



Ordinary Council Meeting

Agenda

to be held on

Wednesday 14 December 2016

at 1.00pm

at

Hurunui o Rangi Room, Carterton Event Centre

Holloway Street, Carterton



AGENDA

The Agenda of the Ordinary Council Meeting of the Carterton District Council to be held at the Hurunui o Rangī Room, Carterton Event Centre, Hollow Street, Carterton District Council on Wednesday 14 December 2016 at 1.00pm.

1. Apologies
2. Conflict of Interest Declaration
3. Public Forum
4. Notification of General Business / Late Items
5. Tuia Programme - *oral report*
6. Carterton Wastewater Project – Development Strategy and Draft Consent Framework - *page 1 - 28*
7. Bird Park concept - *page 29 - 34*
8. Cycle and Walkway Strategy - *page 35 - 70*
9. Building (Earthquake-prone Buildings) Amendment Act - *page 71 - 72*
10. Local Alcohol Policy for Wairarapa - *page 73 - 90*
11. Council Feedback to the Draft Wellington Region Waste Management and Minimisation Plan - *page 91 - 94*
12. Review Solid Waste Service Delivery - *page 95 - 158*
13. Easter Trading Hours - *report to follow*
14. Chief Executive's Report - *page 159 - 170*
15. Te Kāuru Upper Ruamāhanga River Floodplain Management Sub-Committee - *page 171 - 172*
16. General Business/Late Items
17. Confirmation of the Minutes
 - 17.1 Minutes of the Ordinary Meeting held on 23 November 2016 - *page 173 - 184*
18. Matters Arising from Minutes
19. Exclusion of Public
 - 19.1 Minutes of the Public Excluded Portion of the Ordinary Meeting held on 23 November 2016 - *page 185 - 187*
20. Matters Arising from Minutes

Jane Davis
Chief Executive



14 December 2016

CARTERTON WASTEWATER PROJECT – DEVELOPMENT STRATEGY AND DRAFT CONSENT FRAMEWORK

1. PURPOSE OF REPORT

To report the proposed, sustainable development plan for the Carterton wastewater treatment plant and irrigation scheme in support of CDC's imminent consent applications in early 2017.

2. SIGNIFICANCE

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

3. BACKGROUND

The resource consents for the Carterton WWTP and effluent irrigation scheme expire in October 2017. The deadline for submitting new consent applications, to enable continued operation of the wastewater discharge activities while the application is being processed, is 14 April 2017. A draft consent application is currently in front of GWRC for informal review and feedback. A 35-year consent application will be requested. A multi-discipline project team has been steadily progressing investigations towards development of the preferred option designed to mitigate effects in support of the 35-year term requested in the application. The final stages of those investigations are near completion.

The Carterton WWTP currently operates under a suite of resource consents issued in 2013, covering discharges to air, land, water and groundwater. In addition, irrigation of treated effluent on Daleton Farm was consented in 2014. All consents are short-term, expiring 14 October 2017, with the target date for applications to be made to renew the consents no later than 14 April 2017. A multi-discipline project team has been steadily working towards preparation of the necessary evidence in support of the preferred option for mitigating the actual and potential adverse effects of the activity.

Prior to 2013, up until the time the current consents were issued, the method of wastewater treatment and disposal was confined to the tertiary WWTP processes located on the designated site fronting Dalefield Road. The three stage treatment process was followed by seasonal irrigation of a relatively small proportion of the final effluent on approximately 3.0ha of land adjacent to the WWTP, with a larger proportion discharged to an unnamed drain upstream of its confluence with Mangatāre Stream. The Daleton Farm property, purchased in 2012, was unconsented and undeveloped. As now, discharge to stream was conditional on higher flow rates in Mangatāre Stream.

Early in 2014, Council adopted a long term vision of removing all effluent discharges to water other than in exceptional circumstances. Since then, the optimised development of Daleton Farm has become the primary focus of investigations as a step towards this, underpinning option development for the 2017 consent renewal process. The first stage of deficit irrigation, over an area of approximately 20ha via a “smart” centre pivot irrigator, was consented and installed in 2014. This has meant that there have been no discharges of treated effluent to the Mangatāre Stream during the 2014/15 and 2015/16 summer periods.

Other developments since 2014 have included:

- UV high flow upgrade completed in October 2014
- Land use consents obtained 2014/15 – Earthworks, dripline & windspeed
- Amenity wetlands channel excavations completed in 2014 and drylands planting commenced
- Cover fitted to anaerobic digester 2014
- Existing pond storage capacity increased 2014
- Shelter belt planted 2014 - eastern boundary
- Dripline installed April 2015
- Site monitoring systems installed
- Inflow and Infiltration programme established and implemented
- Back-up aeration capacity installed 2015
- No stream discharge December – late May inclusive
- Reduction in trade waste discharge loading (predominantly phosphorous)
- Acquisition of 1.2141ha property on SH2 in 2016
- Completion of feasibility study of proposed 200,000m³ storage of reservoir and commencement of detailed design in 2016 (12 months earlier than originally programmed).

4. PROJECT OBJECTIVES

The objective, for the next 35 years, is to minimise the number of occasions and impact of discharge of treated wastewater to the stream. The key works and measures proposed to achieve that entail (in order of priority):

- a. **Construction of a three-cell sequential batch reservoir.** Timed for the 2017/18 construction season, the reservoir will have a combined capacity of 200,000 cubic metres and will provide additional treatment. The reservoirs will allow the Council to hold treated wastewater effluent within the site and to only discharge to the stream when stream flows are high and full storage capacity is reached;
- b. **Relocation of the point of discharge into the Mangatāre Stream:** The current outfall discharges into an unnamed tributary of the Mangatāre Stream adjacent to the wastewater treatment plant. It is proposed to re-locate the point of discharge downstream to the true left bank of the Mangatāre Stream just upstream of the State Highway 2 bridge, in conjunction with construction of the above reservoir. Flows in the Mangatāre Stream, measured at the SH2 bridge (i.e. close to the proposed point of discharge), are substantially higher than those at the point where the tributary joins the Mangatāre Stream.
- c. **Discharge to the stream only in high stream flow events:** It is proposed that tertiary treated wastewater will discharge to the Mangatāre Stream only in stream flows at or above three times median flow and in stream flows above two times median flow during times of exceptionally high inflows to the WWTP which are unable to be irrigated to land or stored in the reservoirs
- d. **Installation of a second centre-pivot irrigator and additional non-pivot irrigation equipment:** This will enable land irrigation of a further 20-30 hectares of Daleton Farm.

Compared with the current discharge regime, the combination of a higher standard of tertiary treatment, on-site storage, re-located discharge point and high-flow-only discharge will mean improved water quality in the immediate downstream Mangatāre Stream receiving environment (as measured by chemical composition, periphyton growth and macroinvertebrate health).

Further, the current discharge permits require CDC to investigate alternatives for the discharge of treated wastewater from the Carterton WWTP so as to minimise the discharge to and its effects on the Mangatāre Stream. This must include long term options for avoiding discharges during stream flows below half median.’ The discharge regime proposed achieves that aim (nil discharge is proposed during stream flows below half median) and goes considerably further. That is, apart from emergency discharges in extreme conditions to flows above twice median, it is proposed that all treated effluent will be either irrigated to land or discharged to stream only in flows above three times median.

5. WASTEWATER STRATEGY

Council’s current Infrastructure Strategy, adopted in 2015, addresses Council’s sewerage, water supply, stormwater drainage and roading assets. The Strategy covers the 30-year

period until 2045. It identifies the significant issues facing the Council's infrastructure assets and the principal options for managing those. For the purposes of planning, the Council has assumed that for the foreseeable future, any future local government reorganisation proposals will not alter the need for the continuing operation of the Carterton wastewater treatment and disposal facility.

Whilst the Local Government Act 2002 requires, in effect, the Infrastructure Strategy to be reviewed and adopted 3-yearly as part of Council's long-term plan (next due in 2018), the current strategy for CDC's wastewater assets involves three stages over the Strategy's forecast 30-year period. The Strategy recognises that, while outright ownership by CDC of the total land requirement (250 ha gross to achieve 160 ha net usable area) for irrigation to achieve its vision is likely to be beyond its financial means, a public/private land ownership arrangement is possible. Within this mix, ownership of the land required for bulk storage infrastructure upstream of land discharge distribution points would logically be held by CDC because of the strategic significance of the storage asset(s). The Strategy is summarised below:

<p>Stage 1 = 2015-2017</p>	<ul style="list-style-type: none"> - Continue inflow & infiltration investigations. - Continue network condition assessment, rehabilitation & replacement. - More tightly manage trade wastes. - Implement the 2014 consent for Stage 1 irrigation to land on Daleton Farm. - Install UV disinfection. - Operate and monitor the environmental effects of land irrigation - Prepare application for replacement consents informed by monitoring data (for lodgement April 2017). - Develop sustainable land use practices on Daleton Farm - Pilot scale test and design Sequential Batch Reservoirs - Line the inlet and outlet channels and replant the existing wetlands
<p>Stage 2 = 2018-2025</p>	<ul style="list-style-type: none"> - Construct on-site Sequential Batch Reservoir treatment and storage on Daleton Farm. - Relocate the existing stream discharge to the lower reach of Mangatāre Stream immediately above the State Highway 2 bridge and close to the confluence with the Waiohine River. - Install second centre pivot and extend on-site irrigation area. - Discharge to stream during high stream flows (except in rare events when extreme weather conditions overwhelm on-site storage capacity). - Further develop amenity wetlands. - Continue inflow & infiltration investigations including interception and lowering of shallow groundwater. - Continue network condition assessment, rehabilitation & replacement. - Continue to tightly manage trade wastes. - Progressively investigate opportunities for supplementary land for additional storage and irrigation. - Develop sustainable arrangements that facilitate long term security

	of tenure over privately owned land available and suitable for irrigation.
Stage 3 = 2026-2045+	<ul style="list-style-type: none"> – Progressively expand supplementary bulk storage capacity for treated wastewater off-site as land becomes available and is affordable (land additional to Daleton Farm). – Extend irrigation to land additional to Daleton Farm as suitable private and/or Council-owned land becomes available and is affordable. – Continue irrigating treated wastewater to Daleton Farm. – Continue high-flow stream discharge. – Continue inflow & infiltration investigations. – Continue network condition assessment, rehabilitation & replacement. – Continue tightly managing trade wastes.

The Strategy seeks to address six issues:

- High infiltration rates entering the pipe network, necessitating an ongoing programme of investigations, assessment, interception of groundwater and/or repair and replacement to reduce unwanted inflows to the wastewater treatment plant;
- Meeting forecast future increased wastewater generated by residential growth;
- The impact of trade wastes on treated effluent quality;
- A tightening of environmental standards signalled in the GWRC Proposed Natural Resources Plan and early outputs from the Whaitua planning process; and
- The importance of using existing wastewater facilities as efficiently as practicable by optimising the capacity of the existing WWTP and Daleton Farm; and
- The importance of achieving a high degree of certainty in giving effect to the Strategy.

Council has made a significant investment in land and treatment and discharge systems in recent years (including the purchase of the Daleton Farm property in 2012 and the centre pivot irrigator in 2014) to enable achievement of Stage 1. Council has also included substantial funds in the current LTP and Annual Plan to achieve Stage 2. The Council has demonstrated its commitment to reducing discharge to the Mangatārerere Stream, and improving the discharge quality through:

- the installation of a UV light irradiation disinfection plant in 2013
- the consenting and construction of a new 20ha irrigation system on Daleton Farm in 2014
- progressive investigations and reduction of the incidence of direct inflow and groundwater infiltration to the network
- reduction in phosphorus loading through improved management of trade waste discharges.

In its most recent, 2016/2017, Annual Plan the Council brought forward the planned timing of the proposed 200,000m³ reservoir design and construction by 12 months, with construction the following year. Detailed reservoir design is currently underway ahead of the timetable for decision on the new consents. It is also proposed to construct the discharge pipeline and re-locate the discharge point in 2018/2019 ahead of installing the second centre pivot the following year. This order of priority will enable realisation of maximum environmental benefits at the earliest practicable opportunity.

The above work forms the basis of the short to medium-term wastewater strategy. As technology and the environment change, the best course of action will need to keep abreast of that as time goes on. It is therefore proposed that an advisory group be formed comprising Council, iwi, and community representatives to monitor developments, investigate future opportunities and options, and recommend preferred actions in the longer term to guide Council decision.

6. GROWTH AND CAPACITY PLANNING

An estimate of the future population of the serviced, urban, wastewater catchment area of Carterton over the proposed term of consent (i.e. 35 years) has been completed. Carterton District has experienced relatively high population growth since 2006. The district-wide usually resident, population increased from 6,849 in 2001 to 8,235 in 2013 (an overall increase of 20% and an average annual increase of 1.7% per annum). The Carterton district population is distributed across four census area units. The largest area unit population is the urban area of Carterton which coincides with the area served by the wastewater network. This area unit experienced an increase in population from 4,104 in 2001 to 4,686 in 2013 (an average annual increase of 1.2%).

Of particular relevance to CDC's wastewater infrastructure is the number of new urban dwellings constructed since 2006. These have increased by 333 between 2006 and 2013 (including new dwellings and relocated dwellings). This represents an annual average urban increase of 41.6 new dwellings over the 8 year period (2006 – 2013 inclusive).

In 2007, Boffa Miskell prepared an assessment of the remaining capacity for future residential parcels within Carterton's zoned residential area. It was estimated that there were between 1012 and 1,460 potential allotments available for future residential growth based on typical lot sizes between the minimum permissible and actual historical subdivision density for urban residential units. CDC records show that there have been 268 new or relocated houses constructed in the residential zone over the period 2007–2013. That leaves between 744 and 1,192 allotments potentially available for residential development. Assuming a continuation of recent house-building rates at approximately 42 per annum, this suggests the capacity of the available zoned residential land could be fully developed by 2034 (with low density development) or 2044 (with higher density development).

The Council has recently commenced preparation of an urban growth strategy which will determine the location and density of future urban development and the infrastructure services required to support growth. Changes to the operative Combined Wairarapa District Plan may follow the urban growth strategy.

The estimated future population of the Carterton area unit at the end of the 2017–2052 planning period is estimated to be approximately 8,500 based on the long-run average population growth rate, the annual number of new houses and continuation of the current occupancy rate. A key assumption is that there is sufficient residential zoned land available to accommodate future demand. The extent of land availability or additional serviced land will only be known once the urban growth strategy is completed.

For the purposes of the current applications, and assuming there are no land availability constraints, a future domestic population of approximately 8,500 is expected to be able to be accommodated without compromising the planned land irrigation and high-flow discharge regime. There are two components to consider: hydraulic capacity of the wastewater treatment processes and pipes (how much influent can pass through the plant) and nutrient and organic loading (how well the treatment processes will treat the influent at any given inflow rate).

Assuming a continuation of the current approximate 640l/person/day flow rate, the resulting AADW flows would be in the order of approximately 5,500m³/day towards the end of the consent duration.

However, there are good reasons why the per capita future flows can be expected to reduce. These are:

- Better supervision of new waste water reticulation infrastructure and on new domestic property development so that inflow and infiltration is minimised,
- Continuation of the successful inflow and infiltration reduction and mains replacement programme,
- Anticipated future building recommendations for low water use fixtures and organic waste reuse.

Therefore, it is anticipated that increases in hydraulic load will be matched by reductions in per capita discharge until a reticulated population of approximately 7,000 is reached. The annual average daily flow will then continue to grow but at the reduced per capita rate of approximately per capita flow (including inflow and infiltration) of 630L/c/d and will be reduced to 430L/c/d over the period to 7,000 population primarily by tackling inflow and infiltration.

This will give at the 35 year design population of 8500, and annual average daily flow (AADF), 3,700 m³ per day, which is well within the hydraulic capacity of the wastewater treatment plant components.

It is also anticipated that this volume will be able to be treated to a consistent standard throughout the consent period by modest incremental improvements to the treatment process (for example, additional clarifier capacity or additional oxidation pond aeration). It is not anticipated that the primary and secondary treatment processes will require change or significant additional capital and it is not proposed to programme expenditure on additional treatment facilities before they are required. Importantly, once the Premier Beehive food processing factory's second stage biological nutrient removal system is

operational, it will result in a net reduction in organic and nutrient loads in the WWTP catchment, which is expected to compensate for any gradual increase in nutrient load arising from population increase.

In order to compensate for increased organic loading as the result of an increasing population over the duration of the consent, it is proposed that:

- a. additional and more effective aeration will be added to the current oxidation ponds;
- b. the ponds will be progressively de-sludged leading to a lower potential for re-entrainment of solids;
- c. an additional heated cell will be added to the current digester, to accommodate the increased sludge loading from the SBR pond operation; and the progressive desludging of the existing ponds, and
- d. that the sludge drying beds will be extended and have movable covers installed to make solar sludge drying achievable over a longer period of the year. Continued disposal of dried sludge to the adjacent landfill is also proposed under a separate landfill operating consent application.
- e. Improved effluent quality due to the performance of the SBR's will partially compensate for increased organic and nutrient loading.

7. DEMAND MANAGEMENT

Demand reduction actions need to be addressed concurrently with wastewater storage in order to facilitate reduction of residual flows to the Mangatāre Stream. Reducing WWTP inflow and/or increasing the land irrigation area are the two main options for reducing discharge volume to the Mangatāre Stream.

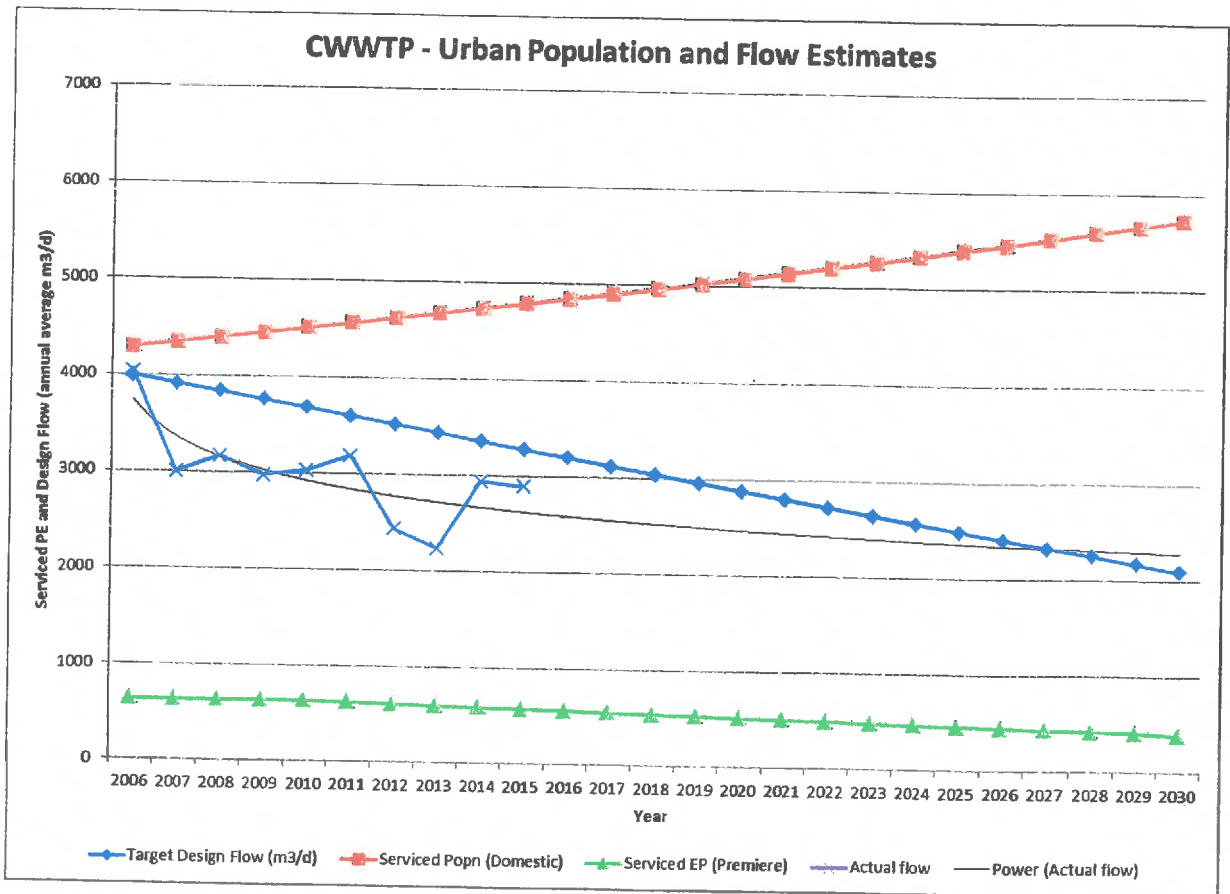
A substantial proportion of the influent flow, particularly during peak wet weather events, is sourced from inflow and infiltration (I & I). Continued commitment to identifying and addressing inflow and infiltration sources will provide a capacity buffer over the consent term. Historical and current I & I issues are associated with the condition of existing pipe reticulation. It is reasonable to assume that future servicing of urban land will adopt best practice methods to reduce water demand and reduce future I & I. These matters will be relevant considerations in CDC's urban growth strategy.

There are two aspects of I & I currently being investigated by Council:

- I & I flow reduction
- stormwater diversion/groundwater balancing

I & I reduction involves the ongoing measurement of flows around the reticulation to identify areas where there are either illegal stormwater connections, or leaks in pipework or manholes/pump stations from deterioration of or damage to the reticulation, or ground movement.

Targeted inflow and infiltration investigations and modelling, supported by sub-catchment flow monitoring, currently forms the basis for reducing plant inflow through prioritised pipe rehabilitation and replacement programmes, and property drainage repair interventions. Each rehabilitation work item shifts the balance of flow proportional to different origins (i.e. infiltration, inflow, or indirect inflow). Subsequently, it is a continually changing process in terms of both action types and gains or losses as programmed rehabilitation works compete with the rate of deterioration of pipes or sudden pipe breakages. Measured flow reductions as a consequence of this work to date are illustrated in the following graph (note that the curved, grey line indicates best estimate of realistic target flow over time):



While early gains in reducing actual inflow to below targeted volumes have been achieved, losses are also realistically unpreventable from time to time. This programme will therefore need to be on-going given the age and condition of parts of the reticulation.

Investigations carried out in 2015 suggest that stormwater and floodwater from the Mangatāre catchment may both contribute to elevated sewer flows, indicating that a 3-waters type approach may ultimately be necessary to achieve long-term flow reductions. While discreet pipe failures are identifiable and fixable, leaks occurring intermittently and caused by temporarily high groundwater levels are harder to locate and more expensive to fix. For these situations it will be useful to explore other mitigation options in the short-term, with rehabilitation/replacement of the reticulation network occurring over the long-term in accordance with asset management policy.

Work is therefore underway to examine stormwater disposal options in Carterton. Council has had discussions with the Greater Wellington Regional Council's flood management team in relation to surface and subsurface flows from flood events that could lead to increased sewer flows. Early indications are that Greater Wellington Regional Council will carry out some works in 2017/2018 that will assist in mitigating the potential issues.

More recently, analysis of CDC groundwater monitoring bores across the serviced wastewater drainage area of Carterton has identified the likelihood of perched shallow groundwater extending across and above parts of the reticulation network following sustained rainfall.

Future investigations into intercepting or diverting this shallow groundwater could lead to reduced plant inflows, hence reduced land area requirements and pumping costs for irrigation, and "flattening" of spikes in plant inflow. The indicative concepts for achieving that include groundwater lowering techniques using pumping of shallow groundwater to stormwater, or recharge to an underlying aquifer. Both concepts are applied elsewhere in New Zealand and internationally.

8. CONSIDERATION OF OPTIONS

The options considered include:

- Storage
- Discharge via wetlands
- High rate discharge direct to Mangatāreere at flows >3 times median
- Discharge alignment options
 - Status quo
 - Via new wetland
 - Via SH2 culvert to Waihakeke road
 - To Mangatāreere
 - To Waiohine
 - Pump from storage back to existing discharge

Investigation and assessment of options for the treatment and disposal of effluent from the Carterton WWTP has been the focus of the CDC WW Project Team over the past three years. Integral to that has been investigation, modelling and assessment of the various but symbiotic elements of flow, load, capacity, treatment, storage and disposal, consistent with and supplementary to the mandatory requirements specified in the operative resource consents.

Initially, consideration was given to purchasing a large area of land suitable for bulk storage of treated wastewater. It became clear, however, that even if it were possible to reach an agreement to purchase land within the term of the consent, there would still be significant uncertainty about the availability and location of additional land suitable for irrigation.

The land required for storage and the ability to irrigate are inter-dependent. One without the other is not feasible. Because it is not affordable for CDC to buy all the land needed for irrigation, the plan would rely on being able to purchase suitable land for bulk, treated

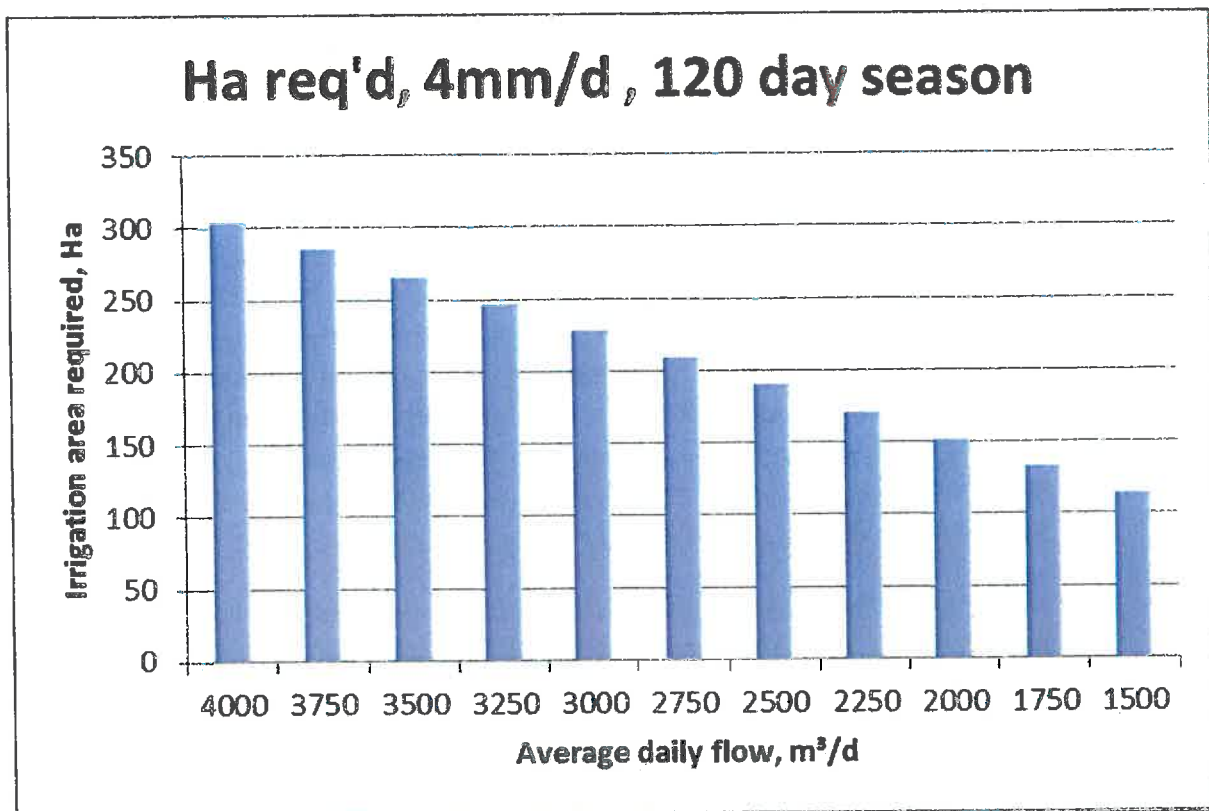
wastewater storage, and reaching long-term agreements with individual landowners to use their land for irrigation.

Overall, CDC did not consider that this approach provided the certainty that it, the community and stakeholders desired.

The operative consents required CDC to complete a detailed assessment of the wastewater treatment capacity of the Council owned land on the existing WWTP site (i.e. the land adjacent to Dalefield Road but excluding the Daleton Farm property purchased in 2012). The required report identified that the old land irrigation system at the WWTP had not been operated since 31 December 2014, with it not intended to be used until further analysis had been undertaken on both the new centre pivot irrigation (CPI) system, and the soils and performance of the old system. These investigations were undertaken primarily during 2015 as part of preparation towards the current consent application.

The report also identified that a possible long term scenario could be continued irrigation of the said land, but limited to summer time deficit irrigation, and only on blocks 1-5 of the then existing irrigation areas. It proposed that irrigation would remain discontinued on the old (unlined) landfill area.

The net land area requirements for all year removal of discharge to stream (this scenario would also require very large effluent storage volumes) are estimated to be in the order of 150 -160ha. The gross area requirement after allowing for set-backs, unsuitable soils, topography, etc. would be in the order of 250ha. The costs associated with land purchase on this scale is prohibitive for short and medium term scenarios when combined with the capital costs associated with the scale of effluent storage necessary to service the land. The long-term land ownership model is therefore likely to be a combination of Council owned and privately owned land. Within that arrangement lays a number of opportunities and challenges.



The 65.7ha CDC owned land adjoining the WWTP, known as Daleton Farm, was purchased by CDC in 2012. At that time it was neither consented nor designated for wastewater treatment or disposal purposes at the time of 2013 consent application. Its availability was therefore an alternative within the context of Conditions 44 and 45 of the current consent (see preferred option section below).

An assessment of additional land alternatives for irrigation purposes was preceded and guided by a strategic review of ground topography, rainfall, groundwater vulnerability, current land use, proximity to bulk storage, land availability and suitable soil classification. That assessment showed that the preferred location for additional land would be in a direction generally south-east of Daleton Farm. This coincides with the direction of the most favourable storage location (from a landform and economic perspective). Contrary to that is the prevalence of multiple, small scale, dairy farm units in that same general locality, at least part of which would be ineligible for irrigation of municipal effluent under current Fonterra criteria.

Whilst treatment of wastewater to a standard acceptable to Fonterra is technically feasible, there are significant risks to Council in doing so (in particular, the risk of a potential change to Fonterra's current, minimum effluent quality standards), and to the landowner (potential rejection of milk by Fonterra). Discussions with local dairy farmers suggests that even if meeting the Fonterra quality standard, there would still be a negative perception that could well jeopardise milk supply uptake.

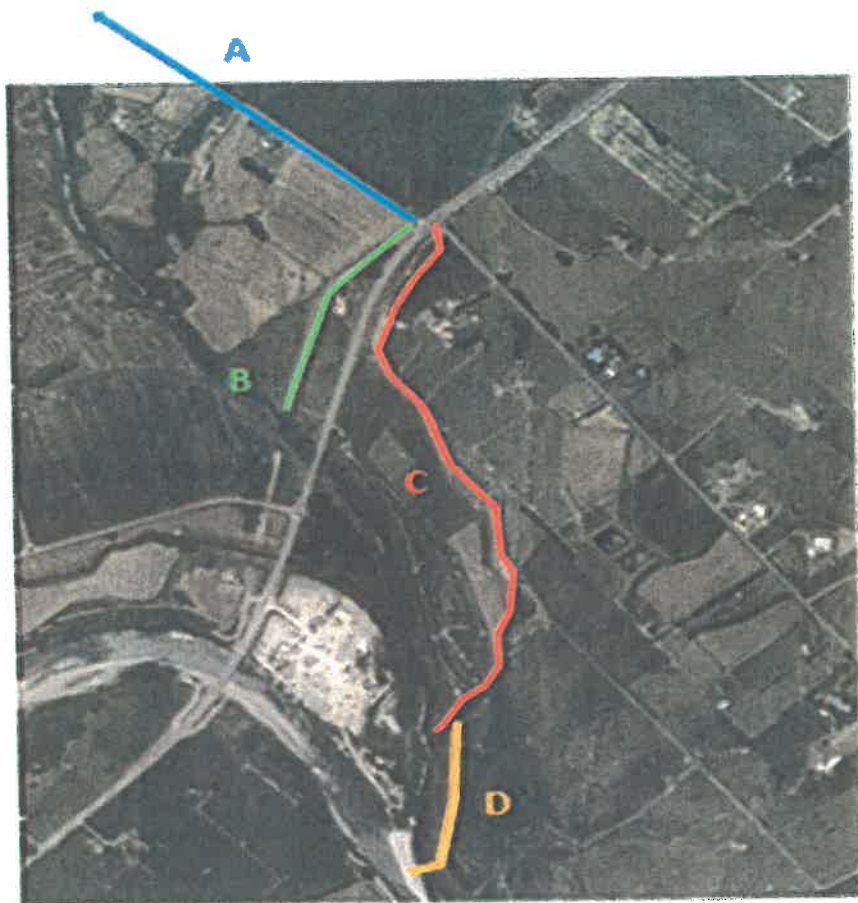
In reviewing the options available, the following factors are relevant to the overall scheme design:

1. Land *disposal* options (i.e. high rate land application) are thought to lead to adverse effects, whereas land *treatment* (i.e. irrigation at deficit irrigation rates) is thought to provide the most sustainable long-term option. The pre-2014 land application area demonstrates that whilst short-term high-rate land disposal is preferable to discharge to water, there are still likely to be unacceptable environmental effects in the long-term.
2. Significant storage is required for land application of total yearly flows. This is the largest capital cost item for this scheme option.
3. Viability of individual irrigation areas is dependent on the location of the storage.
4. Without certainty of storage location, there can be no identification of preferred irrigation areas as the economics of pumping are a dominant factor in irrigation land selection.
5. Similarly, multiple, diffuse, land irrigation areas would be less desirable than a smaller number of larger irrigation parcels. Thus whilst still a potential option, large storage and privately owned land for irrigation has a high degree of uncertainty at this time.
6. Costs associated with distribution of effluent to remote storage location can be mitigated through the use of a smaller diameter rising main and low volume, 24 hour duration, pumping regime. This provides opportunity for CDC to access distant, substantive storage sites adjacent to larger areas of land suitable for irrigation, over smaller multiple sites, more economically provided long term land tenure arrangements can be resolved.
7. With both the Ruamahanga Whaitua implementation plan and the Water Wairarapa project underway, the irrigation water use landscape may change significantly over the next few years. This could have major implications in terms of increasing the demand for recycled water for irrigation. The outcome cannot be predicted, and this adds greater uncertainty to public/private partnership options in the short to medium term.
8. Preferred land use type involves crop or pasture production for harvest, or on-site grazing with sheep or light animals (cattle weaners) to avoid damage to soil structure (through pugging etc.). Analysis of soil nutrient levels on the Daleton Farm irrigation area has identified that cut and carry type harvest operations are not necessary, and if they were to be continued, supplementary nitrogen and phosphorous application would be required.
9. Prior to 2014, the historical summer discharge of treated wastewater to water from Carterton township was shown to be the most significant causal factor affecting water quality in Mangatāre Stream. With the installation of the centre pivot in 2014 and subsequent avoidance of summer discharge to stream, there is now some doubt that the effects of a targeted, variable, winter discharge to water would be the most significant factor adversely affecting stream ecology.
10. Further, by managing stream discharge to occur only during periods when stream flows are at or above three times median flow, the Proposed Natural Resources Plan identifies that the effects of the discharge on stream ecology would be no more than minor.
11. Other options available almost immediately to CDC could therefore provide greater ecological benefit than total yearly removal of treated wastewater discharges to water.

12. Whilst there is an acceptance of the long-term nature of modification of community wastewater schemes, community feedback indicates that immediate and progressive environmental gains are favoured over lengthy 'preparation' phases.

Points 4, 5 and 7 above lead to a reduction in certainty, which is not desirable for GWRC, CDC and the community. The combination of the above factors suggests that optimisation of Daleton Farm development would provide the best practicable option and greatest cost/benefit in terms of environmental benefit. It would provide for immediate environmental gains that would not be provided under larger scale, long-term, 'store and irrigate' options. Further, optimisation of Daleton Farm is consistent with, and does not preclude, longer-term options of large storage and irrigation of third party land if desired and manageable.

In addition to storage and treatment options, alternative discharge locations have been investigated with the aim of reducing the potential impacts from the discharge. These options are shown below.



Following ecological advice, discussions with Greater Wellington Regional Council, and assessment of costs and benefits associated with these options, Option B above has been identified as providing the best practicable option. The location of this discharge point is below the confluence of the Mangatārere and Kaipatangata streams, giving greater dilution. In addition, the Mangatārere gains from groundwater through this stretch, giving additional dilution. The energy required to discharge here is less, saving on carbon footprint, and the construction costs are also less. Further, the alignment follows the original formation of SH2, which is still designated as road. Agreement in principle has been obtained from NZ Transport Agency. In contrast, Options C and D involve multiple land ownership. Option B therefore affords the highest level of availability, benefit/cost and certainty.

Preferred Option

The preferred option therefore centres on the optimisation of Daleton farm for wastewater treatment, reuse, and managed discharge to the Mangatārere Stream. Optimisation of Daleton Farm aims to ensure:

- doubling of the irrigation area
- reduction in the number of days discharging to stream from approximately 240 days currently to less than 50 days
- discharge volume to land doubled from approximately 18% currently to 35%
- balancing of storage volume and irrigable area
- that peak flows can be buffered in storage and irrigated when conditions are such the environmental impact would be no more than minor
- that the discharge point is selected to minimise potential environmental effects
- that the preferred option is achievable and affords maximum certainty for CDC, GWRC and the community over sustainability, environmental protection, effects mitigation, economic and cultural considerations, and risk management of the issues attaching to those considerations.

To achieve these goals, the preferred option includes the following:

- retention of existing primary clarifier, oxidation ponds, primary wetland, anaerobic digester
- construction of a nominal 200,000m³ storage area
- construction of sequential batch reservoirs within the storage area
- 40 ha of centre pivot, deficit irrigation
- 1-5 ha of secondary, intermittent, deficit rate irrigation areas
- incorporation of a constructed amenity wetland and associated landscaping
- relocation of the discharge point to a location on Mangatārere Stream adjacent to the State Highway 2 bridge where the river flows are on average 1.5 -2.0 times that at Dalefield Road.

Under this approach, discharge to the Mangatāre Stream would mainly occur at times when the river flow is more than three times median, and would occur on average about 30 days per year. The only exception would be to allow discharge to water in exceptional conditions (e.g. after persistent rain and high inflows to the plant, or after sustained periods of stream flows below three times median and storage capacity is exceeded), but only in stream flows above twice the median flow. Investigations have shown that this strategy would almost entirely mitigate harmful environmental effects on the stream. The development of Daleton Farm also provides biodiversity and amenity opportunities, such as Daleton Amenity Wetland for which construction started in 2014 and will continue over the next five years.

Attached to this report is a draft concept plan illustrating how the above, proposed, functional requirements for the site could be integrated with restoration, amenity and conservation values, in partnership with the Mangatāre Restoration Project and the wider community. While the initial “drylands” planting has already commenced at the amenity wetlands in the south-east corner, the final scale and configuration of the remaining opportunities are subject to the optimised design and development of the site for irrigation purposes.

9. SCHEME CONCEPT

The Carterton wastewater project involves a whole-of-system approach, from reticulation to disposal of treated effluent. While the consents relate to the final stages of the process, i.e. the treatment, irrigation and disposal processes, the system as a whole is a continuum. Flow rates entering the plant are impacted on by the condition of the reticulation, and the higher the inflow, the greater the size and cost of the downstream treatment, storage and land area requirements. Similarly, the efficacy of the irrigation and disposal systems is influenced by the quality of effluent achieved through the WWTP.

Acquisition of the 65ha Daleton Farm Property in 2012 has meant CDC is well positioned leading into the 2017 consent renewal process. Development of the property for deficit irrigation of effluent using a fit for purpose and locally built, centre pivot irrigator, is a first for Wairarapa. The method of irrigation entails land treatment of effluent based on deficit irrigation rates, as distinct from land disposal. It is consistent with Greater Wellington Regional Council’s Proposed Natural Resources Plan.

Further, ownership of the Daleton Farm property, and the optimised development of that, will allow implementation of the new, comprehensive consent to be made with high certainty. The proposed works required to mitigate the effects of the discharge can be achieved on the CDC property, rather than requiring land that Council does not own. The need for additional land, then, will be driven by Council’s vision and stakeholder expectations, rather than any environmental effects based considerations.

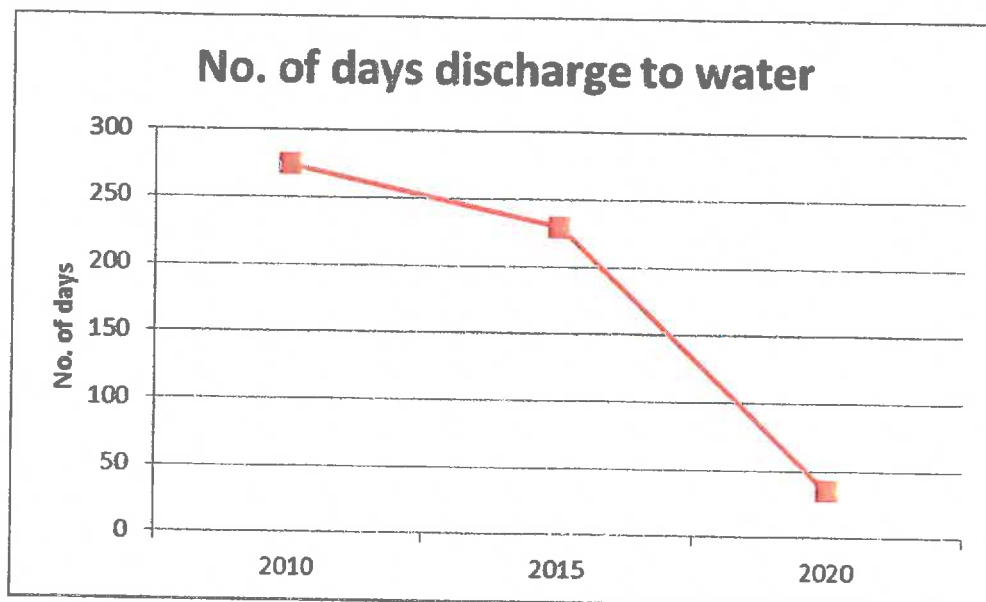
The development proposal for the property has been “adaptive”, informed by learnings from the two irrigation seasons since 2014. Both seasons occurred over sustained dry summers, and have shown that greater storage capacity is required before the available land area can be fully optimised for deficit irrigation. By harvesting the higher plant inflows during wetter

winter months, additional storage capacity of 200,000m³ would approximately balance the capacity of the soils for irrigation over the total useable area of the property.

