



Strategy Working Committee Meeting Agenda – 3 July 2024

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 10.00am. 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/>

Membership: Deputy Mayor Melissa Sadler-Futter (Chair), Mayor Martin Connelly, Councillors Aidan Ellims, Colin Olds, Alistair Plimmer, Rebecca Gray, Martin Bosley, Pip Maynard, Aaron Woodcock and Kaye McAulay, and Violet Edwards (Māori Standing Committee representative).

A. Open Section

A1. Karakia Timatanga – opening

Kia hora te marino	May peace be widespread.
Kia whakapapa pounamu te moana	May the sea be like greenstone; a
Hei huarahi mā tatou I te rangi nei	pathway for all of us this day.
Aroha atu, aroha mai	Let us show respect for each other, for
Tātou i a tātou katoa.	one another.
	Bind us all together.

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. Confirmation of minutes

Proposed resolution: That the minutes of the Strategy Working Committee meeting held on 5 June 2024 are a true and accurate record.

Note: Appendices to minutes are available online.

A9. Matters arising from previous meetings

B.	Decision Reports from the Chief Executive and Staff	
B1.	Representation Review	Pages 7-17
B2.	Adoption of the Wairarapa Class 4 Gambling and Standalone TAB Policy	Pages 18-41
B3.	Wairarapa Economic Development Strategy (WEDS) Work Programme for FY 24/25, Operating Model and Memorandum of Understanding for FY 24-27	Pages 42-61
C.	Information Reports from the Chief Executive and Staff	
C1.	Action Items	Pages 62-76
D.	Chairperson Reports	
D1.	Chairperson’s Report	Pages 77-84
E.	Members Reports	
E1.	Councillor feedback from Community Boards – Featherston, Greytown, Martinborough	Verbal
F.	Appointment Reports	
F1.	Wairarapa Road Safety Council – Councillor Plimmer	Pages 85-89
G.	Public Excluded Section	
G1.	Confirmation of public excluded minutes <i>Proposed Resolution: That the public excluded minutes of the Strategy Working Committee meeting held on 5 June 2024 are a true and correct record.</i>	<i>(distributed separately)</i>
G2.	Greytown Wheels Park – design and build options	<i>(distributed separately)</i>
G3.	Appointment of members to the District Licensing Committee Combined List	<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 minutes 5 June 2024 (Greytown Water Options – Final Report / Greytown Old Building Lease - EOI Applications and Assessment)	Good reason to withhold exists under Section 7(2)(h)	Section 48(1)(a)
Greytown Wheels Park – design and build options	Good reason to withhold exists under Section 7(2)(h)	Section 48(1)(a)

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
Appointment of members to the District Licensing Committee Combined List	Good reason to withhold exists under Section 7(2)(a)	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
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 information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	section 7(2)(h)

H. Karakia Whakamutunga – Closing

Kua mutu ā mātou mahi	Our work has finished
Mō tēnei wā	For the time being
Manaakitia mai mātou katoa	Protect us all
Ō mātou hoa	Our Friends
Ō mātou whānau	Our Family
Āio ki te Aorangi	Peace to the universe



Strategy Working Committee Minutes from 5 June 2024

- Present:** Deputy Mayor Melissa Sadler-Futter (Chair), Mayor Martin Connelly, Councillors Colin Olds, Kaye McAulay, Alistair Plimmer, Rebecca Gray, Martin Bosley, Pip Maynard, Aaron Woodcock (from 9:10am), Aidan Ellims and Violet Edwards (Māori Standing Committee Representative).
- Apologies:** Councillors Aidan Ellims and Kaye McAulay
- In Attendance:** Janice Smith (Chief Executive Officer), Stefan Corbett (Group Manager Infrastructure and Community Operations), Russell O’Leary (Group Manager Planning and Regulatory), Paul Gardner (Group Manager Corporate Services), Charly Clarke (Chief Financial Officer), Alex Pigou (Team Lead Communications), Robyn Wells (Principal Advisor - Waters), James O’Connor (Manager Community Operations), Mia Wilton (Manager Environmental Services), Joelle Thompson (Communications Advisor), and Amy Andersen (Lead Advisor Democracy and Committees).
Charles Barker and Adam Mattsen (Wellington Water)
- Via Zoom:
Mark Fenwick (Māori Standing Committee)
Richard Knott (Consultant)
Diane Livingston, Andy Lyon (Kiwirail)
Laurence Edwards (Wellington Water)
- Public participation:** Rebecca Kempton, Jane Gibben and Linda Kirkland.
- Conduct of Business:** This meeting Supper Room, Waihinga Centre, 62 Texas Street, Martinborough, and was livestreamed on the Council’s YouTube Channel. The meeting was held in public where noted from 9:00am to 11:38am.
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A Open Section

A1. Karakia Timatanga - Opening

Cr Gray opened the meeting.

A2. Apologies

STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/51) to accept apologies from Cr Woodcock (for late arrival), Cr Ellims and Cr McAulay.

(Moved Cr Gray/Seconded Cr Maynard)

Carried

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

A3. Conflicts of Interest

There were no conflicts of interest.

A4. Acknowledgements and tributes

Cr Olds acknowledged the Keith Snell passing, bull breeder long-time resident.

A5. Public participation

Rebecca Kempton

Ms Kempton gave a brief presentation in support of their lease application on behalf of Te Hupenui / Greytown Artists Incorporated in respect to item F2: *Leasing of Greytown old library building – EOI responses and assessment Report*).

Cr Woodcock arrived at 9:10am.

Linda Kirkland

Ms Kirkland presented a video to the Committee to support Te Hupenui / Greytown Artists Incorporated's application in respect to item F2.

Jane Gibben

Ms Gibben also spoke in support of Te Hupenui / Greytown Artists Incorporated's application in respect to item F2. Members queried whether there were other areas in South Wairarapa that could benefit from this model; whether the group would need ongoing support required financially from Council; if the grounds around the building could still be used by the community for other functions; and the inclusion of Toi Māori at the gallery space.

Members acknowledged the quality of the presentations given to the Committee.

A5. Actions from public participation

As item F3 was scheduled to be discussed in public excluded session, there were no actions from public participation.

A6. Extraordinary business

STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/52) to agree to an additional recommendation in the Chairperson's report for discussion and decision regarding the roading differential for forestry.

(Moved Deputy Mayor Sadler-Futter/Seconded Mayor Connelly) Carried

STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/53) to agree to discuss an LGNZ remit from Gisborne District Council as a verbal Members Report from Mayor Connelly. The remit was received after the agenda was released and discussion cannot be delayed until the next meeting due to the deadline for the application to LGNZ (18 June 2024). This will be added to the agenda as item E2.

(Moved Mayor Connelly/Seconded Cr Olds) Carried

A7. Confirmation of minutes

STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/54) to accept that the minutes of the Strategy Working Committee meetings held on 8 May 2024 are a true and accurate record, subject to the follow change: Resolution SWC2024/39, point 3 to read as - *Seconded Cr Gray*.

(Moved Cr Gray/Seconded Edwards) Carried

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A8. Matters arising from previous meetings

There were no matters arising.

B Decision Reports from the Chief Executive and Staff

B1. Adoption of the Featherston Masterplan and Implementation Plan

Cr Woodcock left at 9:30am.

Mr O’Leary spoke to matters included in the report.

Cr Woodcock returned at 9:35am.

Mr O’Leary provided the Committee with key updates in relation to changes and updates since the April deliberations, including flood maps, updates to the principles and map/key for green fields (for consideration in future).

Mr Knott provided further details regarding specific sections that will be updated for readability.

Mr O’Leary responded to the Committee’s queries including what changes to the WCDP would be required to allow for the green fields as proposed during the development of the masterplan; and inclusion of future roundabouts and timeframes required.

Mr O’Leary summarised the process and work that has taken place in order to produce the Featherston Masterplan and Implementation Plan, and responded to questions regarding the pedestrian crossing at the east end of Fitzherbert Street.

Members discussed access between Featherston Community Centre to Fitzherbert Street. Members noted that more signage around that area would be beneficial to businesses in the vicinity.

Members discussed the feedback from Kiwirail– for Fox or Bell Street level crossing update which was tabled at the meeting. Ms Livingston noted that Kiwirail would be completing further work in collaboration with SWDC to inform the community about the crossings. Members suggested a minor edit to include the *Featherston Community Board* rather than reference *SWDC Community Board*.

STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/55) to:

1. Receive the *Adoption of the Featherston Masterplan and Implementation Plan Report*.
(Moved Deputy Mayor Sadler-Futter/Seconded Cr Gray) Carried

2. Adopt the Featherston Masterplan.
(Moved Cr Olds/Seconded Cr Maynard) Carried

Foreshadowed amendments which became part of substantive motion:

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3. Agree that the Implementation Plan will be considered as part of future LTP cycles.
(Moved Cr Gray/Seconded Cr Olds) Carried
4. Delegate minor tweaks of the Featherston Masterplan to the Chief Executive.
(Moved Cr Gray/Seconded Cr Maynard) Carried
5. Provide a maximum capital budget in 2024/25 of \$132,000 to investigate and construct an access way from Featherston Community Centre to Fitzherbert Street and car parking capacity.
(Moved Cr Olds/Seconded Edwards) Carried
6. Approve that Kiwirail proceed with the closure of the Bell Street level crossing and continue with upgrade work on the Fox Street level crossing.
(Moved Deputy Mayor Sadler-Futter/Seconded Cr Gray) Carried

Ms Edwards left at 10:10am.

C Information Reports from the Chief Executive and Staff

Ms Edwards returned at 10:12am.

C1. Action Items

Updates: Action 38 – Ms Smith will be reporting to the Community Board in July 2024.

Closed: Action 191 – Mr Gardner confirmed that under section 5.1, this cap covers the entire region, which currently stands at 10. Noted that in the South Wairarapa District, there are currently 4 such venues.

D Reports from the Chairperson

D1. Chairperson's Report

Ms Smith provided further information regarding the additional recommendation from extraordinary business: roading differential for forestry, and confirmed that this action is necessary to avoid a potential legal challenge as it was not included in the recent consultation for the review of the rating methodology or the enhanced annual plan. Ms Smith noted this could be withdrawn from the current plan cycle and raised again for review as part of the Long Term Plan 2025-2034; and this would bring SWDC in line with other local councils. The aim is to consult on this regionally, rather than separately.

STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/56) to:

1. Receive the Chairperson's Report.
2. Approve the appointment of Mark Fenwick to the Māori Standing Committee.
3. Approve the appointment of Karen Mikaera to the Assurance, Risk and Finance Committee.
4. Approve the appointment of Whitu Karauna as an alternate to the Assurance, Risk and Finance Committee.
5. Approve the amended Terms of Reference for Council and Committees, as per Appendix 2.

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Additional recommendation (as per extraordinary business) became part of the substantive motion:

6. Approve the withdrawal of the 5X differential proposed for forestry as part of the roading targeted rate.
[Items 1-6 read together]
(Moved Cr Gray/Seconded Edwards) Carried

E Members Reports

E1. Community, Climate and Environmental Wellbeing Portfolio Update

Cr Gray spoke to matters included in the report.
Members discussed recent Civil Defence
Mid-scale events conversation about emergency management.

STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/57) to receive the Community, Climate and Environmental Wellbeing Portfolio Update Report.
(Moved Deputy Mayor Sadler-Futter/Seconded Cr Bosley) Carried

Item added from Extraordinary Business:

E2. Verbal Members Report from Mayor Connelly

Mayor Connelly spoke to the Committee regarding an LGNZ remit from Gisborne District Council for a *proactive lever to mitigate the deterioration of unoccupied buildings*. Mayor Connelly sought support from members to endorse the remit.

Please refer to Appendix 2 for all details regarding the remit.

STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/58) to support the LGNZ remit from Gisborne District Council, as follows:

That LGNZ advocate to Government:

- 1. For legislative change enabling local authorities to remediate the decaying condition of unoccupied derelict buildings that have deteriorated to a state where they negatively impact the amenity of the surrounding area.*
- 2. To incentivise repurposing vacant buildings to meet region-specific needs, for example, accommodation conversion.*

(Moved Mayor Connelly/Seconded Cr Olds) Carried

Meeting adjourned at 10:29am.

Meeting reconvened at 10:42am.

F Public Excluded Section

Cr Plimmer queried why item F3 was being discussed in public excluded. Ms Smith confirmed there is currently information in the report which should not be in the public space.

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:

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Public excluded minutes 8 May 2024 (Chief Executive KPIs)	Good reason to withhold exists under section 7(2)(a)	Section 48(1)(a)
Leasing of Greytown old library building – EOI responses and assessment	Good reason to withhold exists under section 7(2)(h)	Section 48(1)(a)
Greytown Water Treatment Plant Upgrade Options Project – Final Report	Good reason to withhold exists under section 7(2)(h)	Section 48(1)(a)

This resolution (SWC2024/59) 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:

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The withholding of information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	section 7(2)(h)

(Moved Deputy Mayor Sadler-Futter/Seconded Cr Gray)

Carried

G Karakia Whakamutunga - Closing

Cr Gray closed the meeting.

The meeting closed at 11:38am.

Appendices:

Appendix 1 – Feedback from Kiwirail - for Fox or Bell Street level crossing update

Appendix 2 – Gisborne District Council LGNZ Remit

Confirmed as a true and correct record

.....(Chair)

.....(Date)

.....(Chief Executive)

.....(Date)

DISCLAIMER

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Representation Review

1. Purpose

Council officers are seeking a clear steering from the Strategy Working Committee for their preferred option for the 2025 and 2028 representation arrangements for the South Wairarapa District local elections. This will allow officers to prepare the preferred option for adoption and subsequent consultation at the next Strategy Working Committee 31 July 2024.

2. Recommendations

Officers recommend that the Committee:

- a) **receives** this report.
- a) **request** councillors to move forward on Option ____ for the development of the initial proposal and consultation document.
- b) **notes** that the initial proposal and consultation documentation will be presented at the next Strategy Working Committee meeting on 31 July 2024 for approval.
- c) **acknowledges** the timeframe required to meet the statutory timeframe as noted in the report.

3. Context

3.1 Legislative Requirements for Representation

[Part 1A, Local Electoral Act 2001](#) outlines the representation arrangements for territorial authorities. A Council may have not fewer than 6 members nor more than 30 members (including the Mayor), and may be divided into wards for electoral purposes. Each ward must elect at least one member of the territorial authority and the representation review must include a review of the boundaries areas.

[Section 19H outlines](#) that a territorial authority must determine by resolution:

(a) whether the members of the territorial authority (other than the mayor) are proposed to be elected—

- (i) by the electors of the district as a whole; or
- (ii) by the electors of 2 or more wards; or
- (iii) in some cases, by the electors of the district as a whole and in the other cases by the electors of each ward of the district; and

[Section 19J states](#) that a territorial authority must review Community Boards, related to fair and effective representation for individuals and communities,—

- (a) there should be communities and community boards; and
- (b) if so resolved, the nature of any community and the structure of any community board.

3.2 Representation Review Guidelines¹

Every six years territorial authorities are legislatively required to consider whether effective representation for communities of interest is best achieved by way of elections held at large, wards, or a mix of both. Considerations will include:

- the accessibility, size, and configuration of the district
- the existence of community boards
- the electoral system
- whether Māori wards have been established
- the number of members in each ward, including whether there are a mix of single-member and multi-member wards
- the wider statutory role of local authorities encompassing overall community well-being, sustainability and the interests of future generations
- the diversity of the population and the geographical location of particular communities of interest

On [2 August 2023 Council](#) discusses the electoral system for the 2025 and 2028 local elections and decided to remain with the status quo. The electoral system will be first past the post (FPP).

On [22 November 2023 Council](#) resolved to establish Māori Wards in the South Wairarapa District for the 2025 and 2028 Triennium (*DC2023/175*).

4. Discussion

Work began on the Representation Review earlier this year, with the following informal engagement having taken place.

During the Enhanced Annual Plan process in April 2024, Representation Review flyers were included at the drop-in and community engagement sessions. A survey was pushed out through social media late May/early June to collect further information and our Community Boards have been provided with information and encouraged to seek feedback.

There are also elements of representation collected as part of the Perception Survey which takes place annually.

Workshops were held on [28 February](#), [1 May 2024](#), and [26 June 2024](#) for Elected Members to discuss the representation review work, options and recent ward and population data.

4.1 Population Estimates

The below is the population data, based on our current ward allocation. Representation must be +/- 10% ratio for each councillor.

General Wards	Māori Electoral Population	General Electoral Population
Greytown Ward	180	3,880
Featherston Ward	350	3,320
Martinborough Ward	370	3,780
TOTAL	900	10,980

¹ [Representation-Review-Guidelines-2023-v2.pdf \(lgc.govt.nz\)](#)

1. These estimates are provisional and subject to revision. They are consistent with the subnational population estimates released in October 2023.
2. Boundaries at 1 January 2023.

SWDC must retain minimum of **7** ward councillors to retain **1** Māori member.

4.2 Reflections from the 2023 Perception Survey

In 2023, the combined percentage of respondents in the perception survey, who somewhat agreed or strongly agreed that there were adequate opportunities to have a say in Council activities was 26% (18% somewhat agree, 8% strongly agree). This was a significant increase from 2022, when the total agreement was 15% (13% somewhat agree, 2% strongly agree), but a significant decrease from 2021, when it was 36% (26% somewhat agree, 10% strongly agree).

The total percentage of respondents who somewhat disagreed or strongly disagreed with the statement in 2023 was 40% (20% somewhat disagree, 20% strongly disagree). This is a decrease from 2022, when the total disagreement was 60% (28% somewhat disagree, 32% strongly disagree), but an increase from 2021, when it was 34% (20% somewhat disagree, 14% strongly disagree).

Community Board Effectively Advocating on Behalf of Community

Year	Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
2023	16%	17%	29%	26%	12%
2022	26%	22%	24%	21%	7%
2021	16%	22%	26%	25%	12%

Mayor and Councillors give a Fair Hearing to Residents Views

Year	Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
2023	26%	18%	30%	20%	6%
2022	50%	24%	15%	8%	2%
2021	22%	20%	23%	23%	11%

Full details of the 2023 Perception Survey were presented to Council on 2 August 2023: [Council Meeting 2 August 2023 - SWDC SWDC](#)

4.3 Reflections from Enhanced Annual Plan

During the drop-in sessions at the Enhanced Annual Plan the Representation Review was discussed included conversations around “at large” representation and support for the Community Boards.

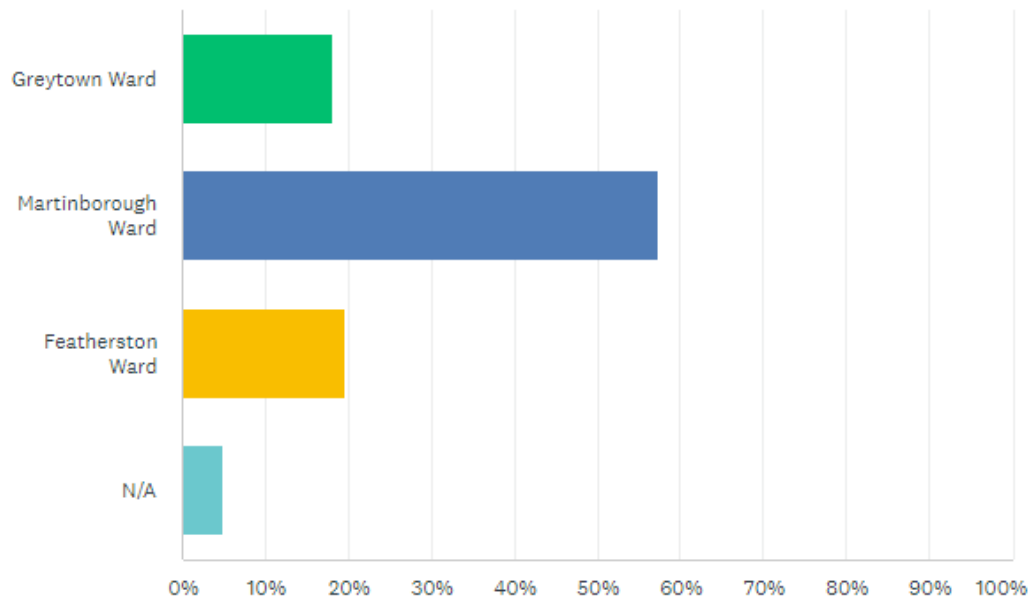
4.4 Reflections from Representation Review Survey

An online survey for the Representation Review was run through SurveyMonkey 23 May – 6 June 2024. During this time, we also received several emails with additional feedback.

