proposal	Group Manager Partnerships and Operations

New Zealand Library Association Act 1939

Section	Description	Delegated to
5	Power to become a member of the Association	Library Services Manager

O

Ombudsmen Act 1975

Section	Description	Delegated to
18	Respond to requests from the Office of the Ombudsman	General Manager Policy and Governance

P

Privacy Act 2020		
Section	Description	Delegated to
201	Authority to act as privacy officer	Information Officer General Manager Policy and Governance

Property Law Act 2007		
Section	Description	Delegated to
9	Power to execute or terminate any deed <i>Limits on Exercise of Delegation</i> -Transaction must be within the officer's financial delegation	Group Manager Partnerships and Operations Group Manager Planning and Environment General Manager Finance
25	Power to sign dispositions of interests in land and other property	Group Manager Partnerships and Operations Group Manager Planning and Environment
27	Power to execute contracts of guarantee	Group Manager Planning and Environment Group Manager Partnerships and Operations General Manager Finance
28	Power as vendor to cancel an agreement after certain conditions have been complied with <i>Limits on Exercise of Delegation</i> -Transaction must be within the officer's financial delegation	Partnerships and Operations Manager (Amenities) Roading Manager Property Advisor
28(4)	Power to re-enter land (excludes use of force)	Partnerships and Operations Manager (Amenities) Roading Manager
33	Power as purchaser to apply for relief against cancellation	Partnerships and Operations Manager (Amenities) Roading Manager
37	Power as purchase to apply for order requiring refund of deposit	Partnerships and Operations Manager (Amenities) Roading Manager
42	Power as vendor to bid at auction sales of property (other than goods) <i>Limits on Exercise of Delegation</i> -Transaction must be within the officer's financial delegation	Partnerships and Operations Manager (Amenities) Roading Manager
50	Power to assign things in action	General Manager Finance
208	Power to make a short term lease of Council land (not being land vested or administered as reserve)	Partnerships and Operations Manager (Amenities)

Property Law Act 2007		
Section	Description	Delegated to
	<i>Limits on Exercise of Delegation</i> -Transaction must achieve value for ratepayers; and -Transaction must be within the officer's financial delegation	Property Advisor
210, 236	Power to terminate lease	Partnerships and Operations Manager (Amenities)
228	Power to recover damages from lessor <i>Limits on Exercise of Delegation</i> -Transaction must achieve value for ratepayers; and -Transaction must be within the officer's financial delegation	Partnerships and Operations Manager (Amenities)
234	Power to exercise rights arising from covenants	Partnerships and Operations Manager (Amenities)
245, 246	Power as lessor to cancel lease for breach of covenants including to pay rent	Partnerships and Operations Manager (Amenities)
322	Power to apply to a court for relief for wrongly placed structure	Partnerships and Operations Manager (Amenities) Roading Manager
Schedule 3, Part 1, cl 10	Power as lessee to terminate lease if unable to use premises	Partnerships and Operations Manager (Amenities)
Schedule 3, Part 1, cl 11	Power as lessor to inspect premises	Property Advisor

Plumbers, Gasfitters, and Drainlayers Act 2006		
Section	Description	Delegated to
15,16	To consult with the Minister in relation to certain sanitary plumbing exemptions	Group Manager Planning and Environment

Public Bodies Leases Act 1969		
Section	Description	Delegated to
7	Power to grant tenancies or leases within sub-delegated financial limit	Partnerships and Operations Manager (Amenities)
8,9	Leases to be sold by public tender or auction subject to certain conditions requirements of these sections and within sub-delegated financial limit	Partnerships and Operations Manager (Amenities)

Public Works Act 1981		
Section	Description	Delegated to
4(6)(b)(ii)	Power to sign notices under this Act	Chief Executive Officer
17(1)	Power to enter into an agreement to purchase land for any public work for which the local authority is responsible	Chief Executive Officer
18(1)	Duty to serve notice of desire to acquire land and to invite owner of land to sell	Chief Executive Officer
18(2)	Power to proceed to take land for public work	Chief Executive Officer
18(3), 18(4)	Power to withdraw notice issued under section 18(1) of this Act	Chief Executive Officer
18(7)	Proceed to take land under certain circumstances	Chief Executive Officer
21	Power to purchase or improve land for granting as compensation <i>Limits on Exercise of Delegation</i> -Transaction must achieve value for ratepayers; and -Commencement of public work must be approved by Council resolution or be for the purpose of giving effect to an approved AP or LTP; and Transaction must be within the officer's financial delegation	Chief Executive Officer
23(1)(c)	Power to give notice of intention to take land from owner <i>Limits on Exercise of Delegation</i> - Commencement of public work must be approved by Council resolution or be for the purpose of giving effect to an approved AP or LTP; and Chief Executive must sign notice	Chief Executive Officer
27	Power to enter or to authorise person to enter land for the purposes of section 27(2) of this Act (including taking or removing any natural material for public work)	Chief Executive Officer
40(1), (2) and (4)	Power to dispose or not dispose of land declared surplus	Chief Executive Officer
42	Power of disposal of land not required for public work when section 40 of this Act does not apply	Chief Executive Officer
42(2)	Power to give notice of decision on public sales of land under section 42	Chief Executive Officer
49	Power to deal with land held for public work in strata	Chief Executive Officer
52(4)	Power to request that land held for one public work be set apart for another public work by notice in the Gazette	Chief Executive Officer
63	Power to assess compensation for injurious affection where no land taken	Chief Executive Officer
65	Power to assess compensation for land for which no general demand exists	Chief Executive Officer
70(1)	Power to offer compensation for estate or interest in land taken <i>Limits on Exercise of Delegation</i> - Chief Executive must sign offer documentation.	Chief Executive Officer

Public Works Act 1981		
Section	Description	Delegated to
71(7)	Power to decline an application from an owner or occupier to do something on land under section 71(5) of this Act	Chief Executive Officer
73(4), 74(4)	Power to consent as notifying authority to registration of a dealing	Chief Executive Officer
75	Power to pay compensation to tenants of residential and business premises	Chief Executive Officer
103	Power to grant easements in lieu of compensation	Chief Executive Officer
105	Power to grant land as compensation where equivalent land not readily available	Chief Executive Officer
107(6)	Power to sign notice of any charge under subsection 4 and any certificate releasing any such charge	Chief Executive Officer
107A	Power to grant lease or license as compensation to lessee or licensee of land taken	Chief Executive Officer
114	Power to give written consent for land to be declared road	Group Manager Planning and Environment
115(9)	Power to sign certificate of consent or notice of discharge of certificate of consent	Group Manager Planning and Environment
133 and 134	Power to require the removal of trees and hedges that interfere with roads or public works and to sign and serve notice of requirement	Group Manager Partnerships and Operations Group Manager Planning and Environment
135	Power to enter onto land to do emergency work on trees and other vegetation to recover costs and expenses of carrying out work	Group Manager Partnerships and Operations Roading Manager Partnerships and Operations Manager (Amenities)
224	Power to enter into and carry out agreements to combine with Government in any undertaking of both national and local importance <i>Limits on Exercise of Delegation</i> - must be approved in principle by Council resolution or be for the purpose of giving effect to an approved Annual Plan or Long Term Plan	Executive Leadership Team
234	Powers of emergency entry on land to prevent interference or damage to any public work or to carry out public duty	Roading Manager
237	Power to consent in writing to excavations near public works	Roading Manager
239	Power to remove and dispose of abandoned property from public works land and to give notice of intention to sell or destroy or otherwise dispose of abandoned property	Partnerships and Operations Manager (Amenities)

R

Rates Rebate Act 1973

Section	Description	Delegated to
5-8	Consider applications for rates rebates and refunds, determine whether to grant the applications in accordance with sections 5-7 and apply the rebate/refund if granted	Accounts Receivable
9	Apply to secretary of local government for refund of rebates granted	Accounts Receivable
11A	Seek advice from the Secretary of Local Government	General Manager Finance
13	Take any declarations required for the purposes of this Act	Senior Financial Accountant

Rating Valuations Act 1998

Section	Description	Delegated to
7	To prepare and maintain district valuation roll	Accounts Receivable
8	Appoint person or body to undertake valuation services and notify Valuer-General of person or body undertaking valuation services for the Council	General Manager Finance
9	Undertake general revaluation in accordance with this section	General Manager Finance
10	Provide specified information to the Valuer-General	General Manager Finance
12	Give public notice in accordance with section 12 and provide for public inspection of the district valuation roll	General Manager Finance
13	Give notice of general revaluation in accordance with this section	General Manager Finance
14-17	Exercise powers regarding alterations and new valuations, giving notice, during the currency of a general revaluation	General Manager Finance
34	Referring objections to a registered valuer, deciding to alter the valuation or declining to alter the valuation (includes altering the district valuation roll)	General Manager Finance
35	Giving notice as required	General Manager Finance
39	Alter the district valuation roll to give effect to the decision of the Land Valuation Tribunal	General Manager Finance
41	Provide certified copies of entries in the district valuation roll	General Manager Finance
42	Keep and maintain information and documents, and provide to Valuer-General when required	Accounts Receivable
43	Enter into agreement with the regional council as to the regional council's annual share of costs.	General Manager Finance
45	Provide written authorisation to persons for entry onto private property to carry out valuations	General Manager Finance

Reserves Act 1977

Where Council is acting as an administering body or where reserves are vested in Council

Section	Description	Delegated to
8(9)	Power of administering body to appoint rangers	Chief Executive Officer
38	Power to control, administer and manage any land that is not a reserve	Partnerships and Operations Manager (Amenities)
40	To carry out the functions of an administering body as set out in this section	Partnerships and Operations Manager (Amenities)
48(1)	Power to grant easements (including for rights of way and telecommunications purposes) where contemplated in an approved reserve management plan; or where the reserve is not likely to be materially altered or permanently damaged and the rights of the public are not likely to be permanently affected.	Partnerships and Operations Manager (Amenities)
48(1)	Power to vary easements (including for rights of way and telecommunications purposes) where contemplated in an approved reserve management plan and the varied easement will be the same or similar in character, intensity and scale; or where the reserve is not likely to be materially altered or permanently damaged and the rights of the public are not likely to be permanently affected.	Partnerships and Operations Manager (Amenities)
48(A)	To carry out the functions of an administering body as set out in this section with regards to the use of reserves for communications stations	Group Manager Partnerships and Operations
50	Power to authorise the taking and killing of any specified kind of fauna (excluding indigenous fauna)	Partnerships and Operations Manager (Amenities)
53-59, 61-63, 64, 66-68, 71-75, 77	Exercise any of the powers of the Council as an administering body under these sections including (without limitation) the power to grant, renew or terminate leases and licences in accordance with the requirements of each section. <i>Limits on Exercise of Delegation</i> - excludes circumstances where the Council as an administering body is required to obtain the consent or approval of the Minister	Group Manager Partnerships and Operations Group Manager Planning and Environment General Manager Finance
78-80, 84-85A, 88 and 89-92	Exercise any of the powers of the Council as an administering body under these sections	Partnerships and Operations Manager (Amenities) General Manager Finance
69	Duty (in respect of recreation reserve set apart for racecourse purposes) to prepare and submit the statements and report specified in section 88 of the Act, to the Auditor-General	Group Manager Partnerships and Operations
113 and 114	Power to determine the terms and conditions of leases and licenses on reserves, where such terms and conditions are not inconsistent with the Act	Partnerships and Operations Manager (Amenities)
115	Power to grant or refuse any application for consent to transfer, sublease mortgage or otherwise dispose of any	Group Manager Partnerships and Operations

Reserves Act 1977

Where Council is acting as an administering body or where reserves are vested in Council

Section	Description	Delegated to
	<p>interest in a lease or licence under this Act. This includes the power to impose such conditions considered appropriate to achieve the purpose of the Act.</p> <p><i>Limits on Exercise of Delegation</i></p> <p>- excludes power to grant consent to a lease or licence issued under sections 54(1)(b) or 54(1)(c) unless the transferee or sub lessee is a voluntary organisation whose aims and objectives are similar to those of the lessee or licensee.</p>	
119	Duty to give public notice	Partnerships and Operations Manager (Amenities)