Practice has also shown that it is possible in a dry season to commence irrigation earlier, in say November, continuing through to the end of April. So an irrigation season of 6 months, followed by approximately 5 months to refill the storage reservoir (twice), means that there would be no discharge to stream for approximately 11 months of the year. Further, by managing the discharge to occur when stream flows are mostly in excess of three times medium flow, the discharge to stream would only occur over approximately 30 days of the year, albeit at a high rate.

Phase	Approx. Duration	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Irrigation to land	6 Months	Green										Green	
Fill Reservoir	5 months					Yellow				Yellow			
Discharge to stream	1 month								Blue				

Compared with the current discharge regime, where controlled discharge to stream takes place intermittently over the seven month May – December period or longer, and at reduced stream flows, this represents a significant reduction in the number of days per year requiring stream discharge, and outside the traditional water recreation period. The graph below illustrates the effect of that improvement over time, commencing pre-2014 when there was no centre-pivot, the current arrangement post 2014, and the proposed arrangement post the planned 2017/18 construction of the new storage reservoir.



The above irrigation/discharge regime has been the subject of a number of detailed investigations. They include a technical feasibility assessment of the proposed reservoir in respect of geotechnical considerations (suitability of soils for construction and seismic events, drainage paths, liner requirements etc.), the ecological impact of the second irrigator on the existing habitat within Daleton Farm, the downstream impacts of a high rate, short term, managed discharge regime at high stream flows, and confirmation of the preferred discharge alignment to the lower reaches of Mangatārere Stream. The conclusion of these investigations has collectively informed the preferred option for stakeholder consultation, costing and documentation ahead of Council endorsement and application in April 2017.

10. CAPITAL UPGRADING WORKS

All components of the Stage 2 upgrading works are scheduled to be in place by mid-2020. The key components and draft programme for that include:

- Complete detailed design of reservoir – current 2016/17
- Refurbish treatment wetlands – current 2016/17
- Obtain consent - 2017
- Construct reservoir - 2017/18
- Construct discharge pipeline - 2018/19
- Add chemical dosing & filtration UV Plant – 2018/19
- Construct 2nd pivot - 2019/20
- Develop amenity wetlands – on-going.

Construction of the Sequential Batch Reservoirs (SBRs) is planned for summer 2017/2018 (ready to provide additional storage to be used in conjunction with the existing land irrigation area commencing in late 2018).

Construction of the re-located discharge outfall and pipeline is scheduled to be completed by the end of the 2018/2019 summer (ready for use for high-flow discharge in the autumn and winter of 2019);

Installation of the second centre pivot land irrigation area is scheduled for completion in September -November 2019 (ready for commissioning of expanded land irrigation over the 2019/2020 summer), bearing in mind that the hydraulic capacity of the existing irrigation area will allow irrigation of a greater volume than actually experienced to date and this will be supplied from the sequential batch reservoirs from late 2018.

The above staging will achieve the benefits of the proposed land deficit-irrigation and high-flow discharge regime at the earliest practicable opportunity. However, aspects of the current discharge regime will be required to continue for a short period until all of the components are in place. For example:

- a) Until the re-located Mangatārere Stream discharge outfall and pipeline are operational, winter time discharge from the wastewater treatment plant will continue to be from the

existing treatment wetland via the existing outfall into the unnamed tributary of the Mangatāre Stream (i.e. until the end of the 2018/2019 summer);

- b) Until the second centre pivot is installed, treated wastewater can only be irrigated to the existing 20-hectare irrigation area which will increase volumes required to be treated and held within the Sequential Batch Reservoirs compared with the ultimate design intention. This means that, for a short period, it may be necessary to manage volumes held within the site by discharge via the existing outfall to the unnamed tributary (as currently).

Following construction and operation of the sequential batch reservoirs it is expected that there will be a significant improvement in the key wastewater contaminants. Such an improvement is not required when discharging to land; however it will be useful when the upgraded system discharges to surface water. The extent of the improvement will be a function of the time of year, ambient conditions such as temperature, and the duration that the current effluent is able to be held within the reservoirs. Based on on-site trials, it is expected that contaminant concentrations will be reduced in the order of:

- Total Phosphorous (TP) reduced by 15%
- Biochemical Oxygen Demand (BOD) reduced by 50%
- Suspended Solids (SS) reduced by 50%
- Total Nitrogen (TN) reduced 30%
- Dissolved Reactive Phosphate (DRP) reduction of 7%
- Ammoniacal-nitrogen (NH₄N) reduced by 15%
- *E. coli* reduction by at least 80%.

This improved quality, in combination with the high dilution rates and high stream flows proposed when discharge occurs, is expected to result in a substantial reduction in the current impact on the receiving waters.

Beyond 2019/20, works associated with Stage 3 of the strategy are more modest, with the exception of a proposed large storage reservoir (800,000m³) notionally scheduled for the 2041-45 period. Investigations of potential land suitable for the construction of the reservoir precede that.

11. EXPENDITURE FORECAST

The cost estimate and proposed timing of the major capital works included in the Stage 2 upgrade are summarised below. These are as reported to Council at its 2016/17 draft Annual Plan hearings meeting with the exception of the timing of the discharge pipeline (from 2019/20 to 2018/19) and the magnitude of the proposed reservoir (from approximately \$2M to \$4.3M).

ITEM	ESTIMATED COST	YEAR
Refurbish treatment wetlands	\$200K	2016/17
Reservoir – Detailed Design	\$200K	2016/17
Reservoir 200,000m ³ + Pipework	\$4.3M	2017/18
Sludge pond and pump/pipework at reservoir	\$125K	2018/19
Pump station – reservoir to CPI	\$150K	2018/19
Discharge pipeline	\$300K	2018/19
Chemical dosing & filtration – UV Plant	\$260K	2018/19
Discharge diffuser	\$45K	2018/19
Distribution pipework	\$100K	2018/19
Sludge dewatering plant	\$263K	2018/19
Substitute ephemeral	\$100K	2018/19
2 nd pivot irrigator	\$285K	2019/20
Substitute ephemeral	\$100K	2019/20
Investigate & design large dam	\$300K	2029/30
Duplicate primary sedimentation tank	\$500K	2031-35
Consents for large storage dam	\$250K	2036-40
Construct large dam 800,000m ³	\$10M	2041-45

The original timetable for the storage reservoir involved a two-stepped process starting with the detailed design in 2017/18 (i.e. after the consent was issued), followed by construction the following year. As a consequence of the 2016/17 Annual Plan, the timing of both projects was advanced by 12 months, with the feasibility study and detailed design only recently reporting on the cost estimates for the reservoir structure. The latter has been informed by actual site conditions as determined through a series of detailed geotechnical investigations completed last month.

The key cost components of the reservoir relate to the earthworks (\$1.1M), the reservoir liner (\$1.3M) and outlet pipework (\$400K). The remaining costs attach to the detailed design, establishment, drainage, consenting and contract observation.

12. FUNDING IMPACT

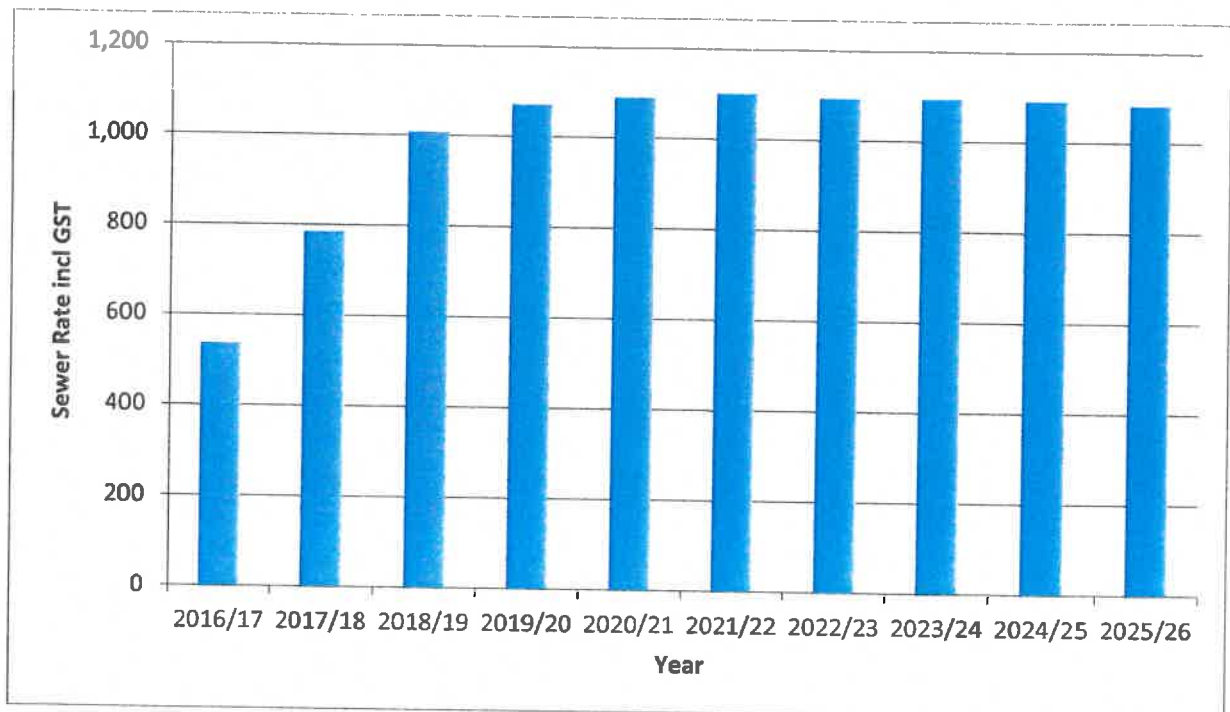
A preliminary review of the 30 year Infrastructure Strategy expenditure forecast, incorporating all operating, renewal and capital costs, has been prepared. While the expenditure estimates over the next 3 years are reasonably reliable now that the detailed design of the storage reservoir has progressed, the longer term forecasts are more of a guesstimate both in terms of quantum and timing.

The table below summarises the impact of the proposed upgrading programme on the CDC sewerage rate through to 2025/26 after allowing for operation and maintenance direct

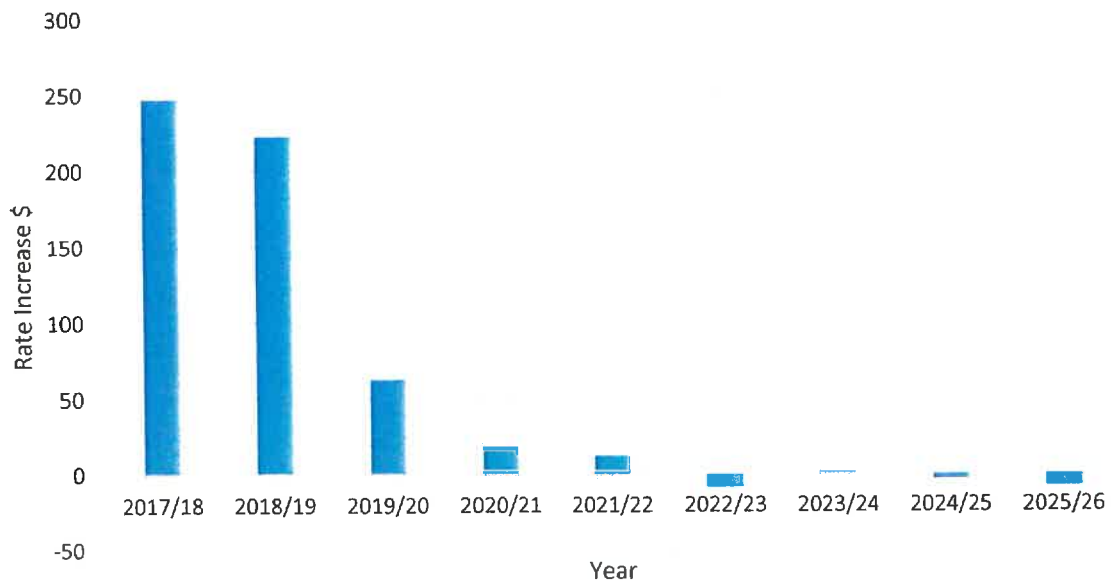
expenditure costs plus loan servicing costs and depreciation on new capital. Because the Carterton sewerage costs are part funded (10%) from the General Rate, in accordance with CDC's current Revenue and Financing policy, the increase in forecast costs also impacts on the General Rate.

Year	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26
Full WW rate incl GST (+2%pa) - per LTP	539	550	561	572	583	595	607	619	631	644
Total operating costs		2,038,665	2,647,789	2,846,447	2,930,039	2,997,936	3,010,519	3,050,467	3,077,275	3,091,389
No. of ratepayers (+1.2%pa)		2,684	2,717	2,749	2,782	2,815	2,849	2,883	2,918	2,953
Cost per ratepayer incl GST	539	786	1,009	1,072	1,090	1,102	1,094	1,095	1,091	1,083
Increase in GR per Ratepayer		57	73	78	79	80	80	80	79	79
Increase Year to Year		247	223	63	18	12	-8	1	-3	-8

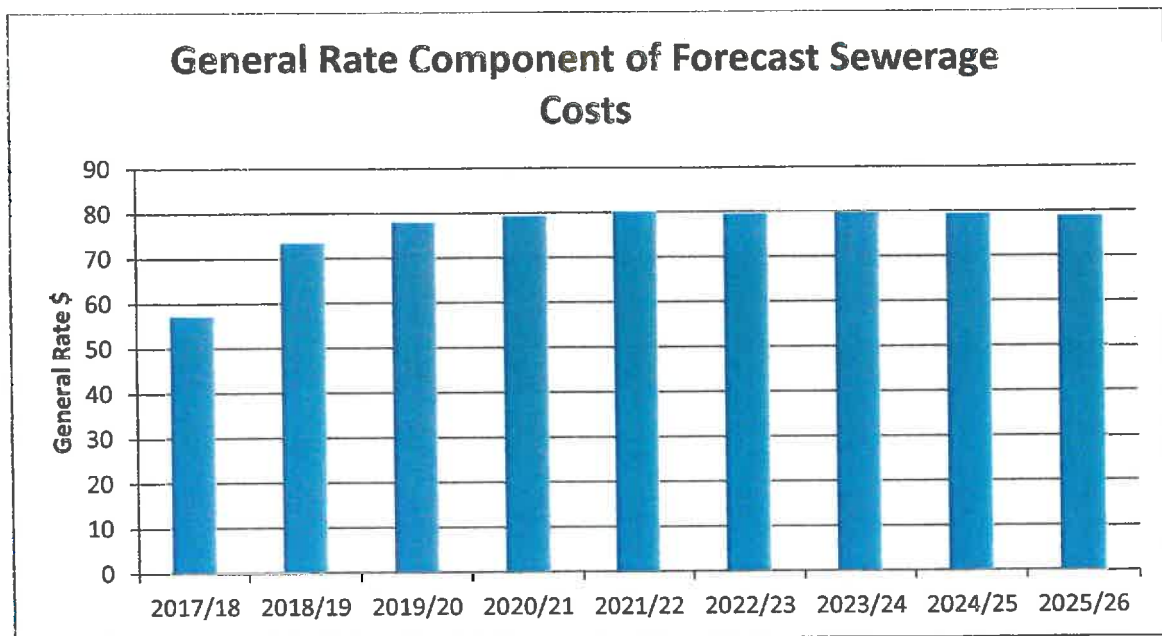
The largest rate increases occur over the first 3-years because that is when most of the capital works are completed and hence, additional operating costs are incurred. Over the next three years, the forecast sewer rate is forecast to increase from \$539 including GST in 2016/17 before stabilising at approximately \$1100 in 2019/20.



Year to Year Forecast Sewerage Rate Increase



The corresponding forecast increase in CDC's general rate (10% of CDC's sewerage activity is funded from the general rate) is from \$57 to \$79 per district ratepayer over the 2017/18 - 2025/26 period.



Generally speaking, the cost of complying with higher levels of service under new consents translates to higher costs per ratepayer, particularly where freshwater discharges are involved. The Project Manager is aware of subsidised sewerage rates in other parts of NZ in the order of \$1100 including GST, following re-consenting.

Also to note, the same urban ratepayers receive and are rated for water supply services. In Carterton, that rate is currently \$495 including GST, plus a metered charge for consumption in excess of 225m³ per year. Higher drinking water protection standards, supply needs and the outcome of the current re-consenting process may require additional expenditure in future years.

13. CONSENT APPLICATION STRUCTURE

The consent applications will comprise a comprehensive suite of discharge consents covering the following activities:

- Operation and maintenance of the Carterton wastewater treatment plant facilities, proposed sequential batch reservoirs and on-site pipelines used to convey treated wastewater
- Irrigation to land within the site of tertiary treated wastewater effluent from the Carterton wastewater treatment plant
- Discharge of tertiary treated wastewater effluent from the Carterton wastewater treatment plant via a re-located outfall to the Mangatāre Stream
- Interim continued discharge of tertiary treated wastewater effluent from the Carterton wastewater treatment plant to an unnamed tributary of the Mangatāre Stream during the period until the replacement (downstream) Mangatāre Stream discharge outfall becomes operational:
- Retention of the existing discharge outfall from the Carterton wastewater treatment plant to an unnamed tributary of the Mangatāre Stream for emergency and unforeseen urgent maintenance purposes
- Re-contouring of farm land within the site to create a ground surface suitable for irrigation by central pivot irrigator and in relation to the construction of sequential batch reservoirs.

In addition, a land use designation Notice of Requirement will be applied for simultaneously for the whole site including the treatment plant, Daleton Farm and the small property on SH2. As it currently stands, the underlying land zoning does not permit the wastewater treatment, storage and land irrigation activities proposed. CDC only holds consent to irrigate to land within the existing land irrigation area, including the dripline adjacent to SH2. In the absence of a designation, land use consents would be required under the District Plan for all of the activities required to facilitate the treatment, conveyance, land irrigation and discharge to water activities. This assessment of environmental effects describes in full the likely effects on the environment of the activities proposed over the foreseeable future.

The requirement to apply for district plan consents for, or to vary aspects of the operation of, the wastewater treatment, storage and discharge methods introduces uncertainty. The investment already made by CDC in the land and plant at the WWTP and Daleton Farm irrigation area is significant. The funds required to implement the upgrading proposal and operate the WWTP and proposed discharge regime long term are significant. Security of operating conditions is important to assuring the long term operation and maintenance of the WWTP, land irrigation areas and stream discharge facilities so as to achieve the

community's health and wellbeing. Commitment of the intended sustained level of capital and operational funding by CDC requires certainty for asset planning purposes.

CDC's WWTP (including the land irrigation area) are identified as regionally significant infrastructure. It is appropriate to eliminate operational risks that might otherwise be associated with requiring district plan land use consents for all aspects of the proposed activities. Designation of the land under the district plan provides the necessary certainty and is reasonably necessary for this long term proposal.

The landfill consent, for the disposal of stable sludge from the WWTP, entails renewal of the operative consent and is a separate process.

A key component of the consent applications is the assessment of environmental effects (AEE). That demonstrates that as a consequence of the proposed upgrading works described above, the environmental effects of the wastewater treatment and disposal activities are no more than minor.

Further, given the scale of CDC's investment, both proposed and to date, the AEE, and the high level of certainty attaching to the proposed upgrade works necessary to mitigate actual or potential adverse effects of the activities, 35-year term consents will be applied for. That is consistent with the terms recently determined for the Martinborough and Greytown consents and recognises the relatively advanced status and certainty of the Carterton development.

The structure of the consent applications adopts an adaptive approach to changing circumstances, over time. In practice, that could mean the need to change or improve treatment or disposal activities in response to actual, measured, effects. It may require additional investment by CDC to address and mitigate actual effects.

Compared with the operative consents for the WWTP, the draft consents have been simplified and condensed to reduce the plethora of monitoring and reporting requirements that were deemed necessary by the hearing commissioners in 2013. That recognises the good work that has been achieved over the past 4 years, and CDC's track record of compliance with current consents.

The draft applications recognise that the most practicable option leaves CDC short of its vision of total removal of discharge to water, in the short term. They also recognise that there is ongoing work required to manage demand on the existing infrastructure and the need to respond to opportunities for application of new technologies or additional storage/irrigation areas. A key success factor in the project thus far has been the level of community and stakeholder engagement. That has been effective in reversing the somewhat negative reputation CDC had in respect of its wastewater activity at the start of this project.

To maintain that momentum, an Advisory Group comprising local iwi and other stakeholders has been included as a draft condition of consent. Proposed membership includes representatives of:

- a) Rangitane o Wairarapa

- b) Ngati Kahungunu ki Wairarapa
- c) Wairarapa Public Health
- d) Sustainable Wairarapa
- e) Mangatārere Restoration Society
- f) GWRC.

The terms of reference for the Advisory Group include:

- a) Recommending to the consent holder a strategy to achieve the consent holder's long term aim of avoiding discharge to surface water to the maximum extent practicable;
- b) Receiving information on compliance of the WWTP and discharges with the requirements of these consents;
- c) Considering the need for and scope of refinements or upgrading of any of the WWTP and discharge facilities and discharge regime;
- d) Recommending to the consent holder the commissioning of reports to evaluate new technologies or disposal options (including expanded land irrigation) for achieving the consent holder's long term wastewater aim.

In contrast with the 2013 consents that were short term (four years) and heavily detailed in terms of the frequency and extent of reporting requirements, the proposed term for the new consents is 35 years. This is consistent with the measures proposed to ensure the effects of the activities are no more than minor, the level of investment required from a small rating base to achieve that outcome, the improvements CDC has already implemented ahead of anywhere else in the Wairarapa to significantly reduce the effects of its wastewater activity, and the recent 35-year consents issued for the Martinborough and Greytown wastewater schemes.

In addition, the draft consent conditions have been simplified in recognition of the good work that has been achieved over the past 4 years, and CDC's track record of compliance with current consents.

14. CONSULTATION

CDC has been working closely with affected parties and communities of interest in developing and implementing its Wastewater Strategy. The Council has engaged with known stakeholders and with the wider community using a variety of media and for a, including hosting an open day at the WWTP and formal consultation on the draft 2016/2017 Annual Plan. The process was initiated by the formation of a Community Liaison Group in 2014 comprising Iwi, the Mangatārere Restoration Society and stakeholders representing community, environmental, business and public health interests. Community Liaison Group meetings were publically notified and all submitters to the previous discharge permit applications, and site neighbours, were specifically invited to attend.

The community engagement activities are summarised below. CDC has distributed regular newsletters to its database of those registering an interest in the project. Conversations at and feedback following the open day and various other meetings has consistently indicated

strong support for the Council's long term wastewater vision and strategy, and for the specific upgrading project and discharge regime proposed. The community engagement process has been integral to CDC's consideration and refinement of alternative options.

Item No.	Consultation Activity	Description
1	Community Liaison Group	Established 23 April 2014. Meetings held: <ul style="list-style-type: none"> • 30 July 2014 • 10 Nov 2014 • 12 August 2015 • 28 Sept 2016
2	Planning workshops with GWRC Officers	<ul style="list-style-type: none"> • 15 May 2014 • 31 July 2014 • 14 May 2015 • 16 October 2015 • 19 November 2015 • 21 December 2015 • 17 May 2016
3	Land irrigation consent application, Daleton Farm – project consultation with affected parties: <ul style="list-style-type: none"> • Iwi (Kahungunu Ki Wairarapa and Rangitane o Wairarapa) • Neighbours (x4) • Regional Public Health 	<ul style="list-style-type: none"> • October 2014
4	Newsletters providing information and seeking feedback	<ul style="list-style-type: none"> • 18 Dec 2014 • 23 March 2016 • 28 Sept 2016
5	CDC Snippets Newsletter	<ul style="list-style-type: none"> • 11 Nov 2014 • Feb 2015 • September 2016
6	Media Releases & various resulting news stories	<ul style="list-style-type: none"> • 5 Nov 2014 • 9 Dec 2014 • 26 May 2015 • 20 August 2015 • 8 March 2016 • 21 March 2016
7	Presentation to Carterton Lions	<ul style="list-style-type: none"> • 25 March 2015
8	Land Use Champions Group meeting	<ul style="list-style-type: none"> • 17 June 2015
9	Presentation to IPENZ International Rivers Group Symposium	<ul style="list-style-type: none"> • 5 November 2015
10	Launch of Amenity Wetlands Planting Project – Partnership between Mangatāre Restoration Society, Greater Wellington Regional Council	<ul style="list-style-type: none"> • 20/21 November 2015

Item No.	Consultation Activity	Description
	and CDC	
10	Meeting of Stakeholder Group	<ul style="list-style-type: none"> • 13 April 2016 • Membership: <ul style="list-style-type: none"> • Iwi • Premier • Sustainable Wairarapa • Fish and Game • Department of Conservation • Regional Public Health
11	WW Public Open day	<ul style="list-style-type: none"> • 16 April 2016
12	CDC Consultation Document – Draft 2016/17 Annual Plan	<ul style="list-style-type: none"> • April/May 2016
12	Presentation to Mangatārere Restoration Society	<ul style="list-style-type: none"> • 6 July 2016
13	Iwi consultation meeting (Kahungunu Ki Wairarapa and Rangitane o Wairarapa) – cultural impact discussion.	<ul style="list-style-type: none"> • 7 September 2016
14	Proposal briefing with Medical Officer of Health, Regional Public Health.	<ul style="list-style-type: none"> • 18 October 2016

15. RECOMMENDATIONS

That Council:

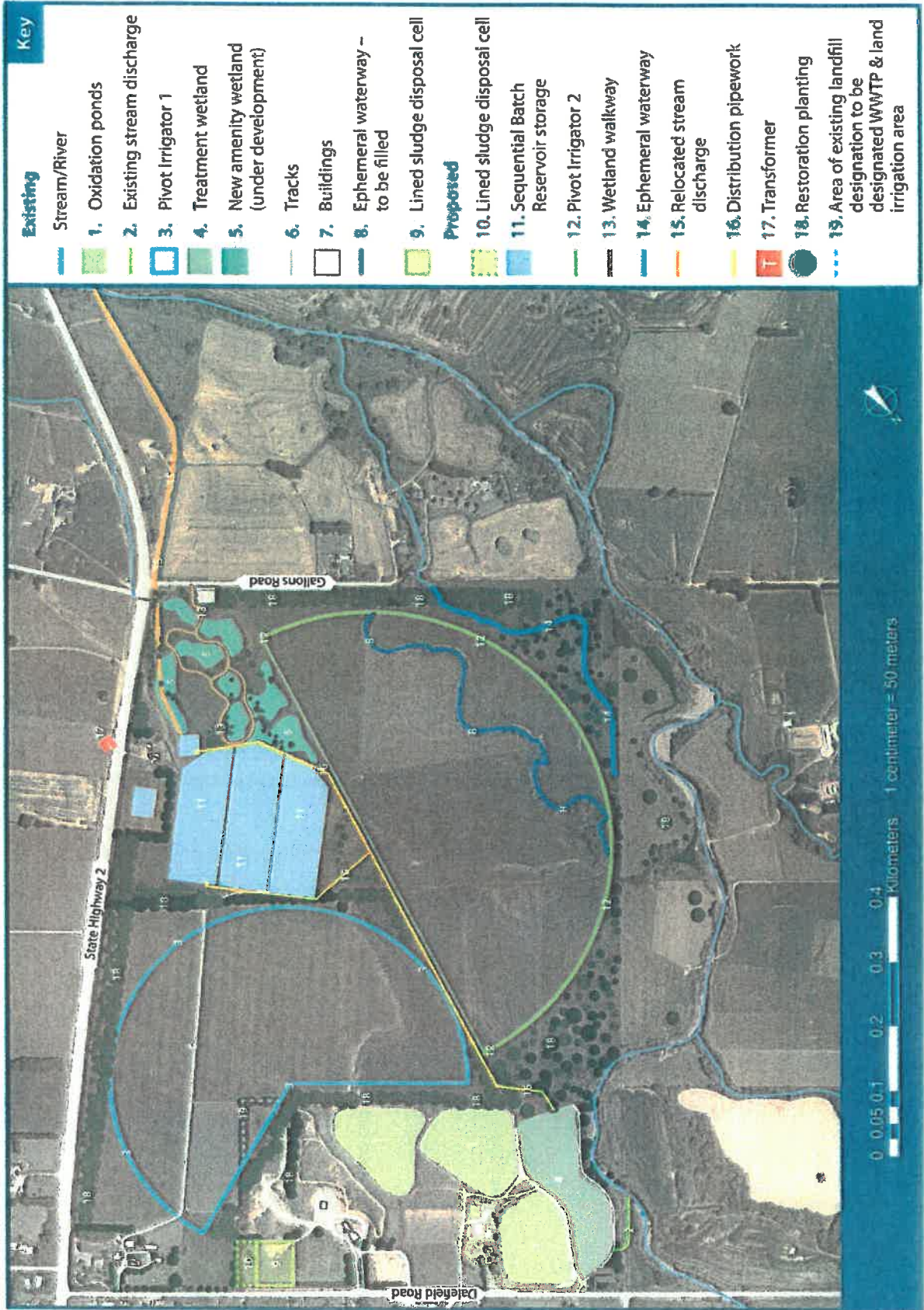
- a. **Receives** the report.
- b. **Supports in principle** the proposed development, timetable and cost forecasts for upgrading the Carterton wastewater treatment plant and irrigation scheme consistent with the draft 2017 consent applications
- c. **Supports** the structure and approach taken in the draft consent framework, including the 35-year term applied for.



GREG. BOYLE

PROJECT MANAGER

Attachment 1: Proposed development plan for future development of Daleton Farm





8 December 2016

Bird Park

1. PURPOSE OF THE REPORT

For the Council to agree to consult with the community about a design concept for Bird Park.

2. SIGNIFICANCE

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

3. BACKGROUND

Earlier in 2016 the Council purchased two adjoining properties on Frederick and Charles Streets to create an urban park in the southern part of the town. The purchases were funded from development contributions collected for the purposes of establishing a park.

No decisions have been made about the design of the park. The purchase agreement required only that the boundary with the vendor's property be fenced and the land be used as a park. The fence has now been constructed.

4. INITIAL CONCEPT PLAN AND CONSULTATION

An initial concept plan has been drawn up as a starting point for the consideration of the final design and use of the park. This is in **Attachment 1**. The concept plan makes provision for playground equipment and for open green spaces. There is also planting shown. This initial concept plan is designed to show what is possible, and to start people thinking about how the land could be used.

It is proposed that the community, and in particular the residents in the southern part of Carterton and in the immediate vicinity of the park, be invited to put forward their ideas and preferences for the park. These could then be considered by a Bird Park Plan Committee and a final design agreed.

Ideally the physical works will need to get underway before the end of the summer. It is therefore suggested that feedback be invited before the end of January, with the Bird Park Plan Committee engaging with those who wish to present their feedback in early February. The final design can then be agreed in time for physical works to start by early March.

Possible Terms of Reference for the Bird Park Plan Committee are in **Attachment 2**. It is recommended that the committee be delegated powers to engage with the community and make a final decision on the park design.

The invitation for feedback will be made through the Council's website and Facebook, and a letter drop will be made to the residents in the general neighbourhood. A media statement will also be released.

5. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Agrees** to release the initial concept plan for Bird Park and seek feedback on the park's use and design, as shown in Attachment 1.
3. **Agrees** to establish a Committee to engage with the community and make a final decision on the park's use and design.
4. **Adopts** the Terms of Reference for a Bird Park Plan Committee, as in Attachment 2.
5. **Appoints** three elected representatives to the committee, including one as the Chair.

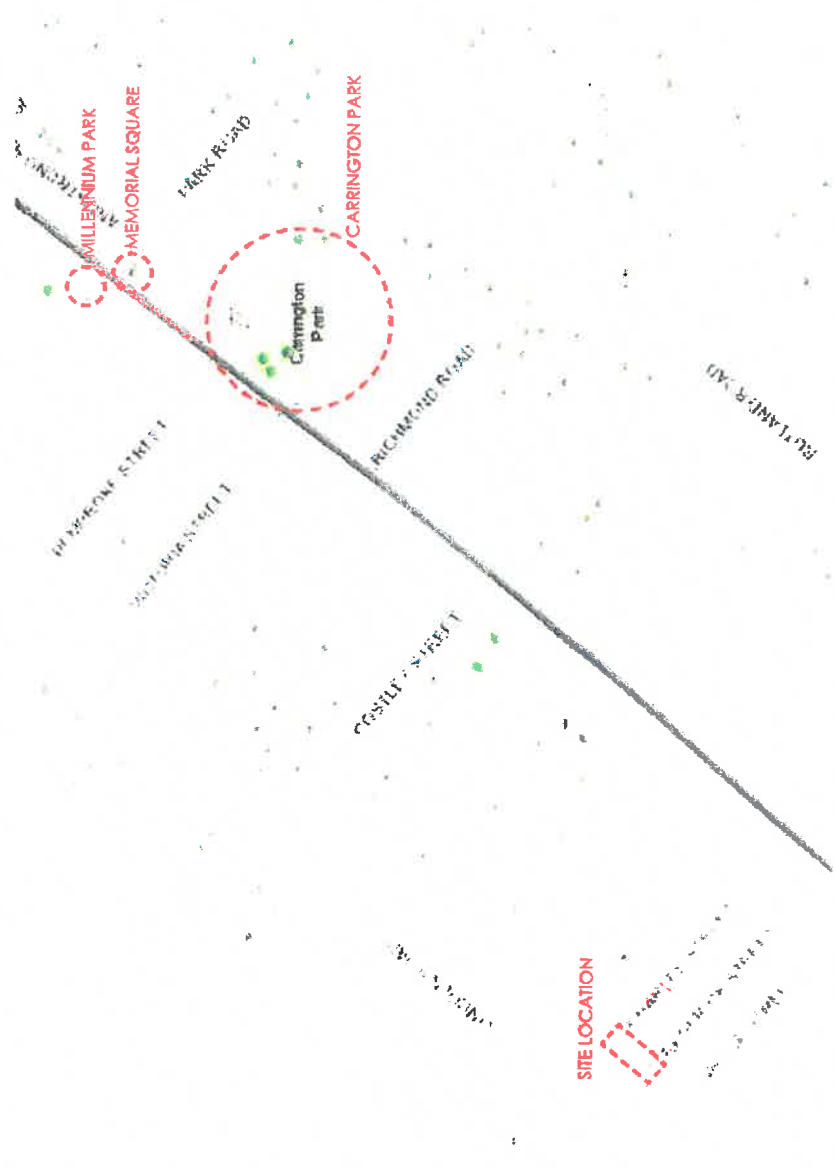
Brian McWilliams
Parks and Reserves Manager

Attachment 1: Initial Concept Plan – Bird Park

Attachment 2: Terms of Reference Bird Park Plan Committee

bird park introduction

A new recreational park, named Bird Park, has been proposed for the southern area of Carterton. The proposed site measures approximately 40 metres wide by 100 metres long and is situated between Frederick Street and Charles Street at the Lincoln Road end. A concept plan and perspective sketch have been produced and are presented within this document.



Site Photos



Existing view looking North from Frederick Street



Existing view looking South-west from Charles Street

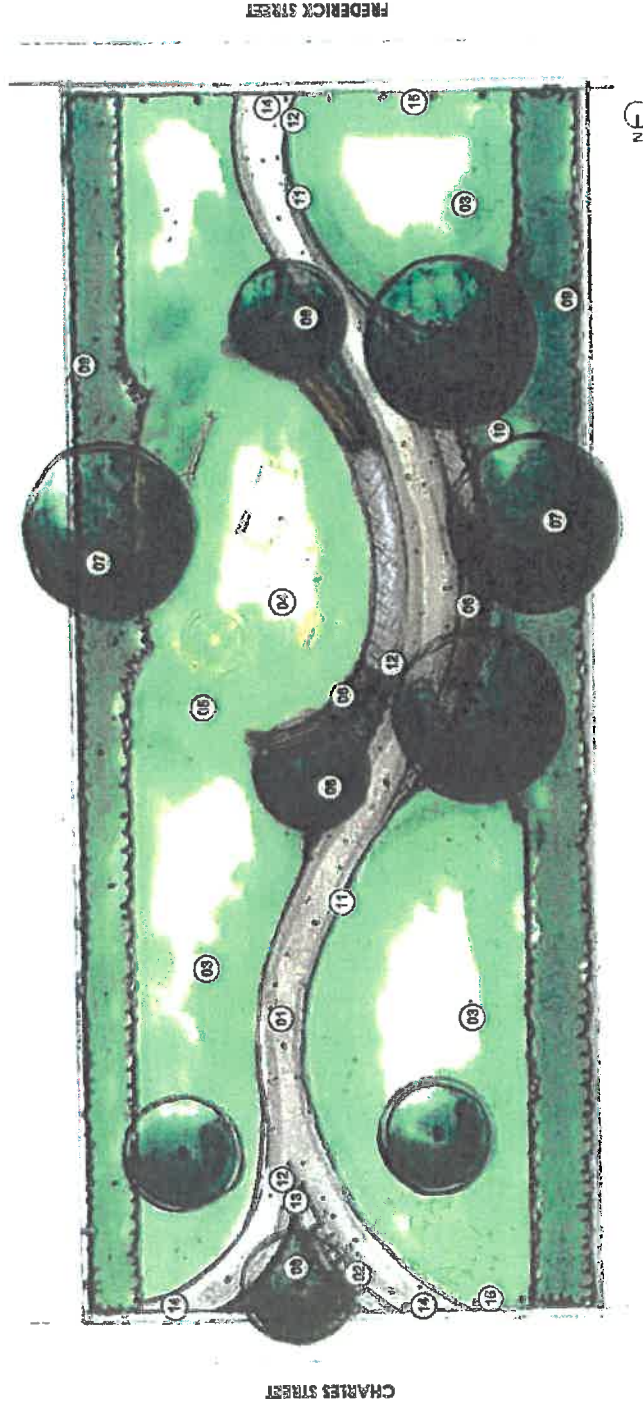
Notes

- A. Do not scale. All dimensions and measurements taken from aerial develop only.
- B. All dimensions to be verified by contractor on site prior to commencing any work.
- C. Information contained within this drawing is the sole copyright of Align Landscape Architects and is not to be reproduced without their permission.
- D. Worked solely for the use of the client in accordance with the agreed scope of work.
- E. Design to be progressed in concept, developed and detailed design stages if required and agreed.

bird park

landscape sketch plan

01. Asphalt pathway meandering through the park to lead users on a relaxing journey and draw them through the playground space.
02. Hardscape area for potential bike stands and/or seating.
03. Large, open lawn areas.
04. 2-3x pieces of playground equipment on soft-fall matting.
05. Access to lawn areas from playground to create a lush and accessible open area.
06. Seating concentrated around the playground area.
07. Specimen trees.
08. Smaller specimen trees to define Charles St entrance, lawn and playground area.
09. Mixed native planting along park boundaries to provide visual screening.
10. Mixed low native planting.
11. Solar light poles along pedestrian path.
12. Rubbish bins located near the entrances on both Charles and Frederick Street and near the playground area.
13. Doggie bin and plastic bag dispenser.
14. Black removable bollards located along the path entrance to allow for emergency and maintenance vehicle access.
15. Black bollards along grassed areas to control vehicular access while maintaining permeability for pedestrians.



Notes

- A. Do not scale. All dimensions and measurements taken from field photographs.
- B. All dimensions to be verified by contractor on site prior to commencing any work.
- C. Information contained within this drawing is the sole copyright of Align Landscapes Architects and is not to be reproduced without their permission.
- D. Intended solely for the use of the client in accordance with the agreed scope of work.
- E. Design to be progressed to concept, developed and obtained design stage 11 approval by council.
- F. Concept plan is a field sketch with the intention to be a design brief provided by CDC and not require development for use for any field work.

Bird Park Plan Committee

Terms of Reference

Purpose

To engage with the community on the design of Bird Park and make a final decision on the design.

Specific Responsibilities

1. To engage with people who provide feedback on the design of the park.
2. To consider all feedback on the use and design of the park.
3. To make a final decision on the use and design of the park.

Membership of Committee

- Three elected members, one appointed as Chair.

Quorum

Two elected members.

Term of the Committee

The Committee will be in place only until a decision is made on the design of the Park.



5 December 2016

Walk - Cycle Carterton 2016

1. PURPOSE OF THE REPORT

For the Council to consider adopting of Carterton District Walking and Cycling Strategy 2016.

2. SIGNIFICANCE

The matters for decision in this report do not trigger the significance policy of Council or otherwise trigger Section 76(3)(b) of the Local Government Act 2002.