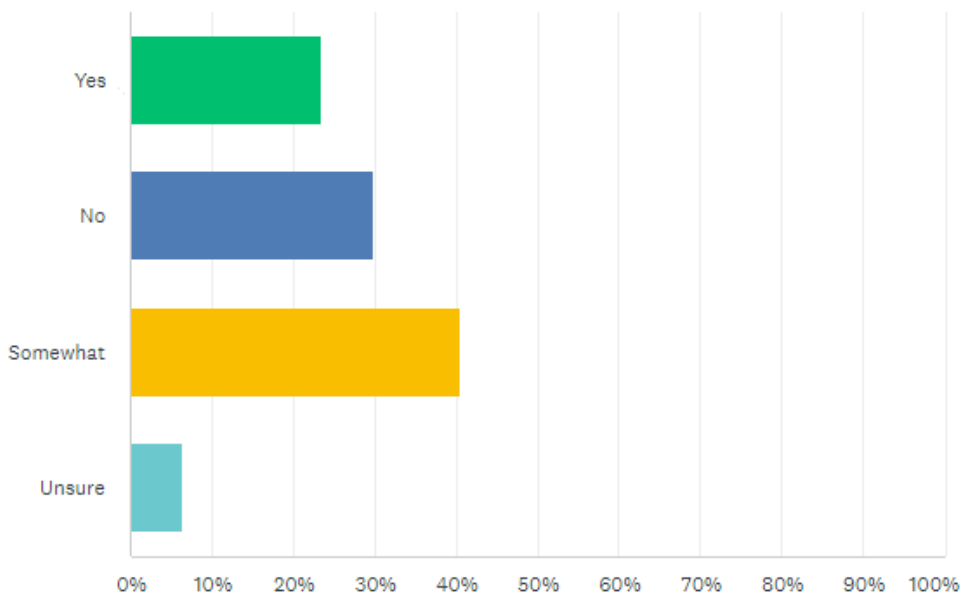
All surveys and email submissions have been sent to the Councillors as part of the Representation Review workshop which took place 26 June 2024.

61 people engaged with the survey. All answered the questions of which ward they currently live or own property in. Most of those who filled out the survey (35) are from Martinborough, followed by

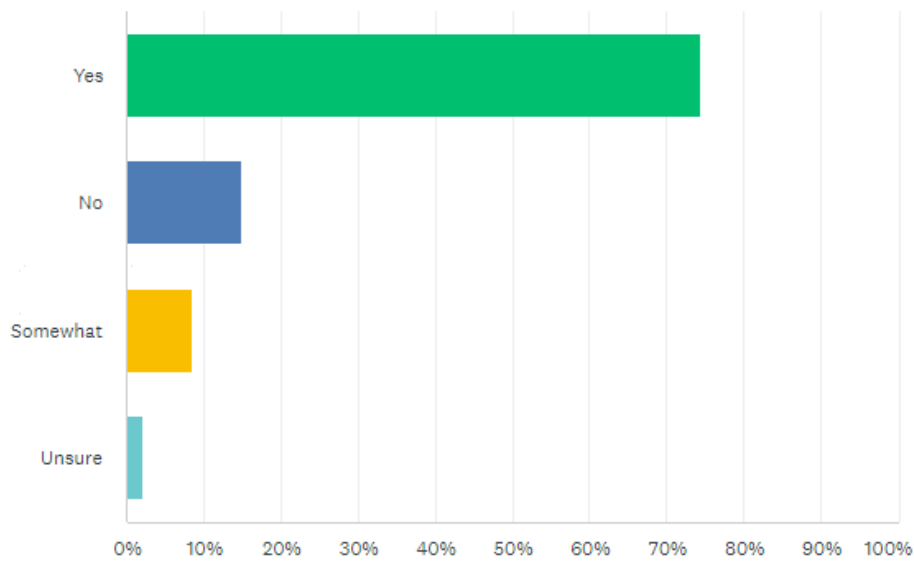
similar representation from Greytown (11) and Featherston (12). Therefore, it is important to note that this survey has a higher percentage of representation from Martinborough.



The results related to representation at the Council table were split 23.4% yes and 29.79% no, with 40.43% feeling somewhat represented.



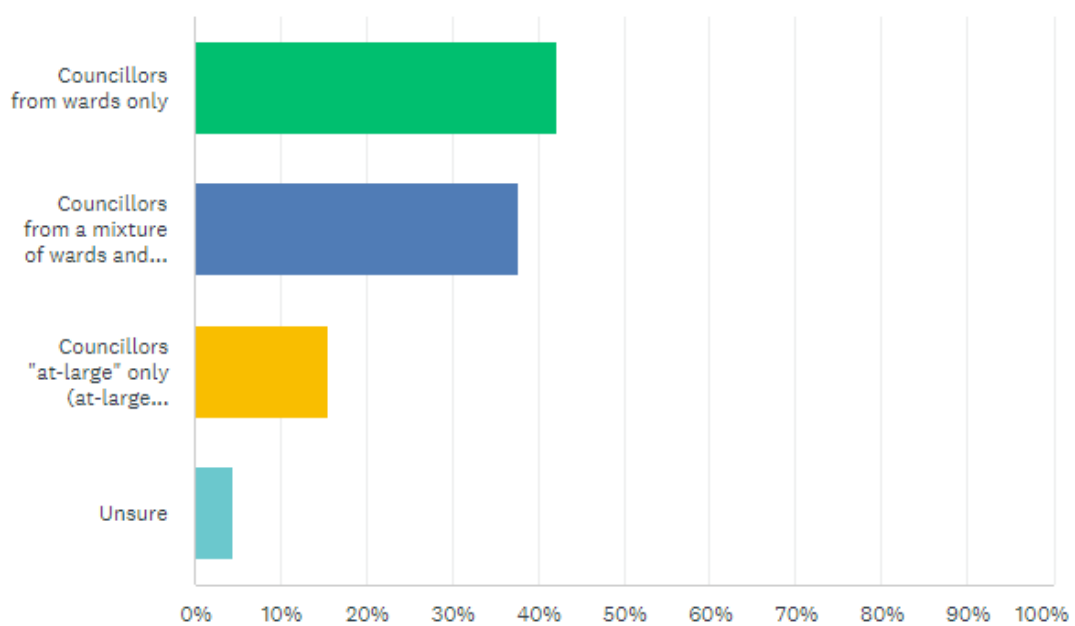
47 people responded online to the question: **Do you think the current wards and boundaries reflect where your property is?**



Yes	35	74.47%
No	7	14.89%
Somewhat	4	8.51%
Unsure	1	2.13%

Comments included: *our address is Featherston and yet we are forced to vote under Martinborough.*

45 people responded to the question: **How do you think Councillors should be elected?**

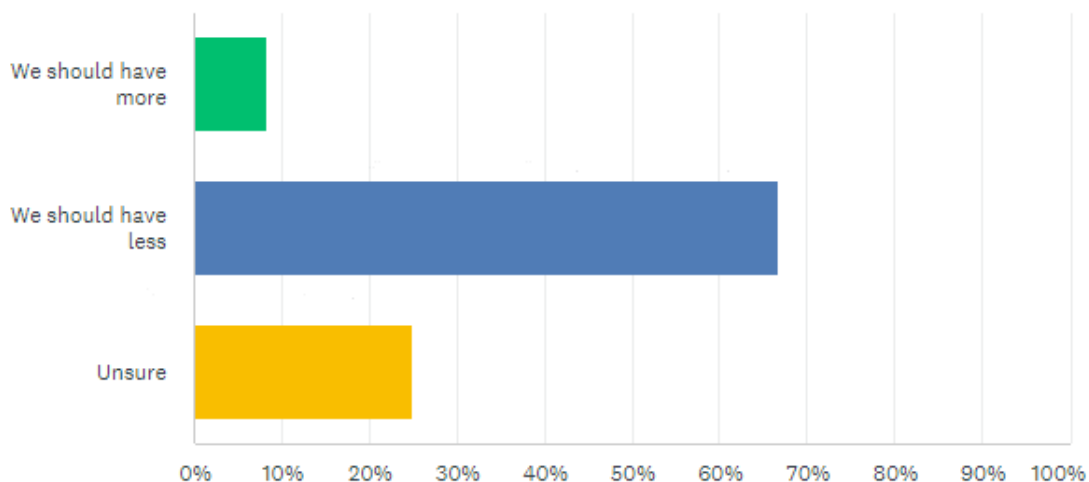


Councillor from ward only	19	42.22%
Mixture of ward and at large	17	37.78%
At large only	7	15.56%
Unsure	2	4.44%

Comments included:

- *I would be interested in Councillors being elected at large and that they focus on the district as a whole more than small interest groups and create unnecessary division between the towns and rural areas of the district. Having members stand "at large" means that I could cast my votes for very competent members residing outside my "ward" over a less competent group standing in my ward. As members have a responsibility to represent the whole district on council, it sets up some conflict and possible confusion when they state they are acting on behalf of a town or part of the community. I should be able to vote for the best candidates regardless of where they stand.*
- *3 distinct areas should be represented*
- *2 councillors from each ward with 3 x at large councillors and one Mayor*
- *Thinking of ourselves as a district would seem a positive step forward whilst not losing our individual town character - roles of CB made specific to capture local community needs?*

36 people answered the question: **Do you think we should have more, fewer or the same number of elected members?**



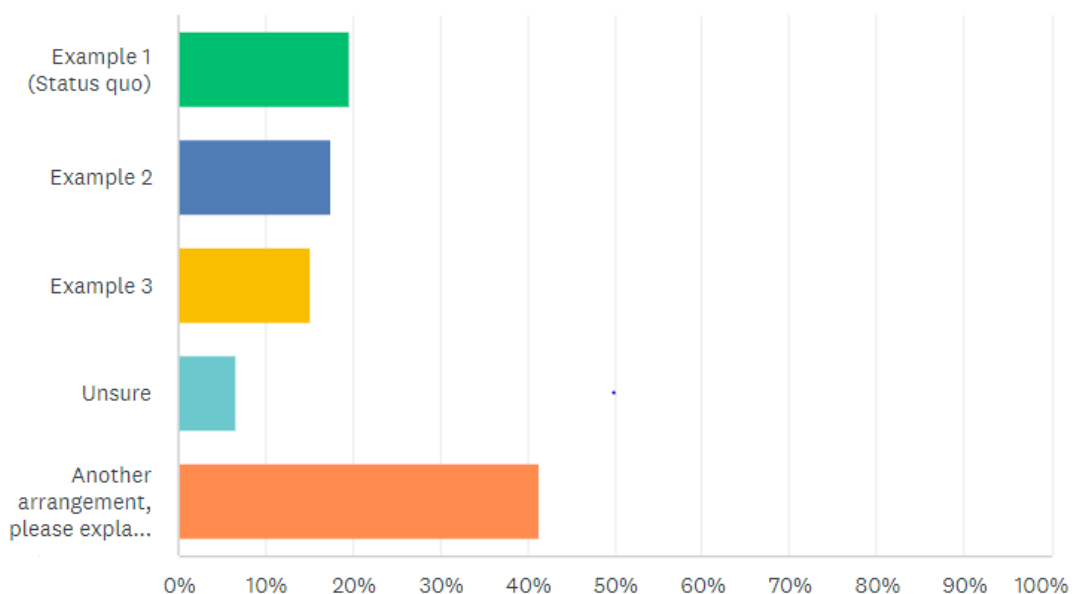
We should have more	3	8.33%
We should have less	24	66.67%
Unsure	9	25%

Comments included:

- *Less members means pay per member could increase and may be more reflective of the hours of work our elected members put in*
- *Status quo re total numbers*

- *The current representation system can result in weak governance. With a small population, Council and elected members are at risk of becoming overly collegial and parochial. While the SWDC exists, there need to be at least seven elected members - with at least three members elected at large. Hopefully, that would encourage elected members to engage in decisions that do not affect personal community of interest Also, you need enough to ensure some are retiring and some are coming through. I agree that remuneration feels low compared to the learning curve required of new Councillors but more councillors mean more representation for the community. Also, there are intrinsic rewards for serving the District*

46 people answered the question: **If you would like to see an alternate arrangement for South Wairarapa, indicate your preference from the examples above:**



Example 1 (status quo) 3 Cr per ward + Māori ward	9	19.57%
Example 2 2 Cr per ward + Māori Ward	8	17.39%
Example 3 2 Cr per ward + Māori Ward + 2 Cr at large	7	15.22%
Unsure	3	6.52%
Other	19	41.30%

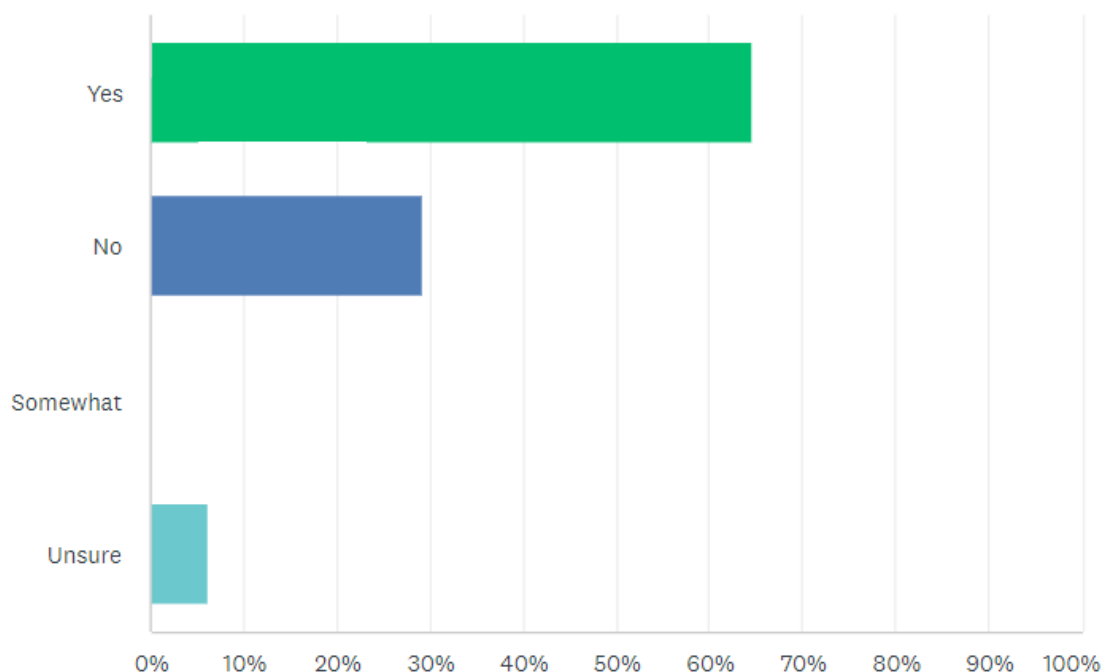
Comments for other included:

- *Between 8 to 10 "at large" only. This will provide governance of the region as a whole rather than the current situation of three separate wards, sometimes competing against each other for limited resources and unable to look at the bigger picture.*

- *One council. Elected by total vote across the entire district, thereby all councillors are responsible to the WHOLE district rather than a proportion of it as per the current model (and those proposed above.)*
- *Remove the wards and community Boards. Eight councillors at large is all that is required with a tiny population and is still far greater per person than most councils. Keeping it in wards and only voting for those in a single ward lowers the quality of representation.*
- *Less councillors but more at large representing what's best for whole district - maybe max 6 at large, 1 rural and 1 Māori*
- *Increase councillors and drop community boards with the cost saving this will pay for another councillor. Community Boards are a waste of money*
- *One from each ward and 6 at large plus the Māori rep.*
- *Rural ward.*

48 people answered the question: **Should we have Community Boards.**

Noting, the 48 responses include at least five responses from current community board members.



Yes	31 (including 5 from current CB members)	64.58%
No	14	29.17%
Unsure	3	6.25%

5. Changes to the Local Electoral Act Provision for Māori Wards

The Local Government (Electoral Legislation and Māori Wards and Māori Constitution) Amendment Bill was introduced on 20 May 2024, reintroducing provisions for binding polls on the establishment of Māori wards/constituencies and providing transitional arrangements for councils that have resolved to establish Māori wards/constituencies since 2020 without holding a poll.

On [22 November 2023 Council](#) resolved to establish Māori Wards for the 2025 and 2028 Triennium (DC2023/175). South Wairarapa District current population on the Māori Electoral role allows for one Māori ward, at large, across the district.

For SWDC, transitional arrangements proposed in the Bill would require the Council to either rescind the decision to establish Māori wards; or hold a binding poll alongside the 2025 local elections to decide whether Māori wards should continue.

The Strategy Working Committee cannot make any decision on these arrangements until the Bill is enacted, which is expected to be in late July. This report is prepared on the basis that the SWDC will continue with its representation review as currently in progress.

6. Options

Strategy Working Committee is required to adopt the preferred representation for the 2025 & 2028 local elections **by 31 July 2024**.

- Noting that SWDC may have no fewer than 6 members nor more than 30 members (including the Mayor).
- Noting that SWDC must retain a minimum of **7** ward councillors to retain **1** Māori member. 1 Māori Ward will sit at large across the district.
- Noting that representation must be +/- 10%.

When resolving its initial proposal, each local authority must act in accordance with the requirements of the:

- Local Electoral Act 2001, and
- the consultation and decision-making provisions of the Local Government Act 2002.

Appendix 1: Representation Options for 2025 and 2028 local elections to be tabled at the Strategy Working Committee meeting 3 July 2024.

7. Consultation and engagement implications

Following adoption at the Strategy Working Committee on 31 July 2024 for the preferred representation in 2025 and 2028, SWDC will go out for consultation under the [Special Consultative Procedure](#) between 5 August – 8 September 2024.

Public notice of the initial proposal (which includes consultation opening) is required within 14 days of the resolution (no later than 8 August 2024).

If SWDC receives no submissions during the consultation process, the proposal becomes the basis for election at the next triennial election and the council gives public notice accordingly.

If submissions are received, Council must consider these and may change its proposal as a result. Hearings are currently scheduled for 18 & 19 September 2024 and deliberations on 2 October 2024.

If a council receives any appeal or objection following its final proposal it must refer its proposal to the Local Government Commission for determination along with the appeals and objections received by 20 December 2024.

8. Next Step

Council officers request the Strategy Working Committee provide clear direct to Council officers on their preferred option for representation in the 2025 and 2028 local elections. For officers to prepare the initial proposal and consultation documents for adoption on 31 July 2024.

[In accordance with section 19L of the Local Electoral Act 2001](#) a territorial authority or regional that makes a resolution under [section 19H](#), [19J](#), [19J](#), or [19JAA](#), that territorial authority must, as soon as practicable after making that resolution,—

(a) send a copy of that resolution to—

- (i) the Commission; and
- (ii) the Surveyor-General; and
- (iii) the Government Statistician; and
- (iv) the Remuneration Authority;

9. Appendices

Appendix 1 – Representation Options for 2025 and 2028 (to be tabled)

Contact Officer: Nicki Ansell, Lead Advisor, Policy & Projects.

Reviewed by: Paul Gardner, Group Manager Corporate Services

Appendix 1 – Representation Options for 2025 and 2028 (to be tabled)

Adoption of the Wairarapa Class 4 Gambling and Standalone TAB Policy

1. Purpose

The purpose of this report is to seek Strategy Working Committee adoption of the Wairarapa Class 4 Gambling and Standalone TAB Policy.