S

Sale and Supply of Alcohol Act 2012

Section	Description	Delegated to
13-22	Power to apply for on-licences, off-licences or special licences for Council owned venues	Venue Coordinator Executive Assistant to the Mayor and CEO
64	To issue licences, certificates and authorities (endorsed where appropriate)	Environmental Services Administrator Alcohol Licensing Inspector
66	To keep records of every application filed with the DLC(s) and the decision on the application	Environmental Services Administrator Alcohol Licensing Inspector
66	To keep a register of licencees to whom special licences have been issued by the committee, recording all prescribed particulars relating to those licences	Environmental Services Administrator Alcohol Licensing Inspector
72	To issue duplicate licences or certificates to holders	Environmental Services Administrator Alcohol Licensing Inspector
73	To receive notifications of surrender of licences and certificates	Environmental Services Administrator Alcohol Licensing Inspector
102	To give copies of objections to applicants	Environmental Services Administrator Alcohol Licensing Inspector
103	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and Inspectors	Environmental Services Administrator Alcohol Licensing Inspector

Sale and Supply of Alcohol Act 2012		
Section	Description	Delegated to
103	To give copies of any filed reports to applicants	Environmental Services Administrator Alcohol Licensing Inspector
120	To give copies of objections to applicants	Environmental Services Administrator Alcohol Licensing Inspector
120	To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors	Environmental Services Administrator Alcohol Licensing Inspector
120	To give copies of any filed reports to applicants	Environmental Services Administrator Alcohol Licensing Inspector
128	To give copies of objections to applicants	Environmental Services Administrator Alcohol Licensing Inspector
129	To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors	Environmental Services Administrator Alcohol Licensing Inspector
139	To require applicants to attach notices of applications to conspicuous sites etc.	Alcohol Licensing Inspector
140(2)	To set the time for the lodging of objections	Secretary of Licensing Committee
140(4)	To give copies of objections to applicants	Secretary of Licensing Committee
141	To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors	Environmental Services Administrator Alcohol Licensing Inspector
141	To give copies of any filed reports to applicants	Environmental Services Administrator Alcohol Licensing Inspector
155	To receive copies of appeals of licensing committee decisions	Environmental Services Manager
155	To send copies of all required documentation related to an appeal to the Secretary of ARLA	Environmental Services Administrator Alcohol Licensing Inspector
196	Power to exercise all functions of the Secretary of the South Wairarapa District Licensing Committee	Chief Executive Officer
220	To give copies of applications and accompanying documents to the Police and the inspectors	Environmental Services Administrator Alcohol Licensing Inspector
220	To give copies of any filed reports to applicants	Environmental Services Administrator

Sale and Supply of Alcohol Act 2012		
Section	Description	Delegated to
		Alcohol Licensing Inspector
225	To give copies of applications and accompanying documents to the Police and inspectors	Environmental Services Administrator Alcohol Licensing Inspector
283	To give copies of applications to licensees	Environmental Services Administrator Alcohol Licensing Inspector
283	To fix dates for public hearings	Secretary of Licensing Committee
283	To give notice of hearings	Secretary of Licensing Committee
284	To send copies or orders to the secretary of ARLA	Environmental Services Administrator

Sale and Supply of Alcohol (Fees) Regulations 2013		
Section	Description	Delegated to
10(2)	Power to charge a fee for a licence that is one class below the class of licence issued <i>Limits on Exercise of Delegation</i> - Delegation may not be exercised where criteria for reductions is not met	Environmental Services Manager

Soil Conservation and Rivers Control Act 1941		
Section	Description	Delegated to
30	Authority to make application to the Minister for grants or loans for soil conservation <i>Limits on Exercise of Delegation</i> - no application for borrowing may be made unless the Council has made a resolution to that effect; and - the exercise of this delegation must not exceed the transaction limits in the officer's financial delegation	Group Manager Partnerships and Operations

T

Telecommunications Act 2011		
Section	Description	Delegated to
119	Consider the matters that may be considered in setting reasonable conditions for access to Council roads	Group Manager Partnerships and Operations
128-131	Exercise powers to deal with trees on road verges interfering with telecommunications networks	Group Manager Partnerships and Operations
135-139	Provide network operators with access to roads for lines or wireless networks, set reasonable conditions for access to roads and notify the network operator of those conditions	Group Manager Partnerships and Operations
142-145	Provide network operators with access to roads for public telephone cabinets, distribution cabinets, or any other similar appliances, set reasonable conditions and notify the network operator of those conditions (2)	Group Manager Partnerships and Operations

Trespass Act 1980		
Section	Description	Delegated to
3	Power to warn a trespasser to leave any land or building owned or administered by Council	Partnerships and Operations Manager (Amenities) Property Advisor Amenities Coordinator (Senior Housing) Librarian Bylaws Officer
4(1)	Power to warn the trespasser to stay off land or building owned or administered by Council either at the time of the trespass or within a reasonable time after the trespass	Partnerships and Operations Manager (Amenities) Property Advisor Amenities Coordinator (Senior Housing) Librarian Bylaws Officer
4(2)	Power to warn any person to stay off land owned or administered by Council where there is reasonable cause to suspect that the person is likely to trespass on the property	Partnerships and Operations Manager (Amenities) Property Advisor Amenities Coordinator (Senior Housing) Venues Coordinator Librarian Bylaws Officer
5	Power to deliver written warning to person to stay off specific land or building owned or administered by Council	Partnerships and Operations Manager (Amenities) Property Advisor Library Service Manager Bylaws Officer

U

Unit Titles Act 2010		
Section	Description	Delegated to
25, 32	Authority to issue statement of compliance and to give a certificate in respect of any unit plan under section 32(2)(a)	Building Administrator Building Control Officer

W

Walking Access Act 2008		
Section	Description	Delegated to
21	Power to provide written consent to declaration of walkway over land held by Council as recreation reserve. Includes the power to specify any conditions when providing consent	Group Manager Partnerships and Operations
23,30	Power to make a submission to the New Zealand Walking Access Commission for the purpose of naming a walkway	Group Manager Partnerships and Operations
37	Where Council is the controlling authority, carry out the functions and powers of a controlling authority except for the power to set charges under section 37(3)	Partnerships and Operations Manager (Amenities) Property Advisor
38	Close walkways in accordance with this section, and give the required notice	Partnerships and Operations Manager (Amenities) Property Advisor
39	Give public notice of closed walkway	Partnerships and Operations Manager (Amenities) Property Advisor
43	Recommend the appointment of council officers as enforcement officers to the Commission	Partnerships and Operations Manager (Amenities) Property Advisor

Waste Minimisation Act 2008		
Section	Description	Delegated to
26,27	Impose levy on waste disposed of at disposal facility at prescribed rate	General Manager Finance
28	Requirement for operator of disposal facility to pay levy to levy collector	Partnerships and Operations Manager (Amenities)
51	Gather information required for waste assessment	Partnerships and Operations Manager (Amenities)

Waste Minimisation Act 2008		
Section	Description	Delegated to
52	Authority for territorial authority to undertake or contract for any waste management	Partnerships and Operations Manager (Amenities)
53	Authority to sell any marketable product resulting from any activity or service of the Council carried out under Part 4 of the Act (with proceeds to be applied to implementation of waste minimisation and management plan)	Partnerships and Operations Manager (Amenities)
54	Provide a service that collects waste promptly, efficiently and at regular intervals	Partnerships and Operations Manager (Amenities)
55	Comply with any notice issued by a Health Protection Officer or give notice/directions to person providing waste collection service	Partnerships and Operations Manager (Amenities)
66,71	Authority to enforce provisions of bylaw and bring proceedings	Chief Executive Officer
73, 74	Authority to initiate proceedings for infringement offences and to issue and serve infringement notices	Partnerships and Operations Manager (Amenities)
77-85	Powers of enforcement officers	Partnerships and Operations Manager (Amenities)
76	Appoint any person to be an enforcement officer	Chief Executive Officer
84	Authority to decide whether or not to return seized and impounded property	Partnerships and Operations Manager (Amenities) Environmental Services Manager
85	Authority to dispose of seized and impounded property in accordance with this section	Partnerships and Operations Manager (Amenities) Environmental Services Manager

Water Services Act 2021		
Section	Description	Delegated to
21	Duty to ensure drinking water supplied is safe	Group Manager Partnerships and Operations
22	Duty to comply with drinking water standards	Group Manager Partnerships and Operations
23	Duty to register drinking water supply	Group Manager Partnerships and Operations
24	Duty to take reasonable steps to supply aesthetically acceptable drinking water	Group Manager Partnerships and Operations
25	Duty to provide sufficient quantity of drinking water to each point of supply and to make decisions about under to restrict or interrupt the provision of drinking water to a point of supply under section 25(3)	Group Manager Partnerships and Operations

Water Services Act 2021

Section	Description	Delegated to
26	Determine if the Council's ability to maintain sufficient quantity of drinking water is or may be at imminent risk for and reasons and to take steps as referred to in section 26	Group Manager Partnerships and Operations
27	Duty to protect against risk of backflow and take steps referred to in section 27 if there is a risk of backflow in a reticulated drinking water supply	Group Manager Partnerships and Operations
28	Duties relating to end-point treatment	Group Manager Partnerships and Operations
30	Duty to prepare and implement a drinking water safety plan and ensure drinking water supply is operated in accordance with the plan	Group Manager Partnerships and Operations

Wild Animal Control Act 1977

Section	Description	Delegated to
12	Power to respond to Director-General on consultation on the farming of specified wild animals	Group Manager Partnerships and Operations
30	Apply funds to destroy wild animals	Partnerships and Operations Manager (Amenities)
30	Exercise of powers to destroy wild animals with prior consent of Minister of Conservation	Group Manager Partnerships and Operations
31	Submit plan to Minister of Conservation for approval of destruction of wild animals	Group Manager Partnerships and Operations

Wildlife Act 1953

Section	Description	Delegated to
61	Power to authorise a person to demand person on Council controlled land to produce hunting license or provide details	Partnerships and Operations Manager (Amenities) Environmental Services Manager

5.2. Subpart 2: Non-statutory sub-delegations

Miscellaneous or Administrative Delegations				
#	Subject of a Decision/Power being exercised	When Affecting Parks or Reserves	When Affecting Roads Reserves or Infrastructure	When Affecting Council Freehold Land
1	Events e.g. Fundraising BBQ, marathon, school sports day, fireworks, Martinborough Fair, Toast Martinborough	Partnerships and Operations Manager (Amenities)	Roading Manager	Partnerships and Operations Manager (Amenities)
2	Affected Party Approval (APA) -private development encroaching on Council Land (temporary encroachment) or -private development adjoining Council Reserve Land	Chief Executive Officer	Chief Executive Officer	Chief Executive Officer
3	New Leases less than \$10,000 per year	Partnerships and Operations Manager (Amenities) Property Advisor	Group Manager Partnerships and Operations Rooding Manager	Partnerships and Operations Manager (Amenities) Property Advisor
4	New Leases more than \$10,000 per year	Chief Executive Officer	Chief Executive Officer	Chief Executive Officer
5	Assignment, sublease, variation or surrender of leases – no change to permitted lease activity and less than \$10,000 per year.	Partnerships and Operations Manager (Amenities) Property Advisor	Group Manager Partnerships and Operations Rooding Manager	Partnerships and Operations Manager (Amenities) Property Advisor
6	Assignment, sublease, variation or surrender of leases – change of permitted lease activity of more than \$10,000 per year.	Chief Executive Officer	Chief Executive Officer	Chief Executive Officer
7	Lessors approval for works within leased area	Partnerships and Operations Manager (Amenities)	Group Manager Partnerships and Operations Rooding Manager	Chief Executive Officer
8	Granting of Film Permits (48hr standard decision timeframe for straight forward activities)	Partnerships and Operations Manager (Amenities)	Partnerships and Operations Manager (Amenities)	Partnerships and Operations Manager (Amenities)
9	Rent reviews where they do comply with policy	Partnerships and Operations Manager (Amenities)	Rooding Manager	Partnerships and Operations Manager (Amenities)

Miscellaneous or Administrative Delegations				
#	Subject of a Decision/Power being exercised	When Affecting Parks or Reserves	When Affecting Roads Reserves or Infrastructure	When Affecting Council Freehold Land
10	Non-compliant lease matters	Partnerships and Operations Manager (Amenities)	Roading Manager	Partnerships and Operations Manager (Amenities)

Miscellaneous or Administrative Delegations		
#	Description	Delegated to
11	Ability to execute employment documentation including vacancy authorisations and execution of contracts of employment	Executive Leadership Team
12	Power to make or authorise the making of any corrections of typographical errors in any document, record, register or instrument of Council (includes the power to correct errors of omission)	Information Officer Accounts Receivable
13	Power to make minor amendments to any document, record register or instrument of Council (includes the power to correct errors of omission) <i>Limits on Exercise of Delegation</i> -This delegation may only be exercised where necessary to give effect to resolutions of Council	General Manager Policy and Governance General Manager Finance
14	Vesting of land in lieu of development contributions cash pre-approved by resource consent e.g. Greytown Development Area	Chief Executive Officer
15	Authority to request criminal conviction record of a defendant	Chief Executive Officer
16	Authority to amend a contract where there is no change to the levels of service and financial impact falls within the appropriate delegation levels	Chief Executive Officer
17	Authority to act on the advice of the Group Manager Planning and Environment to appoint external membership to Council hearings panels for hearings under the Resource Management Act 1991 and where an appropriate quorum cannot be found for any other matters of responsibility for the Hearings Committee	Chief Executive Officer

Dog Control Fees for 2023/24

1. Purpose

To receive a resolution of the proposed dog control fees for the 2023/24 financial year. Approval of the proposed dog control fees is sought prior to the Annual Plan being approved, to allow officers adequate time to notify the public of the fee and charges relating to dog control as required by the Dog Control Act 1996.