3. OVERVIEW

Walking and cycling are beneficial for individuals, easy on our environment and is encouraged by Carterton District Council. However, providing a transport system that works for pedestrians, cyclists and mobility transport users means catering for diversity.

The Walking and Cycling Strategy 2016, "Walk-Cycle Carterton 2106", is an update of the 2011 strategy. The updated strategy is in **Attachment 1**. It aims to increase the incidence of choosing walking, cycling, or mobility scooter use as a preferred method of transport.

The strategy includes 11 distinct action plans that require a collective approach from a number of agencies championed from Council.

4. RECOMMENDATIONS

That the Council:

1. **Receives** the report.
2. **Adopts** the Carterton Walking and Cycling Strategy 2016, as in Attachment 1
3. **Agrees** to initiate a Carterton Walking and Cycling Advisory Group as per Action Plan 7

Dave Gittings
Manager Planning & Regulatory

Attachment 1- Walking and Cycling Strategy 2016

Walk Cycle Carterton



***A Walking and Cycling Strategy for Carterton
November 2016***

*Produced by Boulter Consulting, PO Box 89, Carterton 5743,
for Carterton District Council, November 2016*

Front cover:

*Nancy Blackman, a local cycling identity in 2011 (above),
a mobility scooter user in 2016 (below)*

Walk Cycle Carterton

A Walking and Cycling Strategy for Carterton District

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From John Booth, Mayor of Carterton

“
Cycling has become more popular since I remember Council approving Walk Cycle Carterton 2011. Since then, the NZ Cycle Trail has raised the profile of cycle tourism, and for a few years now Carterton has helped host crowd-pleasing events as part of the annual Huri Huri Festival of Cycling.



Children outside Holloway Street's Events Centre and Library, a major asset at Carterton's heart. Carterton School is nearby.

Carterton's at the heart of the Wairarapa. People like to stop and enjoy our town while cycling from Wellington, Hawke's Bay, or further afield. That's why we are keen to work with South Wairarapa and Masterton Districts to ensure that planning for pleasant and enjoyable cycling is seamless Wairarapa-wide.

It's also important, amidst the enthusiasm cycling has enjoyed in recent years, to address the needs of walking. Carterton is small enough for walking to be practical – much of the town is in within easy walking distance of the centre – but it is growing, too. Creating a place where people like to walk and cycle around town for their practical needs has a wide range of benefits, including road safety skills, reassurance of safety, and knowing that Carterton is a place where people like to meet each other.

*This strategy is a basic update of Walk Cycle Carterton 2011. I look forward to working with
”
the Carterton and wider Wairarapa community to make it work!*

*John Booth
Mayor of Carterton*

Walk Cycle Carterton 2011 and 2016

Nationwide, about one-third of vehicle trips are less than two kilometres long, and two-thirds less than six kilometres – often easy distances for walking or cycling. Regular walking and cycling have very substantial health benefits, help give a place its character, and help deter crime through 'eyes on the street'. Research has shown the health benefits tend to substantially outweigh road safety risks. Crash risk decreases with higher walking and cycling levels – sometimes called the 'safety in numbers effect'. Walking and cycling aren't necessarily safer separated from motor traffic. For example, footpath cycling may be more dangerous than using the road, because of driveways, fences or hedges. Children should also ride with adults on the road, so they can pick up skills needed in motor traffic.

This *Walk Cycle Carterton 2016* Walking and Cycling Strategy is an update of the previous *Walk Cycle Carterton 2011* Strategy. It is based largely on that strategy, but takes into account changes which have taken place since 2011. Following the adoption by Council of this 2016 strategy, it is envisaged that a fuller review process will be initiated. This will involve consultation with the local community and – especially since some issues affect the wider Wairarapa – liaison with Masterton District Council, South Wairarapa District Council and Greater Wellington Regional Council, as well as other government and non-governmental agencies.

Walking and/ or cycling strategies have arisen out of a perceived need to specifically address the needs of these two forms of transport. By keeping attention to the strategic level – and avoiding a focus, at this stage, on detailed, specific action – the range of actions which need to be pursued together can be identified. These will cover issues concerning infrastructure (such as well-planned and well-maintained footpaths, or roads designed for safe cycling) together with (for example) recreation and educational activities.

Any walking and cycling strategy also needs to take full account of the mainstream strategies and programmes of which it must form part. These, most notably, include Council's *Long Term Plan* and also the *Greater Wellington Regional Transport Plan*.

This Strategy bears in mind government funding which may become available. This will vary from time to time, but at time of writing include the *National Land Transport Fund*, the *Urban Cycleways Programme* (although noting that the Wairarapa is currently less likely to be eligible for this funding, not being within a "major centre" as defined by the Department of Statistics) and others. Some funding, notably for off-road recreational walking and cycling, may require support from community bodies or local landowners, and this underlines a theme running throughout this strategy that success depends crucially on support and initiatives from within the community.

This Strategy takes the form of a series of 'Action Plans', which outline what Council will do on particular issues. Together, these will help fulfil the District Vision (in Council's *Long Term Plan 2015-25*):

Carterton District a welcoming and vibrant community where people enjoy living.

This Strategy contributes to Council's Local Government Act *Long Term Plan* and *Annual Plan* processes.



Dalefield Road Mountain Bike Park.

Action Plan 1: State Highway 2 Design Issues

Action 1 a)

Council recognises that the town centre High Street design works well for walkers, cyclists and motorised traffic, and takes the view, should the NZ Transport Agency consider making provision for cycling on State highway 2 through Carterton town, that:

- The existing arrangements should be retained in the town centre commercial area, and on the High Street North/ Park Road/ Belvedere Road roundabout,
- Cycle lane provision may be supported on State highway 2 outside the town centre commercial area, with removal of on-street parking, if sufficient width could be ensured (for all road users, including pedestrians), and if provision could be retained for on-street parking for which there is an important established demand.

Action 1 b)

Regarding State highway 2 as it passes through Carterton town, negotiations will be initiated with the NZ Transport Agency (as State highway authority) with a view to landscaping and design adaptations to State highway 2 covering:

- High Street South between Pembroke Street and Brooklyn Road, to encourage safe traffic speeds and attentive driving, including consideration of features such as planting, kerb build-outs and refuge islands,
- Monitoring usage of the Medical Centre informal pedestrian crossing point, with a view to determining whether there is a case for it to be upgraded to a zebra crossing,
- Adaptations to drainage channels at side intersections, to make them 'friendly' for cyclists,

Action 1 c)

Regarding State highway 2 bridges on the boundaries of Carterton District, Council notes that:

- the Waiohine River Bridge, on the District's western boundary with South Wairarapa District, is well-designed in providing a shoulder adequate for cyclists and pedestrians for each traffic movement direction,
- the Kaipaitangata Stream Bridge and the west side of Beef Creek Bridge, just east of the Waiohine River Bridge, are of a design hazardous for cyclists, in that no shoulders are provided, and that these bridges need to be adapted, by provision of shoulders, 'clip-ons' or other features, to enable safe passage by cyclists and pedestrians,
- the Waingawa River Bridge, on the District's eastern boundary with Masterton District, has a segregated cycle/ pedestrian path for each traffic movement direction, but needs regular sweeping to keep it free of debris.

and encourages the NZ Transport Agency to take appropriate action.

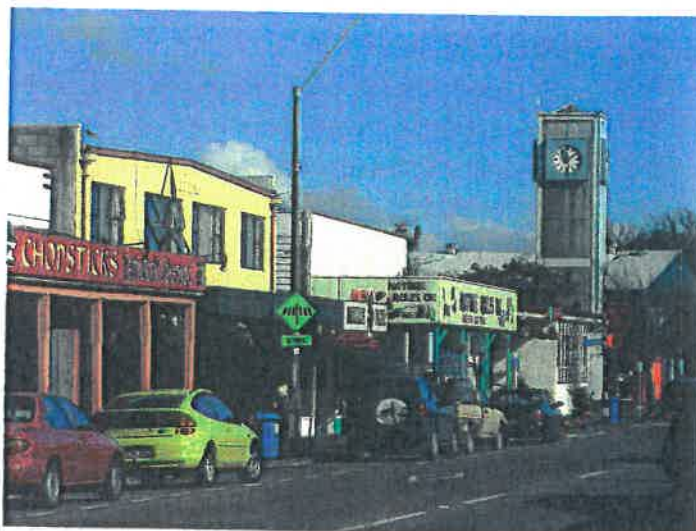
Action 1 d)

Regarding State highway 2 between Carterton town and the edge of the Masterton urban area (all of which falls within Carterton District) Council is concerned that some of the safety enhancement works may have safety disbenefits. Council supports and is willing to facilitate dialogue between the NZ Transport Agency and local concerned cyclists, with a

view to agreement being reached on a resolution of these issues to the satisfaction of all concerned. Council notes that the NZ Transport Agency has a continuing programme of safety improvements on this road, and wishes to ensure that ongoing implementation is safe for all road users.

Action 1 a)

The NZ Transport Agency has installed cycling facilities on some parts of State highway 2 other than Carterton (such as Lower Hutt and Masterton). Council should consider a stance should the Agency propose cycling provision for Carterton town.



Carterton High Street does not have room for both on-street parking and cycle lanes. Present arrangements of sharing the same space work generally well because of slow traffic speeds.

In the town centre, the State highway is narrow, there is much on-street parking (on both sides), and frequent pedestrian crossing activity. There is inadequate width for cycle lanes (especially bearing in mind the need for extra width next to cars, because of opening doors), and consultation prior to adoption of Council's *Walk Cycle Carterton 2011* strategy did not elicit any calls for these from cyclists or others.

The Park Road/ Belvedere Road roundabout is of a design generally 'friendly' for cycling.



Informal crossing, outside Carterton Medical Centre, High Street South.

Although roundabouts in general tend to be a major safety problem and accessibility barrier for cyclists, this roundabout tends to slow traffic closer to cycling speeds, thus potentially improving safety (although cyclists should only cycle on a roundabout if they are confident doing so). No design modifications are therefore suggested to it.

North of the Park Road/ Belvedere Road roundabout and south of Pembroke Street, within the urban area,

shoulders are of ample width for car parking, but there would not be room for cycle lanes to be added to the parking. In some places, car parking is needed for schools, kindergartens, the Medical Centre, and dairies. There are also several churches on High Street South (although in many cases these have parking available either off-street or in side roads) and a funeral parlour nearby in Richmond Road. Where on-street parking is not needed, cycle lanes could be considered together with a parking ban, although locations would need to be determined subject to surveys and consultation.

Action 1 b)

Outside the town centre, there is significant pedestrian activity across the whole stretch of High Street South between Pembroke Street and Brooklyn Road, both directly and from parked cars. From north to south, this stretch of road provides access to the *New World* supermarket and other shops, Carrington Park, Carterton Medical Centre, three schools, two kindergartens, six churches, Roseneath Rest Home and Villas (noting 'wheeled pedestrian' mobility scooters), Salvation Army social service facilities, several bus stops, and a dairy.

Two zebra crossings are well-located in relation to the facilities served, and an informal crossing point has been provided near Carterton Medical Centre. The Medical Centre informal crossing should improve safety by helping alert motorists and define where pedestrians will cross. Its use should be monitored with a view to determining whether there would be a case to upgrade this to a zebra crossing (the difference being that a zebra crossing gives pedestrians legal right-of-way once they step onto the crossing). Traditionally, zebra crossing locations are located according to a formula based on numbers of vehicles and pedestrians, although this is only for guidance.

Because the facilities are spread along the road, people may cross High Street South anywhere between Pembroke Street and Brooklyn Road. It may be appropriate to encourage motorists to 'drive to the conditions', below 50 km/h if necessary. Speed humps or chicanes would not be appropriate, because this is a bus route, and also a route for trucks. Landscaping the space alongside the road carriageway, however, could help.

Trees and other planting can encourage slower and more attentive driving through a sense of enclosure, but must be chosen and designed carefully. Trees, shrubs or other features must not obstruct visibility, for example of children waiting to cross the road.



Drainage channel on High Street South at Moreton Road

Future growth and maintenance (such as watering) also affect the

appropriate type of planting. Some species (such as London Plane) grow far larger than their planted size would suggest, and also damage footpaths and underground services. These problems can be avoided by encasing the tree in a wide vertical pipe to keep root growth to a suitable depth.

Apart from trees, non-growing features such as 'threshold' or 'gateway' features (including kerb build-outs, signs or hard landscaping) may form part of any such scheme. Kerb build-outs and central pedestrian refuges may be positioned to co-incide with informal pedestrian crossing points (as already at the Medical Centre). Any narrowing of the overall roadway width must take account of wider vehicles (notably trucks) and of the ability to overtake cyclists without 'squeezing' them.

During consultation on the earlier *Walk Cycle Carterton 2011* strategy, cyclists have raised specific concerns about:

- drainage channels, which in some cases pass under side intersections, leaving a drop into which a left-turning cyclist could fall,
- kerb build-outs at the South End School pedestrian crossing allowing marginally insufficient width,
- the 'cyclist bypass' design at the north-end 'gateway feature' not encouraging cyclists to use them, although noting that some cyclists consulted supported the existing design. In response to these concerns, planting which had encroached on the bypass paths have since been removed, making its use more attractive to cyclists.



Kaipaitangata Stream Bridge, State highway 2, near Carterton's western boundary with South Wairarapa District. The lower photograph was taken a few seconds after the upper one.

Some changes have been made in response to the raising of these points, including clearing plant growth at the north-end 'gateway feature', but the state of the gutters at some intersections remains problematic.

Landscaping may also help encourage slower and more attentive driving at the Hilton Road/Frederick Street zebra crossing, especially since the road near this crossing has few

commercial premises (to encourage slower driving), and is close to the urban area boundary, where entering traffic is used to a rural environment. A pedestrian has been killed using this crossing.

Action 1 c)

Rural State highway bridges have been traditionally designed without shoulders, making them hazardous for cyclists. Cyclists' deaths in past years have led to changed practice, and bridges are now generally designed with shoulders. The Waiohine River Bridge, at Carterton District's boundary with South Wairarapa District, is an example.



Waingawa River Bridge cycle/ pedestrian path, State highway 2, on Carterton's eastern boundary with Masterton District.

However, the Kaipaitangata Stream Bridge and one side of Beef Creek Bridge, just east of the Waiohine River Bridge, are of the older, hazardous design. The NZ

Transport Agency should take opportunities to either replace it (the Waiohine River Bridge replaced one of this design), widen it, or add 'clip-ons'.

The Waingawa River Bridge, at Carterton District's boundary with Masterton District, has



segregated pedestrian/ cycle paths. These are used by commuter cyclists, although sports and recreational cyclists often use the carriageway.

These paths sometimes have a problem of glass, metal or other debris, which can only be resolved through regular sweeping. This has already been raised by Masterton District Council with the Transport Agency's contractors, and Carterton District Council should support this.

Waiohine River Bridge, on Carterton's western boundary with South Wairarapa District, with cycle-friendly shoulders, good visibility, and railings: well done, NZ Transport Agency!

Action 1 d)

The NZ Transport Agency has installed road safety features along State highway 2 between the edges of the Carterton and Masterton urban areas (the whole area of which falls within Carterton District). These include a variable message sign at the Wiltons Road/ East Taratahi Road intersection, which requires a 70 km/h maximum speed while a vehicle is waiting to exit these roads, and several stretches of side barriers. Council is concerned at the side barriers. Their purpose is to protect vehicles straying off the roadway from potential hazards, which in these cases include ditches and trees. However, in some cases the barriers are very close to the roadway itself, and local cyclists have said they feel at risk through being unable to escape a potential hazard, for example while being passed by trucks. The NZ Transport Agency is reviewing their State highway 2 safety programme as a whole, and as part of this is considering the implications for cycling. The Wairarapa Road Safety Council is helping facilitate dialogue between local cyclists and the Agency, as are Carterton and Masterton District Councils at mayoral level.



A State highway 2 variable message sign at Wiltons Road/ East Taratahi Road; the speed limit reduces to 70 km/ h when a vehicle is waiting to leave a side road.



The 'gateway' feature at the north end of Carterton's urban area – cycling is easier on these paths since the removal of vegetation

**Action Plan 2: Town centre
Urban Design & Space-
Sharing.**

Action 2 a)

Council recognises the significant urban design enhancements which have taken place in Carterton town centre, in particular in Holloway Street near the Carterton Events Centre. These provide an open environment, with slow traffic speeds, and thus address walking and cycling needs by enabling all road users to share the space with minimised risk.

The urban design enhancements in Holloway Street provide an appropriate setting for the successful and iconic Carterton Events Centre. Traffic speeds have been slowed through installation of raised speed tables, and the open environment between Holloway Street and the Nelson Street car park minimises opportunities for crime, helped by good lighting. All this contributes to the Holloway Street civic heart of Carterton bring a 'walking and cycle-friendly' environment.



Holloway Street is important for pedestrian activity, linking the High Street town centre shops with Carterton School past several major civic buildings. This photograph shows the new Carterton Events Centre together with the restored historic library, which together draw crowds to many community events. The street has been remodelled with more paved space given over to people on foot, and motor traffic slowed through installation of raised speed tables.

Action Plan 3: Cycle Route Network

Action 3 a)

A Carterton Cycle Route Network, to help guide investment priorities, is defined as shown on the map (Appendix 1), and described below. This will be reviewed in the light of data-gathering (see *Action Plan 6: Walking and cycling usage, crash and injury data*), and any further anecdotal information. On Cycle Route Network roads, appropriate cyclist provision (as defined in the NZ Transport Agency's *Cycle Network Guidance – Planning and Design*) should be included in any general roading works, with funding assistance sought through appropriate sources, either as part of wider programmes or for their cycle route function. Appropriate funding sources at time of writing (2016) might include the *National Land Transport Fund, Urban Cycleways Programme* or *NZ Cycle Trail*.

The Cycle Route Network defined in this Strategy provides a focus for investment, rather than any implication that these are routes which cyclists ought to use.

Cyclists' movement needs in Carterton are generally best served by roads, although two important pedestrian links in Carterton town are also included (see further under *Action Plan 4: Walking Networks and Priority Areas*). Most cycle journeys are for practical, day-to-day purposes, such as getting to and from work or school. Leisure cycling is also important, as is cycling by tourists, who may benefit the local economy.



A cyclist crosses the Ruamahanga River on Kokotau Road. Wairarapa is popular leisure cycling country.

Pending data on cycling movement patterns and crashes (see *Action Plan 6: Walking & Cycling Usage, Crash & Injury Data*), the Carterton Cycle Route Network is defined as the following Strategic Arterial, District Arterial and Collector Roads in Carterton town:

- High Street/ State Highway 2,
- Park Road,
- Moreton Road,
- Dalefield Road,
- Lincoln Road,
- Belvedere Road.

and in the rural areas:

- Remainder of State Highway 2
- Norfolk Road,
- Chester Road,

- Cornwall Road,
- Carters Line,
- East Taratahi Road between State highway 2 and Carters Line,
- Gladstone Road,
- Kokotau Road/ Ponatahi Road,
- Millars Road,
- Te Whiti Road
- Longbush Road,
- Te Wharau Road/ Westmere Road.

with the addition of the following roads, serving particular destinations:

- Holloway Street (serving major public facilities and Carterton School),
- Dixon Street (serving major public facilities and Carterton School),
- Howard Street (serving Ponatahi Christian School),
- King Street (serving St Mary's Catholic School),
- Pembroke Street (serving the Swimming Baths),
- Rexwood Street (High Street-Garrison Street), Victoria Street (High Street-Garrison Street) and Garrison Street (all serving the Swimming Baths),
- Broadway, Wheatstone Street, Davy Street and Faraday Street (serving Carterton Railway Station),
- Brooklyn Road between High Street and Lincoln Road (serving South End Park),
- Brooklyn Road and Manners Road, (serving cycling between Carterton Town and the Dalefield Road Mountain Bike Park),
- Thomas Road and Watersons Line (serving Dalefield School).

and the following paths within Carterton town:

- Wakelin Street-Carrington Park, linking several streets to Carterton School and Holloway Street facilities (see *Action Plan 4: Walking Networks and Priority Areas*),
- A path (see *Action Plan 4: Walking Networks and Priority Areas*) through reserve land west of the railway line between Victoria Street and the Pembroke Street Swimming Baths, together with an existing path from Pembroke Street to Carterton Station.



An older path connecting Wakelin Street to Carrington Park (top) has been supplemented by a new high-quality leisure path and trim trail (below) around the eastern edges of Carrington Park to Holloway Street, further to a recommendation of the 'Walk Cycle 2011' strategy.

Action Plan 4: Walking Networks and Priority Areas.

Action 4 a)

Council will formulate and adopt a Footpaths Policy to help towards consistency in footpath provision, bearing in mind that forms of footpath vary across Carterton, in some cases reflecting a change from rural to urban character, as Carterton has grown in popularity as a place to live. Together with a review and collation of existing knowledge on usage patterns, footpath condition and problem locations, including data gathering (see *Action Plan 6: Walking and Cycling Usage, Crash and Injury Data*), this will be used as a basis for prioritising proposals for footpath improvements (subject to funding being provided in Council's Long Term Plan and/ or other budgets).

Action 4 b)

Wherever appropriate, footpaths will be included in roading works proposed for funding in the *Regional Land Transport Plan*, with a view to attracting *National Land Transport Fund* subsidy as part of the wider scheme.

Action 4 c)

Council will lend support, in ways to be determined but possibly including publicity and participation, to public walking events, possibly in conjunction with Carterton Information Centre, drawing on experience of the Centre's existing activities.

Action 4 d)

Council will, as considered appropriate, keep aware of and contribute to public discussions and government-initiated work on use of footpaths by some categories of low-powered vehicles, or some cyclists.

Actions 4 a), 4 b) and 4 c)

Carterton's road and path network, currently focused on the High Street, would benefit from greater connectivity, in particular through more north-south links. This is only achievable over the longer term, as development takes place.

Even in a motorised society, about 17% of all trips are on foot. Nationwide, about half of all vehicle trips (which include cycling but not walking) are under 3 km long, suggesting there is considerable potential to increase the amount of walking. People with disabilities are sometimes called 'wheeled pedestrians', and if designs meet their needs (including widths, surfacing, gradients, and avoiding steps and obstructions), then able-bodied people benefit too.

Footpaths in Carterton vary as to whether they are provided at all, and in their form of construction (e.g. asphalt, gravel or concrete). Parts of Carterton town are in transition from rural to urban in character, and this partly accounts for variations in the road's form (such as whether kerbs and drainage channels are provided), and construction materials. In the past, Council has had an informal policy of providing a footpath on one side of each local residential road (generally the side nearest the town centre), and continuously across driveways (reinforcing pedestrians' right-of-way over driveway vehicles).

Generally footpaths are funded entirely from rates income, but *National Land Transport Fund* subsidy may be available for footpaths in conjunction with more general road schemes.



A variety of arrangements, both in Charles Street. On the left, a concrete path provided in conjunction with new development. On the right, a rural-style swale.

Council has tended to allocate an annual budget for providing and repairing footpaths, and priority is given to paths in the worst condition. There was significant response to

consultation, on this issue, during the preparation of Council's *Walk Cycle Carterton 2011* strategy. Suggestions included:

- Locations known to be problematic for people with disabilities to be tackled with some urgency,
- Footpath provision and maintenance focused on particular locations, to provide whole paths, rather than isolated improvements,
- The Carterton Information Centre had received a significant proportion of enquiries from people wanting advice on walking routes within Carterton town (without relying on driving somewhere), and suggested that recommended routes could be publicised by maps or signage, possibly also with seats, artwork and bins.

Very little data exists on who walks where and in what numbers, on which to base walking route maintenance and improvement priorities, and reported crashes are rare. Some statistical data might be useful (see *Action Plan 6: Walking and Cycling Usage, Crash and Injury Data*), but there may already be enough anecdotal knowledge for some sound decisions. A Footpaths Policy will review official guidance, issues and potential funding sources, and this may be followed by the gathering of data on such information as exists (anecdotal or statistical) on such matters as who walks, where they walk, and for what purpose. The Carterton Information Centre has in the past been in contact with local people interested in recreational walking in Carterton town, and has been aware of suggestions for signed recreational routes.

All this information will be compared with information on the condition of footpaths (including known problem locations) with a view to identifying proposals for improvements. This will include specific locations, and some form of prioritisation on which to base a programme of improvements. Any programme of improvements would, of course, take into account resources which may be available (notably, local body rates), and the importance Council attaches to these issues compared to possible alternative uses of the available funding.

Council's *Walk Cycle Carterton 2011* strategy identified two links to improve connectivity of footpaths (and cycling) within Carterton town, and notably to improve access to key destinations. These were implemented following the adoption of that strategy:

- Wakelin Street-Carrington Park, to connect Wakelin Street, Fairbrother Street, Seddon Street, King Street and Deller Drive with Carterton School and the town centre. *Walk Cycle Carterton 2011* recommended a path, possibly around the edge of Carrington Park, and this has been provided together with a trim trail, lighting, and seating.
- Reserve land west of the railway line between Victoria Street and the Pembroke Street Swimming Baths, to improve access on foot and by cycle to the Railway Station and the Swimming Baths. A path has been provided between Victoria Street and Pembroke Street, adding to a path which already existed east of the railway between Pembroke Street and the Railway Station.



An informal path through reserve land between Pembroke Street and Victoria Street, built further to a recommendation of the 'Walk Cycle 2011' strategy, provides an important link to the Swimming Baths and also to the Railway Station.

Action 4 d)

The NZ Transport Agency has initiated work on possible legalisation of various forms of low-powered vehicles, with a view to deciding whether it would be appropriate for the various types of vehicle to be able to legally use roadside footpaths (e.g. e-bikes, e-scooters and e-skateboards). The current review does not imply legalisation, but forms of regulation are being considered, should this happen. Separately from this, Parliament in 2016 considered a petition for cycling to be legalised on roadside footpaths for children under the age of 14 with accompanying adults, for the elderly, and for people with disabilities.



Carterton Railway Station-Pembroke Street path.

The outcomes of these discussions are not known at time of writing, but Council may wish to keep aware of these discussions, any further developments which may come from these, and may possibly wish to be involved. The arguments are complex, and have elicited views both for and against some of the suggested changes, and therefore this strategy document does not presume any particular position Council might wish to adopt.

Action Plan 5: Road Safety Education, Cyclist Behaviour and Cyclist Coaching.

Action 5 a)

Council recommends that schools, the Police, the Wairarapa Road Safety Council and other agencies:

- encourage children to ride on the road rather than the footpath (explaining the dangers), accompanied by an adult if under the age of 10,
- encourage parents and caregivers to ride on the road with their children if under the age of 10,
- encourage more experienced cyclists to offer 'bike buddy' coaching to people new to cycling,
- consider attracting funding to run the NZ Transport Agency's *Pedal Ready* cyclist skills training course, or encourage others to do so.

Action 5 b)

Council recommends that the Police and the Wairarapa Road Safety Council continue their ongoing publicity to encourage safe and responsible behaviour by both motor vehicle drivers and cyclists.

Action 5 c)

Council encourage local schools, if there is sufficient interest and support from within the school, to avail themselves of any opportunities offered to encourage cycling by other agencies, such in-school bike and cycling equipment provision by 'Bikes in Schools' (BikeOn NZ Charitable Trust) or similar initiatives.

Cycling is beneficial in various ways, and preventive health benefits have been shown to far outweigh any road safety risk. Although common sense dictates that cyclists should not put themselves in danger, there are no road situations in Carterton cyclists should avoid in principle.

People develop cycling skills not only through instruction and off-road practice, but also through being 'coached' in road traffic. The NZ Transport Agency's *Pedal Ready* cyclist skills training course, developed in conjunction with the Police, is based on this: the first of its three stages is off-road instruction, the second stage simpler on-road situations, and the third stage 'advanced'/ complex on-road situations. This is available for anyone to use, and grants may



Esther Dykstra rides with her daughter Lotte in 2011, from their home to the town centre. Esther, from the Netherlands, continued cycling for many day-to-day needs on moving to New Zealand.

be available to set up a training programme, for example by schools, Police, the Cycling Action Network, or other voluntary agencies.

Vital safe cycling skills can be acquired by children accompanied by adults in road traffic from a young age. Informally, it has come to be accepted that a child under 10 years old should be accompanied on the road by an adult. Many parents nowadays do not cycle regularly, so children will not always have adults readily available to accompany them. People new to cycling may benefit from 'bike buddy' schemes, where more experienced cyclists accompany them on the road (for example, people making the same work-commute trip). A useful 'rule of thumb' is "*never enter any road situation you are not confident to negotiate*"; it is better to wheel the bicycle along the footpath.

Riding on roadside footpaths may be more dangerous than riding on the road:

- Cars reversing out of driveways often cannot see footpath cyclists,
- Off-road cyclists do not pick up vital traffic skills from experiencing traffic first-hand, meaning that when they do cycle on the road they are more vulnerable,
- Roadside footpath cycling may put pedestrians at risk, because the path is not wide enough for both, and visibility is limited around corners,
- If people give up cycling through being discouraged from riding on the road, they lose preventive health benefits (such as reduced obesity, or improved heart and lung performance).

Roadside footpath cycling is illegal, except for specialist cases like postal delivery people (and NZ Post training specifically covers the dangers of driveway situations). Roadside footpath cycling by children is also illegal, although there is a legal exemption for "*wheeled recreational devices*" below a certain wheel size. For this reason, a footpath cyclist may have limited legal redress in a crash (for example, in a car reversing from a driveway). A cyclist is often safest with other vehicles by behaving as they do.



School crossing patrol, South End School, High Street South.

This may mean:

- Riding about a metre out from the kerb (helping ensure the cyclist is seen, avoiding drain grates and debris, and avoiding being 'cut up' by left-turning traffic),
- Riding well out from parked cars (to avoid opening doors),
- Signalling a turning intention clearly and well in advance, and then moving clearly (the same advice given to motorists),
- 'Claiming the lane' where road width is limited, to avoid cars trying to squeeze past.

Cyclists are governed by the same traffic law as applies to other 'drivers' (in law, a cyclist is 'driving' their 'vehicle') to not delay following traffic. This means that a cyclist 'claiming the lane' (see above) should pull into the left, when safe, to let following traffic pass (but should never put their own safety at risk by doing so). Cyclists may ride two abreast, but should change to single file to avoid delaying traffic.

Apart from cyclist education, training and accompanied road riding, some motorist education can help. The NZ Transport Agency together with the main representative bodies (i.e. the Automobile Association, Cycling Action Network and Cycling NZ) all stress that both motorists and cyclists share responsibility to behave in ways safe for themselves and other road users.

Action Plan 6: Walking and Cycling Usage, Crash and Injury Data.

Action 6 a)

Council recommends that the Wairarapa Road Safety Council invite the Wairarapa public to supply information on 'incidents', or locations perceived as hazardous, to be collated to complement the NZ Transport Agency's *Crash Analysis System* data, possibly including the setting up of an 0800 cycling 'incident' reporting number.

Action 6 b)

Counts of cyclists and pedestrians (including 'wheeled pedestrians') will be planned with a view to implementation (possibly as part of school project work), including in conjunction with the Wairarapa Road Safety Council's November/ December cycle helmet wearing survey.

Action 6 c)

Automatic counting will be investigated, of both pedestrians and cyclists, bearing in mind technology now available (such as infrared detection).

The Ministry of Transport's *Crash Analysis System (CAS)* data for 2010-15 recorded for Carterton no pedestrians or cyclists killed, 2 seriously injured, 6 with minor injuries and 1 involved in a crash without injury. There was no concentration in any specific location, although a strong concentration on the busier roads. Almost all pedestrian or cyclist crashes 2006-15 were on State highway 2, and almost all of these were within the Carterton urban area. This is as would be expected, in that pedestrian and cyclist crashes tend to be more likely to be associated with the larger volumes and speeds of motor traffic.



Zebra crossing on High Street South between Hilton Road and Frederick Street. A pedestrian was killed on this crossing in 2007 (where the road environment may encourage drivers to speed) but statistical data is limited, and many incidents involving pedestrians and cyclists go unrecorded or unreported.

Official statistical data can be usefully supplemented by anecdotal information from the public, which is particularly useful where (as in this case) pedestrian and cyclist crash data are too sparse to have statistical significance. Useful information was gained during consultation as part of preparation of the *Walk Cycle Carterton 2011 Strategy*, and more would be welcome. Formal crash data only records crashes after they have happened, not 'incidents' (such as 'near misses') or locations perceived to be hazardous. During the early 2000s, Nelson City found that an '0800 CYCLECRASH' phone number, to which the public

were invited to report 'incidents', increased the amount of data by three times. Carterton's smaller population and resources mean such an initiative may only be viable on a Wairarapa-wide basis.

Usage data can be used to measure progress towards targets, and also support cases for *National Land Transport Fund* subsidy, which often rely on estimates of present and future usage. For walking and cycling, manual counting is the most reliable, since automatic counting equipment misses some cyclists (e.g. on footpaths, or overtaken by cars on the counting strip), and does not count pedestrians. The most useful data is on approaches to a key destination (such as a town centre, or school), and at key intersections. Intersection counts can include turning movements, which can help cycling facility design and for information on routes used. Manual data gathered as part of school projects would also have educational value, and could form part of school travel planning (see *Action Plan 8: Travel Planning, Promotion and Role-Modelling*).

Counts of walking may be best in places where walking is known to be concentrated, including the High Street shopping centre, Holloway Street, near the railway station, on High Street South between Pembroke Street and Brooklyn Road, and near schools. Walking data may have uses beyond transport planning, including measures of the prosperity or 'vibrancy' of the town in urban design terms, and for this reason has sometimes been gathered by business or valuation agencies.

Over several years, data can build up into a time series, to show trends, but this requires counting at the same time each year, and to avoid biasing factors such as rain.

Each November or December, the Wairarapa Road Safety Council gathers data on cycle helmet wearing for the NZ Transport Agency. There is one Carterton count site, at the High Street South/ Victoria Street/ Wakelin Street intersection. It would be useful for other walking and cycling usage counts to co-ordinate with this.

Technological advances over the past 10-20 years have introduced possibilities for permanent count sites to be established. Older technology, conventionally used to measure general road traffic volumes and speeds, has in the past failed to detect cyclists, but in more recent years detection has become more sensitive, such that this is sometimes possible. This may involve electrical circuits permanently embedded below ground, but in addition infrared detection makes detection of pedestrians possible. There is some experience in New Zealand of use of this newer technology, for example usage of recreational paths. Since the technology is still relatively new, it may be prudent for any trials of this type of data-gathering to be undertaken together with the other Wairarapa District Council, and it may be that only a small number of count sites within Carterton would be involved (as representative of general pedestrian activity levels). Some forms of NZ Transport Agency funding support (for example, from the Urban Cycleways Programme) require some use of permanent automatic counting data to support applications for funding.

Action Plan 7: Walking and Cycling Advisory Group.

Action Plan 7 a)

Council will convene a 'Walking and Cycling Advisory Group' to review the Strategy's implementation, and to act as a communication channel between Council and the wider public on matters related to walking and cycling in Carterton. This Advisory Group is envisaged to comprise representatives of Council, other government bodies (such as the Greater Wellington Regional Council, the NZ Transport Agency and the Wairarapa Road Safety Council) and representatives of local walkers and cyclists. It is envisaged that this Advisory Group may meet about twice each year, and could liaise with any corresponding Advisory Groups in neighbouring Districts (a Cycling Advisory Group has operated in Masterton for several years).

An ongoing liaison group may prove useful, both for a local Council and local walkers and cyclists. From Council's point of view, it provides a body to consult, and may give valuable information on local walkers' and cyclists' needs. It also provides a channel through which public representatives can raise matters of concern.

Masterton District Council has a 'Cycling Advisory Group', which meets twice a year and includes councillors, Council staff, representatives of local cycling and sports groups, and others including the Regional Council and Wairarapa Road Safety Council.

In Carterton, Council could, convene such an Advisory Group, chaired by a councillor (Masterton's Cycling Advisory Group has two councillor representatives). Working with any corresponding Advisory Groups in neighbouring Districts, including the existing Masterton Cycling Advisory Group, may form part of any arrangements to co-ordinate activities in this area across the Wairarapa.



The Waiohine Probus Club Walking Group, on one of their regular walks around Carterton (here they are on High Street South).

Action Plan 8: Travel Planning, Promotion and Role-Modelling.

Action 8 a)

Schools will be encouraged to actively plan for more walking and cycling by those attending, with support where available from the Regional Council (Masterton Office), and/ or the Wairarapa Road Safety Council. This includes such activities as 'walking school buses', 'cycle trains', incentives, school projects and participation in events such as the Regional Council's *Movin'March* initiative.

Action 8 b)

Council will encourage the local business community and individual employers to develop employer and/ or community-based travel plans, with associated activities, and to support such activities as the NZ Transport Agency's *Aotearoa Bike* challenge.

Action 8 c)

Council will support community-wide initiatives promoting walking and/ or cycling, such as the Wairarapa-wide *Huri Huri* cycling festival, many activities of which take place within Carterton District.

Action 8 d)

Local walking and cycling role models will be celebrated, as encouragement for others to walk and cycle more.

From the early 2000s, Government agencies have encouraged active planning for more walking, cycling and public transport use, typically focused on schools, major employers or the community as a whole. This 'travel planning' has been based on groups of people planning how best to tackle problems such as localised traffic congestion. In some cases, a school's commuting culture has been changed, with car-drop-off becoming the exception rather than the rule. Benefits include road safety (see *Action Plan 5: Road Safety Education, Cyclist Behaviour and Cyclist Coaching* on developing on-road cycling skills), preventive health, and community building, as well as reducing localised traffic congestion.



South End School (right) and South End Kindergarten (left). Parents, students and teachers can harness interest in a school-based travel plan. Some initiatives of this kind have made a major difference to the culture and patterns of school commuting, with benefits to health, education and safety through more walking and cycling.

'Travel planning' relies on individuals 'driving' the initiative, with some support available from the Regional Council's Masterton Office. Carterton School in 2009 surveyed where children lived and how they travelled to school: a high proportion lived locally and travelled by car. Actions forming part of a school 'travel plan' can include 'walking school buses', 'cycle trains', incentives and school projects (which of course have educational benefits too).

Consultation during preparation of the *Walk Cycle Carterton 2011* Strategy showed there may well be enthusiasm among Carterton school parents for 'travel plan' initiatives.

Major employers can lead travel planning too, as can the business community. In past years nationwide or regional initiatives have been held early in the year to promote walking and/or cycling, and in 2017 these will include the NZ Transport Agency's *Aotearoa Bike* challenge in February (a competition between workplaces for the highest proportion of staff cycling to work) or in March the Regional Council's *Movin'March* initiative, comprising various activities encouraging walking, cycling and scooting to school.



Nancy Blackman receiving her prize for the oldest bike on the 2011 National BikeWise Month Mayoral Challenge Ride. Nancy stayed ahead of the pack in this gently uphill ride, on a bike without gears she had been riding for 65 years.

Council would not be directly involved in leading these initiatives (except possibly as an employer), but could encourage others through raising the profile of walking and cycling among the community. Without prejudging any decision of theirs about involvement, the 'Go Carterton' local business organisation (formerly the Carterton District Business Association) is the type of organisation which may have a role to play.

In 2011, Carterton entered the *BikeWise Mayoral Challenge* (part of the NZ Transport Agency's then *BikeWise Month*)

which was a nationwide competition for the highest proportion of a District's citizens, led by its mayor, to participate in a community bike ride. This leading by example can motivate others to take up cycling on a regular basis, as can role model individuals. For the past few years, local Wairarapa Councils have hosted the *Huri Huri* cycling festival, comprising various initiatives including a visit from a nationwide cycling tour.

Action Plan 9: Nga Haerenga/ NZ Cycle Trail and rural cycling.

Action 9 a)

Council will support initiatives to encourage cycle touring, and walking and cycling for recreational purposes, in rural areas within Carterton District and across the wider Wairarapa (subject, if outside Carterton District, to support from the respective District Council(s)). This includes support for development and use of Nga Haerenga/ The NZ Cycle Trail; individual location-based facilities (such as the existing Dalefield Road or proposed Riven Rock mountain biking parks, both within Carterton District); and, where merited, the various initiatives in recent years to develop on-road touring routes and off-road recreational trails varying from casual and easy to more physically challenging. Apart from having merit for their recreation value, the potential of such initiatives to attract economic investment to the Wairarapa is recognised.

The Greater Wellington *Regional Land Transport Plan* includes a Regional Cycling Network, which includes routes linking Carterton District to its neighbouring Districts and to the rest of Greater Wellington, beyond the Rimutaka Range. This recognises that State highway 2 plays an important role for utility, day-to-day cycling (such as commuting to work). Issues concerning State highway 2 have already been covered under *Action Plan 1* above.

In 2009 the Government established the *Nga Haerenga/ NZ Cycle Trail* initiative. This was initially based on several iconic 'Great Rides', to which the Rimutaka Rail Trail was later added. The Nga Haerenga/ NZ Cycle Trail, through its 'Expansion Project', has sought to connect the 'Great Rides' together into a nationwide network, and of this the 'Wairarapa Valley Cycleway' passes through Carterton District, via Longbush Road/ Te Whiti Road, eventually connecting the Rimutaka Rail Trail with Hawke's Bay Trails, also using 'Route 52' beyond Masterton. Some funding may be available for some enhancement of the on-road elements through the *National Land Transport Fund*, with examples of possible measures include adding bridge clip-ons, signage, or shoulders where they are lacking.

The original purpose behind *Nga Haerenga/ The NZ Cycle Trail* was economic development, through bringing cycle tourists. This motive has become increasingly important, since the start of this project in 2009, as a motive for development of recreational cycling facilities in rural areas, and the Wairarapa is particularly well-placed to take advantage of this, with hill views, gently undulating terrain, and the area's well-known high-quality food and wine businesses.

