

2 November 2021

[REDACTED]  
[REDACTED]

Dear [REDACTED]

**LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT - 2021-102**

Thank you for your email of 14 September 2021 to the Carterton District Council, attached as **Appendix A**.

Your request has been considered under the Local Government Official Information and Meeting Act 1987 (the Act).

My response to your request is provided in the number order below.

**Question 1 & 2**

In response to question 1 and 2 of your request, attached is the list of all council workshops held since the start of the triennium October 2019 until 14 September 2021, attached as **Appendix B**

We are refusing the agenda item for the Council Workshop held on 7 July 2021 under section 17(e) of the Act for the reason that despite reasonable efforts to locate it, it cannot be found.

**Question 3**

The workshop process allows elected officials greater insights into new processes that would otherwise be available.

It would be remiss of Council and councillors not to take the opportunity to call on specialist advice for topics of importance to ratepayers.

The opportunity in workshops allows our elected representatives to be better informed, and therefore in a better position to make decisions on behalf of the community.

Decision making in that forum is ultra vires and contrary to the intent of the workshop itself.

#### Question 4

The number of workshops we have depends on what is happening in the sector, such as the 10-year Long Term Plan, Three Waters Reforms, District Plan review etc. Council also utilises workshops to provide Councillors learning and development opportunities to assist with their roles and responsibilities as Elected Members of our community.

Please note, the Council now proactively publishes OIA responses on our website. As such, we may publish this response on our website after five working days. Your name and contact details will be removed.

Thank you again for your email. If you have further questions please feel free to contact our media team in the first instance at: [comms@cdc.govt.nz](mailto:comms@cdc.govt.nz). If you are unsatisfied with my response, you have the right to ask an Ombudsman to review it.

You can do this by writing to [info@ombudsman.parliament.nz](mailto:info@ombudsman.parliament.nz) or Office of the Ombudsman, PO Box 10152, Wellington 6143.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Geoff Hamilton', with a stylized flourish at the end.

Geoff Hamilton  
Chief Executive  
Carterton District Council

## Appendix One

### Serah Pettigrew

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**From:** LGOIMA Requests <lgoima@cdc.govt.nz>  
**Sent:** Wednesday, 22 September 2021 12:35 pm  
**To:** s7(2)(a)  
**Cc:** Elisa Brown  
**Subject:** RE: LGOIMA: Council workshops

Kia ora s7(2)(a)

#### LGOIMA Request 2021-102

Thank you for your email request of 14 September 2021

We apologies for our delayed acknowledgement.

Your request is being handled under the provisions of the Local Government Official Information and Meeting Act (1987). You can expect a reply no later than 12 October 2021, which is 20 working days from the date we received your request.

Ngā mihi,



LGOIMA Requests | **CARTERTON DISTRICT COUNCIL**

Email: [lgoima@cdc.govt.nz](mailto:lgoima@cdc.govt.nz)

Phone: (06) 3794030 | PO Box 9 Carterton 5743 | 28 Holloway Street Carterton 5713 | Website: [www.cdc.govt.nz](http://www.cdc.govt.nz)

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**From:** s7(2)(a)  
**Sent:** Tuesday, 14 September 2021, 4:00 pm  
**To:** Elisa Brown; CDC Communications; s7(2)(a) Communications Manager; Masterton District Council  
**Subject:** Re: LGOIMA: Council workshops

Hi Elisa, and all

Yes please both those amendments sound great.

Date	Agenda of items and guest speakers who attended	Not a public meeting
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Much appreciated

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**From:** Elisa Brown <[elisa@cdc.govt.nz](mailto:elisa@cdc.govt.nz)>  
**Date:** Tuesday, 14 September 2021 at 3:57 PM  
**To:** s7(2)(a), CDC Communications <[comms@cdc.govt.nz](mailto:comms@cdc.govt.nz)>, s7(2)(a)  
Communications Manager s7(2)(a) Masterton District Council

<[communications@mstn.govt.nz](mailto:communications@mstn.govt.nz)>

**Subject:** Re: LGOIMA: Council workshops

Hi s7(2)(a),

Before I forward your request, can I suggest the "public excluded" column be referred to as "not a public meeting" or "not publicly notified"? My understanding of the Local government act is that the term public exclusion in the Act only applies to council or committee meetings which are open to the public and publicly notified, and any meetings where no decisions are made (such as workshops) are able to be held in private and not publicly notified. Happy to discuss over the phone if that doesn't make sense but the terminology is quite important.

