

14 July 2021

## LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT REQUEST

Thank you for your request received on Monday 21<sup>st</sup> June 2021. Please find below information relevant to your request, which we have released under the Local Government Official Information and Meetings Act 1987.

*In order to give us ratepayers confidence that we will get a more improved management performance would you please publish the following before the appointment is completed?*

### 1. The technical and behavioural requirements for the employment of the new chief executive officer?

As developed in the councillor workshop and published in the CE Candidate Briefing:

#### Person Specifications

##### Education

- A tertiary, bachelor's degree, qualification in a relevant field

##### Experience

- Substantial leadership in a local government organisation
- Demonstrated experience leading a complex organisation with diverse stakeholder interests
- Proven ability to work collaboratively within a political/public environment, including managing effective and productive relationships with a governing board
- Broad knowledge and experience across governance, legislative, policy, risk, legal, finance, management, HR, civil defence and operational areas

#### Skills

- A strong understanding of local government including a commitment to transparency, accountability and positive relationships between governance and operational levels
- Strategic relationship building, networking, negotiation, and problem-solving skills
- Deep leadership expertise including the ability to work collaboratively and motivate staff towards a common goal
- Excellent verbal and written communication skills including public speaking, facilitation, and media relations; able to tailor the message and delivery to a range of audiences
- Strong commercial and financial nous including experience managing a complex budget
- Commitment to Te Tiriti o Waitangi, and Te Reo Māori me ōna Tikanga
- Excellence in political acuity
- Agility and ability to adapt quickly in contexts of change
- Ability to work strategically while also undertaking responsibilities at an operational level

### **Behavioural Competencies**

- Establishing strategic direction - Able to identify and commit to a long-term strategic focus based on a regular and systematic review and analysis of information and consideration of resources, community drivers, organisational values, and emerging external influences/conditions (e.g. regulatory changes).
- Business and financial acumen - Able to understand all functions and levers in the organisation and how they are interconnected; identify and understand key financial elements and data to keep financial perspective at forefront of decision making; plan through strategic thinking; and make decisions to guide the organisation through appropriate strategic and tactical actions.
- Decision making - Able to identify and understand problems and opportunities by gathering, analysing, and interpreting information; setting clear decision criteria; identifying and evaluating alternatives and risks, and selecting the best course of action consistent with the facts and organisational policies and constraints.
- Driving execution - Able to translate strategic priorities into operational requirements, taking into account communication, accountabilities, resource capabilities and limitations, regulatory and organisational requirements, and ensuring measurement processes are in place to measure progress and sustainable outcomes.
- Driving innovation - Able to create a culture that inspires staff to generate novel ideas and approaches to enhance community services; encouraging continuous improvement and the identification of new ways to solve work problems or improve processes.

*2. How much importance is being ascribed to experience in leading and managing a successful financially sound organisation?*

High importance as described in Question 1 *Behavioural Competencies, business and financial acumen.*

*3. The MEASURABLE key performance indicators that will aid the new appointee in their position? Also that will give ratepayers confidence in the governance of the council.*

The CE's key performance indicators are set by the Audit & Risk Committee following the appointment.

*4. Who will be on the selection committee?*

The Committee Terms of Reference is attached. The members are the representative chairpersons of Council's core committees and Hurunui o Rangi Marae:

- Mayor – Mayor Greg Lang
- Policy & Strategy Committee Chairperson – Cr Rebecca Vergunst
- Infrastructure & Services Committee Chairperson – Cr Russell Keys
- Audit & Risk Committee – Cr Robyn Cherry-Campbell (Deputy Chairperson)
- Hurunui o Rangi Marae Representative – Rawiri Smith

Cr Dale Williams was appointed to the Committee following his election.

The report to council is in the attached 17 March Ordinary Council Meeting Agenda and outlines the background and purpose of appointing the Recruitment Committee.

*5. What experience have each of those on the committee had in appointing high level managers?*

Carterton District Council does not hold this information.

6. *What will be the term of the appointment contract?*

In accordance with the Section 34 Local Government Act 2002, the term is 5 years with a potential renewal of 2 years.

7. *The selection requirements as given to the selection agency?*

As per the personal specifications and competencies provided by the councillors in the attached briefing document.

*Attachments included:*

Date	Type	Subject
April 2021	PDF	Candidate Briefing Info
March 2021	PDF	CE Recruitment Committee TOR
17 March 2021	PDF Agenda	Council Agenda 17 March 2021

You have the right to seek a review of our response/these decisions by way of complaint to the Ombudsman, under section 27(3) of the Local Government Official Information and Meetings Act 1987.

Yours sincerely



Greg Lang

**Mayor, Carterton District Council**



**CARTERTON**  
DISTRICT COUNCIL  
TE KAUNIHERA-Ā-ROHE O TARATAHI



Candidate Briefing Information  
April 2021

# Chief Executive Officer





## About Carterton District Council

Carterton District Council is responsible for developing and maintaining a wide range of public services and facilities to provide a quality lifestyle for almost 10,000 people living in the district, which stretches from the Tararuas in the west to Flat Point in the east. Services include infrastructure such as roading, water supplies, sewerage and wastewater disposal, parks and street lights. The Council also plans for and manages land use and subdivision activity.

Carterton is renowned for its small-town community feel, coupled with its wonderful facilities, parks, services, and schools. Whether you have moved to Carterton to start a new life with your family, or to slow down in your retirement, Carterton has something for everyone.

As a Council we have built sound relationships with local business group Go Carterton and regional tourism operator, Destination Wairarapa. Both of these organisations have fantastic, user friendly websites which promote local information about what opportunities are provided within Carterton and the wider Wairarapa region.



In the last ten years, Carterton district's population increased by 22 percent, and this is expected to increase a further 8 percent in the next ten years and a further 23 percent by 2043. For the next ten years, Carterton District Council will remain strongly focussed on delivering high quality services to the district and completing significant projects including the Wastewater Treatment Plant (WWTP), the dog pound, new water storage, and the development of urban growth.

In light of Covid-19, there have been changes made to forecastable revenue – this takes into account the forecasted economic slowdown. The Council has worked to ensure that rates increases are kept to a minimum, while still delivering all core services in the community whilst remaining financially prudent.

The Chief Executive will also play a key role in ensuring the development, implementation and regular monitoring of strategies and plans in response to community needs, to enhance the economic, social, cultural and environmental wellbeing of Carterton's communities.









**CARTERTON**  
DISTRICT COUNCIL  
TE KAUNIHERA-Ā-ROHE O TARATAHI



## Our Vision

“A WELCOMING AND VIBRANT COMMUNITY  
WHERE WE ALL ENJOY LIVING”







## Community Outcomes

### **The following community outcomes relate to social well-being**

- A strong and effective Council providing trusted leadership
- A caring community that is safe, healthy, and connected
- An empowered community that participates in Council and community-based decision making
- Awesome public facilities, spaces, and park

### **The following community outcomes relate to environmental well-being**

- Safe and resilient water supply, wastewater, and stormwater systems
- Healthy, sustainable waterways
- An environmentally responsible community committed to reducing our carbon footprint and adapting to the impacts of climate change
- A resilient community capable of responding and recovering from environmental shocks





**The following community outcomes relate to economic well-being**

- Quality, fit for purpose infrastructure and services that are cost-effective and meet future needs
- A vibrant and prosperous business and primary sector investing in, and supported by, the community
- A community that is productively engaged in employment, education, and community service

**The following community outcomes relate to cultural well-being**

- Te Āo Māori/Māori aspirations and partnerships are valued and supported
- A community that embraces and encourages our cultural diversity and heritage
- A community that fosters and promotes our quirkiness and creativity









## Annual Plan

Carterton District Council produces an annual plan for each of the two years between revisions of the Ten Year Plan. The next annual plan will be produced for the 2022/23 year. Annual plans are less detailed than the Ten Year Plan and set out the proposed annual budget and funding requirements for the year. The annual plan identifies for that year any variations from the Ten Year Plan and provides an opportunity for the public to participate in decision-making processes about the costs and funding of activities to be undertaken by the Council.

> [Annual Plan 2020/21](#)

> [Carterton Ten Year Plan](#)

# Councillors

The Council is made up of eight Councillors elected democratically by the Carterton District public.



**Greg Lang**  
Mayor  
[> See full profile](#)



**Rebecca Vergunst**  
Deputy Mayor  
[> See full profile](#)



**Rob Stockley**  
Councillor  
[> See full profile](#)



**Brian Deller**  
Councillor  
[> See full profile](#)



**Robyn Cherry-Campbell**  
Councillor  
[> See full profile](#)



**Steve Cretney**  
Councillor  
[> See full profile](#)



**Jill Greathead**  
Councillor  
[> See full profile](#)



**Russell Keys**  
Councillor  
[> See full profile](#)

# Position Description

## Chief Executive

**Position:** Chief Executive  
**Department:** Council  
**Location:** Carterton  
**Reports to:** Mayor and Council  
**Date:** April 2021

### Purpose

The Chief Executive is responsible for proactively leading and managing the Carterton District Council organisation including undertaking statutory obligations, implementing Council's strategies and decisions in an efficient, financially prudent and community centric manner, and developing an engaged and high performing organisation that delivers the district's wellbeing outcomes.

### Key Strategic Priorities

Council have set the following strategic priorities for the next five years:

- Enable future growth of the district whilst maintaining the community's inherent character, values, and aspirations
- Ensure clear and fit for purpose infrastructure planning and investments, including project management for significant projects
- Maintain and enhance relationships within the regions, central government, and local government
- Support organisational readiness, preparedness, and advocacy for change
- Maintain and enhance the culture of the organisation to ensure an ongoing commitment to community centricity in services
- Continued commitment to relationship with Iwi and Mana Whenua
- Deliver on Council's Climate Change Strategy



## Key Responsibilities

In order to fulfil the Council's key strategic priorities, the following responsibilities will be essential to the Chief Executive's role:

### **Cultivate customer/community focus culture**

- Creates an environment in which products, services and processes are designed to ensure customer/community satisfaction; effectively incorporates customer/community perspectives in all organisational activities

### **Drives process innovation**

- Drives the organisation to think and act in ways that continuously enhance processes that will sustain and enhance efficiency and effectiveness

### **Builds strategic alliances and relationships**

- Builds strategic alliances and relationships outside the organisation to create opportunities and execute organisational strategies

### **Creates alignment and accountability**

- Establishes clear goals that align efforts with the organisation's vision; ensures synergies between people, processes, and strategies to drive flawless execution of organisational goals

### **Engages employees**

- Creates a work environment in which employees feel compelled to commit to the organisation and its strategic priorities and feel pride and job ownership

## Important Functional Relationships

### Internal

- Mayor and Councillors
- Council and sub-committees
- Management Team and Managers individually
- Council staff

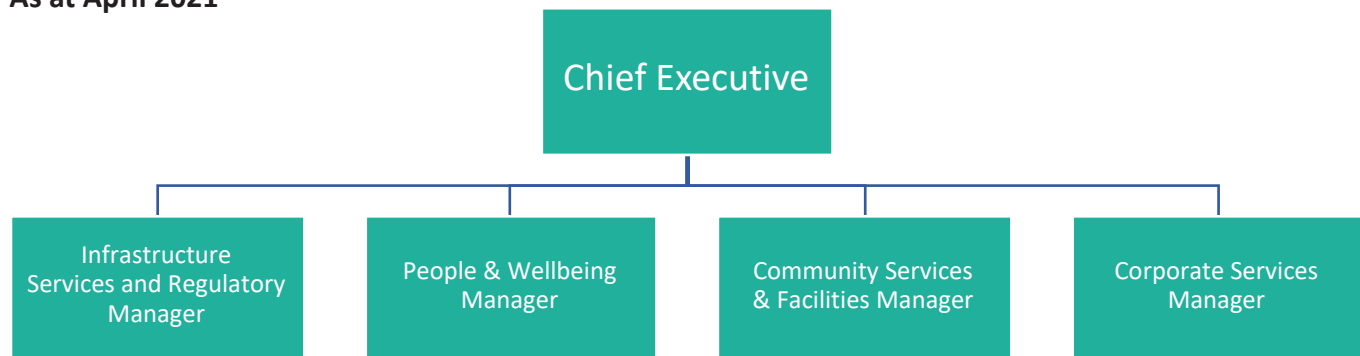
### External

- Ratepayers and residents
- Members of Parliament
- Government, Crown Agency and SOE representatives
- Mayors and CEOs of other Local Authorities
- Hurunui-o-Rangi Marae representatives
- Other Iwi, Hapū and Mana Whenua representatives and organisations
- Senior staff from other organisations and Local Authorities
- Business and community leaders
- Community organisations
- Media representatives



## Leadership Team Structure

As at April 2021



## Values

The Values of the Management Team of the Carterton District Council are:

- Loyalty
- Service
- Integrity
- Honesty
- Respect
- Professionalism

## Delegations

The Chief Executive will have delegated decision-making authorities and financial responsibilities for expenditure as listed in Council's Delegations Policy in addition to staff responsibilities.

The Council may from time-to-time delegate other specified powers and duties, all of which must be exercised with due care and diligence.



## Person Specifications

### Education

- A tertiary, bachelor's degree, qualification in a relevant field

### Experience

- Substantial leadership in a local government organisation
- Demonstrated experience leading a complex organisation with diverse stakeholder interests
- Proven ability to work collaboratively within a political/public environment, including managing effective and productive relationships with a governing board
- Broad knowledge and experience across governance, legislative, policy, risk, legal, finance, management, HR, civil defence and operational areas

### Skills

- A strong understanding of local government including a commitment to transparency, accountability and positive relationships between governance and operational levels
- Strategic relationship building, networking, negotiation, and problem-solving skills
- Deep leadership expertise including the ability to work collaboratively and motivate staff towards a common goal
- Excellent verbal and written communication skills including public speaking, facilitation, and media relations; able to tailor the message and delivery to a range of audiences
- Strong commercial and financial nous including experience managing a complex budget
- Commitment to Te Tiriti o Waitangi, and Te Reo Māori me ōna Tikanga
- Excellence in political acuity
- Agility and ability to adapt quickly in contexts of change
- Ability to work strategically while also undertaking responsibilities at an operational level





CARTERTON  
DISTRICT COUNCIL  
TE KAUNIHERA-Ā-ROHE O TARATAHI



## Competencies

Based on the agreed organisational drivers, the following leadership capabilities are critical for success in the role:

### **Establishing strategic direction**

Able to identify and commit to a long-term strategic focus based on a regular and systematic review and analysis of information and consideration of resources, community drivers, organisational values, and emerging external influences/conditions (e.g. regulatory changes).

### **Business and financial acumen**

Able to understand all functions and levers in the organisation and how they are interconnected; identify and understand key financial elements and data to keep financial perspective at forefront of decision making; plan through strategic thinking; and make decisions to guide the organisation through appropriate strategic and tactical actions.

### **Decision making**

Able to identify and understand problems and opportunities by gathering, analysing, and interpreting information; setting clear decision criteria; identifying and evaluating alternatives and risks, and selecting the best course of action consistent with the facts and organisational policies and constraints.

### **Driving execution**

Able to translate strategic priorities into operational requirements, taking into account communication, accountabilities, resource capabilities and limitations, regulatory and organisational requirements, and ensuring measurement processes are in place to measure progress and sustainable outcomes.

### **Driving innovation**

Able to create a culture that inspires staff to generate novel ideas and approaches to enhance community services; encouraging continuous improvement and the identification of new ways to solve work problems or improve processes.



<b>Energising the organisation and inspiring excellence</b>	Ensures that communication enables a compelling view of the organisation's purpose, strategic priorities, and future potential, to help others understand the importance of their contributions, inspire, and arouse passion and a commitment to high standards as milestones are achieved.
<b>Community/customer focus</b>	Focuses on ensuring that the community/customer is at the forefront of thinking and is the key driver of strategic priorities, organisational decisions, and individual activities; developing service practices and a culture that sees community/customer service as a core value.
<b>Influencing others</b>	Able to use collaboration and influencing approaches that gain commitment from others to action that will advance shared interests and organisational goals.
<b>Cultivating networks and partnerships</b>	Develops and maintains strategic relationships and partnerships with key stakeholders to advance shared strategic and operational priorities.
<b>Leading teams</b>	Uses an interpersonal style and approaches that develop, motivate, and guide the leadership team to attain successful outcomes and organisational priorities.
<b>Coaching and developing others</b>	Focused on building organisational talent by building a coaching culture that provides feedback and developmental guidance to help others excel in their current or future roles; actively planning and supporting the development of others through appropriate delegations and coaching.
<b>Executive presence</b>	Has a credible and positive approach, remaining calm and confident under pressure; is self-aware and behaves in a manner that reassures others and gains respect.



# Approximate Timeline

w/c 10 May 2021	<b>Search and Advertising - Applications close 10 May 2021</b> During this period, a Sheffield Search Consultant may contact candidates to discuss their application, explore motivations for applying and assess suitability and fit with the key competencies for the role. All applications received will be acknowledged via email.
w/c 17 May 2021	<b>Longlist Interviews with Sheffield Search</b> Ben Stevenson, Associate Director, Sheffield Search will conduct behavioural-based interviews with those candidates selected for progression ('virtually' or in person).
w/c 24 May 2021	<b>Resonant Shortlist Interviews</b> These will be conducted either 'virtually' or in person.
w/c 7 June 2021	<b>Due Diligence, Decision</b> Further Interviews to be conducted in person if possible. Reference checking and probity checking completed.
TBC	<b>Commencement date to be agreed between appointee and Carterton District Council.</b>

## How to Apply

Candidates can apply, in strict confidence, online at [sheffield.co.nz/Job-Search](https://sheffield.co.nz/Job-Search)

To apply by email, please attach your cover letter and CV and send to [cv@sheffield.co.nz](mailto:cv@sheffield.co.nz) quoting 7504. Application close 5pm on Monday 10 May 2021. Emails will be electronically acknowledged, and further correspondence may be by email. For more information please phone Ben Stevenson on +64 21 612 106.

Sheffield has prepared a Candidate Handbook which provides you with valuable information and suggestions for your job search. To read through the handbook please visit: **Candidate Handbook**.



## Sheffield Search Contacts



**Ben Stevenson**, Associate Director  
+64 21 612 106  
ben.stevenson@sheffield.co.nz



**Katy Anquetil**, General Manager – Wellington  
+64 27 512 8193  
katy.anquetil@sheffield.co.nz



**Sheree Applegarth**, Research Consultant  
+64 27 498 9466  
sheree.applegarth@sheffield.co.nz



**Kim Lee-Richards**, Personal Assistant  
+64 9 367 1510  
kim.leerichards@sheffield.co.nz







**CARTERTON**  
DISTRICT COUNCIL  
TE KAUNIHERA-Ā-ROHE O TARATAHI



# **Chief Executive Recruitment Committee**

## **Terms of Reference**

### **Purpose**

To facilitate and progress the recruitment process for a new Chief Executive.

### **Specific responsibilities**

1. Confirm the position description and key attributes for the Chief Executive
2. Undertake a competitive tendering process to engage a recruitment consultancy
3. Shortlist and identify applicants for interview by the consultant
4. Interview the consultant's preferred applicants
5. Identify and recommend preferred applicant(s) for interview by the full Council.

### **Membership**

Representative Chairpersons of Council's core committees and Hurunui o Rangi Marae:

- Mayor – Mayor Greg Lang
- Policy & Strategy Committee Chairperson – Cr Rebecca Vergunst
- Infrastructure & Services Committee Chairperson – Cr Russell Keys
- Audit & Risk Committee – Cr Robyn Cherry-Campbell (Deputy Chairperson)
- Hurunui o Rangi Marae Representative – Rawiri Smith

### **Quorum**

Three elected members.

### **Meeting frequency**

As required.



TE KAUNIHERA-Ā-ROHE O TARATAHI  
**CARTERTON**  
DISTRICT COUNCIL

# **AGENDA**

## **Ordinary Council Meeting**

**Date: Wednesday, 17 March 2021**

**Time: 4:00pm**

**Location: Carterton Events Centre  
50 Holloway Street  
Carterton**

Mayor G Lang

Deputy Mayor R Vergunst

Cr R Cherry-Campbell

Cr S Cretney

Cr B Deller

Cr J Greathead

Cr R Keys

Cr R Stockley

Iwi Representative M Namana

Iwi Representative R Namana



**Notice is hereby given that an Ordinary Meeting of Council of the Carterton District Council will be held in the Carterton Events Centre, 50 Holloway Street, Carterton on:**

**Wednesday, 17 March 2021 at 4:00pm**

## **Order Of Business**

<b>1</b>	<b>Karakia Timatanga .....</b>	<b>5</b>
<b>2</b>	<b>Apologies .....</b>	<b>5</b>
<b>3</b>	<b>Conflicts of Interests Declaration .....</b>	<b>5</b>
<b>4</b>	<b>Public Forum .....</b>	<b>5</b>
<b>5</b>	<b>Youth Council views on agenda items.....</b>	<b>5</b>
<b>6</b>	<b>Confirmation of the Minutes.....</b>	<b>6</b>
6.1	Minutes of the Ordinary Council Meeting held on 27 January 2021.....	6
<b>7</b>	<b>Reports .....</b>	<b>14</b>
7.1	Adoption of the Consultation Document for the Ten Year Plan 2021-2031 .....	14
7.2	Wairarapa Solid Waste Bylaw 2021.....	35
7.3	Rangatahi to Rangatira Report on Activities.....	67
7.4	Destination Wairarapa Report October to December 2020.....	73
7.5	Re-classification of Kent Street from Low Volume to Level One .....	88
7.6	Chief Executive Role Recruitment Process .....	90
7.7	Appointment of Deputy Chair, Policy and Strategy Committee.....	95
7.8	Local Government Official Information and Meetings Act Requests .....	97
7.9	Elected Representative Accountability Report.....	103
7.10	Chief Executive's Report .....	116
<b>8</b>	<b>Exclusion of the Public .....</b>	<b>131</b>
	Nil	
<b>9</b>	<b>Karakia Whakamutunga.....</b>	<b>131</b>



**1 KARAKIA TIMATANGA**

*Mai i te pae maunga, raro ki te tai*

*Mai i te awa tonga, raro ki te awa raki*

*Tēnei te hapori awhi ai e Taratahi.*

*Whano whano, haramai te toki*

*Haumi ē, hui ē, tāiki ē!*

**2 APOLOGIES**

**3 CONFLICTS OF INTERESTS DECLARATION**

**4 PUBLIC FORUM**

**5 YOUTH COUNCIL VIEWS ON AGENDA ITEMS**

## **6 CONFIRMATION OF THE MINUTES**



### **6.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 27 JANUARY 2021**

#### **1. RECOMMENDATION**

1. That the Minutes of the Ordinary Council Meeting held on 27 January 2021 are true and correct.

**File Number:** 125058

**Author:** Casey Spencer, Democratic Services Coordinator

**Attachments:** 1. Minutes of the Ordinary Council Meeting held on 27 January 2021



**MINUTES OF CARTERTON DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE CARTERTON EVENTS CENTRE, 50 HOLLOWAY STREET, CARTERTON  
ON WEDNESDAY, 27 JANUARY 2021 AT 1:00PM**

**PRESENT:** Mayor Greg Lang, Deputy Mayor Rebecca Vergunst, Cr Steffen Bertram, Cr Robyn Cherry-Campbell, Cr Steve Cretney, Cr Brian Deller, Cr Jill Greathead, Cr Russell Keys, Cr Rob Stockley

**IN ATTENDANCE:** Jane Davis (Chief Executive), Dave Gittings (Infrastructure, Services and Regulatory Manager), Geri Brooking (People and Wellbeing Manager), Solitaire Robertson (Senior Planner), Casey Spencer (Democratic Services Coordinator), Kim Kelly (Wellington Regional Growth Framework Project Director).

**1 KARAKIA TIMATANGA**

The meeting was opened with a Karakia lead by Cr Robyn Cherry-Campbell.

**2 APOLOGIES**

Apologies were received from Mihi Namana and Rutu Namana.

Cr Steve Cretney / Cr Rob Stockley

**CARRIED**

**3 CONFLICTS OF INTERESTS DECLARATION**

Cr Steve Cretney, item 7.1.

**4 PUBLIC FORUM**

John Vallely, Ashmore Park resident and representative, addressed the council to express residents' views on current rating policy and fees charged.

**5 YOUTH COUNCIL VIEWS ON AGENDA ITEMS**

The Youth Council did not attend the meeting.

**6 CONFIRMATION OF THE MINUTES**

**6.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 9 DECEMBER 2020**

**MOVED**

That the Minutes of the Ordinary Council Meeting held on 9 December 2020 are true and correct.

Cr Robyn Cherry-Campbell / Cr Jill Greathead

**CARRIED**

## 7 REPORTS

### 7.1 ASHMORE PARK RATES POLICY CHANGE REQUEST

#### PURPOSE

For the council to consider a request by the Ashmore Park Body Corporate for a change to the rates applying to the residents of the park for services provided by the Body Corporate.

#### MOVED

That the Council:

**Receives** the report.

**Notes** the request by the Ashmore Park Body Corporate Committee for Council to consider rates issues arising from the privately owned roading and two waters infrastructure within the Ashmore Park complex.

**Declines** the request to change the rates applying to Ashmore Park in relation to roading, water supply and wastewater.

Cr Rob Stockley / Deputy Mayor Rebecca Vergunst

**CARRIED**

**CR S CRETNEY ABSTAINED**

### 7.5 ESTABLISHMENT OF WELLINGTON REGIONAL JOINT COMMITTEE

#### PURPOSE

For the council to consider co-establishing and becoming a member of a new regional Joint Committee, the Wellington Regional Leadership Committee (WRLC).

Pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002 (LGA), this new Joint Committee would include all of the Wellington region's local government authorities, designated iwi, the Horowhenua District Council, and central government ministerial representatives, as equal voting members.

#### MOVED

That the Council:

**Receives** the report

**Approves** the Wellington Regional Leadership Committee Joint Committee Agreement in Attachment 2 and the Council's membership of the committee.

**Authorises** the Mayor to sign, on behalf of the Council, the Joint Committee Agreement.

**Notes** that the Joint Committee will adopt a memorandum of understanding which will set out the principles that guide the Joint Committee's work and the approach that the Joint Committee will take.

**Appoints** and establishes the Wellington Regional Leadership Committee as a joint committee under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002 on the terms set out in the Joint Committee Agreement and with effect from the date that the Joint Committee Agreement is signed by all local authority parties.

**Appoints** the Mayor to the Joint Committee, with effect from the date that the Joint Committee is established.

**Appoints** Councillor Cherry-Campbell as an alternate to be a member of the Joint Committee and attend meetings in exceptional circumstances where the Mayor is unable to attend.

**Notes** that the Joint Committee is a Joint Committee of all of the local authorities that are parties to the Wellington Regional Leadership Committee Joint Committee Agreement and includes members representing iwi and the Crown.

**Delegates** to the Joint Committee:

- a. approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
  - i. Wellington Regional Growth Framework and the Wellington Regional Growth Framework Implementation Plan
  - ii. Regional Economic Development Plan
  - iii. Regional Economic Recovery Implementation Plan
- b. approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee.

**Notes** the existing Wellington Regional Strategy Committee is likely to be disestablished in the future, with the disestablishment process to be confirmed.

Cr Jill Greathead / Deputy Mayor Rebecca Vergunst

**CARRIED**

### 7.3 LOW VOLUME URBAN ROADS

#### PURPOSE

To seek the Councillors approval to re-designate 85 urban streets from level one to a lesser classification of Low volume.

#### MOVED

That the Council:

**Receives** the report.

**Agrees** to change of the designation of 85 urban streets/roads that have less than 500 vehicles per day from **Level One** to a lesser management classification of **Low Volume**, as shown as unhighlighted in Attachment 1.

Cr Robyn Cherry-Campbell / Cr Brian Deller

**CARRIED**

## 7.2 REVISED CARTERTON ECONOMIC DEVELOPMENT STRATEGY

### PURPOSE

For the council to consider for adoption a revised Carterton Economic Development Strategy.

### MOVED

That the Council:

**Receives** the report.

**Notes** the work of the Economic Development Advisory Group to review the Carterton Economic Development Strategy, within its Terms of Reference.

**Adopts** the 2020 Carterton Economic Development Strategy, in **Attachment 1**, with membership to include mana whenua.

Cr Steve Cretney / Cr Jill Greathead

**CARRIED**

**Cr R Keys left the meeting at 1:59PM**

## 7.4 ADOPTION OF THE PSYCHOACTIVE SUBSTANCES-LOCAL APPROVED PRODUCTS POLICY 2020

### PURPOSE

The purpose of this report is to seek adoption and agreement by Council to continue with the current Psychoactive Substances Local Approved Products Policy (LAPP)

### MOVED

That the Council:

**Receives** the report.

**Notes** that a joint review of the Psychoactive Substances Local Approved Products Policy has been undertaken with Masterton District Council;

**Notes** that the review does not recommend any changes to the current Psychoactive Substances Local Approved Products Policy;

**Adopts** and agrees to continue with the current Psychoactive Substances Local Approved Products Policy (Attachment 1).

Cr Robyn Cherry-Campbell / Deputy Mayor Rebecca Vergunst

**CARRIED**

## **7.6 CHANGE TO CHAIR OF ARTS, CULTURE AND HERITAGE ADVISORY GROUP**

### **PURPOSE**

For the council to make a change to the chair of the Arts, Culture and Heritage Advisory Group.

### **MOVED**

That the Council:

**Receives** the report.

**Agrees** to appoint Councillor Cretney as Chair of the Arts, Culture and Heritage Advisory Group and Councillor Cherry-Campbell as Deputy Chair, and **notes** that Councillor Bertram will stand down from the Advisory Group.

Cr Jill Greathead / Cr Rob Stockley

**CARRIED**

## **7.7 LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT REQUESTS**

### **PURPOSE**

To inform the Council of the number of requests under the Local Government Official Information and Meetings Act (LGOIMA) 1987 received between 1 December 2020 and 18 January 2021.

### **MOVED**

That the Council:

**Receives** the report.

Cr Rob Stockley / Cr Robyn Cherry-Campbell

**CARRIED**

**8 EXCLUSION OF THE PUBLIC****RESOLUTION TO EXCLUDE THE PUBLIC****MOVED**

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>8.1 - Public Excluded Minutes of the Ordinary Council Meeting held on 9 December 2020</b>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

Deputy Mayor Rebecca Vergunst / Cr Brian Deller

**CARRIED**

**MOVED**

That Council moves out of Closed Council into Open Council.

Cr Robyn Cherry-Campbell / Cr Rob Stockley

**CARRIED**

**9 KARAKIA WHAKAMUTUNGA**

The meeting was closed with a Karakia lead by Cr Rob Stockley.