Destination Wairarapa have supported initiatives of this kind, and *Go Carterton* could also play a role. Carterton town is nearby, with ready access via the rail service from Wellington. Other organisations which have supported rural recreational cycling facilities in the past have included the Wairarapa Multisports Club, responsible for the Dalefield Road activity cycling park; the Trails Wairarapa Trust; private cycle touring operators such as Green Jersey; and private landowners such as those of the proposed Riven Rock mountain biking park, to be developed from late 2016 onwards.

Some use of Department of Conservation paths for recreational cycling has been suggested, either permanently or for one-off events. Part of the Atiwhakatu Track in the Tararua Forest

Park, within Carterton District, was opened to mountain biking access as a one-off event during the 2016 *Huri Huri* Wairarapa cycling festival. Careful consideration of the interests of people on foot and cycling is needed, and the needs of these two groups will not always co-incide, and some Department of Conservation paths may be more suited to cycling use than are others. Issues to consider, in relation to any suggestion to allow cycling on Department of Conservation paths, include amenity (especially for people on foot, whose enjoyment may be adversely affected), safety (of both walkers and cyclists), conservation of local plant bird and animal life, and stability of the paths and surrounding landscapes.



Ponatahi Road (left) and Longbush Road (right) – Longbush Road are both attractive cycling routes. Ponatahi Road connects Martinborough and Carterton. Longbush Road forms part of the Wairarapa Valley Cycleway.

Action Plan 10: Rural Walking Routes.

Action 10 a)

Council will formulate and adopt a policy on unformed ('paper') roads, drawing on the advice of the NZ Walking Access Commission, and may facilitate liaison between local landowners and others and the Walking Access Commission regarding possible assistance from the Commission's *Enhanced Access Fund*.

Much privately-owned rural land includes land titles implying some form of public access. These include unformed (or 'paper') roads, or various kinds of reserve. Often the land's ownership status is not clear on the ground.

Landowners are often generous in allowing public access, but the public may inadvertently trespass, or cause damage or other problems (e.g. opening closed gates letting stock out, closing open gates obstructing stock movement, or disturbing lambing).

Council is responsible for rural 'paper roads' or reserves in its ownership, even if the land is never or only rarely used. Selling the land may be responsible management of resources, but this closes off future access rights.

The NZ Walking Access Commission exists to resolve issues of this kind, through its Regional Field Advisors, who help Councils, landowners and the public resolve issues. The Regional Field Advisor covering the Wairarapa is based in Central Hawke's Bay.

A Council policy on unformed 'paper roads' may help people know the circumstances in which Council would close a 'paper road', and balance this against the interests of safeguarding future public access. The Walking Access Commission is experienced in these matters and is ready to give advice on formulating such a policy.

The Walking Access Commission's *Enhanced Access Fund* can support local public access initiatives, where there is already established local support. This typically helps landowners and others to resolve issues, for example related to access and land titles. It also funds planning and implementation of physical improvement works (such as path formations, signs, gates, and stiles). It should, however, be noted that *Enhanced Access Fund* funding is very limited (it was \$56,000 nationwide for the two 2016-17 funding rounds).



The Department of Conservation's Mount Holdsworth land is popular with recreational walkers.

Action Plan 11: Secure Cycle Parking

Action 11 a)

Council will provide casual short-term cycle parking where there is demand, where natural surveillance deters theft, and where difficulties are not caused to pedestrians (including 'wheeled pedestrians' and those with impaired sight).

Action 11 b)

Council will explore with the business community prospects for secure cycle parking within Carterton town centre.

Action 11 c)

Council will encourage the Regional Council to provide a lockable cycle cage at Carterton rail station, and possibly also Matarawa rail station, with appropriate publicity and management.

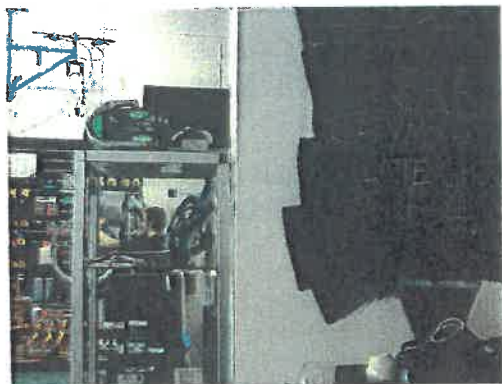
Casual, short-term cycle parking can encourage cycling for short-term use (e.g. shopping), but the whole cycle frame needs to be supported and locked, locations need to be public so as to deter crime, and pedestrians must not be obstructed. Particular attention must be paid to the needs of 'wheeled pedestrians', or people with impaired sight.

To realistically encourage cycle commuting, secure cycle parking is needed. Apart from security advantages, cycle lockers can also store a helmet, protective clothing and panniers. Greater Wellington Regional Council has provided cycle lockers at some rail stations (not in Carterton), although these have suffered from management problems, such as being booked (for a small fee) and then not used, or not meeting demand (existing lockers have a waiting list). For these reasons, Greater Wellington now



Cycle parking at Carterton Station.

favours lockable cycle cages at stations, which can store several cycles together. Although not quite as secure as lockers, these are easier to provide and manage, and have better prospects of meeting demand. Greater Wellington could also provide a cage at Carterton station (where some cycles are already parked regularly in the open), and possibly Matarawa too, which may itself encourage more rail commuters to cycle rather than drive to the station.



Hamilton's former 'VeloEspresso', combined a coffee shop with bike repair, hire and secure storage (left); and a 'bike station' in Germany (right) which provides similar facilities together with job creation in bike maintenance.

Council and town centre businesses could collaborate, if support exists, to provide secure cycle storage facilities. *Go Carterton* (formerly the Carterton District Business Association), established since this idea was first suggested in the *Walk Cycle Carterton 2011* strategy, could have a role to play in this.

The Carterton Events Centre has also been established since the *Walk Cycle Carterton 2011* Strategy, and has in just a few years become a significant destination in its own right, as well as enhancing activity in the wider Holloway Street area. This, too, may provide opportunities for enhanced casual or secure cycle parking, although any considered would need to be very carefully designed so as to harmonise with the already high quality of local urban design.

Getting There – Review and Progress

This Strategy, by its nature, does not include any funding proposals. Its aim is to set out types of action which need to be produced in conjunction with each other in order to fulfil the Long Term Plan vision statement quoted earlier in this Walking and Cycling Strategy document. It will provide support for any processes required to attract funding for particular projects (such as government-required business cases).

The Walking and Cycling Advisory Group proposed under *Action Plan 7* is envisaged to be the means through which any proposals for spending would be brought forward. Depending on the type of proposal, actions proposed through this Advisory Group may be included in Council's Long Term Plan, the Greater Wellington Regional Transport Plan, or other spending programmes. In many cases, action by non-governmental or voluntary agencies, or individuals, may be involved.

Some possible areas of action, such as the planning and implementation of Wairarapa-wide cycle trails, would involve working together with neighbouring Districts. In such cases,



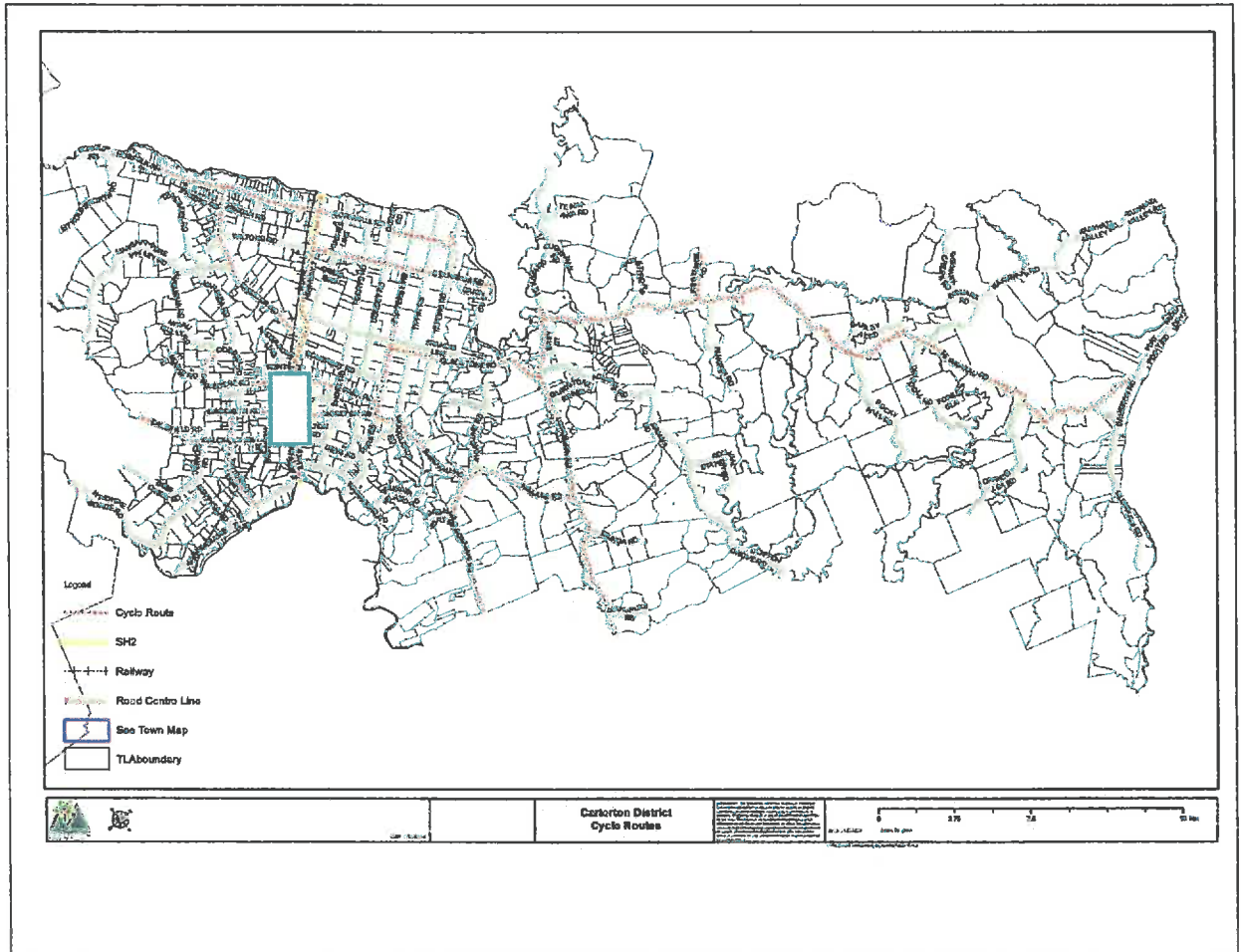
Council looks forward to doing this, noting that both Masterton and South Wairarapa have adopted Cycling Strategies.

It may be appropriate for the Strategy to be reviewed on the same three-yearly cycle as Council's *Long Term Plan*, and the Greater Wellington Regional Transport Committee's *Regional Land Transport Plan*.

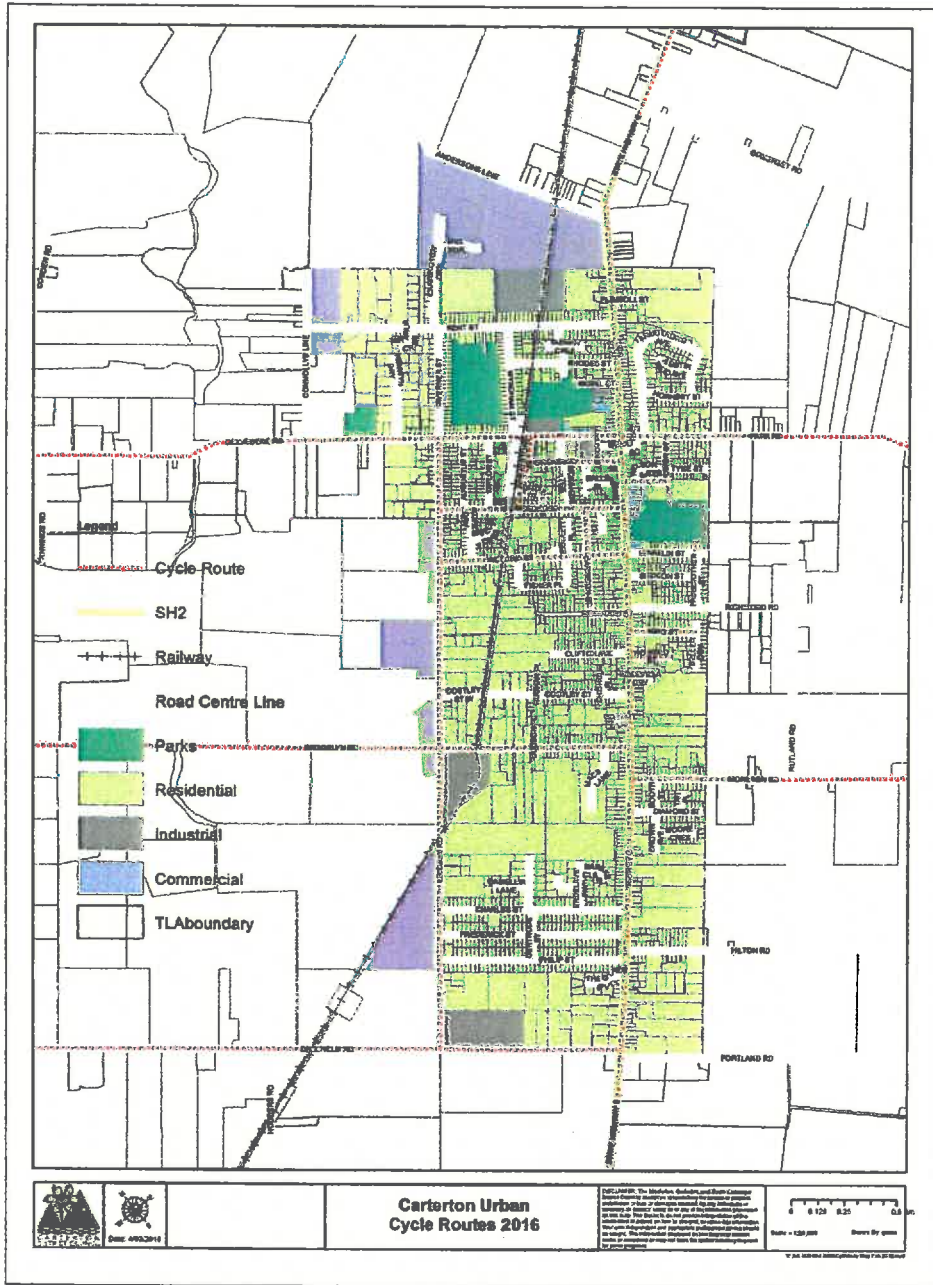
Beef Creek Bridge, near Carterton's western boundary on State highway 2.

Appendix 1: Carterton Cycle Route Network

Carterton District cycle route network



Carterton urban cycle routes network



Appendix 2: Background Documents

This *Walk Cycle Carterton 2016* strategy document is an update of the previous *Walk Cycle Carterton 2011* strategy document.

The following reports, available from Council, were produced during the preparation of *Walk Cycle Carterton 2011*:

- Background Report, December 2010
- Council presentation, December 2010
- Roading Committee Briefing Note, February 2011
- Background Report Consultation Record, March 2011
- Consultation Draft Strategy, March 2011
- Draft Strategy Consultation Record, June 2011



2 December 2016

Update on the Commencement of the Building (Earthquake-prone Buildings) Amendment Act 2016

1. PURPOSE OF THE REPORT

To inform the Council of progress and potential impact on the changes to legislation in relation to earthquake prone buildings.

2. SIGNIFICANCE

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

3. BACKGROUND

The Building (Earthquake-prone Buildings) Amendment Act 2016 (the Amendment Act), enacted in May 2016, changes the way earthquake-prone buildings will be managed by establishing a new nationally consistent system for identifying and remediating earthquake-prone buildings. The Ministry of Business, Innovation and Employment (MBIE) have provided a target date for commencement of the Amendment Act of 1 July 2017.

4. COUNCIL'S EXISTING EARTHQUAKE PRONE BUILDING POLICY

The Amendment Act removes the requirement for each territorial authority to have its own earthquake-prone building policy and the policy will cease to apply immediately upon commencement date. Until then, the Council's existing 2006 policy remains in force.

Under Council's policy, building owners issued with earthquake prone notices had 15 years to remediate or remove those buildings from the date of the notice. The benefit of greater recent earthquake awareness has prompted many building owners into taking action.

5. COUNCIL REQUIREMENTS UNDER THE AMENDMENT ACT

New Zealand has been divided into three seismic areas with seismic hazard factors associated with each of the areas. Carterton District is in the high hazard zone and any buildings newly identified as earthquake prone under the Amendment Act will require the owner to remediate the building within 15 years upon issue of the earthquake prone notice unless they are a priority building.

Priority buildings include schools, some hospitals, buildings required for emergency response (fire, police, ambulance etc.) and buildings, should they collapse, impede a transport route of strategic importance in relation to emergency response (i.e state highway 2).

Building owners must fix any priority buildings determined to be earthquake prone in half the time available for other buildings. For the Carterton District this will mean identification within 2.5 years (although this has already been completed) and owners to remediate their buildings within 7.5 years from the date of identification.

The Amendment Act includes a requirement for MBIE to establish and maintain a register to hold information about earthquake-prone buildings. Carterton District Council must update the MBIE register annually and will have access to record decisions about buildings within its district. The public will be able to view all published records.

6. TRANSITIONAL ARRANGEMENTS UNDER THE AMENDMENT ACT

Where Council has issued an earthquake prone notice, the Council must issue a new earthquake prone building notice (in the specified form) for the building or part of the building as soon as practicable after the commencement date. In general, the original deadlines set for the completion of seismic work will apply.

The new notices will have a legislative mandate for building owners to display the notice and to keep the notice clear and legible

7. RECOMMENDATION

That the Council:

- 1. Receives** the report.
- 2. Notes** changes to the legislation will require reissue of earthquake prone building notices and monitoring of their display

Dave Gittings
Planning and Regulatory Manager



2 December 2016

PROVISIONAL WAIRARAPA LOCAL ALCOHOL POLICY

1. PURPOSE OF THE REPORT

The purpose of this report is for the Council to adopt changes to the Provisional Wairarapa Local Alcohol Policy, subject to the Alcohol Regulatory Licencing Authority's) determination that all appeals have been resolved.

2. SIGNIFICANCE

The matters for decision in this report do not trigger the significance policy of Council or otherwise trigger Section 76(3)(b) of the Local Government Act 2002.

3. BACKGROUND

Local Alcohol Policies allow territorial authorities to make decisions about conditions and policies under which the sale and supply of alcohol takes place in their geographical area. The Local Alcohol Policy (LAP) allows Councils to modify and refine the national "default" rules to reflect local circumstances, for instance in terms of opening hours.

A LAP can also include policies relating to the location and number of licensed premises in a District and can contain discretionary conditions that may be applied to On and Off-licences when these are considered by the District Licencing Committee¹.

The Wairarapa Local Alcohol Policy Working Group was established in late 2013 to progress the development of a combined Wairarapa Local Alcohol Policy.

The process for the development of a LAP is prescribed in the Sale and Supply of Alcohol Act 2012 and the Working Group have followed this process.

This policy covers Masterton, Carterton and South Wairarapa Districts so that a uniform approach exists in the Wairarapa to local policies relating to the Sale and Supply of Alcohol Act 2012.

¹ Sale and Supply of Alcohol Act 2012, section 187, Functions of licensing committees.

4. DEVELOPMENT OF THE WAIRARAPA LOCAL ALCOHOL POLICY

The Wairarapa Local Alcohol Policy Working Group has been comprised of elected representatives drawn from the three Councils along with the Medical Officer of Health and Regional Police Commander who represent the Health Ministry and NZ Police respectively. The working group has been supported by a Technical Advisory Group formed of senior staff drawn from each Council.

An extensive process has been followed to develop the LAP. Consultation has been undertaken with;

- the community through meetings, questionnaires, interviews and submissions
- consultation with interested alcohol sector groups
- youth
- community groups.

In addition, at an early stage in the process (February 2014) the Medical Officer of Health and Regional Police Commander were invited to become members of the working group where they were able to contribute to debate and decision making directly.

Formal consultation on the draft LAP, using the Special Consultative Procedure, took place over September/October 2014; and the Provisional LAP (PLAP) was finalised by the Working Group in March 2015 following a legal review.

Each of the three Wairarapa Councils adopted both the draft LAP for consultation and the PLAP for public notification. The PLAP was publicly notified in June 2015 and three appeals were received: from Progressive Enterprises, Foodstuffs North Island and Hospitality NZ.

In May 2016 Alcohol Regulatory and Licensing Authority (ARLA) advised that there would be a hearing for these appeals, or the Councils and appellants could explore resolution via mediation. The Working Group supported mediation as a first preference.

The policy has now reached the stage where the changes arising from mediation of the appeals can be adopted, subject to agreement of ARLA to the resolution of appeals.

5. RESOLVING APPEALS

Hospitality NZ appealed the proposed 1am closing for on-licence premises on the basis this was unreasonable, however they have subsequently withdrawn their appeal and this matter is now closed.

Appeals from the supermarket chains were related primarily to clarifying definitions and enabling differentiation between supermarkets and 'other' Off-licences. This was based on the fact that the Act includes requirements for supermarkets and grocery stores (e.g. single areas for alcohol and no external advertising) that are not required of other Off-licence premises.

The Working Group and legal representatives from these organisations have now reached an agreement in principle, subject to the three Councils signing off the changes.

6. CHANGES TO THE LAP

The changes that are proposed consist of:

- Inserting definitions of early childcare facilities, schools and children’s playgrounds and recreation facilities to provide clarity.
- Deleting references to resource consent processes in section 3.1. The technical advisory group accept that these could be interpreted as extending beyond the scope of licensing / a LAP, and therefore could be ultra vires.
- Inserting a new point 3.2.2 and expanding on 3.2.3 to provide greater specificity and clarity on points; and to enable better differentiation between supermarkets and other off-licences when considering a licensing application and associated discretionary conditions.
- Correcting minor typing errors.
- These changes are highlighted in the revised Provisional Wairarapa LAP in **Attachment 1**.

7. OPTIONS AND NEXT STEPS

If the three Wairarapa Councils adopt the proposed changes all parties who originally submitted on the draft LAP must be notified so as to provide them an opportunity to appeal the changes, should they wish.

If there are subsequent appeals, these would also have to be mediated or heard by ARLA.

If there are no further appeals, Progressive Enterprises, Foodstuffs and the three Councils would sign and submit an agreement to ARLA with the revised PLAP.

ARLA would then review the agreement to ensure that all matters in dispute had been resolved and that the revised proposal met the requirements of the Act.

The proposal in this report will also be presented to the other two Wairarapa councils. For expediency, the policy would be ‘adopted’ at the time that ARLA’s decision is notified to Council.

The LAP will then be publicly notified along with the date on which it will come into force, this being 3 months from the date of adoption, which is consistent with notice required for changes in trading hours.

If the three Wairarapa Councils decline these changes, a hearing will be held before ARLA early next year.

8. RECOMMENDATIONS

That the Council:

1. **Receives** the report.
2. **Adopts** the changes to the Provisional Wairarapa Local Alcohol Policy, in Attachment 1, for the Carterton District; subject to:
 - i. its adoption by Masterton and South Wairarapa District Councils; and
 - ii. agreement of the Alcohol Regulatory Licencing Authority to the resolution of appeals.
3. **Agrees** the policy will come into force 3 months from the date that the Alcohol Regulatory Licencing Authority determines that all appeals have been resolved.

Prepared by:

Solitaire Robertson

Planner/Policy Adviser

Approved by:

Dave Gittings

Manager Planning & Regulator

Attachment 1- Provisional Wairarapa Local Alcohol Policy, with changes

WAIRARAPA

PROVISIONAL LOCAL ALCOHOL POLICY

Overview

General Framework

- 1.1 The Sale and Supply of Alcohol Act 2012 (the Act) puts in place a system to manage the sale and supply of alcohol and achieve the objectives of the Act. The key principles which drive this system of management are:
 - (a) that the sale, supply and consumption of alcohol should be undertaken safely and responsibly; and
 - (b) harm caused by the excessive or inappropriate consumption of alcohol should be minimised.
- 1.2 Harm is defined widely and includes crime, damage, death, disease, disorderly behaviour, illness or injury, and harm to individuals or the community, either directly or indirectly caused by excessive or inappropriate alcohol consumption.
- 1.3 The Act also sets out national rules for the sale and supply of alcohol which provide a baseline for the management of alcohol. Some of these rules are mandatory including national maximum trading hours, the drinking age, manager training and vetting, and actions to minimise the risk of alcohol related harm such as providing free drinking water, ensuring food and low or non-alcoholic beverages are available, and providing information about transport options.
- 1.5 In addition to the national rules framework, the Act allows territorial authorities to develop and adopt a local alcohol policy (LAP).
- 1.6 A LAP is a set of policies, made by the Council in consultation with its community, about the sale and supply of alcohol in its geographical area. It can modify and refine some of the national rules to reflect the particular circumstances of the local area and introduce other local requirements.
- 1.7 The Act allows for territorial authorities to work together to develop a combined LAP. Masterton, Carterton and South Wairarapa District Councils have decided to develop a LAP together for the Wairarapa
- 1.8 Once a LAP comes into force, each Council's District Licensing Committee (DLC) along with the Alcohol Regulatory and Licensing Authority (ARLA) must have regard to the policy when they make decisions on licence applications.
- 1.9 A LAP must be reasonable and consistent with the purpose of the Act.

- 1.10 It must be developed in consultation with the Medical Officer of Health, the NZ Police, Council's Licensing Inspectors and the community, including those who own and operate licensed premises.
- 1.11 The following matters have been considered in preparing this LAP (*please refer to the draft Wairarapa LAP appendices for more information*):
- Objectives and policies of the Wairarapa Combined District Plan
 - The number of licences of each kind in the District and location and opening hours of premises.
 - Alcohol bans that are in force
 - The demographic profile of residents and tourists
 - Overall health indicators of residents
 - The nature and severity of alcohol-related problems
- 1.12 In the future the LAP can be amended or revoked at any time subject to appropriate consultation processes being followed. It will be reviewed three years after the date from which it first takes effect, and must be reviewed at least every 6 years thereafter.

The Meaning of Terms used in this LAP

- 1.13 For further details refer to the section of the Act that is referenced.

Types of Licences

- **on-licence** where the licensee can sell and supply alcohol for consumption on the premises and can let people consume alcohol there (see section 14 of the Act)
- **off-licence** where the licensee sells alcohol from a premises for consumption somewhere else (see section 17 of the Act);
- **club licence** where the licensee (e.g. a club) can sell and supply alcohol for consumption on the club premises by authorised customers (see section 21 of the Act); and
- **special licence** which can be either on-site or off-site special licences. With an on-site special, the licensee can sell or supply alcohol for consumption there to people attending an event described in the licence. With an off-site special, the licensee can sell the licensee's alcohol, for consumption somewhere else to people attending an event described in the licence (see section 22 of the Act).

Reasonable

For the purpose of this Local Alcohol Policy, reasonable is defined as a position that the average Wairarapa resident would perceive to be fair, sensible and balanced.

Other Terms

- Act** means the Sale and Supply of Alcohol Act 2012
- bottle store** means retail premises where, in the opinion of the DLC, at least 85% of the annual sale revenue is expected to be earned from the sale of alcohol for consumption somewhere else (refer section 32(1))
- bar** in relation to a hotel or tavern, means a part of the hotel or tavern used principally or exclusively for the sale or consumption of alcohol (refer section 5(1))
- club** means a body that—
(a) is a body corporate having as its object (or as one of its objects) participating in or promoting a sport or other recreational activity, otherwise than for gain; or
(b) is a body corporate whose object is not (or none of whose objects is) gain; or
(c) holds a permanent club charter (refer section 5(1))
- DLC** means the District Licensing Committee as appointed by each of the three Wairarapa Councils pursuant to section 186 of the Act.
- Entertainment evening** means an event initiated by a Club that requires a special licence (in contrast to someone external applying for a special licence and using the facility as a venue) for the purpose of providing entertainment and/or promoting the Club to new or existing members.
- hotel** means premises used or intended to be used in the course of business principally for providing to the public—

(a) lodging; and
(b) alcohol, meals, and refreshments for consumption on the premises (refer section 5(1))
- Restaurant/ café** means premises that—

(a) are not a conveyance; and
(b) are used or intended to be used in the course of business principally for supplying meals to the public for eating on the premises (refer section 5(1))
- sports club** means a Club that has, as a key objective, participation in or promotion of a sport for purposes other than financial gain.
- supermarket** means premises with a floor area of at least 1000m² (including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables, and delicatessen items) (refer section 5(1))

tavern	(a) means premises used or intended to be used in the course of business principally for providing alcohol and other refreshments to the public; but (b) does not include an airport bar (refer section 5(1)) i.e. an airport bar is not treated as a tavern for alcohol licensing purposes).
Wairarapa	for the purpose of this Local Alcohol Policy, Wairarapa refers to the territorial areas made up of the Masterton, Carterton and South Wairarapa District Councils.

Purpose, Aims & Scope

PURPOSE

- 2.1 This LAP provides local guidance for the three Council's District Licensing Committees so that licensing decisions:
- Contribute to a safe and healthy district
 - Reflect the character and values, preferences and needs identified as being important to our communities;
 - Foster positive, responsible drinking behaviours and alcohol-related harm is reduced.

AIMS

- 2.2 The aims of this LAP are to:
- Promote safe and responsible sale, supply and consumption of alcohol.
 - Reflect the views of our communities regarding the appropriate location, number, hours and conditions that apply to licensed premises;
 - Provide certainty and clarity for applicants and the public as to whether a proposed license application meets the criteria in the LAP;
 - Provide effective guidance for the decisions of the District Licensing Committee and the Alcohol Regulatory and Licensing Authority.

SCOPE

- 2.3 A LAP can only deal with matters relating to licensing. Through a LAP the community is able to:
- Restrict the location of licensed premises in particular areas or near certain types of facilities, such as in specific neighbourhoods or near schools;
 - Limit the density of licensed premises by specifying whether new licences or types of licences should be issued in a particular area;
 - Require the imposition of conditions on groups of licences, such as a "one-way door" condition that would allow patrons to leave premises but not enter or re-enter after a certain time;
 - Recommend discretionary conditions for licences;

- Restrict or extend the default maximum trading hours set in the Act, which are:
 - 8am - 4am for on-licences (such as pubs, taverns and restaurants)
 - 7am - 11pm for off-licences (such as bottle stores and supermarkets).
- 2.4 For special licences, policies can be set on maximum trading hours, discretionary conditions and one-way door restrictions only.
- 2.5 Where the LAP does set maximum trading hours, the District Licensing Committee has discretion to set the permitted trading hours as more restrictive than the maximum trading hours in the LAP.
- 2.6 The LAP can be more restrictive in its provisions relating to licensed premises, but cannot permit activities not allowed by the District Plan. The Wairarapa Combined District Plan provides for licensed premises within Commercial and Industrial zones, and in rural areas when accessory to another use e.g. vineyard, or by resource consent.
- 2.7 Section 117 of the Act permits the District Licensing Committee and the Alcohol Regulatory and Licensing Authority to issue any licence subject to "any reasonable conditions not inconsistent with this Act". LAPs can include policies to guide the District Licensing Committee and Alcohol Regulatory and Licensing Authority as to the discretionary conditions that may be appropriate.

HOW A POLICY IS APPLIED

- 2.8 Policies will apply to all applications for licences after the date that the policy comes into force.
- 2.9 Except that maximum trading hours in this policy will apply to all licences issued before the date this policy comes into force.
- 2.10 The LAP applies to renewals of licences in accordance with section 133 of the Act.

CRITERIA FOR CONSIDERING LICENSING APPLICATIONS

- 2.11 Decisions on applications for licences are made by District Licensing Committees.
- 2.12 Under sections 105 and 131 of the Act the District Licensing Committee must consider each application, or application to renew, in accordance with the criteria set out in the Act. The criteria includes whether the application complies with a LAP. Other criteria are:
- the object of the Act;
 - the suitability of the applicant;
 - the design and layout of the premises;
 - whether the applicant provides goods and services other than those related to the sale of alcoholic and non-alcoholic refreshments and food;

- whether the applicant has the appropriate systems, staff and training to comply with the law.

Section 105 also requires the DLC to consider the following criteria for new applications:

- whether (in its opinion) the amenity and good order of the locality is likely to be reduced by more than a minor extent, by the issue of a licence;
- whether the amenity and good order of the locality are already so badly affected by the effects of the issue of existing licences that it is desirable not to issue any further licences.

Section 131 also requires the DLC to consider the following criteria for renewal applications:

- whether (in its opinion) the amenity and good order of the locality is likely to be increased by more than a minor extent, by the effects of a refusal to renew the licence;
- any matters dealt with in any report from the Police, an inspector, or a Medical officer of Health, as per section 129;
- the manner in which the applicant has sold, displayed, advertised or promoted alcohol.

- 2.13 The Act states that a licence may be refused or conditions applied if the issue of the licence, or the consequences of the issue of the licence, would be inconsistent with the LAP (section 108 and 109). Where a licence is renewed and it will be inconsistent with the provisions of the LAP, conditions may be imposed (section 133).

Policies

DEFINITIONS

'Early childcare facility' includes any crèche, childcare centre, kindergarten, kohanga reo play centre or plunket rooms, and any other place (excluding a school) where five or more children receive care or education on a commercial basis

'School' includes any primary, intermediate or secondary school and any kura kaupapa

'Children's playgrounds and recreation facilities' includes any park, reserve, playground, sealed courts and gymnasiums built for or catering to children.

GENERAL

3.1 LOCATION OF LICENSED PREMISES

From the date this LAP comes into force, no further licences are to be issued for any premises unless the location of that premise complies with the provisions of the Wairarapa Combined District Plan or a Resource Consent has been granted or it complies with Section 10 of the Resource Management Act.

The Act requires DLCs to consider the effects of proposed new premises on the amenity and good order of the locality when considering a licence application.

~~Schools and other education facilities, children's playgrounds and recreation facilities, health and social services and high deprivation areas have been identified as sensitive sites and will be considered when assessing the effects of new resource consent and licence applications. Residential areas are covered by the Wairarapa Combined District Plan and any new application would require resource consent.~~

~~Applications for new licences that are assessed as having an increased amenity effect may be declined.~~

SPECIFIC

3.2 OFF-LICENCES

3.2.1 Maximum Trading Hours

The following maximum trading hours apply to off-licence premises in the Wairarapa region and include all off-licence sales including over the counter sales:

	Opening	Closing
All Districts – All Off-Licences	7.00am	10.00pm

3.2.2 Location of premises holding off-licences by reference to proximity to facilities of a particular kind or kinds

(a) Within commercial areas and/or pedestrian precincts, an off-licence will not be issued in respect of any new premises being licensed for the first time on any site where the front façade of the premises directly borders any school, early childcare facility, and children’s playgrounds and recreation facilities existing at the time the licence application is made, unless it can be demonstrated to the District Licensing Committee that the hours, external alcohol-related signage or operation of the premises will have no significant alcohol-related impact on those facilities and/or on persons using those facilities.

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“Directly borders” includes across any road from such facility as shown in Figure 1 below.

The following will be considered to have no significant impact:

- (i) The hours of an off-licence where there is no external display of alcohol advertising; and
- (ii) The operation of an off-licence where the licensee implements an ID 25 policy.

(b) An application for renewal of a licence shall be unaffected by proximity to a facility of the kind specified in (a) above where:

- (i) that facility moved onto a site that bordered an existing licensed premises; or
- (ii) that facility bordered the existing licensed premises prior to the renewal application.

(b) In cases where a resource consent is required to locate the premises outside a commercial area and/or pedestrian precinct, an off-licence will not be issued in respect of any new premises being licensed for the first time on any site where the boundary of the site is less than 40m from the boundary of any school, early childcare facility, or children’s playground and recreation facility at the time the resource consent is applied for unless it can be demonstrated to the District Licensing Committee that the hours, external alcohol-related signage or operation of the premises will have no significant alcohol-related impact on those facilities and/or persons using those facilities.

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The District Licensing Committee will impose appropriate conditions to avoid significant alcohol-related impact if necessary.

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Figure 1

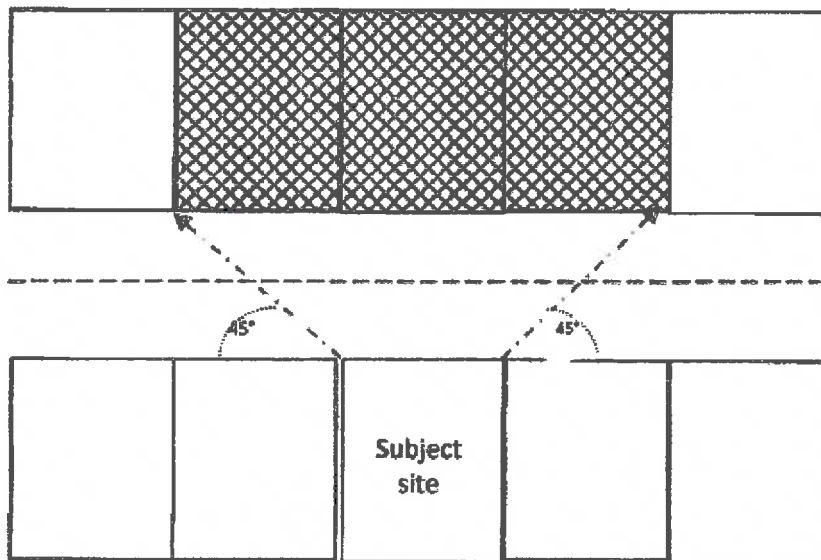


Figure 1: Proximity of New Premises that Directly Border a Facility

Advice Note

For the purposes of 3.2.2(a) and (c):

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“commercial area” means commercial zoned land in the Wairarapa Combined District Plan (or subsequent District Plan) at the time the relevant off-license application is determined, and

“pedestrian precinct” means land shown as a pedestrian precinct management area in the Wairarapa Combined District Plan (or subsequent District Plan) at the time the relevant off-license application is determined.

3.2.23 Discretionary conditions for off-licences

Conditions relating to the following matters **may** be appropriate for off licences:

- (a) Supervised designation of all bottle stores to ensure unaccompanied minors do not enter bottle stores.
- (b) Application of Crime Prevention through Environmental Design (CPTED) principles to achieve the following outcomes:

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Closed-Circuit Television (CCTV)

- CCTV being installed in suitable locations to monitor vulnerable areas (areas which are not easily or continuously monitored by staff).
- Customers being made aware of the CCTV systems.

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Lighting

- Internal lighting of the premises to enable passive surveillance by staff and active surveillance by CCTV.
- Lighting to allow customers to be seen as they enter the premises.
- Lighting to allow staff to check identification.
- External areas such as car parks and loading bays being well lit, subject to the requirements of any resource consent or District Plan rule.

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Internal Layout

- General points of sale to be positioned near the main entrance.
- Relevant staff understanding of how to operate the CCTV system.
- There being sufficient numbers of staff to ensure control of the premises during trading hours.

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(c) At least 50% of any store front glazing shall be transparent, consistent with CPTED guidelines and no more than 30% of the external area of any side of the premises may contain alcohol-related signage or advertising, excluding the company name.

(d) External alcohol-related signage must comply with the signage requirements outlined in the Wairarapa Combined District Plan.

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(a)

- ~~(b) Restriction on advertisement or display of alcohol that is visible from outside and/or the entrance to the premises.~~
- ~~(c) Require signage and display of alcohol to be consistent with "Guidelines for Crime prevention through Environmental Design (CPTED) for Licensed Premises" (June, 2012).~~

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3.3 ON-LICENCES

3.3.1 Maximum Trading Hours

The following maximum trading hours apply to all on-licensed premises in the Wairarapa region (other than hotel in-bedroom (mini-bar) sales):

	Opening	Closing
All Districts – All On-Licence Premises	8.00am	1.00am the following day

The following hours apply to hotel in-bedroom (mini-bar) sales:

Hotel Mini Bars and/or Lodgers	24 hour
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3.3.2 Discretionary conditions for on-licences

Conditions relating to the following matters may be appropriate for on-licences:

- One way door restrictions from a specified time.
- Specify the range of food, non-alcohol and low-alcohol drinks to be provided.
- Specify limits on the number of drinks per customer at specified times.
- No serving in glass containers at specified times.
- Restrictions on the wearing and/or display of gang paraphernalia.
- Restrictions on the use of outdoor areas after 'x' hour, e.g. outdoor speakers are prohibited after 'x' hour.
- Require licensed outside areas to be monitored.
- Require a management plan for the management of patrons in outdoor areas to minimise impacts on the amenity of near-by properties.
- Conditions relating to management such as:
 - certificated staff required if the occupancy exceeds a prescribed number or if recommended by Police or the Inspector
 - requirement for multiple managers for large events and/or establishments

The following conditions may be appropriate for on-licensed premises such as BYO restaurants:

- The holder of a manager's certificate to be on duty during busy periods e.g. Thursday, Friday and Saturday nights

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3.4 CLUB LICENCES

3.4.1 Maximum Trading Hours

The following maximum trading hours apply to club-licensed premises in the Wairarapa region:

Club Licences	<p>Maximum trading hours for club licences will be considered on a case by case basis, but will generally not exceed 8.00am* until 11.00pm for Sports Clubs and 8.00am* until 1.00am the next day for other Clubs.</p> <p>*6.00am on ANZAC Day only for those hosting ANZAC celebrations.</p>
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3.4.2 Discretionary conditions for club licences:

Conditions relating to the following matters may be appropriate for Club licensed premises depending on the size and nature of the club:

- One way door restrictions from a specified time.
- Specify the range of food, non-alcohol and low-alcohol drinks to be provided.
- Require licensed outside areas to be monitored.
- Require a management plan for the management of patrons in outdoor areas to minimise impacts on the amenity of near-by properties.
- Require the holder of a manager's certificate to be present when alcohol is available for sale during busy periods e.g. more than X people are on the Club premises. For large events or establishments, a number of licensed managers may be specified.