You may also be aware that minutes are not required for workshops so asking for "all topics discussed" would be more appropriately addressed with an agenda of items and guest speakers who attended. Would that be sufficient to fulfill your request?

Let me know asap so I can lodge your request.

Thanks

Elisa

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**From:** s7(2)(a)

**Sent:** Tuesday, 14 September 2021, 3:31 pm

**To:** CDC Communications; s7(2)(a) Communications Manager; Masterton District Council

**Subject:** LGOIMA: Council workshops

Hi all,

I'd like to request the following under the Local Government Official Information and Meetings Act:

1. A list of all council workshops/forums/briefings held since the start of the triennium (2019) until now (September 14) in the below format:

Date	A list of all topics discussed	Was it public-excluded?
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2. I would also like the above information for the previous triennium in the same format.
3. I would also like a comment from your council chief executive and mayor to explain the workshop process to ratepayers and residents who may feel they want more robust discussions in the public forum on council decisions.
4. Can you comment on the difference between the number and contents of workshops this triennium [so far] versus the previous triennium?

Any other relevant comment you wish to provide is welcome.

The context of my request ties in with a Local Democracy Reporting investigation published earlier this year: <https://www.rnz.co.nz/news/ldr/439407/secret-council-workshops-the-black-hole-of-transparency>

Please let me know if there is an associated cost with retrieving and tabling this information.

Thanks,

**s7(2)(a)**

## Appendix B

### Start of the triennium October 2019 – 14 September 2021

Date	Agenda items
18 December 2019	<p>Councillor Workshop Agenda</p> <ul style="list-style-type: none"><li>• Annual Plan 2020/21</li><li>• Induction programme</li><li>• Community funding</li><li>• Events Centre performance</li><li>• Sustainability opportunities</li><li>• Prep for Citizenship Ceremony</li><li>• Citizenship Ceremony</li></ul>
29 January 2020	<p>Councillor Workshop Agenda</p> <ul style="list-style-type: none"><li>• Climate Change Strategy</li><li>• Annual Plan 2020/21</li><li>• Broadway upgrade plans</li><li>• Action lists from previous 10 YP and Annual Plan feedback processes</li><li>• Issues updates</li><li>• Te reo</li></ul>
18 March 2020	<p>Councillor Workshop Agenda</p> <ul style="list-style-type: none"><li>• 3 Waters review</li><li>• Policy review programme</li><li>• Issues updates</li><li>• Te reo</li><li>• South End School</li></ul>
25 March 2020	<p>Councillor Workshop Agenda</p> <ul style="list-style-type: none"><li>• RMA 101 training</li><li>• Follow-up on LTP community outcomes</li><li>• Issues update</li><li>• Climate Change</li><li>• Rural Travel Fund Committee</li></ul>
26 March 2020	<p>Notes from Council Zoom catch-up</p> <ul style="list-style-type: none"><li>• What staff are up to</li><li>• Annual Plan 2020-2021</li><li>• Next rates instalment</li><li>• Current bank arrangements</li><li>• Communications</li><li>• General discussion/questions</li></ul>
6 April 2020	<p>Notes from Council Zoom catch-up</p> <ul style="list-style-type: none"><li>• Preparation for Level 2</li><li>• Annual Plan</li><li>• Procurement policy review</li><li>• Wairarapa Recovery</li><li>• Organisation Update</li></ul> <p>Other stuff</p>



Date	Agenda items
8 April 2020	<p>Notes from Council Zoom catch-up</p> <ul style="list-style-type: none"> <li>• Annual Plan Update</li> <li>• Shovel ready projects list</li> <li>• Rating Review</li> <li>• Recovery planning</li> <li>• Agenda item for "Other items not on the agenda"</li> <li>• Organisation update</li> <li>• Update from the Mayor</li> <li>• General discussion</li> </ul>
13 April 2020	<p>Notes from Council Zoom catch-up</p> <ul style="list-style-type: none"> <li>• Level 2 activities</li> <li>• Committee and Council meeting arrangements</li> <li>• Annual Plan update</li> <li>• Wairarapa Recovery</li> <li>• Amateur Sports Association request for assistance</li> </ul> <p>Other stuff</p>
15 April 2020	<p>Notes from Council Zoom catch-up</p> <ul style="list-style-type: none"> <li>• Organisation update</li> <li>• Community outcomes</li> <li>• Recovering planning</li> <li>• Update from the Mayor</li> <li>• General discussion</li> </ul>
22 April 2020	<p>Notes from Council Zoom catch-up</p> <ul style="list-style-type: none"> <li>• Community outcomes</li> <li>• Annual Plan</li> <li>• Level 3 activities</li> <li>• Council and Committee meetings in May</li> <li>• Wairarapa Recovery</li> <li>• Clocktower and WWTP project updates</li> <li>• Mayor's Taskforce for Business Recovery</li> <li>• Organisation update</li> <li>• Update from the Mayor</li> <li>• Other stuff</li> </ul>
29 April 2020	<p>Notes from Council Zoom catch-up</p> <ul style="list-style-type: none"> <li>• Earthquake-prone buildings</li> <li>• Winter Festival</li> <li>• Level 3 activities</li> <li>• Wairarapa Recovery</li> <li>• Organisation update</li> <li>• Other stuff</li> </ul>
6 May 2020	<p>Notes from Council Zoom catch-up</p> <ul style="list-style-type: none"> <li>• Preparation for Level 2</li> <li>• Annual Plan</li> <li>• Procurement policy review</li> <li>• Wairarapa Recovery</li> </ul>