**The Meeting closed at 2:10pm.**

**Minutes confirmed: .....**

**Date: .....**

DRAFT

## 7 REPORTS



### 7.1 ADOPTION OF THE CONSULTATION DOCUMENT FOR THE TEN YEAR PLAN 2021-2031

#### 1. PURPOSE

For the council to adopt the Consultation Document for the Draft Ten Year Plan 2021–2031, and the adoption of the supporting information.

#### 2. SIGNIFICANCE

The matters for decision in this report are part of a decision-making process that will lead to the Council making a decision of high significance within the meaning of the Local Government Act 2002, being the adoption of the 10 Year Plan. A special consultative procedure will be followed.

#### 3. BACKGROUND

The Local Government Act 2002 requires Council to prepare a Ten Year Plan. This is a significant document that sets out the activities, services and investment planned for the Council over the next ten years and how the council is to fund its activities and services. A Ten Year Plan is prepared every three years, with Annual Plans being prepared within the interim years. The purpose of the Ten Year Plan is to:

- a. describe the activities of the local authority;*
- b. describe the community outcomes of the local authority's district or region;*
- c. provide integrated decision-making and co-ordination of the resources of the local authority;*
- d. provide a long-term focus for the decisions and activities of the local authority;*
- e. provide a basis for accountability of the local authority to the community.*

Under section 93A of the Act the Council must prepare and adopt a Consultation Document for the Draft Ten Year Plan. The Consultation Document is the main platform for communication and consultation with the community. Section 93B of the Act sets out the purpose of the Consultation Document which is to provide an effective basis for public participation by:

- providing a fair representation of the matters that are proposed for inclusion in the Ten Year Plan, and presenting these in a way that can be readily understood and explains the overall objectives of the proposals, and how rates, debt, and levels of service might be affected;



- identifying and explaining significant and other important issues and choices facing the Council, and the consequences of those choices; and
- informing discussions between the Council and its communities about these matters.

Amendments to the Local Government Act 2002 in 2014 emphasise Council's discretion to decide what is appropriate to include in the Consultation Document. Section 93C of the Local Government Act 2002 prescribes certain content that must be in the Consultation Document.

Further, under section 93G, the Council must prepare and adopt the information that:

- is relied on by the content of the consultation document; and
- is necessary for the auditors to give an opinion on the consultation document; and
- provides the basis for the preparation of the long-term plan.

The Draft Ten Year Plan, Draft Financial Strategy and Draft 30 Year Infrastructure Strategy are the primary documents that have been relied on for the content of the Consultation Document.

The Draft Financial Strategy and Draft 30 Year Infrastructure Strategy are stand-alone documents although they are published within the Draft Ten Year Plan.

#### **4. PREPARATION OF THE DRAFT TEN YEAR PLAN 2021-2031**

The Council began the process to prepare the Ten Year Plan in February 2020. Through 2020 and early 2021 the Elected members had many workshops, considering all aspects of the Council's activities and policies. This started with an environmental scan and a review of the Council's vision and community outcomes, and progressively worked through the major issues facing the District and Council, the existing financial and related policies, and the Council activities and funding.

In June 2020 the Council invited the community to identify their ideas for Carterton and what the Council should be doing or investing in, through a "Big of Jar Ideas". This resulted in 715 ideas being submitted. Elected members considered all 715 ideas and that informed the projects and activities in the Draft Ten Year Plan.

Through the series of workshops, that finished with consideration of a draft Ten Year Plan document at a workshop on 17th February 2021, the Council reviewed all parts of the current 2018-2028 Ten Year Plan, Financial Strategy and Infrastructure Strategy, including:

- vision and community outcomes
- groups of activities summaries
- levels of service and targets
- s76AA significance and engagement policy
- accounting policies, including:

- s100 balanced budget policy
  - s104 liability management policy
  - s105 investment policy
- s103 revenue and financing policy
- s106 financial contributions policy
- s108 remission and postponement of rates on Māori freehold land policy
- s109 remission of rates policy
- s110 postponement of rates policy
- significant financial forecasting assumptions
- fees and charges 2021/22

A revised Revenue and Financing Policy and related policies were adopted by the Council as draft policies at its meeting on 9 December 2020.

From the review the following were generated:

- schedule 10 clause 20 funding impact statement
- financial statements
- financial prudence disclosure statements
- s101A financial strategy
- s101B infrastructure strategy.

These are contained in the Draft Ten Year Plan 2021-2031 document, in **Attachment 2** (to be tabled at the meeting). This forms the basis of the supporting information for the Draft Ten Year Plan 2021-2031 Consultation Document.

## 5. DISCUSSION

### 5.1 Consultation Document

The proposed Draft Ten Year Plan 2021-2031 Consultation Document is in **Attachment 1**<sup>1</sup>. There are three key issues set out in the Consultation Document about which the Council is seeking the community view. Of the key matters requiring feedback, as required by legislation, the council must state its preferred option as a basis for consultation.

The three issues are:

---

<sup>1</sup> This version of the draft Consultation Document may still subject to changes following the completion of the audit. Any changes will be tabled at the meeting.

- Town centre car parking
- Five Towns Trail Project
- Town Centre Redevelopment.

The Draft Consultation Document describes each of these projects, the options Council considered and the Council's preferred option.

## 5.2 **Balanced Budget**

It is a requirement of the Local Government Act 2002 that a local authority runs a balanced budget, unless the authority resolves that it is financially prudent to run an unbalanced budget, after considering sections 101(1) and 101(2) of the Act, and the matters stated in section 100(2)(a) to (d) of the Act. These sections are set out below:

*S.101(1) A local authority must manage its revenues, expenses, assets, liabilities, investments, and general financial dealings prudently and in a manner that promotes the current and future interests of the community.*

*S.101(2) A local authority must make adequate and effective provision in its long-term plan and in its annual plan (where applicable) to meet the expenditure needs of the local authority identified in that long-term plan and annual plan.*

*S.100(2) Despite subsection (1), a local authority may set projected operating revenues at a different level from that required by that subsection if the local authority resolves that it is financially prudent to do so, having regard to –*

*(a) the estimated expense of achieving and maintaining the predicted levels of service provision set out in the long-term plan, including the estimated expenses associated with maintaining the service capacity and integrity of assets throughout their useful life; and*

*(b) the projected revenue available to fund the estimated expenses associated with maintaining the service capacity and integrity of assets throughout their useful life; and*

*(c) the equitable allocation of responsibility for funding the provision and maintenance of assets and facilities throughout their useful life; and*

*(d) the funding and financial policies adopted under section 102.*

The policies adopted under section 102 are the revenue and financing policy, the liability management policy, the investment policy, the policy on development contributions or financial contributions, and the policy on the remission and postponement of rates on Maori freehold land.

The Draft Ten Year Plan provides for a balanced budget across the ten-year period. This means over the ten years we have budgeted to match planned revenue and planned expenditure, helping to ensure that today's ratepayers pay for the services and amenities provided to them. Where surpluses are generated this is to cover repayments on loans (as a result of increased borrowing) and to rebuild reserves.

However, the Draft Plan budgets do not meet the balanced budget benchmark in the first year. This is a result of our proposal to reduce the level of general rates increases in years one and two, with the first year of this impacting on the balanced budget benchmark. Doing this helps to lessen the impact of average rate increases due to asset revaluations and the completion of large wastewater capital works. We plan to recover this reduction in years three and four of the plan.

We believe this is the fairest way to manage the financial impacts of the revaluations and capital works and is not inconsistent with the Council's financial policies. We also believe this is a prudent way to manage the ten year budget.

## **6. CONCURRENT ENGAGEMENT – WELLINGTON REGIONAL GROWTH FRAMEWORK**

The Wellington Region, alongside Horowhenua District, is working together to develop a regional growth framework. The framework identifies how the region could accommodate a future population of 760,000 and an additional 100,000 jobs in the next 30 years.

A draft framework has been produced and feedback from the region's communities is being sought concurrently with the ten participating councils' Draft Ten Year Plans. Published in our Draft Consultation Document is a summary of the Draft Wellington Regional Growth Framework and directs readers to a website to find out more and lodge submissions. Submissions lodged on the Growth Framework will be considered by the Wellington Regional Joint Committee.

The concurrent engagement does not form part of the Consultation Document.

## **7. COMMUNITY ENGAGEMENT**

### **7.1 Special consultative procedure**

The Council is required to conduct a special consultative procedure for the Ten Year Plan, using the Consultation Document. Submissions on the consultation items will be invited from Thursday 18th March until midday Monday 19th April. A public notice that will include these dates will be published once the Consultation Document is adopted. There have already been some advertisements published and more are planned, inviting feedback and encouraging people to engage with elected members.

For those wishing to present their submissions they will have the opportunity to do so in hearings planned for early May. People are able to submit on any matters in the Draft Ten Year Plan and other supporting documents, so the hearing process and Council deliberations are likely to include issues wider than just the consultation items.

The following engagement activities are planned, where elected members will be out and about talking to Carterton residents and businesses:

- Age Concern Expo, Solway, Showgrounds
- Relay for Life, Clareville
- Happy to Chat, Page 42 Café, Happy to Chat bench, Wild Oats

- Neighbours Day Event, Haumanu House
- Expo & quick fire questions, Events Centre
- Carterton School gala
- Pack ya Bags, New World
- Go Carterton social, Little Africa
- Working Bee and Sausage Sizzle, Carrington Park
- Carterton Farmers Market.

The dates and times are set out in the Consultation Document.

The planned engagement fulfils the Special Consultative Procedure requirements of the Act and provides opportunity for community engagement about the Ten Year Plan at various times, locations and events.

## **7.2 Communications**

All engagement activities will be advertised online and via social media, as well as on posters at parks, in the council office, the Events Centre, New World and in business premises around the town. Posters will have two QR codes which people can scan to either access the online version of the consultation document or make a submission online.

Radio ads will run, encouraging people to make submissions and saying how to find out about getting involved. Full page advertisements will run in the Carterton Crier, the Times-Age and the Midweek.

A Ten Year Plan page will be set-up on our website as a one-stop shop for all information relating to the Plan process.

Talking about Carterton's Future Facebook Group page will be used for all things relating to the Plan. The main Council post will still be sharing the Ten Year Plan page posts, but the new page will provide more in-depth explanations and resources available as well as providing a separate space for community conversations away from the business as usual posts.

We will use the monthly Council news page in the Midweek newspaper to promote interest in the Consultation Document and the Mayoral column to discuss the importance of taking part in the consultation process. We will also publish articles in the Carterton Crier and the Gladstone newsletter. And we will have notices in school newsletters and the Neighbourhood Support newsletter.

We will set up an online survey using Survey Legend where people can make formal submissions.

We will also have 60 second informative videos explaining the importance of setting a direction for the next ten years and explaining one of the consultation items.

Videos are the most engaging way to capture people via social media.

**8. AUDIT OPINION**

Section 93 C (4) of the Local Government Act states the Consultation Document must contain a report from the Auditor General on:

- a) Whether the consultation document gives effect to the purposes set out in section 93B; and
- b) the quality of the information and assumptions underlying the information provided in the consultation document.

The Draft Consultation Document and supporting information have been audited by Audit New Zealand and the Audit Report is to be included in the Consultation Document. We anticipate the opinion will be tabled at the meeting. John Whittle from Audit New Zealand will be attending the meeting.

The audit team has worked really hard for the Council and the members of that team are to be commended for the manner in which the audit has been undertaken.

**9. NEXT STEPS**

Once the Consultation Document and supporting information have been adopted, the engagement process will begin. Submissions close on the 19th April and hearings and deliberations are currently scheduled for 5th-6th May.

The Council is scheduled to adopt the 2021-2031 Ten Year Plan at its meeting on the 23rd June. Under the Local Government Act the Council must adopt the Plan before 1 July. Prior to adoption Audit New Zealand will complete an audit on the Plan.

**10. CONSIDERATIONS****10.1 Climate change**

The Draft Ten Year Plan reflects a consideration of climate change: both adapting to its impacts and opportunities for mitigation.

**10.2 Tāngata whenua**

Officers are working with Hurunui-o-Rangi Marae to identify specific opportunities for Maori to engage on the Draft Ten Year Plan Consultation Document.

**10.3 Financial impact**

Adoption of the Consultation Document and costs associated with the engagement process have been included in the current Annual Plan budgets.

**10.4 Community Engagement requirements**

A special consultative procedure will be followed, as set out in the body of this report.

**10.5 Risks**

There is a small risk that the consultation process will generate a significant level of interest and Council resources will not be able to manage the volumes of submissions. Given the proposal is for largely business-as-usual the risk is very low.

**11. RECOMMENDATION**

That the Council:

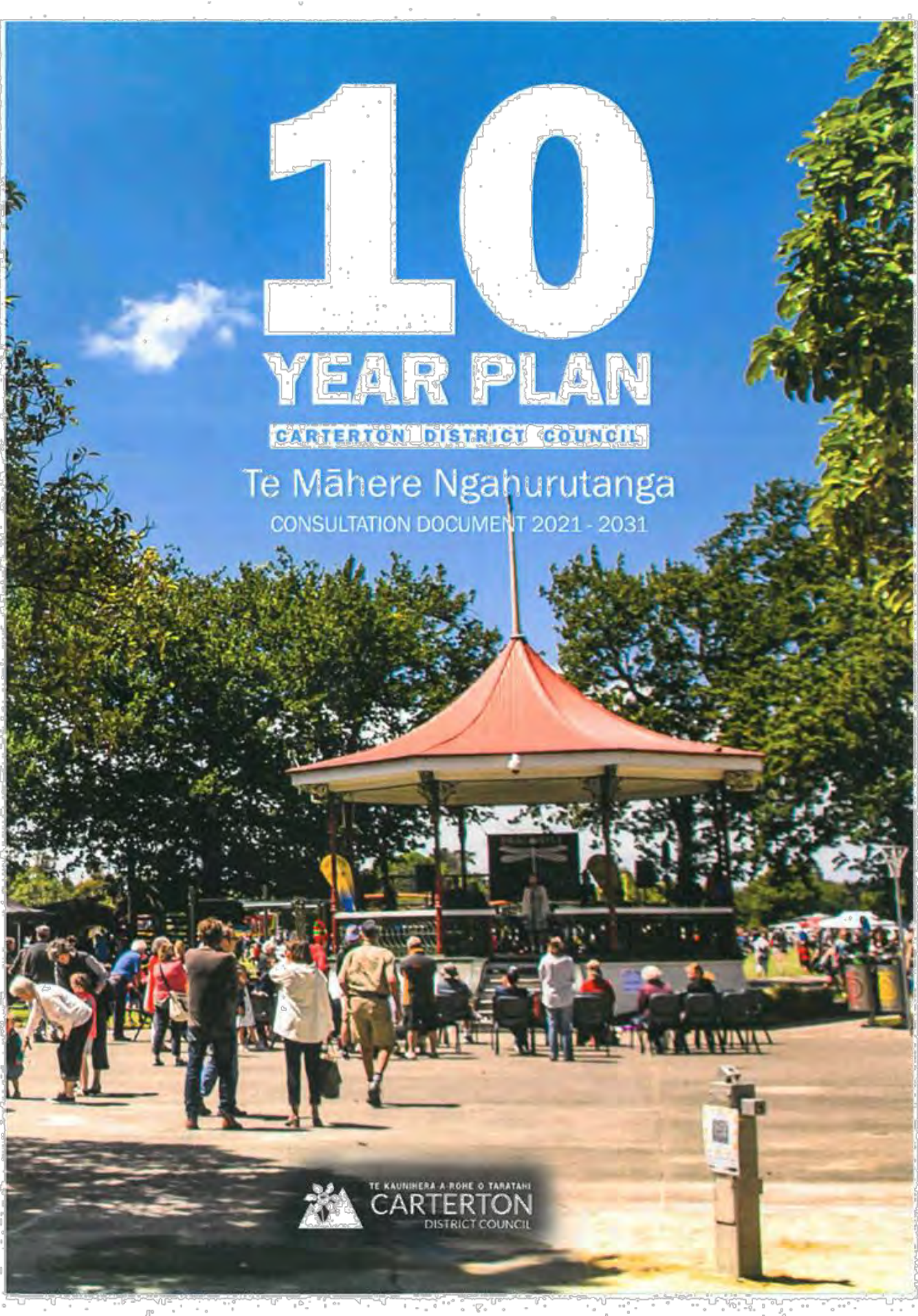
1. **Receives** the report.
2. **Notes** the Draft 2021-2031 Ten Year Plan budgets do not meet the Local Government Act balanced budget benchmark in the first two years, and this will be recovered this over the remaining years of the ten years.
3. **Resolves** that the unbalanced budget over the first two years is prudent and is the fairest way to lessen the impact of average rate rises created by asset revaluations and completion of large wastewater capital works.
4. **Adopts** the supporting information for the 2021-2031 Draft Ten Year Plan Consultation Document, including the Draft 2021-2031 Ten Year Plan, Draft 2021-2031 Financial Strategy and Draft 2021-2051 Infrastructure Strategy, in Attachment 2.
5. **Adopts** the 2021-2031 Draft Ten Year Plan Consultation Document in Attachment 1, with any changes arising from the audit.
6. **Authorises** the Mayor and Chief Executive to approve any minor amendments that may be necessary following the Audit Report.
7. **Approves** the engagement process set out in Section 7 of this report.
8. **Notes** the concurrent engagement process on the Draft Wellington Regional Growth Framework.

**File Number:** 125076

**Author:** Jane Davis, Chief Executive

**Attachments:** 1. 2021-2031 Draft Ten Year Plan Consultation Document [↓](#)







02



# Greg Lang

His Worship  
The Mayor

**Akahi te rourou  
(A hāu te rourou)  
Ka ora ai te iwi  
I tēnei māniriā**

**With our basket of  
resources  
Combined with yours  
Together we shall  
prosper  
We breathe with life!**

We're preparing this Ten Year Plan in the middle of a global pandemic. Ordinarily this would be expected to be difficult for the Council. However, COVID-19 has shown the strength of the Carterton community and our collective resilience in the face of big challenges. We're still experiencing significant population growth and development pressures.

This has continued the trend of the past few years and reflects in part the attractiveness of our location to other Kiwis looking for lifestyles and opportunities. Carterton district offers. I believe COVID-19 has also contributed to this growth.

The opportunity to work from home for many people with less in Wellington City has opened up opportunities for individuals and families to make the move to Wairarapa. While the pandemic has affected Wairarapa less than some other parts of the country, we need to acknowledge that for some of our residents and businesses there have been negative impacts.

COVID-19 has given me and the other Council elected members the opportunity to reflect on our role within the Carterton community and how through our decision-making we can contribute to improving the wellbeing of all our residents and businesses.

We've spent the last year reviewing our vision, thinking about our activities, projects and programmes and discussing how we fund them. And how rates are allocated across properties in the District. The result of all that work is this consultation document on our proposed Ten

Year Plan which we now present to the Carterton community for feedback.

This Draft Ten Year Plan sets out our vision for the future of Carterton and the outcomes we want to achieve. Managing population and business growth, responding to the impacts of climate change, continuing to renew our infrastructure and reimagining the town centre are all captured in the activities, projects and programmes proposed in the plan.

For our core infrastructure we're proposing sticking with our previous plans. Upgrading the wastewater treatment plant, upgrading and constructing an additional water supply and replacing our pipe infrastructure as it comes to the end of its useful life.

We're also investing in new infrastructure to support the growth of the town. The plan is to open up land to the east of the town for new residential and light

industrial development and this Ten Year Plan sets out how that new infrastructure will be put in place to support that development.

We started talking to the Carterton community in June 2020 to find out what we should be doing. We sought views from urban residents, rural residents, members of Hānau-a-Hangi, marae, community groups, rangatahi, tamariki and our other residents. 715 ideas were given to us in Carterton's 'Big Jar of Ideas'.

People felt very strongly about needing to change the look and feel of the town centre and this was the main idea that came through. The requirement for more parking also came through strongly, both in the town centre and for the Events Centre.

We also heard from many people they wanted more walking and cycling trails, for recreation, visitor attraction and safety.



This feedback and our own thinking has meant we want to hear from you about three new projects we are proposing to progress over the next ten years:

- Town centre car parking
- Five Towns Trail Project
- Town Centre Redevelopment

Adding our preferred options for each of these activities to our business as usual activities results in an average rate increase of 6.65 percent or \$66.00 in the 2023/24 year.

I look forward to hearing the feedback on these ideas. In our Consultation Document we've outlined the three projects, their costs and the alternatives we considered.

Worth noting is that local government in New Zealand is in a state of change, although exactly what that change looks like isn't currently clear.

There are three main work items currently underway: a review of the Resource Management Act and a general review of local government.

The Government is reforming the delivery of waste water services, drinking water supply and stormwater. The Government is considering establishing new water entities to take over the ownership of Council's water assets and operate those services.

Our council agreed to participate in the initial stage of the reform programme and received funding for water infrastructure spending in 2020/21.

This is likely to have a significant impact on councils, especially small councils like us. For the purposes of this Ten Year Plan we have assumed none of these changes will happen.

However, we expect the Government to announce the new arrangements in the latter part of the 2021 calendar year and we will be engaging with the Carterton community on whether or not our water services should transfer.

By that time, we'll have plenty of information about the costs and other consequences of such a change. More information on these work items can be found on the

Department of Internal Affairs website. The review of the Resource Management Act is expected to result in new planning and climate change legislation to replace the current Act.

This is likely to have some consequences for the District Plan and how we carry out our statutory planning functions.

Again, we're likely to know more about these changes in the second half of the 2021 calendar year. We've not made any provision in this Ten Year Plan for changes as we don't know for certain what the changes will be.

The more general review of the Purpose of local government partly reflects the waters and Resource Management Act reforms. Councils may be required to pick up new functions and responsibilities.

We will be keeping a close watch on the Government's work, in forecasting when we can and bring ideas back to Carterton residents as we can. Again, no provision in this Ten Year Plan has been made for any possible future changes.

Land and the other elected members will be out and about to talk with as many people as possible over the next months on the proposed new projects and the Ten Year Plan more generally.

I encourage everyone to read and think about the ideas in the Consultation Document and give us your thoughts!

*Greg Lang*  
Mayor Greg Lang

03



04

CONTENTS

- 10 Mayor's Introduction
- 04 Why have a consultation document?
- 01 Our vision and community outcomes
- 06 What are we consulting on?
- 08 Town centre car parking
- 08 Five Towns Trail project
- 10 Town centre redevelopment
- 12 Highlights for the next ten years
- 13 Financial strategy
- 18 Impact on rates
- 18 Infrastructure strategy
- 22 Have your say
- 24 Submission form

# Why have a consultation document

and what are we planning to do?

All Councils must prepare a ten-year long term plan and a consultation document that presents any new activities the Council proposes to undertake. Through this consultation document we are consulting our community on our plans for the next 1-10 years.

For further information check out our full Ten Year Plan at [www.edc.govt.nz/tenyearplan](http://www.edc.govt.nz/tenyearplan)

It will be largely business as usual for most of our activities for the next 10 years.

We're taking the most financially prudent approach for our resources, with a focus on the costs of water and electricity. We're also looking at new infrastructure. We have carefully considered what is important to meet the needs of our community.

You may have different views or priorities to ours. We're looking for your input to help us make the best decisions for our community.

We've decided on three projects we would like to go ahead with based on what you told us and taking into consideration our current plans and commitments.

- Increase town centre car parking
- Begin with Draft of the Five Towns Trail Project
- Our involvement with the town centre redevelopment

We want to hear your feedback before we make any final decisions.

Other than these new projects we will continue to invest in our core infrastructure – including a new water supply for the town supply, finishing our wastewater treatment plant upgrade and creating new infrastructure to enable development in the Eastern Growth Area. We're planning to replace our main office building which is no longer fit for purpose and is starting

work on just to maintain. Finally, we're planning to do some smaller projects over the next few years, including climate change mitigation activities, including the transfer station opening hours a bit, partnering with Musgrave to improve the first people of Teahitāhā. We're also developing an affordable housing scheme and doing other improvements to the swimming pool. Finally, we may provide advice to Water Waikato Limited on a commercial basis, up to \$40,000, should they require it to complete the consenting process. Any risks to the Council will be minimised by a full assessment of the project feasibility at the time any loan funding is requested.

05



## Our vision & outcomes

### VISION

A welcoming and vibrant community where we all enjoy living

### SOCIAL WELL-BEING

- A strong and effective council providing trusted leadership
- A strong community that is safe, healthy and connected
- An empowered community that participates in council and community based decision making
- Access to public facilities, spaces and parks

### CULTURAL WELL-BEING

- To be Māori-led aspirations and partnerships are valued and supported
- A community that embraces and encourages our cultural diversity and heritage
- A community that fosters and promotes our uniqueness and creativity

### ENVIRONMENTAL WELL-BEING

- Safe and resilient water supply, wastewater and stormwater systems
- Healthy, sustainable waterways
- A resilient community capable of responding and recovering from environmental shocks
- An environmentally responsible community committed to reducing our carbon footprint and adapting to the impacts of climate change

### ECONOMIC WELL-BEING

- Quality life for people in infrastructure and services that are cost-effective and meet required needs
- A vibrant and prosperous business and primary sector investing in and supported by the community
- A community that is productively engaged in employment, education and community service



06

# What are we consulting on?

There are three initiatives on which we seek your feedback:



There were 123 ideas in our Big Jar of Ideas specifically about the town centre and parking.

## TOWN CENTRE CAR PARKING

You have told us that there is inadequate car parking in Carterton's town centre and the Events Centre is an issue. Additional car parking will:

- help with the season out of Holloway Street car park
- support the local economy
- maintain a vibrant town centre

There are limitations with what can be achieved with parking on High Streets North and South due to State Highway 2 running through the town centre. Some people find it difficult to use existing parks on High Street due to the volume of traffic and parallel parking required.

We want your feedback on these options:

**A**

The operations yard would remain at 80 Holloway Street and no additional car parking would be provided. (Status quo)

Thinking cost associated with this option however the existing Operations yard buildings are very old and while we have not budgeted for major

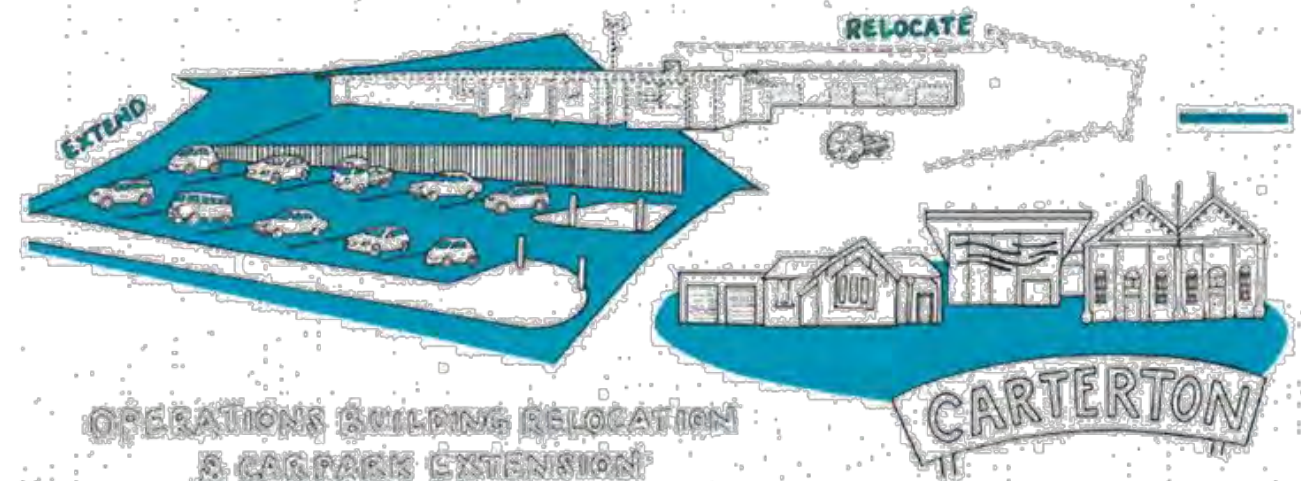
improvements, it is likely that at some stage over the next ten years we may have to upgrade them.

- Benefit: Avoidance of capital expenditure.
- Risk: Continued shortage of car parking during times of high

demand which could discourage local retail spend.

- Risk: Not having Option B does not deliver the car parking you have previously told us you want.
- No impact on debt, rates levels or levels of service.

07



## OPERATIONS BUILDING RELOCATION & CARPARK EXTENSION

**B**

Relocate the council operations yard from 80 Holloway St to Daleton Farm and convert existing site to car park.

Moving the Council Operations Yard will cost \$603,000.

Moving the yard will involve the following:

- new office block at Daleton Farm
- site works

Issue of existing buildings on the Daleton Farm site.

Converting 80 Holloway St into car park will cost \$122,000.

The total cost of Option B is \$905,000 plus interest.

Initial work will begin in the 2021/22 year and the final work undertaken in 2022/23.

- Benefit: It would free up Holloway Street for up to 100 additional car parks right by the Events Centre and within 200m of High Street North and Holloway Street Intersection.

- Risk: The cost estimate may be too low and won't be known until the construction begins. There is uncertainty

about construction costs in New Zealand over the next few years, therefore the risk about cost estimate.

- Debt will increase by \$905,000 and there will be increased level of service.

**C**

Find other sites for additional car parking.

There are no clear sites of the scale of 80 Holloway Street, so multiple sites would need to be acquired and converted.

The cost of Option C is \$2 million over ten years to convert 100 car parks at 40 sites.

- Benefit: Cost can be spread over a number years and car parks can be provided as demand increases.

- Risk: Other sites may not be able to be found and the costs may exceed the budget estimates.

- We do not favour Option C as it is too expensive and uncertain.

- Debt will increase by \$2 million and general rates would increase on average by approximately \$60 per year per rating unit and there will be an increased level of service.

## COUNCIL'S PREFERRED OPTION IS OPTION B:

Relocate the existing Council operations yard from 80 Holloway Street to Daleton Farm, allowing the Holloway Street site to be used for car parking.

For this option general rates will increase on average by \$12.50 a year per rating unit (or \$50,000 a year across all ratepayers) and that cost will continue through to 2031.

Services will be enhanced with additional car parking for the town centre.



08

2

## FIVE TOWNS TRAIL PROJECT

The Five Towns Trail Project is an off-road recreational trail project that aims to connect the five townships in Waitara.

The Five Towns Trail Project was developed in response to a survey of local residents that indicates outdoor recreation opportunities, improves public health, well-being and lifestyle, and attracts more visitors to the Waitara.

This project aims to get more people more active recreation, by providing safe, affordable, accessible, year-round off-road, recreational provision.

Early concept plans have been developed, and four priority trails have been identified including:

- Trail 1: Greytown to Carterton.
- Trail 2: Carterton to Masterton.
- Trail 3: Gladstone Road (including Baker Road).
- Trail 4: Carterton urban loop.

We want your feedback on these options:

A

Begin work on Trail 1 (Greytown to Carterton) and include further trails development in the 2024-34 Long Term Plan or the remaining Trails 2-4.