2. Recommendations

Council Officers recommend that the *Committee*:

1. **receive** the Adoption of the Wairarapa Class 4 Gambling and Standalone TAB Policy report.
2. **agrees** to the WPWG recommend option for the Wairarapa Class 4 Gambling and Standalone TAB Policy (Option 1).
3. **adopts** the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (Attachment 1), including any changes to the attached policy by Carterton District Council, to reflect an amended venue relocation policy for their respective council.
4. **delegate** authority to the Strategy Working Committee Chairperson and Chief Executive to approve minor edits that don't change the intent of the content prior to publication of the Wairarapa Class 4 Gambling and Standalone TAB Policy.

3. Executive Summary

The Masterton, Carterton and South Wairarapa District Councils (the Wairarapa District Councils) share a Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (Policy) made under Section 101 of the Gambling Act 2003 and Section 96(1) of the Racing Industry Act 2020 (the Acts).

As a joint Policy, the review was delegated to the Wairarapa Policy Working Group (WPWG) to progress and make recommendations back to the Wairarapa District Councils.

The WPWG recommended an amended Policy be adopted for consultation based on the findings of a Social Impact Assessment (SIA), an assessment of gambling harms and benefits, and the effectiveness of the current Policy in achieving its purpose.

Consultation occurred between 19 February and 22 March 2024.

Hearings and Deliberations were held by the WPWG on 15 April 2024. The WPWG recommended the Wairarapa District Councils adopt the proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy but with an amendment to clause 6.1 Venue Relocation to reflect a Policy change to enable applications for temporary relocation in Masterton. The word “permanently” would be inserted so the clause reads:

“Council will not grant consent for a class 4 venue to *permanently* reestablish at a new site in Masterton District under any circumstances.”

On 8 May, Masterton District Council (MDC) considered the recommendation of the WPWG and agreed to support *temporary* relocation requests. However, staff were directed to provide additional wording under Clause 6.1 of the Policy to set out the circumstances under which MDC would approve this temporary relocation and to bring the Policy back to the 26 June Council meeting for approval.

On 8 May, South Wairarapa District Council (SWDC) considered the recommendation of the WPWG and adopted the Masterton specific clause 6.1 amendment to include the word “permanently.” SWDC did not adopt the proposed Policy. SWDC expressed concern regarding venues relocating throughout Wairarapa and requested clarification on this aspect ahead of adopting a Policy.

Full details here: [Strategy Working Committee 8 May 2024 - SWDC SWDC](#)

CDC was due to consider adoption of the Policy on 19 June 2024 however this was deferred pending adoption by MDC and SWDC.

4. Context

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.

Section 101 of the Gambling Act 2003 sets out what a council must include in its Class 4 Gambling Policy, and what it may include. It must specify whether venues can be established in the local authority area and if so, where they may be located. It may:

- specify any restrictions on the maximum number of gaming machines that may be operated at a Class 4 Venue; and
- include a relocation policy.

The Policy sets out the Wairarapa District Councils joint approach to Class 4 Gambling and Standalone TAB venues. The purpose of the 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.

The Policy has a three-year review period. A Policy does not cease to have effect because it is due for review or is being reviewed.

5. Background

Information detailing the pre-review stage and Councils' analysis was reported to Masterton and Carterton District Councils (CDC) on [13 September 2023](#) and South Wairarapa District Council (SWDC) on [27 September 2023](#).

The Wairarapa District Councils adopted a Statement of Proposal and draft Policy for consultation on 14 February 2024 [refer [Report 7.3](#)]. Consultation took place from 19 February to 22 March 2024.

A total of 23 submissions were received and four submitters spoke in support of their submission at the hearings on 15 April 2024.

At the deliberations meeting on 15 April 2024, WPWG discussed Proposal 1a (prohibiting relocation in Masterton under any circumstances) taking into account community feedback from Incorporated Society Owners/Operators regarding the importance of the ability to temporarily relocate in the event of an unforeseen event while an existing site undergoes repair/remediation.

Moved Councillor Bosley

That the Wairarapa Policy Working Group:

3) Recommends the Wairarapa District Councils adopt the proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy as follows:

(i) agree to the amendment to clause 6.1 of the Proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy as follows:

Clause 6.1 Council will not grant consent for a Class 4 venue to permanently re-establish at a new site in Masterton District under any circumstances.

(ii) adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy.

Seconded by Councillor Cretney and CARRIED Councillor Nelson against

A revised policy incorporating the above amendment and the minutes of the WPWG hearings and deliberations were presented to [MDC](#) and [SWDC on 8 May 2024](#).

6. Discussion

6.1 MDC amendment to clause 6.1: Temporary relocation conditions

Masterton District Council consulted on an amendment to its venue relocation that would mean Council would not grant consent for a Class 4 venue to re-establish at a new site in Masterton District under *any* circumstances.

The WPWG received feedback through the consultation process requesting venues be able to temporarily relocate machines in Masterton while an existing site undergoes repair/remediation following an adverse event such as fire, flood or earthquake.

At deliberations, members discussed providing for temporary relocation in extenuating circumstances. Members debated timeframes, rebuild requirements (plans and consenting processes), and the option of a renewal period (e.g. 6 monthly).

Following consideration of submissions and deliberations, the Wairarapa Policy Working Group recommended an amendment to this clause that prohibits permanent relocation in Masterton but enables temporary relocations to be considered.

On 26 June 2024 Masterton District Council adopted the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy with the additional wording under Masterton's Clause 6.1.

6.1 Council will not grant consent for a Class 4 venue to permanently re-establish at a new site in Masterton District under any circumstances. **Council may grant consent for an existing Class 4 venue to temporarily establish at an alternative site in Masterton District subject to the following:**

- a) **Council will only grant consent in circumstance where an existing site requires remedial work due to an adverse event, such as a fire, flood or earthquake.**
- b) **The initial duration at the alternative site shall not exceed 12 months. Should remedial work not be completed within this timeframe, Council may consider renewal applications on a six-monthly basis up to a maximum duration of 36 months.**
- c) **Renewal applications shall be submitted 30 days prior to the consent expiring and include supporting documentation evidencing the outstanding remedial work requirements and a copy of any building consent issued. Renewal applications will be considered by the Hearings Committee of the Council and decisions will be notified to the applicant within 30 days after the application is received.**
- d) **The relocation is subject to clauses 6.3, and for the avoidance of doubt, 6.4 and 6.5 of the Policy.**
- e) **For the purposes of clause 6.1d), clause 6.3 applies with all the**

6.2 SWDC expressed concern regarding venues relocating throughout Wairarapa: requested clarification on the below ahead of adopting a Policy.

Does the policy have a cap or sinking lid for the number of Class 4 gambling venues, and is this at the Wairarapa region or district level?

The policy has a sinking-lid rather than a cap on the number of Class 4 gambling venues.

A cap is where council sets a maximum number of venues allowed in the policy. For councils that choose to adopt a cap on the number of venues, this means that if the number of venues operating in the area is less than the cap, a new venue could be granted consent to establish.

A sinking-lid is when councils decide not to consent to any new venues being established in the area. This means that once a class 4 gambling venue closes, it cannot be replaced by a new venue. The Wairarapa District Councils have a sinking-lid for Class 4 gambling venues.

The sinking-lid policy for Class 4 gambling venues is for Wairarapa region, rather than individual district. The policy under clause 5.1 states “No new Class 4 gambling venues may be established in the Wairarapa region.” This means when an existing Class 4 gambling venue closes, consent will not be given for another venue to be established in Wairarapa.

This approach has resulted in a 33 per cent reduction in the number of Class 4 gambling venues in Wairarapa since December 2015. Wairarapa currently has 10 venues, down from 15 venues in December 2015. There has been a reduction of venues in all districts since 2015, with two less venues in South Wairarapa, two less in Carterton, and one less in Masterton.

The existing venues in Wairarapa are:

- 4 in Masterton
- 2 in Carterton
- 4 in South Wairarapa

In adopting a policy, Council must have regard for the social impacts of gambling in accordance with s101(2) of the Gambling Act 2003. The findings of the Social Impact Assessment (SIA) showed that the sinking-lid policy has been effective at reducing the number of class 4 gambling venues and did not provide reason that would support an amendment to the sinking-lid policy.

An amendment to the sinking-lid policy from the Wairarapa region to district level would require Council to consult.

Can Council prohibit Class 4 gaming venues from relocating between districts?

The current and proposed policy enables existing Class 4 gambling venues in the Wairarapa to be considered for relocation between districts. This is because the policy

is concerned with the site where an existing Wairarapa Class 4 gambling venue is proposing to re-establish itself at, rather than the location of the existing site. The ability for venues to apply to relocate between districts is enabled through the sinking-lid policy which is set at the Wairarapa region level.

While this is enabled under the current and proposed policy, there have been no applications for venue relocation in Wairarapa (either within or between districts) since the policy was last reviewed in 2019.

The exception to this is that under the proposed policy, existing Class 4 gambling venues in Wairarapa will not be considered for permanent relocation in Masterton due to a proposed amendment to the venue relocation policy. This amendment was proposed in consideration of the social impact of gambling in high deprivation communities which is a required consideration under section [102\(5B\) of the Gambling Act 2003](#). The SIA undertaken found that Masterton is at higher risk of gambling harm due to overall higher levels of deprivation and also provided evidence that gaming machines are used more extensively in Masterton than other parts of Wairarapa and New Zealand as a whole, as outlined below. Of the Wairarapa Districts, South Wairarapa has the lowest gaming machine expenditure and overall deprivation levels:

- Gaming machine expenditure:
 - In 2022, expenditure per gaming machine was \$79,741 in Masterton, \$66,744 in Carterton and \$32,348 in South Wairarapa.
 - In 2022, gaming machine expenditure on a population basis was \$215.33 per person in Masterton, \$213.77 per person in Carterton and \$159.70 per person in South Wairarapa. This compares nationally to \$196.95 per person.
- A key finding from the SIA was that gambling harm is disproportionately experienced by those living in communities with higher socioeconomic deprivation. Masterton district has higher than average overall deprivation, as measured by the New Zealand Index of Multiple Deprivation (IMD), with 62.5% of its neighbourhood level zones (20 out of 32) in quintiles 4-5 (most deprived quintiles). Carterton and South Wairarapa Districts have lower than average overall IMD deprivation with 25% of Carterton's zones (3 out of 12) and 21.4% of South Wairarapa's zones (3 out of 14) in quintiles 4-5.
- As part of the SIA, survey participants¹ were asked where in the Wairarapa problem gambling is perceived as most concerning. Although most skipped this question and noted that the issue was not specific to one particular area, the second most common response indicated that Masterton was a place where problem gambling was most concerning.

¹ Problem gambling service providers, local rūnanga, health, wellbeing and social service and community development organisation stakeholders were invited to participate in survey as part of the Social Impact Assessment

The proposed venue relocation policy for South Wairarapa (and Carterton) also provides the following protections:

- Class 4 venues may only re-establish at a new site, where due to extraordinary circumstances, the owner or lessee cannot continue to operate at the existing site. Examples of such circumstances include, but are not limited to, the following: a) expiration of the lease; acquisition of property under the Public Works Act 1981; or site redevelopment (clause 6.2).
- The relocation (if outside of a town centre area) must be to a decile area of 1-8 on the New Zealand Deprivation Index (NZDep) (clause 6.3a)
- The gaming venue operator at the new site shall be the same venue operator at the site to be vacated (clause 6.3b)
- 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 (clause 6.3c);
- Class 4 gaming venues will not be permitted where the Council reasonably believes that:
 - o The character of the district, or part of the district, for which the venue is proposed will be adversely affected (clause 6.4a)
 - o There is likely to be an adverse effect on any kindergartens, early childhood centres, schools, places of workshop, or other community facilities (clause 6.4b)
- Class 4 gaming machines 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 (clause 6.5).

The Policy requires applications for venue relocation to include a social impact statement to aid Council in determining whether there is likely to be an adverse effect. Applications are considered by the Hearings Committee of the Council.

Can South Wairarapa amend its class 4 gambling venue relocation policy (clause 6.2 of the policy)?

In consideration of section 102(5B) of the Gambling Act 2003, Carterton and South Wairarapa consulted on an amended condition to its venue relocation policy which would mean that Class 4 gambling venue relocations outside of a town centre area are required to be in an area with a NZ deprivation rating of Decile 1 to 8. This amendment was proposed to ensure that the most vulnerable communities (those living in a deprivation area of decile 9 or 10) would not see the introduction of a Class 4 gambling venue in the area they live.

The consultation included the following question:

Do you support our proposal to make changes so that Class 4 Gambling Venues cannot relocate to Carterton and South Wairarapa's most deprived areas (those on the New

Zealand Deprivation Index of decile 9 or 10) if the proposed location is outside of a town centre? (Proposal 1b)

- Yes
- No – I support venue relocations under extraordinary circumstances in any decile of Carterton and South Wairarapa (status quo)
- No – I do not support venue relocations in Carterton and South Wairarapa under any circumstances.

Of the 22 submitters who responded:

- 12 supported the proposal;
 - o 7 supported a more restrictive venue relocation policy that would not allow Class 4 gambling venues to relocate in Carterton or South Wairarapa under any circumstances; and
 - o 3 supported the current policy which is a less restrictive option (status quo).

The primary reason given for supporting Council’s proposal for a more restrictive venue relocation policy was to protect the community from gambling harm and it was commented that gambling offers limited benefit gambling to the community.

Submitters who supported the status quo commented that the current relocation policy is fit for purpose and did not consider there was substantial evidence that justified a policy change. Further information is available in the [Deliberations Report](#).

Wairarapa Policy Working Group recommendation

Following hearings and deliberations, the Wairarapa Policy Working Group recommended the venue relocation policy for Carterton and South Wairarapa be adopted as proposed in the draft Policy consulted on (option one).

The option to prohibit relocation of Class 4 gambling venues was initially considered by the Wairarapa Policy Working Group in August 2023 and not recommended as the preferred option. Reasons for this were:

- This option may have negative impact on local business and could be considered unfair to existing Class 4 gambling venues who may need to relocate;
- Council would lose the ability to apply its discretion when deciding whether to permit a venue to relocate; and
- May lead to a reduction in the level of grant funding provided to the community from Class 4 Gambling.

An amendment was also not recommended by the Wairarapa Policy Working Group following hearing of submissions and deliberations in April 2024 who has developed a depth of understanding of the issues, SIA findings and the community views on the issues consulted on. It is also noted that majority of submitters supported the preferred option (option one).

Following further consideration by council staff and given that the option to adopt a more restrictive policy that does not allow venue relocation for South Wairarapa was included in the consultation, option two allows SWDC to align with Masterton under section 6.1, should SWDC not accept the WPWG recommendation:

6.1 Council will not grant consent for a Class 4 venue to permanently re-establish at a new site in Masterton and South Wairarapa District under any circumstances. Council may grant consent for an existing Class 4 venue to temporarily establish at an alternative site in Masterton and South Wairarapa District subject to the following:

- f) Council will only grant consent in circumstance where an existing site requires remedial work due to an adverse event, such as a fire, flood or earthquake.
- g) The initial duration at the alternative site shall not exceed 12 months. Should remedial work not be completed within this timeframe, Council may consider renewal applications on a six-monthly basis up to a maximum duration of 36 months.
- h) Renewal applications shall be submitted 30 days prior to the consent expiring and include supporting documentation evidencing the outstanding remedial work requirements and a copy of any building consent issued. Renewal applications will be considered by the Hearings Committee of the Council and decisions will be notified to the applicant within 30 days after the application is received.
- i) The relocation is subject to clauses 6.3, and for the avoidance of doubt, 6.4 and 6.5 of the Policy.
- j) For the purposes of clause 6.1d), clause 6.3 applies with all the necessary modifications.

Is there an accompanying bylaw to the Policy?

There is no accompanying bylaw to the Policy.

Section 101 of the Gambling Act 2003 requires councils to adopt a class 4 venue policy that:

- must specify whether or not class 4 venues may be established, and if so, where they may be located;
- may specify any restrictions on the maximum number of gaming machines that may be operated at a class 4 venue; and
- may include a relocation policy.

Section 100 provides that Class 4 venues must apply for consent in accordance with the policy.

Before making a bylaw, Council must determine that a bylaw is the most appropriate way of addressing the perceived problem. The problem identified through the findings of the SIA was that those in our most deprived communities are at most risk of gambling harm. The current policy was assessed as not providing sufficient protection as it did not explicitly prohibit the relocation of Class 4 venues to areas of high-socio economic deprivation. The proposed policy addresses this problem by ensuring our most vulnerable communities will not see an increase, or the introduction of, a Class 4 venue in the area they live.

Given the Gambling Act 2003 requires councils to adopt a policy which can control the establishment and location of venues, the policy rather than a bylaw is the most appropriate way of addressing the perceived problem. A bylaw would therefore not be justified under the Local Government Act 2002.

Councils are legally required to review the policy every three years.

7. Options Considered

The WPWG have recommended option one be adopted by the Strategy Working Committee.

Option		Advantages	Disadvantages
1	Recommended Option – Adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy with the proposed additional wording to Clause 6.1 (Attachment 1)	<ul style="list-style-type: none"> - The Policy takes a community wellbeing and harm reduction approach. - The Policy was developed in consideration of the harm and economic/social benefits of gambling. - The Policy supports a more restrictive policy position. - The Policy was recommended by the WPWG taking into account community feedback and staff advice. 	<ul style="list-style-type: none"> - Some members of the community may not support the decisions made as part of reviewing the Policy. - The Policy may discourage new hospitality businesses, if they need gambling machines to be financially viable. - Overtime the Policy may reduce the amount of funding available to community organisations. - The Policy is not aligned on all aspects for the Wairarapa region which may make it more difficult for the community to understand.
2	Alternative Option – Adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy with an amendment to move the venue relocation policy for South Wairarapa District from clause 6.2 into alignment with Masterton District Council under clause 6.1	<ul style="list-style-type: none"> - The Policy supports a more restrictive policy position. - South Wairarapa could see a further reduction in venues if an existing venue needs to permanently close. 	<ul style="list-style-type: none"> - This option does not align with WPWG recommendations who have developed a depth of understanding of the issues - More restrictive venue relocation did not receive majority support from the consultation process. - Some members of the community may not support the decisions made as part of reviewing the Policy. - The Policy may discourage new hospitality businesses, if they need gambling machines to be financially viable - Overtime the Policy may reduce the amount of funding available to community organisations. - Existing South Wairarapa venues could not permanently reestablish at a new venue in South Wairarapa. - The Policy does not align with consideration of gambling harm and the social/economic benefits.
3	Alternative Option – Do not adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy and refer back to WPWG for further	<ul style="list-style-type: none"> - No advantages identified 	<ul style="list-style-type: none"> - Council would not proceed with the Policy despite consulting on changes and receiving majority support. - The Policy has been developed in consideration of

	direction and potential further consultation.		<p>gambling harm and the social/economic benefits.</p> <ul style="list-style-type: none"> - The Policy has been recommended by the WPWG in consideration of community views and staff advice. - Council is legally required to have a policy. - The current policy would apply, which is less restrictive. - Additional costs for further consultation and work would be required. - Potential delay on workplan for the WPWG
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8. Summary of Considerations

Strategic, Policy and Legislative Implications

Councils are required to have a policy under the Acts and review the policy every three years. The review process met the requirements set out in the Acts.

The LGA 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.

Significance, Engagement and Consultation

The review of the policy followed the special consultative procedure as outlined in the LGA. The Statement of Proposal and ways our community could have their say and present their views was widely advertised and available.

The consultation period ran from 19 February to 22 March 2024. A formal hearing was held on 15 April 2024 to enable submitters to present their views to elected representatives in person.

The proposed additional wording does not trigger a requirement to reconsult. The wording has been developed in response to feedback received through the consultation period and key aspects of the wording were debated as part of deliberations.

Financial Considerations

The budget for the review is split across the Wairarapa District Councils according to the Wairarapa Shared Services Funding Policy.