Date	Agenda items
	<ul style="list-style-type: none"> <li>• Organisation Update</li> <li>• Other stuff</li> </ul>
13 May 2020	<p>Notes from Council Zoom catch-up</p> <ul style="list-style-type: none"> <li>• Level 2 activities</li> <li>• Committee and Council meeting arrangements</li> <li>• Annual Plan update</li> <li>• Wairarapa Recovery</li> <li>• Amateur Sports Association request for assistance</li> <li>• Other stuff</li> </ul>
10 June 2020	<p>Councillor Workshop Agenda</p> <ul style="list-style-type: none"> <li>• Daffodil festival</li> <li>• Attending meetings electronically after COVID restrictions</li> <li>• Hurunui o Rangi Marae MOU</li> <li>• Elected member accountability reporting</li> <li>• COVID recovery planning</li> <li>• Chester Road pipe replacement</li> <li>• LTP environmental scan</li> <li>• Elected members-only session</li> <li>• Carrington Park leaves</li> </ul>
23 June 2020	<p>CDC Council Workshop</p> <ul style="list-style-type: none"> <li>• Update with Q&amp;A on audit review of Draft LTP prior to adoption on 30th June</li> <li>• WWTP update includes: <ul style="list-style-type: none"> <li>-Pond health</li> <li>-Actions/results</li> <li>-Lining progress of new reservoirs,</li> <li>-Blair's amendments to fees and charges</li> </ul> </li> <li>• Fulton Hogan update on RR with Q&amp;A (Data display and discussion on maintenance prioritization)</li> <li>• Update on Waihone flood modelling</li> <li>• Governance only session</li> <li>• Water leak policy write off and procurement policy roadmap</li> </ul>
24 June 2020	<p>Councillor Workshop Agenda</p> <ul style="list-style-type: none"> <li>• Revenue and Financing Policy review process</li> <li>• Ka Pai Carterton Plan</li> <li>• Wairarapa Police</li> <li>• Civic Garden Watering Policy review</li> <li>• Pre- Long Term Plan engagement</li> <li>• Portfolio leaders' reports back</li> </ul>
30 June 2020	<p>CDC Council Workshop</p> <ul style="list-style-type: none"> <li>• Carterton Housing Action Plan</li> <li>• Water Leak/Remission Policy</li> </ul>



Date	Agenda items
	<ul style="list-style-type: none"> <li>Remits – for consideration in advance of the LGNZ AGM (17th July)</li> </ul>
1 July 2020	<p>Levels of Service workshop</p> <ul style="list-style-type: none"> <li>Governance</li> <li>Community Services</li> <li>Roads and Footpaths</li> <li>Stormwater Drainage</li> <li>Water Supply and Water Races</li> <li></li> </ul>
8 July 2020	<p>Councillor Workshop Agenda</p> <ul style="list-style-type: none"> <li>Waiohine Flood Plain Management Plan</li> <li>LGNZ AGM Remits and votes</li> <li>Te reo</li> <li>Property sales and purchases</li> </ul>
15 July 2020	<ul style="list-style-type: none"> <li>Tangata Tiriti training</li> </ul>
22 July 2020	<ul style="list-style-type: none"> <li>Revenue and Finance Policy review</li> <li>Financial Policies review</li> </ul>
12 August 2020	<p>Councillor Workshop Agenda</p> <ul style="list-style-type: none"> <li>GWRC Rail Station upgrade plans</li> <li>Let's Get Welly Moving</li> <li>Environmental Health</li> <li>Te reo</li> <li>Citizenship Ceremony</li> <li>Resource Management Act 101</li> <li>Rats and mice items</li> <li>Council property sales</li> <li>Speed review</li> <li>Residential water tanks</li> </ul>
12 September 2020	<p>Elected Member Workshop Agendas</p> <ul style="list-style-type: none"> <li>LTP pre-consultation feedback</li> <li>Project and activity ideas for LTP consideration</li> <li>Events Centre name change</li> <li>Revenue and Financing Policy review</li> </ul>
16 September 2020	<ul style="list-style-type: none"> <li>RMA 101</li> <li>Stella Library training</li> <li>Finish-off rates review discussion</li> <li>Significance and Engagement Policy review</li> <li>Rev &amp; Fin Policy – rates</li> <li>Financial Policies Review Pt 1 <ul style="list-style-type: none"> <li>-Rates Remission</li> <li>-Rates Postponement</li> <li>-Remission and Postponement Maori feehold land (and Papakainga)</li> </ul> </li> </ul>
23 September 2020	<ul style="list-style-type: none"> <li>Financial Policies Review Pt II</li> </ul>