3.5 SPECIAL LICENCES

3.5.1 Special licences may be issued both for off-site consumption (e.g. wine sales from a market stall) or for on-site consumption (e.g. at a community event or when a bar has a special licence to open earlier/close later for significant events). For the purpose of clarifying Section 41 of the Act, one entertainment evening per month is considered reasonable.

3.5.2 Maximum Trading Hours

The hours (opening and closing) and duration of a special licence are set at the discretion of the District Licensing Committee for each event, having regard to the nature of the event, or series of events, as assessed on a case by case basis.

Special Licences	Maximum trading hours for special licences will be considered on a case by case basis.
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3.5.3 Discretionary conditions for special licences

Conditions relating to the following matters **may** be appropriate for special licences depending on the size and nature of the event:

- Specify the range of food, non-alcohol and low-alcohol drinks to be provided.
- Wine to be sold by the glass or plastic container only.
- Areas to be clearly defined/ cordoned off/ demarcated where alcohol is being sold/consumed outside of the building e.g. beer tent. Where appropriate people are to remain within the defined area.
- Require licensed outside areas to be monitored.
- Require a management plan for the management of patrons in outdoor areas to minimise impacts on the amenity of nearby properties.
- One way door restrictions from a specified time.
- The holder of a manager's certificate is to be present when alcohol is available for sale. For large events or establishments, multiple managers may be specified.
- Restrict BYO alcohol and require security to check the public for alcohol/contraband as they arrive and confiscate any alcohol/ contraband found.

- Where an event is taking place within an alcohol ban area require signage at the event exit to remind the public that when they leave the event they will be entering an alcohol ban area.
- For events with over 400 attendees, or as otherwise considered appropriate:
 - Require an Alcohol Management Plan in a form acceptable to the District Licensing Committee. The Plan should identify alcohol related risks as they apply to the event and state how these will be mitigated.
 - Specify the maximum number of alcoholic drinks per sale transaction, as appropriate.
- Careful consideration of the appropriateness of alcohol associated with driving events shall be undertaken and such applications may be refused.



8 December 2016

Council Feedback to the Draft Wellington Region Waste Management and Minimisation Plan

1. PURPOSE

To provide Council with the opportunity to feedback on the Draft Wellington Region Waste Management and Minimisation Plan 2017-2023.

2. SIGNIFICANCE

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

3. BACKGROUND

The councils in the Wellington Region have taken a joint approach to waste management planning. The Region previously developed a Joint Waste Assessment and Waste Management and Minimisation Plan (WWMP), which was first adopted in 2011.

Under section 50 of the Waste Management Act (2008), the WMMP needs to be reviewed within 6 years of its adoption. Therefore the 2017 – 2023 reviewed regional WMMP needs to be adopted by early July 2017.

4. DRAFT WELLINGTON REGION WASTE MANAGEMENT AND MINIMISATION PLAN

As it stands a draft Wellington Region WMMP has been prepared under the guidance of the previous Wellington Region Waste Management and Minimisation Plan (WMMP) Joint Committee. On the 1st August 2016 the Committee identified a number of actions to be advanced by Council officers within the draft Plan. These actions directed the WMMP Steering Group Officers to:

- a) Determine and commit to implementing optimised kerbside systems that maximise diversion and are cost-effective to communities.
- b) Investigate and develop a region-wide resource recovery network including facilities for construction and demolition of waste, food and/or biosolids (sewage sludge), and organic waste.

- c) Collaborate on options to use bio-solids beneficially.
- d) Deliver enhanced regional engagement, communications, and education.
- e) Collaborate on and lobby for waste minimisation policies, for example product stewardship.
- f) Fund regional resources for the implementation of the Waste Minimisation and Management Plan, for example human resources and research.
- g) Implement and oversee monitoring and enforcement of the revised regional bylaw.
- h) Implement the National Waste Data Framework and utilise the Framework to increase strategic information
- i) Identify specific targets in the Waste Minimisation and Management Plan for each Council and the region, specifying achievable reduction, reuse, and diversion of waste.

In accordance with these directives, a draft Waste Management and Minimisation Plan (WMMP) has been prepared. This was distributed previously to Councils for their consideration. Please also note that regional actions in the Draft Plan are inclusive of the current levels of service and funding situations for all of the region's territorial authorities (TAs). This is necessary to ensure that all TAs can 'where feasible' participate in improving waste management and minimisation across the region. Local actions have been developed by each TA. The Wairarapa steering group reviewed and updated the existing Joint Action Plan.

The draft WMMP has been informed by a Waste Assessment, prepared by Eunomia Research & Consulting (also distributed previously to Councils). The content of the waste assessment, and the waste management and minimisation issues identified within it, were explained and discussed at the Wairarapa Roadshow held on 2 December, 2016.

5. PROVIDING FEEDBACK TO THE STEERING GROUP

In order to meet a tight timeframe Council is required to provide feedback to the Wellington Region WMMP steering group by 3 February 2017, as relevant feedback will be incorporated into the final iteration of the Draft Plan which will go out for public consultation starting 3 March 2017. Submissions hearings are being scheduled on 29 and 30 May.

The attendees at the 2 December Roadshow agreed that feedback on the Draft Plan would be an agenda item at their Council meetings. Given the short time period available for Councillors to consider the draft plan, it is recommended that no decisions be made at this December Council meeting, but that Councillors agree that a workshop be held at the end of January to agree the feedback. The Hurunuiarangi Marae representatives at the Council table should also be invited to attend the workshop. This workshop would focus specifically on the following sections:

Part A 4.0 Vision, Goals, Objectives and Targets

5.0 Proposed Methods

6.0 Funding The Plan

Part B 9.0 Regional Action Plans

10.5 Wairarapa Joint Plan

The Council's representative on the Joint Committee could then be delegated to feed the Councillors' views into the final drafting process.

The Wairarapa representatives on the Joint WMMP Committee are meeting on Tuesday 31st January to summarise the Wairarapa Council's feedback in time for the WMMP steering group by 3 February 2017. It is therefore proposed that the Carterton District Council's workshop be held on 25 January, at 3pm. For Councillors who missed the Roadshow on the 2nd December a briefing on Wednesday the 25 January at 11am will be available.

6. RECOMENDATIONS

That the Council:

1. **Receives the report.**
2. **Agrees to develop feedback on the draft Wellington Region Waste Management and Minimisation Plan through an informal workshop of elected representatives and Hurunuiarangi Marae representatives in January.**
3. **Delegates to the Council's representative on the Wellington Region Waste Management and Minimisation Plan Joint Committee authority to collate the Council's views and feed those views into the process to finalise the draft plan.**

Jill Greathead

Councillor, CDC representative on Wellington Region WMMP Joint Committee



6 December 2016

Section 17A Review Solid Waste Service Delivery

1. PURPOSE OF THE REPORT

To inform Councillors of the service delivery options for solid waste management services and for Council to make a decision on future service delivery.

2. SIGNIFICANCE

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

3. BACKGROUND

Following amendment to the legislation in 2014, Council is required to conduct reviews of service delivery under section 17A of the Local Government Act 2002.

A service delivery review is a process of determining whether the existing means for delivering a service remains the most efficient, effective and appropriate means for delivering that service.

There are two statutory trigger points when a review must be undertaken:

1. When considering significant changes to service levels (i.e. starting a new service, or significantly increasing or decreasing a level of service)
2. Within two years of expiration of a contract or other binding agreement to deliver a service.

It should be noted that the LGA has a transitional provision that requires that all services must be reviewed by 8 August 2017. In all cases a review of service delivery has a maximum statutory life of six years from the last review under section 17A.

This report and the supporting information will be considered by Masterton and South Wairarapa District Councils. It has been authored largely by David Hopman, Manager Assets and Operations, Masterton District Council.

4. ANALYSIS OF OPTIONS

Eleven options have been considered for this review. They are listed below.

Option	Description
1	Governance, funding and delivery by each Council separately
2	Governance and funding by each Council separately with delivery by a Council Controlled Organisation (CCO) wholly owned by each Council separately
3	Governance and funding by each Council separately with delivery by a Council Controlled Organisation partly owned by the three local authorities
4	Governance and funding by each Council separately with delivery by Masterton District Council or other territorial authority
5	Governance and funding by each Council separately with delivery by a person or agency not listed above
6	Governance and funding by joint committee or other shared governance with delivery by Masterton District Council or other territorial authority
7	Governance and funding by joint committee or other shared governance with delivery by a Council Controlled Organisation wholly owned by Masterton District Council
8	Governance and funding by joint committee or other shared governance with delivery by a Council Controlled Organisation (CCO) partly owned by Masterton District Council and partly owned by other parties
9	Governance and funding by joint committee or other shared governance with delivery by another local authority
10	Governance and funding by joint committee or other shared governance with delivery by a person or agency not listed above
11	Governance, funding and delivery by private sector

All options were investigated with the following options investigated in detail after discounting others.

- a. Maintain Status Quo
- b. Bring service In-house
- c. Stop the provision of the service – leave to private business

Details of the option analysis are contained in the Solid Waste Services Delivery Review report in **Attachment 1**.

5. PROPOSED OPTION

After consideration around risks, their consequences, costs, and probability and ease of implementation maintaining the Status Quo (subject to potential changes in the level of service) is the recommended option based on:

- Five years satisfactory experience with the model for the three Councils
- The risk is considered to be least
- The ability to retain management of the waste stream and associated initiatives

- The ability to prescribe levels of service that the communities require and are prepared to fund
- The modelled costs being about the same as the in-house option and less than the exit and regulate option
- Residents could be provided with a wider range of services. The Communication Strategy would be consistently delivered, resulting in a community that is more aware of options and engaged in the waste management process. Collection services would not be provided as of right to rural dwellings (these may or may not have access to urban service)
- Modelling shows that this option has a significant impact on the amount of waste diverted; reduces the future demand for landfill significantly and reduces reliance on recycling drop-off points; and increases the future demand for recycling and organic waste services and processing. Improvements to recycling processing facilities may be required.

It is proposed that the three Councils prepare a shared services tender for solid waste services with the procurement objective being: Minimising waste to landfill while ensuring cost effective rubbish and recycling services for ratepayers and minimising financial risks to the Councils.

The base tender will be for current levels of service but will include potential changes as contract add-in options of:

- Wheelie bins for recycling
- Wheelie bins for rubbish
- Food waste collection
- Resource Recovery centre
- Extended rural services.

6. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Agrees** to proceed with tendering of the Solid Waste Services contract, in collaboration with Masterton District Council and South Wairarapa District Council.
3. **Notes** the service levels relating to kerbside collection will be discussed and confirmed prior to signing the new contract.

Bill Sloan,
Projects Programme Manager

Garry Baker
Operations Manager

Attachment 1: Solid Waste Services Delivery Review Report

Solid Waste Service Delivery Review



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	◦ Appendix A: Working Party Terms of Reference	
	◦ Appendix B: Councils of the Wellington Region Waste Management Minimisation Plan 2011-2017 – Action Plan for the Carterton, Masterton and South Wairarapa District Councils (Revised for the new Plan attached, still under revision)	
	◦ Appendix C: CCO Reporting to the three Councils 2005 MWH	
	◦ Appendix D: Solid Waste Financials for all three Wairarapa Councils	
	◦ Appendix E: Waste Assessment Draft EUNOMIA April 2016 (not attached)	
11.	References	

1. Solid Waste Service Delivery Review – Overview

1.1 Purpose

This review evaluates options for governance, funding and delivery for waste management services of the three Wairarapa Councils: Masterton (MDC), Carterton (CDC) and South Wairarapa (SWDC) as required by section 17A of the Local Government Act 2002.

1.2 Background

Local authorities are required to manage waste under the Local Government and Waste Minimisation Acts:

- a territorial authority must promote effective and efficient waste management and minimisation within its district¹; and
- solid waste collection and disposal is a core council service²

Shared waste management services include kerbside collection, recycling and waste minimisation education programs. Waste management services are delivered by a competitively tendered competitive contract for all three Districts. This contract was let in 2010 to Earthcare Environmental Ltd. The types of solid waste services provided by each Council via this contract include:

Carterton District Council	Weekly kerbside refuse and recycling collection, and promotion of waste minimisation recycling. Management and operational services for the Transfer Station, recycling depot and the weekly kerb-side collection. Street litter bin servicing is undertaken by own forces outside of Earthcare Environmental Ltd contract
Masterton District Council	Weekly kerb-side recycling and kerb-side rubbish collection, transfer station operations, gate fee collection, composting and recycling. Management and operational services for the Transfer Station, recycling depots and the weekly kerbside collection. Street services. ³ Street litter bin services are provided separately
South Wairarapa District Council	Weekly kerb-side refuse, recycling collection and management and operational services for the Transfer Station, Litter bin servicing is undertaken via a separate contract with City Care Services.

The three Wairarapa councils operate 10 public waste management facilities:

South Wairarapa District Council

- Martinborough
- Greytown
- Featherston
- Pirinoa
- Hinakura
- Ngawi

¹ Refer section 42 of the Waste Minimisation Act

² Refer section 11A c of the Local Government Act 2002

³ *Solid Waste Asset Management Plan 2014-2044* (2014), Masterton District Council, page 13

Carterton District Council

- Dalefield Rd

Masterton District Council

- Nursery Road
- Riversdale
- Castlepoint

All facilities are located on top of or adjacent to closed landfills.

The three Wairarapa District Council's involvement in Solid Waste Management is supported by the Local Government Act 2002, Waste Minimisation Act 2008, Local Government (Rating) Act 2002 and Health Act 1956. The Councils' have both general and specific discretionary powers under these acts.

Community Outcomes

Each Council has a key community outcome that Solid Waste Management contributes to, namely:

Carterton District Council	Masterton District Council	South Wairarapa District Council
<ul style="list-style-type: none">• A Healthy District - having essential infrastructure that supports the health of the Carterton community• A district that values and protects its natural environment• A district that promotes sustainable infrastructure and services.	<ul style="list-style-type: none">• A sustainable, healthy environment - looking after our green spaces and waterways, and reducing our landfill• A Knowledgeable Community - promoting recycling• A Strong Resilient Economy - providing a reliable, safe and cost effective collection and disposal service.	<ul style="list-style-type: none">• Sustainable South Wairarapa - having a sustainably managed District where economic development and environmental management go hand in hand

Waste Management Wairarapa Strategy and Governance

Waste Management Wairarapa (a joint informal committee of three Wairarapa Councils) produced a Wairarapa Waste Plan in September 2000 and further updated it in February 2005. The Wairarapa Waste Plan continues to be the base document for ongoing combined work of the three Councils. The Waste Management Wairarapa Strategy was superseded by the Waste Management and Minimisation Plan in 2008.

Waste Management and Minimisation Plan 2011-2017

The Councils of the Wellington region⁴ developed a Waste Management and Minimisation Plan (WMMP) which is a requirement of the Waste Minimisation Act 2008. The purpose of the WMMP is to⁵:

- describe a collective vision to achieve long-term goals;
- set strategies, objectives, policies, activities and monitoring requirements; and
- describe funding mechanisms and legal requirements.

The overall vision of the WMMP is to provide residents and ratepayers with highly effective, efficient and safe waste management and minimisation services in order to protect the environment from harm, and provide environmental, social, economic, and cultural benefits.⁶

⁴ Carterton District Council, Hutt City Council, Kapiti Coast District Council, Masterton District Council, Porirua City Council, South Wairarapa District Council, Upper Hutt City Council, Wellington City Council

⁵ *Waste Management and Minimisation Plan (2012)*, Combined Councils of the Wellington Region, page 11

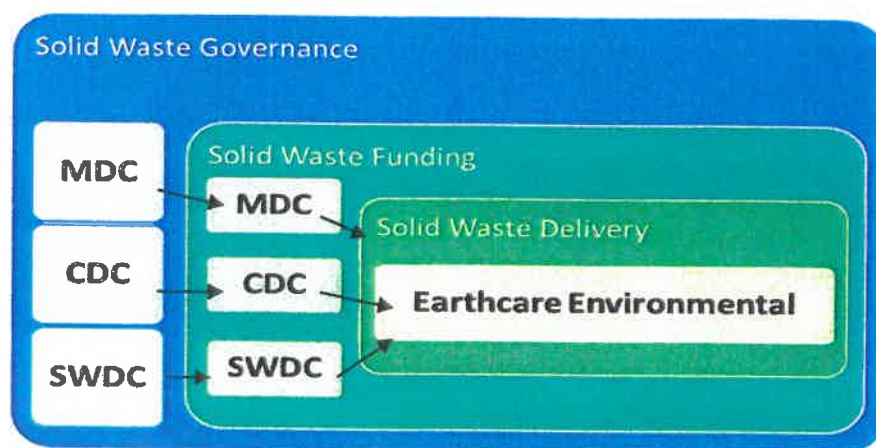
⁶ *Waste Management and Minimisation Plan (2012)*, Combined Councils of the Wellington Region, page 23

As part of the WMMP, each council of the Wellington region developed individual council action plans that outline a programme for achieving the vision, goals, objectives and outcomes of the wider plan (see Appendix B for Action Plan for Masterton, Carterton and South Wairarapa District Councils). This plan and individual actions are currently under review and is expected to be completed early in 2017.

1.3 Present Arrangements

1.3.1 Service Delivery

Solid Waste services are governed and funded separately by each of the three Wairarapa Councils with combined funding arrangements. The funding structure for solid waste is a combination of a contribution of user pays for waste and rates for recycling.



Waste is currently freighted and disposed at the Bonny Glen landfill site in Marton that is owned by several waste management companies. This disposal arrangement remains in place until 2018.

The Wairarapa Councils collectively contract service delivery to Earthcare Environmental for a period of five years with two one year rights of renewal. Earthcare Environmental were contracted to provide the following solid waste services: kerbside recycling, kerbside rubbish collection, street litter bin collection, transfer station operations, gate fee collection, composting and recycling services.

1.3.2 Governance

There is currently no governance structure in place although the entity known as Waste Management Wairarapa (WMW) did provide a governance function during the early to late 2000's.

WMW was an 'ad-hoc' committee of the three councils meaning:

- It had no formal constitution;
- It had no decision-making powers - nor any other powers;
- It had no budget or authority to commit funds.

At that time, given the nature of its role and the issues it had been dealing with, this was considered to be unsatisfactory. Apart from having 'no teeth' it means that every significant WMW decision that required action had to be re-litigated and agreed to by the three Councils.

WMW effectively disbanded in 2007 and no governance structure grouping has been in place since.

1.4 Previous Review/s

No formal review has been undertaken on Waste Management service delivery matters by any of the three Wairarapa Councils. Governance matters as above were addressed earlier.

1.5 Performance

The effectiveness of solid waste delivery is reflected in performance measures developed by each Council, satisfaction surveys, feedback from the community, and any plans or strategies that are adopted and implemented.

Satisfaction Surveys

All three Wairarapa Councils participate in a Communitrak satisfaction survey undertaken by the National Research Bureau (NRB). The Communitrak survey provides a means of measuring Council’s effectiveness in representing the wishes and viewpoints of its residents. The survey provides a comparison for Council on major issues and on performance relative to peer groups. The section below provides a summary of the latest survey results for solid waste for each of the three Wairarapa Councils:

Carterton District Council

Every three years the CDC participates in the Communitrak satisfaction survey. The most recent survey was conducted in 2014.

The 2014 survey results showed 90% overall satisfaction with refuse collection services, with 5% dissatisfaction. Those who reported dissatisfaction gave the following reasons: cost of bags, bags too expensive, and residents felt they were ‘paying twice’.

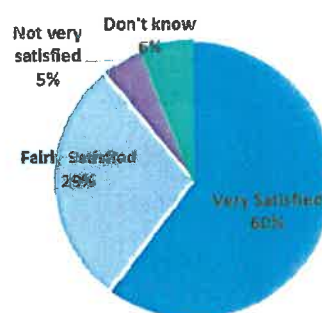
89% of Carterton residents report satisfaction with kerbside recycling. The 10% of Carterton residents that reported dissatisfaction were for reasons such as poor service from contractors (3%), contractors left a lot behind (3%), collection times too late (2%), and that they don’t take everything (2%).⁷

The 2008, 2011, and 2014 surveys have reflected an increase from 85% to 89%.

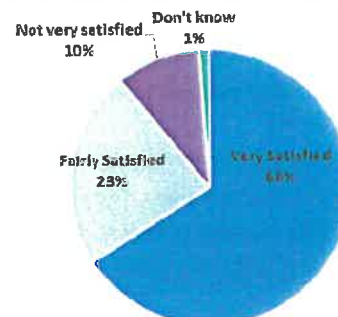
Masterton District Council

Since 2001, the MDC has participated in the Communitrak satisfaction survey undertaken by the National Research Bureau (NRB). Results for rubbish and recycling collection, and refuse disposal has been positive and satisfaction levels maintained.

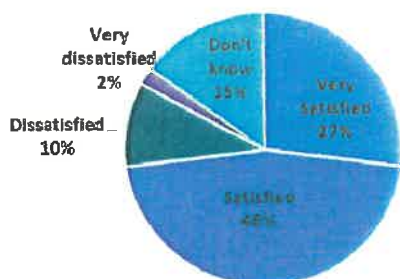
Carterton District Council: Refuse Collection 2015



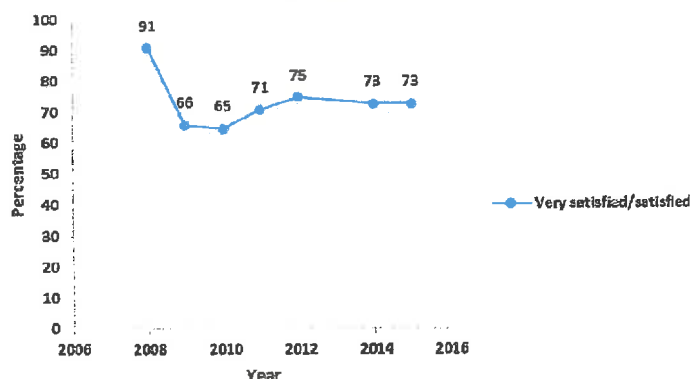
Carterton District Council: Kerbside Recycling 2015



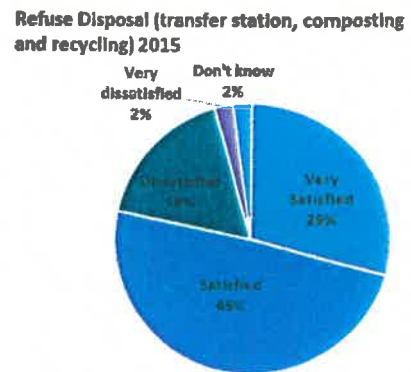
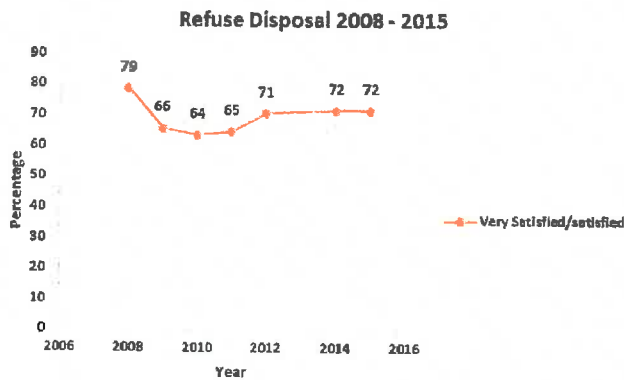
Rubbish and Recycling Collection 2015



Rubbish + Recycling Collection 2008-2015



The 2015 survey results showed 73% satisfaction with solid waste collection services. This is the same result from the previous survey in 2014 (73%). The result is above the baseline of 71% achieved in 2010/11, but 6% below the peer group average (79%). Over the last five years, overall satisfaction levels for rubbish and recycling collection has continued to increase.

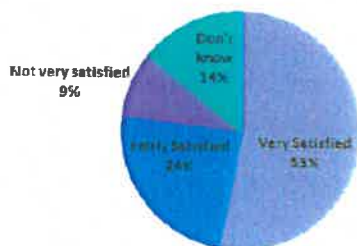


For refuse disposal, the 2015 survey shows 72% satisfaction with refuse disposal services. This is the same result from the previous survey in 2014 (72%). The result is above the baseline of 65% achieved in 2010/11, but 6% below the peer group average (78%). Over the last five years, overall satisfaction levels for refuse disposal have continued to increase.

South Wairarapa District Council

Every three years the SWDC participates in the Communitrak satisfaction survey. The most recent survey was conducted in 2013. In terms of solid waste, the survey looks at the recycling collection service and the rubbish collection service. Overall, satisfaction levels for both recycling and rubbish collection has increased since the last survey was held in 2010.

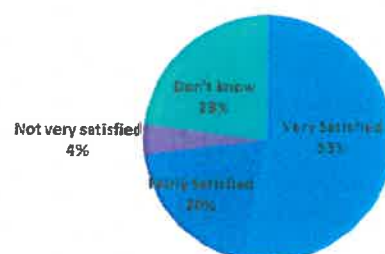
South Wairarapa District Council: Recycling Collection Service



The 2013 survey results reflect 77% satisfaction with the recycling collection service which is 24% increase compared to the 2010 survey (53%). The 9% of residents dissatisfied with the recycling collection service gave reasons such as rubbish blows around/needs bins with lids (3%), selective about what they take/should recycle more items (2%) and collection service could improve (2%).

The rubbish collection service received an overall satisfaction level of 73% in 2013, which is an increase of 11% from the 2010 survey. Out of the 4% of residents who reported dissatisfaction, they gave reasons similar to those who reported dissatisfaction with the

South Wairarapa District Council: Rubbish Collection Service



recycling collection. For example, rubbish blows around/needs bins with lids (1%).

Long Term Plan – Performance Measures

Carterton District Council - The CDC break waste management down into three measurable components:

How performance is measured	Comment
Expenditure is within approved budget	The performance measure is based on waste management being managed at the best possible cost for the required level of service, with the measuring system being regular financial reporting to the Council. The target is set at 100%. Expenditure was within the approved budget in 2014, but the target was not met in 2015. The operating expenditure exceeded the budget set in the Annual Plan.
Urban residents are satisfied with refuse collection and with kerbside recycling	The Communitrak NRB satisfaction survey measures satisfaction levels for refuse collection and kerbside recycling every three years. The last two surveys have met the target of 85%.
Compliance with resource consent conditions including compliance monitoring	Performance is based on adverse effects of waste on the environment being minimised, with a target of 100% compliance with resource consent conditions. This measure has not been achieved in the last two financial years.

Masterton District Council - The provision of solid waste management facilities and solutions across MDC is measured by the indicators listed below:

How performance is measured	Comment
Percentage of residents satisfied with the urban and rural transfer stations, recycling and composting facilities	The Communitrak NRB satisfaction survey provides the data that reflects satisfaction levels with both urban and rural transfer stations. The 5-10 year target for this measure is to maintain satisfaction levels with the baseline being 65% satisfaction and the peer group average 74%. Over the last five financial years, satisfaction levels were maintained apart from 2010/11.
Proportion of advertised hours that the transfer stations and recycling centre is open to the public	The target set is 100%. This target has not been achieved for three of the last five financial years due to one or two staff opening delays over the year at the rural transfer stations.
Percentage of residents satisfied with solid waste collection services	The Communitrak NRB satisfaction survey provides the data to show satisfaction levels with solid waste collection services. The 5-10 year target for this measure is to maintain satisfaction levels with the baseline being 71% and the peer group average 83%. Over the last five financial years, satisfaction levels were maintained. ⁸
Number of call backs due to non-collection of official rubbish bags in each weekly collection	The 5-10 year target set is for no more than one call back per 200 urban households. This target has been achieved for the last five financial years.
Tonnage of waste delivered for transfer is reduced annually	The 5-10 year target set is for annual reductions of waste taken to the transfer station. The baseline that was set in 2010/11 was a 5.1% reduction based on the previous year. The MDC has not yet achieved this for the last five financial years.
The Solid Waste Management Plan for Wairarapa is reviewed	This plan is scheduled for review and public consultation in 2016/17.

⁸ The MDC did not participate in the survey during 2012/13

How the rural and urban transfer, composting and recycling operate in a safe and environmentally sensitive manner are measured as outlined below:

How performance is measured	Comment
Urban and rural transfer stations, recycling, composting facilities and landfills operate within approved resource consent conditions	100% compliance is the 2010/11 baseline and 5-10 year target. Over the last five financial years, there has not been 100% compliance.

MDC has included an assessment of the standard of solid waste services, upgrade urban and rural transfer stations, composting facilities and landfills:

How performance is measured	Comment
Complete a six yearly assessment of solid waste service provision in the district	The 5-10 year targets stipulate that the assessments are on time and compliant with the Local Government Act 2002. An assessment was completed in 2011. The next assessment is scheduled for 2016.

South Wairarapa District Council - The SWDC has two key performance indicators for solid waste:

How performance is measured	Comment
Number of communities with recycling centres	The service level for the performance indicators is that recycling stations are accessible and maintained. The baseline is 6 recycling centres. The 2014/15 Annual Report confirms that there is 6 recycling centres.
Volume of waste disposed out of district	The baseline for the volume of waste is 1995 tonne (2008) with an annual 2.5% decrease. The last two financial years have shown an increase in waste as opposed to a decrease.
% of ratepayers and residents satisfied with the level of service	The Communitrak NRB satisfaction survey provides the data to show satisfaction levels with solid waste collection services. The 2013 survey shows an increase in satisfaction levels for both recycling and rubbish collection since the previous survey (2010).

Community Views and Preferences

Most performance indicators across the three Councils were generally met although indicators for reducing residual tonnage for both Masterton and South Wairarapa District Councils were not.

The 2015 Communitrak survey has shown overall satisfaction with solid waste services for all districts and therefore support the status quo.

1.6 Costs and Funding

Funding impact and prospective operating statements, projected expenditure are found in Appendix D for each Council.

For the 2015/16 financial year, the three Wairarapa Councils reported the following expenditure for solid waste services (ref: Draft Annual Reports 15/16)

Council	Total Expenditure
Carterton District Council	733,431
Masterton District Council	3,638,148

Long Term Plans

Long Term Plan Extracts within this activity are appended as Appendix 3.

All Councils have indicated in their Long Term Plans, funding at appropriate levels to sustain the current levels of service.

2. Decision to Review

2.1.1 Why is the review required?

Following changes to Section 17A of the Local Government Act 2002, local authorities are required to review the cost effectiveness of current arrangements for providing local infrastructure, services and regulatory functions. Reviews are to be undertaken when service levels are significantly changed, before current contracts expire, and not more than six years after the last review. Section 17A also requires all initial reviews to be completed by August 2017.

2.1.2 There are however statutory circumstances when a review is not necessary and they are;

- Does the cost of undertaking a review outweigh the benefits? It is considered that review costs being modest in scale will be significantly outweighed by the benefits
- All three Councils support a review of Solid Waste services being undertaken. The contract for delivery of solid waste services is due to expire in July 2017
- Is there a contract or arrangement that cannot be replaced within two years? This suggests that the review should have been completed earlier to enable sufficient time to properly consider all alternatives before the current arrangements conclude contractually in June 2017. Whilst the time frame is now very tight, an early decision on the mode of delivery or not if taken before December 2016, should leave sufficient time to implement the approved arrangements and levels of service that will apply. If that cannot be achieved the existing contract will need to be rolled over.

2.1.3 Place in Review Programme

The Solid Waste Service Delivery Review is one of the first to be undertaken as per the review programme. The need to review solid waste services is triggered by the upcoming expiration of the current contract.

3. Analysis of Options

Eleven options have been considered for this review as outlined in Section 17A of the LGA:

Option	Description
1	Governance, funding and delivery by each Council separately
2	Governance and funding by each Council separately with delivery by a Council Controlled Organisation (CCO) wholly owned by each Council separately
3	Governance and funding by each Council separately with delivery by a Council Controlled Organisation partly owned by the three local authorities
4	Governance and funding by each Council separately with delivery by Masterton District Council or other territorial authority
5	Governance and funding by each Council separately with delivery by a person or agency not listed above
6	Governance and funding by joint committee or other shared governance with delivery by Masterton District Council or other territorial authority
7	Governance and funding by joint committee or other shared governance with delivery by a Council Controlled Organisation wholly owned by Masterton District Council
8	Governance and funding by joint committee or other shared governance with delivery by a

	Council Controlled Organisation (CCO) partly owned by Masterton District Council and partly owned by other parties
9	Governance and funding by joint committee or other shared governance with delivery by another local authority
10	Governance and funding by joint committee or other shared governance with delivery by a person or agency not listed above
11	Governance, funding and delivery by private sector

The following sections provide a breakdown of each of the 11 options considered for the provision of solid waste service provision going forward.

Similar delivery models covering the CCO and in-house options have been grouped with comments. Further detailed comments for the private sector delivery models are included in section 3.3.

3.1 CCO Models - Options 2, 3, 7 & 8

OPTION	DESCRIPTION
Option 2 - Governance and funding by each Council separately with delivery by a Council Controlled Organisation (CCO) wholly owned by each Council separately	Option 2 would involve the Masterton, Carterton and South Wairarapa District Councils each providing governance and funding arrangements for solid waste services to be delivered by their own respective CCO. This is not the status quo option.
Option 3 - Governance and funding by each Council separately with delivery by a Council Controlled Organisation partly owned by the three local authorities	Option 3 would involve separate governance and funding arrangements by the Masterton, Carterton and South Wairarapa District Councils and collectively owning a CCO. This is not the status quo option.
Option 7 - Governance and funding by joint committee or other shared governance with delivery by a Council Controlled Organisation wholly owned by Masterton District Council	Option 7 would involve having a joint committee or shared governance body responsible for governance and funding arrangements with solid waste service delivery led by a Masterton District Council owned CCO. This is not the status quo option.
Option 8: Governance and funding by joint committee or other shared governance with delivery by a Council Controlled Organisation (CCO) partly owned by Masterton District Council and partly owned by other parties	Option 8 would involve having a joint committee or shared governance body responsible for governance and funding arrangements with solid waste service delivery by a CCO owned by Masterton District Council. The CCO would be partly owned by other shareholders, but not necessarily Carterton and South Wairarapa District Councils. This is not the status quo option.

CCO related models are not a cost effective option for solid waste provision in the Wairarapa to the size of each district and the significant costs associated with establishing and operating a CCO. The costs will outweigh the viability of a CCO model even if the three Councils were to share funding arrangements or investing with other parties.

In terms of Option two, a model focused on individual delivery arrangements via a CCO wholly owned by each Council separately is not taking a collective approach to waste management or taking into account the significant costs that each Council would need to cover.

The concept of Option three would be similar to the water model employed by the Wellington region. Wellington Water is a CCO that is owned by the Hutt, Porirua, Upper Hutt and Wellington Councils as well as the Greater Wellington Regional Council. Wellington Water manages the drinking water, wastewater and stormwater services. This CCO employs 166 staff and manages expenditure of approximately \$175 million

annually to maintain and develop water assets worth \$5.1 billion.⁹ The difference between Option three and the Wellington Water model is that the Wairarapa has a smaller district with less budget and population.

Option seven is not a feasible model due to the costs associated with establishing and operating a CCO. In addition to this, having a CCO owned by the Masterton District Council undertaking solid waste service delivery for the Wairarapa region may not receive full support from the Carterton and South Wairarapa District Councils.

Establishing a CCO is a complex option, time consuming and significant in cost. In terms of Option eight, complexities can increase if there are a number of parties involved in the part ownership of a CCO. Having a CCO owned by the Masterton District Council undertaking solid waste service delivery for the Wairarapa region may not receive support from the Carterton and South Wairarapa District Councils.

Further to this, MDC, SWDC and CDC via the previous governance committee known as Waste Management Wairarapa, in 2005 considered the CCO model as it was broadly in terms of Option eight and after detailed external reporting decided not to proceed. This report recommended the status quo as it was at that time. This external reporting is attached as Appendix C.

None of these options are the status quo model.

Other points to consider include:

- Auckland City as part of its amalgamation process has implemented a number of CCO for service delivery. A CCO for waste was also investigated but was not implemented. This decision based on an analysis of the low Council assets value, the fact that no landfills were owned by the Council and the nature of the services involved. The Wairarapa has even less asset value than Auckland with no landfill. Note that this was one of the reasons that a CCO model was not considered further in 2005.
- CCOs may be appropriate if large assets (>\$100m) with substantial operating budgets (>\$10m) deliver routine services. Is not appropriate due to the relatively low level of operational costs and small asset base associated with the three Councils.
- The CCO model by its very nature is not designed to deliver public good; rather it is a quasi -business model set up to deliver to defined services and objectives to a price.
- A CCO operates at “arm’s length” from Council(s), is accountable to a board of directors which may include elected member representation.

Alternatively Joint Council Committees work best for local authorities that share boundaries; are in proximity to each other and with similar geographical, social and economic characteristics.

In addition, committees shared between Council and other persons or agencies work best when both share similar social values, ethics and organisational objectives.

⁹ Wellington Water Annual Report 2014-15, page 5 <http://wellingtonwater.co.nz/about-us/publications-and-links/wellington-water-annual-reports/>

3.2 In-House Service Delivery Models - Options 1, 4, 6 & 9

OPTION	DESCRIPTION
Option 1 - Governance, funding and delivery by each Council separately	Option 1 would involve the Masterton, Carterton and South Wairarapa District Councils each providing governance, funding and service delivery of Solid Waste respectively.
Option 4 - Governance and funding by each Council separately with delivery by Masterton District Council or other territorial authority	Option 4 would involve having separate governance and funding arrangements with one of the Councils, namely Masterton District Council, delivering solid waste services in-house.
Option 6 - Governance and funding by joint committee or other shared governance with delivery by Masterton District Council or other territorial authority	Option 6 would involve having a joint committee or shared governance body responsible for governance and funding arrangements with one of the three Wairarapa district Councils, namely Masterton District Council, delivering in-house solid waste services.
Option 9 - Governance and funding by joint committee or other shared governance with delivery by another local authority	Option 9 would involve having a joint committee or shared governance body responsible for governance and funding arrangements with solid waste service delivery undertaken by either Carterton or South Wairarapa District Council.

Under options one, four, six and nine, service delivery arrangements would change from solid waste services being outsourced and delivered by an external contractor to bringing these services 'in-house'.

To bring Solid Waste services in-house, the three Wairarapa Councils would have to acquire plant, infrastructure, a labour resource and buy in operational expertise. Internal delivery of kerbside and transfer station management services in order to capture economy of scale benefits in regard of resource utilisation ought to be capitalised and delivered by one of the three Councils or jointly, not each Council, to provide best opportunity to achieve competitiveness with the private sector.

In addition, there are funding implications under option one. It is not considered cost effective for all three Wairarapa Councils to separately fund and deliver individual Solid Waste services, (as explained earlier). This option does not align with any future amalgamation of the three Wairarapa Councils.

Option one (and subsets) contradict aspects of the Action Plan for Masterton, Carterton and South Wairarapa District Councils in the Wairarapa Waste Management and Minimisation Plan 2011-2017, namely taking a collective approach to Waste Management (Action WAI 1), and taking into account costs when assessing the benefit of a collective approach (Action WAI 2). An option that has separate governance, funding and service delivery by each Council is not taking a collective approach to Waste Management or taking into account the associated costs that each Council would need to fund and recover from its ratepayers..

None of these options are the status quo option.

3.3 Private Sector Delivery Models - Option 5, 10 & 11

Detailed comments on these options are:

3.3.0 Option 5 - Governance and funding by each Council separately with delivery by a person or agency not listed above

3.3.1 Description

Masterton, Carterton, and South Wairarapa District Councils currently apply a 'shared service' approach for Solid Waste. All three Councils have an individual contract with Earthcare Environmental. **This is currently the status quo option.**

3.3.2 Feasibility

The feasibility for this option is the least complicated and is the current model employed by all three Councils.

The current contract is due to expire in July 2017 therefore if option five is adopted as the most cost effective and preferential model going forward, the Councils will need to instigate a tender process for the service delivery contract. Cost effectiveness of course will not be able to be demonstrated until the public tender process is completed.

Based on the status quo model and potential amalgamation of local governance within the Wairarapa, it is a practical and cost effective option in terms of a 'shared' service model. A collective approach to waste management also aligns with the wider Wairarapa Waste Management and Minimisation Plan 2011-2017.

The current model effectively continues to provide the three Councils with a degree of control of the waste stream and the ability to strongly influence waste minimisation initiatives within and outside of the formal contract.

In addition as reported in the Waste Assessment Draft *Eunomia April 2016 Ref CS4 Page 107/108* a range of indicators favour this model providing best opportunity and alignment to national initiatives.

3.3.4 Assessment of the effectiveness of this option

The kerbside service for our ratepayers has been provided by the three Councils since the late 1990's by external contractors.

In 2009 Masterton and Carterton District Councils after a period of time with local contractors decided to go to the market with a new contract effectively bundling up a range of contractual outputs and in July 2010 Earthcare Environmental commenced kerbside collection and transfer station operations for the two Councils.