Detailed planning, route identification, costing, timing and consultation with landowners and

the community could be completed before construction begins. The cost of the project would be \$295,000 plus interest and funds would be obtained via a loan.

Benefit: enables a section of the project to commence and

gives community support and wider use. User numbers and community feedback can inform decision-making towards the remaining trails. The Greytown to Carterton link is also likely to encourage and attract those

Wellington region to Greytown to visit the Carterton.

Risk: Once constructed the trails may not be used as highly as anticipated.

Debt will increase by \$295,000 and levels of debt would increase.

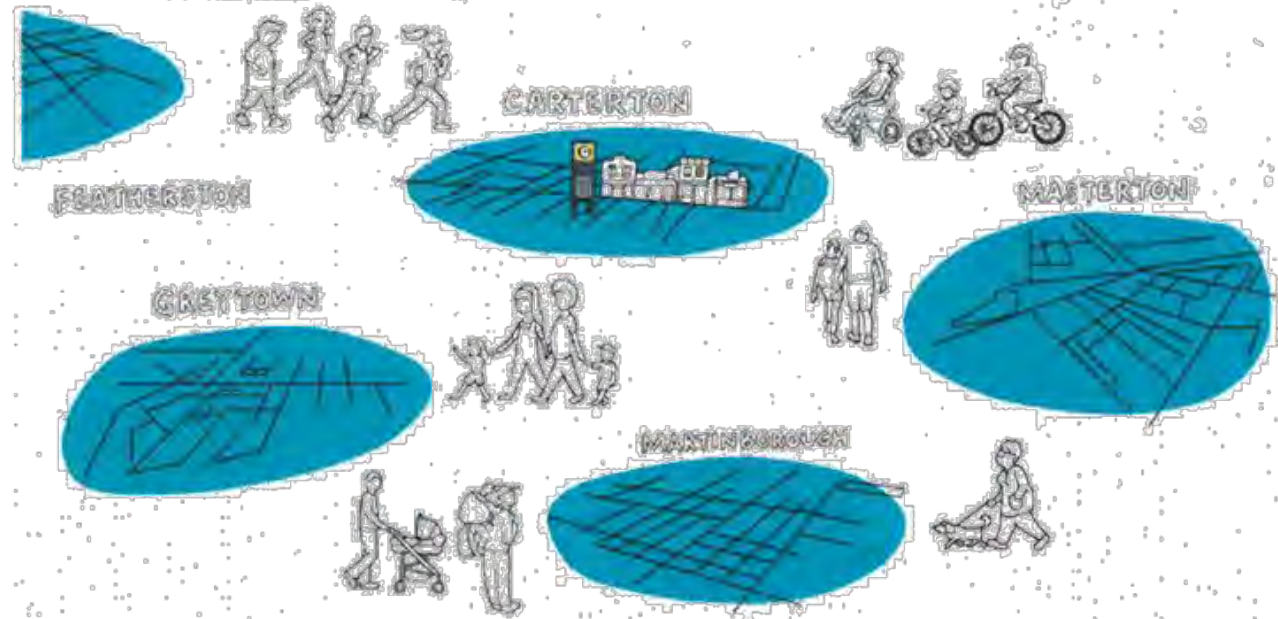
There were 53 ideas in our Big Jar of Ideas about walking and cycling trails.

83 percent of people surveyed in 2020 said they would like to see more walking and cycling trails in the Carterton district, for both recreational and tourism reasons.



09

## 5 TOWNS TRAIL



B

Proceed with only project generating Trails 1-4.

Detailed planning, route identification, costing and timing and consultation with the community would be completed before construction begins. The cost of this option is \$19m to the rate payers over the period 2021-2031. The project funds would be obtained via a loan (see estimate).

Carterton District Council cost breakdown for each trail below:

- Trail 1 - Greytown to Carterton (\$295k).
- Trail 2 - Carterton to Masterton (Baker Road) excluding cost of a bridge.
- Trail 3 - Gladstone Road (including Baker Road) (\$3,470k).
- Trail 4 - Carterton urban loop (\$570k).

Benefit: Trail demonstrates Carterton District Council's commitment to the project and is part of Council's economic development strategy, attracting local visitors and aiding recovery post COVID-19, and will enable the entire network to proceed and opportunities for economies of scale.

Risk: Once constructed the trail may not be used as highly as anticipated.

We do not favour Option B due to its cost.

Cost would increase by \$5.21 million and increase on average by approximately \$100 a year per rating unit. Levels of service would increase.

C

Withdrawal from the project.

Council could choose to withdraw its support for the Five Towns Trail Project, leaving the status quo for the Council. The Five Towns Trail Plan will be left to others to implement.

Benefit: Savings made to proposed budgets and decrease to the amount of debt required.

Risk: A trail network does not get constructed and the community misses out on an extra daily valuable resource, and visitors fail to attract visitors.

Would not have Option C as you told us you wanted more recreation activities and cycle trails.

There would be no impact on debt, rates or levels of service.

### COUNCIL'S PREFERRED OPTION IS OPTION A:

Begin work on Trail 1 - Greytown to Carterton. A decision about whether to proceed with remaining Trails 2-4 will be the subject of consultation in the 2024-34 Long Term Plan.

We have included \$295k in 2021-24 of the Ten-Year Plan to enable the proposed project to proceed. The project will be funded through a loan.

For this option general rates will increase on average by \$3.83 a year per rating unit (or \$18,000 a year across all ratepayers) and that cost will continue through to 2031.



10

3

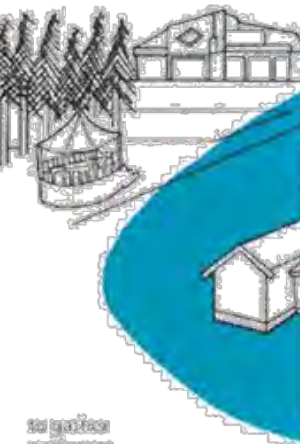
We want your feedback on these options:

## TOWN CENTRE REDEVELOPMENT

Over the next few years, significant redevelopment will take place due to the age and earthquake-prone status of many of Carterton's town centre buildings. This may include a mix of renovations and new builds, with the look and feel of retail in the future being very different to that of the past.

Most of this development will be undertaken by the private sector, but the community has expectations about what

marks from the town centre and wants to see a mix of new and old buildings. An attached town centre will have a positive impact on the town centre and the community will be designed, appealing public spaces provide a sense of community and a place for shoppers to support retailers, and an opportunity for social interaction. There has been feedback from the community indicating they would like the town centre to feel like the "lounge of the district" - a comfortable place



to gather and meet, to share across at community level, and to create town centre for the future.

A

No direct investment from the council and instead encourage local property owners and investors to provide public spaces and accessways/laneways.

and staff activity. The Council would try to influence the shape and form of the town centre through advocacy and the District Plan rules.

■ Benefits: no direct

cost to Council and ratepayers.

■ Risks: developers and investors do not invest in public spaces, which the District Plan is unlikely to be able to force.

■ We do not have Option A as it is unlikely to achieve what our community wants.

■ There would be no impact on debt, rates or local business.

B

Create new public spaces and accessways.

Council could purchase land for new public spaces and accessways/laneways in the town centre. This could be done in conjunction with redevelopment by the private sector, involving them to deliver the shared vision.

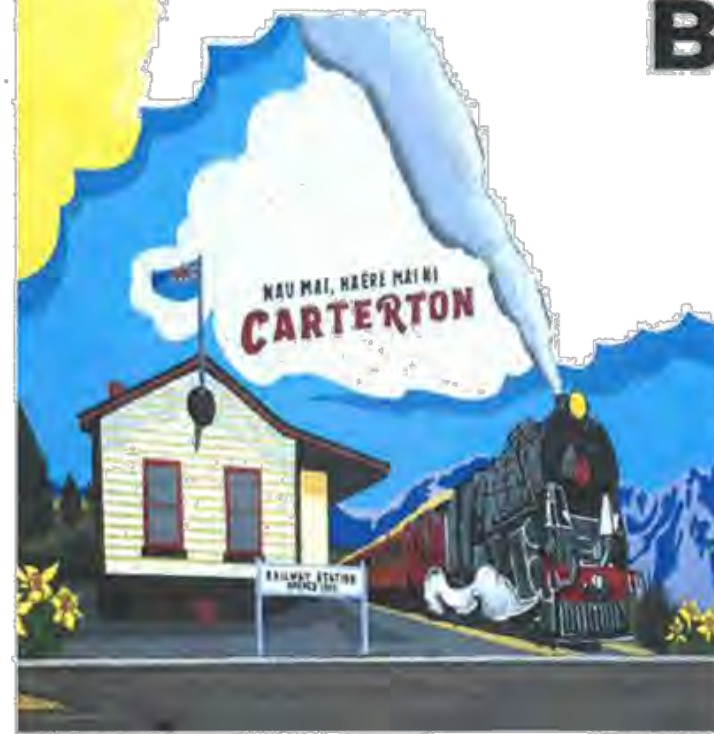
The cost of this option is \$30,000 per annum over ten years.

■ Benefits: effective public spaces will be developed to complement the redevelopment of buildings, enabling the Council to create the regenerated town centre. This will help ensure the town centre becomes the "lounge" of the District. Council contribution to the town centre regeneration could

encourage private sector developers to invest.

■ Risk: private sector developers do not support the Council's vision and the development of the public spaces, therefore preventing the Council from accessing the land necessary.

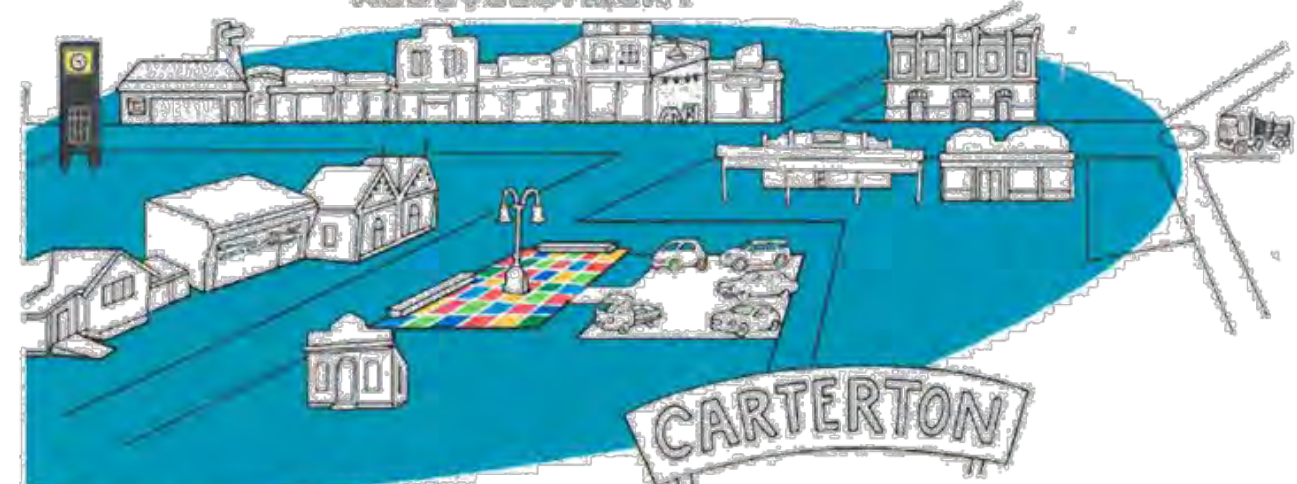
■ Debt and interest: \$30,000 and levels of service will increase.



9

11

## TOWN CENTRE REDEVELOPMENT



C

Council manages development agency.

This option would include purchasing town centre properties and refurbishing and selling over leading. While partnerships with private developers are possible under this option following sharing of risk and costs, Council would be required to invest significant amounts upfront before being able to generate any return.

■ Benefits: option gives the Council the most direct control over achieving the desired town centre vision.

encourage increase investor confidence and result in more private sector players investing in the town centre.

■ Risk: the Council does not have the skills and experience to act as a development agency and incur costs up front without any return or profit, risking ratepayers.

■ We do not have Option C due to its high cost.

■ This option will cost \$40 million and increase on average \$15 a year per rating unit. Levels of service would increase.

### COUNCIL'S PREFERRED OPTION IS OPTION B:

Include in the plan budget capacity to purchase land for new public spaces and accessways/laneways in the town centre. General rates will increase on average \$2.57 a year per rating unit (or \$11,500 a year across all ratepayers).

There were 123 ideas in our Big Jar of Ideas about the town centre and parking. We're proposing purchasing land in the town centre for new public spaces, accessways and laneways.

10%

91 percent of people surveyed in 2020 said it was important for the Council to support a town centre revitalisation as part of its Long Term Plan. We're proposing purchasing land in the town centre for new public spaces, accessways and laneways.





12

# Highlights for the next ten years

We are concentrating on delivering core services in the next ten years in order to ensure we are future-proofed with the exception of our water supply. Investing for growth and replacing the Council Main Office.

Investing in the capital projects below and continuing to deliver quality services with

## Key Project expenditure over the next 10 years:

- |   |   |
|---|---|
| ■ Wastewater renewals & replacement \$6,632,752     | ■ Urban growth strategy \$15,670,998          |
| ■ Water supply renewals and replacement \$5,286,211 | ■ Additional water source \$9,328,353         |
|   | ■ Council main office replacement \$4,517,157 |

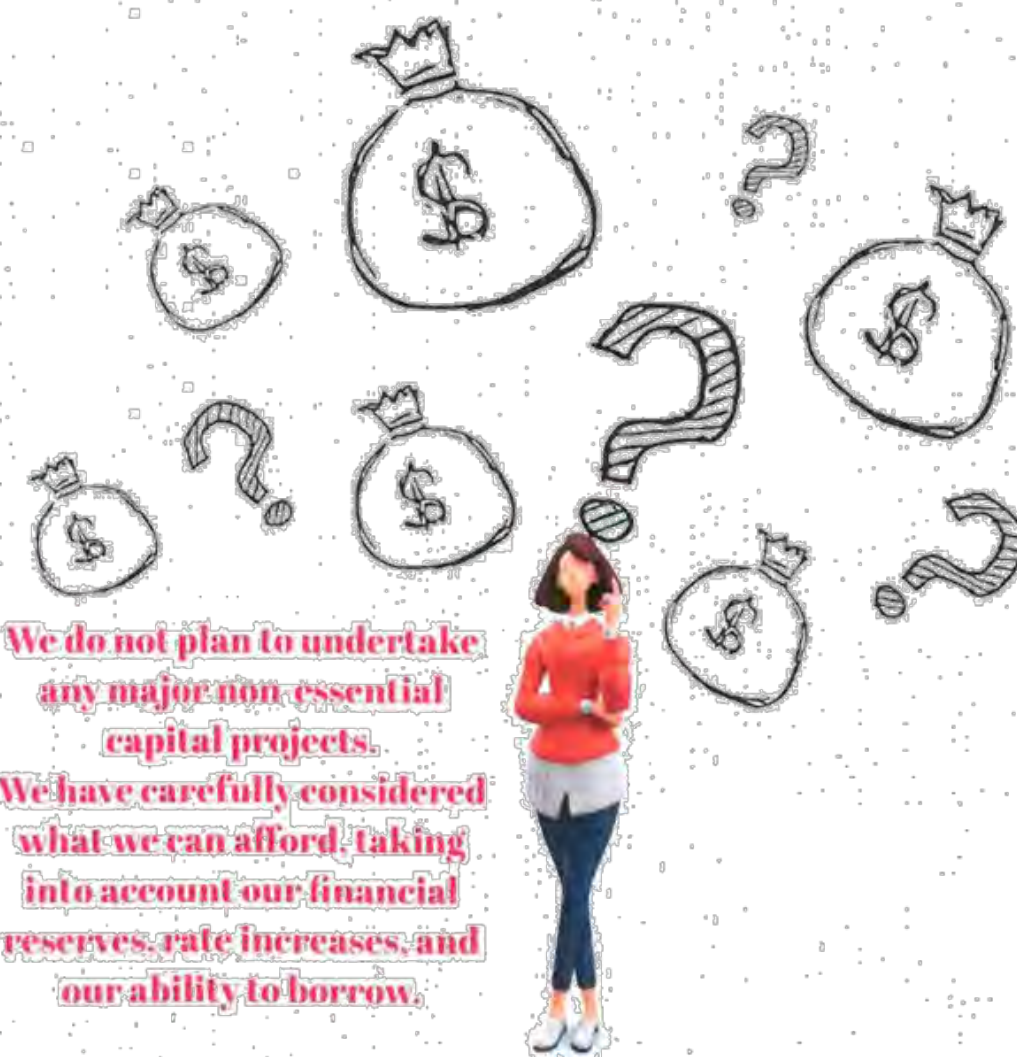
and service levels, is the most appropriate approach to take.

More information is available in the draft Ten Year Plan.

(see [www.cdc.govt.nz/plans/tenyearplan](http://www.cdc.govt.nz/plans/tenyearplan)).

Council has already included the cost of these projects in the draft budget and intends to proceed with them.

While they are not considered key regeneration projects, Council will also contribute back.



**We do not plan to undertake any major non-essential capital projects.**  
**We have carefully considered what we can afford, taking into account our financial reserves, rate increases, and our ability to borrow.**

13

# Financial strategy summary

The financial strategy explains how the Council will manage its finances over the next ten years, and the general approach and principles to be followed. To meet the reasonable needs of our community, the Council has applied the following principles:

- be fair to our ratepayers and customers.
- maintain service delivery and if required meet increasing demand.
- balance the budget.
- be good stewards of our assets and infrastructure, and of our funds.
- spread the cost of our assets across their useful lives.

## HOW WE WILL DO THIS

Being fair to our ratepayers and customers means our activities are cost-effective and necessary for the community's current and future needs. Those who benefit from our services pay for these services through rates and charges. Where we invest in our infrastructure assets, we spread costs across today's and tomorrow's users. Inter-generational equity is a goal to match when benefits arise.

We are also aware of not excessively burdening today's users with the impact of yesterday's decisions not having contributed enough.

Overall, the financial picture reflects prudent, conservative management. There will be surplus in every year to pay back loans and build reserves. Capital expenditure and operating expenditure is dominated by infrastructure (roads, wastewater, and water). Debt rises to a peak of \$31 million to fund the capital works in 2027/28 for the additional water supply then falls during the rest of the period as loan cost repaid. Reserves build steadily. This leaves the Council in a good position with headroom for unforeseen expenditure.



## BALANCED BUDGET BENCHMARK

Council's goal is to earn a balanced budget across the ten year period. This means we aim to match planned revenue and planned expenditure helping to ensure that today's ratepayers pay for the services and amenities provided to them.

Where surpluses are generated this is to cover repayment loans (as a result of increased borrowing) and to build reserves.

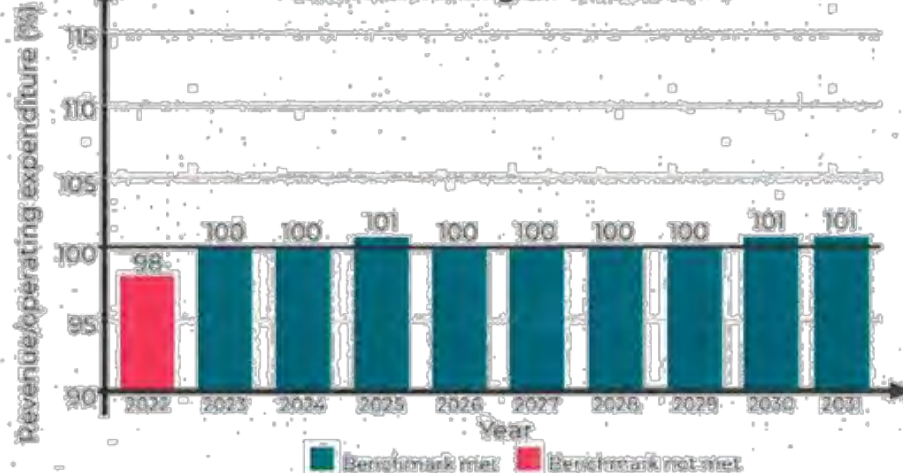
Council expects to get over the balanced budget benchmark in the first year. This is a result of our proposal to reduce the level of

general rates increases in years one and two with the first year of this increasing on the balanced budget benchmark.

Doing this helps to lessen the impact of average rate increases due to asset revaluations and the completion of large wastewater capital works. We plan to recover this reduction in years three and four of the plan.



## Balanced Budget Benchmark





14

# Capital expenditure

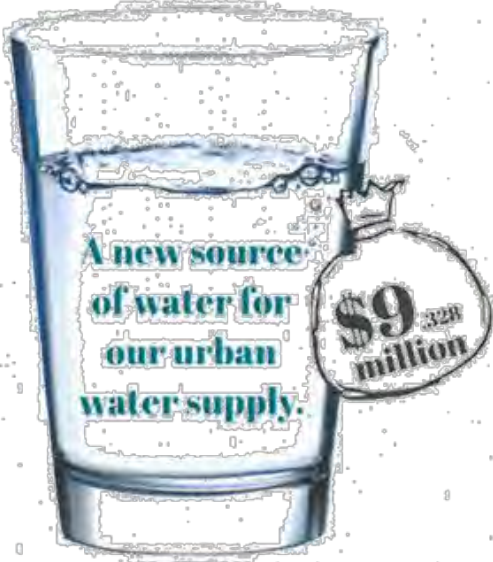
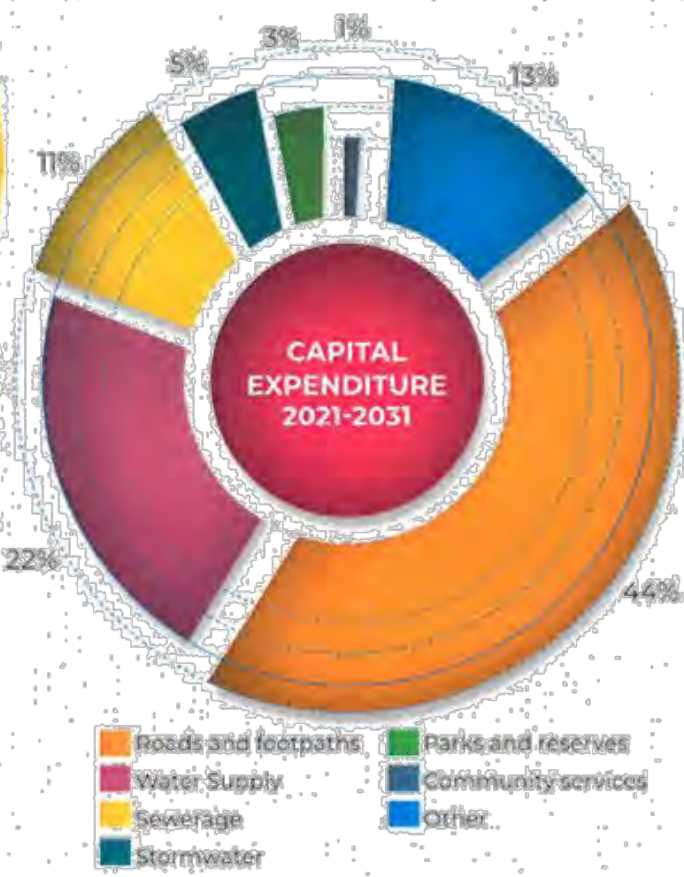
Capital expenditure is for purchasing, building, replacing, or developing the district's assets, such as roads, parks, wastewater, and buildings. For each major infrastructure network (water, wastewater, stormwater, and roads) asset management plans are in place. These are key planning tools for the maintenance, renewal, and development of assets.

The assets managed by the Council are forecast to grow from \$249 million to \$266 million over the ten years of this plan. The key capital projects over the ten years are as follows:

- a new source of water for our urban water supply (\$9.328m).
- Implementing our urban growth strategy by servicing new residential land with roads, footpaths, and the three waters (\$15.671m).

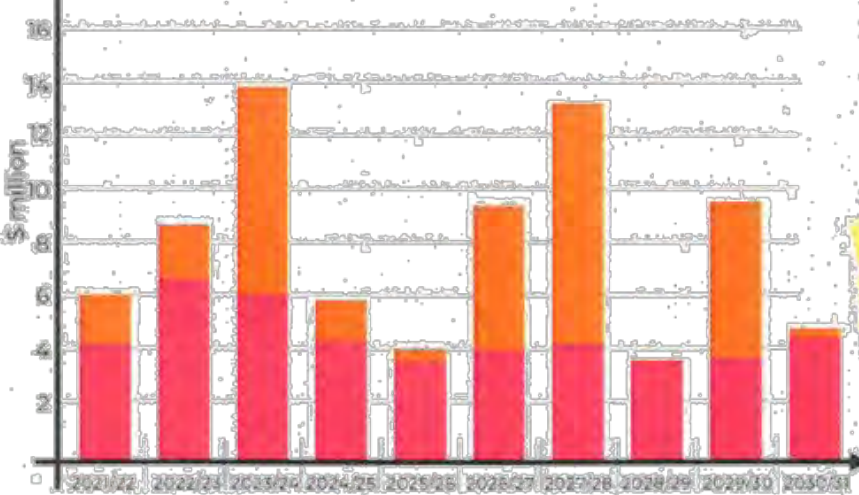
The Council will spend nearly \$79.7 million on capital expenditure over the next ten years (\$6.1 million in 2021/22).

The chart to the right provides a breakdown by major group of activities over the next ten years.



15

## TYPE OF CAPITAL EXPENDITURE



The largest share of the capital spending goes on roads and footpaths (\$35.2million or 44 percent) followed by water supply (\$15.7 million or 22 percent).

The chart to the right breaks down capital expenditure between renewal of existing assets, responding to or anticipating growth in demand, and improving levels of service.

There are three peaks in capital expenditure over the ten years. In 2027/28 there is growth expenditure for the additional water supply. In 2023/24, 2026/27 and 2029/30 there is expenditure relating to spending on

residential land in the eastern growth zones. In the intermediate years, there is a mix of levels of renewal, street and growth expenditure relating to wastewater developments, smart water meters, sewer supply, resilience, and the additional water supply.

# Operating expenditure

Operating expenditure is forecast to increase from \$20.1 million to \$25.5 million over the next ten years, an increase of 27 percent, compared with the 26 percent REPL forecast for total government inflation over the same time period.

As well as reflecting the impact of capital expenditure for growth the increase in operating expenditure

reflects additional levels of service, and the associated maintenance and operating costs, and either building funds for replacement in the future or paying interest and loan repayments.

The following charts show the split between groups of activities over the next ten years.



The greatest operating expenditure over the next ten years is on transportation (\$57.2 million or 25 percent), followed by wastewater (\$35.2 million or 15 percent).



- Roads and footpaths
- Sewerage
- Water Supply
- Community services
- Parks and reserves
- Regulatory & Planning
- Waste Management
- Governance
- Stormwater



# Rates

The purpose of local government is to enable democratic local decision-making and to meet its communities' needs for services—now and in the future. These responsibilities often create conflicting views from the community and organisations on what the Council's priorities should be and how much money is spent.

Affordability is a concern for most ratepayers, whilst many of the Council should be doing more to accommodate the needs of a changing community. While grappling with this balancing act, the Council has considered, as far as practicable, the requirements of the current community without compromising future generations. For the next ten years, we plan to keep:

on upgrading and expanding our core water and sewerage services to meet current needs and future demands. We are not planning to increase significantly any of our other activities, but instead maintain a business as usual approach.

The Council has a prudent policy to limit the increase in average rates in any one year to:

the increase in the BELL local government cost index plus 2 percent.

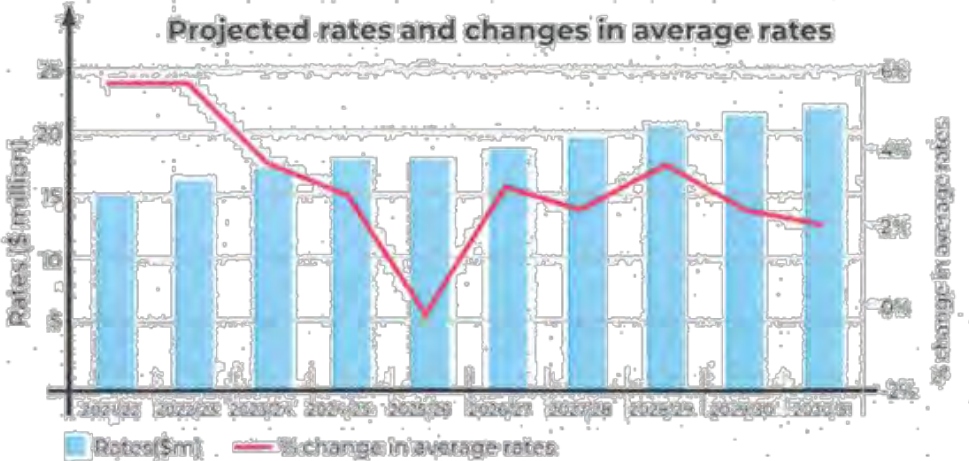
The chart opposite shows the projected rates during the Ten-Year Plan (the blue bars) and the percentage increase in average rates (the red line). Rising depreciation expenditure 2021/22 from the value of our existing assets and the completion of the large wastewater plant project will be funded by an increase in rates revenue.

Rather than fear the full impact of these increases in year one, Council proposes to manage this by lowering the increase in general rates in the first few years and increasing this in years three and four. This has the effect of "smoothing" the impact on ratepayers, increasing across the first four years of the plan.



## Borrowing

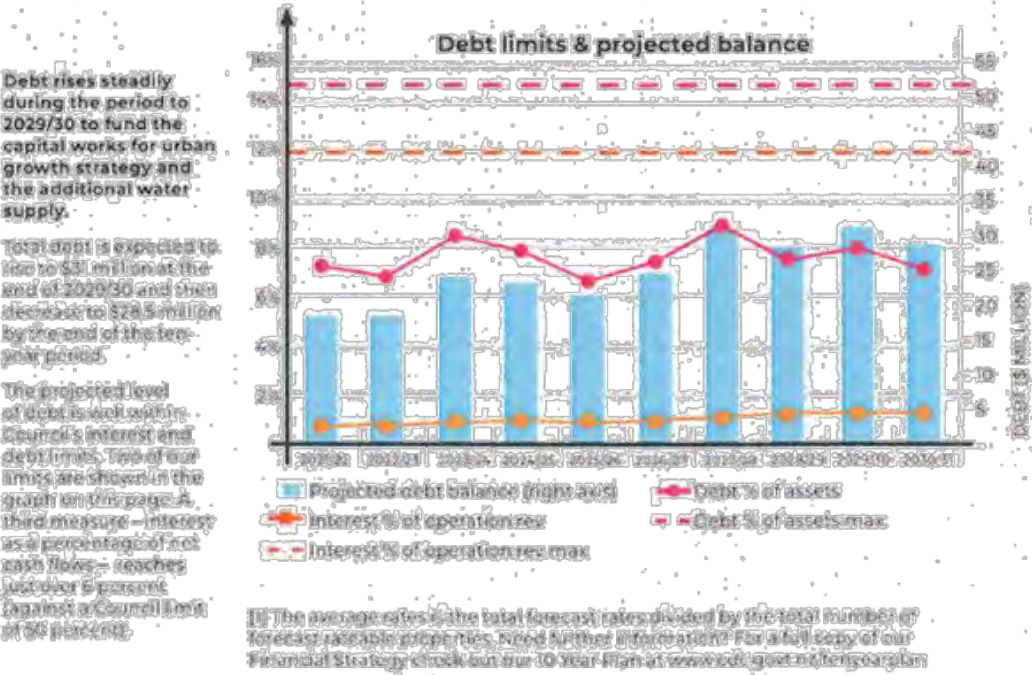
The Council has set prudential limits on the level of borrowing and the level of interest costs. These are shown in the following chart. All are well within the limits over the next ten years.