Date	Agenda items
	<ul style="list-style-type: none"> <li>-Treasury Management (Investment and Liability)</li> <li>-Financial and Development Contributions</li> <li>• Non-financial performance measures</li> <li>• Revenue and Financial Policy – presentation of final assessment and benefits and funding mix</li> <li>• Lifestyle property differential</li> </ul>
30 September 2020	<ul style="list-style-type: none"> <li>• Footpath conditions and improvements planning (preceded by EM walk)</li> <li>• Big ideas indicative funding</li> <li>• Asset Management Plans</li> <li>• Forecasting assumptions</li> </ul>
14 October 2020	<p>Infrastructure &amp; Financial Strategy Workshops to include links to Community Outcomes</p> <ul style="list-style-type: none"> <li>• Infrastructure Strategy</li> <li>• Financial Strategy</li> <li>• Maori Engagement Plan review</li> <li>• Regional Growth Strategy</li> </ul>
28 October 2020	<ul style="list-style-type: none"> <li>• Street trees policy review and audit</li> <li>• Draft water conservation strategy</li> </ul>
4 November 2020	<ul style="list-style-type: none"> <li>• Ashmore Part-rates policy proposal</li> <li>• Forecast assumptions uncertainties</li> <li>• Revenue and Financial Policy redraft</li> <li>• Fees and charges</li> <li>• Berm mowing</li> <li>• Wairarapa Water project</li> <li>• Enviroschools</li> </ul>
11 November 2020	<ul style="list-style-type: none"> <li>• Visit to Wairarapa Water sites</li> </ul>
18 November 2020	<ul style="list-style-type: none"> <li>• QV valuations updates</li> </ul>
25 November 2020	<ul style="list-style-type: none"> <li>• EM Chairing Training</li> <li>• Business visit</li> <li>• Maori Representativeness Workplan review (non LTP)</li> <li>• Messaging/story telling in the LTP/Consultation</li> <li>• Document format</li> <li>• Big Idea's Business Cases (A')</li> </ul>
2 December 2020	<ul style="list-style-type: none"> <li>• Draft Reserves management Plan</li> <li>• Water Reform update</li> <li>• Update WWTP project</li> <li>• Portfolio Leaders' updates</li> </ul>
9 December 2020	<ul style="list-style-type: none"> <li>• Climate Change Working Group ToR</li> <li>• Wairarapa Safer Communities Trust</li> <li>• LTP-berm moving, admin building/Police House</li> </ul>

Date	Agenda items
	<ul style="list-style-type: none"> <li>Te reo</li> </ul>
16 December 2020	<ul style="list-style-type: none"> <li>Internal borrowing policy and approach</li> <li>Main Office and Police property rebuild</li> <li>Draft financials</li> </ul>
27 January 2021	<ul style="list-style-type: none"> <li>LTP timeline</li> <li>Measuring community outcomes</li> <li>Engagement plan-telling the story and confirmation of consultation items</li> <li>Fees and charges</li> <li>Affordable and social housing</li> <li>By election process</li> </ul>
3 February 2021	<ul style="list-style-type: none"> <li>Visit to Holiday Park</li> <li>Financials, including rates movements</li> <li>Water reforms</li> </ul>
10 February 2021	<ul style="list-style-type: none"> <li>Draft MOU with Hurunui o Rangi</li> <li>Economic development arrangements</li> </ul>
11 February 2021	<ul style="list-style-type: none"> <li>Financials (revisited)</li> <li>Draft Consultation Document</li> <li>Final (new) non-financial per measures</li> </ul>
17 February 2021	<ul style="list-style-type: none"> <li>Draft LTP document</li> </ul>
24 February 2021	<ul style="list-style-type: none"> <li>Portfolio leaders' reports back</li> <li>Submission hearing format-what is EMs preference for the hearings?</li> </ul>
3 March 2021	<ul style="list-style-type: none"> <li>LTP engagement sessions-roster for events</li> <li>Three waters reform</li> </ul>
10 March 2021	Combined Councils Meeting - Masterton
17 March 2021	<ul style="list-style-type: none"> <li>Destination Wairarapa</li> <li>Water supply E Coli issues</li> <li>Councillor Cretney's infrastructure issues</li> <li>Climate Change Commission submission</li> </ul>
24 March 2021	Housing workshop
31 March 2021	<ul style="list-style-type: none"> <li>New CE attributes</li> <li>Climate changes strategy/Action Plan review</li> <li>Monuments, Public Art and Memorials Policy review</li> <li>Waters reform update</li> <li>Wastewater Treatment Plant-update discussions with Ngātuere whānau/Ngati Kahukuraāwhitia</li> <li>Economic development agency for Wairarapa</li> </ul>