2. Recommendations

Officers recommend that Council:

1. Receive the *'Dog Control Fees for 2023/24'* Report.
2. Recommend that Council adopt Option 3 the proposed 10% increase and set amount increases for Dog Control fees for 2023/24 and authorise Council officers to give public notice of those fees.

3. Executive Summary

This paper recommends a 10% increase in the fees and charges relating to Animal Control for the 2023/24 fiscal year. The Dog Control Act 1996 grants the power for the Council to set the fees and charges regarding the dogs in its district. The fees need to be set and published in the local gazette at least one month prior to the end of the registration year.

The Council has not significantly increased the fees and charges for dogs for at least three years, however, the inflationary costs associated with the deliverable service can no longer be absorbed. This paper sets out three options with a recommendation of option 3 being a 10% increase on the fees for this financial year.

4. Background

The Dog Control Act 1996 (the Act) gives Council the power to set fees for the registration and control of dogs within its territory. Section 37 of the Act states "that fees shall be made by resolution of Council and that fees must be publicly advertised once they are set". The Act does not prescribe that the resolution to set fees must be part of the Long-term plan process.

Council resolved in April 2011 to set dog control fees separately from the Annual Plan process.

The fees are in line with the Council’s Dog Control Policy section 3.8 which has the following aims:

- Promotes neutering of dogs by imposing a lower registration fee for spayed or castrated dogs.
- Penalises late registration by applying a late registration penalty fee for all dogs not registered by the end of the first week of August each year. The penalty fee shall not exceed 50% of the fee that would have been registered on the first day of the registration year.
- States that Disability Assist dogs (as defined in the Dog Control Act 1996) will not be charged a fee upon registration.
- Recognises that Council still funds a portion of the dog control activity through rates.

5. Prioritisation

5.1 Te Tiriti obligations

Engagement considered not required in this case.

5.2 Strategic alignment

- Spatial Plan
- Long Term Plan
- Annual Plan

6. Discussion

The Dog Control Act 1996 requires Council to approve fees levied for dog registration. Section 37 provides what fees may be charged for and matters that shall be considered prior to approving fees.

Specifically, section 37(4) outlines that Council shall have regard to the relative costs of the registration and control of dogs.

The South Wairarapa District Council has not increased by any significant amount for dog fees in the last three years despite increasing costs. Therefore, to maintain the ability for users to pay the appropriate level and not burden the general rate payer, the recommendation is a 10% increase in general fees and set amount increases in other fee categories.

7. Options

	Option 1	Option 2	Option 3
Description	Status Quo/No Change	5% increase	10% increase
GENERAL			
Urban – Entire	\$110.00	\$116.00	\$121.00

Urban - Desexed	\$77.00	\$81.00	\$85.00
Rural – Entire	\$70.00	73.50	\$77.00
Rural - Desexed	\$43.00	45.00	\$47.00
Flat fee 10 rural dogs	\$220.00	\$231.00	\$242.00
Additional dogs	\$22.00	\$23.00	\$24.00
LATE FEE			
Urban – Entire	\$165.00	\$173.25	\$181.50
Urban - desexed	\$115.00	\$121.00	\$126.50
Rural - Entire	\$105.00	\$110.25	\$115.50
Rural - Desexed	\$64.50	\$67.50	70.50
Late fee for 10 rural dogs	\$330.00	\$346.50	\$363.00
Additional dogs	\$33.00	\$34.65	\$36.00
IMPOUNDING		Set amount increase	Set amount increase
First	\$80.00	No change	No change
Second	\$170.00	\$200.00	\$200.00
Third	\$270.00	\$300.00	\$300.00
sustenance	\$25.00	No change	No change
Seizure	\$80.00	\$100.00	\$100.00
OTHER FEES			
Micro-chipping	\$20.00	No change	No change
Permit 2+dogs	\$150.00	\$157.50	\$165.00
Replacement tags	\$8.00	No change	No change
Surrender dog	Actual +10%	\$350 + actual expenses	\$350 + actual expenses

8. Strategic Drivers and Legislative Requirements

8.1 Significant risk register

Not applicable.

- Relationship with iwi, hapū, Māori
- Climate Change
- Emergency Management
- IT architecture, information system, information management, and security
- Financial management, sustainability, fraud, and corruption
- Legislative and regulative reforms
- Social licence to operate and reputation
- Asset management
- Economic conditions
- Health and Safety

8.2 Policy implications

This paper has links to the following policies:

[Significance and Engagement policy](#)

[South Wairarapa District Council Control of Dogs Bylaw 2013](#)

9. Consultation

9.1 Communications and engagement

Reference to fees and charges will be made in the Annual Plan. Otherwise, this paper does not trigger the need for further engagement. The persons who are affected by or interested in this matter are the general public, rate payers and the owners of dogs within the district.

9.2 Partnerships

Have you completed a communications plan for the work described/project to engage/communicate with partners/key stakeholders e.g. Waka Kotahi, Kainga Ora, community groups, particular individuals etc?

Yes No

If no, is a communications plan required?

Yes No

10. Financial Considerations

The Councils Revenue and Financing Policy provides that dog fees will be partially funded by dog owners and partially funded by rate payers due to the distribution of benefits between public and private good.

E.g.

	Yes/No/NA	Commentary
Inclusion in the AP/LTP? (if no – provide commentary)	Yes	
Confirmed cost code (provide commentary on what is budgeted and any variance)	Yes	This will impact revenue. Ensure that the user vs ratepayer cost is maintained.
Cost code owner	Yes	
Manager responsible / delegations	Yes	Manager Environmental Services
OPEX or CAPEX	No	
Considered/endorsed by ELT	No	
Procurement process	No	

Contact Officer: Rick Mead, Environmental Services Manager

Reviewed By: Russell O'Leary Group Manager Planning & Environment

Māori Standing Committee Appointments

1. Purpose

To seek a Māori Standing Committee external appointment decision from Council.

2. Recommendations

Officers recommend that the Council:

1. Make the following external appointments to the Māori Standing Committee:
Dorothy Whittaker (Rangitāne o Wairarapa) and Leonie Edwards (Kohunui Marae)

3. Background

Schedule 7 of the Local Government Act 2002 (LGA) provides for local authorities to hold the meetings that are necessary for the good government of the region or district (clause 19); to appoint the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate, including joint committees with other local authorities (clause 30); and to appoint or discharge any member of a committee or subcommittee (clause 31).

Council are being asked to make two appointments to the Māori Standing Committee (MSC).

4. Discussion

4.1 Māori Standing Committee

Schedule 7 cl 31 (3) of the LGA 2002 allows for the appointment of external members to a committee or subcommittee *'a person who is not a member of the local authority or committee if, in the opinion of the local authority, that person has the skills, attributes, or knowledge that will assist the work of the committee or subcommittee.'*

Members are required to advise on tangata whenua and Māori interests in the Council's major areas of activity and therefore recommended membership of the committee should be representatives from the district's marae, iwi and Pae tū Mokai o Tauria. This is in line with the Terms of Reference.

Marae and iwi are asked to nominate their preferred representative/s to Council and Council then considers a report seeking their appointment to the Committee in accordance with the LGA.

In March 2023, Kohuni Marae (Appendix 1) and Rangitāne o Wairarapa (Appendix 2) advised their preferred representative on the MSC.

5. Appendices

Appendix 1 – Kohuni Marae Correspondence

Appendix 2 - Rangitāne o Wairarapa Correspondence

Contact Officer: Kaitlyn Carmichael, Committee Advisor

Reviewed by: Amanda Bradley, General Manager, Policy and Governance

Appendix 1 – Kohuni Marae Correspondence

South Wairarapa District Council
19 Kitchener Street
Martinborough 5741.

3 Malcom Street
Martinborough.
8 March 2023.

For Attention:

Leanne Karauna
Principal Advisor, Maori

Tena Koe Leanne

At a recent meeting of the Kohunui Marae Trustees, Leonie Annamarie Edwards was nominated as our 2nd representative on the SWDC Maori Standing Committee.

Leeanne Flutey has requested she be stood down from this role.

Nga mihi

Anne Firmin

Chairperson

Kohunui Marae Trustees

Appendix 2 - Rangitāne o Wairarapa Correspondence

1 March 2023

To the Chair of the Māori Standing Committee Andrea Rutene, Representatives of South Wairarapa Hapu, Mana Whenua Tupuna Marae Kohunui, Papawai, Hau Ariki and Paetumokai o taura, His Worship the Mayor of South Wairarapa Martin Connolly, elected members from the council and community groups and NgatiKahungunu ki Wairarapa Whanaunga,

It has been some time now since Rangitāne o Wairarapa has had representation present on the Māori Standing Committee and after much korero with our hāpori the Executive Kōmiti o Te Rūnanga o a Rangitāne o Wairarapa have appointed Mrs Dorothy Whittaker he uri o TeOreOre marae nā te whanau Rimene me Waaka. We believe Dottie will represent our people and our Iwi upholding Principals we at Rangitāne value greatly.

Rangitāne Tāngata Rau, Rangitāne nui a rangi

Tini whetu ki te rangi, ko Rangitāne ki te whenua

Mai I Tamakinuiarua, ki Manawatu, ki Wairarapa, ki Whānganui a Tara, ki Te Wai Pounamu

Ko Rangitāne te Tupuna Ko Rangitāne te Iwi

Dorothy more commonly known as Dottie can be contacted at:

3697 State Highway 2

RD1 West Taratahi

Carterton 5791

Phone: 022 323 9579

Email: dottie23@windowslive.com

On behalf of the Executive Komiti

O Rangitāne o Wairarapa Rūnanga

Violet Edwards- Hina

Co-Chair

ITEM C1

CHIEF EXECUTIVE'S REPORT

5 April 2023



**SOUTH WAIRARAPA
DISTRICT COUNCIL**

Kia Reretahi Tātau

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Statement from the Chief Executive

Kia ora koutou

I'd like to start by extending a warm welcome to Neil Morison who has successfully contested for the vacancy on the Greytown Community Board. He has joined a great group of people with a common goal to advocate on behalf of Greytown residents. We look forward to working with Neil and the Board.

They say lightning does not strike twice in the same place, however, cyclones didn't get that memo. Almost a year to the day after Cyclone Dovi struck on 12 February 2022, Cyclone Gabrielle decided to visit the Wairarapa on 13 February 2023.

Following Cyclone Hale a month earlier, Gabrielle's impact was severe as the ground was already saturated and some of the repairs were ongoing work-in-progress. In our district, many of the rural roads were made impassable and Huangarua and Ruamāhanga rivers exceeded their maximum and both bridges were closed for a couple of days. Alternative routes in and out of Martinborough were marginal and travellers had to exercise extreme caution.

Flooding and road subsidence caused most of the damage. The roading and communications teams were kept busy, with the roading team up very early throughout that period managing multiple crews working to clear up the roads, restore culverts and bring the roads to a state where at least 4-wheeldrives could pass. The Council's staff and the Fulton Hogan roading crew are to be commended for their impressive efforts.

A regional emergency management office (EOC) was also stood up as Masterton's Tinui/Castlepoint communities were cut-off by extreme flooding. Tinui residents experienced a lot of damage with flood waters entering people's homes and businesses. The three councils, ably supported by all the emergency services, government agencies, East Coast Rural Support Trust and the Army, worked well to manage the needs of our communities during their time of need.