Costs associated with reviewing the Policy were met from within existing 2023/24 budgets.

Implications for Māori

Minimising harm to our community caused by gambling is a key objective of the Policy, including our Māori communities.

We promoted the consultation opportunity to ensure that Mana Whenua, Te Hauora Rūnanga o Wairarapa, and Māori health and social services providers had an opportunity to submit on the Policy. We will also provide notification of the final Policy.

Environmental/Climate Change Impact and Considerations

The Policy has no direct impact on environmental and climate change considerations.

9. Next Steps

CDC will consider a report on 31 July 2024.

Strategy Working Committee is asked to consider adopting the policy including any amendments that CDC make to their venue relocation policy.

If adopted by the Wairarapa District Councils, the Policy will be published on the Council website and notification will be sent to submitters and key stakeholders that were informed of the consultation.

A copy will also be provided to DIA and TAB NZ as required by the Acts.

10. Appendices

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

Contact Officer: Nicki Ansell, Lead Advisor, Policy & Projects

Reviewed by: Paul Gardner, Group Manager Corporate Services

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



Wairarapa Class 4 Gambling and Standalone TAB Venues Policy

Kaupapa Here Whare Petipeti – Momo 4

First Adopted:	2003
Latest Version:	June 2024 [TBC]
Adopted by:	Masterton, Carterton and South Wairarapa District Councils
Review Date:	June 2027 [TBC]

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DRAFT

1. Purpose | *Pūtake*

- 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 Industry Act 2020 (s.96).

2. Scope | *Whānuitanga*

- 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. Objectives | *Whāinga*

- 3.1. The objectives of the three Wairarapa Councils are to:
- a) prevent and minimise harm to the community caused by gambling
 - b) control and manage gambling in the Wairarapa region
 - c) restrict the locations of gambling venues within the Wairarapa region
 - d) promote community involvement in decisions about the provisions of gambling
 - e) ensure the community have influence over the location of new gambling venues in the district
 - f) promote opportunities for money from gambling to benefit the Wairarapa community.

4. Definitions | *Kuputaka*

The following definitions are relevant to this policy:

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, as applicable.

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'.

New Zealand Deprivation Index (NZDep): An index of socioeconomic deprivation based on census information. Deprivation scores range from 1 (least deprived) to 10 (most deprived).

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.

Statistical Area 1 (SA1): Geographical areas with a range of approximately 100-200 residents, and a maximum population of approximately 500 residents.

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

5. Venue Criteria | *Paearu Whare*

Under sections 101 of the Gambling Act 2003 and section 96 of the Racing Industry Act 2020, this policy can restrict the establishment of class 4 gambling and standalone TAB venues, and consider other criteria including the maximum number of gaming machines.

5.1 Establishment of New Class 4 Gambling Venues

- No new Class 4 gambling venues may be established in the Wairarapa region.
- Gambling venues existing or consented as at 1 January 2024 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.

5.2 Establishment of Standalone TAB Venues

- No new standalone TAB venues may be established in the Wairarapa region.

5.3 Merged Gambling Venues

- 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 5.4; 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 5.4.

5.4 Restriction on the Number of Gaming Machines

- The three Wairarapa Councils have set a 'sinking lid' on the number of gaming machines in the Wairarapa region. This means no increase in the number of gaming machines in any Class 4 gambling venue in the Wairarapa region as of 1 January 2024 will be permitted.
- 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.
- 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.

6. Venue Relocation | *Te Hūnuku Wāhi*

- 6.1. Council will not grant consent for a Class 4 venue to permanently re-establish at a new site in Masterton District under any circumstances. Council may grant consent for an existing venue to temporarily establish at an alternative site in Masterton District subject to the following conditions:
- a) Council will only grant consent in circumstances where an existing site requires remedial work due to an adverse event, such as a fire, flood or earthquake.
 - b) The initial duration at the alternative site shall not exceed 12 months. Should remedial work not be completed within this timeframe, Council may consider renewal applications on a six-monthly basis up to a maximum duration of 36 months.
 - c) Renewal applications shall be submitted 30 days prior to the consent expiring and include supporting documentation evidencing the outstanding remedial work requirements and a copy of any building consent issued. Renewal applications will be

considered by the Hearings Committee of the Council and decisions will be notified to the applicant within 30 days after the application is received.

- d) The relocation is subject to clauses 6.3, and for the avoidance of doubt, 6.4 and 6.5 of the Policy.
 - e) For the purposes of clause 6.1 d), clause 6.3 applies with all the necessary modifications.
- 6.2. Council may permit a Class 4 venue to re-establish at a new site in Carterton or South Wairarapa Districts 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:
- a) expiration of the lease;
 - b) acquisition of property under the Public Works Act 1981; or
 - c) site redevelopment.
- 6.3. Permission to relocate a Class 4 venue in Carterton or South Wairarapa Districts will be subject to the following conditions:
- a) where the relocation is to an area outside of a town centre area (identified in Schedule 1), the relocation will be to a Statistical Area 1 (SA1) on the New Zealand Deprivation Index (NZDep) of decile 1 to 8. The NZDep decile rating will be that which applies at the time the application for relocation is submitted to the Council; and
 - b) the gambling venue operator at the new site shall be the same venue operator at the site to be vacated; and
 - c) 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.
- 6.4. Class 4 gambling venues will not 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.
- 6.5. 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. Applications for Consent | *Ngā Tono Whakaaetanga*

- 7.1. Council consent is required before:
- a) Two or more clubs merge.
 - b) A corporate society changes the location of a venue to which a Class 4 Venue licence currently applies.
- 7.2. 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.
 - 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.
- 7.3. 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.
- 7.4. 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.
- 7.5. Applicants will be notified of Council’s decision within 30 days after the application is received.

8. Application Fees | *Ngā Utu Tono*

- 8.1. 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.

9. Policy Review Requirements | *Herenga Arotake Kaupapa Here*

- 9.1. The policy is required to be reviewed every three years.

Related Documents

Wairarapa Combined District Plan

References

Gambling Act 2003

Racing Industry Act 2020

Version Control

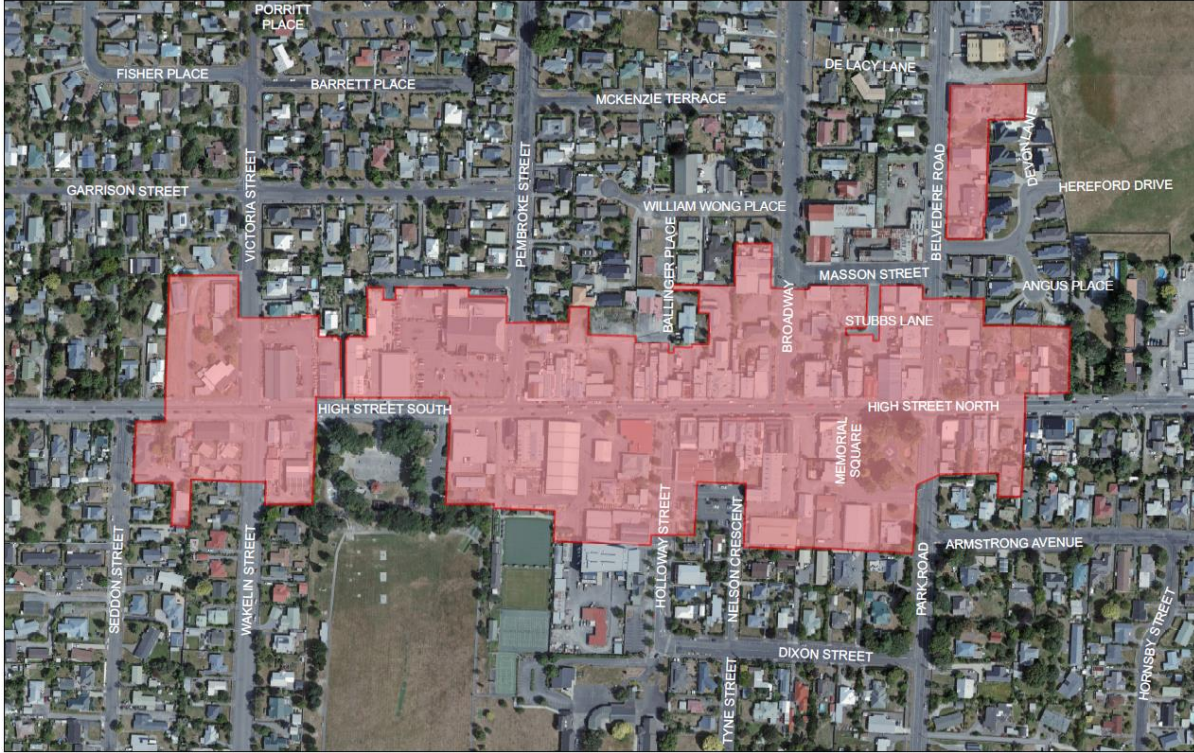
Date	Summary of Amendments	Approved By
2016	Minor updates	Masterton, Carterton and South Wairarapa District Councils
2019	Merged the Wairarapa Gambling Venue Policy and the Wairarapa TAB Board Venue Policy. Minor amendments for clarification.	Masterton, Carterton and South Wairarapa District Councils
2024	Removal of reference to a “maximum number of gaming machines allowed” for clarification purposes. Amendment so that Class 4 venues cannot permanently re-establish at a new site in Masterton District under any circumstances. Inclusion of a new condition of relocation for Carterton and South Wairarapa Districts –	Masterton District Council 26 June 2024 Carterton and South Wairarapa District Councils [TBC]

	<p>that the relocation of Class 4 Gambling venues will be to a decile 1-8 area on the New Zealand Deprivation Index if the relocation is to an area outside of town centres identified in Schedule 1.</p> <p>Amendment so that no new standalone TAB venues may be established in the Wairarapa region.</p> <p>Minor amendments for clarification and to improve flow and readability.</p> <p>Updates to reflect the name of new legislation since the last review.</p>	
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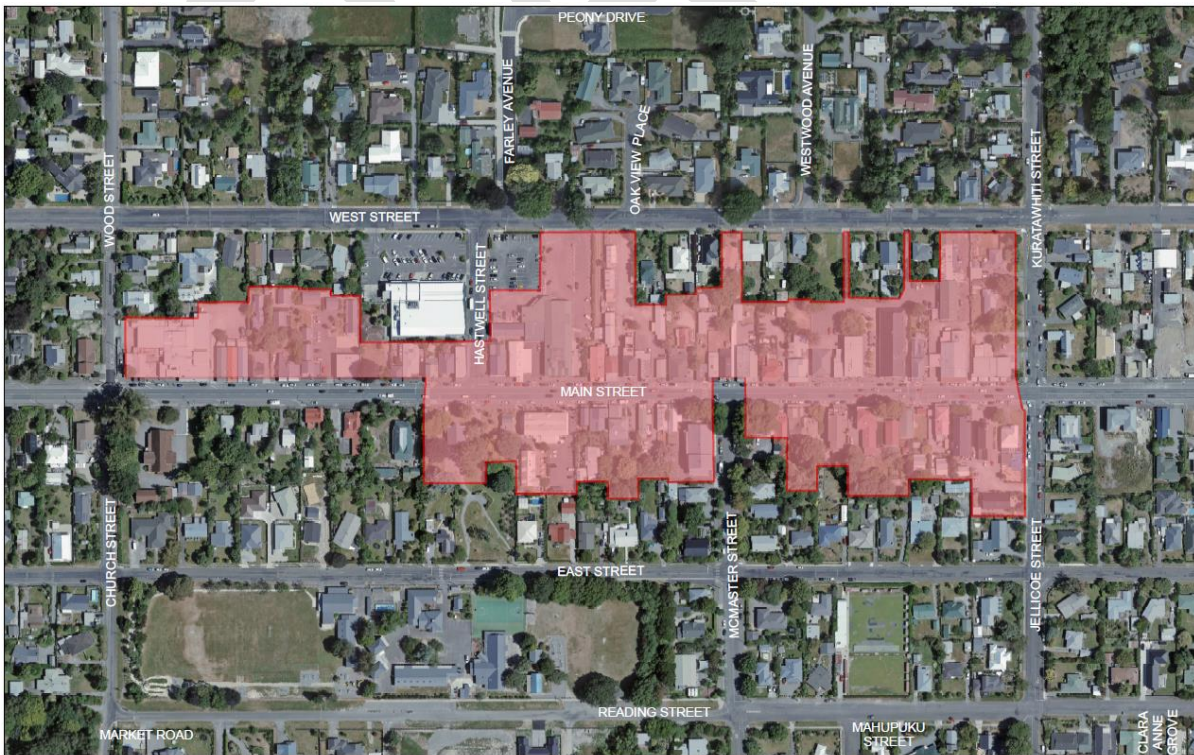
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Schedule 1: Maps of Town Centre Areas where Class 4 Gambling Venue relocation is permitted in NZDep SA1 areas of Decile 1 to 10

Refer clause 6.3(a) of the Policy



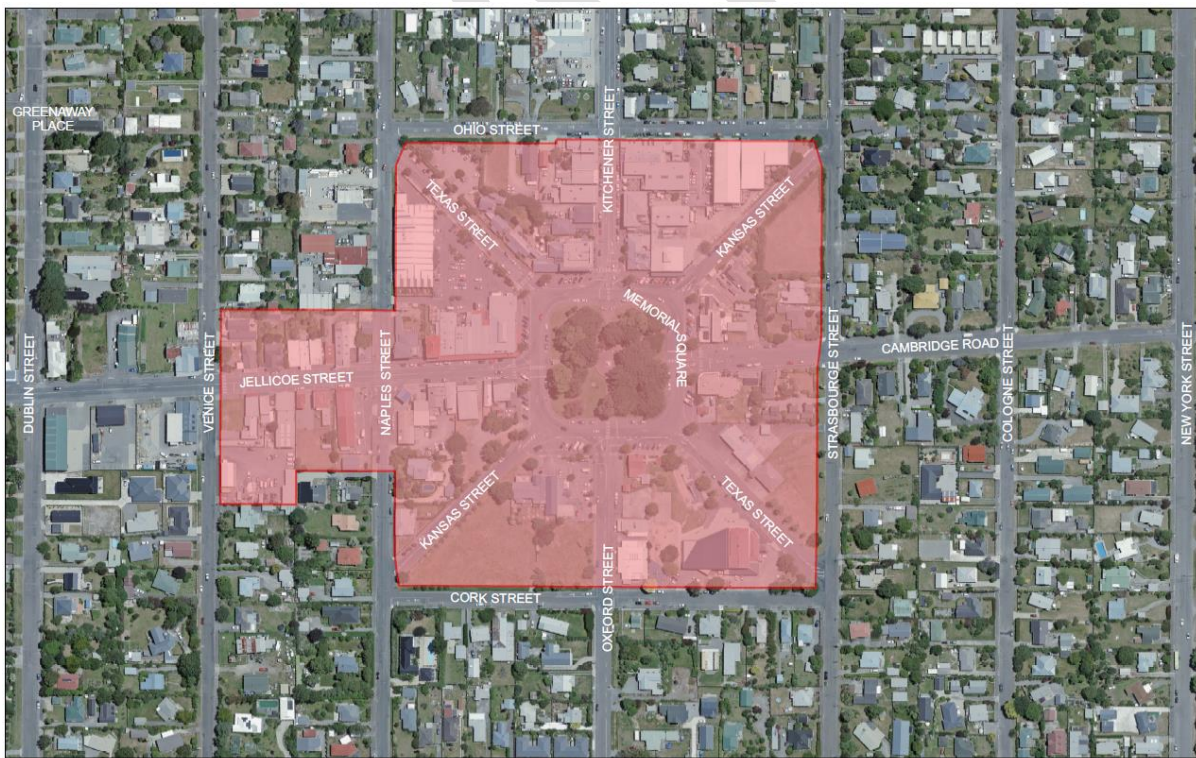
		CARTERTON TOWN CENTRE AREA	<p><small>DISCLAIMER: The Carterton District Council accepts no responsibility for actions or projects undertaken or use or damage caused, by any individual or company, or agency, using for or on behalf of the information provided on this map.</small></p> <p><small>The Carterton District Council does not provide interpretation of this information or advice on how to interpret, or utilise this information.</small></p> <p><small>You use independent and appropriate professional advice should be sought. The information displayed on this map may contain errors or omissions or may not have the spatial accuracy required for some purposes.</small></p> <p>Scale = 1:2,500 <small>Drawn by AP - Date: 12/04/2024</small></p>
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		GREYTOWN TOWN CENTRE AREA	<p><small>DISCLAIMER: The South Wairarapa District Council accepts no responsibility for actions or projects undertaken or use or damage caused, by any individual or company, or agency, using for or on behalf of the information provided on this map.</small></p> <p><small>The South Wairarapa District Council does not provide interpretation of this information or advice on how to interpret, or utilise this information.</small></p> <p><small>You use independent and appropriate professional advice should be sought. The information displayed on this map may contain errors or omissions or may not have the spatial accuracy required for some purposes.</small></p> <p>Scale = 1:2,000 <small>Drawn by AP - Date: 12/04/2024</small></p>
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		<p>FEATHERSTON TOWN CENTRE AREA</p>	<p><small>DISCLAIMER: The South Wairarapa District Council accepts no responsibility for action or inaction, or for any damage resulting from the use of this information. The South Wairarapa District Council does not provide interpretation of the information presented on this map. Your own independent and appropriate professional advice should be sought. This information should not be used for any purpose other than that for which it was intended.</small></p>	 <p>Scale = 1:2,063 Drawn by AP - Date: 12/04/2024</p>
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		<p>MARTINBOROUGH TOWN CENTRE AREA</p>	<p><small>DISCLAIMER: The South Wairarapa District Council accepts no responsibility for action or inaction, or for any damage resulting from the use of this information. The South Wairarapa District Council does not provide interpretation of the information presented on this map. Your own independent and appropriate professional advice should be sought. This information should not be used for any purpose other than that for which it was intended.</small></p>	 <p>Scale = 1:2,000 Drawn by AP - Date: 12/04/2024</p>
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		MASTERTON TOWN CENTRE AREA	<p><small>© 2024/25 The Masterton District Council accepts no responsibility for actions or omissions undertaken on the basis of information provided on this map.</small></p> <p><small>The Masterton District Council does not provide interpretation of this information or advice on how to interpret or apply this information.</small></p> <p><small>You use independent and appropriate professional advice should be sought. The information displayed on this map may contain errors or omissions or may not have the spatial accuracy required for some purposes.</small></p>	<p>Scale = 1:6,000 Drawn by AF - Date: 12/04/2024</p>
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DRAFT

Wairarapa Economic Development Strategy (WEDS) Work Programme for FY 24/25, Operating Model and Memorandum of Understanding for FY 24-27

1. Purpose

The purpose of this paper is to seek approval from the Committee for:

- a) The work programme for WEDS in FY24/25.
- b) The operating model for WEDS in FY24/25 and beyond.
- c) The Memorandum of Understanding that defines the commitment of the three Wairarapa District Councils and WellingtonNZ to partner to deliver the Wairarapa Economic Development Strategy for the period 1 July 2024 – 30 June 2027, including the work programme for FY24/25, under the operating model.

2. Recommendations

1. **Receive** the *Wairarapa Economic Development Strategy (WEDS) Work Programme for FY 24/25, Operating Model and Memorandum of Understanding for FY 24-27* Report.
2. **Note** the WEDS Forum (including Council Mayors and CEOs) ran a Lessons Learnt exercise in November 2023 and a prioritisation workshop in April 2024.
3. **Note** the lessons learnt and the outcomes of the prioritisation workshop have been utilised to focus WEDS activity in the Work Programme for FY24/25.
4. **Note** the Work Programme for FY24/25 and process to determine initiatives has been endorsed by the WEDS Forum and the three Wairarapa District Councils Mayors and CEOs.
5. **Agree** the Work Programme for FY24/25, focused on Water Resilience, Food & Fibre, and Workforce.
6. **Note** other strategic priorities include Transport resilience, Māori Economic Development and Tourism/Dark Skies, which are best addressed through existing channels.
7. **Note** the lessons learnt, work programme complexity and budget have been considered to “right size” the WEDS operating model.
8. **Note** the WEDS Operating Model for FY24/25 has been endorsed by the three Wairarapa District Councils Mayors and CEOs on 28 May.