Date	Agenda items
	<ul style="list-style-type: none"> <li>10 Year Plan engagement – progress update</li> <li>Ombudsman Investigation – water race rate</li> </ul>
21 April 2021	<ul style="list-style-type: none"> <li>Pressure points within organisation (resourcing)</li> <li>Economic development funding (including Destination Wairarapa)</li> <li>Committee ToR review (send out prior)</li> <li>Update water supply issues</li> <li>Kaipaitangata forestry – natives replanting plan</li> <li>Update Winter Festival and CRC Awards</li> </ul>
28 April 2021	<ul style="list-style-type: none"> <li>Council financials 201 (Q&amp;As about how we present budgets, financial impacts statements, Annual Reports, etc)</li> </ul>
26 May 2021	<ul style="list-style-type: none"> <li>Car parking/ops yard shift</li> <li>Town centre redevelopment</li> <li>Five towns tail</li> <li>Roading/bridges</li> <li>Water tanks – new builds and retrofitting</li> <li>Swimming pool slide</li> <li>Other matters</li> </ul>
23 June 2021	<p>CDC Council Workshop</p> <ul style="list-style-type: none"> <li>Update with Q&amp;A on audit review of Draft LTP prior to adoption on 30th June</li> <li>WWTP update includes: <ul style="list-style-type: none"> <li>-Pond health</li> <li>-Actions/results</li> <li>-Lining progress of new reservoirs,</li> <li>-Blair's amendments to fees and charges</li> </ul> </li> <li>Fulton Hogan update on RR with Q&amp;A</li> <li>(Data display and discussion on maintenance prioritization)</li> <li>Update on Waihone flood modelling</li> <li>Governance only session</li> <li>Water leak policy write off and procurement policy roadmap</li> </ul>
30 June 2021	<p>CDC Council Workshop</p> <ul style="list-style-type: none"> <li>Carterton Housing Action Plan</li> <li>Water Leak/Remission Policy</li> <li>Remits – for consideration in advance of the LGNZ AGM (17th July)</li> </ul>
7 July 2021	Refused under section 17(e) of the Act.
4 August 2021	<p>CDC Council Workshop</p> <ul style="list-style-type: none"> <li>SH2 upgrade and speed consultation submission</li> <li>Kahungunu Investment Trust proposal</li> </ul>

Date	Agenda items
	<ul style="list-style-type: none"> <li>• Discussion on CE Key Performance Indicators 2021</li> </ul>
11 August 2021	CDC Council Workshop <ul style="list-style-type: none"> <li>• CE Key Performance Indicators (finalise for Audit &amp; Risk)</li> <li>• Housing Action Plan</li> <li>• Community Survey Results</li> <li>• Three Waters Workshop #1</li> </ul>
25 August 2021	CDC Council Workshop <ul style="list-style-type: none"> <li>• Three Waters Reform               <ul style="list-style-type: none"> <li>-Stranded Overheads</li> <li>-Risks of Not Being Part of the Reform</li> </ul> </li> <li>• Police Update               <ul style="list-style-type: none"> <li>-Wairarapa Region</li> </ul> </li> <li>• Pukaha Formal Request for Support</li> </ul>
8 September 2021	CDC Council Workshop <ul style="list-style-type: none"> <li>• Three Waters Reform – Collective Feedback</li> <li>• Future of Local Government - Big Picture</li> <li>• Ka Pai - Carrington Park Proposal</li> <li>• Carterton By-Pass</li> </ul>