Following the event, A Mayoral Relief Fund was set up and the Wairarapa Councils shifted into recovery mode to provide welfare to those impacted by the event. The [Wairarapa Recovery](#) website has been set up and anyone impacted may apply for funding and support.

Cape Palliser Road would have been a major casualty but for the two Ecoreef installations. Council funded the second installation at Turner's Bay from Waka Kotahi's emergency funding, which was completed on 9 February, just before Cyclone Gabrielle hit. The earlier installation at Whatarangi Bluff has proven to be a success, withstanding huge wave swells from this treacherous coastline.

Parts of the upper North Island suffered considerably more damage and in support, Mayor Connelly agreed to 'adopt a community' to help with their fundraising. The scheme run by LGNZ has been popular and our community is Whangarei. We have promoted their mayoral relief fund details in a media release, on our website and through social media post, however, there may be more fund-raising opportunities that we could support as time allows.

The 80th anniversary of the Featherston Incident was commemorated with a fitting ceremony at the Messines Layby and around 100 people in attendance comprising of staff, the Japanese Ambassador, the Australian High Commissioner, the head of the

Defence Force, other government officials, RSA representatives, and members of the public, including mana whenua, in attendance. Feedback from the public suggested it was very well planned and delivered.

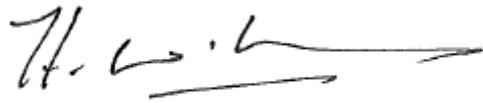
In the water space, considerable effort has been exerted to get reported leaks numbers up so that we may escalate those to Wellington Water and have as many fixed as possible. Early indications are that the campaign has been effective, with 36 leaks repaired in December 2022, rising to 53 in February. Year to date, or since 1 July 2022, 259 leaks have been repaired in South Wairarapa. There are 29 leaks still active, awaiting repair work.

Still on the water theme, new treatment facilities are being installed at Soldiers Memorial Park in Greytown. This important piece of work will increase the resilience of Greytown's drinking water supply and includes the installation of a new bore, pump and a containerised treatment plant. This is essential work as the current pump and treatment facilities are ageing and in need of replacement. The delivery of these two items will be sequenced over the construction period (approx. 4-6 months) with the containerised plant and pipe work being done first. Wellington Water advise they have had a constructive meeting with the Greytown Community Board, as well as engagement with local Iwi, the Māori Standing Committee and park user group representatives to discuss project impacts and to answer questions.

Yes, it has been a very busy month, and what's ahead suggests it is unlikely to ease off. The Annual Plan consultation planning, Annual Report finalisation (subject to Audit NZ's audit completion), Rating Review, Hinekura Road project, Featherston Masterplanning are a few examples of what is keeping the team busy. Should you wish to know more then

please come through me. I remain the first point of call for all elected members and committees.

Ngā mihi

A handwritten signature in black ink, appearing to read 'H. Wilson', with a long horizontal line extending to the right.

Harry Wilson
CHIEF EXECUTIVE

Reforms and central government updates

Cyclone Gabrielle Recovery Taskforce

Government established the [Cyclone Gabrielle Taskforce](#) which aims to coordinate a locally-led recovery of affected regions. The Taskforce will advise ministers on the prioritisation and sequencing of needs for each region. The Terms of Reference are available [here](#).

Roading

[Funding update](#)

A \$250 million interim emergency relief package has been announced by the Government. This funding is available through to 30 June 2023 for local roads, rail infrastructure and state highways damaged in the January flooding events or Cyclone Gabrielle. The Waka Kotahi Board has approved, a one-off special funding assistance rate (FAR) of normal FAR plus 40% for immediate response activities only. There is also the option for Waka Kotahi to consider financial hardship through a bespoke FAR adjustment up to 100%. The intention of the policy is to alleviate financial stress in the short-term.

As the full costs for the immediate response are not yet known, Waka Kotahi can't predict with any certainty what call there will be on this funding and how quickly it might be used up and will be monitoring progress and maintaining an ongoing dialogue with the Government.

[Response and recovery update](#)

Crews have been working hard in challenging conditions to get the last three critical networks open – SH5, SH2 Napier to Wairoa, SH25A. This has been a priority response because of the importance of reconnecting people and restoring access to support freight. Interim solutions will see lower levels of service for some time. Waka Kotahi is focussed on

improving networks to a reasonable level of service while design and planning underway for long-term resilient solutions.

The Northland and Waikato recovery approach will use NOC contracts and establish separate recovery contracts, with separate recovery contracts for SH25A and the Brynderwyns.

Waka Kotahi is still determining the scope of the East Coast region recovery alliance model, and are still determining scope of areas it includes and are in the process developing the design of the model now. Waka Kotahi met with industry experts, KiwiRail and council infrastructure managers in March and further engagement, including with iwi to come. They have noted that collaboration will be really important throughout the recovery and alliance model needs to include state highways and make allowances for local roads if local authorities want to be part of the alliance. Waka Kotahi see it expanding and contracting over time through sub-alliances. The intention to have interim alliance agreement in place over the next few weeks and this will allow assessments to begin and planning to get underway to improve levels of service of reopened corridors. Work is underway on procurement strategy for the full alliance with one of our key outcomes being the creation of a healthy market, with a pipeline of work across the consultant industry and all tiers of suppliers – not just those in Tier 1. Waka Kotahi are thinking about how they can build back smarter, safer and add resilience into design.

[Government Policy Reprioritisation](#)

On 13 March, the Government announced the second tranche of its policy reprioritisation. This announcement has implications for the Transport portfolio and Waka Kotahi. In summary, the Government agreed to:

Speed management on state highways

- Narrow the focus of the Speed Management Programme to the most dangerous one percent of state highways, and make targeted changes to

speeds around schools, marae and in townships that state highways transit.

- Delegate to the Minister of Transport the authority to make changes to the relevant Land Transport Rules, if necessary, to effect the previous recommendation.
- Invite the Minister of Transport to instruct Waka Kotahi to improve its consultation practices in setting and resetting of speed limits on state highways, including by responding more directly to feedback from affected communities, and demonstrating how that feedback has been addressed.

Social leasing

- Stop work on the existing Social Leasing Scheme trials.
- Invite the Minister of Transport to undertake further work on options to ensure a more equitable transition to a low-emissions vehicle fleet, with a particular focus on supporting the extension of existing community-run schemes.

Clean Car Upgrade

- Stop the Clean Car Upgrade Scheme

VKT reduction

- Focus the target for reducing light vehicle transport use to Tier 1 urban centres (Auckland, Hamilton, Tauranga, Wellington and Christchurch) initially.
- Note that if any Tier 2 urban areas wish to proceed with targets on a faster track, the Ministry of Transport will support them to.

The announcement also confirmed that transport projects in Auckland will be rolled out in stages, with work on Auckland Light Rail (ALR) to continue alongside other city-shaping investments like a second Waitemata Harbour Crossing, more rapid busways, and better connections to growth areas like the North-West. ALR will be delivered in stages, with the first stage expected to be confirmed by the middle of

2023. The Prime Minister's full press release is available [here](#).

Waka Kotahi is responding to these new changes and will provide more information but for now, this is what is important to note:

Speed reviews on state highways

- In response to this announcement, Waka Kotahi will review the state highway speed management plan to ensure that the highest risk state highways are prioritised, alongside targeted changes to speeds around schools, marae and in townships which state highways transit. Waka Kotahi will await guidance from the Ministry of Transport on specific amendments to Land Transport Rules.
- We welcome the opportunity to have meaningful conversations with communities about reducing speed on the highest risk areas of the state highway network.
- Engagement with those communities will be reviewed to ensure it is in line with this direction for genuine engagement and enable us to respond more directly to feedback received and to clearly show how that feedback will be addressed.

Clean Car Upgrade (scrappage and social leasing)

- Waka Kotahi will work to implement the Government's direction to close out these programmes in the coming weeks, in association with our partners and stakeholders.
- Waka Kotahi note that this announcement does not affect their other 'Clean Car' schemes: the Clean Car [Discount](#) and [Standard](#).

Reducing light vehicle kilometres travelled in main urban centres

- Reducing the amount of travel by light vehicles continues to be an important element of our efforts to reduce emissions.
- Cities identified as Tier 1 (Auckland, Hamilton, Tauranga, Wellington and Christchurch) are expected to make the most significant

contribution to achieving the national VKT reduction target, which is the why the Government is focused on progressing VKT reduction planning for these areas.

- We will be working with the Ministry and the Minister to clarify expectations for Tier 2 centres.

Three Waters

The Minister of Local Government, Minister McAnulty presented at the LGNZ organised Rural and Provincial sector meeting on Friday, 3 March. Water Services Reform was a key focus of conversation and questions. The key points taken from his presentation:

- The Minister confirmed that Water Reform was his priority and he wanted to address the current uncertainty around reform.
- The Minister confirmed he is seeking to put forward a proposal which seeks the right balance between economic and financial sustainability and strengthens the links between local communities and their water services. His proposal will look to address the concerns of regional and rural communities, in particular the local link to the entities.
- He spoke also of the importance of Te Tiriti and that mana whenua must have a role in the system and that he would be considering how that would be managed.
- He indicated that once he has spoken to colleagues, he intends to consult with the local government sector and iwi before taking a proposal to Cabinet. His intention is for this to take weeks rather than months.

While he did not reveal any specifics around his proposal, it was helpful for us to understand his general focus areas and his thoughts on timing.

Following the impact of Cyclone Gabrielle, we anticipate that changes to the National Transition Unit (NTU) programme (such as the rollout of roadshows to councils).

Resource Management Reform

Following the events of Cyclone Gabrielle, the Ministry for the Environment (MfE) is currently assisting with the broader government response in a number of ways, including options for support in the immediate and longer term to assist the recovery.

They have signalled they have work underway across their programmes to look at what they need to do to support the recovery.

One specific thing now is emergency legislation to support the longer-term recovery. MfE experience with the recovery phase following other significant hazard events is that legislative amendments are often needed to assist the recovery. MfE have identified likely amendments needed to the RMA and the Waste Minimisation Act and will be looking to test these with council staff in the future.

The recent extreme weather events have underscored the importance of effective resource management, climate adaptation and infrastructure planning. Recently published information sets out the key components of the new resource management system as proposed in the Bills - Our Future Resource Management System: Overview.

MfE will be exploring how changes to the resource management system can be enduring by reducing risks and enabling responses to future similar weather events and other natural hazards.

'Our Future Resource Management System' provides an overview of the proposed new resource management system that will replace the Resource Management Act 1991 with three new Acts. The document aims to support an understanding of what is being proposed and to encourage all interested parties to make a submission on the Natural and Built Environment Bill and the Spatial Planning Bill, introduced to Parliament in November 2022.

Work that the Ministry has underway and the engagement planned in the resource management space includes:

- National Planning Framework (NPF) including environmental limits and targets

- regional implementation including the work around scoping the first tranche of regions to transition to the new system
- the current legislative programme including the transition of Treaty Settlements to the new system.
- the climate adaptation work and managed retreat.

MfE will follow up with councils separately on the specifics of when engagements will take place and as they are confirmed.

Cyclone Gabrielle: Ministerial inquiry into forest slash

The Government has announced a ministerial inquiry into forest slash following damage it created across Tairāwhiti during Cyclone Gabrielle, Cyclone Hale and other previous weather events.

The inquiry will occur over a two-month period and will be chaired by Hekia Parata, a former National Party minister and Gisborne resident, who is already involved in the Royal Commission of Inquiry into the COVID-19 response.

Forestry slash, which is waste or debris from industry practices, was pushed down rivers during the most recent cyclone, blocking waterways, covering beaches, and contributing to the damage.

The inquiry would present a set of recommendations about the practice to improve land use, and will investigate past and current practices, the storm damage, its causes, current practices and regulatory and policy settings.

Those in the affected communities and the wider public will be able to provide feedback.

Resource management and environmental management consultant Bill Bayfield and Matthew McCloy, director at Forest Engineering New Zealand Ltd, are also on the inquiry panel.

It is noted that decisions on prosecutions are a matter for local councils under the Resource Management Act.

The Government has moved to increase maximum available fines for environmental offences and introduce new tools to assist enforcement. That's part of the Resource Management reforms. This will increase the maximum fines from the current \$300,000 to \$1 million for natural persons and from \$600,000 to \$10 million for companies. It is also proposed insurance is no longer able to be used to pay infringement or prosecution fines.