South Wairarapa District Council the following year was able to join the contract and enjoy the benefits and changes to kerbside refuse and recyclable collection methodology that its neighbouring Councils already had.

Since then the kerbside service has continued and whilst some discussion has taken place across the three Councils around changes in service levels, the contract deliverables largely have remained unchanged.

The service by most would be deemed to have been effective in almost all respects.

3.3.5 Cost of this option

Current costs to each Council are expected to slightly increase as the market place has changed since the contract was originally signed in 2010 and cost escalation has occurred. To maintain and improve for example the levels of recycling and diversion, given the downward demand for some recyclable items such as glass and some plastics, for example, may result in contract price increases

3.3.6 Overall assessment of cost effectiveness

Option five or the status quo is cost effective in terms of using a 'shared service' model approach of using the same service provider and jointly funding the contract.

3.5.7 Enhancements to status quo option

This is the status quo option however it is envisaged that enhancements will be discussed with the three Councils prior to tender's for the service being re- called so that these can be incorporated into the new tender documents.

3.4.0 Option 10 - Governance and funding by joint committee or other shared governance with delivery by a person or agency not listed above

3.4.1 Description

Option 10 would involve a joint committee providing the governance and funding arrangements, with an external contractor delivering the solid waste services. This is **not** the status quo option.

3.4.2 Feasibility

This option is feasible and does not deviate significantly from the status quo model. The status quo model already involves a shared service model in terms of funding arrangements however each Councils funding and service rating policies differ e.g. in the areas of general and targeted rates

Option 10 aligns with the Action Plan for Masterton, Carterton and South Wairarapa District Councils in the current Wairarapa Waste Management and Minimisation Plan 2011-2017, namely taking a collective approach to Waste Management, and taking into account costs when assessing the benefit of a collective approach.

3.4.4 Assessment of the cost effectiveness of this option

Joint Council Committees work best for local authorities sharing boundaries; in proximity and with similar geographical, social and economic characteristics.

Committees shared between Council and other persons or agencies work well when both share similar social values, ethics and organizational objectives. This of course cannot be guaranteed and wholly depends on the representational make- up of the committee.

3.4.5 Cost of this option

Not expected to have to cover any more than meeting fees and expenses and staff servicing costs. Meetings probably would be two monthly at best.

3.4.6 Overall assessment of cost effectiveness

It is not clear exactly what a governance joint committee might want to achieve. There is potential for the group to investigate future service delivery options, waste stream stewardship, future disposal options and where the Council's might sit in regard to the service as a whole. In particular if over time the kerb-side service costs exceed revenue income, this may force Council's to consider who is best placed to provide the service.

It is not considered that the committee would have any operational management role; this would remain as it has always done with Council staff from each Council and the Contractor.

3.5.0 Option 11 – Governance, funding and delivery by private sector

3.5.1 Description

This option would involve governance, funding and delivery by the private sector with Council influence via a regulatory regime e.g. Kapiti and Horowhenua District Councils model with a solid waste bylaw in place.

This not the status quo option

3.5.2 Feasibility

Whilst feasible, stopping of the Council managed service is not necessarily consistent with the intent of the WRWMMP, however provided that the local goals are achieved how they are achieved is over to the Council(s).

3.5.3 Assessment of the cost effectiveness of this option

It is expected that Council rates general and targeted would be eliminated for households but private user pays charges may increase over time for households hence a probable net cost increase to household units.

3.5.4 Effectiveness of this option

This option is feasible to consider but will have risks to the Council regarding ensuring levels of service are maintained.

4. Discussion

There have been eleven (11) options identified for the Masterton, Carterton and South Wairarapa District Councils.

Note that the CCO options and variations have not be considered further simply because the relatively low scale of the activity and the associated set up costs are not justifiable as has been demonstrated in earlier reporting:

The service delivery options for the Masterton, Carterton and South Wairarapa District Councils that should be considered further are as follows:

- Option 5 - Governance and funding by each Council separately with delivery by a person or agency not listed above e.g. contract via a competitive open tendering process.
- Option 10 as above (Option 5) but with a governance layer in place
- Options 1, 4, 6 and 9 In house delivery Models
- Option 11 - Private Sector Delivery

5. Further Assessment

5.1 Option 5 Status Quo (and subset Option 10)

The advantages and disadvantages, and any risks associated with this option although it is the status quo option are as follows:

Advantages	Disadvantages
Five years satisfactory experience with the model for the three Councils.	Being a rate funded service, the Council still retains ultimate responsibility and accountability for the service to its ratepayers. Responsibility and remedial action for service failure cannot be simply transferred to another provider.
The in- built ability to retain management of the waste stream and associated initiatives.	The Councils are required to rate for the service based on contractual and other costs incurring some additional overhead cost.
The ability to prescribe levels of service that the communities require and prepared to fund.	There might be a perception that Council that by adopting the status quo, the Council has not full considered all other options.
That resident's would be provided a standard range of services. A Communication Strategy would be consistently delivered, resulting in a community that is more aware of options and engaged in the waste management process. Collection services would not be provided as of right to rural dwellings, (these may or may not have access to urban service.)	Unless some governance over view is in place there is little scope to negotiate changes to levels of service. The Council must continue to maintain associated infrastructural assets and in some cases capitalise new or replacement asset e.g. Recycling Depots and Transfer Stations.
Modeling shows that this option has a significant impact on the amount of waste diverted; reduces the future demand for landfill significantly and reduces reliance on recycling drop-off points; and increases the future demand for recycling and organic waste services and processing. Improvements to recycling processing facility/ies may be required.	
The Council is not exposed to income variations and uncertainties associated with the on- selling of diverted material.	
There is the least level of risk with this option being known and familiar to the parties and therefore easier for all three Councils to adopt as one given the current governance arrangements.	

The matter of a governance layer becomes a matter of discretion and preference noting that such layer will require additional funding and moreover a mandated purpose and set of functional guidelines making sure that it not just a committee with a potential for becoming involved in operational matters.

5.2 Options 1, 4, 6 and 9 - In-House Service Delivery Models

These options variously describe one or all Council separately delivering kerb-side services using "in house resources". The discussion also assumes that residual waste would continue to be exported to an external site for the foreseeable future and that on sale of recyclable items would continue to provide an income stream to the Council(s).

It is considered from an economy of scale and management perspective that option four or six, depending on the appetite for governance overview, would be the preferred models. Options one and nine are therefore excluded from further consideration.

The advantages and disadvantages, and risks associated with this general option (four or six) include:

Advantages	Disadvantages
Complete control of the service and the management of associated infrastructure.	Capital costs for plant acquisition are not known with any degree of confidence but could be expected to be in the range \$2-3M for the trucking and freight component required.
Within the confines of operating budgets some ability to offer variable levels of service, depending on each Councils requirements.	Labour acquisition plus appropriate operational management expertise might be difficult to source.
Capital costs for plant and other assets would be easily financed by way of currently favourable loan funding.	It could be anticipated that there would also difficulty due to the challenging nature of the industry and service in maintaining staffing levels; a relatively high turnover of frontline labour could be expected adding to management and recruitment costs and temporary decline in service levels.
There is no need to maintain contractual overview of an external party.	The variability of the recyclable market being governed by external entities and international market demand. This means that a consistent level of income cannot be guaranteed and any downturn in commodity prices will effectively increase the cost of the service.
The Council(s) are not exposed to any risk arising from contractual failure.	Successful engagement with recyclable market outlets will require on- going management attention and focus to ensure that best prices are obtained for diverted material. This is seen as a potential risk.
The Council are seen to be providing job opportunities in house. Overall though the local economy is only expected to benefit by that less than that amount of revenue that would be generated as profit by a private contractor.	Potential challenge by the private sector being an uncontested decision and not subject to the industry market forces. This seen as a risk particularly is if the waste and recyclable stream is intercepted and diminished by a private entity e.g. a private entity may set up a competitive service which could negatively impact on the in house service. NOTE to some extent, a small quantity of the waste-stream is already in private hands (rural based customers mainly) with waste being exported directly out of the district.
	The Council must continue to maintain associated infrastructural assets and in some

	cases capitalise new or replacement asset e.g. recycling depots and transfer stations.
	Any operational cost losses would be a direct charge to the community and ratepayers and would have to be recouped by an increase in rates.

5.3 Option 11 - Governance, funding and delivery by private sector

This option means that the Councils in effect withdraw from the provision of the kerbside service and transfer facilities altogether. The private sector instead would provide kerbside and other services.

The WRWMMP 2017-2022 (draft) in addition to general legislative requirements earlier referred to in respect of Actions WAI10 to WAI24 confers obligations upon the Councils that need to be met.

Functional requirements and obligations included within the plan are collections, waste minimisation and infrastructure.

However the ways and means by which these outcomes are delivered are up to the Councils. The private sector can and does deliver services in other locations with Kapiti and Horowhenua District Councils being relatively local examples.

These Councils have developed a local bylaw which regulates kerb-side collection and recycling requirements. It is noted in the WRWMMP (Draft) that these Councils within their local outputs will review and optimise their particular arrangements within the term of the new Draft Plan.

The advantages, disadvantages and risks of this option include:

Advantages	Disadvantages
A reduction in rates to ratepayers by the removal of the collection targeted rate or equivalent. Additional levels of service offered by private collectors.	Less than optimal recycling achieved unless the regulatory document and enforcement measures are adhered to. Possible enforcement costs and legal challenges by large private interests to the Council's Solid Waste Bylaw. Note that KDC has been already challenged by a major player in relation to the bylaw recycling requirements.
The adoption of a bylaw that regulates the activities of the private operators.	Private provision tends to increase disposal volumes/tonnage (e.g. through larger and a variety of waste containers) or reduced recycling (e.g. through reduced levels of service.)
Minimal staff involvement in day to day and other operational matters associated with this option.	An acknowledgement that the waste-stream is now privately owned/shared amongst a number of players and that Council has no further mandate or influence in this area in the foreseeable future.
No need to carry inventory in-house e.g. refuse bags. Refuse bags and MGB's are generally available from the private operators or retail outlets.	That over time the private sector may unreasonably increase costs to householders beyond which would be considered reasonable by the Council(s).
Little or no asset management responsibility for infrastructure. These assets would either be leased out or on-sold to the private sector.	Future change to these arrangements may prove very difficult if, for example the Council decided to take the services back in house.

6. Risk Assessment (Qualitative)

The following seeks to identify likely risk and associated impacts associated with the three preferred options.

Table 1 - Types of Issues/Risks

Type	Description
Strategic	Related strategic mission and objectives.
Financial	Related to economic impact (costs, revenues, budgets).
Regulatory (Compliance)	Related to legal and contractual obligations. Political legislative impacts.
Management	Related to decision making, resources, policies, etc.
Operational (Technical)	Related to delivery, support or management services.

Table 2 - Qualitative Measure of Consequences of Likelihood

Level	Descriptor	Description	
A	Almost certain	Is expected to occur in most circumstances.	More than once per year
B	Likely	Will probably occur in most circumstances.	1 in 1 - 3 years
C	Possible	Might occur at some time.	1 in 3 - 5 years
D	Unlikely	Could occur at some time.	1 in 5 - 10 years
E	Rare	May occur in exceptional circumstances.	1 in 10 years

Table 3 - Qualitative Measure of Consequences of Impact

Level	Description	Example detail description
1	Insignificant	Kerb side items missed
2	Minor	
3	Moderate	Transfer Facilities not available - late or non-opening
4	Major	
5	Catastrophic	Contract Failure e.g. Financial

OPTION 5 AND SUBSET OPTION 10 MODEL (STATUS QUO)

RISK TYPE	DETAIL	IMPACT	LIKELIHOOD	HOW MANAGED
Strategic	Retains ultimate responsibility and accountability for the service for a fixed period of time carrying corporate cost. Might not align with the WWMP or other objectives.	2	A	Develop and deliver a robust procurement document and maintain and enhance contract management systems. Ensure Regional objectives are addressed.
Financial	Continuing fixed economic impacts of costs, revenues and budgets to ratepayers and infrastructure management obligations. Loss of market share.	2	A	Make continuous provision for annual cost, escalations and develop AMP for assets. Prepare for loss in market share, early contract termination.
Regulatory	Contract failure. Non-compliance.	5	C	Maintain contractual obligations. Include probity assessment pre tender finalisation.
Operational & Management	Decline in service levels	3	C	Overview using regular KPI reporting embodied in the contract. Ensure adequate customer service systems are in place.

OPTIONS 4, 6 IN HOUSE DELIVERY MODEL

RISK TYPE	DETAIL	IMPACT	LIKELIHOOD	HOW MANAGED
Strategic	Possible misalignment with LG and pte sector objectives e.g. Is this a core LA activity?	3	A	Pre-consult with pte sector industry representatives to manage any challenge.
	Loss of market share if competitor enters the market resulting in under-utilisation of capital resources.	4	B	Maintain competitive pricing and variable levels of service (options for ratepayers)
Financial	Capital Investment for plant and support structures not known at this time.	3	A	More analysis required before finalising the decision.
	Return on recyclable items is variable subject to market requirements and adverse variations will significantly impact on the Councils funding model	4	A	Arrange for early term contracts for diverted material. Develop and maintain marketing relationships with the industry players.
Regulatory				
Operational & Management	Lack of recyclable market connections. Could result in	3	C	As above

	un- sold material and additional landfill costs.			
	Staff recruitment challenges and poor retention levels due to high industry turnover.	3	B	Develop spare labour pool and/or pay above minimum wage rates.

OPTION 11 GOVERNANCE, FUNDING AND DELIVERY PRIVATE SECTOR

RISK TYPE	DETAIL	IMPACT	LIKELIHOOD	HOW MANAGED
Strategic	Potential for WWMP diversion objectives may not be met	3	C	Regular monitoring of private operators activity.
Financial	Ratepayer service costs subject to market forces. Council has little influence on service costs	2	B	
	Potential Loss of waste levy	1	A	Neutral Cost Impact therefore no management input required.
Regulatory	Solid Waste Bylaw may be contested by the pte sector			Full consultation with the industry prior to adoption.
	A Regional Bylaw may overlap a local bylaw	2	B	Defer introduction of local bylaw.
Operational & Management	Council has no further service delivery mandate and the waste stream is effectively privately owned	2	A	Only manage the bylaw and its implementation.

7. Conclusion

From the 11 options presented, the most effective options for the Masterton, Carterton and South Wairarapa District Councils are as follows in order of preference:

Option 5 - Governance and funding by each Council separately with delivery by a person or agency not listed above e.g. contract via a competitive open tendering process.

Option 10 as per Option 5 but with a governance layer in place

Options 4 and 6 - In house delivery Models

Option 11 - Private Sector Delivery

8. Recommendations

After consideration around risks, their consequences and probability, likely costs applicable to each option and ease of implementation, our recommendations are as follows.

Of all the options considered Option 5 is the recommended option because:

- There is five years satisfactory experience with the model for the three Councils
- The perceived risk is considered to be the least
- There remains the ability to retain management of the waste stream and associated initiatives
- The Council can easily prescribe levels of service that the communities require and prepared to fund
- The residents can be provided with a wider range of services. A Communication Strategy would be consistently delivered, resulting in a community that is more aware of options and engaged in the waste management process. Collection services would not be provided as of right to rural dwellings, (these may or may not have access to urban service.)
- Modeling shows that this option has a significant impact on the amount of waste diverted; reduces the future demand for landfill significantly and reduces reliance on recycling drop-off points and increases the future demand for recycling and organic waste services and processing. Improvements to recycling processing facility/ies may be required.

9. Timing of Actions

- Governance group for second review in November 2016
- Report to individual Councils in December 2016 for consideration and decision
- Consideration of levels of service for each Council, February 2017
- Develop and update the tender document using the current as a default with optional Level of Service (LOS) enhancements as determined by each Council February to April 2017

W H Sloan

PROJECTS AND PROGRAMME MANAGER
SOUTH WAIRARAPA DISTRICT COUNCIL

5 December 2016

10. Appendices

Appendix A: Working Party Terms of Reference

Terms of Reference for Joint Committee on the Wellington Region Waste Management and Minimisation Plan

Membership:

Each Territorial Authority in the Wellington Region will be entitled to appoint one member to the Joint Committee.

The Joint Committee is not deemed to be discharged following each triennial election.

Quorum:

4

Chair:

The Chair will be elected by the Joint Committee.

A new Chair must be elected at least once every triennium following local body elections.

Frequency of meetings:

The Joint Committee will meet on an as required basis.

Hosting of meetings:

Meetings will be hosted on a rotational basis by territorial authorities across the region. The Committee shall establish a roster for the hosting of meetings.

General purpose:

To oversee the implementation of the "Wellington Region Waste Management and Minimisation Plan 2011-2017" (the Plan) and future Wellington Region Waste Management and Minimisation Plans.

Administrative support:

Officers responsible for the implementation of the Plan will provide reports and advice to the Committee as required.

Secretariat support for meetings will be provided by the host Council.

Terms of Reference:

The Joint Committee will have responsibility and authority to:

1. Accept and consider advice and reports on the implementation of the Wellington Region Waste Management and Minimisation Plan 2011-2017 (the Plan).
2. Take decisions on the implementation of aspects of the Plan where the matter for decision is not an operational matter that falls under officers'

delegated responsibilities and where the matter is provided for in the Plan and/or budget has been made available by territorial authorities for that matter.

3. Monitor and review the management and implementation of the Plan.
4. Report back to territorial authorities of the Wellington region on any aspect of the implementation of the Plan, including: recommendations for funding projects of the Plan, recommendations for the management of the Plan; and reports on the effectiveness of the Plan.
5. Report back to the territorial authorities with any recommended amendments to the Plan.

Delegated Authority

The Joint Committee on the Wellington Region Waste Management and Minimisation Plan will have delegated authority to carry out activities within its terms of reference.

Appendix B: Councils of the Wellington Region Waste Management Minimisation Plan 2017-2022 (Draft still under consideration)

Action Plan for Masterton, Carterton and South Wairarapa District Councils
 Masterton, Carterton and South Wairarapa District Councils have an existing sub-regional joint Waste Management Plan (Waste Management Wairarapa). The Councils are not proposing any new actions other than those outlined in the Regional Action Plan.

Progress to Date: Partial (Blue) No (Red) Yes (Green)

Action reference	Description	Implementation/ Delivery/Timeframe			Funding Source	Position on the Waste Hierarchy
		1 - 2 Years	3 - 5 Years	5+ Years		
REGULATION						
WAI1	Require new multi-unit residential and commercial buildings to include space for appropriate recycling facilities.	Completed – included in regional plan – Ongoing monitoring			Rates/ Waste Levy	Recycling
WAI2	Address recycling facilities within the building and subdivision consent process	Completed – included in regional plan – Ongoing monitoring			Rates/ Waste Levy	Recycling
WAI3	Continue to include guidelines for safe collection, storage and disposal (where appropriate) of hazardous and difficult wastes, including hazardous household wastes in landfills and transfer station management plans.	On-going – Part of waste minimisation role			User Pay	Treatment, disposal

Action reference	Description	Implementation/ Delivery/Timeframe			Funding Source	Position on the Waste Hierarchy
		1 - 2 Years	3 - 5 Years	5+ Years		
DATA						
WAI4	<p>Reduce construction and demolition waste and cleanfill to landfill</p> <ul style="list-style-type: none"> Establish a Wairarapa measurement programme to quantify the amount of construction and demolition waste. 	Co-ordinate with regional actions			Rates/ Waste Levy	Reduction
WAI5	Record the amount of material diverted to recycling each year.	Completed – On-going annual report			Rates/ Waste Levy	Recycling
WAI6	Establish a monitoring and recording programme to document the amount of hazardous chemicals collected.	Completed – On-going annual report			Rates/ Waste Levy	Treatment, disposal
WAI7	Investigate current recovery and recycling rates for a list of priority wastes, and increase these rates.	Part of waste minimisation role			Rates/ Waste levy	Recovery, recycling
COMMUNICATIONS						
WAI8	<p>Encourage the community, through education and promotion, to adopt sustainable waste minimisation practices</p> <ul style="list-style-type: none"> Establish Wairarapa Waste Management Environmental Awards for industrial, commercial and household categories. Regularly publicise recent achievements and future initiatives in waste management in the Wairarapa Liaise with the Ministry for the Environment, the Department of Conservation and Greater Wellington Regional Council to ensure a consistent approach to education and promotion. 	Continue as part of waste minimisation role and Co-ordinate with regional actions			Rates / Waste Levy	Reduction, re-use, recycling, treatment

Action reference	Description	Implementation/ Delivery/Timeframe			Funding Source	Position on the Waste Hierarchy
		1 - 2 Years	3 - 5 Years	5+ Years		
	<ul style="list-style-type: none"> Encourage the market for reusable goods, recycled goods and composting products. Promote sharing of information to encourage reduced use of hazardous materials. Promote industrial and commercial waste reduction mechanisms by: <ul style="list-style-type: none"> Promoting waste audits of businesses Promoting Cleaner Production Facilitate education and the dissemination of information to individual households on best practice minimisation and recycling processes. Facilitate the provision of information to the public on how they can reduce the amount of waste being disposed of Include encouraging the processing and use of diverted resources locally. 					
WA19	Encourage reduced use of hazardous materials Promote knowledge and awareness of alternatives to hazardous materials in the home and at work.	Continue as part of waste minimisation role			Rates/ Waste Levy	Reduction
COLLECTIONS						
WA110	Provide for effective collection and delivery mechanisms of recycled material and residual waste <ul style="list-style-type: none"> Facilitate the collection of urban household residual waste at least once per fortnight. 	Completed – Shared service contract in place. To be reviewed in year 1			User pays, targeted rates	Reduction, reuse, recycling, disposal

Action reference	Description	Implementation/ Delivery/Timeframe			Funding Source	Position on the Waste Hierarchy
		1 - 2 Years	3 - 5 Years	5+ Years		
	<ul style="list-style-type: none"> • Provide a timetabled collection of kerbside recyclable materials to all urban households in the region. • Review of waste management contracts, including assessing the benefits of collectively tendering out the services. • Provide clear and consistent signs at landfills and transfer stations to show compost, re-use and recycling facilities. • Encourage individual councils to adopt in-house waste minimisation programmes and "green" purchasing policies. 					
WAI11	<p>Encourage good waste management practices in rural areas and holiday communities</p> <ul style="list-style-type: none"> • Provide extra collection services in holiday areas to meet demand. • Facilitate the provision of information on management of hazardous chemicals in rural areas. • Facilitate the collection, transportation and disposal where appropriate of rural hazardous wastes. • Undertake regular reviews of the level of service provided for waste management in rural areas and rural residential settlements. 	Completed - On-going review of level of service with annual plans			User pays, targeted rates/ waste levy	Recycling, disposal
WAI12	<p>Encourage waste minimisation through collection and disposal charges</p> <ul style="list-style-type: none"> • Encourage the councils to put in place systems that will achieve full 	On-going review of level of service with annual plans			User pays, rates	Reduction, recycling, recovery

Action reference	Description	Implementation/ Delivery/Timeframe			Funding Source	Position on the Waste Hierarchy
		1 - 2 Years	3 - 5 Years	5+ Years		
	<p>cost recovery of waste management operations.</p> <ul style="list-style-type: none"> Encourage waste minimisation practices through collection and disposal charges which reflect the full cost of treatment and disposal. Ensure charges for disposal of hazardous or difficult wastes reflect the nature of the waste. Have differential charges for green waste. Encourage a consistent charging policy for waste Disposal across the Wairarapa. 					
WAI13	Provide for effective kerbside recycling	Completed – Shared service contract in place. To be reviewed in year 1			Targeted rates	Recycling
WAI14	Encourage periodic collection of unwanted hazardous chemicals in the Wairarapa. Coordinate collection with Agricoverly.	Continue as part of waste minimisation role			Rates/ Waste Levy	Treatment, disposal
INFRASTRUCTURE						
WAI15	Provide for green waste separation and recycling facilities at all transfer stations.	Completed – Shared service contract in place			User pays, rates/ Waste levy	Reuse, recycling, recovery
WAI16	Support and promote private and community resource recovery and reuse facilities throughout the Wairarapa. (New Action)	Continue as part of waste minimisation role			User pays, rates/ Waste levy	Reuse, recycling, recovery
WAI17	Investigate regional resource recovery facility options. (New Action)	Investigate as part of waste minimisation role			User pays, rates/ Waste levy	Reuse, recycling, recovery
WAI18	Ensure that recycling facilities are available within a 20 minute drive to at least 95% of the community.	Completed – Shared service contract in place			Rates/ Waste Levy	Recycling

Action reference	Description	Implementation/ Delivery/Timeframe			Funding Source	Position on the Waste Hierarchy
		1 - 2 Years	3 - 5 Years	5+ Years		
WAI19	<p>Reduce the volume of land filled organic waste</p> <ul style="list-style-type: none"> Promote the benefits of home composting and vermiculture including schools promotion Provide drop-off facilities for green waste at all transfer stations and landfills in the Wairarapa Investigate end markets for compost and vermiculture products. Monitor the organic waste stream Investigate options for achieving increased diversion of commercial organic waste. 	Continue as part of waste minimisation role			Rates/ Waste Levy	Recovery

LEADERSHIP AND MANAGEMENT

WAI20	<p>Take a collective approach to waste management, where appropriate, including the following:</p> <ul style="list-style-type: none"> Reviewing end markets for recyclable materials, compost and re-useable goods. Hazardous waste collection, storage and disposal. Residual disposal options. Bylaws (solid waste). 	On-going review of level of service with annual plans			Rates/ waste Levy	All aspects of the waste hierarchy Re-use, Recycling, Treatment, Disposal.
WAI21	Take into account costs when assessing the benefit of a collective approach.	On-going review of level of service with annual plans			Rates/ waste Levy	All aspects of the waste hierarchy
WAI22	Employ dedicated Waste Minimisation staff	Provide resource in year 1			Rates/ waste levy	All aspects of the waste hierarchy
WAI23	Investigate partnering with community groups and businesses and with local authorities outside the Wairarapa.	Investigate as part of waste minimisation role			Rates/ Waste Levy	All aspects of the waste hierarchy
WAI24	Encourage the active participation of tangata whenua in waste management issues in the Wairarapa	Include as part of waste minimisation			Rates/ Waste Levy	All aspects of the waste hierarchy

Action reference	Description	Implementation/ Delivery/Timeframe			Funding Source	Position on the Waste Hierarchy
		1 - 2 Years	3 - 5 Years	5+ Years		
	<ul style="list-style-type: none"> Facilitate consultation with iwi on solid waste management matters in the Wairarapa region. Encourage iwi participation in decision making on waste management issues in the Wairarapa. 	on role				
WAI25	Investigate and support applications for contestable waste levy funding from MfE for both Council and community waste reduction and minimisation initiatives. (New action)	Continue as part of waste minimisation role			Rates/ Waste Levy	Reduction, re-use, recycling, treatment
WAI26	Encourage Central Government to take a consistent national approach to Waste Policy <ul style="list-style-type: none"> Support central government in implementing a consistent statutory and regulatory framework in the waste management area. Encourage central government to facilitate the development of a national approach to identifying the benefits and costs of waste management initiatives. Encourage central government to facilitate national e-waste and product stewardship schemes. (New action) 	Continue as part of waste minimisation role			Rates/ Waste Levy	Reduction, recycling
WAI27	Encourage the regional and territorial councils to develop consistent policies and approaches to the matter of clean spoil within their respective statutory plans.	Continue as part of waste minimisation role			Rates/ Waste Levy	Reduction, disposal
WAI28	Promote the adoption of the Ministry for the Environment's Cleanfill Guidelines for all cleanfill sites.	Continue as part of waste minimisation role			Rates/ Waste Levy	Reduction, disposal
WAI29	Encourage and support event recycling and "zero waste"	Include as part of			Rates/ Waste	Recycling

Action reference	Description	Implementation/ Delivery/Timeframe			Funding Source	Position on the Waste Hierarchy
		1 - 2 Years	3 - 5 Years	5+ Years		
	events". (New action)	waste minimisati on role			Levy	
WAI30	Ensure the residual disposal needs of the Wairarapa community are provided for now and in the future	Continue as part of long term planning process			User Pay	Disposal
WAI31	Produce, comply with and regularly revise management plans for council transfer stations and landfills.	Continue as part of regulatory compliance requirements			User Pay	Disposal

Waste Management Wairarapa Governance

A report for the CEO's of Carterton, Masterton and South Wairarapa Councils on the governance structure of Waste Management Wairarapa.

October 2005

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Glossary

CAPEX	Capital Expenditure
CCO	Council Controlled Organisation
CDC	Carterton District Council
LGA	Local Government Act
LTCCP	Long-term Council Community Plan
MDC	Masterton District Council
OPEX	Operating Expenditure
SCP	Special Consultative Procedure
SWDC	South Wairarapa District Council
WMW	Waste Management Wairarapa

Executive Summary

Current WMW Structure

The accomplishments of WMW over the past 10 years or so are impressive. But there is general agreement amongst the three councils that the current governance structure is an impediment to further progress and there is a desire to 'de-politicise' waste management decision-making.

As a result of a previous report in 2003 there has been a view that a Council Controlled Organisation (CCO) might be the most appropriate future governance structure for WMW. However, it is fair to say that there is no particular commitment to a CCO model of governance at either a political or operational level. The common objective of the three councils is simply to identify and introduce a governance model that will deliver effective waste management solutions for the Wairarapa - at a reasonable cost.

CCO Rationale

The waste management situation in the Wairarapa has changed significantly in the last two years. The decision not to establish a regional landfill has effectively removed the primary argument for a CCO.

CCO Function

Additionally, there doesn't appear to be much useful function for a CCO - at the moment anyway.

- Specific policy and planning matters that form a possible barrier to further regional collaboration need to be addressed by each local authority individually in the context of respective political and operating environments.
- With regard to the harmonisation of service delivery across the three districts, with the exception of a possible joint refuse collection arrangement between Carterton and Masterton, there is a general reluctance to initiate any combined services at the moment. The general feeling was that this alignment of service will "evolve".

CCO Cost/Procedure

Our view is that the costs and procedural implications of establishing a CCO are completely unwarranted - especially given the comments above about rationale and function.

Recommended Governance Structure

We believe that the most appropriate governance structure for WMW is a joint-committee of the three councils with specific functions, powers and delegations. This would clarify its purpose and improve the efficiency of decision-making resulting in improved waste management outcomes for the region.

We also recommend the appointment of an officers working party made up of the three WMW officer representatives. Its role would be to:

- Advise the joint-committee;
- Implement decisions of the joint-committee;
- Report progress to the joint committee.

Recommendations

1. THAT THIS REPORT BE RECEIVED

Status Draft

Page 1

-

Project Z1235900
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Our Ref – Solid Waste - Service Delivery Report - Final

2. **THAT WMW BE CONSTITUTED AS A JOINT-COMMITTEE OF THE THREE COUNCILS.**
3. **THAT A DRAFT SCOPE AND POWERS FOR THE JOINT COMMITTEE BE PREPARED FOR CONSIDERATION BASED AROUND:**
 - **TWO REPRESENTATIVES FROM EACH COUNCIL;**
 - **FOUR MEETINGS PER YEAR;**
 - **THE MAIN FOCUS OF THE JOINT-COMMITTEE BEING TO:**
 - **IDENTIFY A PROGRAMME OF WORK TO PROGRESS THE RESOLUTION OF POLICY, PLANNING AND SERVICE DELIVERY ISSUES BETWEEN THE THREE COUNCILS SO AS TO IMPROVE SOLID WASTE SERVICES AND OUTCOMES FOR THE WAIRARAPA COMMUNITY**
 - **IMPLEMENT THE WAIRARAPA SOLID WASTE MANAGEMENT PLAN;**
4. **THAT AN OFFICERS WORKING PARTY BE APPOINTED, CHAIRED BY THE PRESENT EXECUTIVE OFFICER OF WMW.**
5. **THAT DRAFT TERMS OF REFERENCE BE PREPARED FOR THE OFFICERS WORKING PARTY.**

Introduction

Background

WMW was formed in the early 1990's to better co-ordinate waste management services in the Wairarapa and in particular to address the need for a new landfill. It is an ad-hoc committee of the three territorial councils in the Wairarapa – Carterton, Masterton and South-Wairarapa.

Whilst there is no formal agreement recording the 'scope and powers' of WMW, according to the 2003 ABMS report on possible governance structures, its role is:

"...to advise on policy and development needs for solid waste management in the Wairarapa and identify solutions for the regions residual waste stream when the capacity of existing landfills has been exhausted."

This latter requirement (securing a landfill) has now been superseded because of a recent agreement between the three councils to 'export' all residual waste to a facility at Bonny Glen, near Marton. This is a long-term arrangement. It takes effect from October 2006 and means that existing landfills owned and operated by the three councils will be closed.

Dimensions

The general dimensions of waste management services in the Wairarapa are shown in the table below:

Source: Wairarapa Waste Management Plan and respective council annual plans.

	Carterton	Masterton	South Wairarapa
Service			
- Bag Collection	Yes	Yes	Yes
- Transfer Station/s	1	4	5
- Kerbside Recycling	Yes	Yes	Yes
- Drop-off Recycling	Yes	Yes	Yes
- Green Waste Drop-off	Limited	Limited	No
- Hazardous Waste			
Total Waste Tonnage (2003)	4,971	29,873	3,500
OPEX (2005/06)	464k	\$1.56m	\$728k
CAPEX (2005/06)	Nil	\$1.03m	\$208k

ABMS Review

As noted above, in 2003 ABMS was commissioned to review possible governance structures for WMW. Several options were reviewed, including:

- a) A properly constituted joint committee of the three councils;

- b) A partnership;
- c) A 'council-controlled organisation'. This option had two sub-options:
 - Company structure
 - Trust structure

The recommendation from that report was that a CCO be established in the form of an unlisted company.

This Review

The purpose of this review is:

- a) To review the CCO recommendation – to confirm that it is still valid; and
- b) Assuming that it is, outline an implementation strategy to establish a CCO. This will include analysis of :
 - Service level agreements;
 - The necessary steps each council is required to take;
 - The likely timeline;
 - The estimated cost; and
 - Likely implications and issues and how these should be managed.

Methodology

In undertaking this review we have:

- a) Reviewed the WMW Solid Waste Management Plan;
- b) Reviewed the annual plans for each council;
- c) Reviewed the minutes of the last four WMW meetings;
- d) Met with the Mayor and CEO of each local authority, separately;
- e) Met with the Executive Officer of WMW (Bill Sloan) and the engineering advisor to WMW (Ian Rowden); and
- f) Met with WMW at its monthly meeting.

We have also explored regional waste management governance arrangements between Invercargill City and Southland and Gore Districts.

The 2003 ABMS Report

Background

The ABMS report concluded a CCO was the preferred governance model for WMW. It was anticipated that its functions would include:

- a) Developing policies for solid waste management for the Wairarapa region;

- b) Being responsible for planning for solid waste management for the Wairarapa region, including future landfills;
- c) Being responsible for promotion, education and information dissemination on good practice of solid waste management to the extent agreed by individual territorial authorities;
- d) Being responsible for management of the solid waste stream from the refuse transfer station or earlier by agreement with individual territorial authorities;
- e) Managing the contract delivery of waste management services;
- f) Being responsible for aftercare of existing landfills if agreed by CCO and individual local authorities; and
- g) Undertaking such other functions or services as may be agreed with all shareholding local authorities.

Our View

It is quite clear that the waste management situation in the Wairarapa has changed significantly in the last two years. The three councils have decided to export all residual waste on a long-term basis to the Bonny Glen landfill near Marton. In our view, this decision has substantially diminished the primary argument for a CCO.

Had the idea of purchasing and developing a publicly owned landfill proceeded then the business risks and issues around waste management in the Wairarapa would have been significantly greater than they are now and a more formal and independent governance structure might have been appropriate. However, this is not the case and without even considering the costs and complexities of establishing a CCO, on the basis of 'function' we believe that a CCO is not warranted.

This view was confirmed after our discussions with various elected members, officials and WMW. From our discussions it was quite clear that everyone agrees there is benefit in the councils working collaboratively but there is no particular commitment to a CCO model of governance. The common objective is simply to identify and introduce a governance model that will deliver effective waste management solutions for the Wairarapa - at a reasonable cost.

It was also clear from our discussions that:

- The current governance structure is an impediment to progress;
- There is a desire to 'de-politicise' waste management decision-making;
- There are contractual, pricing and funding issues in each of the local authorities that will take time to work through.

CCO Implications

Background

The objective of this review is:

- a) To review the 2003 CCO recommendation – to confirm that it is still valid; and
- b) Assuming that it is, outline an implementation strategy to establish a CCO. This will include analysis of:
 - Service level agreements:
 - The necessary steps each council is required to take;
 - The likely timeline;
 - The estimated cost; and
 - Likely implications and issues and how these should be managed.

As noted in Section 2, our conclusion is that a CCO is not a valid proposition. The Wairarapa waste management situation has changed significantly since the ABMS report was carried out and whilst there is (and will continue to be) an ongoing need for regional co-operation we are not persuaded that a CCO is either necessary or appropriate.

However, for the purposes of providing a more complete picture we have outlined below the likely process, cost and general issues that lie ahead if a decision was made to proceed with that idea.

Service Level Agreements

At the WMW meeting on 23 September 2005 there was discussion about what specific functions a CCO (or other structure) might be responsible for. The following table outlines the suggested functions/services. A comment is made alongside each.

General Functions	MWH Comment
Policy Development	<ul style="list-style-type: none">- Waste Management Plan up to date so no major work required.- There are policy differences between the local authorities (eg pricing, funding) and these need to be worked through carefully <u>by each local authority</u>. It is not appropriate for an outside organisation (a CCO) to be doing this.- There will undoubtedly be some general policy work across all three councils arising from the WMP that could be undertaken by a CCO although this might be premature at the moment.
Planning for Delivery of Services	<ul style="list-style-type: none">- There are service delivery differences between the three councils – in terms of waste collection arrangements, waste collection commitments, hours of operation at transfer station etc. There is a desire to align some of these over time to achieve a more consistent level of service and to achieve economies

	<p>of scale. Some of these issues (eg contractual arrangements) will take time to resolve and can only be dealt with by the affected council.</p> <ul style="list-style-type: none"> - There will undoubtedly be general service delivery issues across all three councils that could be advanced via a CCO, but, like the policy issues referred to above, these matters would be better addressed after specific issues have been resolved in each local authority.
Promotion & Education	This is a function that is relatively easy to align. Simply requires joint funding and co-ordination.
Specific Functions	WMW Comments at Meeting
Waste minimisation programmes	Agreed that this will 'evolve'.
Kerbside recycling	Agree that this will 'evolve'.
Resource recovery centre	Advocacy only. (May involve a regional facility later).
Refuse collections	Possible collaboration – especially CDC/MDC. This could be arranged via a CCO but what is the advantage over a simple agreement between the councils to have one combined collection contract or two aligned contracts?
Landfill aftercare	Up to each local authority. A CCO might contract to manage 'aftercare' work but responsibility will remain with the individual councils. Again, a CCO governance structure is not necessary to achieve a common approach across the three districts

In terms of the possible functions of a CCO, based on the above comments there doesn't appear to be much advantage in creating an independent organisation and there doesn't appear to be that much for an independent organisation to do.

- Specific policy and planning matters need to be addressed by each local authority in the context of their own political and operating environment. And this is probably a pre-requisite to any general policy and planning work across the three councils.
- With regard to the harmonisation of service delivery across the three districts, with the exception of a possible joint refuse collection arrangement between Carterton and Masterton, there is a general reluctance to agree to any combined services at the moment. The general feeling was that this alignment of service will "evolve".

Our view is that this is perfectly reasonable position for the three councils to have. Waste management is a critical local government function and a cautious approach to changes in operating arrangements is entirely appropriate. Whilst it might be a relatively small activity in financial terms (compared to roading or water services for example) it has an impact on every citizen in the community. Changing the behaviour of the public toward waste is a matter that needs careful planning and communication.

Given the apparent lack of function for a CCO at the moment it is premature to address specific 'level of service' issues. There would be value though in the three councils specifically identifying and agreeing all the policy, planning and service delivery issues that need to be addressed to provide an improved level of service to the Wairarapa community and then agreeing a programme of work to advance these matters.

Necessary Steps, Likely Timeline & Estimated Cost

In Section 2 we identified that the decision to abandon the idea of a regional landfill and to export all waste from the Wairarapa had effectively removed the primary argument for a CCO.

In the previous section (3.2 above) we concluded that the lack of residual function for a CCO plus the need for individual councils to address various policy, planning and service delivery issues meant that it was premature to consider level of service issues.

Despite this, it might still be of interest to comment on 'necessary steps, timeline and cost' issues relating to the establishment of a CCO.

In the ABMS report, an 'Implementation Strategy' for a CCO was identified. This involved the six steps in the second column of the table below. We have provided some comment about each step in the third column and a rough estimate of cost is provided in the fourth column.