In the 2021/22 financial year, the Council proposes to collect \$15.3 million in rate revenue. This is an increase of \$1 million on the current financial year and equates to an increase of 6.55 percent in the average rates after taking into account growth in the rating base. After 2021/22, the annual increase in average rates is anticipated to drop to 5.55 percent for 2022/23 then fall back into the 2.5 percent range.

Actual rate increases for individual properties will vary depending upon the targeted rates that are applicable to the different rating categories and the valuation of each property. In 2021/22, most of the increased expenditure will impact on urban rates.

In 2025/26 we are projecting the number of rating units to increase faster than the shift in rates revenue, leading to an overall decrease in average annual rates.



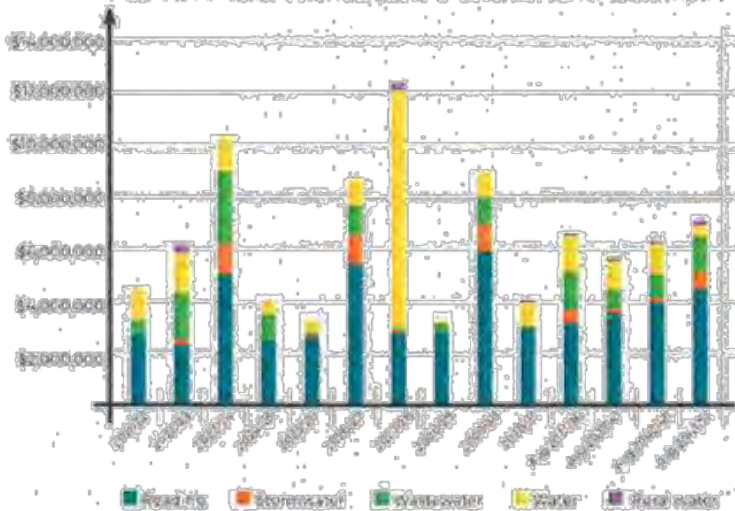


18

# Infrastructure strategy summary

Over half of the Council's operating expenditure and most of its capital expenditure is on its network infrastructure – roads and footpaths, wastewater, water supply, and stormwater – which are essential for the health, safety, and land transport needs of the district, and have a significant impact on the physical environment.

CAPITAL EXPENDITURE FORECASTS 2021-51



Getting the infrastructure spending right is important. We have an infrastructure strategy that considers the significant issues for our infrastructure over the next 30 years, and how we will address them. The key issues are:

- demand for services with population growth
- the impact of climate change and more extreme weather events
- the risks to and resilience of our infrastructure assets
- the responses to changing regulatory requirements

Part of the Waikato District Plan review will be the incorporation of responses to the east of Carterton town centre a new residential growth area under the Eastern Growth Strategy. The planning will include plan installation of the required infrastructure to support growth. The programme of capital and renewal works for the infrastructure networks will ensure there will cope with growth expected over the next ten years and beyond. Specific considerations included in the infrastructure strategy are summarised as follows:

## Sewerage

There has been considerable progress around the treatment and disposal of sewage at our Dalton Road Facility. We have a 35-year resource consent to further improve our treatment and disposal. The completion of the capital programme will significantly reduce the discharge of treated effluent to waterways. Instead, sewage is diverted to land application. The long-term vision is to remove discharges into waterways completely in a way that is affordable to the community.

## Drinking water

An application has been lodged to remove the Council's resource consent to take water from the Kaitiaki Stream for the urban water supply. This consent is with Greater Wellington Regional Council for consideration but it is likely that the summer water take allowed from this source will be reduced. Carterton already has an additional water source of bore located in Frederick/Lincoln road. Water demand is met approximately equally between the two treatment plants.

## Stormwater

Most of the Carterton township does not have and does not need a reticulated stormwater network. Instead, most properties are adequately served by drainage to waterways. The reticulated network of pipes and open drains discharging to waterways are likely to require a new discharge consent, with

higher environmental standards possible under the regional council's Proposed Natural Resource Plan. These standards are yet to be finalised but in anticipation, modest funding has been set aside to implement stage 1 of a two-stage resource consent to monitor and manage natural waterways. Stage 1 is a 5-year consent while stage 2 will put in place measures to improve the quality of the stormwater.

## Roading

Roads are the backbone of our infrastructure network, vital for our economic and social wellbeing. Our roads are generally in good condition and compare well against the newly introduced national standards.

However, some specific routes will require attention. Over the next ten years, a significant volume of forestry is expected to be harvested, and this will place extra demand on some rural roads, impacting on the required maintenance and renewal programme. Better information about when and where the harvest is being planned, and the routes that will be used to transport the logs, will

allow us to optimise our maintenance plans. At the same time, robust loading times have increased, with most new vehicles being built to this higher 'boxer' standard. To maintain current levels of services on the roads used by these larger vehicles, will require more maintenance in the short term, increased rehabilitation and bridge strengthening.

No further improvements are anticipated beyond the next ten years.

## Asset management

Our assets are generally in a good condition and we intend on keeping them this way over the coming years.

The infrastructure strategy identifies areas of improvement for our asset management processes and systems and the quality of the information we use to manage the assets. There are no significant issues. The strategy, asset and the associated asset management plans are being continually improved.

Need further information? For a full copy of our Infrastructure Strategy check out our 10 Year Plan at [www.cdc.govt.nz/tenyearplan](http://www.cdc.govt.nz/tenyearplan)

IMPACT ON RATES

	GST INCLUSIVE 2021/22	RATES REQUIRED \$ INCL GST
<b>GENERAL RATES - differential factor</b>		
Residential	1.0	
Commercial	2.0	
Rural	0.80	
<b>GENERAL RATES - capital value</b>		
Residential	0.77186 cents in the \$	\$2,150.75
Commercial	0.34373 cents in the \$	\$435.602
Rural	0.13749 cents in the \$	\$3,027.62
Uniform Annual General Charge	\$1,055.28	\$4,746.98
<b>REGULATORY &amp; PLANNING SERVICES - capital value</b>		
	0.00002 cents in the \$	\$218.42
<b>URBAN SEWERAGE</b>		
Connected	\$784.91	\$2,215.035
Not to be connected (flat charge)	\$392.46	\$506.27
Flat charge	\$784.91	\$108.318
<b>WAIKAWA SEWERAGE - capital value</b>		
Connected	\$357.50	\$3.863
Connected or able to be connected commercial properties in the Waikawa industrial zone	0.12225 cents in the \$	\$16.259
Connected or able to be connected residential properties in the Waikawa industrial zone	0.18113 cents in the \$	\$
<b>STORMWATER - land value</b>		
	0.05633 cents in the \$	\$301.914
<b>REFUSE - collection &amp; kerbside recycling</b>		
	\$127.60	\$344.138
<b>URBAN WATER</b>		
Connected	\$811.39	\$2,315.147
Not to be connected	\$405.60	\$519.16
Metered water in excess of 225 cubic metres	\$1,706 cubic metre	\$70.150
<b>RURAL WATER RACE</b>		
Rural water service rate	\$493.05	\$249.978
Class A	\$57,642.58 per ha	\$435.031
Class B	\$3,243.63 per ha	\$44.170
Class C	\$344,362.02 per ha	\$137.337
<b>WAIKAWA WATER</b>		
Connected	\$195.20	\$10.390
Metered water	\$2.73 cubic metre	\$241.500

19



Actual rates for individual properties will vary depending upon the targeted rates that are applicable, the differential rating category, and the

The table below includes rates that apply to the City of Wellington and excludes the Greater Wellington Regional Council rates. Rates do not show fuel;

reduces your taxable income.  
You will need your  
1997 Sales Tax Assessment  
Notice and the latest  
available valuations  
provided by you.

Variable Value, or go to the website <http://data.gov> and enter the services that you're using, your property and look under the "New" column.

RESIDENTIAL		multiplier		CST	
General residential	capital value		1.000000		
Unimproved General Storage	capital value		fixed		1.05378
Regulatory planning services	capital value		0.000000		
Unimproved	capital value		fixed		72.43
Stormwater	land value		0.000000		
			fixed		127.60
Value collection & public recycling			fixed		0.1115
Urban water treatment	cubic metres				
Metered water	over 225		5.72		
				<b>TOTAL</b>	
<hr/>					
RURAL					
General rural	capital value		1.000000		
Unimproved General Storage	capital value		fixed		1.05378
Regulatory and planning services	capital value		0.000000		
<hr/>					
SINGLE WATER RACE		1 hectare		\$250.00	
Class A	hectares		25.3416		
Class B	hectares		5.7019		
Class C	hectares		104.5464		
				<b>TOTAL</b>	

### Example Properties

The following table provides a summary of the assessments for change in listing categories and property values, and provides the impact of the preferred option for each flow.

Property Category	Features	Water (valued)	Land (valued)	Water & Sewerage (valued)	Water & Sewerage (as % of total)	Water & Sewerage (as % of land)
Residential	low value	\$325,000	\$185,000	0	\$3,450.75	0%
Residential	medium value	\$530,000	\$190,000	15m <sup>2</sup>	\$3,852.69	3.4%
Residential	high value	\$650,000	\$240,000	50m <sup>2</sup>	\$4,153.92	4.1%
Commercial	2.5 acres	\$600,000	\$435,000	100m <sup>2</sup>	\$6,075.00	3.2%
Commercial – rural	water & sewerage connected	\$285,000	na	na	\$6,424.10	11.8%
Rural 1	no water race	\$6,580,000	na	na	\$10,467.71	0.0%
Rural 2	no water race	\$2,070,000	na	na	\$4,023.99	-6.4%
Rural – residential less than 0.7% hectares	no water race	\$10,000	na	na	\$1,785.20	6.5%
Rural – lifestyle	no water race	\$970,000	na	na	\$2,445.36	0.3%
Rural – Taratoto – single Water race	40 hectares serviced by water race	\$1,200,000	na	na	\$3,144.25	9.5%
Rural – Carrington – single water race	545 hectares serviced by water race	\$980,000	na	na	\$4,841.61	12.2%

## Auditor's message

AUDIT NEW ZEALAND

## Mass Arctic Aotearoa

[illegible][illegible][illegible][illegible][illegible]



22

## HOW TO FIND OUT MORE

### March

**Fri 20 March 10am-12pm**  
Age Concern Expo,  
Solway Showgrounds

**Fri 20 March Evening**  
Relay for Life, Clareville  
Showgrounds

**Mon 22 March**  
10am-12pm  
Happy to Chat,  
Page 42 Cafe

**Wed 24 March**  
10am-11am  
Neighbours Day Event,  
Haumanu House

**Fri 26 March 10am-12pm**  
Expo & quick fire  
questions, Events  
Centre Foyer

**Fri 26 March 3pm-4pm**  
Expo & quick fire  
questions, Events  
Centre Foyer

**Fri 26 March 5pm**  
Carterton School gala

**Sat 27 March**  
10am-12pm  
Expo & quick fire  
questions, Events  
Centre Foyer

**Sun 28 March**  
10am-5pm  
Paddock Day,  
Gladstone Complex

**Tues 30 March**  
8pm-9pm  
Go Carterton social,  
Little Africa

### April

**Fri 3 April 10am-12pm**  
Happy to Chat, Happy  
to Chat bench (Rain  
venue: Page 42 Cafe)

**Tues 6 April 10am-12pm**  
Happy to Chat,  
Page 42 Cafe

**Tues 7 April 10am-12pm**  
Happy to Chat,  
Wild Oats

**Sat 10 April 10am-12pm**  
Working Bee and  
Sausage Sizzle,  
Carrington Park

**Sun 11 April 10am-12pm**  
Carterton Farmers  
Market

**Sun 11 April 2pm-3pm**  
Pack ya bags,  
New World

**Mon 12 April 10am-12pm**  
Happy to Chat,  
Page 42 Cafe

# Have your say

We encourage every one of you to submit your views on what you think the Council should be doing and the services it should be providing over the next ten years.

The Council has carefully considered what it thinks is important to meet the reasonable needs of our community. You may have different views, or you may agree with our choices. This consultation phase is your chance to have an influence.

**Submissions close noon on Monday 19 April 2021**



## TALK TO YOUR COUNCILLORS

You can also find out more or have your say by talking directly to your councillors or Mayor.

**Mayor Greg Lang**  
P 06 379 4030  
M 027 981 616  
E [greg@cityofcarterton.govt.nz](mailto:greg@cityofcarterton.govt.nz)

**Cr. Rebecca Vergunst**  
(Deputy Mayor)  
P 027 742 2264  
E [rebecca.vergunst@cityofcarterton.govt.nz](mailto:rebecca.vergunst@cityofcarterton.govt.nz)

**Cr. Robyn Cherry-Campbell**  
P 021 155 6921  
E [robyn.cherry-campbell@cityofcarterton.govt.nz](mailto:robyn.cherry-campbell@cityofcarterton.govt.nz)

**Cr. Steve Cretney**  
P 06 379 6201  
M 027 796 491  
E [steve.cretney@cityofcarterton.govt.nz](mailto:steve.cretney@cityofcarterton.govt.nz)

**Cr. Brian Deiler**  
P 06 379 8368  
M 027 456 3360  
E [brian.deiler@cityofcarterton.govt.nz](mailto:brian.deiler@cityofcarterton.govt.nz)

**Cr. Jill Greethead**  
P 06 379 6193  
M 027 488 4376  
E [jill.greethead@cityofcarterton.govt.nz](mailto:jill.greethead@cityofcarterton.govt.nz)

**Cr. Rob Stockley**  
P 021 438 1662  
E [rob.stockley@cityofcarterton.govt.nz](mailto:rob.stockley@cityofcarterton.govt.nz)

**Cr. Russell Keys**  
P 06 379 6413  
M 027 654 0880  
E [russell.keys@cityofcarterton.govt.nz](mailto:russell.keys@cityofcarterton.govt.nz)

*There is currently one vacancy*

## MORE INFORMATION

Further supporting information is contained in the draft Ten Year Plan available to view at our offices and on our website at [www.cdc.govt.nz/tenyearplan](http://www.cdc.govt.nz/tenyearplan). The draft was prepared for the purposes

of consultation and contains the following:

- groups of activities summaries
- prospective financial statements
- financial strategy

- infrastructure strategy 2021-2051
- fees and charges 2021/22
- funding and financial policies
- significance and engagement policy

23



The Wellington Regional Growth Framework is a spatial plan that has been developed by local government, central government and iwi partners in the Wellington-Wairarapa-Horowhenua region to provide an agreed regional direction for growth and investment and to deliver on the Urban Growth Agenda objectives of the Government.

The region is facing a number of housing and urban development, transport and resilience challenges for the future. These challenges are regional issues that are best dealt with together and not individually. Many of these challenges cross local council boundaries and the maximum benefits can be had from tackling these together.

The Framework identifies how the region could accommodate a future population of 750,000 and an additional 100,000 jobs in the next 30 years. This represents an additional 400,000 people in the region. The scenario of 200,000 people has been developed to understand what would be required to accommodate this level of growth and consider potential infrastructure needs beyond the 30-

year growth scenario.

The proposed changes to urban form for the region are a mix of development in both Urban Growth Areas (brownfield) and Future Urban Areas (greenfield). Both are expected to have higher density development than we see at present throughout the region, and include increased access to bus and rail services which are expected to increase in frequency, capacity and reach over time.

Our current understanding is that regional 80% of housing growth in the Framework is expected to be identified in the Framework and 20% is expected to be through 'business as usual' infill throughout the region, with just over half of this infill being in Wellington City. Of the 80% housing growth from areas identified in the Framework:

One quarter is expected to be accommodated in Wellington City (excluding town in the western corridor including the Lea Gut Wellington Mooring corridor).

Ready for third is expected to be accommodated in the eastern corridor from Lower Hutt to Manawatu with just over one third going

to the western corridor's growth occurring in the Wairarapa.

The remainder (over 40%) is expected to be accommodated in the western corridor from Lower Hutt to Manawatu.

The Framework identifies improving west-east connections as an opportunity to unlock growth, improve regional accessibility to economic and social opportunities.

The potential housing and urban development capacity of any future work on a multi-modal corridor is expected to be determined and will need consideration alongside potential transport interchanges.

Carterton District Council has been working with other councils, central government and iwi on the Framework and we are working on a joint governance for implementation of the Framework, once finalised.

Currently, Carterton has existing capacity to accommodate urban growth. The Council has accepted a Draft Growth Plan that aligns with the Regional Growth Framework that provides for residential development to the east of the town. It is expected that an additional 1000

residential properties for mixed uses and values will be created.

The western corridor, and subsequent change, will be provided for as part of the current District Plan review. A large part of our thinking and planning is to address affordable housing issues.

An Affordable Housing Action Plan will be prepared and will be part of the District Plan review and set out other actions the Council may take to help address the affordable issues.

A small development growth analysis on the demand and existing

of industrial land suggests that there could be a shortfall in this type of land for businesses. Planning will be undertaken for both the state to growth area and the Wairarapa industrial Estate to accommodate this growth.

Consultation on the Wellington Regional Growth Framework is being undertaken in a number of ways to the long term Plan but this is part of our council consultation. To participate in the consultation on the Framework, please go to <http://wllg.org.nz>



**Scan me for more information**



24

# Ten Year Plan 2021–2031 submissions



- Submissions can be entered on line at [cdc.govt.nz/tenyearplan](http://cdc.govt.nz/tenyearplan)  
Or you can write a letter, or complete the attached submission form, and either:
- send to Ten Year Plan submissions, Carterton District Council, PO Box 9, Carterton 5713.
  - email it to [submissions@cdc.govt.nz](mailto:submissions@cdc.govt.nz)
  - fax it to (06) 379 7832.
  - deliver to Council office, Holloway Street, Carterton.

All submissions will be available to the public and the media but personal contact details will be withheld.

Name

Address

Email

Organisation

If you are submitting on behalf of an organisation

Phone (daytime)

Phone (evening)

Mobile

Do you wish to speak about your submission at a hearing on 5-6 May?

YES

NO

## KEY ISSUES

- Town centre parking**  
Please indicate which of the following three options you support.

A. The operations yard would remain at 80 Railway Road and no additional car parking would be provided elsewhere.

B. Relocate the council operations yard from 80 Holloway St to Dargaville Farm and convert existing site to carpark. (This is our preferred option.)

C. Find other sites for additional car parking.
- Five Towns Trail Project**  
Please indicate which of these three options you support:

A. Begin working Trail 1 (Kirkcaldy to Carterton) and include further trail development in the 2024-28 Long Term Plan on the remaining Trails 2-4. (This is our preferred option.)

B. Proceed with entire project completing Trails 1-4.

C. Withdrawal from the project.
- Town Centre Redevelopment**  
Please indicate which of these three options you support:

A. No direct investment from the council and instead advocate to get property owners and investors to provide public spaces and enhanced accessways to support new buildings and retail activity.

B. Create new public spaces and accessways. (This is our preferred option.)

C. Council acts as a development agency.

Any other comments you would like to make on this issue?

Any other general comments or issues that you would like to raise?



## 7.2 WAIRARAPA SOLID WASTE BYLAW 2021

### 1. PURPOSE

For the council to adopt the Wairarapa Solid Waste Management and Minimisation Bylaw and Bylaw Controls 2021 (**Attachments 1 and 2**) subject to adoption by the Masterton and South Wairarapa District Councils. In addition to this, Council is asked to agree to recommendations made by the Wairarapa Policy Working Group.

### 2. SIGNIFICANCE

Under the Local Government Act the Council must consult on any new bylaw or amendments to an existing bylaw, following a special consultative procedure, where the new or amended bylaw is likely to have a significant impact on the public. In this case the special consultative procedures of the Act were triggered.

Consultation has now been undertaken on the draft bylaw, meeting the requirements of the Act.

### 3. BACKGROUND

As part of the implementation of the Wellington Region Waste Management and Minimisation Plan 2017-23, the eight councils of the Wellington Region agreed to review and develop a suite of regionally consistent solid waste bylaws.

The Wairarapa Solid Waste Management and Minimisation Bylaw 2021 (and associated Bylaw Controls) will enable the three Wairarapa District Councils to meet legislative obligations, to more effectively manage the negative impacts of waste on the environment and ensure the protection of the health and safety of the community and those involved in waste management.

The three Wairarapa District Councils have a set of consolidated bylaws as well as respective standalone bylaws. The Masterton and South Wairarapa District Council Consolidated Bylaw was first adopted in September 2013. The Wairarapa Consolidated Bylaws were reviewed in 2018 and adopted in 2019.

The timeframe for the current review aligns with the adoption of the regionally consistent Bylaws for Solid Waste Management and Minimisation in the Wellington Region.

As part of the development of the Wairarapa Solid Waste Management and Minimisation Bylaw 2021, Carterton District Council have partnered with Masterton and South Wairarapa District Councils to have a joint bylaw. Each council will individually regulate and enforce the bylaw within their own District.



**4. REVIEW PROCESS****Wairarapa Policy Working Group**

Each of the three Wairarapa District Councils agreed to delegate authority to the Wairarapa Policy Working Group to hear and consider submissions and make recommendations back to each of the councils on the final Wairarapa Solid Waste Management and Minimisation Bylaw 2021. Membership of the Wairarapa Policy Working Group are:

- Councillor Frazer Mailman (Masterton District Council) (Chair)
- Councillor Brent Gare (Masterton District Council)
- Councillor Garrick Emms (South Wairarapa District Council)
- Councillor Alistair Plimmer (South Wairarapa District Council)
- Councillor Rebecca Vergunst (Carterton District Council)
- Councillor Robyn Cherry-Campbell (Carterton District Council).

The three Wairarapa District Councils also agreed that the elected members who were appointed to the Wellington Region Waste Management and Minimisation Joint Committee also provide support to the Wairarapa Policy Working Group. This extended the Wairarapa Policy Working Group membership to include the following additional members:

- Councillor Chris Petersen (Masterton District Council alternate)
- Councillor Jill Greathead (Carterton District Council)
- Councillor Pam Colenso (South Wairarapa District Council).

**Consultation and Submissions**

The three Wairarapa District Councils adopted the proposed Wairarapa Solid Waste Management and Minimisation Bylaw 2021 Statement of Proposal (including the draft bylaw and bylaw controls) for consultation in October 2020.

Consultation was held from 30 October – 30 November 2020. The community was provided the opportunity to comment on key aspects of the Bylaw: events, construction, and demolition waste, restricting unaddressed and advertising mail, and waste operator licensing.

A total of 18 submissions were received, with majority support for the proposed Wairarapa Solid Waste Management and Minimisation Bylaw and Bylaw Controls 2021.

**Hearing and Deliberations**

The Wairarapa Solid Waste Management and Minimisation Bylaw 2021 Hearing was held at the Carterton Courthouse, Holloway Street, Carterton on Wednesday, 16 December 2020 at 5pm. Two submitters were heard as part of the Hearings process.

The Wairarapa Solid Waste Management and Minimisation Bylaw 2021 Deliberations held at the Carterton Events Centre on Wednesday, 20 January 2021, where the Wairarapa Policy Working Group discussed the summary and analysis of submissions received and recommendations to take back to each of the three Wairarapa District Councils for agreement and adoption.

## **5. ANALYSIS AND ADVICE**

The key aspects of the proposed Bylaw and Bylaw controls are discussed below.

### **Event Waste Management**

The lack of event waste management and minimisation is an issue that is recognised to exist across the Wellington Region. While Councils currently encourage event waste managers to consider waste minimisation and provides advice and free recycling and organic waste bin hire, event organisers within the Wellington Region are not currently required to ensure or encourage waste minimisation at events.

The bylaw includes a new waste management planning requirement for any large public outdoor event with an expected attendance of 1,000 or more people. Council staff from around the Wellington region proposed that this be a regionally consistent standard, which will have the dual benefit of normalising and promoting waste minimisation behaviour change within the community and reducing the amount of waste sent to landfill.

It was also proposed that this new event waste planning requirement will come into effect one year after the commencement date of the bylaw, thereby giving Councils the ability to share and publicise relevant event management information, tools, and promote any associated Council support available to event organisers. It will also allow time for event organisers to develop an understanding of, and prepare for, the new regional event waste planning standard.

As part of the Deliberations held on 20 January 2021, the Wairarapa Policy Working Group have recommended that the three Wairarapa District Councils agree that:

- Councils will continue to encourage all event managers to consider waste minimisation and will provide advice and assistance with recycling and waste bin hire;
- Councils will continue to better promote and educate on the benefits of waste minimisation plans for events of all sizes; and
- the event definition in Clause 6 Interpretation and Clause 12 Events of the Wairarapa Solid Waste Management and Minimisation Bylaw 2021 be considered as part of the scheduled Wellington Region Waste Management and Minimisation Plan 2017-23 Review, with a view to reducing the number of event attendees required to trigger an event waste minimisation plan and waste analysis report.

### **Construction and Demolition Waste Management**

The establishment of bylaw controls that require the consideration of construction and demolition waste minimisation associated with large commercial building

projects has the potential to become a valuable tool for identifying potentially divertible and recyclable waste material streams.

The proposed bylaw enables the Council to require a construction site and demolition waste management plan prior to the commencement of any building work with an estimated value of \$2 million or higher.

Information to be provided in such a plan would include, amongst other things:

- A description of the types of waste to be produced;
- The proposed methods of waste management for each type;
- The proposed methods for minimising litter on site;
- Estimated waste quantity and diversion information; and
- Records of the types and quantities of waste reused, recycled, recovered, cleanfilled and sent to landfill.

The supporting bylaw Controls further specify when such a plan is to be provided. A construction site and demolition waste plan is proposed to be required for building work with an estimated value of \$2 million or higher. As such, this approach targets high-value construction projects that have the potential to generate significant volumes of waste.

While the provision to require a construction and demolition waste plan for new builds is proposed to be consistent throughout the region, it is up to each Council to individually set the building value determining when plan is required. Staff are proposing the value of \$2 million or higher. It is noted that Wellington City Council and Hutt City Council have similarly proposed a construction value trigger of \$2 million or higher.

As part of the Deliberations held on 20 January 2021, the Wairarapa Policy Working Group have recommended that the three Wairarapa District Councils agree that:

- Councils will look at ways in which better waste management and minimisation education and promotion can be targeted at the building/construction sector; and
- Clause 2.9 Construction Site and Demolition Waste Management Plans of the Wairarapa Solid Waste Management and Minimisation Bylaw Controls 2021 be considered as part of the scheduled Wellington Region Waste Management and Minimisation Plan 2017-23 Review, with a view to reducing the value required to submit a Construction Site and Demolition Waste Management Plan.

#### **Unaddressed Advertising Mail and Litter**

Littering, waste and public nuisance caused by the delivery of unaddressed mail and advertising material is recognised to be an issue across the Wellington Region.

Reinforcing the voluntary Marketing Association Code of Practice for the distribution on unaddressed mail, the proposed Bylaw requires the distributors of unaddressed mail to respect any "no circulars", "no junk mail", "addressed mail only" notices placed near or around a letter box.

Appropriate exemptions have been made for unaddressed mail that may be circulated in the community interest, such as, but not limited to, public notices from any government party or local authority, community newsletters, political party material, and communications or fundraising material from local community groups and charities.

Staff will be empowered to enforce any breach of this new provision through the issuing of infringement notices or fines under the Litter Act 1979.

This new bylaw provision is proposed to be consistent across the Wellington Region.

As part of the Deliberations held on 20 January 2021, the Wairarapa Policy Working Group have recommended that the three Wairarapa District Councils agree that:

- Councils will encourage residents to use signage on their letterboxes to reduce the receipt of unaddressed mail or advertising mail; and
- that the issue of banning unaddressed mail and advertising material (including inserts in community newspapers) is considered as part of the scheduled Wellington Region Waste Management and Minimisation Plan 2017-23 Review.

### **Regional Waste Operator Licensing**

The current lack of consolidated waste data limits the ability of councils to plan effective activities to improve waste management and minimisation within the Wellington Region. In response to this issue, new Bylaw provisions are proposed to enable the establishment of a regional waste operator licensing system.

Section 56(3)(b) of the Waste Minimisation Act specifically allows territorial authorities to require such licensing for the collection of waste data. Waste operator licensing may also stipulate conditions that require the following:

- a performance bond and/or security, for the performance of the work licensed, and;
- reports setting out the quantity, composition, and destination of waste collected and transported by the licensee (for example, household waste to a disposal facility).

While the operational scope of the proposed licensing system is not yet developed, it would exist as a way for the Council to give effect to controls enabled by the bylaw. For example, if appropriate, the Council could stipulate controls and standards relevant to waste operator servicing through the waste operator licensing and approvals process.

The new waste operator licensing system is proposed to take at least one year following the adoption of the new Bylaw. This will allow time for the councils of the Wellington Region to engage with waste operators affected by the licensing system, and to work collaboratively to develop the licensing system and a secure database to store the waste data collected.

As part of the Deliberations held on 20 January 2021, the Wairarapa Policy Working Group have recommended that the three Wairarapa District Councils agree that:

- Councils will consider possible incentives and support for diversion when developing the regional licensing fee structure.
- The diversion of resources from landfill operations will be considered when developing the waste operator licensing framework; and
- Councils will ensure that there is information available and communicated to operators clarifying that the waste operator licensing in the Wairarapa Solid Waste Management and Minimisation Bylaw 2021 is additional licensing to the offensive trade licensing.

### **Operational Bylaw Controls**

The development of Bylaw controls for solid waste management will assist Council in ensuring the safe and efficient waste collection and disposal operations and services.

While a number of operational controls are currently stipulated in the existing Masterton and South Wairarapa District Council Solid Waste Bylaw, the Bylaw controls provide relevant and up to date standards that would be applicable to both Council and private sector waste operators and service users. It is also noted that a lot of the content in the current bylaw is proposed for amendment or replacements with the proposed bylaw.