Legislative Updates

Progress of relevant bills currently in the house

Bills are proposals to make a new law or to change an existing one. Only Parliament can pass a bill. Each bill goes through several stages, giving MPs and the public the chance to have their say.

[Water Services Legislation Bill](#)

This omnibus bill is the second bill in a suite of legislation to reform water services delivery in New Zealand. The single broad policy for this bill is to establish and empower water services entities by setting out their functions, powers, obligations, and oversight arrangements.

[Water Services Economic Efficiency and Consumer Protection Bill](#)

The purpose of this bill is to provide for the regulation of the price and quality of water infrastructure services, and consumer protection for water infrastructure services.

[Natural and Built Environment Bill](#)

First of two Bills giving effect to RMA reform. This focuses the setting of environmental limits, environmental and land use planning, and the governance of those activities.

[Spatial Planning Bill](#)

The second of two Bills giving effect to RMA reforms. This one focuses on regional spatial strategies and the governance of these activities.

[Local Government Official Information Act Amendment Bill](#)

This bill makes changes to law governing disclosure of information about natural hazards on LIMS.

[Sale and Supply of Alcohol \(Community Participation\) Amendment Bill](#)

This bill aims to improve communities' ability to influence alcohol regulation in their area by making targeted changes to the alcohol licensing process provided for in the Sale and Supply of Alcohol Act 2012.

For the full list of bills currently in progress, please visit: <https://www.parliament.nz/en/pb/bills-and-laws/bills-proposed-laws/>

Bills on the horizon

[Land Transport Management \(Regulation of Public Transport\) Amendment Bill](#)

This bill establishes the Sustainable Public Transport Framework for the planning, procurement, and delivery of public transport services, which addresses systemic issues affecting the sector. This new framework will replace the Public Transport Operating Model.

[Sale and Supply of Alcohol \(Harm Minimisation\) Amendment Bill](#)

This Bill abolishes appeals on local alcohol policies in order to provide proper local control over alcohol regulation. It also implements a number of the recommendations of the 2014 Ministerial Forum on Alcohol Advertising and Sponsorship.

[Sale and Supply of Alcohol \(Cellar Door Tasting\) Amendment Bill](#)

This Bill allows winery cellar doors to charge visitors for the samples of their own wine and adds an off-licence category for wineries holding an on-licence.

Note - this is a Private Members Bill that is waiting first reading. Details about consultation will only be known if and when the Bill gets a first reading.

Current central government consultations

The following relevant Government initiatives (related to the local government sector) are currently open for public submissions.

Submissions can be written by anyone, and help select committees understand what the public think about a particular issue.

[Improving New Zealand's economic resilience](#)

Agency engaging: Productivity Commission

Due date: Submissions due 17 April 2023

Description: The Government wants to identify the policies and interventions that can enhance the resilience of New Zealand's economy and living standards to persistent medium-term supply chain disruptions. This short paper pulls together the current evidence on economic resilience as the first step in the inquiry.

https://www.productivity.govt.nz/assets/Inquiries/resilience/Resilience_Issues_Paper_Final_17-Feb-2023.pdf

Planned action: TBC

[Strengthening the 'tree regulations' to improve the resilience of the electricity supply \(NEW – added 17 March\)](#)

Agency engaging: Ministry of Business, Innovation and Employment (MBIE)

Due date: Submissions due 19 April 2023

Description: It is estimated that around half of the 225,000 people who lost electricity during Cyclone Gabrielle experienced an outage due to trees falling onto or hitting power lines. The Ministry of Business, Innovation and Employment (MBIE) is proposing new rules to provide greater resilience

as the climate changes. This would be achieved by giving lines companies greater powers to trim trees on private land.

<https://www.mbie.govt.nz/have-your-say/tree-regulations/>

Planned action: TBC

Land Transport Management (Regulation of Public Transport) Amendment Bill

Agency engaging: TBC

Due date: Awaiting first reading

Description: This Government bill establishes the Sustainable Public Transport Framework for the planning, procurement, and delivery of public transport services, which addresses systemic issues affecting the sector. This new framework will replace the Public Transport Operating Model.

<https://www.legislation.govt.nz/bill/government/2023/0237/17.0/versions.aspx>

Planned action: TBC

Upcoming: Second Emissions Reduction Plan

Agency engaging: Climate Change Commission

Key dates: To open 26 April and close 20 June

Description: The [second emissions budget \(for 2026-3030\)](#) has been set, but the Government needs a plan to deliver on it. He Pou a Rangi Climate Change Commission's role is to provide independent, evidence-based advice on the direction of policy, taking a systems-wide view. It last provided advice like this in its 2021 report, *Ināia tonu nei*.

Planned action: TBC

For a full list of initiatives, please contact:
governance@swdc.govt.nz

Regional strategic updates

Wairarapa Library Service

All libraries have been very busy since the start of the year. This financial year has seen a 30% increase in issues and returns of print collection items compared to 2020/21. Currently libraries are averaging 22,689 items per month. Electronic collections are also reflecting a steep increase in use. Library membership currently stands at 11,188 – a 29.5% increase since Sept 2021. Staff are busier than ever while also coping with continued understaffing.

Public are noticing the lack of staff even when sites are open and are regularly commenting. A lack of staff has meant closures at Martinborough (1.5 days), Featherston (1.5 days) Greytown (1 day), and Carterton (1 day). Cyclone Gabrielle impacted all sites and saw libraries close at midday on Tuesday, reopening the next day. Four library closures are currently scheduled in March due to staff shortage. At a minimum, branches require two staff present.

Wairarapa Library Services has been partnering with long-established WaiWord to host authors and deliver writer's workshops. The partnership works to foster a writing and reading ecosystem in the region. We were especially proud to host NZ Poet Laureate, Chris Tse's first performance and reading outside a city. The event was strongly attended and complemented by a fully booked writer's workshop.

Regular school class visits and under 5-year-old story time continues to be increasing in popularity and the evening bookclub has a strong following.

In mid-March libraries will be undertaking the first full collection stock-take since 2020. The project will enable the collection to be accurately revalued as part of the BAU of both councils.

Library Customer Service and Collection Development and Maintenance policies have been recently updated and can be found on both council's websites and the WLS website.

Further north, libraries in Hawkes Bay, Napier and Gisborne are reporting the impact of Cyclone

Gabrielle on staff and operations. Napier Library van has been out in the community distributing information, access to supplies, power and phone charging and internet and printing access. Some libraries have been operating as civil defence centres and Hasting Library has reopened for limited hours. Staff have been helping with emergency operations including attending public meetings.

Positive Ageing Strategy

The first Wairarapa Community Network Hui for Kaumātua/Kuia hui was held on March 14 at the Carterton Events Centre. This was an opportunity for a range of different organisations that work with older persons to come together and highlight issues that they are seeing. The results of this hui will influence the workplan for the Positive Ageing Strategy Co-ordinator. Issues identified included lack of mobility parking and incorrect mobility parks, need for greater emergency planning, better engagement with Māori and Pacifica, need for greater digital support for older people amongst other things. highlight issues. This meeting is held quarterly and Te Whatu Ora's representative from planning and funding for older persons will speak at the next meeting.

Councillor McAulay was in attendance at the Ageing with Attitude Expo on March 17th alongside the Carterton District Council Mayor and Masterton District Council Mayor. They hosted a Meet the Mayor session alongside the Positive Ageing Strategy Co-ordinator who shared information about the Positive Ageing Strategy. It was a very busy day with a large number of stalls present and attendees galore.

The inaugural Senior Regional Games organised by Nuku Ora are being held on the 30 March at the Trusthouse Recreation Centre. MDC Community Development Staff will be volunteering.

Both the Senior Regional Games and Ageing with Attitude Expo were supported by South Wairarapa District Council through the Positive Ageing Strategy.

SeniorNet Wairarapa has just announced that it is closing at the end of March. The Digital Collaboration Group that formed last year (Digital Seniors, Masterton Library, Wairarapa Library Services, REAP and SeniorNet) have their quarterly meeting in early April and this will be an opportunity to look at the

closure of SeniorNet and whether there are gaps in service that need to be addressed.

Destination Wairarapa

Destination Wairarapa's [Q2 2022/2023 reports](#) have been received.

For more information about Destination Wairarapa, please visit: <https://wairarapanz.com/home>

Partnerships

We now have full mana whenua representation on the Māori Standing Committee as Rangitane o Wairarapa have put forward Ms Dorothy Whittaker. A big welcome to Dorothy as well as Ms Leonie Edwards who also joins the committee for Kohunui Marae.

There are a number of areas that Council is working hard to improve in our relationships with mana whenua. Most importantly in identifying areas that require initial and further engagement to enable mana whenua to have active participation as guided by the Local Government Act, the Resource Management Act and Te Tiriti o Waitangi, including:

- The Featherston Masterplan
- Wellington Water upgrade plans
- The Wairarapa combined District Plan – Recording Sites of Significance, Maori Purpose Zoning
- WREMO and Wellington Waste Management

These are but a few of the areas that local and regional government must engage and consult with mana whenua.

We are excited about the progression of the role of our Māori Standing committee and the committees that they will have representation on as a voting member. As a committee of council this now makes allowance for their members to be actively involved in council decision making.

This is new and is a small step in the right direction to allow mana whenua participation.

Treaty Settlement

The Crown apology to Ngati Kahungunu ki Wairarapa will take place on the 25th March 2023. Council alongside both the Regional and Central government

representatives will be in attendance in support this very important event. The apology marks a point in time that will hopefully progress a positive partnership in this part of country between Tangata Tiriti and Tangata Whenua.

Statutory Obligations

The SWDC are tasked with specific statutory obligations under the bills for both the Ngāti Kahungunu ki Wairarapa Tamaki Nui- a- Rua Settlement and the Te Rohe o Rongokako Joint Redress Acts (Includes both NKKWTNaR and Rangitane).

We have recently received instruction from the Crown on name changes:

- Ngāti Kahungunu ki Wairarapa Tamaki nui- a-Rua Claims Settlement Act 2022-30 new and altered official place names and four discontinued Crown protected Area names
- Te Rohe o Rongokako Join Redress Act 2022 – one South Wairarapa discontinued Crown Protected Area names.

In promoting a transparent and positive relationship with mana whenua, Council will actively engage in supporting the soon to be formed Wairarapa Moana Statutory Board. The WMSB will consist of the following members and be led by mana whenua:

Membership of Statutory Board

(1) The Statutory Board comprises—

(a) 4 members appointed by the trustees of the Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust, including—

(i) 1 member representing the hapū of Papawai Marae; and

(ii) 1 member representing the hapū of Kohunui Marae; and

(b) 1 member appointed by the trustees of the Rangitāne Tū Mai Rā Trust; and

(c) 2 members appointed by the Minister of Conservation; and

(d) 2 members appointed by Wellington Regional Council; and

(e) 1 member appointed by South Wairarapa District Council.

(2) A member is appointed only if the appointer gives written notice with the following details to the other appointers:

(a) the full name, address, and other contact details of the member; and

(b) the date on which the appointment takes effect, which must be no earlier than the date on which all of the other appointers will have received the notice.

(3) An appointment ends after 3 years or earlier when the member resigns or is discharged.

(4) A member may be appointed, reappointed, or discharged at the discretion of the appointer.

Qualifications of members

In appointing a member, the appointer—

(a) must be satisfied that the member has the skills, knowledge, and experience—

(i) to participate effectively in the Statutory Board; and

(ii) to contribute to achieving the purpose of the Statutory Board; and

(b) must have regard to any other members of the Statutory Board to ensure that the membership collectively reflects a balanced mix of skills, knowledge, and experience in relation to Wairarapa Moana.

Significant Engagement with Māori

On Saturday 25 February, Council members including the Mayor attended alongside mana whenua the 80th memorial for the Featherston incident that happened at the prison of war camp. This was a solemn occasion that we appreciate mana whenua leading as it marked a great tragedy in the history of Wairarapa.

On Friday 17th March, the new Citizens Ceremony was held at the Waihinga Centre for 20 new citizens of Aotearoa. The ceremony began with a whakataua led by mana whenua who were present alongside

the Mayor and Council Staff. Once again it is appreciated that mana whenua were there to welcome manuhiri into our community.