9. **Agree** the WEDS operating model for FY24/25 and beyond, with oversight provided by a small WEDS Steering Group consisting of place-based and skilled economic development representatives.
10. **Note** the current Memorandum of Understanding (MoU) expires on 30 June 2024.
11. **Agree** the Memorandum of Understanding for 1 July 2024 – 30 June 2027, including funding provision.
12. **Note** that operational improvements will continue to be made by the WellingtonNZ Programme Management Office for WEDS (PMO) to deliver the Work Programme effectively, with visibility to the Steering Group.
13. **Note** that quarterly and annual reporting will be provided to Council, including work programme delivery and financial reporting.
14. **Agree** the existing MoU to 30 June 2024 will remain in force until a new agreement is signed and any unspent budget allocation under the current MoU will be carried over to FY24/25.

3. Appendix

Appendix 1 – Report from WEDS, dated 12 June 2024

Reviewed by: Paul Gardner, Group Manager Corporate Services

Appendix 1 – Report from WEDS, dated 12 June 2024

WAIRARAPA ECONOMIC DEVELOPMENT STRATEGY (WEDS) WORK PROGRAMME FOR FY24/25, OPERATING MODEL, AND MEMORANDUM OF UNDERSTANDING FOR FY24-27

1. PURPOSE

- 1.1 The purpose of this paper is to seek approval from Council for:
- 1.1.a The work programme for WEDS in FY24/25.
 - 1.1.b The operating model for WEDS in FY24/25 and beyond.
 - 1.1.c The Memorandum of Understanding that defines the commitment of the three Wairarapa District Councils and WellingtonNZ to partner to deliver the Wairarapa Economic Development Strategy for the period 1 July 2024 – 30 June 2027, including the work programme for FY24/25, under the operating model.

2. RECOMMENDATIONS

- 2.1 **Note** the WEDS Forum (including Council Mayors and CEOs) ran a Lessons Learnt exercise in November 2023 and a prioritisation workshop in April 2024.
- 2.2 **Note** the lessons learnt and the outcomes of the prioritisation workshop have been utilised to focus WEDS activity in the Work Programme for FY24/25.
- 2.3 **Note** the Work Programme for FY24/25 and process to determine initiatives has been endorsed by the WEDS Forum and the three Wairarapa District Councils Mayors and CEOs.
- 2.4 **Agree** the Work Programme for FY24/25, focused on Water Resilience, Food & Fibre, and Workforce.
- 2.5 **Note** other strategic priorities include Transport resilience, Māori Economic Development and Tourism/Dark Skies, which are best addressed through existing channels.
- 2.6 **Note** the lessons learnt, work programme complexity and budget have been considered to “right size” the WEDS operating model.
- 2.7 **Note** the WEDS Operating Model for FY24/25 has been endorsed by the three Wairarapa District Councils Mayors and CEOs on 28 May.
- 2.8 **Agree** the WEDS operating model for FY24/25 and beyond, with oversight provided by a small WEDS Steering Group consisting of place-based and skilled economic development representatives.
- 2.9 **Note** the current Memorandum of Understanding (MoU) expires on 30 June 2024.
- 2.10 **Agree** the Memorandum of Understanding for 1 July 2024 – 30 June 2027, including funding provision.
- 2.11 **Note** that operational improvements will continue to be made by the WellingtonNZ Programme Management Office for WEDS (PMO) to deliver the Work Programme effectively, with visibility to the Steering Group.
- 2.12 **Note** that quarterly and annual reporting will be provided to Council, including work programme delivery and financial reporting.
- 2.13 **Agree** the existing MoU to 30 June 2024 will remain in force until a new agreement is signed and any unspent budget allocation under the current MoU will be carried over to FY24/25

3. BACKGROUND

- 3.1 A Lessons Learnt exercise was completed in November 2023, identifying improvements for WEDS at both governance and operational levels. The exercise highlighted the need to align the WEDS work programme and operating model with the relatively small budget and resource allocation. Recommendations included:
- 3.1.a Agreeing high-level strategic priorities, and focusing activity under these priorities;
 - 3.1.b Considering the best pathway for implementation, including considering what WEDS is best placed to deliver and what it is not;
 - 3.1.c Empowering the WellingtonNZ PMO to deliver the WEDS work programme together with the initiative leads and key partners;
 - 3.1.d “Right-sizing” the operating model and empowering a fit-for-purpose WEDS oversight group to focus on strategic direction and alignment, to support the WellingtonNZ PMO.
- 3.2 A facilitated prioritisation workshop was held in April 2024 for WEDS Forum members, observers, and the PMO, to identify and refine the strategic priorities for FY25-27. The WEDS Work Programme for FY24/25 reflects the strategic priorities, and focuses activity on areas where WEDS is best placed to deliver. The WEDS Work Programme for FY24/25 has been endorsed by the WEDS Forum and the three Wairarapa District Councils Mayors and CEOs on 6 June.
- 3.3 A hui was held in December 2023 between the three Wairarapa District Councils Mayors and CEOs, Independent Chair of the WEDS Forum, and WellingtonNZ CEO and GM Business & Innovation. All participants agreed to review the MoU, governance, and membership of the WEDS forum. The WEDS Operating Model for FY24/25 and beyond reflects the Lessons Learnt and aligns with the work programme and resource allocation. The WEDS Operating Model for FY24/25 has been endorsed by the three Wairarapa District Councils Mayors and CEOs on 28 May.
- 3.4 The WEDS budget for FY24/25 is anticipated to be \$215,000 from the three Wairarapa District Councils combined (subject to approvals in the respective 2024-27 Long Term Plans). WellingtonNZ will commit the equivalent of the total budget from the three Wairarapa District Councils, to employ the roles necessary to deliver the WEDS work programme. The success of the WEDS model relies on leveraged funding from third parties and the WellingtonNZ PMO will continue to advocate for this approach to investment.

4. WEDS WORK PROGRAMME FOR FY24/25

Outcomes of the prioritisation workshop: high-level strategic priorities

- 4.1 A facilitated workshop was held in April 2024 for WEDS Forum members, observers, and the PMO. Participants agreed on a set of criteria for prioritisation: Would it matter if the project did not proceed? Will it improve the quality of life of residents in the region, particularly Iwi/Māori? How will it create comparative advantage for the region? How will it impact our natural resources? Is the project sufficiently resourced and funded? Is the project sufficiently supported by the WEDS Forum and other organisations?
- 4.2 Using the criteria, participants identified the following long list of six areas of strategic importance:
- 4.2.a Water Resilience
 - 4.2.b Transport Resilience
 - 4.2.c Food and Fibre
 - 4.2.d Workforce
 - 4.2.e Tourism/Dark Skies
 - 4.2.f Māori Economic Development
- 4.3 Participants then voted for their top three priorities from this list. The outcome is summarised in the table below:

Role	Water Resilience	Transport Resilience	Food & Fibre	Workforce	Tourism/Dark Skies	Māori ED
Member	1					
	1	1				
	1	1				
	1	1				
	1	1				
	1	1		1	1	
	1	1	1	1	1	
	1	1	1	1	1	
	1	1	1	1	1	
Observer	1		1			
	1		1		1	
	1	1	1		1	
PMO	1		1	1		
	1		1	1		1
	1	1	1	1		1
TOTAL	15	10	9	7	6	2

- 4.4 The votes show that:
- 4.4.a All forum participant groups (Members, Observers, and PMO) identified Water Resilience as a priority.
 - 4.4.b Participant groups did not highlight Māori Economic Development as a priority for WEDS.
 - 4.4.c Transport Resilience was identified as a priority by the Members group.
 - 4.4.d Food & Fibre was identified as a priority by the Observers and PMO groups.
 - 4.4.e Workforce was identified as a priority by the Members and PMO groups.
 - 4.4.f Tourism/Dark Skies was identified as a priority by the Members and Observers group.

Implementation pathway considerations: focused activity

- 4.5 Following the prioritisation workshop, the PMO have identified existing pathways for each of the high-level strategic priority areas considered:
- 4.5.a Water Resilience in the Wairarapa has its own governance group and strategy, which is currently being progressed into an implementation plan. Water Resilience is a current strategic action of the WEDS work programme. Water Accessibility and Security is a key enabler in the Regional Economic Development Plan. All three Wairarapa District Councils and Greater Wellington Regional Council are directly involved with water in the Wairarapa.
 - 4.5.b Transport Resilience is a newly identified strategic priority. All three District Councils and the Regional Council are directly involved with transport in the Wairarapa. Transport is identified as one of five focus areas under the Wellington Regional Leadership Committee (separate from Economic Development), and the region has developed a Regional Land Transport Plan.
 - 4.5.c Food & Fibre (or Primary Sector) is a key sector in the Regional Economic Development Plan. Sector Development is a key opportunity in the WEDS strategy under the People Focus pillar.
 - 4.5.d Workforce development is led by the Wairarapa Skills Leadership Group and the Wairarapa Workforce Plan. The group has direct sector and council involvement. Implementation of the Wairarapa Workforce Plan is recognised as an initiative in the Skills, Talent and Education chapter of the Regional Economic Development Plan.
 - 4.5.e Destination Wairarapa is the Regional Tourism Organisation for the Wairarapa. A Destination Management Plan has been developed for the Wairarapa. A Dark Skies Steering Group is being established. Wairarapa Dark Skies Development is an REDP initiative in the Visitor Economy chapter, led by Destination Wairarapa.
 - 4.5.f Iwi in the Wairarapa are progressing work on developing an Economic Development Strategy. Māori Economic Development is a key enabler in the Regional Economic Development Plan. Te Matarau a Māui is the regional Māori economic development strategy, led by a Trust. WellingtonNZ employ a General Manager for Māori Economic Development across the Wellington Region, and specialised Business Growth services for Pākihi Māori.
- 4.6 Digital Technology and Business are focus areas of the WEDS Strategy which have not been identified as strategic priorities for FY25-27. Implementation pathways also exist for these areas. WellingtonNZ deliver business and technology sector support to the region as part of its EDA activities under the Technology Sector Acceleration Strategy, often in partnership with CreativeHQ. Technology is a key sector in the Regional Economic Development Plan.

Proposed work programme for FY24/25

- 4.7 Based on the strategic priorities identified at the workshop, and considering the existing implementation pathways above, the PMO is recommending that WEDS focuses activity for FY24/25 on Water Resilience, Food & Fibre, and Workforce as highlighted in the following table. These three areas are in line with workshop outcomes and are the areas where WEDS can have the highest direct impact. Details about each of these areas are available in **Attachment 1: Strategic Priority Focus Areas**.
- 4.8 Transport Resilience is a priority for forum members. Councils are directly involved with transport resilience and can deliver the highest impact directly, including through providing a unified Wairarapa voice for the Regional Transport Plan and Wellington Regional Leadership Committee.
 - 4.9 Tourism/Dark Skies is a slightly lower priority for forum members and observers. Tourism is the focus of Destination Wairarapa as the RTO for the region. Dark Skies is an area that requires tourism leadership and alignment between diverse parties, with a steering group being established.
 - 4.10 Māori Economic Development is led by Iwi, Te Matarau a Māui, and WellingtonNZ through existing pathways. WEDS initiatives across all focus areas include considerations for Māori economic development.

Type	FOCUS AREA	Priority Votes	Implementation Pathways	ISSUES & OPPORTUNITIES	INITIATIVES	LEAD
Focus Enabler	Water Resilience		WWRS-AP & GG WEDS REDP Councils	<ul style="list-style-type: none"> Water quality Water quantity Collaboration 	Wairarapa Water Resilience Strategy	WWRS-GG
					Waingawa Water Security	CDC
					Water Education	WWRS-GG
Focus Sector	Food & Fibre		REDP WEDS	<ul style="list-style-type: none"> Productivity Innovation and diversification Resilience and Skills 	Support the sector to implement tangible initiatives that contribute to the priorities identified	TBD WEDS PMO
Focus Enabler	Workforce		WSLG REDP	<ul style="list-style-type: none"> Learning opportunities Great workplaces Learner support Leadership Progression 	Implement the Wairarapa Workforce Action Plan	WSLG & sector groups
Enabler	Transport Resilience		Councils WRLC RLTP	<ul style="list-style-type: none"> Resilient transport Sustainable funding Unified Wairarapa voice 		CDC MDC SWDC
Sector	Tourism/Dark Skies		DW DMP DS-SG REDP	<ul style="list-style-type: none"> Destination management, development, and marketing Environmental regeneration Dark Skies implementation 	Dark Skies Development	DW Dark Skies SG
					Five Towns Trail Development	Five Towns Trail Trust
Enabler	Māori Economic Development	-	Iwi TMaM REDP	<ul style="list-style-type: none"> Under development 	Wairarapa Māori Economic Development Priorities	Iwi WNZ MED TMaM
Sector	Business	-	RBP		WNZ programmes	WNZ Business Growth Team
Sector	Technology	-	REDP		WNZ Tech Strategy	WNZ Tech Team & CreativeHQ

An acronyms table is available in **Attachment 2: Acronyms Table**.

Comments from the WEDS Forum

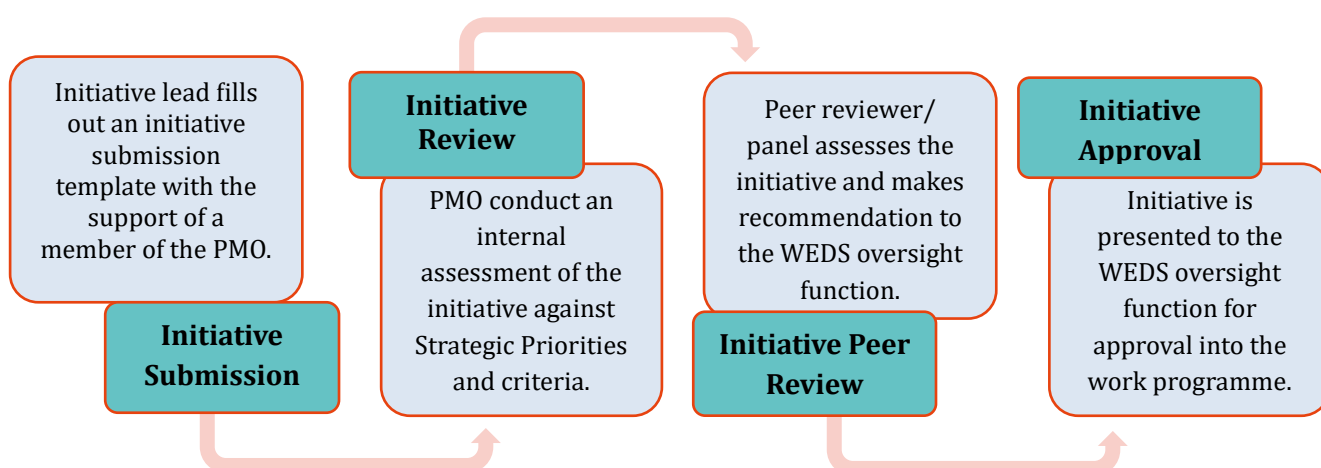
- 4.11 The work programme for FY24/25 focuses activity on Water Resilience, Food & Fibre, and Workforce because these are the areas within the strategic priorities where WEDS is best placed to deliver. WEDS continues to recognise the importance of the other strategic priorities comprising Transport Resilience, Tourism/Dark Skies and Māori Economic Development, however these are best addressed through existing channels noted in sections 4.8-4.10.
- 4.12 Clear issues and opportunities have been identified with the Food & Fibre sector (see **Attachment 1: Strategic Priority Focus Areas**) and WEDS is well placed to support the sector to implement tangible initiatives to address them. This will require the development of key partner relationship within the sector, starting with the groups that have already been engaged with this work.
- 4.13 To implement the work programme, the WellingtonNZ PMO will focus its resources (people and budget) on supporting the delivery of initiatives to address the issues and opportunities identified in each focus area, in alignment with the initiative lead (see **Attachment 1: Strategic Priority Focus Areas**). This may involve working with initiative leads to ensure specific actions are delivered, identifying external sources of funding and support to accelerate delivery, identifying new initiatives and initiative leads, etc. This ongoing work to deliver the work programme will have oversight from the WEDS Steering Group (see section 5) and quarterly reporting will be provided to the three District Councils to reflect progress made and budget allocated.
- 4.14 The WellingtonNZ PMO will continue to connect Wairarapa to regionally significant programmes governed by the Wellington Regional Leadership Committee, and to central government opportunities aligned with economic development priorities for Wairarapa.

Oversight

- 4.15 Section 5 presents recommendations for an operating model aligned with the Lessons Learnt, work programme, complexity and budget.

Process for new initiatives

- 4.16 The process for submitting, assessing, and approving new initiatives into the WEDS work programme is proposed to be:



Budget

- 4.17 The WEDS budget for FY24/25 is anticipated to be \$215,000 from the three Wairarapa District Councils combined (subject to approvals in the respective 2024-27 Long Term Plans).
- 4.18 The allocation of budget across the strategic priorities will be determined by the PMO to maximise the impact of each initiative in the work programme. Quarterly reporting will be provided, reflecting the progress made and budget allocated.

5. WEDS OPERATING MODEL FOR FY24/25 AND BEYOND

- 5.1 Six options have been considered (see **Attachment 3: Operating Model Options Considered**). WNZ discussed the options with Council representatives and other Economic Development practitioners and recommend establishing a small WEDS Steering Group with skills and place-based representation (Council and Iwi economic development representatives, strategic priority focus area representation, strategic economic development skills and connections e.g. with central government).
- 5.2 The Steering Group is intended to be a coalition of the willing, to continue to provide a central point of coordination for the Wairarapa and have oversight of the WEDS Work Programme. Clear Terms of Reference will be developed for the Steering Group to proactively guide, manage risks, and champion the delivery of the work programme.
- 5.3 It is proposed that WNZ and the three Wairarapa District Councils have a simple agreement in place for the delivery of the WEDS Work Programme (see **Attachment 4: WEDS Memorandum of Understanding 1 July 2024 – 30 June 2027**), that sets out the role of the Programme Management Office (WNZ PMO), the role of the Steering Group, the role of the three District Councils, funding contributions, planning, and reporting requirements.
- 5.4 The WellingtonNZ PMO will be responsible for the council resources and for operational delivery. This includes making operational decisions and allocation of budget across strategic priorities and initiatives, with visibility to the Steering Group. Quarterly reporting to the three District Councils will reflect progress made and budget allocated.
- 5.5 The PMO will:
- 5.5.a Use the issues and opportunities outlined in the Strategic Priority Focus Areas of the WEDS Work Programme in section 4 (and other relevant economic development plans where there is alignment when necessary) to ensure initiatives are aligned with strategic priorities,
 - 5.5.b Use the WEDS Initiatives Process Guideline and WEDS Initiative Assessment Scoring Workbook to consistently assess initiatives against criteria, including strategic value, benefits to the region (central government PRISM framework), and feasibility (value, capacity/capability, affordability, achievability),
 - 5.5.c Provide support to initiative leads to identify pathways for implementation, and clearly identify the role of the PMO in each initiative,
 - 5.5.d Utilise the Steering Group to guide and inform the work programme (similar to the REDP Steering Group).
- 5.6 Strategic priorities are expected to be reviewed annually with the Steering Group, Mayors, and Council CEOs, at least three months prior to financial year end.

6. MEMORANDUM OF UNDERSTANDING

- 6.1 A Memorandum of Understanding has been developed for the period 1 July 2024 – 30 June 2027. The MoU defines the commitment of the three Wairarapa District Councils and WellingtonNZ to partner to deliver the Wairarapa Economic Development Strategy, including the Work Programme for FY24/25 (section 4), under the Operating Model for FY24/25 and beyond (section 5). The MoU is annexed in **Attachment 4: WEDS Memorandum of Understanding 1 July 2024 – 30 June 2027**.