The new Bylaw controls provide for the following:

- Requirements to place any waste or recycling receptacle in a public place for collection (South Wairarapa District only for the Wairarapa); and
- Construction and Demolition Waste Planning requirements.
- Councils have the ability to make any such controls, or amendments to any such controls, by way of a publicly notified Council resolution.

### **Changes to Regional Bylaw Content**

While efforts have been made to ensure that we have regionally consistent bylaw provisions in the Wellington Region, staff have excluded clauses around multi-unit developments and specificity on the placement and retrieval of waste receptacles.

The multi-unit development content is not included in the Wairarapa Solid Waste Management and Minimisation Bylaw 2021 and associated controls. The Wairarapa Region does not have any multi-unit development challenges to require specific bylaw provisions. Multi-unit developments are also currently covered by the Wairarapa Combined District Plan.

The bylaw controls regarding specificity on the placement and retrieval of waste receptacles is not included. Both Masterton and Carterton District Council staff report that there have not been complaints or issues raised by waste operators or members of the community to date. The South Wairarapa District Council plan to undertake further research to ascertain the need for a bylaw controls provision to address nuisance from bins and bags left in public spaces and congestion in the main street of Greytown.

The Wairarapa Waste Management and Minimisation Bylaw 2021 helps councils to include better waste management and minimisation standards and to adhere to legislative commitments. The Wairarapa Waste Management and Minimisation



Bylaw 2021 also aligns the three Wairarapa District Councils bylaw provisions with the wider Wellington Region as agreed under the Wellington Region Waste Management and Minimisation Plan 2017-23.

## **6. CONSIDERATIONS**

### **6.1 Climate change**

The purpose of the Wairarapa Solid Waste Management and Minimisation Bylaw 2021 includes supporting the promotion and delivery of effective and efficient waste management and minimisation throughout the Wairarapa Region, supporting the implementation of the Wellington Region Waste Management and Minimisation Plan 2017-23, as well as the requirements in the Waste Minimisation Act 2008 and the goals in the New Zealand Waste Strategy 2010.

The Wairarapa Solid Waste Management and Minimisation Bylaw 2021 encourages better waste management and minimisation practices at large public events; provides the ability for Councils to better understand and manage waste generated by large construction sites and demolition activities; enables Councils to more effectively manage waste, public nuisance and litter issues created by unaddressed mail and advertising material; and requires registration (licensing) of waste collectors and waste operators to enable Councils to obtain better data on waste streams and waste services/ operations, and effectively regulate private collection services to ensure they are aligned with the Councils' waste management objectives.

### **6.2 Tāngata whenua**

The Wairarapa Solid Waste Management and Minimisation Bylaw 2021 is not inconsistent with the principles of the Treaty of Waitangi.

### **6.3 Financial impact**

Work with the assessment of waste minimisation plans, litter enforcement, and waste operator licensing are yet to be fully determined and may create additional resourcing requirements and financial impact.

### **6.4 Community Engagement requirements**

A Communications Plan was developed to support the public consultation period. The consultation period was promoted via the three Wairarapa District Council websites and social media channels, local newspapers, and email. Hardcopies of the statement of proposal, bylaw, bylaw controls and submission form were available at each of the three councils' offices and libraries.

### **6.5 Risks**

Adoption of the Wairarapa Solid Waste Management and Minimisation Bylaw and Bylaw Controls 2021 will commit future resources to the monitoring and enforcement of the Bylaw.

Non-adoption would make CDC the only council in the Wellington Region not to adopt the bylaw and create significant inconsistencies across the Wairarapa and Region.

**7. RECOMMENDATION**

That the Council:

1. **Receives** the report.
2. **Adopts** the final Wairarapa Solid Waste Management and Minimisation Bylaw and Bylaw Controls 2021 (Attachments 1 and 2) as recommended by the Wairarapa Policy Working Group, with the following amendment, and subject to adoption by the Masterton and South Wairarapa District Councils:  
*“Clause 6 Interpretation*
  - a) Add the following waste hierarchy definition as an additional reference: *“a list of waste management options with decreasing priority – usually shown as reduce, reuse, recycle, reprocess, treat, dispose.”**”*
3. **Agrees** to the following recommendations made by the Wairarapa Policy Working Group, and subject to agreement by the Masterton and South Wairarapa District Councils:
  - a) Councils will ensure that the compliance, monitoring and enforcement of the Wairarapa Solid Waste Management and Minimisation Bylaw and Bylaw Controls 2021 are sufficiently resourced;
  - b) Councils will consider possible incentives and support for diversion when developing the regional licensing fee structure;
  - c) The diversion of resources from landfill operations will be considered when developing the waste operator licensing framework;
  - d) Councils will ensure that there is information available and communicated to operators clarifying that the waste operator licensing in the Wairarapa Solid Waste Management and Minimisation Bylaw 2021 is additional licensing to the offensive trade licensing;
  - e) Councils will continue to encourage all event managers to consider waste minimisation and will provide advice and assistance with recycling and waste bin hire;
  - f) Councils will continue to better promote and educate on the benefits of waste minimisation plans for events of all sizes;
  - g) Councils will look at ways in which better waste management and minimisation education and promotion can be targeted at the building/construction sector;
  - h) Councils will look at ways to better provide waste management and minimisation education and promotion for businesses and the wider community;
  - i) Councils will look at ways to better promote and provide education about recyclable materials for hardcopy advertising/mail;
  - j) Councils will encourage residents to use signage on their letterboxes to reduce the receipt of unaddressed mail or advertising mail.

4. **Agrees** to the following recommendations made by the Wairarapa Policy Working Group, and subject to agreement by the Masterton and South Wairarapa District Councils, regarding the scheduled Wellington Region Waste Management and Minimisation Plan 2017-23 Review:
- a) that the issue of banning unaddressed mail and advertising material (including inserts in community newspapers) is considered as part of the scheduled Wellington Region Waste Management and Minimisation Plan 2017-23 Review;
  - b) that the event definition in Clause 6 Interpretation and Clause 12 Events of the Wairarapa Solid Waste Management and Minimisation Bylaw 2021 be considered as part of the scheduled Wellington Region Waste Management and Minimisation Plan 2017-23 Review, with a view to reducing the number of event attendees required to trigger an event waste minimisation plan and waste analysis report;
  - c) that *Clause 2.9 Construction Site and Demolition Waste Management Plans* of the Wairarapa Solid Waste Management and Minimisation Bylaw Controls 2021 be considered as part of the scheduled Wellington Region Waste Management and Minimisation Plan 2017-23 Review, with a view to reducing the value required to submit a Construction Site and Demolition Waste Management Plan.

**File Number:** 124958

**Author:** Dave Gittings, Infrastructure, Planning and Regulatory Manager

**Attachments:**

- 1. Wairarapa Solid waste management and Minimisation Bylaw 2021 [↓](#)
- 2. Wairarapa SWIMM Bylaw Controls [↓](#)

## Wairarapa Solid Waste Management and Minimisation Bylaw 2021

## Commencement

The Wairarapa Solid Waste Management and Minimisation Bylaw 2021 will come into force throughout the Carterton, Masterton and South Wairarapa districts on 17 April 2021.

## Adoption

Council	Bylaws	Adoption Date
Masterton District Council	Consolidated Bylaws 2012: Parts One to Eighteen	14 August 2013
South Wairarapa District Council	Consolidated Bylaws 2012: Parts One to Six, Parts 8 and 9, Parts Eleven to Sixteen	31 July 2013
Masterton District Council and South Wairarapa District Council	Removed from the Consolidated Bylaw 2012. Reformatted and continued as the standalone Masterton and South Wairarapa District Council Solid Waste Bylaw	26 June 2019
Carterton, Masterton and South Wairarapa District Council	Standalone Bylaw with the three Wairarapa District Councils	17 April 2021



# Proposed Wairarapa Solid Waste Management and Minimisation Bylaw 2021

## Contents

A. INTRODUCTION.....	2
Foreword .....	2
1. Title and application .....	2
2. Commencement .....	2
3. Revocation .....	2
4. Purpose .....	2
5. Compliance with Bylaw .....	3
6. Interpretation .....	3
7. Controls.....	9
B. DEPOSIT, COLLECTION, TRANSPORTATION, STORAGE, PROCESSING AND DISPOSAL OF WASTE .....	10
8. General responsibilities .....	10
9. Waste collections from a public place .....	11
10. Approved collection points.....	12
11. Licensing of waste collectors and waste operators.....	12
12. Events .....	14
13. Construction site and demolition waste.....	14
14. Inorganic waste.....	15
15. Nuisance and litter.....	16
16. Unaddressed mail and advertising material.....	16
17. Donation collection points .....	17
C. OTHER MATTERS .....	17
18. General offences and penalties .....	17
19. Other enforcement powers.....	17
20. Exceptions and saving provisions .....	19
21. Fees.....	19
22. Forms and processes .....	19

## Referenced Documents

Reference is made in this document to the following New Zealand legislation:

- Health Act 1956
- Litter Act 1979
- Local Government Act 2002
- Waste Minimisation Act 2008

---

## A. INTRODUCTION

---

### 1. Foreword

---

The proposed Wairarapa Solid Waste Management and Minimisation Bylaw 2021 draws on the New Zealand Standards 9201 series Solid Waste Bylaw. The NZS 9201 series are Model General Bylaws covering various matters under local authority jurisdiction. Local authorities are empowered under the Local Government Act 2002 to make bylaws.

Reference should be made to the Health Act 1956, Local Government Act 2002, Litter Act 1979, Waste Minimisation Act 2008 and Wellington Region Waste Management and Minimisation Plan 2017-2023.

Reference should be made to the Wairarapa Consolidated Bylaw 2018: Part 1 Introductory for any definitions not included in this bylaw.

---

### 1. Title and application

---

- 1.1. The title of this Bylaw is the “Wairarapa Solid Waste Management and Minimisation Bylaw 2021”.
- 1.2. This Bylaw applies throughout the Wairarapa Region (Carterton, Masterton and South Wairarapa Districts).
- 1.3. The regulation and enforcement of this Bylaw will be undertaken individually by each Council for their respective District.

---

### 2. Commencement

---

2.1 This Bylaw comes into force on 17 April 2021 except for the following exceptions which come into force on the date specified:

- a. The licensing provisions in clause 11 come into force one year after the commencement date of this bylaw; and
- b. The event waste minimisation plan provisions under clause 12 come into force one year after the commencement date of this bylaw.

---

### 3. Revocation

---

3.1 This Bylaw repeals and replaces the Masterton and South Wairarapa District Council Solid Waste Bylaw 2012 for the Masterton and South Wairarapa District Councils.

3.2 This is a new Bylaw and does not repeal or replace any existing solid waste bylaw for Carterton District Council.

---

### 4. Purpose

---

4.1. The purpose of this Bylaw is to support:

- a. The promotion and delivery of effective and efficient waste management and minimisation throughout the Wairarapa Region (Carterton, Masterton and South Wairarapa Districts) as required under the Waste Minimisation Act 2008;
- b. The implementation of the Wellington Region Waste Management and Minimisation Plan 2017-23;
- c. The purpose of the Waste Minimisation Act 2008 and the goals in the New Zealand Waste Strategy 2010, being to encourage waste minimisation and a decrease in waste disposal in

order to protect the environment from harm; and provide environmental, social, economic, and cultural benefits;

- d. The regulation of waste collection, transport and disposal, including recycling, waste storage and management;
  - e. Controls regarding the responsibilities of customers who use approved solid waste services, and the licensing of waste collectors and waste operators;
  - f. The protection of the health and safety of waste collectors, waste operators and the public; and
  - g. The management of litter and nuisance relating to waste in public places.
- 4.2. This Bylaw is made pursuant to section 56 of the Waste Minimisation Act 2008, sections 145 and 146 of the Local Government Act 2002, section 64 of the Health Act 1956, and section 12 of the Litter Act 1979.

## 5. Compliance with Bylaw

5.1 No person may deposit, collect, transport, sort, process, treat or dispose of waste other than in accordance with this Bylaw.

5.2 To avoid doubt, compliance with this Bylaw does not remove the need to comply with all other applicable Acts, regulations, bylaws, and rules of law.

## 6. Interpretation

6.1 For this Bylaw, unless the context otherwise requires, the following term definitions apply<sup>2</sup>:

Term:	Means:
<b>Act (the Act)</b>	Waste Minimisation Act 2008
<b>Advertising material</b>	Any message which: <ul style="list-style-type: none"> <li>(a) Has printed content controlled directly or indirectly by the advertiser; and</li> <li>(b) Is expressed in any language and communicated in any medium with the intent to influence the choice, opinion or behaviour of a person.</li> </ul>
<b>Approved</b>	Authorised in writing by the Council.
<b>Approved collection point(s)</b>	Council approved places, facilities or receptacles where approved receptacles may be left for collection or waste may be deposited.
<b>Approved receptacle</b>	Any container, bag or other receptacle that has been approved by the relevant District Council for the collection of any type of waste or diverted material, with approval based on the following criteria: the prevention of nuisance, the provision for adequate security to prevent scavenging, the protection of the health and safety of waste collectors and the public, and the achievement of effective waste management and minimisation.
<b>Authorised officer</b>	Any officer of the relevant District Council or other person authorised by the relevant District Council to administer and enforce

<sup>2</sup> Where this Bylaw relies on a definition in legislation and that definition changes, the definition in this Bylaw changes accordingly.

	its bylaws, and any person appointed especially or generally by the relevant District Council to enforce the provisions of this Bylaw.
<b>Building work</b>	As defined in the Building Act 2004 and includes any work for, or in connection with, the construction, alteration, demolition, or removal of a building. It can include sitework and design work relating to the building work.
<b>Bylaw</b>	This Wairarapa Solid Waste Management and Minimisation Bylaw 2021.
<b>Cleanfill material</b>	<p>Waste that meets all of the following requirements:</p> <p>(a) does not undergo any physical, chemical or biological transformation that, when deposited or with the effluxion of time, is likely to have adverse effects on the environment or human health; and</p> <p>(b) includes virgin excavated natural materials such as clay, soil and rock, and other inert materials such as concrete or brick that are free of:</p> <ul style="list-style-type: none"> <li>(i) combustible, putrescible, degradable or leachable components;</li> <li>(ii) hazardous waste, hazardous substances or materials (such as municipal solid waste) likely to create leachate by means of biological breakdown;</li> <li>(iii) products or materials derived from hazardous waste treatment, hazardous waste stabilisation or hazardous waste disposal practices;</li> <li>(iv) materials such as medical and veterinary waste, asbestos, or radioactive substances that may present a risk to human health or the environment;</li> <li>(v) contaminated soil and other contaminated materials;</li> <li>(v) liquid waste; and</li> </ul> <p>(c) has less than two per cent by volume by load of tree or vegetable matter.</p>
<b>Cleanfill</b>	Land used for the disposal of cleanfill material.
<b>Commercial or industrial waste</b>	Waste (excluding trade waste) that results from a commercial or industrial enterprise and includes waste generated by the carrying on of any business, factory, manufacture, process, trade, market, or other activity or operation of a similar nature.
<b>Construction and demolition waste</b>	Waste generated from any building work (including renovation and repair); and includes but is not limited to concrete, plasterboard, insulation, nails, wood, brick, paper, cardboard, metals, roofing materials, wool/textiles, plastic or glass, as well as any waste originating from site preparation, such as dredging materials, tree stumps, asphalt and rubble.
<b>Council</b>	Refers to either the Carterton District Council, Masterton District Council or South Wairarapa District Council or any person delegated or authorised to act on its behalf.
<b>Deposit</b>	To cast, place, throw or drop any waste or diverted material.
<b>Dispose or Disposal</b>	As defined in the Act.
<b>Diverted material</b>	As defined in the Act.

<b>Donation collection point</b>	A place where approved types of waste may be deposited for the purposes of raising funds or the charitable reuse/recovery of the waste items.
<b>Estimated value</b>	As defined in the Building Act 2004.
<b>Event</b>	<p>Any organised temporary activity of significant scale that is likely to create litter and includes (but is not limited to) an organised outdoor gathering, open-air market, parade, sporting event, festival, concert or celebration. An event will be considered significant if it has an expected attendance of 1,000 or more people across the duration of the event, whether it be a single or multi-day event. For the purpose of this Bylaw 'event' <u>excludes</u>:</p> <ul style="list-style-type: none"> <li>• open-aired events that are enclosed within a building or structure (e.g. an open-aired stadium)</li> <li>• indoor performances, markets, displays, exhibitions or conferences</li> <li>• indoor private functions</li> <li>• indoor tasting and sampling activities</li> <li>• any regularly occurring recreational activities such as weekly sports events.</li> </ul>
<b>Food waste</b>	Waste that is derived from any item of food and is organic in origin and free of contamination and includes fruit and vegetable scraps, meat, fish, bone and shell discards, and any other similar food scraps.
<b>Green waste</b>	Organic plant material from gardening or arboriculture activities including lawn clippings, weeds, plants and other soft vegetable matter, which by nature or condition and being free of any contaminants will degenerate into compost.
<b>Handled or Handles</b>	Includes removing, collecting, transporting, storing, sorting, treating, processing or disposing of waste.
<b>Hazardous substance</b>	<p>As defined in the Hazardous Substances and New Organisms Act 1996 and means, unless expressly provided otherwise by regulations, any substance—</p> <p>(a) with 1 or more of the following intrinsic properties:</p> <ul style="list-style-type: none"> <li>(i) explosiveness;</li> <li>(ii) flammability;</li> <li>(iii) a capacity to oxidise;</li> <li>(iv) corrosiveness;</li> <li>(v) toxicity (including chronic toxicity);</li> <li>(vi) ecotoxicity, with or without bioaccumulation; or</li> </ul> <p>(b) which on contact with air or water (other than air or water where the temperature or pressure has been artificially increased or decreased) generates a substance with any 1 or more of the properties specified in paragraph (a).</p>



<b>Hazardous waste</b>	<p>Waste that:</p> <p>(a) contains hazardous substances at sufficient concentrations to exceed the minimum degrees of hazard specified by Hazardous Substances (Minimum Degrees of Hazard) Regulations 2000 under the Hazardous Substances and New Organisms Act 1996; or</p> <p>(b) meets the definition for infectious substances included in the Land Transport Rule: Dangerous Goods 2005 and NZ Standard 5433: 2007 – Transport of Dangerous Goods on Land; or</p> <p>(c) meets the definition for radioactive material included in the Radiation Protection Act 1965 and Regulations 1982.</p> <p>Hazardous waste does not include household waste, inorganic waste, construction and demolition waste, or commercial or industrial waste.</p>
<b>Home composting</b>	The activity of aerobically decaying household organic waste (green waste and/or food waste) and other compostable items originating from that property to create compost at home. To avoid doubt, includes worm farms and anaerobic digestors.
<b>Household waste</b>	Waste consisting of recyclable material, organic waste or residual waste originating from any residential household but does not include, commercial or industrial waste, prohibited waste, hazardous waste, trade waste, liquid waste, or construction and demolition waste.
<b>Inorganic waste</b>	<p>Waste consisting of household equipment, furniture, appliances and material of a similar type that due to its nature or size cannot be collected as household waste in an approved receptacle, and that is specified by the relevant District Council as suitable for:</p> <p>(a) collection from a public place by the relevant District Council or an approved waste collector; or</p> <p>(b) collection from any premises by the relevant District Council or an approved waste collector; or</p> <p>(c) delivery to a resource recovery facility.</p>
<b>Landfill</b>	As defined in the Technical Guidelines for Disposal to Land (Waste Management Institute of New Zealand) <sup>3</sup> or by Government standards or regulation.
<b>Licence</b>	A licence, consent, permit or approval to do something under this Bylaw and includes any conditions to which the licence is subject.
<b>Litter</b>	Any rubbish, animal remains, glass, metal, garbage, debris, dirt, filth, rubble, ballast, stones, earth, other residual waste or any other thing of a like nature that has been disposed of in a public place, other than in an approved receptacle or collection point for such disposal, or on private land without the consent of the occupier. For the avoidance of doubt this includes organic material, dog faeces in a container or bag, or disposable nappies.
<b>Litter receptacle</b>	A receptacle provided for the collection of litter.
<b>Manager</b>	A person who controls or manages any premises, activity or event, regardless of whether that person has a proprietary interest in those premises or that activity or event.

<sup>3</sup> The guidelines can be accessed at <http://www.wasteminz.org.nz/pubs/technical-guidelines-for-disposal-to-land-april-2016/>

<b>Nuisance</b>	As defined in section 29 of the Health Act 1956 and includes anything offensive or injurious to the health of the community or any member of it.
<b>Occupier</b>	In relation to any property or premises, means the inhabitant occupier of that property or premises and, in any case where any building, house, tenement, or premises is unoccupied includes the owner.
<b>Organic waste</b>	Food waste and/or green waste that is specified by the Council's under clause 6 of this Bylaw as organic waste.
<b>Owner</b>	In relation to any property or premises, means the person or persons entitled to receive the rack rent of the property or premises, or who would be so entitled if the property or premises were let to a tenant at a rack rent, and where such a person is absent from New Zealand, includes their attorney or agent.
<b>Person</b>	An individual, a corporation sole, a body corporate, and an unincorporated body.
<b>Premises</b>	Any separately occupied land, dwelling, building, or part of the same.
<b>Prohibited waste</b>	<p>Waste containing -</p> <ul style="list-style-type: none"> <li>(a) any material capable of causing injury to any person or animal unless the material is sufficiently contained to prevent injury;</li> <li>(b) any material capable of causing damage to the approved receptacle or likely to shatter and cause injury in the course of collection unless the material is sufficiently contained to prevent damage to the approved receptacle or to prevent injury;</li> <li>(c) any material that may endanger any person, animal or vehicle which may come in to contact with it prior to, during or following collection, transportation, storage, sorting or disposal;</li> <li>(d) any radioactive wastes, but excluding domestic smoke detectors;</li> <li>(e) any used oil and lead-acid batteries;</li> <li>(f) any hazardous waste;</li> <li>(g) medical waste including wastes generated at health care facilities, such as hospitals, physicians' offices, dental practices, blood banks, pharmacies/chemists, and veterinary hospitals/clinics, as well as medical research facilities and laboratories;</li> <li>(h) any asbestos containing material; and</li> <li>(i) any other material identified by the Council's as posing an unacceptable risk of nuisance to the public, or to public health and safety, and subject to a control made under clause 7 of this Bylaw.</li> </ul>
<b>Public place</b>	<ul style="list-style-type: none"> <li>(a) A place that is under the control of a Council or a Council-controlled organisation that, at any material time, is open to or is being used by the public, whether free or on payment of a charge; and</li> <li>(b) To avoid doubt this includes any park, reserve, recreational ground, pool, community facility, sports field or facility, public open space, public garden, public square, cemetery, beach, foreshore, dune, wharf, breakwater, boat ramp, pontoon, road, street, lane, thoroughfare, footpath, access way, cycleway, bridleway, car park, grass verge, berm, and any part of the public place.</li> </ul>
<b>Recovery</b>	As defined in the Act.

<b>Recyclable material or Recyclables</b>	The types of waste that are able to be recycled and that may be specified by the relevant District Council from time to time under this Bylaw.
<b>Recycling</b>	As defined in the Act.
<b>Reuse</b>	As defined in the Act.
<b>Rural areas</b>	Any areas zoned and/or defined in the Wairarapa Combined District Plan as rural.
<b>Site</b>	For the purposes of this Bylaw, 'site' means an area of land that is the subject of an application for a building consent or an area of land where a specific development or activity is located or is proposed to be located.
<b>Specified intended life</b>	As defined in the Building Act 2004.
<b>Treatment</b>	As defined in the Act.
<b>Unaddressed mail</b>	Any mail or material that does not display a full address and name of a person at that address.
<b>Waste</b>	As defined in the Act.
<b>Waste collector</b>	Any person or entity that collects and transports waste and includes commercial and non-commercial collectors and transporters of waste (for example, community groups and not-for-profit organisations); but does not include individuals who collect and transport waste for personal reasons (for example, the owner taking their own household and garden waste to a waste management facility).
<b>Waste hierarchy</b>	A list of waste management options with decreasing priority – usually shown as reduce, reuse, recycle, reprocess, treat, dispose.
<b>Waste management facility</b>	A facility authorised by the relevant District Council which primarily provides waste treatment and disposal services or waste remediation and materials recovery services, in relation to solid waste. Includes but is not limited to waste transfer stations, resource recovery stations, recycling centres, composting facilities, landfills or clean fill sites, or hazardous waste facilities.
<b>Waste Management and Minimisation Plan or WMMP</b>	A waste management and minimisation plan adopted by the Council's under section 43 of the Act.
<b>Waste operator</b>	Any person or entity that operates a waste management facility.
<b>Waste remediation and materials recovery services</b>	The remediation and clean-up of contaminated buildings and mine sites, mine reclamation activities, removal of hazardous material and abatement of asbestos, lead paint and other toxic material. This also includes recovery, sorting, and/or storage services in relation to waste.
<b>Waste treatment and disposal services</b>	The treatment or disposal of waste (including hazardous waste), including the operation of landfills, combustors, incinerators, composting, biodigesters and other treatment facilities (except sewage treatment facilities), and waste transfer stations.

---

## 7. Controls

---

7.1 The Council may make, amend or revoke controls for the safe and efficient operation of waste collections services from a public place to support the implementation of this Bylaw.

7.2 The controls made by Council under clause 7.1 may relate to the following matters:

- a. The type, size, capacity/volume, weight, number, colour and construction of approved receptacles that may be used for the disposal, storage and collection of waste and recyclable material;
- b. The types of household waste that may be treated for all purposes (including deposit, collection, transportation and disposal) as recyclable, organic waste, or other residual waste;
- c. The types and categories of waste that may be deposited in approved receptacles;
- d. The conditions applicable to any collection service from a public place, including the placement and retrieval of approved receptacles for collection, collection days and times, and restrictions on the number and weight of approved receptacles;
- e. Requirements to ensure the correct separation of wastes into approved receptacles, including content control messaging and symbology on an approved receptacle that specifies the permitted and prohibited content;
- f. Requirements applicable to waste minimisation;
- g. Maximum allowable limits of a specified waste type that may be deposited, collected or transported from a public place in an approved receptacle;
- h. Maximum allowable limits of a waste type that may be placed in a receptacle that is approved for another type of waste;
- i. Types of waste that are prohibited;
- j. The locations, access times and conditions of use of approved collection points;
- k. Requirements relating to the safe and secure transportation of waste;
- l. Requirements applicable to waste service users and/or to waste handling and collection if traffic or pedestrian safety have the potential to be adversely impacted by the deposit of material in a public place or by waste servicing operations; and
- m. Any other operational matter required for the safe and efficient operation of a waste collection service from a public place.

7.3 The Council must, before making, amending or revoking any control under clause 7.1, comply with the requirements under Subpart 1 of Part 6 of the Local Government Act 2002.

7.4 Any control made, amended or revoked under clause 7.1:

- a. Must be made by a resolution of Council that is made publicly available; and
- b. May:
  - i. Regulate, control or prohibit any matter or thing either generally, for any specified classes of case, or in a particular case;
  - ii. Apply to all waste or to any specified category or type of waste;
  - iii. Apply to Carterton, Masterton, and South Wairarapa Districts or to a specified part of the Carterton, Masterton, and South Wairarapa District; and/or
  - iv. Apply at all times or at any specified time or period of time.

## 2. B. DEPOSIT, COLLECTION, TRANSPORTATION, STORAGE, PROCESSING AND DISPOSAL OF WASTE

---

## 8. General responsibilities

---

- 8.1 The occupier and/or the manager of a premises must ensure that the household, commercial and/or industrial waste from the premises is separated into waste types as determined by the Council and is deposited for collection in the approved receptacle. No person may deposit in a receptacle any material that is not approved for that type of receptacle.
- 8.2 The occupier and/or the manager of any premises must ensure that:
- a. All waste receptacles are appropriately secured to deter scavenging and to prevent waste escaping;
  - b. Any waste receptacle is regularly emptied when it is full; and
  - c. The contents of any waste receptacle are protected from rain, dispersal by wind, or ingress or egress of flies, vermin and animals.
- 8.3 The occupier and/or the manager of any premises must ensure that:
- a. All approved receptacles are kept in a safe location, are hygienic, in good repair, and are without any modifications or alterations to their appearance;
  - b. The contents of any approved receptacle do not seep or escape so as to be injurious or dangerous to health, cause an offensive smell or be a source of litter;
  - c. Waste is deposited in the receptacle in a manner that allows the whole of the contents to fall out easily and cleanly when the receptacle is emptied;
  - d. The receptacle is placed upright either at an approved collection point or for collection in a position off the carriageway, in front of the premises from which the waste originated and as close to the kerbside as possible;
  - e. The receptacle is placed so that it does not disrupt or obstruct pedestrian, wheelchair or vehicular traffic, and so that access to the premises is preserved; and
  - f. The receptacle is placed for the collection of waste and is retrieved in accordance with any applicable control specified by the Council under this Bylaw.
- 8.4 No person shall deposit waste in a manner where:
- a. The receptacle is damaged or otherwise likely to cause injury to the collector;
  - b. In the opinion of the Council, or the waste collector or waste operator where applicable, the waste is in an unsanitary or in an offensive condition;
  - c. The waste includes waste prohibited under this Bylaw;
  - d. The container/receptacle is not an approved receptacle;
  - e. The receptacle is in a condition that allows spillage of waste or is not of a sufficient size to contain the waste;
  - f. The receptacle or the waste does not comply with the rules under this Bylaw in terms of type, size, volume, weight, numbers, colour, placement or any other detail;
  - g. The number of approved receptacles placed out for collection is greater than the authorised number of receptacles for the property, unless approved by an authorised officer; or
  - h. Any other reason which the Council, or the waste collector or operator, deems would cause a health and safety concern to the waste collection operation.



**8.5 No person shall:**

- a. Put waste into an approved receptacle allocated to any other person, without that other person's consent;
- b. Remove waste from, or interfere with any waste deposited in, an approved receptacle, except the Council, a waste collector, or the person who deposited the waste; or
- c. Remove a receptacle provided to the premises to which it has been allocated, except with the prior written approval of the Council or the waste collector.

8.6 The occupier and/or the manager of any premises is responsible for any waste generated on that premises until it has been collected.

8.7 The occupier and/or the manager of any premises is responsible for any waste not collected because of non-compliance with this Bylaw. Any waste or recyclables not collected shall be removed from the roadside by the occupier and returned to the occupier's premises by noon on the day following collection or within such other time period as specified by a control made under this Bylaw.

8.8 To enable the occupier and/or the manager of a premises to be able to comply with clauses 8.1-8.5, an authorised officer may approve placement of approved receptacles in a location other than directly outside that premises.

8.9 Where any breaches of the conditions in clauses 8.1-8.5 occur, the waste collector shall not be obligated to collect the waste.

8.10 No waste shall be transported by vehicle through, over or upon any road or public place unless such waste is sufficiently and adequately covered to prevent any of the waste from falling or otherwise escaping on to any road or other public place.