Strategy/Policy updates

The following governance policy instruments are currently under-going review:

- Revenue and Financing Policy (Rating Review)
- Grants Policy
- Wairarapa Local Alcohol Policy (research phase)
- Wairarapa Smoke and Vape Free Policy (seeking adoption)
- Psychoactive Substances Local Approved products Policy
- Local Easter Sunday Shop Trading Policy
- Dangerous and Insanitary Buildings Policy
- Control of Dogs Policy and Bylaw
- Noted that the Privacy Policy (organisational policy) has been approved by ELT and has been uploaded to the [SWDC website](#)

Upcoming engagement and consultation

South Wairarapa District Council is preparing for engagement and consultation on the following initiatives:

- Featherston Masterplan
- Featherston Wastewater Project
- Representation Review
- Annual Plan 2023/24
- Revenue and Financing Policy (Rating Review)
- Control of Dogs Policy and Bylaw
- Local Easter Sunday Trading Bylaw
- Wairarapa Class 4 Gambling and Standalone TAB Venues Policy

Significant projects

Governance

Representation Review

Summary: No change from December 2022 report - Determines the optimal number of councillors, the way they are elected and the geographical ward boundaries.

Next immediate milestones: Community engagement.

PROJECT STATUS:



Finance

Rating Review

Summary: Rating review workshops continuing - timetable for project as follows

Step	Dates	
	Start	Finish
1. New Council to confirm the step one assessment	31-Oct-22	28-Nov-22
2. Model & assess the initial rates impact on the funding needs analysis (Step 1)	1-Feb-23	28-Feb-23
3. Modify and update the funding needs analysis based on the step two principles	1-Mar-23	31-Mar-23
4. Consider the use of remission and or postponement policies	1-Apr-23	30-Apr-23
5. Model and confirm the preferred rates allocation option	1-Apr-23	30-Apr-23
6. Draft Revenue & financing policy and supporting rating policies	1-Apr-23	31-May-23
7. Draft the proposal and supporting information for consultation	1-Jun-23	30-Jun-23
8. Carry out community consultation	1-Jul-23	1-Aug-23
9. Hear submissions	15-Aug-23	31-Aug-23
10. Update rates and amend policies after considering submissions	1-Sep-23	30-Sep-23
11. Adopt new policies	1-Oct-23	30-Oct-23
12. Set the rates	1-Jun-24	30-Jun-24
13. Implement new rating system	1-Jul-24	

Next immediate milestones: Stage 2 Workshop on modelling held February 2.

PROJECT STATUS:



Corporate Services

IT architecture, disaster recovery and security

Summary: Historical levels of under investment in our IT systems architecture and information management, a reliance on maintaining hard copy documents and a lack of strategic long-term planning that reflects our evolving and complex technology needs; has left Council with inefficient ways of managing information and workflows, a reliance on increased exposure to cyber-attacks and a much-reduced ability to recover essential information after a crisis.

Next immediate milestones: The Finance

Committee has been fully briefed on the issues and risks that Council faces. Work on our server patching has been completed on time and budget, which means that version control is now being fully adhered to. The continued investment into the resilience of our IT architecture against cyber-attack, has been fully factored into the FY 23/24 annual plan. Meanwhile for this current FY22/23, the final services to be transitioned from our previous suppliers (our telephony) is being planned and is expected to occur on schedule.

PROJECT STATUS:



Planning and Regulatory Services

Combined District Plan Review

Summary: The review, led through the advisory groups and WCDP Review Committee, considers the extent of change needed for chapters, alongside the national planning standards, national direction. The project extends from 2021-2023 with appeals work in 2024.

Final drafts provided to the committee include:

- Strategic Direction
- Natural Hazards
- General Rural Zone/Rural Lifestyle Zone
- General residential zone/Settlement zone
- Future Urban Zone
- Open Spaces/Natural Open Space/Sport and Active Recreation Zones/Activities on the surface of water
- Natural environment chapters – SNA's/indigenous biodiversity
- Natural Features and landscapes
- Natural Character
- Public access
- Energy
- Network utilities
- Notable Trees
- Historic Heritage
-

Further drafts to come include:

- Tangata Whenua, Sites of Significance to Māori/Māori Purpose Zone
- Town Centre, Mixed Use and Industrial
- Contaminated land, Transport
- Noise, Subdivision.
- Subdivision design guides and updated Heritage Precinct design guides.
- Designations
- Climate change
- Financial contributions.

Next immediate milestones: Next meeting 23rd March. Release of draft plan for engagement occurred in late October. The draft plan has been sent out for informal feedback, the feedback will be considered to inform the proposed District Plan. Still continue to consult on certain matters including Martinborough soils overlay, all chapters of significance to Māori.

The website – www.wairarapaplan.co.nz – will continue to provide information relating to the development of the Proposed District Plan.

PROJECT STATUS:



Spatial Plan and Featherston Masterplan

No change as of February 2023 report

Summary: Council approved the development of a Featherston Masterplan following adoption of the Spatial Plan in 2021. The project involves engagement, foundation discussion document, reporting a draft plan, consultation and feedback, refinement work and compilation of a final plan. The final plan will help inform the new District Plan, the Long-Term Plan and Council and central government projects.

Next immediate milestones: Compilation of a draft, further engagement/formal consultation, finalisation of the plan, which will also include an implementation plan.

PROJECT STATUS:



Dog Pound

Summary: Recently the project has not been immune from some delays caused by the recent weather events and personnel shortages. However, most of the infrastructure is now in place, such as site access, power, water, fencing, CCTV. We are now in the final stage and applying finishing touches on site.

Next immediate milestones: Opening of the dog pound.

PROJECT STATUS:



Three Waters

Featherston Wastewater Treatment Plant Consent Project

No change from February 2023 report

Summary: Council is working with Wellington Water Limited (WWL) to seek a new consent for Featherston wastewater treatment plant. The proposed consent will incorporate upgrades to improve the performance of the plant. It will allow time to trial and implement innovative treatment systems and supporting the transition to land-based treatment overtime. Council is working with WWL and mana whenua to refine the proposal ahead of lodging a consent application in January 2023.

Next immediate milestones: Environmental monitoring is being used to further inform design work, pre-application meetings continue with GWRC and their technical advisors, Assessment of Environmental Effects (AEE) report being drafted.

PROJECT STATUS:



Project expenditure is tracking in line with planned spend, with earlier delays now recovered. Additional costs have been approved to undertake an odour assessment to inform the application. There remains a significant amount of work to

complete to meet the deadline for consent application and the project team are focussed on producing the most appropriate and complete application incorporating feedback from stakeholders.

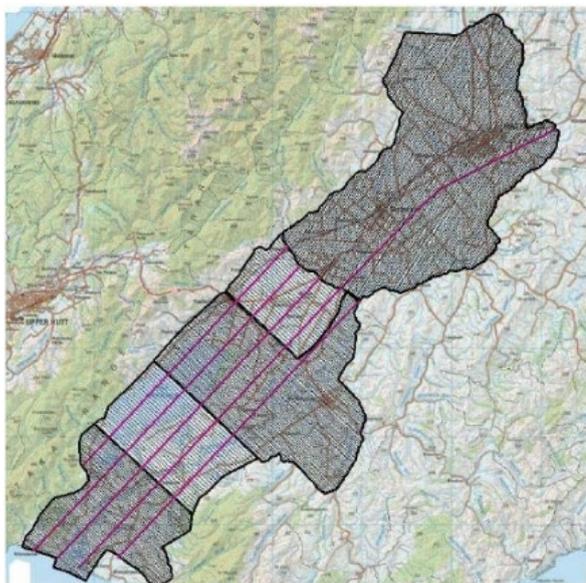
Provincial Growth Funded SkyTEM Aerial Water Survey Project

No change from February 2023 report

Summary: The Provincial Growth Fund invested funds to conduct the Ruamāhanga Groundwater Aerial Electromagnetic Survey to gain a clearer picture of the region’s water resources. It aims to create a clearer picture of how the entire system interacts.

Next immediate milestones: Flying the aerial survey over summer, starting late January 2023, noting it is expected to take 6-8 weeks to fly (weather dependent). Following the aerial survey outputs (3D mapping) are expected in mid-2025.

Proposed flight path orientations and spacings:



PROJECT STATUS:



Community Development

Welcoming Communities Programme

No change from February 2023 report

Summary: Welcoming Communities is a new programme for SWDC, giving us an opportunity to identify and address how welcoming, inclusive and accessible our communities are for our new community members. The funding agreement with Immigration NZ was signed on 1 July 2022, however the programme officially started with the commencement of the Welcoming Communities Coordinator, Michaela Lloyd, on 17 October 2022.

Q4 of 2022 was spent:

- getting up to speed with the programme
- building relationships with council staff, our newly elected Council members, Community Boards, external stakeholders and the Welcoming Communities national network
- developing a draft project plan

Next immediate milestones: Q1 of 2023 represents the start of the “stock-take” phase where we will seek input and feedback from a range of internal and external sources to assess how welcoming, inclusive and accessible our communities are. To achieve this several back-end processes are required, such as creating: a webpage on the SWDC website, a newcomer survey, an email list for interested parties and a socializing pamphlet and posters. As 2023 progresses a core working group/ advisory group will be established to create the Welcoming Plan.

PROJECT STATUS:



Roading Summary

Hinekura Road - Investigation and economic and route analysis is ongoing.

ECOREEF - Project on Cape Palliser Road is now complete.



Coastal damage before.



During Construction

Cyclone Hale and Gabrielle – Extensive damage to the network and Emergency Works funding applications have been submitted to Waka Kotahi for approval. Waka Kotahi Investment Manager has visited the impacted areas to verify the applications.

Ponatahi Road dropout – Works have been completed.

Pavement Reseal – KPI of 5% of network will not be met due to market rate increases.

Sealed Pavement Rehabilitation – A short section of Western Lake Road has been completed.

Kerb, Channel and Footpath extension – Works are continuing along William Benton Street, Featherston and once completed installation will happen in North street Greytown.

Reading Street Greytown upgrade – All plans have been approved and work is about to commence.

Partnerships and Operations (Amenities) Updates

Tauherenikau Bridge

The Greytown Trails Trust are awaiting the completion of an engineers report for the bridge. However, this completion requires strong winds in order to carry out in-situ testing of the bridge. Once this is satisfactorily completed a transfer of ownership to Council will occur and there will be an official opening of the bridge at a date yet to be determined.

Greytown Wheels Park

Council have approved the Chief Executive to have delegation to enter a contract with the suppliers. Officers are working with suppliers on engagement documentation, planning, and establishing a user group. The original Community Group is being re-invigorated to coordinate the community funding aspect of the project.

Welcome to Featherston Signs

Officers are working with community project leads to help coordinate the reinstatement of the Welcome to Featherston signs that were removed a few years back due to safety concerns. We are working with Waka Kotahi, along with amending consents, and moving a fence. Once we have these items clarified we can then engage contractors and provide a timeline for completion.

Soldiers Memorial Park – Pavilion Rebuild and Swimming Pool Ablutions Upgrade

As part of the LTP there are two distinct build projects in the planning stages for Soldiers Memorial Park. These are the pavilion demolition and rebuild, and prior to that the swimming pool abluion facility upgrade. The pavilion rebuild will see an improved and fit for purpose facility to accommodate the expanding size and needs of clubs. The swimming pool abluion upgrade is long overdue and will provide facilities for sports clubs while the pavilion build occurs. These facilities will be fenced off from the swimming pool to remove any health and safety concerns.

Senior Housing

We have halted our senior housing exterior painting programme as an initial wash at Burling Flats has exposed significant wear and tear to the units. Officers are investigating R&M requirements for Burling Flats and all other senior housing. This will help us provide an overall picture of senior housing investment required and how best to proceed.

Recreation Trails

The Western Lake Road limestone recreation trail has had a revised maintenance plan agreed which will see a lift in trail conditions. This section of trail has been submitted to MBIE by the Remutaka Cycle Trail (RCT) Steering Group to formally become part of this trail. The RCT is one of the 23 Great Rides in New Zealand that attract central government funding. If successful, this section of trail would formally link the RCT to Featherston and the 5 Towns Trail development.

Financial update

Anticipated total revenue 2022/23 (all income streams)	\$30.0m
Revenue year to date as at end of Feb 2023 (all income streams)	\$23.8m
Anticipated total operating expenditure 2022/23	\$27.0m
Operational spend year to date as at end of Feb 2023	\$21.9m
Anticipated total capital expenditure 2022/23	\$15.8m
Capital spend year to date as at end of Feb 2023	\$4.9m

**Note: These figures are subject to change. Final financial figures will be presented in the Annual Report.*

People and Capability

Council continues to have a low attrition rate when compared to like sized organisation across the sector. Since the last report, we have had one employee leave our employ. We have three vacancies currently with a further two on hold temporarily.