7. FINANCIAL IMPLICATIONS

7.1 Masterton District Council

Commit \$80,000 + GST each financial year, plus an adjustment for inflation based on the annual Consumer Price Index (to 31 March each year), to be applied each year via the Council's Annual Plan.

7.2 Carterton District Council

Commit \$60,000 + GST each financial year, plus an adjustment for inflation based on the annual Consumer Price Index (to 31 March each year), to be applied each year via the Council's Annual Plan.

7.3 South Wairarapa District Council

Commit \$75,000 + GST each financial year, plus an adjustment for inflation based on the annual Consumer Price Index (to 31 March each year), to be applied each year via the Council's Annual Plan.

7.4 WellingtonNZ Limited

Commit the equivalent of the total budget of the three District Councils \$215,000 + GST each financial year, plus an adjustment for inflation based on the annual Consumer Price Index (to 31 March each year), to be applied each year via WellingtonNZ annual planning process.

8. IMPLICATIONS FOR MĀORI

8.1 The WEDS Strategy commits to an active Iwi/Māori economy, a shared sense of direction built on mutual respect, and opportunities for collaboration on joint initiatives.

9. NEXT STEPS

9.1 After approval by the three Wairarapa District Councils, the MoU will be signed by the three Councils and WellingtonNZ, and delivery of the WEDS Work Programme for FY24/25 will commence under the WEDS Operating Model for FY24/25 and beyond.

Author: Matt Carrere, Regional Economic Development Team Lead, WellingtonNZ

Attachments: Attachment 1: Strategic Priority Focus Areas
Attachment 2: Acronyms Table
Attachment 3: Operating Model Options Considered
Attachment 4: WEDS Memorandum of Understanding 1 July 2024 – 30 June 2027

ATTACHMENT 1: STRATEGIC PRIORITY FOCUS AREAS

WATER RESILIENCE

The context for water in the Wairarapa is documented in the [Wairarapa Water Resilience Strategy 2021](#) (WWRS) and the [Wellington Regional Economic Development Plan](#) (REDP).

Water is critical to our lives, our wellbeing, and our potential. Reliable water means security for businesses to operate, to guarantee quality and quantity of production, and confidence to invest in business growth.

Acknowledging the need, while capturing the opportunity to act, the 2021 Wairarapa Water Resilience Strategy (WWRS) reflects a broad consensus about what needs to be done and how to go about it. The three Wairarapa District Councils and GWRC are establishing a Water Resilience Governance Group to oversee delivery of the WWRS and resulting action plan.

Issues and Opportunities

The issues are complex, and have wide-reaching economic, social, environmental, and cultural implications. Local issues include water availability, security, storage, and quality; alongside infrastructure deficiencies resulting in risks to regional production, employment, and population growth. Opportunities include potential for land-use change (adaptation); increased allocation efficiency and capture for rural, commercial, or urban use; natural attenuation; and regional collaboration through a joint governance platform. Additional information about water quantity will be provided by the SkyTEM project which is mapping the arrangement of possible groundwater resources throughout the Wairarapa, with results expected to be available in late-2024.

Activity to Date

- The three Wairarapa District Councils & Greater Wellington Regional Council (GWRC) have established a *Water Resilience Governance Group*, under an interim chair. There is commitment to collaboratively resource this group from July 2024.
- GWRC have funded development of a Water Resilience *Action Plan* identifying priority projects for each pillar of the WWRS (Attenuation, Allocation, Capture, Land & Efficient Use). This will be finalised in July 2024.
- Wairarapa was successful in securing \$1.75M from Kānoa (MBIE) under the *Regional Strategic Partnership Fund* toward Water Resilience infrastructure at Waingawa Industrial Estate. This will assist with water security concerns on take from the Waingawa River – protecting regional employment, productivity, and increasing potable water reserves. WEDS have contributed a further \$128,000 to support project shortfalls, and Carterton District Council have committed to leading the project.
- WEDS partnered with the *Wairarapa Water Users Society* to pilot a series of events on innovative water use in the rural sector. This 'hands-on' platform was well received and supported by GWRC, MPI, Federated Farmers, MBIE, The Wairarapa Water Users Society, and WellingtonNZ.

Initiatives Table

Initiative	Lead	Actions
Wairarapa Water Resilience Strategy implementation plan	WWRS Governance Group	Develop an implementation plan among key stakeholders and define the initial governance structure and work programme that encompasses all four rooms of the resilience strategy framework (capture, attenuation, allocation, adaptation).
	GWRC, GNS	Deliver the public viewer of the SkyTEM lithology model; and prioritise further work on flow modelling to identify potential groundwater connectivity and groundwater extents.
	TBD	Establish a water capture (including water storage options) workstream under the WWRS, building on previous work done and in connection with central government, to report to the WWRS interim governance group on preferred options, the necessary governance and ownership models for different scale of water capture, and funding requirements.
Waingawa Water Security	CDC	Implement the Waingawa Process Water Project.
Water Education	WWRS-GG	Water education & networking events, similar to the successful <i>Summer Series</i> events.

PRIMARY SECTOR – FOOD & FIBRE

The food and fibre sector covers primary sector production, processing and services industries along the value chain from producer to final consumer, including support services such as transport, storage, distribution, marketing and sales. Primary sector - food & fibre is recognised as one of four focus sectors in the Wellington Regional Economic Development Plan. The draft refreshed REDP highlights that food and fibre contributed \$600m to GDP and employed 4,600 people in the Wairarapa in 2023. The intersecting businesses and landscapes that contribute to the sector create a culture rich in diversity, innovation, and potential for the Wairarapa brand.

Issues and Opportunities

The Wairarapa has lost significant primary productive land to alternative uses over the past ten years. Along with the cost of land, volatile markets, afforestation incentives and high input costs, this means the contribution from the traditional sectors of sheep, beef, dairy and forestry looks to be in decline. Barriers for this sector include a lack of technology uptake and digitalisation, few large firms, few businesses engaged internationally, a low level of investment in capital and knowledge, and productivity being driven by a high number of hours worked. There is potential to look for new opportunities to increase both productivity and production in traditional sectors, while keeping a focus on innovation and diversification for new offerings over time. Leadership and access to skills will be enabling factors.

Activity to Date

- The *Good2Great* programme was delivered in partnership with Business Wairarapa and MPI, with WEDS support. The programme is designed to grow leaders and improve workplace cultures in the primary sector.

- WEDS ran the inaugural *Wairarapa Food & Fibre Innovation Forum* in November 2023. This brought together farmers, growers, and boutique suppliers and connected them with funding agencies across the spectrum from R&D through to export.
- A report scoping Wairarapa Food & Fibre Priorities was commissioned by WellingtonNZ via local rural consultant *InsideNZ*. The report is currently being analysed and will inform future initiatives and actions for the sector.
- Stage one of a feasibility study into high-value horticulture opportunities in the Wairarapa eastern hill country was delivered, with funding from WEDS. Landowners and industry groups showed appetite to pursue further investigation with MPI's *Sustainable Food and Fibre Futures Fund*, which will operate for a further two and a half years.
- A pilot programme to introduce landowners to agritourism development opportunities was delivered with WEDS funding. Demand has been established, and further capability building and networking events will enable the sector to develop.

Initiatives Table

Initiative	Lead	Actions
Support the sector to implement tangible initiatives that contribute to the priorities identified	TBD WEDS PMO	TBD. This will likely require developing key partner relationships (including with the Food & Fibre Reference Group, the Wairarapa Primary Skills Advisory Group, and others) to identify, validate, develop, and support the delivery of specific initiatives in line with the priority issues and opportunities for the sector (access to funding, upskilling and skills attraction, leadership; productivity, innovation and diversification).

WORKFORCE DEVELOPMENT & SKILLS

The Wairarapa Skills Leadership Group (WSLG) was established in 2020 under Dame Margaret Bazley, to identify and better support ways of meeting future skills and workforce needs in the region. Workforce is recognised as a critical enabler for the local economy across all sectors including primary, manufacturing, construction, healthcare, technology and professional services, tourism and hospitality, and across all Māori businesses. Each of these sectors is represented on the Wairarapa Skills Leadership group, and the group is collectively working to refresh the Wairarapa Workforce Plan. The plan enables sectors, employers, educators, and agencies to collaborate to grow our sectors and bolster our economy for the future.

Issues and Opportunities

Wairarapa needs to increase our local working population and enhance our skills, to ensure our workforce is relevant and aligned with our changing future. Key challenges to achieving this goal are education options and diverse career pathways in resilient sectors for young people; skilled employers fostering positive working environments and acting as role models; and career progression and celebration. The Wairarapa Workforce Action Plan determines actions for each sector to progress in response to these challenges.

Activity to Date

- The Primary Sector group delivered Good2Great programmes for local primary sector businesses, with support from WEDS and in partnership with Business Wairarapa and co-funded by MPI. Each nine-month programme supported businesses to attract, retain, and develop their workforce through upskilling.
- The Healthcare Sector Group ran an attraction campaign with WEDS funding which resulted in two expressions of interest for placement at Wairarapa Hospital. The group recently launched the Attract, Connect, Stay programme to overcome our rural workforce attraction challenges, with coordination and co-funding from WEDS.
- The Tourism and Hospitality sector group partnered with Business Wairarapa and WEDS to deliver WaiHost, a four-workshop programme for customer-facing roles to develop a premium Wairarapa visitor experience.
- A Wairarapa-focused career pathways event “Umanga Tumatarau” is being developed by REAP for all WSLG sectors and all Wairarapa schools with support from WEDS, to be delivered in early-2025.
- The Technology Sector group and WEDS coordinated a technology career pathway event for 80 attendees and a career roadshow in four secondary schools. The group is currently working with schools to run Digital Fluency Baseline Assessments for all Year 9 and 10 students.
- Māori In Business Wairarapa ran three events focused on upskilling, networking, and mentorship for Pākihi Māori in the region. This was supported by WEDS and included support from WellingtonNZ’s Business Growth team to help new applicants access further capability development opportunities.

Initiatives Table

Initiative	Lead	Actions
Implement the Wairarapa Workforce Action Plan	WSLG, and Sector Groups	Health sector – Deliver the Attract, Connect, Stay programme to recruiting and retaining healthcare workforce
		Tech sector – Deliver the digital fluency programme in Wairarapa
		Education – Deliver Umanga Tumatarau careers event for all sectors and schools in the Wairarapa
		Other workforce initiatives TBD. Sector groups (primary, manufacturing, construction, healthcare, technology and professional services, tourism and hospitality, Māori business) are currently working to refresh the plan. This is likely to involve updated context, issues, and opportunities for each sector, and identified actions to deliver the objectives of the plan.

ATTACHMENT 2: ACRONYMS TABLE

CDC	Carterton District Council
DMP	Destination Management Plan
DS-SG	Dark Skies Steering Group
DW	Destination Wairarapa
F&F Ref Group	Food & Fibre Reference Group
FDS	Wairarapa-Wellington-Horowhenua Future Development Strategy
GDP	Gross Domestic Product
GNS	GNS Science
GWRC	Greater Wellington Regional Council
LTP	Long Term Plan
MBIE	Ministry for Business, Innovation, & Employment
MDC	Masterton District Council
MPI	Ministry for Primary Industries
PMO	Project Management Office
R&D	Research & Development
RBP	Regional Business Partners Network
REAP	Rural Education Activities Programme - Wairarapa
REDP	Wellington Regional Economic Development Plan
RLTP	Regional Land Transport Plan
SkyTEM	Transient electromagnetic aquifer mapping project undertaken by GWRC.
SWDC	South Wairarapa District Council
TBD	To be decided
TMaM	Te Matarau a Māui
WEDS	Wairarapa Economic Development Strategy
WNZ	WellingtonNZ
WNZ MED	WellingtonNZ Māori Economic Development Team
WRLC	Wellington Regional Leadership Committee
WSLG	Wairarapa Skills Leadership Group
WWRS	Wairarapa Water Resilience Strategy
WWRS-AP	Wairarapa Water Resilience Strategy Action Plan
WWRS-GG	Wairarapa Water Resilience Strategy Governance Group

ATTACHMENT 3: OPERATING MODEL OPTIONS CONSIDERED

#	Options	Pros	Cons
1	WEDS Forum (Status Quo) WEDS Forum with Members, Observers & WNZ WEDS PMO	<ul style="list-style-type: none"> - Structure already exists. - MoU and funding arrangements established. - Independent Chair as facilitating third party. 	<ul style="list-style-type: none"> - Over engineered for the size of the work programme (Lessons Learnt, November 2023), - Over representation from Local Government (Mayors and CEs). - Disparity between WEDS Members and others (Iwi, Business, Economic Development practitioners). - High administrative overhead (time and cost).
2	REDP Steering Group, WRLC Leverage the WRLC and existing REDP Steering Group (which includes Wairarapa representatives) No WEDS PMO	<ul style="list-style-type: none"> - Structure, systems and processes already exist. - General alignment on priority focus areas - Well defined issues and opportunities. - Wairarapa representatives already part of the REDO Steering Group and WRLC 	<ul style="list-style-type: none"> - Region wide plan of which the Wairarapa is a subregion. - Less oversight, autonomy, and specific focus on Wairarapa. - Perception that less resource is going into the Wairarapa.
3	WEDS Steering Group - RECOMMENDED Steering Group with skills and place-based representation (Council, Iwi and priority focus area representation) & WNZ WEDS PMO	<ul style="list-style-type: none"> - Right sized for the scale and resourcing of the work programme - Closer connection with the Wairarapa Councils, Iwi, and priority focus areas. - Autonomy and specific focus on Wairarapa. - Focal point for Central Govt support where the Wairarapa is eligible e.g. Regional Infrastructure Fund - Similar to the REDP Steering Group, dedicated to the Wairarapa 	<ul style="list-style-type: none"> - Change from the status quo e.g. a new operating model. - Less involvement from Mayors in regular WEDS forums (however continued involvement in strategic priorities, and accountability through progress reports). - Less Independent Chair as facilitating third party.
4	WellingtonNZ WNZ WEDS PMO	<ul style="list-style-type: none"> - Oversight through quarterly reporting directly to council. - Highest reduction of administrative overheads (time and cost). 	<ul style="list-style-type: none"> - Less involvement from Council, Iwi, and priority focus area representation. - Less coalition of the willing; risk of delivery solely on WNZ. - WNZ becomes the focal point for agreed Wairarapa priorities, more difficult to unlock Central Govt & Local Govt resources.
5	Existing Focus Area Groups Utilise the existing Focus Area Groups (WWRS-GG, WSLG, & TBD for Food & Fibre)	<ul style="list-style-type: none"> - Leverages existing project boards and coordination groups. 	<p>Same as option 4 above, plus:</p> <ul style="list-style-type: none"> - Disparate and uncoordinated across the various focus areas. - Risk of duplication, silos, lack of alignment of resources for implementation.
6	No focus on Economic Development No dedicated people or project resources	<ul style="list-style-type: none"> - Budget reprioritised to other council priorities 	<ul style="list-style-type: none"> - Nothing happens, missed opportunities and the Wairarapa declines. - Reputational risks for WNZ, Councils and WEDS for establishing a refreshed Strategy and not resourcing it.

ATTACHMENT 4: WEDS MEMORANDUM OF UNDERSTANDING 1 JULY 2024 – 30 JUNE 2027

AGREEMENT TITLE:	WAIRARAPA ECONOMIC DEVELOPMENT STRATEGY MEMORANDUM OF UNDERSTANDING
PERIOD OF VALIDITY:	1 July 2024 – 30 June 2027
DATE ADOPTED:	
FILE REF:	

PURPOSE

This Memorandum of Understanding defines the commitment of the three Wairarapa District Councils and the Wellington Regional Economic Development Agency Limited (trading as WellingtonNZ) to partner to deliver the Wairarapa Economic Development Strategy for the period 1 July 2024 – 30 June 2027.

BACKGROUND

The three Wairarapa District Councils and WellingtonNZ jointly launched a Wairarapa Economic Development Strategy and Action Plan (the “WEDSAP”) in October 2018. The WEDSAP was developed to foster regional collaboration and coordinated investment through the Provincial Growth Fund (PGF).

In 2021, the WEDSAP was reviewed to align with changes in the economic environment and provide focus areas for economic development in Wairarapa. The new Wairarapa Economic Development Strategy (the “WEDS”) was adopted by the three Wairarapa District Councils in October 2022.

A Memorandum of Understanding (MoU) was signed in September 2022 by the three District Councils and WellingtonNZ to deliver the WEDS work programme. This MoU expires on 30 June 2024.

The three Wairarapa District Councils and WellingtonNZ have agreed to continue to partner to deliver the Wairarapa Economic Development Strategy for a further three years from 1 July 2024 until 30 June 2027, when the WEDS will be reviewed as part of the Local Government Long Term Planning (LTP) process.

WEDS VISION

The shared WEDS vision is “Thrive Wairarapa” – a thriving community alive with opportunity. This will be achieved through growing comparative advantage (opportunities), fostering enterprise that underpins the future economy; and building resilience (enablers), by protecting our existing assets and leveraging partner opportunities for investment. The full strategy and focus areas are published at www.thrivewairarapa.nz

WEDS IMPLEMENTATION

The WEDS work programme and budget will be managed and implemented by WellingtonNZ on behalf of the three District Councils, with oversight from a small WEDS Steering Group consisting of place-based and skilled economic development representatives.

Strategic priorities for the work programme are expected to be reviewed annually with the Steering Group, Mayors, and Council CEOs, at least three months prior to financial year end.

The Steering Group will include Council and Iwi economic development representatives, strategic priority focus area representation, strategic economic development skills and connections (for example with central government).

The Steering Group will be chaired by the General Manager, Business and Innovation at WellingtonNZ (or other nominated representative amongst the Steering Group). The Group is intended to be a coalition of the willing, to provide a central point of coordination for the Wairarapa and have oversight of the WEDS Work Programme. Clear Terms of Reference will be developed for the Steering Group to proactively guide, manage risks, and champion the delivery of the work programme.

The WEDS programme sits alongside the Regional Economic Development Plan (REDP) which is governed by the Wellington Regional Leadership Committee. The REDP highlights initiatives with significant economic impact potential over the next ten years. WellingtonNZ will ensure alignment of workstreams across both plans and deliver integrated reporting on Wairarapa projects where appropriate.

ROLES OF THE MOU PARTNERS

WellingtonNZ will:

1. Commit to employing the roles necessary to deliver the WEDS work programme for the period 1 July 2024 – 30 June 2027, including employee management and support functions.
2. Be responsible for operational delivery of the WEDS work programme and for managing resources, including making operational decisions and allocation of budget across strategic priorities and initiatives, with visibility to the Steering Group.
3. Utilise the Steering Group to guide and inform the work programme.
4. Provide quarterly reporting to the three District Councils to reflect progress made and budget allocated.
5. Provide an annual report by the 30th of August each year, for the previous financial year, including work programme delivery and financial reporting.

The three Wairarapa District Councils will:

1. Commit to funding WellingtonNZ to deliver the WEDS work programme for the period 1 July 2024 – 30 June 2027 as per the Funding Provisions below.
2. Nominate a maximum of one council officer responsible for economic development to join the WEDS Steering Group.
3. Provide opportunity for their officer on the WEDS Steering Group (or other Steering Group member as appropriate) to provide updates to relevant council staff and elected members.
4. Champion, support, and align with the delivery of the WEDS work programme, including considering support through council facilities, expertise, data, insights, forums, and other resources where appropriate; and informing WellingtonNZ of any risks and issues relating to the delivery of the WEDS work programme.
5. Participate in an annual review of strategic priorities for the work programme with the Steering Group, through their Mayors and CEOs.

FUNDING PROVISIONS

The funding (as set out below) will be paid to WellingtonNZ, invoiced in four equal quarterly instalments, as per the following commitments (subject to approval in the 2024-27 Long Term Plans):

Masterton District Council

Commit \$80,000 + GST each financial year, plus an adjustment for inflation based on the annual Consumer Price Index (to 31 March each year), to be applied each year via the Council's Annual Plan.