8.11 Any waste or diverted material deposited in or on a public place or disposed of in a manner that is in breach of this Bylaw, and/or any controls made under clause 7 of the Bylaw, shall be deemed to be litter under the Litter Act 1979 and will be subject to enforcement action under that Act.

---

## **9. Waste collections from a public place**

---

9.1 Waste must not be placed on or in a public place for collection unless it is:

- a. A type of waste specified and approved by the Council as able to be placed on or in a public place for collection; and
- b. Placed in an approved receptacle for collection by a waste collector.

9.2 Prohibited waste, diverted material, construction and demolition waste, or commercial or industrial waste must not be placed on or in a public place for collection unless authorised by the Council under this Bylaw or another Council Bylaw.

9.3 Any waste collector who collects or transports waste from a public place must:

- a. Make available to the occupier and/or manager of a premises the appropriate approved receptacles to enable separate collection of each of the waste types required to be separately collected from the premises;
- b. Clearly identify their name and contact details on all approved receptacles;
- c. Not collect any household waste which has not been separated into the waste types as required under this Bylaw and/or any controls made under clause 7 this Bylaw; and
- d. Following collection, ensure that any receptacle is placed so that it does not disrupt or obstruct pedestrian, wheelchair or vehicular traffic, and so that access to the premises is preserved.

9.4 Any person providing or using a waste collection service in or from a public place must comply with all controls made under this Bylaw by the Council relating to that collection.

---

## 10. Approved collection points

---

10.1 No person may deposit waste at an approved collection point other than in accordance with any applicable Council control.

10.2 The Council may specify:

- a. Any place, or receptacle in a public place or on a barge in a marine area, as an approved collection point for the collection of household waste; and
- b. Controls relating to the deposit of waste at the collection point including the use of specified receptacles.

---

## 11. Licensing of waste collectors and waste operators

---

11.1 Any:

- a. Waste collector who handles more than 20 tonnes of waste in any one twelve-month period in, around or out of either the Carterton District, Masterton District, or South Wairarapa District;
- b. Waste operator with a waste management facility in either the Carterton District, Masterton District, or South Wairarapa District that handles more than 20 tonnes of waste in any one twelve-month period; must have a current licence that has been issued by the Council and may not collect waste or operate a waste management facility (as the case may be) without such a licence.

11.2 An application for a licence must be made on the approved form available from the relevant District Council and must be accompanied by the application fee and the supporting information required by the Council to process the application.

11.3 The holder of an existing licence may apply to the relevant District Council for a renewal of that licence.

11.4 A licence is personal to the holder and is not transferable.

11.5 A licence may be granted or refused at the discretion of the relevant District Council, and if granted, may be on such terms and conditions as the Council considers fit.

11.6 When considering a licence application, the Council may take into account a range of factors including but not limited to the following:

- a. The nature of the activity for which a licence is sought;
- b. The extent to which the licensed activities will promote public health and safety, and support achievement of the Council's WMMP, including the waste minimisation goals and initiatives within that plan;
- c. The extent to which the licensed activities will adopt best practice waste management and minimisation;
- d. The quantity and type of waste to be handled;
- e. The methods employed for the handling, disposing and recycling of the waste and the minimisation of litter, including (but not limited to):
  - i. the identity of the waste management facility at which it is proposed that recycling, recovery, sorting, storage, treatment, or disposal will occur; and
  - ii. adherence to health and safety standards and any other relevant industry standards;
- f. The frequency and location of the waste collection, removal, storage and transportation services;
- g. The applicant's experience, reputation, and track record in the waste and diverted material industry, including any known past operational issues which may affect the applicant's performance, and any breaches of previous licence conditions; and

- h. The terms and conditions under which any disposal of waste is permitted and the existence of, or need for, any statutory approvals, authorisations, or consents required to be held or complied with in respect of such disposal.
- 11.7 When considering an application for a licence, the Council may inspect the premises or locations related to the application in relation to the purposes for which the licence is sought.
- 11.8 A licensed waste collector or waste operator must comply with all terms and conditions of the licence. The terms and conditions may include, but are not limited to, the following matters:
- a. Term – a licence may be granted for a term of up to five years from the date of Council approval, or for a shorter duration if specified in the terms and conditions of the licence, and will be reviewed every year by the Council to ensure compliance with the terms and conditions of the licence;
  - b. Licence fee – the licensee must pay an annual licence fee in the amount determined by the Council;
  - c. Performance bond – the Council may require a licence holder to post a bank-guaranteed bond or a security;
  - d. Compliance – the licence holder must comply with any relevant controls, standards or policies the Council has set for waste handling such as (but not limited to):
    - i. Provision of waste collection services within reasonable collection times and to meet any minimum collection frequencies specified by Council;
    - ii. Provision of appropriate approved receptacles for waste collection which clearly identify the waste collector's name and contact details; and
    - iii. The collection of any litter within a specified distance of an approved receptacle awaiting collection and any litter spillage from the licence holder's vehicle during the collection, transportation, storage or disposal process.
  - e. Provision of information – the licence holder must provide data relating to all waste they have handled to the Council during the term of their licence, in the form and at the times determined by the Council (but not limited to):
    - i. The quantities of various waste types that have been handled by the waste collector or waste operator during a specified period of time, including the source and destination of each waste type and the method of processing (recycling, recovery, treatment, disposal etc); and
    - ii. Weighbridge receipts, gate records of waste tonnages per waste type as specified in the licence.

The minimum requirement will be an annual performance report due within one month of the completion of each year of the licence.

11.9 The Council may suspend or revoke a licence if the licence holder fails to comply with this Bylaw, any of the terms or conditions of the licence, any relevant controls made under this Bylaw, or acts in a manner which the Council considers, on reasonable grounds and in light of the purpose of this Bylaw, is not suitable for the holder of a licence.

11.10 Fees and charges for the issue of licences under this Bylaw are set out in Council's Schedule of Fees and Charges and may be amended from time to time in accordance with section 150 of the Local Government Act 2002.

---

## 12. Events

---

12.1 At least 30 working days prior to the commencement of an event, the event manager must submit an event waste minimisation plan to the relevant District Council for approval.

12.2 The event waste minimisation plan must set out:

- a. An estimate of the types and amounts of waste to be generated by the event;

- b. How waste generated by the event is to be minimised;
- c. The steps that will be taken to avoid waste generation and to maximise the use of reusable systems, the collection and use of recyclables and other recoverable, and compostable materials, and an estimate of the diversion of waste;
- d. The equipment to be provided for any reusable system and the storage, collection and transportation of waste and diverted material;
- e. The proposed method for minimising and capturing litter associated with the event;
- f. The person responsible for the collection and disposal of waste and the methods to be used;
- g. The timing and frequency of the collection of waste, during or after the event; and
- h. Any other matters relating to event waste management and minimisation that may be specified by the Council.

12.3 The manager of an event must comply with the event waste minimisation plan approved by the relevant District Council for the event.

12.4 On completion of the event, and if requested by the Council, the event manager must provide the Council with a waste analysis report (if the event is for more than 1,000 people). At a minimum, this report will include a breakdown of:

- The types of waste generated by the event;
- The amounts of waste (by type) generated by the event;
- The amount of waste diverted; and
- The waste management facilities used to recover, recycle, treat or dispose of this waste.

---

### 13. Construction site and demolition waste

---

13.1 The Council may make a control under this Bylaw to require any person that is applying for a building consent for building work of a certain estimated value or higher to submit a construction site and demolition waste management plan to the Council for approval prior to the commencement of any building work.

13.2 At a minimum, a construction site and demolition waste management plan must set out:

- a. The name of the client, principal contractor, and person who prepared the waste management plan;
- b. The location of the site;
- c. The estimated total cost of the building work;
- d. A description of all types of waste expected to be produced;
- e. The proposed method of waste management for each type of waste (e.g. reuse, recovery, recycling, disposal); and
- f. The proposed method for minimising and capturing litter associated with the project and the building work.

13.3 A construction site and demolition waste management plan may also be required by Council to set out:

- a. An estimate of the quantity of each type of waste; and
- b. An estimate of the diversion of waste.

13.4 While the building work is being carried out, the principal contractor may be required by Council to:

- a. Review the construction site and demolition waste management plan as necessary;
- b. Record quantities and types of waste produced; and
- c. Record the types and quantities of waste that have been:
  - v. Reused (on or off site);
  - vi. Recycled (on or off site);
  - vii. Sent to other forms of recovery (on or off site);

- viii. Sent to landfill;
- ix. Sent to cleanfill; or
- x. Otherwise disposed of.

13.5 Within three months of completion of the building work the Council may require the principal contractor to add to the construction site and demolition waste management plan:

- a. Confirmation that the plan has been monitored and updated;
- b. A comparison of estimated quantities of each type of waste generated against the actual quantities of each waste type;
- c. An explanation of any deviation from the plan; and
- d. An estimate of any cost savings that have been achieved by completing and implementing the plan.

13.6 Where a construction site and demolition waste management plan is required, the principal contractor must ensure that a copy of the construction site and demolition waste management plan is kept on site, and that every contractor knows where it can be found. It must be available to any contractor carrying out any work described in the plan.

---

## 14. Inorganic waste

---

14.1 The Council may specify controls for the following matters in relation to the collection of inorganic waste from a public place:

- a. The weight, size and nature of inorganic waste that may be deposited for collection;
- b. The categories of inorganic waste that may be deposited for collection;
- c. The times, locations and conditions applicable to the collection of inorganic waste from a public place;
- d. The collection methods that cause health and safety risks;
- e. Any other operational matters required for the safe and efficient collection of inorganic waste from a public place.

14.2 Any person who deposits inorganic waste for collection on, or collects and transports inorganic waste from, a public place must comply with any controls made by the Council under this Bylaw.

---

## 15. Nuisance and litter

---

15.1 No person may:

- a. Allow any accumulation of waste or diverted material on any premises they own, occupy or manage to become offensive, a nuisance or likely to be injurious to health; or
- b. Use an approved receptacle in a manner that creates a nuisance, is offensive or is likely to be injurious to health.

15.2 Except as provided for under this Bylaw, no person may:

- a. Bury or allow to be buried any waste on any property they own, occupy or manage except:
  - i. Organic waste, including dead farm animals in rural areas;
  - ii. Dead companion animals and nuisance pests; or
  - iii. For the purposes of home composting;
  - iv. Waste deposited in a farm refuse dump or an offal pit that is consented or complies with the permitted activity conditions of the Wellington Region Natural Resources Plan;
- b. Dispose of any waste on any premises except at –
  - i. A waste management facility, or
  - ii. Any premises they own, occupy or manage, for the purposes of home composting.

15.3 No person may:

- a. Deposit any waste arising from that person's household or that person's business activities in any litter receptacle provided by the Council in any public place;

- b. Remove any waste from any litter receptacle provided by the Council in any public place, where this results in any waste being deposited outside the litter receptacle, unless authorised by the Council to do so;
- c. Deposit or attempt to deposit litter in any litter receptacle provided by the Council in any public place if:
  - i. The receptacle is full; or
  - ii. The litter is likely to escape;
- d. Fix or attach any flag, banner, bunting, balloon, sign, poster, leaflet or similar thing to any litter receptacle provided by the Council in any public place; or
- e. Damage any litter receptacle provided by the Council in any public place.

15.4 The owner, occupier or manager of any premises on which any flag, banner, bunting, balloon, sign, poster, leaflet or similar device is displayed that is likely to become litter, must take all steps to the satisfaction of the Council to prevent it becoming litter and to clean it up in the event that it does become litter.

---

## 16. Unaddressed mail and advertising material

---

16.1 No person may deposit, cause, permit or authorise the deposit of any unaddressed mail or advertising material:

- a. In any letterbox which is clearly marked "no circulars", "no junk mail", "addressed mail only" or with words of similar effect, or around or near any such letterbox or associated vehicle accessway;
- b. On any vehicle parked in a public place; or
- c. In a letterbox that is already full of mail and/or advertising materials.

16.2 Clause 16.1(a) does not apply to:

- a. Material or public notices from any government department or agency, crown entity, local authority, or material from a network utility relating to the maintenance, repair, servicing or administration of that network utility;
- b. Communications or fundraising material from local community organisations, charities or charitable institutions;
- c. Material from a political party, political candidate or elected member; or
- d. A community newspaper or newsletter, unless the letterbox is clearly marked "no community newspapers" or with words of similar effect.

16.3 Any unaddressed mail or advertising mail deposited in a manner in breach of clauses 16.1 and 16.2 shall be deemed to be litter under the Litter Act 1979.

---

## 17. Donation collection points

---

17.1 Anyone intending to establish a donation collection point in or on a public place must notify the Council in advance and must operate the donation collection point in compliance with any requirements the Council specifies including but not limited to:

- a. Location;
- b. Vehicle access;
- c. Type of waste which may be deposited; and
- d. Use of approved receptacles.

17.2 All donation collection points must ensure:

- a. The removal of deposited material from the collection point;
- b. The clean-up of any litter or illegal dumping; and
- c. The clean-up or removal of any graffiti.



### 3. C. OTHER MATTERS

---

#### 18. General offences and penalties

---

18.1 Any person who fails to comply with this Bylaw and the decisions and controls made under this Bylaw commits an offence under section 239 of the Local Government Act 2002 and is liable to a fine as specified in section 242(4) of the Local Government Act 2002.

18.2 A person who commits a breach of this Bylaw that is an offence under the Litter Act 1979, the Waste Minimisation Act 2008 or the Health Act 1956 is liable to a penalty (without limitation) under those Acts, as relevant.

---

#### 19. Other enforcement powers

---

##### *Non-compliance with licence terms and conditions*

19.1 Any control that is made or amended by Council under clause 7.1 shall be enforceable under this Bylaw.

19.2 Where a licence holder does not comply with the requirements of this Bylaw and/or the terms and conditions of a licence, the Council may take one or more of the following steps:

- a. Issue a written warning to the licence holder, which may be treated as evidence of a prior breach of a licence condition during any subsequent review of the licence;
- b. Review the licence, which may result in:
  - i. amendment of the licence; or
  - ii. suspension of the licence; or
  - iii. withdrawal of the licence.
- c. Have recourse to any performance bond or security where the Council has incurred any cost as a result of the breach of the licence condition, including where the Council has itself performed or arranged for the performance of any licensed activity on the default of the licence holder;
- d. Review the amount and nature of the performance bond or security, which may result in:
  - i. an increase of the amount of the performance bond or security;
  - ii. a change to the nature of the security that has been provided.
- e. Enforce any offence that may have been committed under the Litter Act 1979; and
- f. Enforce any breach of this Bylaw, as provided for in the Health Act 1956, the Local Government Act 2002 and the Waste Minimisation Act 2008.

##### *Non-compliance with general responsibilities and waste collection requirements*

19.3 Where a person does not comply with the requirements of this Bylaw and/or any controls made under the Bylaw in relation to the waste and diverted materials collection service that applies to them, the Council (or a licensed waste collector where applicable) may take the following action(s) against the person:

- a. Reject (i.e. not collect) the contents of any approved receptacle left out by that person for collection from a public place, if the contents or placement of the receptacle is non-compliant;
- b. Remove the contents of any approved receptacle left out for collection from a public place where the contents or placement of the receptacle is non-compliant, subject to payment of the costs of removal, administrative costs and an additional penalty equivalent to the

amount payable for the collection of the largest available size of approved receptacle from that premises;

- c. Withdraw or suspend the collection service being provided to that person;
- d. Enforce any offence that may have been committed under the Litter Act 1979; and/or
- e. Enforce any breach of this Bylaw, as provided for in the Health Act 1956, the Local Government Act 2002 and the Waste Minimisation Act 2008.

19.4 Where action has been taken against a person under clause 19.3(c), the Council can authorise the reinstatement of the collection service once it is satisfied on reasonable grounds that the Bylaw will be complied with.

#### *Non-compliance with approved collection point requirements*

19.5 Where a person does not comply with a control made by the Council under clause 7 of this Bylaw the Council may:

- a. Suspend that person's use of any service provided by the Council at any or every waste collection service;
- b. Enforce any offence that may have been committed under the Litter Act 1979; or
- c. Enforce any breach of this Bylaw, as provided for in the Health Act 1956, the Local Government Act 2002 and the Waste Minimisation Act 2008.

#### *Non-compliance with waste management plan requirements*

19.6 Where a person does not comply with any of the requirements in clause 12 (Events) or clause 13 (Construction Site and Demolition Waste Management Plans) and/or any controls made under the Bylaw, the Council may take one or more of the following steps:

- a. Enforce any offence that may have been committed under the Litter Act 1979; and/or
- b. Enforce any breach of this Bylaw, as provided for in the Health Act 1956, the Local Government Act 2002 and the Waste Minimisation Act 2008.

#### *Non-compliance with inorganic material requirements*

19.7 Where a person does not comply with a control made by the Council under clause 7 of this Bylaw, the Council (or a licensed waste collector or waste operator where applicable) may:

- a. Reject (i.e. not collect) the inorganic material, if the inorganic material or placement is non-compliant;
- b. Remove the inorganic material, where the inorganic material or placement is non-compliant, subject to payment of the costs of removal, administrative costs and an additional penalty specified by the council;
- c. Enforce any offence that may have been committed under the Litter Act 1979; and/or
- d. Enforce any breach of this bylaw, as provided for in the Health Act 1956, the Local Government Act 2002 and the Waste Minimisation Act 2008.

#### *Non-compliance with unaddressed mail requirements*

19.8 Where a person does not comply with any of the requirements in clause 16 of this Bylaw, the Council may use its enforcement powers under the Litter Act 1979.

---

## **20. Exceptions and saving provisions**

---

20.1 A person is not in breach of this Bylaw if that person proves that the act or omission was in compliance with the directions of an Authorised Officer.

20.2 A product stewardship scheme accredited under the Act may be exempt from the requirements of this Bylaw.

---

## **21. Fees**

---

21.1 The Council may in accordance with the provisions of section 150 of the Local Government Act 2002 set prescribed fees under this Bylaw.

21.2 The Council may refund, remit or waive any fee prescribed by this Bylaw or charge payable for an authority, approval, licence, permit or consent from, or inspection by, the Council, for any reason it thinks fit.

---

## **22. Forms and processes**

---

22.1 The Council may prescribe the form of, and process to be followed for, any application, approval, licence, or other document, which is required under this Bylaw (or any related controls made by Council). These forms and processes may be altered or amended at any time.

## **WAIRARAPA SOLID WASTE MANAGEMENT AND MINIMISATION BYLAW CONTROLS 2021**

In accordance with clause 7.1 of the Wairarapa Solid Waste Management and Minimisation Bylaw 2021, the Carterton, Masterton and South Wairarapa District Councils resolve the following controls in relation to solid waste management, collection and disposal.

### **1. INTRODUCTION AND COMMENCEMENT**

- 1.1. These are Carterton, Masterton and South Wairarapa District Council resolutions made pursuant to clause 7.1 of the Wairarapa Solid Waste Management and Minimisation Bylaw 2021 (“the Bylaw”) and should be read in conjunction with it.
- 1.2. These resolutions come into force on 17 April 2021.

### **2. CONTROLS**

#### **Storage of Waste**

- 2.1. Waste, recycling or other diverted material must not be placed in or on a public place unless contained in an approved receptacle AND awaiting collection or specifically approved by the relevant District Council.

#### **Placement and Retrieval of Waste Receptacles**

- 2.2. Waste, recycling or other diverted material may only be placed in or on a public place for collection pursuant to the Bylaw or the controls made under the Bylaw unless otherwise approved by the relevant District Council.
- 2.3. Approved receptacles, and any uncollected waste, recycling or diverted material outside of an approved receptacle, intentionally or otherwise, remain the property and responsibility of the depositor and will be considered litter under the Litter Act 1979 if not removed from the public place and will be subject to enforcement action under that Act.
- 2.4. Any receptacle used for the disposal of waste, recycling or any other diverted material and placed in or on a public place for collection must be an approved receptacle.

#### **Waste Separation**

- 2.5. No waste, other than clean approved materials, shall be deposited at any resource recovery station or recycling centre.

Note: A list of approved recyclable materials and materials accepted at resource recovery stations and recycling centres will be made available to service users by the applicable service provider.

#### **Collection Point(s)**

- 2.6. The relevant District Council may:
  - a. Specify the location of collection point(s), at which recyclable or reusable materials will be received from the public;
  - b. Issue instructions for the use of collection points by members of the public.

- 2.7. No person shall leave or place household waste or trade waste at a recycling collection point(s).

#### Restrictions on Materials

- 2.8. No person shall deposit or cause or allow any of the following materials to be deposited in any approved receptacle placed for collection:
- a. Explosives, hot ashes, highly inflammable material or infectious material;
  - b. Liquids, acids, printer's ink, paint, or any other viscous fluid;
  - c. Any trade waste, offal or dead animals;
  - d. Any commercial or industrial waste except as allowed under clause 9.2 of the Bylaw;
  - e. Any pesticides, herbicides, fungicides or other toxic compounds or any containers that have been used to hold such materials; or
  - f. Any other prohibited waste as identified under the definition of "prohibited waste" in clause 6 of the Bylaw.

#### Construction Site and Demolition Waste Management Plans

- 2.9. In accordance with clause 13.1 of the Bylaw, the Carterton, Masterton and South Wairarapa District Councils will require any person who is applying for a building consent for building work with an estimated value of \$2 million or higher to submit a construction site and demolition waste management plan to the relevant District Council for approval prior to the commencement of the building work. This clause will become effective one (1) year following the date on which the Wairarapa Solid Waste Management and Minimisation Bylaw 2021 takes effect.



## **7.3 RANGATAHI TO RANGATIRA REPORT ON ACTIVITIES**

### **1. PURPOSE**

For the council to receive a report on activities of R2R.

### **2. SIGNIFICANCE**

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

### **3. BACKGROUND**

R2R is a youth project that aims to develop young people in Carterton and the wider community. Young people aged between 12 and 24 are encouraged to be involved in the Carterton community, be more aware of political, social, and environmental changes that are happening, and how to change the things they want.

R2R is run by a group of Carterton's young people, with support from Hurunui-o-Rangi Marae, Ka Pai Carterton and Carterton District Council.

It has been running since 2013 and Council supports by way of an annual partnership grant and in-kind usage of the Rangatahi Hub.

### **4. UPDATE ON ACTIVITIES**

We are currently working together to review and update the Memorandum of Understanding (MOU), and this should be completed by the end of March.

They have now been established as a charitable trust and increased the number of trustees. Current trustees are:

- Rebecca Vergunst (Chair)
- Cimone Grayson (Treasurer)
- Melissa Ihaka (Secretary)
- Chris Webb
- Deborah Davidson
- (Hurunui o Rangi trustee – TBC)

They are open to more trustees being involved and request council appoint an elected member representative to the trust.



The Trust has completed a new strategy for 2021 – 2023 (**Attachment 1**). This was adopted in February 2021.

R2R will be in attendance to give a verbal presentation around operational activities.

**5. CONSIDERATIONS**

**5.1 Climate change**

N/A

**5.2 Tāngata whenua**

Hurunui-o-Rangi Marae is in partnership with R2R and they are seeking a trustee for the Trust.

**5.3 Financial impact**

We currently fund \$10,000 per year in a partnership agreement.

**5.4 Community Engagement requirements**

N/A

**5.5 Risks**

N/A

**6. RECOMMENDATION**

That the Council:

1. **Receives** the report.

**Agrees** to appoint a representative to the Trust.

**File Number:** 125155

**Author:** Carrie Mckenzie, Community Services Manager

**Attachments:** 1. R2R Strategy 2021-2023 [↓](#)



## Rangatahi to Rangatira Strategy 2021 - 2023

*Mission Statement: Empower rangatahi to contribute and connect within community*

1. Introduction:

- 1.1. This document sets out the purpose and direction for Rangatahi to Rangatira Charitable Trust's (R2R) operational activities for the years 2021 - 2023. R2R's core focus is the growth and development of rangatahi and these young people are the foundation for all our activities. Over the next 3 years, R2R plans to develop additional ways to support and mentor our local young people. 2021 will see R2R solidify its core set of activities, and provide a strong basis to grow from in 2022-23. We plan to become a key organisation and sustainable base for youth work and development within the Wairarapa. This strategy is supported by our annual budget in Attachment 1.

2. Outcomes for our Rangatahi:

- 2.1. Rangatahi will develop skills and confidence as leaders. They will be able to participate in decision making opportunities and co-design R2R's operational activities.
- 2.2. Rangatahi understand the importance of creating strong ties with whanau, marae, hapu, iwi and all community. They are supported to develop their understanding of Te Tiriti o Waitangi, tikanga, te reo, and te ao māori.
- 2.3. Rangatahi will be given opportunities to participate in a voluntary manner. They will have the opportunity to plan and participate in community events and activities that will encourage and support their leadership qualities.
- 2.4. Rangatahi have a sense of value and importance in their community. They will feel connected to others and to the community.
- 2.5. Rangatahi are healthy in all areas of their life: mentally, physically, spiritually, and within their relationships.
- 2.6. Rangatahi believe that they have choices about their future, and are supported in their education, work, training, and life skills.

3. How we will achieve this:
  - 3.1. The purposes of the Trust, as defined in the deed, are as follows:
    - 3.1.1. To help and support the leadership and social development of Carterton youth;
    - 3.1.2. To provide programmes and wananga that support growth in understanding tikanga, leadership, sustainability, community participation, and personal growth;
    - 3.1.3. To provide community events that promote community participation, whanau involvement, and/or leadership opportunities for youth;
    - 3.1.4. To provide ongoing and regular mentoring to youth
    - 3.1.5. To advocate for youth and enable them to speak up on issues that affect them;
    - 3.1.6. To provide 'Engaging with Youth' workshops with organisations that work with young people, as and when required;
    - 3.1.7. To encourage and support ongoing opportunities to upskill our R2R youth facilitators.
4. What this will look like in 2021:
  - 4.1. Wednesday Nights:
    - 4.1.1. Rangatahi to Rangatira will host a youth group every Wednesday night (with flexibility around holiday periods) from 5.30pm - 7.30pm.
    - 4.1.2. Facilitators will develop connections and build individual relationships with rangatahi, and provide mentoring to rangatahi.
    - 4.1.3. Facilitators will utilise Wednesday nights to facilitate activities that support the outcomes and purposes outlined in 2 and 3.
    - 4.1.4. Rangatahi and facilitators will co-design upcoming operational activities that support the outcomes outlined in 2 and 3.
  - 4.2. Wananga:
    - 4.2.1. At least one wananga will be held per year, for a minimum of 1 night during a school holiday period, preferably at a marae.
    - 4.2.2. These events will be co-designed with rangatahi around a theme which supports the outcomes and purposes outlined in 2 and 3.
  - 4.3. Day Trips
    - 4.3.1. At least two day trips will be facilitated per year, with a minimum of 10 attendees
    - 4.3.2. Facilitators will co-design the day's activities with rangatahi to support the outcomes and purposes highlighted in 2 and 3. Examples include: waka ama with Te Rua o Mahara, attendance at the Kahungunu AGM, or joint activities with other youth groups.
  - 4.4. Facilitator Development
    - 4.4.1. Facilitators will be offered professional development opportunities throughout the year, and are supported to attend these.
    - 4.4.2. Facilitators will develop professional relationships with other local youth workers, public sector employees, and community development staff. This

may include attending local networking meetings such as the Wairarapa Community Networks.

4.5. Trustee Development

- 4.5.1. Trustees will be offered professional development opportunities throughout the year, and are supported to attend these.
- 4.5.2. Trustees will develop professional relationships with other local youth workers, public sector employees, and community development staff. This may include attending local networking meetings such as the Wairarapa Community Networks.

5. Potential Additional Activities for 2022-23:

5.1. School Holiday Programme

- 5.1.1. At least one school holiday programme will be held per year, for a minimum of 3 days.
- 5.1.2. Facilitators will co-design the programme with rangatahi to support the outcomes and purposes outlined in 2 and 3.

5.2. Engaging with Youth Workshop

- 5.2.1. At least one Engaging with Youth Workshop will be held per year, with a minimum of 15 attendees
- 5.2.2. The purpose of these workshops is to build attendees' awareness of effective ways to engage with rangatahi, highlight current youth issues, develop understanding of a young person's world, and other topical subjects that will enable the attendee to engage better with rangatahi.

5.3. Workshops within schools

- 5.3.1. Facilitators develop relationships with schools to deliver workshops/programmes on personal development, similar to Wednesday nights. This would allow R2R to reach a large amount of young people within the Wairarapa.

5.4. One on one mentoring

- 5.4.1. Rangatahi have the opportunity for one on one mentoring during the week in order to support them in their personal goals.

5.5. Regional Partnering

- 5.5.1. Forming stronger relationships with local organisations such as Wairarapa Safer Community Trust, Supporting Families, Oranga Tamariki, and more, to partner on events and youth development programmes.

5.6. Holiday Programme for Teens

- 5.6.1. There are currently no holiday programmes that cater for teenagers within the Wairarapa, and this is a big gap especially for youth in care or those unable to stay home alone.

5.7. Establish Wednesday Nights in other towns

- 5.7.1. There is an opportunity to develop Wednesday night groups in other Wairarapa towns.

6. Measuring Success:

- 6.1. R2R will measure its success through:
- 6.1.1. An average of 20 youth attending every Wednesday night, measured through weekly attendance records.
  - 6.1.2. Facilitators will provide a Facilitator Report to each Trust meeting on outcomes achieved within operational activities.
  - 6.1.3. Facilitators will support rangatahi to evaluate activities and provide feedback to the Trust and stakeholders.
  - 6.1.4. Trustees will consistently engage with rangatahi on Wednesday nights and during wananga if possible.
  - 6.1.5. Rangatahi to Rangatira Charitable Trust meets all requirements outlined in the Trust Deed.
  - 6.1.6. Rangatahi to Rangatira Charitable Trust meets funding guidelines and reporting deadlines.
  - 6.1.7. Rangatahi to Rangatira Charitable Trust and facilitators maintain good relationships with whanau, rangatahi, funders and key stakeholders.
  - 6.1.8. Rangatahi to Rangatira Charitable Trust will maintain a consistent and positive relationship with Carterton District Council and Hurunui-o-Rangi Marae.

Adopted 27th February 2021.

Next Review: August 2021 in order to finalise 2022 activities



## **7.4 DESTINATION WAIRARAPA REPORT OCTOBER TO DECEMBER 2020**

### **1. PURPOSE**

For the council to receive a report on activities from October to December 2020.

### **2. SIGNIFICANCE**

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

### **3. DISCUSSION**

Destination Wairarapa provides quarterly reports to Council on activities. In summary, visitor numbers for the Wairarapa for the 12 months ending October 2020 was 6% higher than the year before.

October 2020 in particular was a successful month with a 35% increase in visitor spend compared to October 2019.