When vacancies arise, a full review of role and team requirements is conducted with thew Manager to ensure the ongoing need is confirmed.

March saw the launch of the new Cultural Competency training for all staff. The training and our competency framework launched in July last year and is based on central governments cultural competency framework.

A pilot wellbeing programme is being scoped at Council with the aim of ensuring the ongoing psychological and physical wellbeing of Council Officers. When reviewed, it is intended for the programme to expanded further across all areas of Council operations, and factor in issues such as career growth, working in isolation, remote working and anything else that teams should feel is important and would enhance their employee experience.

Crisis and Emergency Management

With the welcome exit of Cyclone Gabrielle, the regions recovery efforts are now underway. Recovery Officers from each of the Wairarapa Councils have come together to develop a combined recovery plan with governance oversight from the three respective Mayors. Whilst it is important for the three councils to work alongside one another, having a local context applied to our own district is paramount. Therefore, after the regional plan has been ratified by the governing oversight committee, our own recovery efforts will be consolidated and reflected in a SWDC specific plan.

Since the last report, workshops have been held with our Community Board members on the development of Community resilience plans. These plans are intended to start a discussion at a community level of what resources are required when a civil emergency occurs.

In support of this work, a health check has been conducted of all Community Hubs, and there has been increased media visibility on the subject of emergency management, by way of an advertorial in the Wairarapa Times Age Mid-Week newspaper.

A workshop will be held in late March with members of the Climate Change and Environment Committee and Assurance and Risk Committee on our Districts levels of preparedness and risks.

LGOIMA Requests

March 2023		Comment
Requests received year to date	54	
Requests received in last calendar month	5	
Responses completed in last calendar month	3	
Responses within statutory timeframe	3	
Extensions requested in last calendar month	0	
Percentage of requests where charging is proposed	0%	
Percentage of responses where:		Information withheld per sections:
• Information released in full	2/3	7 (2)(c) to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide
• Information partially released	1/3	
• Request refused in full	0	

March 2023		Comment
		under the authority of any enactment, where the making available of the information— (i) 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; or (ii) would be likely otherwise to damage the public interest.
Active Ombudsman investigations	1	
Ombudsman determinations	0	
Themes		Consents, financial statements, rates, leases and expenditure.

**WHAKAPĀ MAI
CONTACT US**

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Media enquiries: media@swdc.govt.nz

Our customer service is available to help with any enquiry.

Open: 9:00am – 4:00pm Monday to Friday

SERVICE REQUESTS AND FEEDBACK

Our [Get It Sorted](#) online form can be used to report issues to Council.

Urgent matters should be phoned straight away to Council on (06) 306 9611.

Council's [compliments and complaint policy](#) is located on our website – feedback is welcome and can be provided using the online [form](#).



Council Action Items Report

1. Purpose

To present the Council with updates on actions and resolutions.

2. Executive Summary

Action items from recent meetings are presented to Council for information. The Chair may ask the Chief Executive for comment and all members may ask the Chief Executive for clarification and information through the Chair.

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will be remain in a master register but no longer reported on. Procedural resolutions are not reported on.

3. Appendices

Appendix 1 – Action Items to 5 April 2023

Contact Officer: Amy Andersen, Committee Advisor

Reviewed By: Stefan Corbett, Acting Chief Executive Officer

Appendix 1 – Action Items to 5 April 2023

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
739	10-Feb-21	R O'Leary	<p>COUNCIL RESOLVED (DC2021/07):</p> <ol style="list-style-type: none"> To receive the Recommendations from Planning and Regulatory Committee Report. (Moved Cr Fox/Seconded Cr Hay) Carried To endorse the methodology used to establish the value of a 7000m2 section of legal, unformed road reserve (part of Hickson Street) contained within the property at 185 Boundary Road, Featherston. To agree to sell and transfer that section of road to the owner of 185 Boundary Road, Featherston for the price of \$53,550 and all other costs relating to the stopping of the road, sale, and transfer to be met by the purchaser. To stop that section of road in accordance with Section 342 and Schedule 10 of the Local Government Act 1974. (Moved Cr West/Seconded Cr Vickery) Carried 	Open	<p>31/3/21: Council decision presented to owner for consideration. 12/11/21: Officers to check in with owners on their intention. 29/03/2022: Still progressing in terms of payment considerations by purchaser. 06/04/22: Officers to make contact with owners. 11/05/22: Officers awaiting response from the owners. Email sent 05/05/22. 20/06/22: No new updates. 30/06/22: Officer update at DC meeting - contact made with resident via letters, meetings, emails. Members requested further contact giving a timeframe for response and the proposal of a payment plan. 8/07/22: Further payment request has been sent to owner seeking payment for the subject portion of land; legal advice is being requested should there be no response from the owner. 10/08/22: Noted the owner has been given timeframe to respond to communication from Council; report on progress to Council expected at next meeting in September. 08/09/22: Conveyancing agreement for sale and purchase, currently occurring between lawyers for applicant and Council involved. Road stopping aspect will occur after signing of agreement. Brandon Property Lawyers confirmed Council cannot enforce any arrangement to pay for the stopped road unless a written agreement has been entered into by both parties. 7/12/22: No new updates 31/01/23: No new updates 23/03/23: Brandon Property Lawyers for council are pursuing the signing of the land sale agreement with occupant purchaser, however his solicitor had recently died, so he needs to reappoint a lawyer. We have indicated use of instalment payments for the amount involved. If the agreement is not signed through further</p>

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
					negotiation, Brandons will investigate what council powers are to force payment issue.
420	15-Sep-21	S Corbett	Provide reporting on roading asset management planning, particularly around heavy vehicle use (e.g. logging trucks) on smaller rural roads; info is to be directed into ratings review.	Open	<p>28/03/22: Need to revisit and request clarification on what is required and why this information is being sought to produce the information required.</p> <p>11/05/22: Officers request clarification on what is required and why this information is being sought to produce the information required. Council requested to provide more specifics.</p> <p>18/05/22: Members clarified required info at meeting re: forestry, logging trucks and impacts on rural roads, e.g. safety, future costs. GWRC to give more info, David Boone has been contacted. NZTA may also provide further info on road safety.</p> <p>20/06/22: No new updates.</p> <p>01/08/22: No new updates.</p> <p>13/09/22: No new updates. Clarification on whether this item can be closed has been requested.</p> <p>7/12/22: No new updates.</p> <p>14/12/22: H Wilson/K Ashforth provided verbal update on rating review, work is underway on this will be combined with work on the next LTP.</p> <p>9/02/23: Members requested report from Council Officers - required by 5 April 2023 for next Council meeting.</p> <p>6/3/23: Action has been noted by officers, however, is a low priority.</p>
534	10-Nov-21	R O'Leary	Distribute information on infill design guides with a view to a future decision report being presented to Council.	Open	<p>29/03/22 - Design guides are to be considered within the Wairarapa Combined District Plan (WCDP) review - there will be a further update as the WCDP progresses.</p> <p>11/05/22: No new updates.</p> <p>20/06/22: No new updates.</p> <p>13/09/22: No new updates.</p> <p>21/09/22: Council Officers to investigate further with Boffa Miskell and provide information to new Council.</p>

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
					31/01/23: No new updates. 23/03/23: Boffa Miskell consultants have been tasked to benchmark, compile urban design guidelines for residential infill, guidelines still being investigated under WCDP review work.
552	17-Nov-21	H Wilson	Consider the budgetary impact of removing Featherston wastewater and water races away from Wellington Water as the provider	Actioned	14/02/2022 - S Corbett continuing to work with WWL to fully understand the impact 28/03/2022 - Still open and actively being progressed. 18/05/22 - Report back to council shortly. Workshop coming up for this. 20/06/22 - Workshop completed in June 22. 30/06/22: Further work on budgets with WWL required prior to next council meeting. 13/07/22: Reported to Assets and Services. 25/07/22: Featherston WWTP re-consenting project has been agreed to stay with WWL. Further work needed to resolve the location of water races management. 21/09/22: Action to remain open. Workshops for MSC to be held next week. 31/01/23: No new updates 08/02/23: CE provided verbal update at Council meeting - has received updates on water races. Item closed.
559	3-Nov-21	R O'Leary	PLANNING AND REGULATORY RESOLVED (P&R2021/21): 1.To receive the South Wairarapa District Dog Pound Report. (Moved Mayor Beijen/Seconded Cr West) Carried 2.To recommend that officers progress the dog pound through procurement as long as a suitable South Wairarapa location can be sourced and the costs do not exceed the budget allocated. (Moved Mayor Beijen/Seconded Cr West) Carried Cr Plimmer voted against	Open	6/12/21: Reviewing possible land options for the establishment of the pound. 1/6/22: Land investigation completed; procurement currently in progress. 11/08/22: Funding approved through Council. Build in progress. 11/01/22: Action reassigned to Council action items following implementation of new committee structure. 9/02/23: Included in CEO report and CE provided verbal update in the Council meeting 8 Feb 23.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
137	6-Apr-22	S Corbett	Schedule workshop to discuss the future of housing for pensioners.	Open	11/05/22: To be further discussed with Mayor Beijen re: expectations/attendees. 20/06/22: No new updates. 09/09/22: Meeting scheduled with Council Officers week of 12/09/22. 21/09/22: Meeting with officers held, next steps TBC. 6/3/23: In a period of information gathering with MDC and CDC with the intent to hold this conversation in the next six months. We acknowledge it is a important issue, but low priority at the moment.
227	18-May-22	TBC	Greytown Community Board to provide an update on the relocation of the information centre to Cobblestones.	Open	20/06/22: No new updates. 30/06/22: Action updated. Noted, deciding bodies need to confirm the location change before an update can be provided by GCB. 13/09/22: No new updates. 23/09/22: Awaiting further information on this matter, as the Cobblestones' board must communicate their decision to the Greytown Community Board. Council officers to discuss further with Cobblestones to ascertain progress. 6/3/23: No new updates.
259	18-May-22	A Bradley	COUNCIL RESOLVED (DC2022/39) to: 1.Receive the Partnership Funding Request 2021-2022 Report. (Moved Cr Hay/Seconded Cr Colenso) Carried 2. Defer making a decision on partnership funding with Greytown Sport and Leisure until further information is received. (Moved Cr Olds/Seconded Cr Hays) Carried	Open	20/06/22: Greytown Sport and Leisure notified of decision and advised of suggested next steps. 13/09/22: No new updates. Noted there were no requests received for the latest round of grant funding. Request to close action. 29/11/22: In progress - GSL are working with Council Officers as their funding situation isn't guaranteed long term and they are currently exploring at options. Paper to Council expected February 2022. 6/3/23: Still under consideration and pending annual plan decisions.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
409	10-Aug-22	A Bradley	Destination Wairarapa to provide more detailed data on tourism expenditure in next quarterly financial report.	Actioned	13/09/22: No new updates. 7/12/22: No new updates. 14/12/23: Reports completed for Q1. 26/2/23: Reports completed for Q2. The CE and GM of P&G explored the costs of additional reporting and considering budget constraints, the call was made to continue with the same level of data. This has been communicated to Destination Wairarapa. Action closed.
488	21-Sep-22	S Corbett	Provide overview of work completed / work in progress to increase road safety on rural roads throughout South Wairarapa in 2022/23.	Actioned	7/12/22 – See CEO report for roading summary. 6/3/23: Completion of the speed review and ongoing maintenance across the network for improved safety. Other issues to be addressed in regular reporting to ICS Committee. Action closed.
587	14-Dec-22	S Corbett	Members requested that updates relating to Warren Woodgyer’s presentation on operational matters be followed up through relevant updates to the Infrastructure Committee	Open	6/3/23: Action changed and officers to provide answers to Mr Woodgyer’s questions by email, copying in all elected members. In progress. Partial answers have already been supplied. 21/3/23: Noted that S Corbett will provide a written response to Mr Woodgyer before the next Council meeting and then email to Councillors.
37	8-Feb-23	S Corbett	COUNCIL RESOLVED (DC2023/01) the Chief Executive Officer to respond to questions raised by Mr Woodgyer in a written response to Councillors prior to the next meeting of Council. (Moved Cr Olds/ Seconded Cr Maynard) Carried	Open	21/3/23: Noted that S Corbett will provide a written response to Mr Woodgyer before the next Council meeting and then email to Councillors.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
39	8-Feb-23	S Corbett	<p>COUNCIL RESOLVED (DC2023/03) to:</p> <p>1. Approve Option 1 - to install pedestrian lighting on all noncompliant pedestrian crossings in the SW District, beginning with the ones in the Martinborough Square and Jellicoe/Venice Street corner. Pedestrian lighting in Martinborough to be funded from the from the appropriate reserve, as identified by the Chief Financial Officer and the Chief Executive Officer, at a cost of up to \$200,000 and work to commence in FY 2023/24. Pedestrian lighting in the other Wards to be included in the next Land Transport Plan 2024-2027 at a cost of up to \$300,000 and, if our application is successful, work to commence in FY 2024/25. Council Officers to produce a costed project plan including the findings for the investigative work being done about the current square lighting, and solar power options by 1 March 2023.</p> <p>2. To agree that implementation of pedestrian lighting in the Martinborough Square is completed without public consultation on the basis that the current pedestrian lighting is a risk to public safety and is not compliant with current requirements, noting the high level of public feedback and the desire to have the issue resolved.</p> <p>3. To identify that the decision not to consult is inconsistent with the Martinborough Square Management Plan (2012), and that this requirement of the Management Plan will be reviewed as part of the global review of all of Council's reserve management plans.</p> <p>Items 1-3 [read together] (Moved Cr Ellims/Seconded Cr Plimmer) Carried</p>	Open	<p>13/02/23: Funding source decision referred to Finance Committee</p> <p>15/02/23: Funding source confirmed at Finance Committee meeting - depreciation reserve.</p> <p>6/3/23: Monthly Ruamahanga Roads operation report for January 2023 sent from S Corbett to ICS Committee Chair and Councillors via email on 2 March 2023.</p>