Cost estimates are based on possible external costs only. They do not include the internal costs of the three councils (which will be significant in terms of time and effort)

	ABMS Implementation Strategy	MWH Comment	Est \$000
1	A general resolution from each council endorsing the establishment of a CCO.		
2	Development of an 'establishment plan' and a 'shareholders agreement' with proposals for: <ul style="list-style-type: none"> - Representation; - Capitalisation; - Constitution; - Statement of intent; - Functions and services to be delivered; - Mediation (in the event of dispute between shareholders); - Provisions for winding up. 	<ul style="list-style-type: none"> - This is essentially the preparation of appropriate documentation. - Likely to be difficult to put together given known differences between councils and the lack of clear function of a CCO. - Would require an external party to prepare a draft and would need to be reviewed by legal representative for each council. 	\$40 - \$60

3	Development of a 'statement of proposal' for the 'special consultative procedure'.	<ul style="list-style-type: none"> - There would need to be one agreed 'statement of proposal' for the three councils. LGA 2002 has very specific information requirements including a description of 'the issue' and analysis of; <ul style="list-style-type: none"> - The reasonably practicable options considered to address the issue; - An analysis of each of the options in terms of: <ul style="list-style-type: none"> - Present and future social economic, environmental and cultural wellbeing; - The extent to which community outcomes would be promoted or achieved; - The impact of each option on the local authority's capacity to meet statutory obligations – now and in the future; - Any other matters that are relevant – this might include risk, rate impact and other general matters. <p><i>Notes:</i></p> <ul style="list-style-type: none"> - <i>This analysis would need to respond to each of these matters, for each council.</i> - <i>The above Statement of Proposal will be reasonably complex to construct and quite comprehensive.</i> - <i>Given the earlier comments in this report it will not be a very compelling proposal for public consultation.</i> <ul style="list-style-type: none"> - A summary of the 'statement of proposal' must be prepared and circulated widely. - There must be consultation with all parties that might be affected by or have an interest in the matter. 	\$20 - \$40
4	Appointment of a joint-committee to hear and consider submissions.	Someone will need to analyse submissions received and prepare appropriate reports. The councils may prefer that this be done by a neutral third party.	\$5 - \$10
5	Formation of a company (assuming adoption of the proposal).	Mainly legal cost.	\$5 - \$10
6	Negotiation of service level agreements between the company and the local authorities setting out: <ul style="list-style-type: none"> - Services to be provided - Cost of services; - Service reporting - Quality management. 	Mainly legal cost.	\$5 - \$10

		TOTAL ESTIMATED COST	\$75 - \$130
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Process Requirements

The following LGA 2002 provisions are also relevant to the establishment of a CCO.

s.56: *"Consultation required before council-controlled organisation established".*

Requires an SCP process before a CCO can be established.

s.88: *"Use of special consultative procedure in relation to change of mode of delivery of significant activity".* Requires that an SCP process is used whenever there is a proposal to change the mode of delivery of any significant activity. This may catch the current proposal – depending on the nature of the activities to be transferred.

s.97: *"Certain decisions only to be taken if provided for in long-term council community plan".*

Requires that any proposal which involves:

- A significant change in level of service; and/or
- A decision to transfer, construct, replace or abandon a strategic asset; and/or
- A decision that will directly or indirectly, significantly affect the capacity of the local authority or the cost of an activity identified in the long-term council community plan;

.... must be explicitly made via an LTCCP process.

Depending on the functions of the CCO this section might be relevant. All three councils are currently preparing draft LTCCP's for the 10-year period starting 1 July 2006. It is likely that they will be issued for consultation in the first quarter of 2006 which means that if s.97 does apply, work stages 1 – 3 in the table above must be substantially completed by December 2005 or the first quarter of 2006 at the latest. This would seem to be an ambitious target. Alternative options include:

- All three councils initiate amendments to their LTCCP's after adoption (ie post 30 June 2006); or
- Defer the process till the 2009 LTCCP.

(Note: The former option (LTCCP amendment) will involve considerable expense over and above the estimated costs shown above - in terms of each council identifying the impact of changes to their respective LTCCP's and the requirement to have an LTCCP amendment audited.)

In the event that s.97 does not apply the councils can initiate an SCP process at any time. However, there are obvious efficiencies in incorporating it as part of an annual plan or LTCCP process.

Director's Policy

In the event that the CCO proposal proceeds each council will need to draft and adopt a policy on the appointment of directors (s.57 LGA 2002: *'Appointment of directors'*). This policy must set out:

- The skills and experience required of directors;
- The appointment process for directors; and
- The remuneration of directors.

Other Relevant Statutory Requirements

Other relevant statutory requirements include:

s.59: Principal objectives of CCO

- Achieve the objectives of the shareholders as per the Statement of Intent;
- Be a 'good employer' as per LGA 2002, Schedule 7, clause 36;
- Exhibit a sense of social and environmental responsibility.

s.62: Prohibition on guarantees

The councils cannot provide any guarantee, indemnity, security.

s.64: Statement of intent

The Statement of Intent content must comply with LGA 2002, Schedule 8, clause 9. (Schedule 8 is attached as App 1.)

s.65: Performance monitoring

A local authority that is a shareholder of a CCO must regularly undertake performance monitoring.

s.66: Annual Report

The CCO must formally report to the shareholders annually within 3 months of the close of the financial year.

s.69: Financial statements and auditor's report

The Annual Report must include audited financial statements. The auditor is the Auditor General.

CCO Costs

Set Up

In terms of overall cost, we have estimated above a possible set up cost (excluding council time) of between \$75,000 – \$130,000. Probably a mid-range point of \$100k is a reasonable estimate.

Ongoing

In terms of ongoing operating cost, given the requirement for separate financial statements, a manager, business systems, audit etc – even if the CCO had relatively minor role, there were no directors fees and it was substantially serviced by one of the councils, the additional direct cost is likely to be at least \$20 - \$30k pa. It could be a lot higher.

The question the councils need to ask is: 'what additional value is obtained from this investment?' Certainly, this is the question the community will ask if the proposal was to proceed to consultation.

Representation

Representation will depend on the role, function and shareholding of a CCO. This may or may not be a problem.

Alternative Governance Options

Background

In previous sections we have concluded that:

- a) The decision to abandon the idea of a regional landfill has effectively removed the primary argument for a CCO;
- b) The process to establish a CCO is complex (especially because it involves three councils), time consuming and relatively expensive;
- c) There is a lack of useful function for a CCO at the moment; and
- d) There are a range of policy and service delivery matters that need to be addressed before a CCO could function effectively anyway.

However, it has also been noted that the current governance structure is an impediment to progress and there is a desire to 'de-politicise' waste management decision-making. In the absence of a CCO, how is this best achieved?

The ABMS report in 2003 concluded that there were two main governance options – CCO and joint-committee. Previous sections to this report have addressed the CCO proposal. Whilst it is outside the scope of our Brief we offer the following comments.

Future Role of WMW

Before considering alternative governance options it is important to consider what the future role of WMW might be. At its meeting on 23 September 2005, we asked the Committee what were the strategic issues confronting WMW – in other words what were the major challenges ahead now that the Bonny Glen decision had been made. The responses were generally around three themes:

- **Economies of scale:** The idea that there is financial advantage in alignment between the three councils across policy, planning and service delivery.
- **Advocacy:** The role of WMW in promoting more sustainable waste management practices.
- **Alignment:** The desire to achieve a more consistent waste management service across the Wairarapa region.

Current WMW Structure

Our understanding is that WMW is simply an 'ad-hoc' committee of the three councils. By 'ad-hoc' we mean:

- It has no formal constitution;
- It has no decision-making powers - nor any other powers;
- It has no budget or authority to commit funds.

Given the nature of its role and the issues it has been dealing with, this is not a very satisfactory situation. Apart from having 'no teeth' it means that every significant WMW decision that requires action has to be re-litigated and agreed to by the three councils. Understandably, this causes considerable delay and frustration for everyone.

Joint Committee

WMW could be formally constituted as a joint-committee of the three councils, given a specific role, appropriate delegations and a budget. This would mean it at least has power to make decisions up to a certain level without reference back to the three councils.

Given the nature and anticipated future role of WMW (see above) we don't see that a joint-committee structure poses any significant limitations and it is an entirely logical governance arrangement. The only statutory limitations on a joint-committee are:

- a) The power to make a rate;
- b) The power to make a bylaw;
- c) The power to borrow money, or purchase or dispose of assets other than in accordance with a long-term council community plan;
- d) The power to adopt a long-term council community plan, annual plan or annual report;
- e) The power to appoint a chief executive;
- f) The power to adopt policies required to be adopted or consulted on under LGA 2002 or developed for the purposes of the Local Governance Statement; and
- g) The power to warrant enforcement officers.

Representation

With regard to representation on a joint-committee, this is a political matter for agreement between the local authorities. Assuming the functions of a joint-committee are focused around policy and service delivery planning and that delegations are reasonably modest, the existing arrangement of two representatives from each councils seems appropriate.

Meetings

With regard method of operation there are any number of options for a joint-committee. The appropriate model is for the three councils to agree but will depend on the 'scope and powers' of the joint-committee and whether the councils have a desire to 'micro-manage' the activity or whether they want to govern at a higher policy level.

There could be monthly meetings of all parties as is the case now. However, a more appropriate option might be for the joint-committee to establish high level policy and programme targets and then monitor progress on a regular basis – say three or four times a year. The former model (effectively the status quo) is highly democratic but prone to being weighed down by politics and/or talk. The latter option is more efficient and action oriented but requires a higher level of trust and governance.

Our view is that given the nature of the issues to be addressed, the skills of the elected members and the experience of the officers the latter option is entirely feasible and would be an appropriate solution.

As a matter of interest, the three territorial authorities in Southland (Invercargill City, Southland District and Gore District) collaborate on regional waste management in a similar way to the three councils in the Wairarapa. The governance arrangement is that a joint-committee meets "a couple of times a year" to ensure there is co-ordination and service consistency but that each council looks after its domestic waste management operations. Apparently this is a very satisfactory arrangement. There are a number of joint initiatives between the three Southland councils such as the recent production of a promotional video on waste minimisation.

Support

We have suggested above that a joint-committee of the three councils be established to ensure progress is made toward the achievement of regional waste outcomes. However, we believe that this is only part of the solution. The engineering officers of the three councils need to have a specific regional role as well.

Their primary role as officers of the three councils wouldn't change – what is added is a new regional perspective when working on joint-committee issues. If this is not specifically acknowledged there is a possibility that regional objectives won't receive the attention they require and this will compromise the work of the joint-committee.

Two suggestions are made to address this:

- The job descriptions of the relevant officers be altered to reflect their regional waste management responsibilities;
- An officers working party be established. The role of the working party would be to:
 - Advise the joint-committee
 - Implement decisions of the joint-committee; and
 - Report progress to the joint-committee.

It may be that the joint working party needs to meet from time to time and it should be chaired by the existing 'Executive Officer'.

Local Government Act 2002, Schedule 8

Schedule 8

Local Government Act 2002

2002 No 84

ss 64(1) and (4), 65(2)

Schedule 8
Statements of intent

1 Purpose of statement of intent

The purpose of a statement of intent is to—

- (a) state publicly the activities and intentions of a council-controlled organisation for the year and the objectives to which those activities will contribute; and
- (b) provide an opportunity for shareholders to influence the direction of the organisation; and
- (c) provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.

2 Statements of intent for council-controlled organisations

The board of a council-controlled organisation must deliver to its shareholders a draft statement of intent on or before 1 March each year.

Compare: 1974 No 66 s 594S

3 Completion of statements of intent

The board must—

- (a) consider any comments on the draft statement of intent that are made to it within 2 months of 1 March by the shareholders or by any of them; and
- (b) deliver the completed statement of intent to the shareholders on or before 30 June each year.

Compare: 1974 No 66 s 594U

4 Modifications of statements of intent by board

The board may, by written notice, modify a statement of intent at any time if the board has first—

- (a) given written notice to the shareholders of the proposed modification; and
- (b) considered any comments made on the proposed modification by the shareholders or by any of them within—
 - (i) 1 month after the date on which the notice under paragraph (a) was given; or
 - (ii) any shorter period that the shareholders may agree.

Compare: 1974 No 66 s 594V(1)

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5 Modifications of statements of intent by resolution of shareholders

- (1) Despite any other provision of the Act or of the constitution of any council-controlled organisation, the shareholders of a council-controlled organisation may, by resolution, require the board to modify the statement of intent by including or omitting any provision or provisions of the kind referred to in clause 9(1)(a) to (i), and any board to whom notice of the resolution is given must comply with the resolution.
- (2) Before giving notice of the resolution to the board, the shareholders must consult the board concerned as to the matters to be referred to in the notice.

Compare: 1974 No 66 s 594V(2)

6 Statement of intent required if exemption granted under section 7 revoked

If an exemption granted under section 7 is revoked, the council-controlled organisation must,—

- (a) if there is more than 6 months remaining in the financial year, prepare a statement of intent for that financial year; or
- (b) if there is not more than 6 months remaining in the financial year, prepare a statement of intent for the following financial year.

7 Obligation to make statements of intent available

A completed statement of intent and each modification that is adopted to a statement of intent must be made available to the public by the board within 1 month after the date on which it is delivered to the shareholders or adopted, as the case may be.

Compare: 1974 No 66 s 594W

8 Savings of certain transactions

A failure by a council-controlled organisation to comply with any provision of this schedule or with any provision in a statement of intent does not affect the validity or enforceability of any deed, agreement, right, or obligation entered into, obtained, or incurred by that organisation.

Compare: 1974 No 66 s 594Y

9 Contents of statements of intent

- (1) A statement of intent must, to the extent that is appropriate given the organisational form of the council-controlled organisation, specify for the group comprising the council-controlled organisation and its subsidiaries (if any), and in respect of the financial year immediately following the financial year in which it is required by clause 3(b) to be delivered and each of the immediately following 2 financial years, the following information:
- (a) the objectives of the group; and
 - (b) a statement of the board's approach to governance of the group; and
 - (c) the nature and scope of the activities to be undertaken by the group; and
 - (d) the ratio of consolidated shareholders' funds to total assets, and the definitions of those terms; and
 - (e) the accounting policies of the group; and
 - (f) the performance targets and other measures by which the performance of the group may be judged in relation to its objectives; and
 - (g) an estimate of the amount or proportion of accumulated profits and capital reserves that is intended to be distributed to the shareholders; and
 - (h) the kind of information to be provided to the shareholders by the group during the course of those financial years, including the information to be included in each half-yearly report (and, in particular, what prospective financial information is required and how it is to be presented); and
 - (i) the procedures to be followed before any member or the group subscribes for, purchases, or otherwise acquires shares in any company or other organisation; and
 - (j) any activities for which the board seeks compensation from any local authority (whether or not the local authority has agreed to provide the compensation); and
 - (k) the board's estimate of the commercial value of the shareholders' investment in the group and the manner in which, and the times at which, that value is to be reassessed; and
 - (l) any other matters that are agreed by the shareholders and the board.

- (2) If a council-controlled organisation has undertaken to obtain or has obtained compensation from its shareholders in respect of any activity, this undertaking or the amount of compensation obtained must be recorded in—
- (a) the annual report of the council-controlled organisation; and
 - (b) the annual report of the local authority.
- (3) Any financial information, including (but not limited to) forecast financial information, must be prepared in accordance with generally accepted accounting practice.

Compare: 1974 No 66 s 594T

LTP 15- 25

CARTERTON DISTRICT COUNCIL
PROSPECTIVE WASTE MANAGEMENT FUNDING IMPACT STATEMENT
FOR THE YEARS ENDING 30 JUNE 2016-2025



Annual Plan
 30 June 2015

	LTP 30 June 2016	LTP 30 June 2017	LTP 30 June 2018	LTP 30 June 2019	LTP 30 June 2020	LTP 30 June 2021	LTP 30 June 2022	LTP 30 June 2023	LTP 30 June 2024	LTP 30 June 2025
Sources of Operating Funding										
346,846 General rates, LMDC rates penalties	346,846	346,846	346,846	346,846	346,846	346,846	346,846	346,846	346,846	346,846
350,294 Targeted rates	350,294	350,294	350,294	350,294	350,294	350,294	350,294	350,294	350,294	350,294
238,000 Fees and charges	238,000	238,000	238,000	238,000	238,000	238,000	238,000	238,000	238,000	238,000
66,000 Internal charges and overheads recovered	66,000	66,000	66,000	66,000	66,000	66,000	66,000	66,000	66,000	66,000
Local authorities (w.t.w. fees, infringement fees and other)	66,000	66,000	66,000	66,000	66,000	66,000	66,000	66,000	66,000	66,000
769,340 Total operating funding	769,340	769,340	769,340	769,340	769,340	769,340	769,340	769,340	769,340	769,340
Applications of Operating Funding										
888,784 Payments to staff and suppliers	888,784	888,784	888,784	888,784	888,784	888,784	888,784	888,784	888,784	888,784
87,337 Finance costs	87,337	87,337	87,337	87,337	87,337	87,337	87,337	87,337	87,337	87,337
87,337 Internal charges and overheads applied	87,337	87,337	87,337	87,337	87,337	87,337	87,337	87,337	87,337	87,337
Other operating funding applications	-	-	-	-	-	-	-	-	-	-
769,340 Total applications of operating funding	769,340	769,340	769,340	769,340	769,340	769,340	769,340	769,340	769,340	769,340
41,289 Surplus/(deficit) of operating funding	31,743	31,743	31,743	31,743	31,743	31,743	31,743	31,743	31,743	31,743
Sources of Capital Funding										
- Subsidies and grants for capital expenditure	-	-	-	-	-	-	-	-	-	-
- Development and financial contributions	-	-	-	-	-	-	-	-	-	-
- Increase/(decrease) in debt	-	-	-	-	-	-	-	-	-	-
- Gross proceeds from sale of assets	-	-	-	-	-	-	-	-	-	-
- Lump sum contributions	-	-	-	-	-	-	-	-	-	-
- Other dedicated capital funding	-	-	-	-	-	-	-	-	-	-
- Total sources of capital funding	-	-	-	-	-	-	-	-	-	-
Applications of Capital Funding										
- Capital expenditure - new additions/upgrade	-	-	-	-	-	-	-	-	-	-
- Capital expenditure - improvement of service	-	-	-	-	-	-	-	-	-	-
- Capital expenditure - replace existing assets	-	-	-	-	-	-	-	-	-	-
- Increase/(decrease) in reserves	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000
- Increase/(decrease) of provisions	(13,257)	(13,257)	(13,257)	(13,257)	(13,257)	(13,257)	(13,257)	(13,257)	(13,257)	(13,257)
41,289 Total applications of capital funding	31,743	31,743	31,743	31,743	31,743	31,743	31,743	31,743	31,743	31,743
(41,289) Surplus/(deficit) of capital funding	(31,743)	(31,743)	(31,743)	(31,743)	(31,743)	(31,743)	(31,743)	(31,743)	(31,743)	(31,743)
- Funding balances	-	-	-	-	-	-	-	-	-	-

2. SOUTH WAIRARAPA DISTRICT COUNCIL

LTP 15- 25

SOUTH WAIRARAPA DISTRICT COUNCIL'S LONG TERM PLAN 2015/2025

8. SOLID WASTE MANAGEMENT PROSPECTIVE OPERATING STATEMENT FOR THE YEARS ENDING 30 JUNE 2015 – 30 JUNE 2025

SOLID WASTE MANAGEMENT PROJECTED OPERATING STATEMENT FOR THE YEARS ENDED 30 JUNE 2015-2025											
	30 JUNE 2015 Annual Plan \$'000	30 JUNE 2016 \$'000	30 JUNE 2017 \$'000	30 JUNE 2018 \$'000	30 JUNE 2019 \$'000	30 JUNE 2020 \$'000	30 JUNE 2021 \$'000	30 JUNE 2022 \$'000	30 JUNE 2023 \$'000	30 JUNE 2024 \$'000	30 JUNE 2025 \$'000
OPERATING INCOME											
Fees and charges	67	124	126	132	137	141	146	151	156	162	167
Other charges	108	90	93	96	99	103	106	110	113	117	121
Other Income	12	25	26	27	28	28	29	30	31	33	34
Total Operating Income	207	239	247	255	263	272	282	281	301	311	322
OPERATING COSTS											
Collections	445	533	565	604	626	646	666	666	712	738	764
Transfer stations	949	63	899	928	960	989	1020	1050	1076	1114	1163
Total Operating Costs	1,264	1,348	1,484	1,531	1,586	1,635	1,688	1,741	1,788	1,851	1,917
Note: Total operating costs include; Depreciation	24	24	28	29	29	30	31	26	21	22	23
Net Cost of Service	(1,167)	(1,107)	(1,237)	(1,276)	(1,323)	(1,363)	(1,407)	(1,450)	(1,488)	(1,540)	(1,595)
CAPITAL EXPENDITURE											
Development work	-	25	-	26	-	28	-	-	-	-	-
Resource consents	5	-	-	-	-	-	-	-	-	-	-
Transfer Station Upgrade (General)	54	2	2	2	2	2	2	2	2	2	2
Total Capital Expenditure	59	27	2	28	2	30	2	2	2	2	2
Public Debt											
Loan repayments	-	-	-	-	-	-	-	-	-	-	-
Sinking fund contributions	-	-	-	-	-	-	-	-	-	-	-
Total Debt Requirements	-	-	-	-	-	-	-	-	-	-	-
Total Capital & Debt	59	27	2	28	2	30	2	2	2	2	2
Funding Required	1,246	1,194	1,238	1,304	1,325	1,363	1,409	1,452	1,490	1,542	1,597
Funded By:											
Rates Income											
General rates	684	637	726	705	690	1324	1357	1395	1424	1466	1512
Target rates	263	434	482	543	599	-	-	-	-	-	-
Total Rates Income	1,147	1,071	1,208	1,247	1,289	1,324	1,357	1,395	1,424	1,466	1,512
Loans											
Depreciation Reserves	24	24	28	29	29	30	31	25	21	22	23
Reserve transfers	35	3	(26)	(1)	(27)	(1)	(29)	(23)	(19)	(20)	(21)
Other	40	37	29	29	34	39	50	55	64	74	83
Total Other Funding	99	63	31	57	36	69	52	57	66	76	85
Total Funding	1,246	1,134	1,238	1,304	1,325	1,393	1,409	1,452	1,490	1,542	1,597

2016/17 Annual Plan

SOUTH WAIRARAPA DISTRICT COUNCIL'S ANNUAL PLAN 2016/2017

8. SOLID WASTE MANAGEMENT PROSPECTIVE OPERATING STATEMENT FOR THE YEAR ENDED 30 JUNE 2017

SOLID WASTE MANAGEMENT PROSPECTIVE OPERATING STATEMENT FOR THE YEAR ENDED 30 JUNE 2017				
ANNUAL PLAN 30 JUNE 2017 \$000		ANNUAL PLAN 30 JUNE 2017 \$000	LTP 30 JUNE 2017 \$000	LTP 30 JUNE 2018 \$000
	OPERATING INCOME			
24	Fees and charges	183	128	132
90	Other charges	25	93	96
25	Other income	2	26	27
239	Total Operating Income	311	247	255
	Operating Costs			
833	Collection	856	885	804
83	Transfer stations	741	896	826
1,346	Total Operating Costs	1,397	1,484	1,531
24	Note: Total operating costs include Depreciation	13	28	29
(1,107)	Net Cost of Service	(1,086)	(1,237)	(1,276)
	CAPITAL EXPENDITURE			
26	Development work	15	-	26
-	Resource consents	-	-	-
2	Transfer Station Upgrade (General)	2	2	2
37	Total Capital Expenditure	17	2	28
	Public Debt			
-	Total Debt Requirements	-	-	-
27	Total Capital & Debt	17	2	28
1,134	Funding Required	1,103	1,239	1,304
	Funded By:			
	Rate income			
637	General rates	560	720	705
434	Target rates	464	482	543
1,071	Total Rate Income	1,024	1,202	1,247
-	Loans	-	-	-
24	Depreciation	13	28	29
3	Reserve transfers	4	(26)	(1)
37	Other	32	29	29
63	Total Other Funding	49	31	57
1,134	Total Funding	1,103	1,239	1,304

3. MASTERTON DISTRICT COUNCIL

LTP 15 -25

Masterton District Council - Draft Long Term Plan 2015-25

Cost of Service Statement Summary - Solid Waste Services	2016/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Operating Costs										
Solid Waste Services	2,882,428	2,787,051	2,811,142	2,874,089	2,974,658	3,063,656	3,134,203	3,223,563	3,334,626	3,428,626
Waste Minimisation Services	589,244	1,061,872	1,124,226	1,157,724	1,188,846	1,218,311	1,255,632	1,284,824	1,340,651	1,375,846
Operating Revenue										
Solid Waste Services	2,466,917	2,474,450	2,537,339	2,602,847	2,672,793	2,750,195	2,832,435	2,919,512	3,016,285	3,117,855
Waste Minimisation Services	270,930	323,268	331,484	340,816	349,180	358,292	370,036	381,412	394,052	407,324
less Non-cash expenditure* plus Transfers to Reserves	40,600	75,122	78,914	81,432	85,334	89,756	95,616	98,663	98,990	80,304
Capital Expenditure										
Solid Waste Services	210,480	-	210,480	-	-	-	-	-	-	-
Waste Minimisation Services	-	51,250	252,490	-	-	-	-	-	-	-
Loan Repayments	81,896	85,481	131,493	109,531	118,022	127,112	127,894	137,448	147,545	158,318
Total Funding Required	1,888,847	1,122,814	1,552,064	1,117,249	1,171,218	1,268,636	1,259,799	1,268,048	1,323,725	1,348,390
Funded by:										
Rates	893,947	1,031,564	1,525,124	1,107,249	1,181,218	1,198,636	1,220,700	1,258,048	1,313,725	1,336,308
Transfers from Reserves	415,000	91,250	432,590	10,000	10,000	10,000	10,000	10,000	10,000	10,000
New Loans	200,000	-	-	-	-	-	-	-	-	-
Total Funding	1,508,947	1,122,814	1,957,714	1,117,249	1,171,218	1,208,636	1,230,700	1,268,048	1,323,725	1,346,308
Depreciation included in Operating Costs	86,388	91,179	84,838	88,638	85,028	97,781	82,805	82,805	97,623	87,623

*This line 'Non-cash expenditure' is the amount of operating expense that is not funded by rate of sales. This is offset by loan repayments that are funded from rates.

Annual Plan 16/17

Solid Waste Management

Annual Plan 2015/16	Cost of Service Statement	Annual Plan 2016/17	LTP Year 2 2016/17
	Operating Costs	\$	\$
417,550	Urban refuse collection costs	401,345	427,113
40,000	Nursery Rd landfill closure costs	7,500	40,920
2,020,899	Transfer station operation & refuse disposal	2,134,156	2,100,834
1,052,518	Waste minimisation (incl recyc & composting)	1,034,832	1,062,762
213,905	Rural waste operations	217,096	217,293
3,744,872		3,794,929	3,848,923
	Operating Income		
2,106,550	User charges - external	2,187,195	2,114,081
202,767	User charges - internal	184,938	207,431
75,000	Recoveries - waste levy	85,000	76,725
390,500	Recoveries from bag sales	365,200	399,482
2,774,817		2,822,333	2,797,718
	Appropriations		
(40,000)	Transfers from reserves	(65,000)	(40,000)
40,000	Transfers to reserves	-	-
84,096	Provision for loan repayments	91,079	95,481
(70,204)	Reverse depreciation	(68,122)	(75,122)
\$ 983,947	Rates Requirement	\$ 930,553	\$ 1,031,564

Appendix E: Waste Assessment Draft EUNOMIA April 2016

Not attached and separately supplied

11. References

Carterton District Council Long Term Plan 2015-2025, Carterton District Council

Masterton District Council Long Term Plan 2015-2025, Masterton District Council

Solid Waste Asset Management Plan 2014-2044 (2014), Masterton District Council

South Wairarapa Council Community Plan 2015- 2025 [Long Term Plan (LTP)] (2015), South

Wairarapa District Council

Waste Management and Minimisation Plan (2012), Combined Councils of the Wellington Region

Wellington Water Annual Report 2014-15, (2015), Wellington Water, Wellington.

Websites

Department of Internal Affairs www.dia.govt.nz

Earthcare Environmental www.earthcare.co.nz



12th December 2016

Easter Trading

1. PURPOSE OF THE REPORT

Outline for Council the options regarding an Easter Sunday Shop Trading Policy; and recommend the adoption of the draft Easter Trading Policy and Statement of Proposal.

2. SIGNIFICANCE

The matters for decision in this report trigger the significance policy of Council and as such Council will use the Special Consultative Procedure as specified in Section 83 of the Local Government Act 2002 (LGA 2002).

3. BACKGROUND

The Shop Trading Hours Act 1990 (the Act) restricts trading on specified public holidays, including Easter Sunday. Under the Act only certain types of shops are able to trade on these days eg. dairies, service stations, take away bars, restaurants, cafes and duty free stores.

An amendment to the Act earlier this year now enables territorial authorities to decide whether to allow broader shop trading in their District on Easter Sunday via the development of a local Easter Sunday Shop Trading policy. If a Council chooses to develop a policy, it must use the Special Consultative Procedure (SCP), as specified in the Local Government Act 2002 (s.83), to consult with its community on the proposed policy.

Recognising that Easter Sunday is a day of significance across New Zealand, and that some people would prefer not to work on this day, the act also includes 'right to refuse' provision. These provisions allow employees to decline to work on Easter Sunday without having to give a reason and without repercussions for their employment relationship.

4. DISCUSSION AND OPTIONS

Councils across the country are currently considering Easter Sunday trading following the amendment to the Act. Some have initiated the development of a policy themselves while others have been prompted by the retail sector in their community. In Wairarapa, South Wairarapa District Council are considering an Easter Trading Policy at their meeting on the

14th of December. Masterton considered the policy at their last meeting, but have deferred the decision.

4.1 Assessment of Options

As part of developing a policy, the council is obliged to consider the benefits of the reasonably practicable options for meeting the current and future needs of the communities.

4.2 Option 1- No Change

Under the Shop Trading Hours Act 1990 Council does not have to adopt a policy. If Council does not adopt a policy the current exemptions still apply and the only shops that can open are those covered by the Act, which include but are not limited to petrol stations, cafes and restaurants. Other shop owners would remain bound by the current ban on Easter Sunday trading and with the current restrictions risk being fined up to \$1000 if they open.

4.3 Option 2- Develop a Joint Policy with the other two District Councils

Council could wait till 2018 and look at adopting a joint policy with South Wairarapa and Masterton District Councils. Given that we have a joint policy working group and there is some desire to align policies across the Wairarapa, this could be a sensible approach. However, it would mean the status quo will apply to Easter 2017. There would not be enough time available to develop a joint policy and consult on it to have an operative joint policy in place for 2017.

4.4 Option 3- Adopt a Policy for the Carterton District

While the timeframe may be tight, Carterton District could adopt a draft policy for consultation and manage to hear submissions, deliberate and make a final decision to adopt the policy and this would allow all shops in the Carterton District to open on Easter Sunday.

The Wairarapa is a popular weekend destination for visitors from the Wellington region in particular. The Wairarapa Balloon Festival, which attracts large numbers of visitors from outside the region, is taking place over Easter weekend in 2017.

By adopting a draft Policy Council would be viewed as giving the local retailers the option to provide for these tourists to shop while they are in town for the long weekend. Employers must give 4 weeks (between 8 and 4 weeks) notice of their intention to trade on Easter Sunday, the decision must be confirmed by 19th March at the very latest.

An additional change to the Shop Trading Hours Act 1990 is the worker's choice provision. This gives employees and employers the ability to negotiate freely, and gives employees the ability to refuse work on Easter Sunday without any repercussions to the employment relationship.

It must be noted though that if the Council's decision was appealed to the District Court, then nothing could be done until the appeal had been heard, which would not be before Easter Sunday in all likelihood.

4.5 Recommended Option

It is considered that Option 3 "Adopt a draft Policy for the Carterton District " is the most appropriate option.

Council officers are therefore seeking approval from Council to undertake community consultation on the proposed policy.

5. CONSULTATION

The consultation process will involve the distribution of the statement of proposal , with the Policy attached and a submission form and will be made available both online at Carterton District Council's website with hard copies available at the main office and the library. It is proposed that Council receive and hear submissions. The following dates represent the key times in the consultation programme:

Wednesday 14 th December 2016	Council adopts recommendations contained in this report and the Statement of Proposal.
Wednesday 21 st December 2016	Advertisement in Wairarapa News.
21 st -23 rd December 2016	Consultation period begins.
24 th December 2016 -3 rd January 2017 2002	No consultation, meter stops as per the LGA
4 th January – 10 th February 2017	Consultation (excluding Wellington Anniversary & Waitangi Day).
Monday 20 th February 2017	Extraordinary Council meeting for hearing and deliberations.
Wednesday 1 st March 2017	Public notice of final decision.
Wednesday 1 st March -16 th April	Notice period that employers must give notice of opening on Easter Sunday to employees
16 th April 2017	Easter Sunday

6. RECOMMENDATIONS

That the Council:

1. **Receives** the report
2. **Adopts** the draft Easter Sunday Trading Policy and the Statement of Proposal for consultation, using the Special Consultative Procedure as specified in Section 83 of the Local Government Act 2002.
3. **Approves** the consultation process and timeline outlined in section 5 of the report.

Prepared by:

Solitaire Robertson

Planner/Policy Adviser

Approved by:

Dave Gittings

Manager, Planning & Regulatory

Attachments:

1. Statement of Proposal.
2. Draft Easter Trading Policy
3. Submission Form

STATEMENT OF PROPOSAL

1. Proposed Local Easter Sunday Trading Policy

This statement of proposal is prepared under section 5B of the Shop Trading Hours Act 1990 and sections 83 of the Local Government Act 2002. This document contains:

- Background
- Policy scope
- Options
- A draft of the proposed Easter Trading Policy

2. Background

In August 2016, the Government amended the Shop Trading Hours Act 1990. The amendment allows local Councils to adopt a policy giving retailers the option to trade on Easter Sunday.

Before this legislation change, most shops had to remain closed on three and a half days of the year – Good Friday, Easter Sunday, Anzac Day (until 1pm) and Christmas Day.

However, there were exemptions to this law for certain types of shops i.e. dairies, service stations, garden centres, cafes and duty free shops. Some tourist centres also hold an exemption for Easter Sundays, meaning retailers in these centres can already open, Carterton doesn't hold an exemption.

The changes to the Shop Trading Hours Act give local communities the choice of whether or not to allow trading on Easter Sunday. Council recognises the importance of tourism related trade to the local economy and so is proposing to adopt a policy that allows shops across the Carterton district to trade on Easter Sunday, although ultimately it is up to individual retailers whether they choose to exercise the right to open (i.e. there is no compulsion to do so).

Easter Sunday is a day of significance across New Zealand and some people will choose not to work on this day. The changes to the legislation include a workers choice provision which allows employees and employers to negotiate freely, and the ability for employees to refuse work on Easter Sunday without any repercussions to the employment relationship.

3. Policy Scope

The policy needs to define whether trading on Easter Sunday can occur in:

- the whole of the district; or
- any parts of the district

The policy cannot:

- permit shops to open for only some purposes; or
- permit only some types of shops to open; or
- specify times at which shops may or may not open; or
- include any other conditions as to the circumstances in which shops in the area may open.

The policy does not apply to the sale and supply of alcohol as this is regulated under the Sale and Supply of Alcohol Act 2012. For the purpose of this policy, the definition of a shop under the Act is as follows:

For the purpose of this policy:

Shop means a building, place, or part of a building or place, where goods are kept, sold, or offered for sale, by retail; and includes an auction mart, and a barrow, stall, or other subdivision of a market; but does not include—

- (a) private home where the owner or occupier's effects are being sold (by auction or otherwise); or
- (b) a building or place where the only business carried on is that of selling by auction agricultural products, pastoral products, and livestock, or any of them; or
- (c) a building or place where the only business carried on is that of selling goods to people who are dealers, and buy the goods to sell them again.

4. Options

Option 1- No Change

Under the Shop Trading Hours Act 1990 Council does not have to adopt a policy. If Council does not adopt a policy the current exemptions still apply and the only shops that can open are those covered by the act, which include but are not limited to petrol stations, cafes and restaurants. Other shop owners would remain bound by the current ban on Easter Sunday trading and with the current restrictions risk being fined up to \$1000 if they open.

Option 2- Develop a Joint Policy with the other two District Council

Council could wait till 2018 and look at adopting a joint policy with South Wairarapa and Masterton District Councils. Given that we have a joint policy working group and there is some desire to align policies across the Wairarapa, this could be a sensible approach. However, it would mean the status quo will apply to Easter 2017. There would not be enough time available to develop a joint policy and consult on it to have an operative joint policy in place for 2017.

Option 3- Adopt a Policy for the Carterton District.

While the timeframe may be tight, Carterton District could adopt a draft policy for consultation and manage to hear submissions, deliberate and make a final decision to adopt the policy and this would allow all shops in the Carterton District to open on Easter Sunday.

The Wairarapa is a popular weekend destination for visitors from the Wellington region in particular. The Wairarapa Balloon Festival, which attracts large numbers of visitors from outside the region, is taking place over Easter weekend in 2017.

By adopting a draft Policy Council would be viewed as giving the local retailers the option to provide for these tourists to shop while they are in town for the long weekend. As previously mentioned employers must give 4 weeks (between 8 and 4 weeks) notice of their intention to trade on Easter Sunday, the decision must be confirmed by 19th March at the very latest.

An additional change to the Shop Trading Hours Act 1990 is the worker's choice provision. This gives employees and employers the ability to negotiate freely, and gives employees the ability to refuse work on Easter Sunday without any repercussions to the employment relationship.

5. Preferred Option

Of the options above, Council believe that option 3 is the most suitable. This option will give Council a chance to hear community views on the proposal, before making a final decision.

6. Have your say

Before making any final decisions, we'd like to have your input. We welcome submissions from any interested person or organisation on any aspect of the proposed policy.

Submissions need to be received by 12pm, February 10th, 2017

You can make an online submission by visiting our website www.cdc.govt.nz

Or you can fill out the submission form attached and either:

- **Email it to:** solitaire@cdc.govt.nz
- **Post it to:** Easter Trading Submission, P.O. Box 9, Carterton 5743
- **Deliver it to:** the Council office or Library at Holloway Street, Carterton

If you would like to speak to your submission, please indicate this and provide your contact details on your submission. A Council meeting to hear submissions will be held Monday 20th February 2017. We will be in touch to let you know the date and time.



12th December 2016

DRAFT LOCAL EASTER TRADING POLICY

1. PURPOSE OF THE POLICY

The purpose of this policy is to enable shops to trade on Easter Sunday if they wish. This policy is made under Subpart 1 of Part 2 of the Shop Trading Hours Act 1990

2. SCOPE

This policy applies to the whole of the Carterton District. This policy does not apply to the sale and supply of alcohol which is regulated under the Sale and Supply of Alcohol Act 2012.

3. POLICY

- 1.1 Shop trading is permitted on Easter Sundays through out the whole of the Carterton District as defined by the map in Schedule A.
- 1.2 The choice to open rests with each individual retailer. The Policy neither requires shops to open, or individuals to work on Easter Sunday.
- 1.3 Council recognises that Easter Sunday is a day of significance across New Zealand and some people will choose not to work on this day. Subpart 2 of Part 2 of the Shop Trading Hours Act 1990 includes a workers choice provision that outlines a shop employee's right to refuse to work on Easter Sunday.

4. RELEVANT LEGISLATION

Shop Trading Hours Act 1990

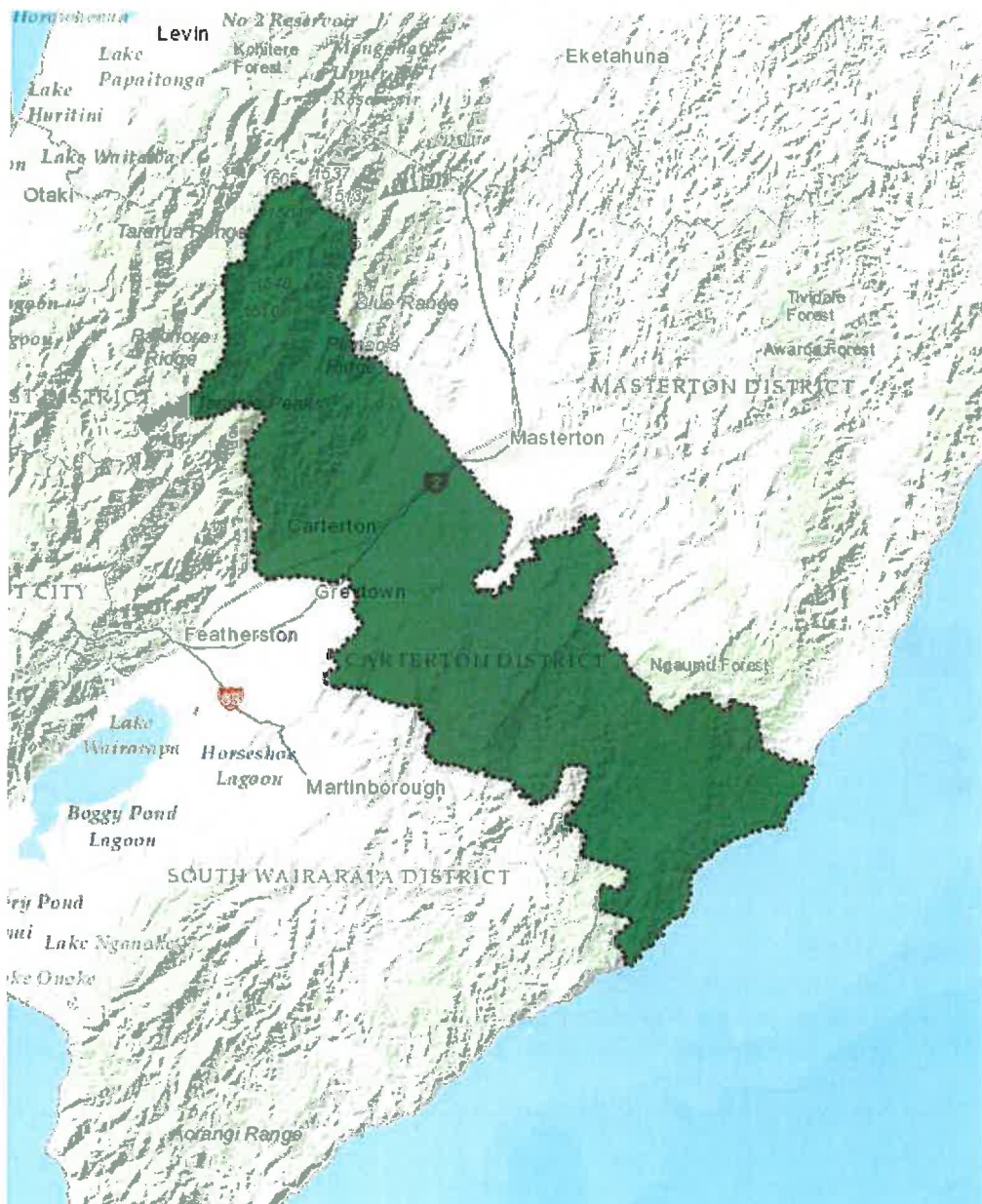
5. DEFINITIONS

For the purpose of this policy:

Shop means a building, place, or part of a building or place, where goods are kept, sold, or offered for sale, by retail; and includes an auction mart, and a barrow, stall, or other subdivision of a market; but does not include—

- (a) a private home where the owner or occupier's effects are being sold (by auction or otherwise); or
- (b) a building or place where the only business carried on is that of selling by auction agricultural products, pastoral products, and livestock, or any of them; or
- (c) a building or place where the only business carried on is that of selling goods to people who are dealers, and buy the goods to sell them again.