Carterton District Council

Commit \$60,000 + GST each financial year, plus an adjustment for inflation based on the annual Consumer Price Index (to 31 March each year), to be applied each year via the Council's Annual Plan.

South Wairarapa District Council

Commit \$75,000 + GST each financial year, plus an adjustment for inflation based on the annual Consumer Price Index (to 31 March each year), to be applied each year via the Council's Annual Plan.

WellingtonNZ Limited

Commit the equivalent of the total budget of the three District Councils \$215,000 + GST each financial year, plus an adjustment for inflation based on the annual Consumer Price Index (to 31 March each year), to be applied each year via WellingtonNZ annual planning process.

RENEWAL OF FUNDING

Before 30 June 2027, Masterton District Council, Carterton District Council, South Wairarapa District Council and WellingtonNZ will meet to establish any further commitment to WEDS. Any decision from the three Councils will be confirmed to the CEO of WellingtonNZ in writing with at least three months' notice.

CARRY-OVER OF FUNDS

Any funds not committed by WellingtonNZ at the end of each financial year are to be carried over to the next financial year, or otherwise refunded by mutual agreement of the funding partners.

DISSOLUTION OF MOU

This MOU shall expire on 30 June 2027 unless extended or terminated by mutual agreement of all parties, with at least three months' notice.

**Chief Executive
Wellington Regional Economic
Development Agency Ltd**

Signature:

Name:

Date:

**Chief Executive
Masterton District Council**

Signature:

Name:

Date:

**Chief Executive
South Wairarapa District Council**

Signature:

Name:

Date:

**Chief Executive
Carterton District Council**

Signature:

Name:

Date:

Action Items Report

1. Purpose

To present the Committee with updates on actions and resolutions.

2. Executive Summary

Action items from meetings are presented to the Committee 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 remain in a master register but no longer reported on. Procedural resolutions are not reported on.

3. Appendices

Appendix 1 – Action Items to 3 July 2024

Contact Officer: Amy Andersen, Lead Advisor, Democracy and Committees

Reviewed By: Janice Smith, Chief Executive Officer

Appendix 1 – Action Items to 3 July 2024

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
516	27 Oct 21	S Corbett	Work on a health and safety action plan with the Wairarapa Trails Action Group to ensure network safety of the proposed trails and continue discussions on cyclist safety on Underhill Road leading to the Tauherenikau Cycle Bridge. (ICS)	Open	<p>8 Nov 21: WTAG chairman Greg Lang, Carterton Mayor is having discussions with SWDC Mayor on a way forward to resolve this problem on both sides of Underhill Road</p> <p>20/12/21: Bridge construction delayed 12-14 weeks (subject to weather).</p> <p>27/1/22: Underhill Road will be included as part of the speed review, other initiatives will be investigated prior to the bridge opening in September.</p> <p>9/3/21: Action amended to include advance changing of speed limit on Underhill Road.</p> <p>20/4/22: Amended - action above deleted.</p> <p>06/05/2022: Officers working to make Underhill Road safe before opening of bridge. Funding applied for. Request to close action.</p> <p>Check with Stefan</p> <p>11/01/22: Action reassigned from A&S to ICS following implementation of new committee structure.</p> <p>25/01/23: Committee Chair requested update required on project, costs for work to be completed, (quote from Pope and Gray), how will this be funded; PGF/Ratepayers or other funding source.</p> <p>1/02/23: Ongoing work to be completed– remains open</p> <p>18/07/23: The share the road with cyclists signs have been put in on Underhill Road (Greytown and Featherston sides). The Underhill Road road edges have been flattened to allow cyclists to more easily get off the road if needed.</p> <p>20/09/23: Request to examine alternative funding measures, but not a priority.</p> <p>30/01/24: no change to priority (ie low).</p>
358	27 Sept 23	S Corbett	<p>COUNCIL RESOLVED (DC2023/134) to:</p> <p>1. Receive the Draft Carterton and South Wairarapa interim Speed Management Plan Report. Carried</p> <p>(Moved Mayor Connelly/Seconded Cr Gray)</p>	Actioned	<p>11/04/2024: SWDC have jointly with CDC decided to submit the interim SMP to the Director Land Transport for approval. We have tasked our consultants to refresh the document ready for submission. Once approved we can start implementing in stages, mindful of the proposed direction of Government changes via the Land Transport Rule.</p>

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			<p>2. Agree to proceed with the following amendments to interim Speed Management Plan:</p> <p>a) Remove Underhill Road from the interim Speed Management Plan to allow for further investigation to be carried out in the proximity of the sports complex. (Moved Cr Gray/Seconded Cr McAulay) Carried</p> <p>b) Amend Donald Street from recommended 30km/hr to 60 km/hr. (Moved Cr Olds/Seconded Cr Gray) Carried</p> <p>c) Remove Papawai Road, Tilsons Road and Hecklers Road proposed speed reduction from the interim Speed Management Plan. (Moved Cr Plimmer /Seconded Cr Ellims) Carried</p> <p>d) Remove Ponatahi Road (170m northwest of Johns Way to the boundary with Carterton District Council) and Riverside Road proposed speed reduction from the interim Speed Management Plan. (Moved Cr Ellims/Seconded Cr Plimmer) Carried</p> <p>e) Include all unsealed gravel roads into the schedule of proposed speed limit changes with a recommended speed limit of 80km/hr. (Moved Cr Plimmer/Seconded Cr Gray) Carried Against: Cr Maynard, Mayor Connelly</p> <p>3. Adopts the sections relating to South Wairarapa District Council roading network in the draft Carterton and South Wairarapa interim Speed Management Plan following updates to reflect decisions in item 2 above. (Moved Cr Olds/Seconded Cr Gray) Lapsed</p> <p>4. Adopts the sections relating to South Wairarapa District Council roading network in the draft Carterton and South</p>		<p>11/06/24: Transferred from Council to SWC at request of CE. 21/06/24: Actioned. Awaiting approval.</p>

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			Wairarapa interim Speed Management Plan following updates to reflect decisions in item 2 above, and setting speed limits of 30km outside urban schools, 60km for rural schools except when signage indicates 30km (times determined by schools). (Mover Mayor Connelly/Seconded Cr Ellims) Carried Against: Cr Woodcock 5.Delegates authority to the Chief Executive to approve minor proofing corrections prior to publication and submissions to Waka Kotahi. (Moved Mayor Connelly/Seconded Cr Ellims) Carried		
407	8 Nov 23	P Gardner	For the Committee to look at options for a District Joint Committee on Climate Change (CCE)	Open	Noted Cr Gray will follow up initially. 14/02/24: Cr Gray provided update. No response to date from other elected members. Mayor/Deputy to support in promoting message. Action remains open.
409	8 Nov 23	S Corbett	Request further information from Council Officers relating to the development of a No-Mow Policy, including implications, for the South Wairarapa District Council by the next meeting of the Committee.	Open	30/01/24: no new developments (low priority). 14/02/24: Cr Gray queried creative ways to progress the no-mow policy (e.g. community working group). Noted – bylaw restrictions and need a review if changes are proposed. Officers suggested a trial on one street. Officers suggested would be included in LTP work. Further information required. 10/04/24: Cr Bosley to discuss next steps with Mr Corbett.
469	15 Nov 23	S Corbett	INFRASTRUCTURE AND COMMUNITY SERVICES RESOLVED (ICS2023/37) to: 1.receive the Member’s Report – Transforming the Stella Bull/Old Library Building into a Vibrant Community Space: A vision for Greytown. (Moved Cr Woodcock/Seconded Cr Gray) Carried 2. Recommend to Council to approve officers investigate short term uses of Stella Bull/Old Library Building until June 2024. 3. Recommend to Council to request officers to develop options to be included in the consultation document for the 24/34 LTP. [Items 2-3 read together] (Moved Cr Bosley/Seconded Mayor Connelly) Carried	Actioned	22/11/23: Refer to Council resolution: DC2023/171 in relation to point 2, which has been actioned. Point 3 remain open and to be included in recommendations to the Strategy Working Committee. 30/01/24: James may be able to report back, but the EOI for proposed commercial and public use of the Old Library Building is online and we are awaiting inquiries. We will report back in a month or so on what we received/learnt. We would appreciate the assistance of Councillors to encourage community and companies to express and interest. 14/02/24: Members provided update on current use on the space. Expressions underway. Applications close on 29 February 2024 at 4pm. Action remains open.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
					29/04/24: EOI concluded – operational decision document in progress. Decision will be considered by CE. 09/05/24: Noted by CE that a decision report to SWC will be prepared for 5 June meeting. 05/06/24: Actioned.
461	22 Nov 23	N Ansell	COUNCIL RESOLVED (DC2023/177) to: 1.Receive the Greytown Sport and Leisure Funding report. (Moved Cr Woodcock/Seconded Cr Plimmer) Carried 2. Agrees to approve up to a maximum of \$60,000 of funding for 12 months for Greytown Sports and Leisure from 1 July 2024, and request Council Officers to prepare a report outlining long term options for expanding Greytown Sports and Leisure across the region. (Moved Cr Plimmer/Seconded Cr Bosley) Carried	Open	7/02/24: Handover of work due to changes in the Democracy and Engagement Team. Early planning for exploring options underway. 29/02/24: Additional funding of \$60k will be allocated to an appropriate budget line (yet to be determined) in the AP. 11/06/24: Transferred from Council to SWC at request of CE.
32	14 Feb 24	J Smith	Chief Executive to clarify what is currently included in the Speed Review for Dublin Street, Martinborough. Members would need to consider any further actions and how that would fit within the current roading work programme.	Open	
38	14 Feb 24	J Smith	STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/07): 1.To receive the Pain Estate Update Report. (Moved Cr Maynard/Seconded Cr McAulay) Carried Foreshadowed amendment: 2.That the Strategic Working Committee instruct the Chief Executive to action the items identified in the Memorandum of Agreement for Pain Farm and report back to the Martinborough Community Board. (Moved Cr Maynard/Seconded Cr McAulay) Carried <i>The mover and seconder agreed that the amendment become part of the substantive motion.</i> 3.That the Strategic Working Committee instruct the Chief Executive to action the items identified in the Memorandum of Agreement for Pain Farm and report back to the Martinborough Community Board. (Moved Cr Maynard/Seconded Cr McAulay) Carried	Open	26/02/24: Still in progress. 22/03/24: Due to a later request around the disposal of treated wastewater to Pain Farm, this will now be reported to the MCB in May 2024. 05/06/24: Confirmed Ms Smith will be reporting to the Community Board/Committee in July 2024, not May 2024 as stated in the previous update.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
58	21 Feb 24	R O'Leary	Members requested a report on Mr O'Leary's position on the current Spatial Plan, in respect to the history and status of the heavy bypass on Dublin Street. R O'Leary.		05/03/24: A future heavy traffic bypass on Dublin St was not captured as a matter within the South Wairarapa Spatial Plan 2021. Request action be closed and any further investigation or actions in relation to Mr MacGibbon's public participation on 21 February 2024 be assigned to Roading team. 27/03/24: Information Report being prepared on Dublin Street to come to future SWC meeting, including how it landed there and issues with current state of the road. 11/06/24: Transferred from Council to SWC at request of CE.
118	27 Mar 24	S Corbett	Members requested a report from officers regarding the issues relating to John Cantwell's public participation.	Actioned	04/04/24: Officers have scheduled a meeting with Mr Cantwell at his address on 08/04/24. 11/06/24: Transferred from Council to SWC at request of CE. 21/06/24: Following meetings between the consultants, the CE and Mr Cantwell, Officers have made two written offers to Mr Cantwell on the design of solutions in writing, which have been rejected. Mr Cantwell is still seeking third party advice.
122	27 Mar 24	N Ansell	Members requested that the Martinborough Community Board be informed with ample notice regarding the schedule for the Wairarapa Combined District Plan hearings.	Actioned	11/06/24: Transferred from Council to SWC at request of CE. 21/06/24: Actioned. Community Governance Advisor has forwarded information to the Community Board.
123	27 Mar 24	S Corbett	COUNCIL RESOLVED (DC2024/19) to: 1) a. receive the 'Freedom Camping Bylaw Deliberations' Report. b. amend the Clifford Square Reserve Management Plan to allow for freedom camping to occur subject to the restrictions within the Freedom Camping Bylaw 2024. c. adopt the Freedom Camping Bylaw 2024, as per Appendix 1. d. authorise the Chief Executive to make any minor editorial changes to the above documents if required prior to adoption. e. Support the trial of Freedom Camping Ambassadors (\$47k grant from MBIE) for the 2024/5 camping season, and if successful, to consider ongoing funding in the next Long Term Plan. [Items 1a-e read together] (Moved Cr Olds/Seconded Cr Ellims) Carried	Open	2/04/24: Amenities team meeting with Nicki and Andrew to confirm next steps, signage etc. 11/06/24: Transferred from Council to SWC at request of CE. 21/06/24: Accruing funds for signage to next year.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			2) approve the effective date of 1 July 2024 for the Freedom Camping Bylaw, to allow time for signage. (Moved Cr Olds/Seconded Cr Gray) Carried For: Acting Mayor Sadler-Futter, Cr Olds, Cr Gray, Cr Maynard, Cr McAulay, Cr Ellims. Against: Cr Woodcock Abstained: Cr Plimmer		
126	27 Mar 24	J Smith	COUNCIL RESOLVED (DC2024/22) to: 1.Receive the Pain Farm History, Legality and Consultation for Treated Effluent Disposal Site Report. (Moved Cr Ellims/Seconded Cr Maynard) Carried 2.Continue to seek legal advice on the nature of the Trust and Council's role as Trustees of the land at Pain Farm, to be reported back to a future meeting of the Strategy Working Committee. (Moved Cr Plimmer/Seconded Cr Olds) Carried Abstained: Cr McAulay, Cr Woodcock	Open	05/04/24: Date for next report to Strategy Working Committee yet to be confirmed. Awaiting advice from CE. 11/06/24: Transferred from Council to SWC at request of CE.
134	10 Apr 24	S Corbett	Request information report to a future meeting of the Strategy Working Committee regarding flooding issues on Brandon Street (refer to Marieke Soeter's public participation presentation to the Committee on 10/04/2024).	Open	29/04/24: SLT will be meeting with a WWL stormwater specialist; plans to hold an open workshop will be circulated once this has occurred.
135	10 Apr 24	S Corbett	Request clarification of the levels of service with Wellington Water and other relevant contractors in relation to drainage/clearing of water ways across the district.	Open	29/04/24: Officers are currently mapping the assets and confirming responsibilities.
158	17 Apr 24	R O'Leary	STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/35) to: 1. receive the Draft Featherston Masterplan Deliberations Report. (Moved Cr Maynard/Seconded Cr Olds) Carried 2. to extend the meeting past 11:02am (as per Standing Order 4.2 - Meeting Duration). (Moved Cr Plimmer/Seconded Cr Bosley) Carried	Actioned	05/06/24: Report submitted to SWC 5 June 2024.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			<p>3. endorse the recommended amendments to the Draft Featherston Masterplan as outlined in Table 7 below, including the additional amendments; and</p> <p>4. request that the final Draft Featherston Masterplan and Implementation Plan be reported back to the Strategy Working Committee for final review and adoption at the Committee's meeting on 5 June 2024. [Items 3 & 4 read together] (Moved Cr Gray/ Seconded Cr Olds)</p> <p>For: Acting Mayor Sadler-Futter, Cr Olds, Cr Maynard, Cr Gray, Cr Ellims and Cr Bosley. Abstained: Cr Woodcock. Against: Cr Plimmer. Carried 6/1</p>		
160	24 Apr 24	J Smith	<p>COUNCIL RESOLVED (DC2024/28) to:</p> <p>1.The report "Appointment review" be received.</p> <p>2.The appointments to the following are amended to replace the current automatic provision for the membership of these committees/forums/groups to be the mayor:</p> <p>a.Māori Standing Committee (Cr Maynard attending)</p> <p>b.Wellington Water Committee</p> <p>c.Wellington Regional Leadership Committee</p> <p>d.CDEM Regional Committee</p> <p>e.Regional Transport Committee</p> <p>f.Wairarapa Committee</p> <p>3.The following committee/forum be approached to replace the Mayor with the Deputy Mayor</p> <p>a.Mayoral Forum</p> <p>b.Wairarapa Moana Statutory Board</p> <p>4.The following committees/groups be considered in terms of an SWDC representative.</p> <p>a.Wairarapa Trails Action Group (Cr Olds already appointed)</p> <p>b.Remutaka Transport Group</p> <p>c.Wairarapa Safer Communities</p>	Actioned	11/06/24: Transferred from Council to SWC at request of CE.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			<p>5. That the following members be appointed in place of the mayor with immediate effect:</p> <p>Committee/Group/Forum Current Appointed Members Revised Appointed Members Wellington Water Committee Mayor (Dep Mayor Alternate) Deputy Mayor Cr Ellims as alternate Wellington Regional Leadership Committee Mayor (Dep Mayor Alternate) Deputy Mayor Cr Ellims as alternate Civil Defence Committee Mayor Deputy Mayor Cr Ellims as alternate Regional Transport Committee Mayor Deputy Mayor Cr Ellims as alternate Wairarapa Committee Mayor (Dep Mayor Alternate) Cr Plimmer Cr Olds as alternate Wairarapa Moana Statutory Board Mayor Noted: Letter to request Cr Gray's appointment to be completed Māori Standing Committee Mayor + Cr Maynard Cr Maynard and Cr Bosley Wairarapa Trails Action Group Mayor + Cr Olds Cr Olds Remutaka Transport Group Mayor Cr Plimmer Wairarapa Safer Communities Mayor Cr McAulay Mayoral Forum Mayor Noted: Letter to request appointment of Deputy Mayor to be completed. [Items 1-5 read together] (Moved Cr Bosley/Seconded Cr Gray) Carried</p>		
188	8 May 24	S Corbett	<p>STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/39) to: 1. receive the Updated Three Waters Capital Delivery Plan for FY23/24 Report. (Moved Cr Ellims / Seconded Cr Plimmer) Carried</p>	Open	Refer to point 5 for open action.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			<p>2.agree to increase the FY2023/24 capital investment budget to match the forecast in Option 2, an increase of \$0.53M bringing the total forecast expenditure for FY2023/24 to \$4.69M (excluding the actual forecast spend of \$0.29m against the Greytown Water Treatment Plant Upgrade project). (Moved Mayor Connelly/Cr Maynard) Not carried For: Cr Maynard, Mayor Connelly, Cr McAulay, Cr Olds Against: Cr Gray, Edwards, Cr Plimmer, Cr Ellims, Cr Woodcock, Cr Bosley</p> <p>Amendment: agree to increase the FY2023/24 capital investment budget to match the forecast in option 3, an increase of \$1.01M bringing the total forecast expenditure for FY2023/24 to \$5.17M (excluding the actual forecast spend of \$0.29m against the Greytown Water Treatment Plant Upgrade project).</p> <p>3.agree to increase the FY2023/24 capital investment budget to match the forecast in option 3, an increase of \$1.01M bringing the total forecast expenditure for FY2023/24 to \$5.17M (excluding the actual forecast spend of \$0.29m against the Greytown Water Treatment Plant Upgrade project). (Moved Cr Plimmer/Seconded Cr Gray) Carried For: Cr Gray, Edwards, Cr McAulay, Cr Bosley, Cr Plimmer, Cr Ellims Against: Mayor Connelly, Cr Maynard, Cr Olds, Cr Woodcock</p> <p>4. note that Wellington Water have committed to improve their processes to better deliver the capital programme within Council approved budget. (Moved Cr Gray/Seconded Cr Plimmer) Not carried For: Cr McAulay, Cr Bosely, Cr Plimmer, Cr Gray Against: Cr Olds, Cr Woodcock, Cr Ellims, Cr Maynard, Edwards Abstained: Mayor Connelly.</p> <p>Amendment:</p>		