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
45	8-Feb-23	S Corbett	Request Council Officers provide a report to the Infrastructure and Community Services Committee on safety of children/people relating to open water ways/races in the district.	Open	7/3/23: Referred to Wellington Water to follow up.- Officers note this is a low priority given other work.
46	8-Feb-23	K Ashforth / A Bradley	Members requested that the timetable for the Rating Review be updated to include pre-consultation/engagement.	Actioned	2/3/23: Email confirmation from K Ashforth, this has been added to the project plan.
47	8-Feb-23	S Corbett	Request Council Officers to respond to member's query about the status of the Greytown Rugby Club lease arrangements	Open	6/3/23: No new update.

Report from the Acting Mayor

1. Purpose

To update Council on activities and issues which have arisen since my last report to Council; and to seek appointments to committees as listed in this report.

2. Recommendations

The Acting Mayor recommends that the Council:

1. Notes and receives the report from the Mayor;
2. Appoint Bruce Robertston to the Assurance and Risk Committee as Independent Chairperson for the triennium 2022-25;
3. Appoints Angela Yeoman and Catherine Rossiter-Stead to the District Licencing Committee list as additional Chairpersons, to fulfil its statutory obligations as a TA under the Sale and Supply of Alcohol Act 1996;
4. Approve the amendments to the Hearings Committee Terms of Reference as per Appendix 1;
5. Appoint [Councillors to be named] to the Hearings Committee for the 2022-25 triennium; and
6. Agree to hold an extraordinary meeting on 19 April 2023 to discuss and approve the Annual Plan 2023-24 Consultation/Engagement proposal.

3. Appointment of Assurance and Risk Committee Independent Chairperson

It was agreed in December 2022, as part of Terms of Reference for the Assurance and Risk Committee, that an independent chairperson would lead this committee. The purpose of the committee is to provide independent assurance and assistance on Council's risk, controls, compliance framework, and its external accountability responsibilities.

The Mayor, CEO and Council officers undertook a process to select an independent chairperson and seek confirmation of Bruce Robertson to this position. Mr Robertson is known as a trusted advisor to local government senior managers and elected members and independent member of audit and risk committees, as well as an expert facilitator and presenter.

4. Appointment to the District Licencing Committee

The Sale and Supply of Alcohol Act 2012 (the Act) requires Territorial Authorities to establish one or more licensing committees as required to deal with licensing matters for its district. A District Licensing Committee (DLC) and therefore a Chair or Commissioner has a very important role in considering whether the granting of a license and the holding of a hearing for determination.

We currently have one Chair appointed and have identified a real conflict of interest regarding an upcoming application hearing. So, we need to appoint further Chair(s) to provide coverage.

We have sought acceptance by our former Commissioner to undertake the role of Chair for the specific immediate hearing. That being Angela Yeoman.

In addition, we have sought acceptance of Catherine Rossiter-Stead who is a current panel member to be appointed as an additional Chair.

By appointing the above named, in addition to the current Chair and Deputy Chair, we ensure that the District is able to fulfil its statutory obligations as a TA under the Sale and Supply of Alcohol Act 1996.

5. Amendments to the Hearings Committee Terms of Reference

The Hearings Committee Terms of Reference (ToR) 2022-25 were adopted in December 2022. The following amendments are sought to ensure the ToR is fit for purpose and allows for additional members, removes the stipulation that members must be "RMA Making Good Decisions" accredited, and changes the quorum to three members.

Please refer to Appendix 1 for more information.

6. Appointments to the Hearings Committee

The purpose of the Hearings Committee to hear and determine matters that require hearings under legislative instruments. Appointments of four members to the committee are sought to schedule hearings in the near future, including regulatory hearings that use the special consultative procedure under legislation.

7. Annual Plan 2023-24 Consultation/Engagement Proposal

The Annual Plan 2023-24 has to be approved by Council before the 30 June 2023, to meet this deadline, Councillors are required to consider options to consult the public. An extraordinary meeting is required in April to approve the proposal.

8. Appendices

Appendix 1 – Hearings Committee Terms of Reference 2022-25, Amendments - April 2023.

Prepared by: Acting Mayor, Melissa Sadler-Futter

**Appendix 1 – Hearings Committee
Terms of Reference 2022-25,
Amendments - April 2023**

HEARINGS COMMITTEE TOR

1. Purpose

To hear and determine matters that require hearings under legislative instruments.

2. Key responsibilities

- Hearing and determining matters that require statutory hearings under legislative instruments, including the:
 - Dog Control Act 1996
 - Local Government Acts 1974 and 2002 (other than the Long-Term Plan and the Annual Plan)
 - Reserves Act 1977
 - Soil Conservation and Rivers Control Act 1941
 - Any other legislative instrument (excluding the Sale and Supply of Alcohol Act 2012 and the Resource Management Act 1991¹).
- Hearing and determining matters that may arise under Council bylaws or policies or as delegated by Council, including applications for dispensation from compliance with the requirements of bylaws and policies, and any other matter as delegated by Council.

3. Delegated Authority

Power to Act:

- To conduct hearings and make determinations on matters within the terms of reference of this committee and as delegated by Council.

Power to Recommend to Council:

- The committee shall have the authority to make a decision on any matter before it without reference to Council but has the power to make a recommendation or refer matters to Council if it so wishes.
- To hear and make recommendations to Council for those matters where a decision can't be delegated.

4. Membership and Composition

Chair:

TBC

Membership:

The Mayor and ~~up to three~~ four elected ~~“RMA Making Good Decisions” accredited~~ members of Council.

Quorum:

~~Two~~ Three members

Frequency:

As required.

~~Members will meet no later than 6 months after the swearing in of elected members to ensure suitability and readiness of members.~~

¹ Matters arising under the Sale and Supply of Alcohol Act 2012 are the responsibility of the District Licensing Committee and matters arising under the Resource Management Act 1991 are the responsibility of Hearings Panels.

Appointment Report - Destination Wairarapa

Appointee Name	Allan Hogg
Meeting – Date and Venue	20 February 2023 St Marks, Carterton
Key issues from meeting	Health & Safety
Specific item(s) for Council consideration	<p>Health and Safety - two staff security issues with members of the public reported. Reported to Police.</p> <p>Action by Board approved the installation of security features including a panic alarm in the adjoining café kitchen following the Chair’s advice from his security adviser.</p> <p>Working Alone staff policy to be established.</p>
General	<ul style="list-style-type: none"> • Board strategy meeting set for March. • GM Destination Wairarapa relationships with Councils – Anna Neilson is very happy to brief Council/Committees on the Destination Wairarapa quarterly report or on other initiatives such as the Māori tourism developments and Dark Skies. Anna meets regularly with Masterton & Carterton District Councils



REPORT TO SOUTH WAIRARAPA DISTRICT COUNCIL
MEETING, 5 APRIL 2023, LUCY COOPER

NUMBERS AT A GLANCE (JAN 2022 – MARCH 2023)

Visitors	Events	Funding applications submitted
1,948 (Jan – March 23)	October 2022 Fete Music on the Green (Feb & Mar)	-

WHAT WE'VE DONE:

- Cobblestones has weathered the disruption caused by Covid very well. We concentrated on re-presenting the Museum to the public and as community venue with open days, music concerts, displays in collaboration with the likes of Heritage New Zealand, etc. This community engagement helped us offset the drop in patronage of some 60% which resulted from the exclusion of overseas tourists. With Covid hopefully behind us, we are gratified to now see our visitor numbers increasing to a level greater than before Covid.
- Opened the Saddlery.
- Improved the Stables and Blacksmiths Forge display, using professional museum development and design advice to ensure our collections suit and attract a younger audience.
- Received a jailhouse to restore and open to the public.
- Hosted several school visits, senior citizens tour groups and a tour from a car club.
- Continued to work constructively with Greytown Trust Lands Trust to achieve security of tenure.

WHAT'S COMING UP:

- The next major project is to link and extend two old sheds to provide for substantial new display spaces. This work will involve a sympathetic façade, linings and display lighting throughout and a number of display areas. A prime, central exhibit will be the large Tangye steam engine which came from the Booth sawmill in Andersons Line, Carterton. Another will be an original open landau, plus a Deller cart and a gig, each of which is in need of better protection and interpretation.
- Tour groups from Rebus, schools and Bayes Coachlines.
- We will host a wedding later in the year.
- Planning for the repair and development of the Red Shed.

WHAT WE NEED HELP WITH:

- Funding.
- Volunteers.
- Working bees.
- Spreading the word.
- Smooth & swift regulatory processes.

SPECIAL MENTIONS:

- Without our incredible volunteers and our Friends the Museum simply couldn't function! New volunteers are always welcome!

"Where heritage comes alive!"

Recent Testimonials

I have recently had a group of senior citizens visiting the Cobblestone museum in Greytown on Sunday 5th March, from the Thames area. I would like to congratulate your team on the great presentation of the museum I had many comments on how well laid out it was very easy to get around and see the displays and easy to read.

Unfortunately we had to rush the visit a little as we were short on time.

It was lovely to have the meet and greet on arrival, it makes you feel more welcome. The group of volunteers were truly amazing. Very hospitable and eager to talk to us about the museum and take us around the displays inside and out. You are very fortunate to have a fantastic team of volunteers there.

Michelle Van De Ven, MV Tours

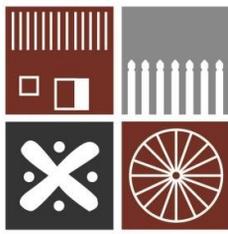
On the return trip from our senior camp in Wellington last year, we came back through the Wairarapa, so we could have a stop off in Greytown to visit the Cobblestone Museum.

The written history and early day photos were all beautifully presented. The early dairy and timber displays were great as Norsewood is part of the 70-mile bush so the history is most relevant.

One of the parts the children enjoyed the most, was the Victorian classroom handwriting lesson with ink pens and inkwells. They also enjoyed being shown the printing press, having the fire engine out and playing with the skittles and hula hoops. The volunteers were all amazing and so good with our students.

We all enjoyed our morning at the Cobblestone Museum and would gladly support any funding application from them. We look forward to visiting them again in the future.

Angela McQuarrie, Norsewood and Districts' Schools



COBBLESTONES museum



OUR VISION

Where heritage comes alive!



OUR STRATEGIC GOALS

- Our heritage is accessible
- Our collection is conserved for future generations
- We create engaging educational experiences for all ages
- We provide a welcoming greenspace and community hub for Wairarapa
- We honour our Treaty obligations



OUR STRATEGIES



Relationships

to build relationships with our stakeholders, the wider community and mana whenua



Collections

to interpret our collections so they are engaging, relevant, and accessible



Financial

to develop our financial security



People & Culture

to grow our volunteer community and engage people who will help us achieve our vision