The vast majority of visitors to the Wairarapa are from the Wellington Region.

TRC Tourism have started work on the Destination Management Plan with community consultation completed in November 2020. The first draft will be available in the fourth quarter.

They received \$400,000 Strategic Asset Protection Programme (STAPP) funding in September 2020 for MBIE contracted work associated with:

- Destination Management plan
- Capability building
- Domestic marketing

Anna Neilson, General Manager Destination Wairarapa will be in attendance at the meeting.

### **4. CONSIDERATIONS**

#### **4.1 Climate change**

N/A

#### **4.2 Tāngata whenua**

Iwi engagement for the destination management plan was planned to start in the last week of February 2021 and the third and final stage will be to go back to iwi and ask if their needs are represented correctly in the first draft of the plan.



**4.3 Financial impact**

Destination Wairarapa remain our biggest funding recipient by far and the return on investment for Carterton should be considered with this funding agreement.

**4.4 Community Engagement requirements**

There has been community engagement in the creation of the Destination Management Plan.

**4.5 Risks**

There is still the on-going issue of the purpose and focus for Destination Wairarapa during the COVID pandemic. The outstanding decision from the three councils around the Economic Development Agency arrangements is also a risk.

**5. RECOMMENDATION**

That the Council:

1. **Receives** the Destination Wairarapa report on activities.

**File Number:** 124911

**Author:** Carrie Mckenzie, Community Services Manager

**Attachments:**

1. Destination Wairarapa General Managers Financial Report 31 December 2020 [↓](#)
2. General Managers report on Activities [↓](#)

Destination Wairarapa Board  
31 December 2020  
General Manager's Financial Report

Unaudited Financials 31 December 2020

Revenue. Q2 ending 31 December 2020 revenue shows as being \$31k above budget. This was due to better visitation in the region than forecast, and the production and invoicing of the Wairarapa Visitor Guide was brought forward. In addition, upon signing the Banking Hub Services Contract, the unbudgeted first contract payment was deposited.

Corporate Expenses finished \$16.5K above budget.

This was due to a combination of factors. The first and most significant being the pay-out of board fees from the previous year. In addition, there was 5K worth of legal fees incurred during the negotiation of the Banking Hub Services Contract.

I-SITE Expenses are up \$7k against budget due to increased hours of work by the iSite staff to cover the services required by the Banking Hub. In addition, iSite staff wages were increased to the Living Wage.

Marketing Expenses are \$65k under budget. This is due to a delay in getting the STAPP funded projects up and running (i.e., it takes time to scope, contract and then implement large scale projects)

Overall Operating Expenses are \$95.5k under budget for Quarter 2 of the 2020/2021 financial year.

Again, this is due to a delay in getting STAPP funded projects up and running.

STAPP FUNDING One lump sum of \$400k was deposited into DW's bank account in September 2020 for MBIE contracted work associated with.

- Destination Management Planning
- Capability Building
- Domestic Marketing

Please note, the Destination Wairarapa budget includes both BAU activities (as funded by the 3x Councils, Trust House and Membership Fees) and STAPP funded activities. In addition, existing Account Ledgers have been used for the different STAPP projects. For example, the Consulting and Accounting Account is for work undertaken by TRC Tourism and Colmar Brunton to develop the Destination Management Plan, and the Domestic Marketing Wings Campaign Account is being used for the promotion of any regional event that significantly attracts visitors from outside of the region into the region.

To try and show the separation of the two – a second variance budget has been prepared that DOES NOT include STAPP funding income or expenditure.

Destination Wairarapa  
Q2 General Manager's and Marketing Board Report  
October - December 2020

2020 Deliverables

*Visitors*

Although the Accommodation Data Programme (ADP) replacing the CAM (Commercial Accommodation Monitor) finished at the end of 2019) has released its third report – the data is still not yet robust enough to draw too many conclusions or compare our performance to the year previous just yet.

The data is however showing a positive growth trend, which is consistent with other available measures. This is encouraging.

Below is the November ADP data compared to the August data (which was included in the previous Q1 DW report)

November 2020 Fresh-info Accommodation Data Programme

Measure	Wairarapa RTO	NZ
Number of establishments	33	2899
Number of stay units	1000	128300
Average stay units per establishment	30.4	44.3
Monthly stay unit capacity	30100	3800000
Available monthly stay unit capacity	26600	3300000
Percentage of stay unit capacity available	88.50%	86.20%
Stay unit nights occupied	10800	1400000
Capacity utilisation rate	35.80%	35.70%
Occupancy rate	40.40%	41.50%
Total guest nights	22100	2300000
Domestic guest nights	21500	2100000
International guest nights	601	168700
Guest arrivals	13200	1M
Average guests per stay unit night	2.1	1.7
Average nights stayed per guest	1.7	2.3

August 2020 Fresh-info Accommodation Data Programme

	Wairarapa	N.Z
Number of establishments	34	2896
Number of stay units	1000	127900
Average stay units per establishment	29.5	44.2
Monthly stay unit capacity	31100	3966000
Available monthly stay unit capacity	26700	3274000
Percentage of stay unit capacity available	85.80%	82.50%
Stay unit nights occupied	8400	1037000
Capacity utilisation rate	27.20%	26.10%
Occupancy rate	31.60%	31.70%
Total guest nights	15000	1730000
Domestic guest nights	14900	1606000
International guest nights	130	124100
Guest arrivals	8200	682000
Average guests per stay unit night	1.8	1.7
Average nights stayed per guest	1.8	2.5

*Spend*

To measure our spend performance when compared to the rest of the country we use the Monthly Tourism Regional Tourism Estimates (MRTE) report - as produced by MBIE,

The below summary tells us the spend from Visitors in the Wairarapa for the 12 months ending October 2020 was 6% more than the year before – despite the impacts of COVID 19. No other RTO in NZ experienced growth during this same period.

During the month of October 2020 specifically, Destination Wairarapa experienced the highest growth in Visitor spend nationally – experiencing a 35% increase in Visitor spend compared to October 2019.

This is the THIRD release of data in a row that that DW has recorded the greatest growth percentage when compared with the same period last year.

What a thrill to achieve this media result acknowledging our success:

<https://www.nzherald.co.nz/travel/wairarapa-tourism-growth-in-2020-boosted-by-wellingtonians/4A4SVXVI2H63ZOFVJ6RMK3IZM/>

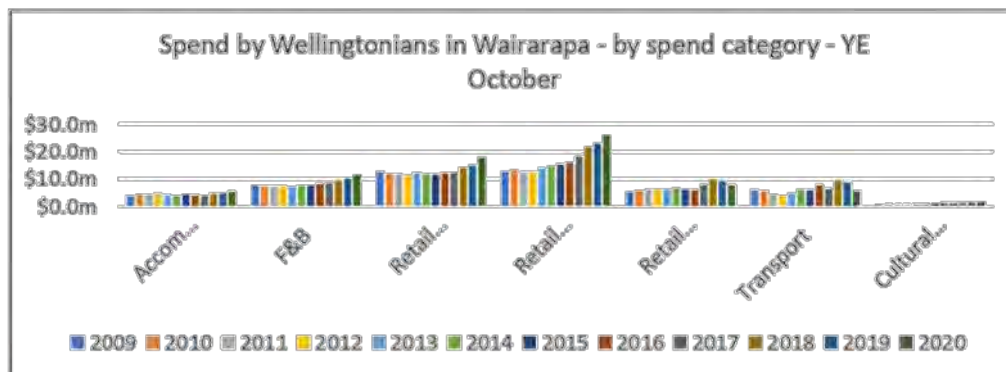
And the associated comment and coverage also:

<https://www.stuff.co.nz/travel/destinations/nz/wellington/123486842/why-you-cant-beat-the-wairarapa>



October-2020 RTO Summary Table								
Data Source: Monthly Regional Tourism Expenditure (MRE), Ministry of Business, Innovation and Employment								
RTO	October-2020 Domestic spend	October-2020 International spend	October-2020 Total spend	Percent change in total spend from October-2019	Annual Domestic Spend Year to October-2020	Annual International Spend Year to October-2020	Annual Total Spend Year to October-2020	Percent change in total spend from Year to October-2019
Activate Tairāwhiti	\$18m	\$1m	\$19m	13%	\$155m	\$29m	\$187m	-8%
Aoraki Tourism	\$18m	\$1m	\$19m	2%	\$165m	\$34m	\$200m	-12%
Auckland Tourism, Events &	\$327m	\$145m	\$463m	-34%	\$1,050m	\$3,172m	\$5,223m	-26%
Central Economic Developm	\$40m	\$5m	\$45m	1%	\$381m	\$62m	\$443m	-11%
ChristchurchNZ	\$197m	\$32m	\$228m	-1%	\$1,720m	\$809m	\$2,529m	-13%
Destination Clutha	\$5m	\$0m	\$5m	3%	\$45m	\$10m	\$56m	-14%
Destination Coromandel	\$44m	\$2m	\$46m	18%	\$389m	\$91m	\$480m	-3%
Destination Fiordland	\$17m	\$0m	\$18m	-4%	\$102m	\$9m	\$111m	-22%
Destination Great Lake Taupo	\$69m	\$4m	\$73m	7%	\$485m	\$155m	\$640m	-6%
Destination Hailuora	\$8m	\$0m	\$8m	-5%	\$63m	\$47m	\$110m	-9%
Destination Marlborough	\$29m	\$2m	\$31m	6%	\$262m	\$108m	\$370m	-5%
Destination Queenstown	\$143m	\$9m	\$152m	-15%	\$1,038m	\$340m	\$1,378m	-24%
Destination Rotorua	\$60m	\$4m	\$64m	-15%	\$487m	\$208m	\$695m	-19%
Destination Wairarapa	\$18m	\$6m	\$24m	35%	\$240m	\$47m	\$286m	6%
Development West Coast	\$33m	\$2m	\$34m	-27%	\$250m	\$160m	\$409m	-21%
Enterprise Dunedin	\$51m	\$5m	\$56m	-5%	\$485m	\$164m	\$650m	-19%
Great South	\$35m	\$2m	\$37m	9%	\$319m	\$73m	\$392m	-11%
Hamilton & Waikato Touris	\$123m	\$13m	\$136m	2%	\$1,473m	\$266m	\$1,739m	-9%
Hawke's Bay Tourism	\$57m	\$6m	\$63m	18%	\$508m	\$132m	\$640m	-5%
Hurunui Tourism	\$16m	\$2m	\$18m	23%	\$123m	\$54m	\$177m	-5%
Lake Wanaka Tourism	\$16m	\$2m	\$18m	-32%	\$184m	\$205m	\$389m	-21%
Manawatu Region	\$15m	\$2m	\$16m	-44%	\$133m	\$140m	\$273m	-19%
Nelson Regional Developme	\$43m	\$5m	\$48m	2%	\$399m	\$182m	\$580m	-13%
Northland Inc	\$96m	\$7m	\$102m	14%	\$863m	\$203m	\$1,067m	-4%
Not elsewhere classified	\$32m	\$3m	\$35m	6%	\$205m	\$26m	\$231m	-7%
Tourism Bay of Plenty	\$89m	\$10m	\$99m	13%	\$850m	\$200m	\$1,050m	-6%
Tourism Central Otago	\$15m	\$1m	\$16m	-2%	\$155m	\$34m	\$189m	-10%
Tourism Waikato	\$12m	\$1m	\$13m	-15%	\$123m	\$57m	\$180m	-10%
Venture Taranaki	\$33m	\$4m	\$37m	7%	\$317m	\$72m	\$389m	-7%
Visit Rangitikei	\$16m	\$0m	\$16m	-27%	\$137m	\$31m	\$168m	-16%
Visit Whanganui	\$12m	\$1m	\$13m	28%	\$112m	\$53m	\$165m	-1%
Wellington Regional Econo	\$173m	\$28m	\$201m	-15%	\$1,468m	\$608m	\$2,076m	-21%





## i-SITES

### *Martinborough Banking Hub*

In September 2019, the Government, the New Zealand Bankers' Association (NZBA) and the Participating Banks announced a pilot trial to help assess the viability of regional banking hubs in various locations across New Zealand.

These hubs will provide access to certain banking services at 4 particular locations and will be hosted by community partners for the benefit of their local community.

NZBA and the Participating Banks (together, Hub Steering Group) agreed that each hub will initially be operated by one of the Participating Banks (on behalf of all Participating Banks) which, in turn, will sub-contract a local community partner to host the hub.

In each community participating in the pilot trial of the hubs, the Hub Steering Group has:

- appointed a Participating Bank to be responsible for the operation of that hub as managing bank;
- confirmed that the Bank of New Zealand (BNZ) will provide the Smart ATMs for the hubs; and
- ANZ Bank New Zealand Limited (ANZ) will arrange the installation or connection of certain other facilities (including mobile tablet devices).

Martinborough was selected as one of the banking hub locations with the Martinborough i-Site at the Waihinga Centre selected at the Community Host.

On Friday 27<sup>th</sup> November the Banking Hub was opened by the Deputy Prime Minister – Grant Robertson.

Although there have been some teething problems with the machine (as supplied by the BNZ), the general feeling from the public has been positive.

#### *Head Office move to Masterton i-SITE*

Refit work at the Masterton iSite has begun to make room for Head Office staff to move in at the end of February 2021.

This move is being made to reduce DW overhead costs.

.

#### *.STAPP Funding*

The Strategic Tourism Assets Protection Programme contract with the Govt. requires Destination Wairarapa to deliver outcomes under 3 headings

1. Destination Management Plan Development
2. Capability Building
3. Marketing

#### *1. Destination Management Plan*

TRC Tourism have started work on the Destination Management Plan with the first and probably most crucial part of the plan – community consultation. partially completed in November.

One on One meetings were successfully held with the Mayors and CEO's from the 3 Wairarapa Councils, Trust House, WellingtonNZ, key industry operators and representatives from our two local Iwi.

Two workshops were held with industry, business, and community representatives, and an online tourism insights survey was circulated through DW's communications channels, as well as through each of the 3 council's communication channels.

Iwi engagement will be conducted as a 3-stage process, with stage two planned to occur during the week beginning 22 February 2021. It is hoped that stage 2 will take the form of workshop/meetings at local Marae to encourage full participation in the process. The third and final stage will be for DW and TRC to go back to Iwi and ask them if what they said they want out of tourism, is represented correctly in the first draft of the region's Destination Management Plan.

The next piece of work for the DMP will be a web-based audit of the region's tourism associated infrastructure.

The first draft of the Wairarapa Destination Management Plan will be available in Q4.

## *2. Product Development and Capability Building*

Utilising STAPP funding, Destination Wairarapa has contracted Marie Claire Andrews and Bridget Gardiner until the end of March to continue their work with regards tourism product development and capability building opportunities as identified in the WEDS.

Particular focus is the development of a regional dark skies product, a regional food tourism product, and building industry capability - particularly in the Events Sector.

During Mid October we brought in Teri van Scooten from Verve Consultancy to run a series of workshops for Event Professionals and the Board's of events. The workshops were titled Building Resilient Events and covered the following topics

- Covid 19 resources, legislation and how to interpret it.
- The event planners' responsibility
- How to plan for different Covid levels
- Communications and crisis planning
- A hands-on scenario planning exercise

Teri has been a leader in the event industry for over 20 years. As the past Chair of the New Zealand Association of Event Professionals, Terri is well connected in the industry and has a broad understanding of the nationwide event scene. More recently she was asked to provide advice on interpreting the Covid 19 legislation in relation to the national events industry.

Over 30 people from a variety of events across the whole region attended at least one of Terri's workshops. We were also able to engage Terri to provide one-on one mentoring for any event in the region who wants help especially with working through their COVID 19 contingency plans. 6 Wairarapa Events have so far utilised this opportunity.

In addition, an Event Hub has been created on the WairarapaNZ website.

The hub is for new and existing event organisers in the region to go to find resources, information and contacts to support their event planning, management and governance.



One of the handy resources on the hub is the Wairarapa Events Calendar. This calendar is not for visitors to the region. The purpose of this calendar is for event organisers to check if anything else is on or planned for the date they have in mind to hold their event.

<https://wairarapanz.com/wai-event-hub>

### 3. Marketing

This report covers the early spring period running into the festive break. It was a very busy period as we continued investing in paid activity made available by STAPP funding - which in turn created quite a level of project management.

In this period there was again good visitation to the region - bookings for accommodation and hospitality providers was very strong and retailers reported very good sales.

Our approach during this period was to:

- Plan and put in place paid activity (possible due to STAPP funding) which we had not undertaken before (detail below)
- Support a number of events.
- Support and invest in a WINGS OVER WAIRARAPA promotion to help tell the regional story

#### Activity overview

##### Paid placement

Because of STAPP funding we were able to undertake new paid activity:

- Placement of Wairarapa Lifestyle magazines in Koru Club Lounges
- Paid content with 2 pages in Our NZ the ferry and train magazine
- On Demand TV placement of 4 short videos into Wellington
- Article and advertisement in NZ Today North Island Best of North Island Road Trips Showcase, highlighting the region and the Classic NZ Wine Trail touring route
- Another funded partnership was posts on this large Facebook page Wellington Live. Content is stunning and the reach is significant.



### Event promotion

We worked with:

- Yarns n Barns
- Pukaha Garden Tour
- Wellington On A Plate
- The quirky Headwind Cycle Race in Martinborough (this got picked up on National Radio).
- And promoted Labour Weekend

Examples of some social activity for these are:



We were also ready to do some significant work with Toast Martinborough, however once it was announced the event was not going to be held we pivoted quickly to create "The Big Weekend" in order to 'save the sale' ie encourage visitors to not cancel their accommodation and transport bookings and come anyway despite the event being cancelled.

Many operators got quickly got on board with this promotion and the weekend was indeed big. The region was full, the weather was good and plenty was on.

We lead, curated, encouraged and promoted the events and activity seen on this page:  
<https://wairarapanz.com/a-big-weekend>

#### Wings

We invested (using STAPP funding) in Sponsored Content on STUFF specifically into Auckland.  
<https://www.stuff.co.nz/travel/back-your-backyard/123571682/have-yourself-a-wellington-wairarapa-and-wings-weekend>

Note the video embedded in the article. We developed this (using STAPP funding) working with WgtnNZ to access their footage.

We are very clearly pitching Wings as a Wellington weekend this time given there already is no accommodation left available in the region during Wings weekend.

The video is very strong. WgtnNZ shared it on their Facebook page and Wings themselves are using a version of it as their actual TVC (Television Commercial).

This sponsored article performed very well: there were over 4500 pageviews (benchmark is 3000), average time on page was 1min 24sec (which is very high against benchmark of 55sec),

We worked with WgtnNZ to create specific content on their website also:  
<https://www.wellingtonnz.com/experience/events/wings-over-wairarapa-air-festival-2021/>

And we facilitated development of trade packages including:  
<https://www.houseoftravel.co.nz/hot-deals/deals/2020/10/01/holidaysathome-wings-over-wairarapa-2021>

#### Partnerships and other activity

We continue to work hard on our relationship with WellingtonNZ to leverage their comparative size and influence to help get our message across both within the region, and nationally in a variety of ways.

Content like <https://www.wellingtonnz.com/experience/eat-and-drink/tastiest-new-spots/?fbclid=IwAR2SvNKSrQxyGMAneJPG3kh6jghpcRB4YmLZ2wHnVAdmCu996t-hsxXUCd>



And....



In addition:

- We co-ordinated attendance by selected operators at WgtnNZ's Operator day: a showcase in Wgtn
- Supported TNZ as they captured new video and stills footage for their brand toolkit.
- We hosted a fam to the region by Pacific Horizon Motorhomes based in Wellington. We provided a 5 day itinerary for their web site and instigated a promotion between them and Tauherenikau encouraging the hiring of motorhomes for busy weekends including Martinborough Fair.
- Managed visits by three social media influencers as part of Tourism NZ's Great Kiwi Content generation project .
- NZ Wine Growers and Wairarapa Wines – initiated comms with them worked much more in sync. Worked on the NZW 'Visit the Vines' contest.
- Classic NZ Wine Trail – ongoing work to highlight the Trail and have it named wherever appropriate and possible in the media

This period also saw the production of the 2021 Wairarapa Visitor Guide:

[https://wairarapanz.com/sites/default/files/image\\_library/PDF/Visitor%20Guide%202021%20FA%20r%201.pdf](https://wairarapanz.com/sites/default/files/image_library/PDF/Visitor%20Guide%202021%20FA%20r%201.pdf)

We had good pick up from new operators and some new cellar doors too.





Castlepoint is our strongest puller on social (have a look at the reach in the above two examples) – therefore we used STAPP funding to do a photo shoot and new video just prior to Christmas.

Below are a couple of examples of our new images – we wanted real NZ style family photos. Real Kiwis on holiday.





Media coverage:

We hosted:

- Jo Percival from AA Traveller – resulting story will run in Autumn edition AA Traveller magazine
- Radio Host PJ Harding c/- Of WgtnNZ
- Amelia Ward from NZ Herald who did the CNZWT in a THL motorhome. This was a joint famil with Hawke's Bay but initiated by us.

Media coverage of the region's success included:

<https://www.aa.co.nz/travel/we-love-you-new-zealand/drink-in-the-spectacular-views-on-wairarapas-deliverance-cove-track/>

<https://www.aa.co.nz/travel/we-love-you-new-zealand/queen-elizabeth-park-family-friendly-fun/> Robust content with a long shelf life.

Hidden gems

<https://www.stuff.co.nz/travel/back-your-backyard/30019739/five-of-new-zealands-most-underrated-small-towns-according-to-kiwi-travellers>

<https://www.stuff.co.nz/travel/destinations/nz/wellington/123486842/why-you-cant-beat-the-wairarapa>



## **7.5 RE-CLASSIFICATION OF KENT STREET FROM LOW VOLUME TO LEVEL ONE**

### **1. PURPOSE**

For the council to alter the classification of Kent Street from a Low Volume to Level One.

### **2. SIGNIFICANCE**

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

### **3. BACKGROUND**

All activities in the road corridor that affect the normal operating conditions of the road (irrespective of whether the activity is on the carriageway, shoulder, footpath or berm) must be carried out in accordance with the requirements of the Code of Practice for Temporary Traffic Management (COPTTM) and have an approved Traffic Management Plan (TMP).

There are five levels of temporary traffic management with two that are applicable to the Carterton network (including the State highway) all requiring Temporary Traffic Management measures as per COPTTM.

Low Volume roads carry less than 500 vehicles per day, Level 1 roads carry more than 500 vehicles per day but less than 10,000. Although there is an additional level, Level 2L, that would apply, Level 2L roads carry more than 10,000 vehicles per day which have a posted speed limit of 50 km/h, Waka Kotahi the NZ Transport Agency have declared the State Highway as Level 1 throughout the Wairarapa.

### **4. DISCUSSION**

On Wednesday 27th January 2021, Council agreed to change roads that had volumes of daily traffic counts that were below 500 vehicle movements per day from their current blanket classification of Level One to a less than 500 vehicle per day classification of Low Volume.

Due to a data error in RAMM (council's Road Assessment and Maintenance Management system) Kent Street was signalled as a Low Volume Road and was, at the time, queried to the correctness of this designation. Further investigations have established Kent Street as a higher level, Level One road. However, the designation resolution was passed by Council and it is now officers' recommendation that the classification be corrected and returned to its Level One status.

Belvedere Road had also been queried at the time and officers have reviewed the map and confirm it is to remain as a Level One road.

**5. CONSIDERATIONS**

**5.1 Climate change**

None for this report.

**5.2 Tāngata whenua**

None for this report.

**5.3 Financial impact**

None for this report.

**5.4 Community Engagement requirements**

None for this report.

**5.5 Risks**

None for this report.

**6. RECOMMENDATION**

That the Council:

1. **Receives** the report.
2. **Notes** the additional information regarding Kent Street vehicle counts.
3. **Agrees** to the Classification of Kent Street to be a Level One Road.

**File Number:** 125208

**Author:** Dave Gittings, Infrastructure, Planning and Regulatory Manager

**Attachments:** Nil





## 7.6 CHIEF EXECUTIVE ROLE RECRUITMENT PROCESS

### 1. PURPOSE

For the Council to approve the proposed process for recruiting a new Chief Executive, as required by Section 42 and Schedule 7 of the Local Government Act.

### 2. SIGNIFICANCE

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

### 3. BACKGROUND

The Chief Executive role becomes vacant on 5 June 2021 following the resignation of Jane Davis. The Council is required to undertake a recruitment and selection process to appoint to the position.

It is important that all elected members participate, agree, and have confidence in the recruitment process to be used. This lays the foundation for a constructive future relationship with the new Chief Executive.

### 4. DISCUSSION

It is proposed that a recruitment committee is appointed to facilitate the process with the support of an external recruitment consultancy.

This approach is a standard practice for local authorities and is designed to ensure that the Council has the support in place to run a robust, transparent and streamlined process.

This process will also provide elected members confidence that the successful appointee has the appropriate knowledge, skills, and attributes to fulfill the requirements of the role.

#### 4.1 Chief Executive Recruitment Committee

A proposed Terms of Reference for the Committee is outlined in **Attachment 1**.

It is recommended that the Committee is made up of the following members, being the Chairpersons of Council's core committees and Hurunui o Rangi Marae:

- Mayor – Mayor Lang
- Policy and Strategy Committee Chairperson – Deputy Mayor Vergunst
- Infrastructure and Services Committee Chairperson – Cr Keys

- Audit and Risk Committee – Cr Cherry-Campbell (Deputy Chairperson)
- Hurunui o Rangi Marae Representative – Rawiri Smith.

It is recommended that Cr Cherry-Campbell be appointed as Chairperson due to the responsibility of the Audit and Risk Committee to monitor the ongoing performance of the Chief Executive.

#### 4.2 Recruitment Consultancy

It is recommended that a limited competitive tendering process is undertaken to engage a recruitment consultancy. The use of a consultant provides a high level of professional expertise and maintains independence and impartiality throughout the process. A recruitment consultancy also offers the ability to directly target a strong pool of suitable, qualified, and motivated applicants.

In line with Council's Procurement Policy, and cognisant of the need for timeliness, it is recommended that Council follow a simple and proportionate tendering process involving the invitation of proposals from three recruitment consultancies.

#### 4.3 Involvement of the full Council

It is essential that all elected members are involved in key decisions. The following are the involvement points for the full Council:

- Approval of the recruitment process, including the appointment of the Committee and engagement of a consultant
- Definition of the desirable knowledge, skills and attributes
- Interview of the final preferred applicants
- Final appointment of the new Chief Executive
- Terms and conditions of employment.

### 5. PROPOSED PROCESS

The proposed process and indicative timeline is as follows:

Action:	Undertaken by:	Possible timeline:
Establish Committee	Council	March
Select recruitment consultant	Committee	March
Define the position description outlining the key knowledge, skills and attributes	Council & Committee	March
Agree applicant information package including methods of promotion and advertising	Committee & Consultant	April
Advertise position	Consultant	April
Short list applications for initial interview	Committee	April-May
Interview shortlisted applicants	Consultant	May

Review and interview consultant's recommended applicants	Committee	May-June
Select preferred applicants for full Council interview	Committee	June
Interview preferred applicants	Council	June
Select preferred appointee and undertake reference checks	Council & Consultant	June
Appoint new Chief Executive and determine terms and conditions of employment	Council	June

## 6. NEXT STEPS

To progress the recruitment process, the next steps are for the Council to:

- Appoint the Chief Executive Recruitment Committee and delegate responsibilities as outlined in the Terms of Reference
- The Committee to elect a Chairperson and engage a recruitment consultant.

## 7. CONSIDERATIONS

### 7.1 Climate change

There are no climate change implications in the decisions required.

### 7.2 Tāngata whenua

There are tāngata whenua considerations to be made in these decisions and the wider appointment process. The inclusion of a Hurunui o Rangi representative on the Chief Executive Recruitment Committee will ensure participation in the recruitment process, and that the successful candidate has the appropriate cultural attributes required.

### 7.3 Financial impact

The engagement of a recruitment consultancy will be funded through existing recruitment budgets.

### 7.4 Community Engagement requirements

There are no community engagement considerations in the decisions required.

### 7.5 Risks

There are marginal but potential risks that a suitable candidate is not found, or an unsuitable candidate is appointed. These risks are mitigated through the engagement of an experienced recruitment consultancy, and the Council carefully identifying the personal attributes needed in the role.

## 8. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Establishes** a Chief Executive Recruitment Committee and **adopts** the Terms of Reference for the Committee in **Attachment 1**.

3. **Appoints** Mayor Lang, Deputy Mayor Vergunst, Cr Cherry-Campbell (Chairperson), Cr Keys, and Mr Rawiri Smith to the Chief Executive Recruitment Committee.
4. **Agrees** the engagement of a recruitment consultancy through a simple and proportionate tendering process.
5. **Notes** the opportunities the full Council will have in the recruitment process, including a full Council preferred candidates' interview and final appointment decision.

**File Number:** 125083

**Author:** Geri Brooking, People and Wellbeing Manager

**Attachments:** 1. Chief Executive Recruitment Committee Terms of Reference [↓](#)



## **Chief Executive Recruitment Committee**

### **Terms of Reference**

#### **Purpose**

To facilitate and progress the recruitment process for a new Chief Executive.

#### **Specific responsibilities**

1. Confirm the position description and key attributes for the Chief Executive
2. Undertake a competitive tendering process to engage a recruitment consultancy
3. Shortlist and identify applicants for interview by the consultant
4. Interview the consultant's preferred applicants
5. Identify and recommend preferred applicant(s) for interview by the full Council.

#### **Membership**

Representative Chairpersons of Council's core committees and Hurunui o Rangi Marae:

- Mayor – Mayor Greg Lang
- Policy and Strategy Committee Chairperson – Deputy Mayor Rebecca Vergunst
- Infrastructure and Services Committee Chairperson – Cr Russell Keys
- Audit and Risk Committee – Cr Robyn Cherry-Campbell (Deputy Chairperson)
- Hurunui o Rangi Marae Representative – Rawiri Smith

#### **Quorum**

Three elected members.

#### **Meeting frequency**

As required.

#### **Term of Committee**

The Committee will cease at the confirmation of the appointment of a Chief Executive.



## **7.7 APPOINTMENT OF DEPUTY CHAIR, POLICY AND STRATEGY COMMITTEE**

### **1. PURPOSE**

For the council to appoint a Deputy Chair of the Policy and Strategy Committee.

### **2. SIGNIFICANCE**

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

### **3. DISCUSSION**

With the recent resignation of Councillor Bertram, the Policy and Strategy Committee does not have a deputy chair. As the Committee does not have the authority to appoint its own deputy chair, the Council needs to make that decision.

All elected members are on the Committee, and the Committee is chaired by Deputy Mayor Vergunst.

I recommend Councillor Cherry-Campbell be appointed as the deputy chair.