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			<p>request that Wellington Water will commit to improve their processes to better deliver the capital programme within Council approved budget, and by the end of July a report to be prepared and tabled that outlines how we will reset expectations and ensure Wellington Water internal processes for supporting forecasting and budgeting.</p> <p>5.request that Wellington Water will commit to improve their processes to better deliver the capital programme within Council approved budget, and by the end of July a report to be prepared and tabled that outlines how we will reset expectations and ensure Wellington Water internal processes for supporting forecasting and budgeting. (Moved Cr Ellims/Seconded Cr Bosley) Carried</p>		
190	8 May 24	P Gardner	<p>STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/41) to:</p> <p>1.receive the Community Wellbeing Fund Amendment report.</p> <p>2.approve the ringfencing of \$500,000 of Better Off Funding to the Community Wellbeing Fund to enable community led projects across the South Wairarapa to be considered and approved if appropriate.</p> <p>3.acknowledge that the remaining funds of circa. \$800,000 will be held to fund the potential costs arising from the development of the Water Services Plan and transition to a Local Waters Done Well solution only and any unspent funds will be returned to the Community Wellbeing Fund.</p> <p>4.delegate approval to the Chief Executive to approve the allocation of the funding to ensure that the Council’s legal objectives under Local Waters Done Well are met, including the consideration of a Wairarapa water solution.</p> <p>5.request that the Chief Executive report back to the Committee on the use of the funds in due course.</p>	Open	Refer to point 5 for open action

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			[Items 1-5 read together] (Moved Cr Plimmer/Seconded Cr Gray) Carried For: Cr Olds, Cr McAulay, Cr Maynard, Edwards, Cr Gray, Cr Plimmer, Cr Bosley Against: Mayor Connelly, Cr Ellims, Cr Woodcock.		
191	8 May 24	P Gardner	Request confirmation of whether the cap covers each individual district or the district as a whole in relation to the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy.	Actioned	Mr Gardner confirmed that under section 5.1, this cap covers the entire region, which currently stands at 10. Noted that in the South Wairarapa District, there are currently 4 such venues.
192	8 May 24	P Gardner	STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/42) to: 1.note that a review of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy has been undertaken; 2.note that consultation with the community occurred between 19 February and 22 March 2024. 3.note that hearings and deliberations were undertaken by the Wairarapa Policy Working Group on 15 April 2024. [Items 1-3 read together] (Moved Cr Gray/Seconded Cr Plimmer) Carried Against: Cr McAulay 4.approve the recommendations from the Wairarapa Policy Working Group: i)agree to the amendment to clause 6.1 of the Proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy as follows: Clause 6.1 Council will not grant consent for a Class 4 venue to permanently re-establish at a new site in Masterton District under any circumstances. (Moved Cr Plimmer/Seconded Cr Maynard) Carried ii)adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (Attachment 1). (Moved Cr Gray/ Seconded Cr Olds) Not Carried For: Cr Olds, Cr Gray, Edwards, Cr Bosley Against: Cr Plimmer, Mayor Connelly, Cr Maynard, Cr Ellims, Cr Woodcock, Cr McAulay.	Actioned	11/06/24: Report to SWC expected 3 July for adoption, following amendment and adoption from MDC end of June 2024.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
234	22 May 24	R O'Leary	Members requested further information regarding temporary emergency housing for animals in domestic violence situations and waiving fees and charges to support this action.	Actioned	11/06/24: Transferred from Council to SWC at request of CE. 17/06/24: There has only been one previous occasion where Council have been requested to assist in the temporary housing of a dog related to a domestic violence situation. On that occasion no fees or charges were invoiced. The period of housing was minimal and was only until appropriate alternative arrangements was identified. If a request to assist in an emergency situation is received, Council would waive fees and charges and work with Police and other key support agencies to identify any alternative options at the earliest opportunity.
294	5 Jun 24	R O'Leary	<p>STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/55) to:</p> <p>1.Receive the Adoption of the Featherston Masterplan and Implementation Plan Report. (Moved Deputy Mayor Sadler-Futter/Seconded Cr Gray) Carried</p> <p>2.Adopt the Featherston Masterplan. (Moved Cr Olds/Seconded Cr Maynard) Carried Foreshadowed amendments which became part of substantive motion:</p> <p>3.Agree that the Implementation Plan will be considered as part of future LTP cycles. (Moved Cr Gray/Seconded Cr Olds) Carried</p> <p>4.Delegate minor tweaks of the Featherston Masterplan to the Chief Executive. (Moved Cr Gray/Seconded Cr Maynard) Carried</p> <p>5.Provide a maximum capital budget in 2024/25 of \$132,000 to investigate and construct an access way from Featherston Community Centre to Fitzherbert Street and car parking capacity. (Moved Cr Olds/Seconded Edwards) Carried</p>	Open	Refer to Point 3 for open action.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
			6. Approve that Kiwirail proceed with the closure of the Bell Street level crossing and continue with upgrade work on the Fox Street level crossing. (Moved Deputy Mayor Sadler-Futter/Seconded Cr Gray) Carried		
295	5 Jun 24	P Gardner	STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/56) to: 1. Receive the Chairperson's Report. 2. Approve the appointment of Mark Fenwick to the Māori Standing Committee. 3. Approve the appointment of Karen Mikaera to the Assurance, Risk and Finance Committee. 4. Approve the appointment of Whitu Karauna as an alternate to the Assurance, Risk and Finance Committee. 5. Approve the amended Terms of Reference for Council and Committees, as per Appendix 2. Additional recommendation (as per extraordinary business) became part of the substantive motion: 6. Approve the withdrawal of the 5X differential proposed for forestry as part of the roading targeted rate. [Items 1-6 read together] (Moved Cr Gray/Seconded Edwards) Carried	Actioned	07/06/24: ToR updated on website and email notification to ARF Chair completed.

Chairperson's Report

1. Purpose

To update the Committee on activities and issues; and to seek the Committee's approval for items as outlined in this report.

2. Recommendations

The Chairperson recommends that the *Committee*:

1. Receive the *Chairperson's Report*.
2. Receive a verbal update from Councillors Olds on the Advisory Oversight Group on Water services delivery planning for Wellington Region and Horowhenua.
3. Note that the date of the Sale and Supply of Alcohol Act quoted in the Report from the Acting Mayor to Council dated 5 April 2023 should read as 2012 rather than 1996.
4. Note the update on the Wairarapa Consolidated Bylaw.
5. Note the update to the Terms of Reference for Council and Committees as per Appendix 1.
6. Approve the amended Standing Orders as per Appendix 2.
7. Considers the following LGNZ remits: [to be tabled]
8. Delegate the Mayor and the CEO to vote for any remits as they think fit if not previously discussed by the Committee.

3. Discussion

3.1 Advisory Oversight Group on Water services delivery planning for Wellington Region and Horowhenua (verbal update from Councillor Olds)

3.2 Appointments to the District Licensing Committee

In the Report from the Acting Mayor to Council dated 5 April 2023, the following legislation was quoted incorrectly in as being the *Sale and Supply of Alcohol Act 1996*, instead of the *Sale and Supply of Alcohol Act 2012*. This was due to human error.

The report is available on the SWDC website - please refer to item D1, page 187:
<https://swdc.govt.nz/wp-content/uploads/DCAgendaPack-5Apr23-1.pdf>

Council officers provide assurance that the District Licensing Committee have been operating under the correct legislation as required. Furthermore, all subsequent reports have quoted the correct legislation.

3.3 Update on the Wairarapa Consolidated Bylaw 2019 Review

The Wairarapa Consolidated Bylaw 2019 (the Bylaw) has a legal review period of five years, which was due in June 2024. A review of the Bylaw is currently underway. The Wairarapa Policy Working Group (WPWG) has delegated authority to support the review and make recommendations back to the Wairarapa District Councils.

The WPWG met on 31 May 2024 to discuss the review, work to date, and endorsed the below timeframes. The timeframes ensure a new Bylaw is in place before the existing Bylaw ceases to have effect (June 2026).

Estimated Timeframe	Key Tasks
June/July 2024	<ul style="list-style-type: none"> • Research/Problem Definition/Options Analysis (continued) • Pre-engagement with key stakeholders identified
August/September 2024	<ul style="list-style-type: none"> • Draft Bylaw and Statement of Proposal (SOP) • Second WPWG workshop to consider draft SOP and Bylaw • Revise Bylaw and SOP following feedback from WPWG
October 2024	<ul style="list-style-type: none"> • Design SOP • Legal review of Bylaw • Council adoption of SOP and draft bylaw for consultation (30 October)
November 2024 – January 2025	<ul style="list-style-type: none"> • Consultation period (note a minimum 2-month period is required for representation to be given on a Trade Waste Bylaw in accordance with s148 of the LGA) • WPWG Hearings and Deliberations (late January 2025)
February 2025	<ul style="list-style-type: none"> • Wairarapa District Councils adopt Bylaw
March 2025	<ul style="list-style-type: none"> • Bylaw effective date

3.4 Update to the Terms of Reference for Council and Committees

The Community Wellbeing Fund Subcommittee (CWBF) met to confirm their Terms of Reference on 29 May 2024, as per resolution CWBF2024/01. This will be included in the wider ToR document for SWDC and uploaded to our website. Please refer to Appendix 1.

3.5 Amendments to Standing Orders

An update to Standing Orders (Section 15 – Public Forums) has been recommended to address repetitive topics during public participation and the need for some public speaking to be redirected to other committees or Community Boards. Furthermore,

this provides clarity for the community on where and when the best place is to speak to representatives and elected members of SWDC. Please refer to Appendix 2.

3.6 LGNZ Annual Conference August 2024

Local Government New Zealand's 36th Annual General Meeting (AGM) will be held at 1pm on Wednesday 21 August 2024 at Tākina in Wellington.

All local authorities who are full financial members of LGNZ as of 20 August 2024 are entitled to be represented at the AGM. SWDC can be represented by elected members and/or staff.

Under LGNZ's constitution, South Wairarapa District Council is entitled to 3 Votes at the AGM.

Details regarding any remits for consideration will be tabled at the meeting.

4. Appendices

Appendix 1 – Updated Terms of Reference for Council and Committees (CWBF)

Appendix 2 – Amended Standing Orders (Section 15 – Public forum)

Prepared By: Deputy Mayor, Melissa Sadler-Futter

Appendix 1 – Updated Terms of Reference for Council and Committees (CWBF)

Community Wellbeing Fund Terms of Reference

1. Purpose

The purpose of the subcommittee is to:

- Ensure the strategic overall management and performance of the Community Wellbeing Fund (CWBF).
- Distribute grants to eligible individuals, groups and organisations that will have a direct impact on South Wairarapa communities and wellbeing outcomes.

2. Key responsibilities

- Approve CWBF grants to eligible applicants.
- Advise and support the development of the CWBF.
- To have a strategic understanding of funding.
- Receive and review applications reports.
- Review the financial position of the fund.
- Monitor milestones of activities and initiatives funded.
- Provide input into planning for engagement and promotional activity for the duration of the fund with a focus on positive news stories.
- Provide input into due diligence processes and priorities.

3. Delegated Authority

Power to Act:

- Approve criteria and plans related to the CWBF
- Assess and approve Community Wellbeing Grants
- The ability to sub-delegate to Community Boards and the Māori Standing Committee, grants consistent with their Terms of Reference.

Power to Recommend to Council:

- Grant requests that meet CWBF Criteria above \$50,000, for Council consideration.

Membership and Composition:

Each member of the subcommittee has one vote, an alternate may vote in their absence.

Chair: Councillor Rebecca Gray

Membership: Councillor Martin Bosley, Councillor Pip Maynard, Tui Rutherford (Featherston Community Board), Louise Brown (Greytown Community Board), Storm Robertson (Martinborough Community Board), Terina Kaiwai (Māori Standing Committee), Janice Smith (Chief Executive) and Narida Hooper (Pou Māori).

Alternates: Councillor Colin Olds, Councillor Kaye McAulay and Councillor Alistair Plimmer, Annelise Schroeder (Featherston Community Board), Jo Woodcock (Greytown Community Board), Angela Brown (Martinborough Community Board) and Andrea Rutene (Māori Standing Committee)

Quorum: Five Members

Frequency: Bimonthly

Appendix 2 – Amended Standing Orders (Section 15 – Public forum)

14.5 Chairperson standing/Ina tū te ūpoko

Whenever the chairperson stands during a debate members are required to sit down (if required to stand to address the meeting) and be silent so that they can hear the chairperson without interruption.

14.6 Member's right to speak/Te mōtika a te mema ki te korero

Members are entitled to speak in accordance with these Standing Orders. Members should address the chairperson when speaking. They may not leave their place while speaking unless they have the leave of the chairperson.

14.7 Chairperson may prioritise speakers/Ka āhei te ūpoko ki te whakaraupapa i ngā kaikōrero

When two or more members want to speak the chairperson will name the member who may speak first. Other members who wish to speak have precedence where they intend to:

- (a) Raise a point of order, including a request to obtain a time extension for the previous speaker; and/or
- (b) Move a motion to terminate or adjourn the debate; and/or
- (c) Make a point of explanation; and/or
- (d) Request the chair to permit the member a special request.

15. Public Forums/Ngā Matapakinga a te Marea

Public forums are a defined period of time, usually at the start of an ordinary meeting, which, at the discretion of a meeting, is put aside for the purpose of public input. ~~Public forums are designed to enable members of the public to bring matters of their choice, not necessarily on the meeting's agenda, to the attention of the local authority. Public forums are designed to enable members of the public to bring matters on the meeting's agenda to the attention of the local authority.~~

The public are permitted to address the Māori Standing Committee and community boards on matters which don't fall within the terms of reference of a meeting, but at all other committees and Council the item must be on the agenda for decision for a member of the public to address other committees and Council.

The chairperson may direct the speaker to a different committee, if the proposed subject matter falls within its terms of reference.

The public are permitted to address committees and community boards on matters which don't fall within the terms of reference of a meeting, but at Council the item must be on the agenda for decision for a member of the public to address Council.

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15.1 Time limits/Ngā tepenga wā

A period of up to 30 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled local authority meeting. Requests must be made to the chief executive (or their delegate) at least one clear day before the meeting; however this requirement may be waived by the chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

Speakers will be allowed up to five minutes to speak and respond to questions. Questions must be confined to obtaining information or clarification on matters raised by a speaker/s. Questions over the time limit are at the discretion of the Chairperson.

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Where the number of speakers presenting in the public forum exceeds six in total, the Chairperson has discretion to restrict the speaking time permitted for all presenters or limit people speaking in support of or in opposition to the same matter.

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~~Speakers can speak for up to 5 minutes. Where the number of speakers presenting in the public forum exceeds 6 in total, the chairperson has discretion to restrict the speaking time permitted for all presenters.~~

15.2 Restrictions/Ngā Herenga

The chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- A speaker's request does not comply with these standing orders
- A speaker's request is not appropriate
- It is necessary to reduce public forum time to deal with business on the agenda.
 - A speaker is repeating views presented by an earlier speaker at the same public forum;
 - The speaker is criticising elected members and/or staff;
 - The speaker is being repetitious, vexatious, disrespectful or offensive;
 - The speaker has previously spoken on the same issue;
 - The matter is subject to legal proceedings; and
 - The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

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15.3 Questions at public forums/Ngā pātai i ngā matapakinga a te marea

At the conclusion of the presentation, with the permission of the chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

15.4 No resolutions/Kāore he tatūnga

Following the public forum, no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. (See the LGNZ Guide to Standing Orders for suggestions of good practice in dealing with issues raised during a forum).



Appointment Report –Wairarapa Road Safety Council

Appointee Name	Councillor Alistair Plimmer
Meeting – Date and Venue	Thursday 13th June 2024 Rangitumau Room, REAP House
Key issues from the meeting	
General	Refer to Appendix 1 for further updates.

Appendix 1 – Wairarapa Road Safety Council, Meeting minutes from 13 June 2024



Minutes of the Wairarapa Road Safety Council Meeting held in the Rangitumau Room, REAP House, on Thursday 13th June 2024 commencing at 1.00pm

Present: Frazer Mailman (MDC - Chairperson), Holly Hullena (WRSC), Joe Harwood (ACC), Craig Bowyer (AA), Grant Detheridge-Davies (FENZ), , Cheryl Watson (WFA), Alistair Plimmer (SWDC), Karanbir Singh (Police), Steve Laurence, Paula Weston (Principals South Wairarapa), Mark Bridges (Principals)

Apologies: Bruce Pauling (WRSC), (CDC), Sandra Burles (Regional Cycling Coordinator), Esme Laird (Age Concern)

Moved by: Frazer Seconded by: CARRIED

Health & Safety: Holly spoke of the Evacuation procedure.

Conflicts of Interest: Nil

Road Safety Manager Report:

Bruce: Frazer spoke in Bruce’s absence. Fraser mentioned an email regarding the NLTP programme. Our programme will not be approved until August.

Frazer questions what we do in the meantime between 1st July to and August. Alistair and Steve share concerns of suspended operation of business until funding is secured. Executive to hold a meeting prior to end of June. Craig suggests a proposal to be made to the Mayor’s and CEO’s request politely in writing whether interim funding can be brought forward to end of August. Needs to be done prior to end of June.

- Moved: Frazer Room agreed. CARRIED

Cheryl: Aged concern have funding issues with staying safe. They will not be holding these workshops until funding is known.

Holly:
- Pedal ready funding in question. Explained the ratio of delegation of sessions throughout the TA.

Minutes of the Previous Meeting:

RSM & RSC reports and previous minutes tabled. Grant moved, Craig seconded true and accurate record.

Matters Arising:

- Alistair says that Mike Butterick has not responded to his letter regarding the wire rope barrier.

Financial Reports:

Financials were spoken to and tabled. Executive met prior to go over financials up to 30th May 2024. CDMP Budget surplus is due to come out in June. The future of funding for the programme is in question.

Moved: Frazer Seconded: Alistair CARRIED

General Business:

Frazer: spoke of the speed limit reduction press release that came through Bruce's email. Holly printed and gave copies to the board. Frazer has requested that each member send responses to Bruce once they have read through and Bruce will collate before making a response. Craig said AA is making a submission of their own.

Alistair: The licensing issues. Learners have to physically travel to Masterton to get a booking. Second issue is that a student cannot book a licence 6 months out from the date they get their learners licence. They have to wait 6 months after gaining their licence to book online and then there are no slots available for another 6 months. Making it twice as long to get their licence.

Funding letters came out to SWDC. Had a good result.

Frazer has suggested an action to this is that WRSC puts together a letter to Waka Kotahi and Simeon Brown. Letter out next week. List members and associations.

Joe: ACC finds out 26th June as to how the staff layout looks like. Media campaigns only until funding approved in September.

Paula: Greytown child bike v car. Driver took off (local) in the morning going out of the driveway. Location East Street.

Craig: Spoke of raised pedestrian crossings. Changes afoot due to the speed approaching them and the impending blanket speed changes.

Mark: Pedal Ready happening at school. Great to have marked cars and speed cameras out.

Cheryl: Roadworks impacting call outs and lack of consultation to emergency services. Fundraising updates on new site to come soon.

Karanbir: Next 3 months. Operation Better Together. Wairarapa end of every month police out in force.

Grant: FENZ Lost some funding. BAU

Steve: LTP has some additional funding for roading.

Sandra Burles:

- Change of role. CDC, SWDC still funding hours of a cycling coordinator but MDC no longer have this role.

Esme (via email): Final Staying Safe for this financial year is Thursday 27th of June will be in Masterton. We really need more numbers if the RSC members can advertise it too would be great. Ring Deanne ACW if so or see our website.

We are still waiting confirmation that the funding for Staying Safe will continue next year

Next Meeting: Thursday 19th September 2024 at 12.30pm, Rangitumau Room, REAP House. AGM followed by ordinary meeting.

Meeting Closed: 1.45pm

Chairperson Signature: _____ Dated: _____