SCHEDULE A





Easter Trading Policy- SUBMISSION FORM

Submissions Close 12pm on Friday, 10th February 2017

The Shop Trading Hours Act 1990 (the Act) restricts trading on specified public holidays, including Easter Sunday. Under the Act only certain types of shops are able to trade on these days eg. dairies, service stations, take away bars, restaurants, cafes, garden centres and duty free stores.

An amendment to the Act earlier this year now enables territorial authorities to decide whether to allow broader shop trading in their District on Easter Sunday via the development of a local Easter Sunday Shop Trading policy. If a Council chooses to develop a policy, it must use the Special Consultative Procedure (SCP), as specified in the Local Government Act 2002 (s.83), to consult with its community on the proposed policy.



Please post your written submission to:

Submission: Easter Trading Submission
Carterton District
Council
PO Box 9
Carterton 5743



Please email your written submission to: solitaire@cdc.govt.nz with the following subject title: *Submission – Easter Trading*



If you make a written submission, you have the option to speak at a hearing. Please let us know in your submission if you would like to speak to your submission in person.

THINGS TO NOTE

- Submissions will not be returned, so please retain a copy.
- Under the Privacy Act 1993, submissions are available for viewing by the public and media if requested. Please notify the Council if for any reason you do not want your contact details to be publicly available.
- The Hearing of these submissions will be open to the public.

Full name/Name of organisation:

Contact person (if different from above):

Postal address:

Telephone numbers:

Email:

SPEAKING AT A HEARING

Do you wish to be heard in respect of your submission? (Please circle) Yes / No

I would like to make the following comments on the draft Easter trading policy (please use additional pages if required):

--

Signature: <i>(or person authorised to sign on behalf of submitter)</i>	
Date:	



12 December 2016

Chief Executive's Report

1 PURPOSE OF THE REPORT

To inform Council of officers' activities since the previous meeting.

2 SIGNIFICANCE

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

3 PLANNING AND REGULATORY SERVICES

3.1 General

In November, Carterton Business Group organised an information evening for building owners who may have earthquake prone buildings. Council addressed the group which has led to a number of building owners engaging with Council or their engineers on the first steps of remediation.

Carterton DC was represented in assessing providers for a web based consent application portal through the GoShift programme. The portal would provide a gateway for electronic submission of consenting plans that would be the same for 23 other councils in the lower North Island. Carterton DC has made itself available for the pilot programme, along with Masterton District Council, scheduled to commence in March of 2017.

Representation from Carterton District council on the Ministry of Business, Innovation and Employment's nationwide fire programme will draw to a close in early December. The work stream has focussed on improving post-construction building compliance and passive fire prevention. Industry representatives from across New Zealand have been working collaboratively to find pro-active solutions. Meetings were chaired by Carterton District Council.

Early planning for the combined animal containment building between Masterton District Council and Carterton has begun. There is a planned visit to Hasting District Council early next year where Hastings has relatively recently completed building of its animal containment centre. Lessons learned from that build will flow into a feasibility study which will also examine location and ongoing maintenance cost sharing.

3.2 Building Services

The table below shows building consent statistics for November 2016 compared with the corresponding period last year. The value of building work continues to show an increase against last years although the expected 'pre-Christmas consent rush' has not eventuated as yet.

Building Type	Number of Consents	Value of building works	Number of Consents	Value of building works
	November 2015	November 2015	November 2016	November 2016
New (& prebuilt) House, Unit, Bach, Crib	7	1,494,000	8	2,330,000
New Farm Buildings – other	1	12,000	0	0
Dwellings – alterations & additions	4	60,000	6	247,000
Domestic Fireplaces	2	7,318	1	5,000
Re-sited Houses	1	18,650	1	50,000
Domestic only – garages	2	49,800	1	25,000
Other outbuildings e.g. shed, workshop, sleep-out	3	120,000	4	209,500
Shops, restaurants – Alterations & additions	1	250,000	0	0
Other Buildings – alterations & additions	1	137,000	0	0
Swimming Pools & Spa Pools	0	0	2	60,000
TOTAL	22	2,148,768	23	2,926,500

3.3 Planning Services

Work on the proposed Urban Growth Plan has begun with an information gathering session between the planning and regulatory team alongside Boffa Miskel held on the 22nd November. This was closely followed by a workshop with Councillors establishing a broad direction in which to develop a consultation document for the New Year.

November realised nine new resource consent applications and six granted consents. Of the six granted consents, two were controlled activities (rural subdivision and dwelling relocation) and 4 were discretionary (residential subdivision, vegetation removal, gravel extraction, structure boundary location).

3.4 Asset Management and GIS projects

There are a number of projects and operations being undertaken by the asset management and GIS team:

- The asset engineer continues to provide assistance with LIMs, resource and building consents. (25 in total for November)

- Old plans held in operations are being digitally scanned and entered into the EDMS as the scanner from Masterton DC is available.
- The 'CS-Vue' software training will be provided by MDC with the asset engineer as the administrator for the software.
- Work on the Water Conservation & Usage Plan continues.
- Following the fly over work on Identifying swimming pools can begin for compliance with the new Fencing and Swimming Pools Act 2016. A new requirement from 1 January 2017 will be mandatory three-yearly inspections of swimming pools.

3.5 Animal Control

There were 20 service requests for November involving animal control. Most associated with dogs but three of the 20 complaints were for stock roaming

3.6 Noise Control

Armourguard Security responded to six noise complaints in November and there were three excessive noise directions served on non-compliant households compared to two in the months of September and October combined.

3.7 Environmental Health

Following the Carterton District Council hosted workshop run by the Ministry of Primary Industries there has been four food premises who have signed up to a new food control plan. The first transition point for the changes from the Food Act 2014 will take place at the end of March requiring existing business to move to food control plans or a national plan.

3.8 Liquor Licensing

Liquor licensing remains busy with nine applications made. Six manager's certificates were processed along with two special licenses and one renewal.

4 COMMUNITY FACILITIES

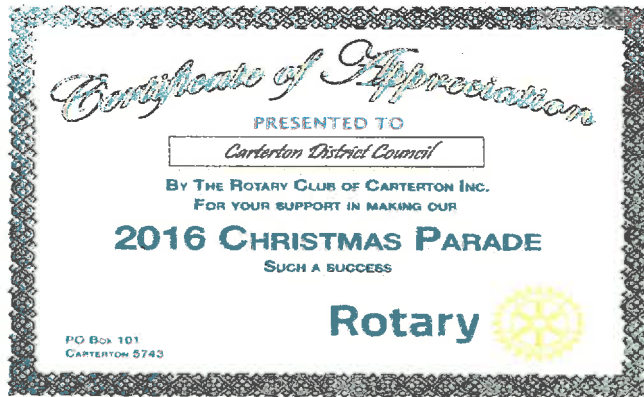
4.1 Asbestos in Council buildings

MCG Consulting has been checking all Council buildings for signs of asbestos. Initial reports show that we do not have any major asbestos issues A full report is expected within the next week which will include any actions required to be taken by Council.

4.2 Christmas Parade

Recognition was received from Rotary after the Christmas Parade for our support in making the 2016 Christmas Parade such a success. The Mayor took the opportunity at the prize-giving to thank Rotary for organising the parade for the community and congratulated the winners on the day.

The Council had a float in the parade, but sadly we weren't winners on the day.



5 COMMUNITY DEVELOPMENT

5.1 2017 Citizenship Ceremonies

Ceremony dates for 2017 have been set - 22 February, 5 April, 9 August, 22 November.

5.2 2017 Tuia Leadership Programme

Applications are open for this year long programme which aims to enhance the way in which rangatahi Māori contribute to communities through the development of a mentoring relationship with local Mayors, Councils, and the support of a rangatahi network throughout the country.

5.3 2017 Charles Rooking Carter Awards

Planning is underway for the civic awards to be held Saturday 10 June 2017. As a result of the Wairarapa Youth Awards being cancelled, a new 'Young Leader Award' has been included to recognise young people under 25 who have demonstrated outstanding leadership. The 'Emerging Enterprises Award' has been removed.

The full list of awards is:

- Voluntary Community Services Award
- Achievers Award
- Boosting Business Award
- Courage and Commitment Award
- Young Leader Award
- Charles Rooking Carter Civic Award

5.4 Haumanu House

A new logo and signage detailing participating organisations has been developed for Haumanu House. An official launch will be held in the New year to highlight the services available.

5.5 Community Emergency Response

Project Connect members have been developing the draft Community Hub Guide which is now ready for wider community input. A Community Meeting will be held Sunday 26 February 2017 to engage people in community preparedness, explain the role of the Hub, and contribute to the completion of the Hub Guide.

5.6 Creative Communities Scheme Funding

Three projects have been supported in Round 1 of the 2016/2017 Fund:

- Rangatahi to Rangatira – to create a mural and deliver monthly art workshops
- Jane Fletcher – to produce a book of the Six Degrees photographic exhibition
- Nichola King – to hold a music concert with UK band Yossarian

Three applications were unsuccessful.

5.7 Event Centre – a year in review

2016 has seen a rise in Events Centre usage across all categories with numerous events filled to capacity.

A good example is three local dance schools which between them brought in over 2000 paying patrons attending their yearly productions.

Some of the shows that have passed through this year have included; Wanderlust Opera production “Cosi fan Tutte” , NZ Festival “Waves” the following Ben McDonald productions “Menopause the Musical” , “Grease” , Kokomai’s “Daffodils” and The Oversew Fashion Awards all selling out. Sue Nicholson “Sensing Murder” was close to capacity as was the “Ho Ho Comedy show” Hospice fundraiser. The Capital E and Little Barking Dog theatre brought their childrens shows to the region.

New ongoing long term bookings were made with the “Operatunity” group which though brought about through the closing of the Masterton Town Hall; producers had in the past expressed a wish to move their shows here eventually.

We have hosted various public meetings from Meet the Candidates evenings , Lifestyle Block information Seminars, Climate Change lectures, Various funding seminars , farming information and MOE teaching workshops and remain the preferred Wairarapa venue for regional council and numerous government departments as well as the women’s networking group “Bubbles and Inspiration” evenings.

The Carterton Film Society continues to thrive with regular showings and will continue through next year.

Wairarapa schools make good use of the centre with school balls , fundraising evenings , productions , and end of year assemblies with one of the biggest events of the year the St Mary’s Carterton / REAP hosted Kapa Haka festival over two days in October. All of these help introduce the younger generation of Wairarapa to our venue.

The Stihl Shop Ladies night was once again the biggest and best of its kind in the country [according to the Stihl people] while we supported the Wairarapa DHB “Big Latch On” which again broke number participation records the Aratoi Foundation “Art for Our Valley” auction sold out and we are helping to host a major fundraiser for Life Flight Trust early December in conjunction with organisers Farmlands who will simulcast the Joseph Parker world title bout onto the big screen in the auditorium.

Award dinners that have taken place this year include; A/NZ Chartered Accountants Society, Ballance Farm Awards as well as our own Charles Rooking Carter awards. We had Property Brokers holding a multiple property auction which they rated as successful and the first of future similar events at our venue. We have been the venue for numerous wedding receptions and continue to be looked upon as an attractive option in this regard.

We helped the community host a visit by the Prime Minister as well as cope with the loss of a past Mayor Gary McPhee.

We are continuing to increase usage and hireage income as we have since opening in 2011 and through efficient service and systems we are beginning to gain extra benefits such as higher commission take on ticket sales through our partner Eventfinda and lower running costs through regular maintenance and careful use of equipment.

We are very excited about 2017 and the shows and events coming to Carterton.

5.8 Marketing and Communications

Branding

- Website – management have all assessed website and contributed towards the layout and efficiency. Content will start to be transferred over from old site to new site.
- Communications Guidelines – initial discussions have started regarding process and implementation of communication guidelines.

Marketing

- Email banner – Christmas banner is now in use by everyone with a CDC email address.
- Marketing Material is being reviewed, and will be freshened up for use from 2017.
- Carterton Residents guide will be updated in the first quarter of 2017. Content is currently being reviewed.
- CEC will be attending Wellington Wedding Show in May, and CEC will join other Carterton wedding suppliers to create a vision for Carterton Weddings.

Advertising

- A 12 month Advertising schedule for CEC and CDC is almost complete.
- Advertising templates are being created, and will be used for CEC and CDC, this will make advertising more efficient and cost effective.

Social Media

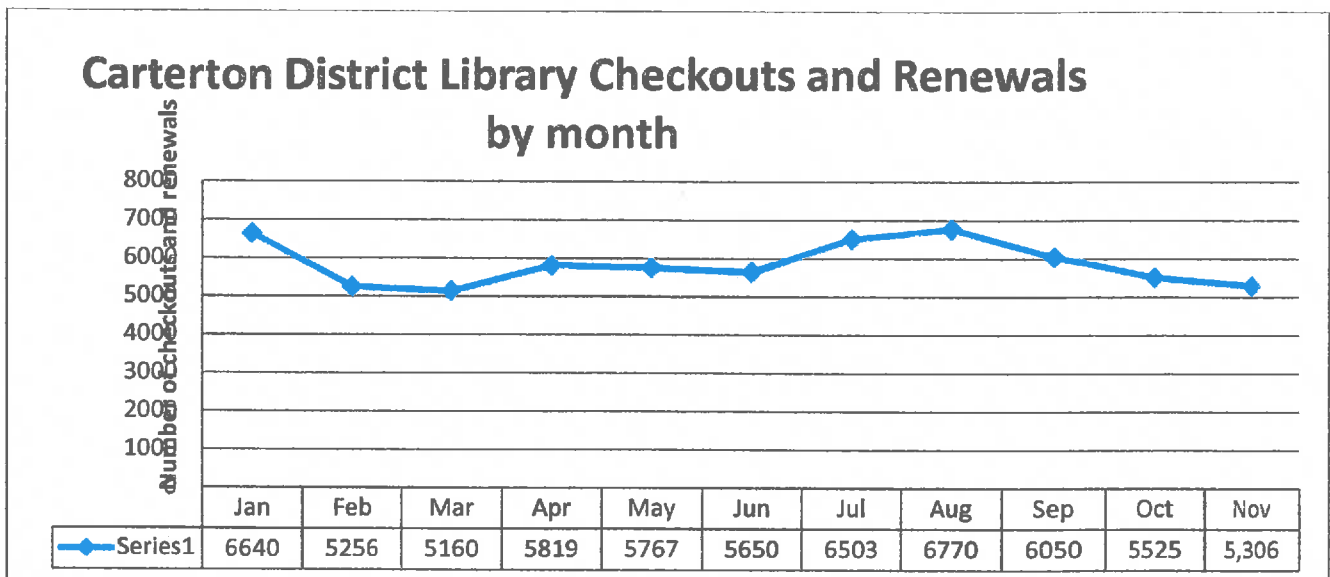
- CDC Facebook is proving a very effective way of informing Carterton residents of important information. Using Facebook to tell residents when the pool opens was hugely popular reaching almost 7000 people.

5.9 Library Monthly Report for November 2016

Statistics

Issues and renewals: Physical items:

	Carterton	Wairarapa Library Service
Number of issues and renewals for November	5,306	13,560

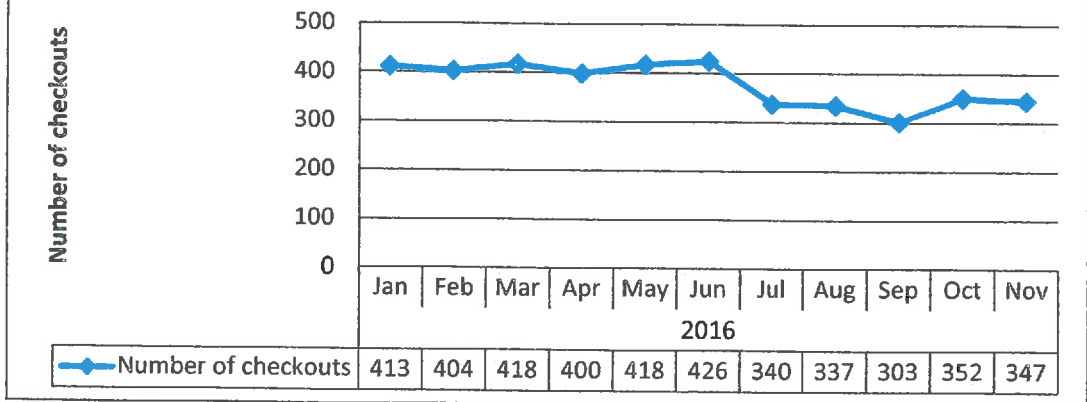


Issues and renewals: E-books and Audiobooks:

There were 347 eBook and audiobook issues for the entire Wairarapa Library Service in November.

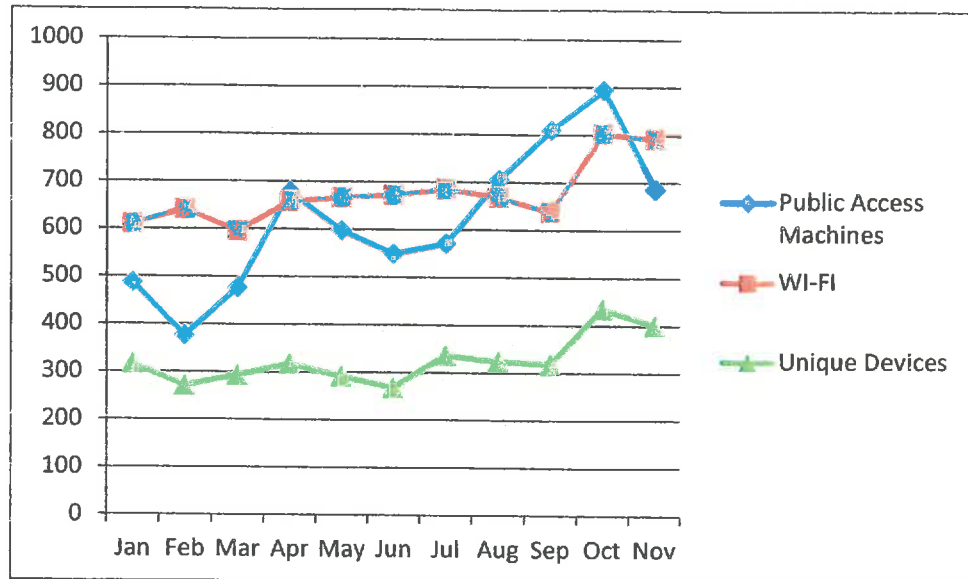
	Wairarapa Library Service
Audiobooks	218
EBooks	129
TOTAL	347

Wairarapa Library Service EBook and Audiobook Checkouts



Computer and Wi-Fi access

Public Computer Use	Nov 2016
APNK Public Access PCs	688
Wireless usage	794
Unique Devices (laptops, tablets, smart phones etc.) used in the library to access wireless facility)	401



Events

- During the first two weeks of November library users were able to pay their overdue fines with non-perishable foods for the Carterton Foodbank.
- Quintin participated in the “Walk A Mile In Her Shoes” event by “working a mile in her shoes”, which prompted a lot of “likes” on the Library Facebook page.
- Registrations are underway for the Summer Reading Programme; spaces are filling up very quickly.

Other initiatives

- The library can now offer online registration for anyone who would like to join the library.

- We also offer the facility for digital membership only. This is for customers who are unable to come into the library regularly and want to borrow eBooks and audiobooks. Both these services have been requested by customers.

5.10 Information Centre

Statistics

Local: 863 Out of Town: 69 Phone: 67

Events Enquiries	35
Social Services	29
General Enquiries	60
Meetings	379
Other	98
Accommodation	8
Activity/Attraction	78

News

As the Registry office in Wellington is closed due to the earthquake, we have discovered that apart from Masterton we are the **only** other Registry office in the greater Wellington region. This has meant a sudden influx of enquiries from overseas and the larger Wellington area.

Facebook/Twitter/Social Media

Facebook: 919 followers at present so we are slowly gathering momentum. We also have a very 'inactive' page for Carterton Connections which also has a following of 242 people that use it.

Twitter: We are up to 366 followers on twitter. Need some more time to study and follow this iup.

Art Sales –We have a full selection of Jacqueline Hocquard's and Sandra Wong's art prints along with Anne Taylor cards

On Behalf and miscellaneous: A couple of jewellery sales.

Events

Ticketing: Jacqui Malcolm Dance Studio used Eventfinda for her performances this year and had a 'sell-out' season. Grease sold out and Ladykillers brought in a host of sales.

Social services: The JP's now serve in the library on a weekly basis between 12 and 2pm. This is starting to take off with people being aware of the service, which means the JPs are feeling that they are contributing.

6 FINANCIAL

This short report provides summary information on the financial results for the Council for the financial year to 31 October 2016. Full financial statements are available. Budgets used are those from the annual plan and any changes approved by Council.

6.1 Key financial measures

The Council has recorded an operating surplus of \$71,010 for the four-month period to 31 October 2016. This compares with the budgeted surplus of \$81,325, an unfavourable variance of \$10,316.

Overall operating revenue was \$4,968,556, over budget by \$179,382. Revenue was over budget for regulatory fees, particularly building consent fees (\$63,516) and infrastructure contributions (\$105,280). These are mostly permanent differences. The over-recovery was offset by negative timing variances for NZTA roading subsidies (\$43,643) and water meter income (\$25,834).

Overall operating expenditure was \$4,899,930, over budget by \$161,331. Expenditure included a number of unplanned items including sewerage activity consultancies and materials (\$110,107), building inspection consultancy fees (\$64,938) and health and safety legislative changes (\$20,378). This was partly offset by positive timing variances for community grants (\$72,346).

Total capital expenditure this year to date was \$937,074, which excludes \$333,329 work-in-progress balance brought forward from the previous year. The full-year budget in the Annual Plan is \$6,110,139. Council has approved a further \$651,325 mostly to complete capital items brought forward from the previous year, and Chief Executive has approved a further \$19,660 under delegated authority for emergency capital expenditure. Expenditure for the four months to date is 14 percent of the revised total of \$6,781,124.

Currently the Council has twelve term loans held with the Bank of New Zealand totalling \$8,286,318, and five finance leases totalling \$85,171.

6.2 Unbudgeted expenditure

Additional expenditure beyond the budget can be approved by Council. The following unbudgeted expenditure has been approved by Council in the year to date:

Item	Amount	Approved
Carry-forward of uncompleted capital projects	\$ 731,125	5 October 2016
Footpath resurfacing	\$ 25,000	5 October 2016
Subsidised roading renewals	\$ 63,200	5 October 2016
Minor works Stubbs Lane	\$ 40,000	5 October 2016
Norman Avenue infrastructure extension	(\$ 400,000)	5 October 2016
High Street South water mains	\$ 192,000	5 October 2016
Sub-total	\$ 651,325	
Operating revenue		
Holiday Park	\$ 93,500	5 October 2016
Sub-total	\$ 93,500	

Item	Amount	Approved
Operating expenditure		
Holiday Park	\$ 41,000	5 October 2016
Emergency road reinstatement	\$130,000	5 October 2016
Sub-total	\$ 171,000	

The following unbudgeted expenditure has been approved by the Chief Executive this financial year under delegated authority for emergency expenditure:

Item	Amount	Noted by Council
Emergency capital expenditure		
Display monitor at Information Desk	\$ 750	5 October 2016
Replacement stove at Operations Depot	\$ 1,000	5 October 2016
Replacement projector Events Centre	\$ 2,299	
Building Inspectors large HD monitors and Surface Pro tablets	\$8,144	
Tandem trailer transporter (b/f from 2017/18)	\$ 3,800	
Animal control officer personal security camera and associated IT	\$ 3,667	
Total to date	\$ 19,660	

7 HEALTH AND SAFETY

Since reporting to the last Council meeting further progress has been made on Health and Safety. We have:

- Delivered Health and Safety training to whole Council including legislative requirements and governance aspects of the Health and Safety at Work Act.
- Revised the health and safety work plan to prioritise those issues that are of the most importance. In addition we have reshuffled the work plan to make clear those items that have been completed.
- Further developed the hazard register for Regulatory, Building, GIS and Environmental such that it should be signed off by the end of the year.
- Developed a Safe Operating Procedure for waste water submersion to ensure that appropriate Operations staff are aware of what they need to do to keep themselves and others safe following submersion. Included in the SOP is the protective equipment that is available for use.
- Further reviewed, investigated and developed controls to mitigate risk associated with each hazard.
- Attended the monthly Wairarapa Health and Safety Forum meetings.
- Completed the Hazard Register for the Swimming Pool.

Between now and the end of the year the Health and Safety Committee hope to achieve the following new procedure:

- Develop, investigate and finalise the hazard register for the Holiday Park including site evacuation procedures.

8 RECOMMENDATIONS

That the Council:

1. **Receives** the report.
2. **Notes** that the Chief Executive has approved unbudgeted capital expenditure for a replacement projector at the Events Centre, large HD monitors and Surface Pro tablets for the Building Inspectors, a tandem trailer transporter for Operations, and a personal security camera and associated IT for the Animal Control Officer.

Jane Davis
Chief Executive



7 December 2016

Te Kāuru Upper Ruamāhanga River Floodplain Management Sub-Committee

1. PURPOSE

The purpose of this report is to update Council on the meeting held on Tuesday 6th December.

2. SUMMARY OF MEETING

Chairman Bob Frances opened the meeting and spoke of the purpose and aims of the subcommittee and its development.

The aim of the committee and its development is split into three stages

1. Investigation
2. Identify and assess management options
3. Prepare a flood management plan and implement.

At this point in time stages 1 and 2 have been completed for the rural reaches and the "Waipoua Urban Area" is currently in stage 2. There have been delays within the "Waipoua Area" programme but good progress has been made with the rural sections.

The draft plans were presented and explained to the Sub-Committee in detail by the Greater Wellington Regional Council staff that had compiled them. Although many of the rivers and problems are outside our boundaries, they are still a concern to us. Our water race system intake on the Waingawa River is one area of concern and also the Daikins Road area could be in danger of falling into the river.

From discussions at the meeting, the one thing that came through loud and clear was the lesson learnt from the Waiohine project. Several people present at the meeting said that they do not want to see a repeat performance. The GWRC staff present agreed that there will be more involvement, participation and communication to the people affected than there has been in the past.

In some of the draft plan areas, buffer zones may have to be created along the rivers to enable better management. This may mean that some land owners may lose productive

land to these areas. The consultations will have to be managed properly to get “buy-in” from these affected.

I have a copy of the draft proposals. As the Council’s representative I would appreciate a discussion as a council about the affected areas before the next proposed meeting of the Sub-Committee in February. I therefore propose we meet informally in late January to discuss the draft proposals as this will assist me in taking this Council’s views into the Sub-Committee’s meeting.

3. RECOMENDATION

That the Council:

1. **receives** this report
2. **agrees** to meet before the next Te Kāuru Upper Ruamāhanga Floodplain Management Sub Committee in February 2017.

Brian Deller
Councillor, CDC representative on the Sub-Committee

**The minutes of the Ordinary Meeting of the Carterton District Council held in the
Carterton Events Centre, Holloway Street, Carterton
on Wednesday 23 November 2016 at 1pm.**

Present : Mayor John Booth (presiding)
Crs R Keys, M Ashby, R Carter, B Deller, J Greathead, G Lang, T O'Callaghan,
R Vergunst

Attendance: PJ Devonshire (Kaumātua)
Lou Cook (Kaumātua)
J Davis (Chief Executive)
M Sebire (Corporate Services Manager)
C Mckenzie (Community Services Manager)
D Gittings (Planning and Regulatory Manager)
H Burgess (Executive Assistant)

Meeting Commenced at 1.00pm

1. Opened with a Karakia (Prayer)

2. Public Participation

Adrienne Staples introduced herself as the Wairarapa Councillor at Greater Wellington Regional Council and is planning to work hard for the Wairarapa area.
She spoke generally about what the Greater Wellington Regional Council does, from public transport through to the Regional parks.

Linda Coughan addressed the mayor and councillors to let them know what has been happening at Wairarapa SPCA lately and why they have set up an advisory group. The advisory group is separate from the SPCA and they would like to have a representative from the Carterton District on the advisory group so people are kept informed with what is happening.

3. Apologies

There were no apologies given.

4. Declaration of Conflict of Interest

There were two declarations of conflict of interest declared.
Cr G Lang for Toi Wairarapa and Cr R Keys for Courthouse refurbishment.

5. Courthouse Refurbishment Update

A late report was received giving a background for new councillors as well as a summary of activities since the last report. It also covers the next stages of Building Work, Exterior and Interior as well as the challenges they have had getting funding.

They are now looking forward to the planning of the Trust Deed – changing its focus from the renovation to the management of Hub operations and are keen to enshrine two other priorities, firstly the iwi representation and secondly a kaitiaki role to ensure the heritage aspects of the building and its renovation are respected and cared for. Business Plan – A business plan is being developed. Long-Term Maintenance Plan – a full 40 year maintenance plan has been prepared.

Annual Operating Budget – An annual operating budget has been prepared although it still requires some refinement. Publicity & Communications – Without secure funding and the certainty that the renovation could go ahead, publicity has been deliberately low key. All going to plan, the new hub is expected to be ready for use in late March/April 2017.

6. Destination Wairarapa Report and Memorandum of Understanding

Purpose

For the Council to receive the report of activities for the quarter ending 30 September 2016 and to receive a copy of the Memorandum of Understanding between Destination Wairarapa and the three Wairarapa Councils.

Moved

That Council receive the report from Destination Wairarapa

That Council notes the Memorandum of Understanding between Carterton, Masterton, South Wairarapa District Councils and Destination Wairarapa, for the period 1 July 2016 to 30 June 2019.

Crs Carter / O'Callaghan
Carried

Cr G Lang left the table at 1.41pm to present Toi Wairarapa.

7. Toi Wairarapa Update

Purpose

For Council to receive an update of activities by Toi Wairarapa – Heart of Arts

Moved

That Council receive the report.

Crs Greathead / Vergunst
Carried

Cr G Lang returned to the table at 1.56pm

8. Carterton District Council Roading Procurement Strategy

Purpose

For Council to approve a revised Roading Procurement Strategy, as required by the New Zealand Transport Agency.

Moved

That Council receive the report.

Crs Ashby / Keys
Carried

Moved

That Council adopt the Roading Procurement Strategy 2016

Crs Greathead / Ashby
Carried

9. Aratoi Museum Funding arrangements

Purpose,

For Council to consider a funding request from Aratoi Museum Trust.

Moved

That Council receive the report.

That Council notes the request from the Aratoi Museum Trust for funding support of \$12,000 plus GST.

Crs Carter / O'Callaghan
Carried

Moved

That Council agrees that a funding allocation should not be made from either the Community Grants Fund or the Community Development budget.

That Council grant the Aratoi Museum Trust \$6,000 this year as unbudgeted expenditure.

Crs Deller / Greathead
Carried

10. Code of Conduct

Purpose

For Council to adopt a Code of Conduct for the 2016-19 Triennium.

Moved

That Council receives the report.

Crs Carter / Greathead
Carried

Moved

That council agrees to adopt the Code of Conduct in Attachment 1 with agreed changes to number 3 from Value to Principles and notes that it will be discussed further at a workshop.

Carried unanimously

11. Standing Orders

Purpose

For Council to adopt Standing Orders for the 2016-19 Triennium.

Moved

That Council receive the report.

That Council adopts the Standing Orders in Attachment 1 including clauses 12.7 – 12.16 Right to attend meetings by audio or audio visual link.

Crs Ashby / Keys

Carried

12. Council Committee and Advisory Groups for the 2016-19 Triennium

Purpose

For Council to consider and adopt a committee structure for the 2016-19 Triennium.

Moved

That Council receives the report.

Crs Keys / Lang

Carried

Moved

That Council agrees to establish the governance structure, as set out in Section 4 of the report.

Crs Deller / Ashby

Carried

Moved

That Council adopts the Terms of Reference for the following committees and advisory groups, in Attachment 1:

- i. Audit and Risk Committee
- ii. Infrastructure and Services Committee
- iii. Policy and Strategy Committee
- iv. Hearing Appointments Committee
- v. Water Race Committee
- vi. Rural Travel Fund Committee
- vii. Economic Development Advisory Group
- viii. Making Places Advisory Group.

That Council appoints the following members to the committees, and appoints the following chairs of those committees:

Committee	Members
Audit and Risk Committee	Mayor Booth (Chair) Councillor Ashby Councillor Keys Councillor O'Callaghan
Infrastructure and Services Committee	Councillor Ashby (Chair) Councillor Deller Councillor Greathead (Deputy Chair) Councillor Keys Mayor Booth
Policy and Strategy Committee	Councillor Carter (Chair) Councillor Keys (Deputy Chair) Councillor Lang Councillor O'Callaghan Councillor Vergunst Mayor Booth Councillor Deller Councillor Ashby Councillor Greathead
Hearing Appointments Committee	Councillor Keys (Chair) Councillor Greathead
Water Race Committee	Mayor Booth (Chair) Councillor Deller
Rural Travel Fund Committee	Councillor Carter (Chair) Councillor Lang Councillor O'Callaghan Councillor Vergunst

That Council appoints the following members to the advisory groups, and appoints the following chairs of those advisory groups:

Advisory Group	Members
Economic Development Advisory Group	Councillor Lang (Chair) Councillor Keys Councillor O'Callaghan
Making Places Advisory Group	Councillor Lang (Chair) Councillor Deller Councillor Greathead

Crs Carter / Greathead
Carried

Moved

That Council agrees to seek a suitably qualified person to be appointed to the Audit and Risk Committee.

Crs Keys / Ashby
Carried

Moved

That Council agrees the Advisory Groups invite the appropriate members of the Carterton community to be part of the Groups.

Crs Keys / Greathead
Carried

13. Elected representative appointments to external bodies, joint committees and other groups

Purpose

For Council to make Elected Representative appointments to various external bodies, joint committees and other groups for the 2016-19 Triennium.

Moved

That Council receives the report

Crs Deller / Greathead
Carried

Moved

That the council makes the following appointments for the term of the triennium.

Joint Wairarapa Committees	Members
Wairarapa Library Services Joint Committee	Councillor Carter Councillor O'Callaghan
Wairarapa Joint Planning Committee	Councillor Carter Councillor Greathead Councillor Keys
External Committees	Members
Wairarapa Rural Fire Authority	Councillor Keys Councillor Deller (alternate)
Rimutaka Hill Road Committee	Mayor Booth
Wairarapa Road Safety Council	Councillor Vergunst Councillor Keys (alternate)
Wellington Regional Waste Minimisation and Management Joint Committee (WCC)	Councillor Greathead Councillor Vergunst

Trusts, Societies & others	Members
Wairarapa Safer Communities Trust	Councillor Keys Councillor Greathead
Carterton and District Community Trust	Councillor Carter Councillor Lang
Sparks Park Trust	Councillor Deller
Wairarapa A & P Society	Councillor Greathead
Carterton Creative Communities Committee	Councillor Vergunst Councillor Carter
Other Informal Forums	Members
Joint Shared Services Working Party	Mayor Booth Councillor Greathead Councillor Keys
Joint Economic Development Task Group	Mayor Booth Councillor Lang Councillor O'Callaghan
Wairarapa Passenger Rail Services Working Party	Mayor Booth Councillor Greathead Councillor Lang
Safer Wairarapa HUB	Mayor Booth Councillor Keys (alternate)
Healthy Homes Oversight Group	Councillor Carter
Mangatarere Restoration Society	Councillor Greathead
Wellington Region Waste Forum	Councillor Greathead Councillor Vergunst
Carterton Sports and Recreation Trust Liaison	Councillor Keys
Mayors' Taskforce for Jobs	Mayor Booth
Wairarapa Policies Working Group	Councillor Greathead Councillor Vergunst Councillor O'Callaghan

Crs Carter / Lang
Carried

Moved

That Mayor Booth and Cr Ashby be spokespeople for the council on matters related to the Waiohine Flood Plain Management Plan.

Crs Keys / Vergunst
Carried

14. Meeting Schedule

Purpose

For Council to approve the schedule of Council and Committee Meetings the period December 2016 to December 2017.

Moved

That Council Receives the report

Crs Greathead / O'Callaghan

Carried

That Council adopts the schedule of meetings for the remainder of 2016 and for 2017.

Council	2016: 14 December 2017 22 February, 5 April, 17 May, 28 June, 9 August, 20 September, 25 October, 13 December All starting at 1.00pm
Infrastructure and Services Committee	2017: 15 March, 26 April, 7 June, 19 July, 30 August, 11 October, 22 November All starting at 9.30am
Policy and Strategy Committee	2017: 15 March, 26 April, 7 June, 19 July, 30 August, 11 October, 22 November All starting at 1.00pm
Water Race Committee	2016: 6 December 2017: 15 February, 24 May, 23 August, 15 November All starting at 9.30am
Audit and Risk Committee	2017: 22 March, 14 June, 6 September, 29 November

Crs Lang / Carter

Carried

15. Governance Statement

Purpose

For Council to adopt the governance statement in accordance with section 40 of the Local Government Act 2002

Moved

That Council adopt the proposed Governance Statement required by section 40 of the Local Government Act 2002 subject to clarification of the wording in clause 12.

Cr Ashby / Keys

Carried

16. Elected Members' Remuneration 2016/17

Purpose

For Council to agree any allocation of the pool available for extra payments to members for additional responsibilities.

Moved

That Council receives this report

Crs Greathead / O'Callaghan
Carried

Moved

That Council recommends to the Remuneration Authority that Ruamāhanga and Whaitua representative continue to receive an allowance of \$2,500.

Crs Keys / Greathead
Carried

Moved

That Council instructs the Chief Executive to submit the resolution to the Remuneration Authority.

Crs Keys / Carter
Carried

17. Delegations Manual

Purpose

To approve revisions to the Delegations Manual

Moved

That Council receives the report

Crs Carter / Ashby
Carried

Moved

That Council approves the revisions to the Delegations Manual

Crs Ashby / Greathead
Carried

18. Chief Executive's Report

Purpose

To inform Council of officers' activities since the previous meeting.

Moved

That Council receives the report

Cr Deller / Greathead
Carried

19. Confirmation of the Minutes

Moved

That the minutes of the Inaugural Meeting held on Wednesday 26 October 2016 be confirmed as amended.

Crs Carter / Lang
Carried

20. Matters Arising from Minutes

Councillor Deller's name was missed off the councillors present at the Inaugural Meeting. A correction has been made and updated.

21. Public Excluded

Moved

That the public be excluded from the following parts of the proceedings of this meeting, namely:

1. Contract for Sewer and Water Renewals and Replacements 2016/17
2. Council appointments to external bodies 2016–2019.

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1. Contract for sewer and water renewals and replacements 2016/17	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2. Council appointments to external bodies 2016–2019	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good

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

Item no.	Interest
1.	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))
2.	Protect the privacy of natural persons, including that of deceased natural persons (Schedule 7(2)(a))

Crs Carter / Greathead
Carried

20.2 Appointments to other bodies

Purpose

For council to make appointments to external bodies for the 2016 – 19 Triennium.

Moved

That Council receives the report

Crs Greathead / Vergunst
Carried

Moved

That Council appoints the following for the term of the Triennium:

- i. Tina Nixon to Destination Wairarapa Inc;
- ii. Joseph Gillard to the Cobblestones Museum Trust;
- iii. Councillor Keys to Carter Society Inc.
- iv. Councillor Vergunst to Carterton and Districts Returned Services Memorial Trust

Crs Carter / Deller
Carried

Moved

That Council confirms the continuation of:

- i. Julie Fauvel and Peter Croft on Carter Society Inc; and
- ii. Mayor Booth, and Grant Smith on the Carterton and Districts Returned Services Memorial Trust

for the term of the Triennium.

Crs O'Callaghan / Vergunst
Carried

Moved

That council instructs the Chief Executive to communicate the Council's appointment decisions with the non-elected member appointees and the organisations.

That council requests the Mayor to write to Mr Tony Russell, thanking him for his time on the Cobblestones Museum Trust.

Crs Carter / Lang
Carried

Moved

That the Council go out of Public Excluded and return to the Ordinary meeting at 3.50pm

Crs Cater / Keys
Carried

The public portion of the meeting concluded at 3.30pm

The meeting concluded at 3.50pm

Minutes confirmed.....

Date.....