### **4. CONSIDERATIONS**

#### **4.1 Climate change**

N/A

#### **4.2 Tāngata whenua**

A Hurunui-o-Rangi Marae representative is on the Committee. The Council is considering another report on the meeting agenda that recommends full voting rights on committees, including Policy and Strategy. In time this will open the opportunity for the Marae representative to be in the chair or deputy chair role.

#### **4.3 Financial impact**

N/A

#### **4.4 Community Engagement requirements**

There is no requirement nor would there be any benefit from consulting on this decision.

#### **4.5 Risks**

There are no risks arising from this decision.

### **5. RECOMMENDATION**

That the Council:

1. **Receives** the report.
2. **Appoints** Councillor Cherry-Campbell as Chair of Policy and Strategy Committee.

**File Number:** 125103

**Author:** Greg Lang, Mayor

**Attachments:** Nil



## 7.8 LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT REQUESTS

### 1. PURPOSE

To inform the Council of the number of requests under the Local Government Official Information and Meetings Act (LGOIMA) 1987 received between 19 January 2021 and 9 March.

### 2. SIGNIFICANCE

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

### 3. BACKGROUND

The Local Government Information and Meetings Act (LGOIMA) allows people to request official information held by local government agencies. It contains rules of how such requests should be handled and provides a right to complain to the Ombudsman in certain situations. The LGOIMA also has provisions governing the conduct of meetings.

The purpose of the Act is to increase the availability of official information held by agencies and promote the open and public transaction of business at meetings.

The purpose of LGOIMA are specified in Section 4:

#### 4 Purposes

*The purposes of this Act are, consistently with the principle of the Executive Government's responsibility to Parliament, -*

*(a) to increase progressively the availability of official information to the people of New Zealand in order -*

*(i) to enable their more effective participation in the making and administration of law and policies; and*

*(ii) to promote the accountability of Ministers of the Crown and officials, -*

*And thereby to enhance respect for the law and to promote the good government of New Zealand:*

*(b) to provide for proper access by each person to official information relating to that person:*

*(c) to protect official information to the extent consistent with the public interest and the preservation of personal privacy.*



The information is not limited to documentary material, and includes material held in any format such as:

- written documents, reports, memoranda, letter, notes, emails and draft documents
- non-written documentary information, such as material stored on or generated by computers, including databases, video or tape recordings
- information, which is known to an agency, but which has not yet been recorded in writing or otherwise (including knowledge of a particular matter held by an officer, employee or member of an agency in their official capacity)
- documents and manuals which set out the policies, principles, rules or guidelines for decision making by an agency
- the reasons for any decisions that have been made about a person.

It doesn't matter where the information originated or is currently located, if it is held by the council it must be provided if requested.

Councils must respond to a requester 'as soon as reasonably practicable' and no later than 20 working days after the day on which the request was received. At Carterton District Council we acknowledge receipt of the request within the first working day. We respond promptly to requests and generally well ahead of the 20 working days.

Where a person requesting the information indicates urgency, we normally prioritise our response ahead of other work. This mainly relates to requests from the Media. Note: not all media requests for information are treated as LGOIMA requests.

All requests are recorded in a register and saved in Magiq Documents.

#### **4. REPORTING LGOIMA REQUESTS TO COUNCIL**

**Attachment 1** contains the requests received from 19 January 2021 to 9 March 2021.

Included is the subject of the request, the response time and the number of requests over the period. As at 9 March 2021, we have six open requests.

#### **5. CONSIDERATIONS**

##### **5.1 Climate change**

n/a

##### **5.2 Tāngata whenua**

n/a

##### **5.3 Financial impact**

There is no financial impact.

##### **5.4 Community Engagement requirements**

There are no community engagement requirements.

##### **5.5 Risks**

Nil.

**6. RECOMMENDATION**

That the Council:

1. **Receives** the report.

**File Number:** 125059

**Author:** Jane Davis, Chief Executive

**Attachments:** 1. LGOIMA Requests for the period covering 19 January - 9 March 2021 [↓](#)

## LGOIMA - 19 January 2021 - 9 March 2021

Requests Received	Responses to requests	Requests resulting in a complaint to ombudsman	Average number of working days to respond	
17	11	0	6.45	

Date Received	Organisation	Subject	Working Days to respond	Total per month
26-Jan-21		Please provide all information and advice provided to this Council, Mayor, or councillors on a Māori ward for Carterton District. Please also provide any email, correspondence, or other information held leading to publicly advertising no decision on a Māori ward, including any public notice.	14	
26-Jan-21		The Council's standing orders require a written record of each workshop be kept. Please provide a copy of the written record for all workshops held since 15 September 2020, including: • time, date, location, and duration of workshop • persons present • general subject matter covered.	14	
26-Jan-21		Please provide any information and advice, including agendas, notes, and minutes of meetings (including those not open to the public), documents, reports, memoranda, letters, emails, presentations, and videos, and any drafts, provided to or from Council, Mayor or councillors since 1 June 2020 on any of the following rates topics:  - rates - the rating system - rates review - rates modelling - options for rates or rating - the Revenue and Financing Policy.  According to the 9 December 2020 Council meeting agenda, elected members attended a series of workshops to review the Revenue and Financing Policy and related policies, and made a number of decisions during that review process. Please provide any information related to this process that is additional to the information requested above.	14	
29-Jan-21	Stuff	Can you please answer the following questions:  1) How many public landfills do you have currently operating in your area? 2) What is the total remaining capacity of those landfills, in tonnes? 3) At your district's current waste production rates, how long will that capacity last? 4) How many kg of waste does your district generate per year, per head of population? 5) Do you have additional capacity either consented or in the pipeline? If so, what is the total additional capacity in tonnes, and how long would that last?  Please let me know if you have any queries or concerns about the nature or scope of this request.	12	4
3-Feb-21	ALGIM	ALGIM is receiving requests from members for information on systems and processes in use in local authorities. ALGIM is keen to gather this information from members and share this once responses have been collated. The information recently being requested is below, we would appreciate if you could provide responses on behalf of your organisation. If you are not the right person to be able to provide this information – please forward this request onto the appropriate staff members in your organisation to reply. Thank you. Please reply to <a href="mailto:suee@algim.org.nz">suee@algim.org.nz</a> by Friday 12 Feb 2021.  System/ies or Tool/Name of Software/Name of vendors/supplier/Version using (if known) Do you have a Grants Management System/s? Do you have a Contracts Management System/s? Do you have system/s to collect Customer Satisfaction/Feedback? Do you have a system for collecting and managing Consultations? Question on CIP – Does your local authority have a continuous improvement programme in place? Information requested: Answer Do you have a CI Programme in place? Yes/No Please provide the methodology your programme is based on e.g. Baldrige Criteria, Kaizen, Six Sigma etc. Approx. no. of years CP programme has been going? Contact name/position who runs the CP programme in your organisation? ALGIM is considering setting up a separate Yammer special interest group on continuous process improvement – would you be interested in joining this group? If so, please provide your email address so we can invite those interested to join in the collaboration and discussions. I wish to be invited to join the ALGIM Continuous Process Improvement Special Interest Group – list details below: Contact Name Email address Job Title	6	
9-Feb-21	Fiforweight	I am writing to you from Food Industry Foresight. We are a boutique research firm, in particular focusing on, and specialising in, the Foodservice Industry. Part of our work requires us to know about the number of different foodservice outlets throughout New Zealand. We are wanting to find out the number of the following outlets within your local council's/area.  Commercial Sector • Cafes • Restaurants • Pub/Taverns • Hotel/Motels (that serve food) • Clubs (that serve food) • Quick Serve Retail Takeaway • Function Caterers • Function Centres  Institutional Sector • Hospitals (Private and Public) • Schools • Aged Care • Childcare Centres	3	

11-Feb-21	RNZ	<p>I would like to know how many times Talley's, Affco or Open Country Dairy has disputed trade waste data and charges at your council in the last 10 years.</p> <p>Please list the date of each dispute, the reason for it, and the outcome.</p> <p>I would also like to know how much Talley's, Affco or Open Country Dairy currently owes your council in unpaid trade waste charges or general rates.</p> <p>If this request does not apply to your council because Talley's, Affco or Open Country Dairy does not operate in your district, then please reply saying so.</p>	3	
16-Feb-21		<p>Hello - I understand that there are plans to cut down the tree next to the clock tower. Could you please send me all reports and any other documents that set out the need for this, the alternatives considered, and when this is planned? Thank you.</p>		
17-Feb-21	Otago University	<p>Please provide the details of all external consultancy and professional services engaged over the last three financial years (from 01 July 2017 to 30 June 2020) which cost in excess of \$1,000 to the organisation, i.e., a total of \$1,000 or more were paid to the consultants for the project. We would appreciate it if the following information could be provided in an electronic spreadsheet format (MS Excel):</p> <ol style="list-style-type: none"> <li>1) The year in which the consultancy was engaged.</li> <li>2) The name of the organisation/person engaged to carry out the consultancy.</li> <li>3) The purpose of the consultancy or the type of service provided (if recorded).</li> <li>4) The departments or directorates directly involved in the consultancy project (if recorded).</li> <li>5) The total cost of the consultancy.</li> <li>6) Whether or not tenders were invited (if recorded).</li> <li>7) What was the total amount spent on external consultants and professional services across the organisation in each year?</li> <li>8) Do you have a current policy on the use of external consultants? If yes, please provide a copy of this.</li> <li>9) Do you have a current policy in place for determining whether external consultancies provide value for money? If yes, please provide a copy of this.</li> </ol> <p>Note: We have submitted official information requests to all the district councils, city councils and regional territories in New Zealand. This information will be used by a team of University of Otago researchers; and won't be shared with anyone other than the research team. All the city council and regional territory names and their information will be fully anonymized, and hence, no named reference to any particular organisation or any of its employees will be made in the final publication and any (or all) the subsequent press releases made in relation to the publication.</p>		
18-Feb-21	via GWRC	<p>Greater Wellington Regional Council (Greater Wellington) received the following request for information dated 10 February 2021:</p> <p>"Due to recent drinking water lead contamination in Dunedin Council zones, I would like information on measurement of lead levels in drinking water from the WRC areas (urban and rural), including: locations of sampling, concentration of lead in water samples, dates, extracted from previous 10 years. Thanking you in advance."</p> <p>As this information is not held by Greater Wellington but is believed by Greater Wellington to be more closely connected with the functions of Carterton District Council, it is appropriate that Greater Wellington formally transfer the request pursuant to section 32 of the Local Government Official Information and Meetings Act 1987 for response.</p>	3	6
1-Mar-21		<p>I am contacting you in regards to the use of water fluoridation.</p> <p>Does your council put fluoride in drinking water?</p> <p>If so, when did you start? and</p> <p>What are the fluoride measures for all water supplies under your jurisdiction for the years of 2020, 2019 and 2018?</p>	0	
2-Mar-21		<p>I've been reading about the impacts of high nitrate levels in water on health, in particular the correlation with cancer rates. See for instance <a href="https://www.rnz.co.nz/news/national/436088/drinking-water-nitrate-limit-55-times-higher-than-it-should-be-health-expert">https://www.rnz.co.nz/news/national/436088/drinking-water-nitrate-limit-55-times-higher-than-it-should-be-health-expert</a></p> <p>Is someone able to provide me with the rate of nitrate-nitrogen in the bore water we're currently using as our urban water supply here?</p>	0	
2-Mar-21		<p>Please provide copies of all correspondence, emails, applications, notes, memos and advice given to any of the parties involved in the current proposals to further subdivide the aforementioned properties, as well as and including the work order/contract/taskings official or unofficial to all and every company or entity the Carterton District Council has engaged with to provide advice on this subdivision or matters related to it.</p> <p>Please include in the OIA, copies and details of instructions given to and by the staff of CDC Management pertaining to this matter as well as copies and details of all briefings given to the Council and the Mayor.</p> <p>Please also provide a chronological listing of all meetings/appointments held/given between Carterton District Council staff /the owners/their agents/the mayor/the council/ any external advisors regarding this subdivision specifying the date and time of the meetings and who was present.</p>		
2-Mar-21		<p>Re: Craigie Lea road maintenance What does 'remedial work' mean? - 'How long after we and others notify the council photos will you fix?' - 'If we can't drive out safely, will the council compensate us and our companies for lost hours?' Can we get a copy of the roading contract with Fultons? Who has paid for the roading work recently to improve tighter corners and vision around them? What or who else can we go to if the remedial work and damage gets out of control? Please provide a simple explanation of the various road sign sizes and colours in particular what the large yellow AA sign means versus smaller blue, green and white background ones.</p> <p>What is the council going to do to keep the roads in their usual conditions while the logging is going on?</p>		
4-Mar-21		<ol style="list-style-type: none"> <li>1 The contracted number of times a year that Fulton Hogan must grade Clifton Grove and Admiral roads.</li> <li>2 The budgeted amount CDC pays Fulton Hogan to grade those 2 said roads.</li> <li>3 Who inspects the quality of work immediately after the grading has been carried out, as there is no roading engineer currently at CDC.</li> </ol>		



4-Mar-21		<p>With International Womens Day coming up on 8th March, I request the following information.</p> <p>What percentage of Council employees are paid at or over the midpoint/median of the salary range for their particular role?</p> <p>What percentage of those Council employees paid at or over their set midpoint/median identify as female?</p>	2	
8-Mar-21	NZ Taxpayers Union	<p>This is a request for information under the Local Government Official Information and Meetings Act 1987. Please use GST inclusive figures where applicable. I request the following information for the 2019/20 Financial Year:</p> <p>1. Average residential rates</p> <p>a. The average residential costs of rates and other Council charges, where average residential costs = <math>(X + Y) / Z</math>.</p> <p>Please ensure that the figures used (X, Y, and Z) are disclosed in the response, where:</p> <p>o X is the total of all rates (general and targeted) charged by the Council to residential rating units;</p> <p>o Y is the total amount of user charges or levies applicable to residential rating units (for example charges relating to metered water, infrastructure contributions, refuse collection, fire protection etc.); and</p> <p>o Z is the number of residential rating units (however defined by the Council) within the Council's district or city. If the Council does not have a classification for residential, please use the closest definition (such as urban).</p> <p>Please do not include Council charges that are not part of the rates demand (for example retail sales of Council rubbish bags).</p> <p>2. Average non-residential rates</p> <p>a. The average non-residential costs of rates and other Council charges, where average non-residential costs = <math>(X + Y) / Z</math>.</p> <p>Please ensure that the figures used (X, Y, and Z) are disclosed in the response, where:</p> <p>o X is the total of all rates (general and targeted) charged by the Council to rating units except those defined as residential*;</p> <p>o Y is the total amount of user charges or levies applicable to rating units except those defined as residential* (for example, charges related to metered water, infrastructure contributions, refuse collection, fire protection etc.); and</p> <p>o Z is the number of rating units except those defined as residential* (however defined by the Council) within the Council's district or city. If the Council does not have a classification for non-residential, please use the closest definition (such as commercial).</p> <p>Please do not include Council charges that are not part of the rates demand (for example, retail sales of Council rubbish bags).</p> <p>*Please ensure that this definition matches that used to calculate average residential rates so that the respective X values of both requests add up to total rates income for the 2019/2020 Financial Year.</p> <p>3. Personnel</p> <p>a. The total number of staff dismissed due to poor performance.</p> <p>b. If applicable, the FTE number of staff employed by council-controlled organisations.</p> <p>c. The total number of staff including those employed by council-controlled organisations receiving remuneration in excess of \$100,000.</p> <p>d. The total number of staff including those employed by council-controlled organisations receiving remuneration in excess of \$200,000.</p>	7	
	continued	<p>4. Audit and Risk Oversight</p> <p>a. How many members are on the Council's Audit and Risk Committee (or equivalent)?</p> <p>b. Does the Council have independent members on the Committee?</p> <p>c. Is the Chair of the Committee an independent member?</p> <p>d. Does the Council have a lawyer (with a current practising certificate) on the Committee?</p> <p>e. Does the Council have an accountant (with a current practising certificate) on the Committee?</p> <p>f. Does the Council have a code of conduct requiring political neutrality from Council staff?</p> <p>5. Payments to third parties</p> <p>a. The total payments made by the Council (or any council-controlled organisation) to any Chamber of Commerce, including GST.</p> <p>b. The total payments made by the Council (or any council-controlled organisation) to Local Government New Zealand (LGNZ), including GST.</p> <p>c. The total payments made by the Council (or any council-controlled organisation) to the New Zealand Society of Local Government Managers (SOLGM), including GST.</p>		
		Requests not closed yet.	6	



## 7.9 ELECTED REPRESENTATIVE ACCOUNTABILITY REPORT

### 1. PURPOSE

To provide a report on elected members' activities since the last Council meeting.

### 2. SIGNIFICANCE

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

### 3. BACKGROUND

Every eight weeks the elected members have the opportunity to update the activities they are involved with and activities carried out in their official capacity for the Council and the community.

### 4. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Notes** the elected members' activities.

**File Number:** 125060

**Author:** Greg Lang, Mayor

**Attachments:**

1. Mayor Lang's Report [↓](#)
2. Deputy Mayor Vergunst's Report [↓](#)
3. Cr Cherry-Campbell's Report [↓](#)
4. Cr Cretney's Report [↓](#)
5. Cr Deller's Report [↓](#)
6. Cr Greathead's Report [↓](#)
7. Cr Stockley's Report [↓](#)



## Elected Member Report for Ordinary Council Meetings

<b>Elected Member:</b> Greg Lang	<b>Portfolio Lead:</b> Mayor
<b>For the period:</b> 1 December 2020 to 8 March 2021	

### Community Activities attended:

1. Individual meetings with community members and groups on ideas, proposals and issues.
2. AGM's, functions, events and fundraisers for Regional and Carterton organisations, businesses and community groups.

### Workstreams:

1. Task Force for the Town Centre.
2. Gladstone Project.
3. Long Term Plan
4. Five Towns Trail Project.
5. Mayors Task Force for Jobs Programme.
6. Tuia Leadership Programme.

### Meetings/Items of relevance to CDC:

1. CDC Advisory Group meetings: Economic Development – Arts, Culture & Heritage.
2. CDC meetings: Ordinary – Policy & Strategy – Audit & Risk – Water Race – Wastewater Treatment Plant Upgrade Governance.
3. Wellington Regional meetings: Civil Defence Emergency Management - Mayoral Forum – Transport Committee – Wellington Regional Growth Framework
4. Wairarapa meetings: Economic Development Strategy - including subsidiary meetings.

5. National meetings: Rural & Provincial Sector meeting.
6. Central Governments proposed Three Waters Reform programme – attended workshops, meetings and webinars.
7. Citizenship Ceremony





## Elected Member Report for Ordinary Council Meeting

<b>Elected Member:</b> Rebecca Vergunst	<b>Portfolio Lead:</b> Policy
<b>For the period:</b> 1 December 2020 to 8 March 2021	

### Community Activities attended:

1. Community Mentor Driver Program thankyou to volunteers
2. Pack the Bus
3. Business House Bowls
4. Heart of Arts Opening for Karen Madoc
5. Waitangi Day at Hurunui-o-Rangi Marae

### Workstreams:

1. Carrington Park: We are continuing to find funding for the Carrington Park artwork. Along with Keep Carterton Beautiful Group, I am planning a working bee for the 10th April at Carrington Park. This will be open to any community members, who can't normally volunteer during weekday hours. We will also have a working bee at South End Park, Brooklyn Rd, on the 1st May. More info will be released shortly.
2. Wairarapa Walking Festival: I am involved in the planning group for this new event and am leading the Walking with Wheels on the 26th March.
3. Housing: I have taken on the housing portfolio from Greg and look forward to working more in this area. I've had meetings with several individuals/developers interested in affordable housing and attended the 100 Years into the Future housing workshop with Transition HQ.

### Meetings/Items of relevance to CDC:

1. Workshops: Long Term Plan planning, Economic Development Agency discussion, 3 Waters Reform, and more.
2. Wairarapa Road Safety Council
3. Place-Making Advisory Group
4. Walking and Cycling Advisory Group
5. Solid Waste Bylaw Hearings and Deliberations
6. Tuia interview process and planning for the year
7. Council visit to Carterton Holiday Park

8. Wairarapa Leaders Social Wellbeing Forum
9. Policy & Strategy Committee Meeting
10. Young Elected Member's Committee meetings
11. Councillor Visit to Flat Point Beach community
12. By-election Candidate Evening
13. Shared Services Working Group meeting
14. Audit & Risk Committee Meeting
15. Rural & Provincial Sector Meeting via Zoom



## Elected Member Report for Ordinary Council Meetings

<b>Elected Member:</b> Robyn Cherry-Campbell	<b>Portfolio Lead:</b> Finance / Economic Development
<b>For the period:</b> 1 December 2020 to 8 March 2021	

### Community Activities attended:

1. Rotary Quiz Night
2. Citizenship Ceremony
3. Business House Bowls
4. Wai Art Christmas Lunch
5. Ka Pai Carterton Lunch
6. Councillor visit to meet residents at Flat Point
7. Heart of Arts 'Caroline Percy Exhibition Opening'

### Workstreams:

1. Long Term / 10 Year Plan
2. Mayor's Task Force – Carterton Town Centre revitalisation/economic development
3. Three Waters Reform
4. Wairarapa Combined District Plan

### Meetings/Items of relevance to CDC:

1. CDC Ordinary Council Meetings x 2
2. Committee Meetings: Audit & Risk; Water Race; Infrastructure & Services; Policy & Strategy; Wairarapa Combined District Plan
3. Solid Waste Bylaw Hearing Meeting and Deliberations
4. Economic Development Advisory Group Meetings
5. Hood Aerodrome Strategic Advisory Group Meetings
6. Wairarapa Combined Councils Forum
7. Waste-Water Treatment Plant Governance Group Meetings
8. Water Resilience Governance Group Meetings
9. Sculpture Park Steering Group Meeting

10. Workshops: Rates Review; Long Term/10 Year Plan; Urban Growth Framework; Water Resilience; Economic Development Agency
11. Meetings with businesses and potential investors regarding Town Centre and Economic Development





## Elected Member Report for Ordinary Council Meetings

<b>Elected Member:</b> Steve Cretney	<b>Portfolio Lead:</b> Sport & Recreation Arts, Culture & Heritage
<b>For the period:</b> 1 December 2020 to 8 March 2021	

### Community Activities attended:

1. Carrington Bowling Club – Business House Bowls
2. Heart of Arts - Volunteers Exhibition
3. Cobblestones Museum - Donald Woolshed Official Opening with Rt Hon Dame Patsy Reddy
4. Heart of Arts – Committee Meeting
5. Carterton Citizenship Ceremony
6. Summer Reading Programme Finale – Tauherenikau Racecourse
7. Aratoi Art & History Museum – Exhibition Opening for Rob McLeod & Victor Berezovsky

### Workstreams:

1. Arts, Culture & Heritage Advisory Group
  - i. Red Chairs: Installs completed to date - Mt Dick, Waiohine Gorge & Admiral Hill
  - ii. Giant Red Chairs – Painted & ready to be installed in Carrington Park
  - iii. Met with Bill Knowles “Sparks Park” Red Chair Location approved
  - iv. Met with Flat Point Community Reps – Chair locations chosen, yet to be finalised
2. Carterton Amateur Football Club “96<sup>th</sup> Anniversary” Easter 2021
3. Long Term Plan
4. Wellington Regional Climate Change Working Group – Climate Change Commission Report
5. Climate Change Working Group
6. Mangatarere Catchment Plan Project Plan
7. Wastewater Treatment Plant Governance

### Meetings/Items of relevance to CDC:

1. Carterton District Council – Councillor Governance Sessions

2. Carterton District Council Ordinary Meeting
3. Arts, Culture & Heritage Advisory Group
4. Placemaking Advisory Group
5. Wastewater Treatment Plant Governance Group – Fortnightly Meetings
6. Transition HQ – “100yrs into the Future”
7. Mangatāre Catchment Plan Project Team – Fortnightly meetings
8. Discussion with Rick Wallace “Online Presence for Local Artists”
9. Dayle Clarkson - Update of Sport Wellington/Wairarapa
10. Wellington Region Climate Change Working Group – Climate Change Commission’s Report – Combined Submission
11. Wairarapa Climate Caucus Group – Fortnightly Meetings
12. Flatpoint Community – Mayors Office & Onsite Meeting
13. Go Carterton – Mayors Office with Lucy Adlam “Business Mapping Project”
14. Policy & Strategy Committee Meeting
15. Audit & Risk Committee Meeting
16. Carrington Park Onsite Meeting – Giant Red Chair Discussion
17. Council Workshops



## Elected Member Report for Ordinary Council Meetings

<b>Elected Member:</b> Brian Deller	<b>Portfolio Lead:</b> Rural
<b>For the period:</b> 1 December 2020 to 8 March 2021	

### Community Activities attended:

1. Visit to Carterton Holiday Park

### Workstreams:

1. Waterace meeting
2. LTP workshops
3. RMA / Water Reform workshop

### Meetings/Items of relevance to CDC:

1. Parkvale catchment group meeting
2. CDC Ordinary Council Meetings x 2
3. Policy and Strategy Committee Meeting
4. Audit and Risk Committee Meeting



## Elected Member Report for Ordinary Council Meetings

<b>Elected Member:</b> Jill Greathead	<b>Portfolio Lead:</b> Climate Change and Environment
<b>For the period:</b> 1 December 2020 to 8 March 2021	

### Community Activities attended

1. Carter Court Executive Meetings
2. Reorganisation of the Carterton Crier distribution

### Workstreams:

1. LTP Workshops
2. Wairarapa Climate Caucus Zoom Meetings
3. Wellington Regional Climate Change Forum held in Upper Hutt via Zoom
4. Wairarapa Home Comfort and Wellbeing research Project Workshop

### Meetings / Items of relevance to CDC:

1. Deliberations for the Draft Waste Bylaw
2. Council Ordinary Meeting
3. LTP Workshops
4. Visit to Holiday Park
5. Visit to meet residents at Flatpoint
6. Waste Forum Wellington Region – Carterton
7. Policy and Strategy Meeting
8. Audit and Risk (in attendance via Zoom)
9. Mangatarere Project Team meetings
10. Place-making Advisory Group



11. Wellington Regional Climate Change Forum



## Elected Member Report for Ordinary Council Meetings

<b>Elected Member:</b> Rob Stockley	<b>Portfolio Lead:</b> Community Development Community Engagement
<b>For the period:</b> 1 December 2020 to 8 March 2021	

### Community Activities attended:

1. NZCF end of year parade – Hood Aerodrome
2. Go Carterton Business Catchups
3. Manukura Memorial – Pukaha Mt Bruce
4. NZ Cycling Classic Teams Presentation
5. Waitangi Day – Carterton Cultural Tour

### Workstreams:

1. Combined District Plan: project plan and work programme
2. Wairarapa Walking Festival – inaugural event set to go 26-28 March.
3. Walking and Cycling: strategy and action plan review commenced.
4. Long Term Plan: formal engagement plan about to start

### Meetings/Items of relevance to CDC:

1. EDA Joint Councils Discussion
2. Wellington Regional Waste Forum



## 7.10 CHIEF EXECUTIVE'S REPORT

### 1. PURPOSE

To inform Council of officers' activities since the previous meeting (since December 2020).

### 2. SIGNIFICANCE

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

### 3. INFRASTRUCTURE AND SERVICES / PLANNING AND REGULATORY SERVICES

The planning department is very busy at the moment, consent number 19 has just been lodged and in 2020 we did not lodge number 19 until 9th of June.

Feedback has finished from the Eastern Growth Area and this will be collated and a report summarising the feedback will be presented to the April Policy and Strategy Committee meeting with some recommended options.

#### 3.1 Wairarapa Combined District Plan Committee

On Thursday 25th February, the Joint Wairarapa Combined District Plan Committee met and were presented with three major topics for discussion: the Resource Management Act (RMA) reform; the overall project plan; and the work plan.

##### RMA Review

The Resource Management Review Panel reported their recommendations to the Government in June 2020 on "new directions for resource management in New Zealand". The recommendations in the report (commonly referred to as the 'Randerson Report') include significant changes to the processes of resource management planning.

The Government has announced it will progress the majority of the Randerson Report recommends, including replacing the Resource Management Act (RMA) with three new pieces of legislation, as well as replacing District Plans with new mandatory Combined Plans (combined regional and district plans).

The RMA would be replaced by a Strategic Planning Act (SPA) and a Natural and Built Environments Act (NBEA). The third piece of legislation proposed is a Managed Retreat and Climate Change Adaptation Act. This Act would establish an adaptation fund to enable central and local government to support necessary steps to address the effects of climate change and would help deal with the many complex legal and technical issues involved in the process of managed retreat.

In commencing the review of the Wairarapa Combined District Plan, the Committee will be cognisant of the Government's reform programme and will tailor its District Plan review to ensure work is not undertaken that would be redundant under the new Acts, expected to be introduced as Bills to the House this calendar year.

For more information see the reports to the Joint Wairarapa Combined District Plan Committee <https://cdc.govt.nz/your-council/meetings/>.

### 3.2 Building Services

Tables 1, 2 and 3 below show building consent numbers from December 2020 through to February 2021 compared to the same relevant period in previous years. Of note is a general rising of reported cost per new house across the years (see table 4). This may be reflective of rising build costs, or greater house design complexity.

Table 1: December 2019-2020 Comparison

	Number of Consents (app)	Value of Building Work	Number of Consents (app)	Value of Building Work
	December 2019	December 2019	December 2020	December 2020
New (& prebuilt) House, Unit, Bach, Crib	5	1,002,000	6	2,339,000
New Industrial Buildings	-	-	1	206,000
New Other Buildings	1	113,000	1	9,500
Dwellings – alterations & additions	4	167,000	5	534,000
Domestic Fireplaces	-	-	2	9,000
Re-sited Houses	1	85,000	-	-
Domestic only – garages	-	-	1	66,000
Other outbuildings e.g. shed, workshop, sleep-out	5	198,000	2	127,000
Swimming Pools	-	-	2	104,000
<b>TOTAL</b>	<b>16</b>	<b>1,565,000</b>	<b>20</b>	<b>3,394,500</b>



Table 2: January 2019/20/21 Comparison

	Number of Consents (app)  January 2019	Value of Building Work  January 2019	Number of Consents (app)  January 2020	Value of Building Work  January 2020	Number of Consents (app) January 2021	Value of Building Work  January 2021
New (& prebuilt) House, Unit, Bach, Crib	3	1,293,000	14	4,531,000	7	2,917,000
New Industrial Buildings	-	-	-	-	1	175,000
New Other Buildings	1	473,000	-	-	-	-
Dwellings – alterations & additions	1	10,000	-	-	-	-
Domestic Fireplaces	2	9,000	2	6,811	1	4,000
Re-sited Houses	1	22,000	1	150,000	-	-
Domestic only – garages	-	-	-	-	2	49,000
Domestic only – carports	1	40,000	1	16,000	-	-
Other outbuildings e.g. shed, workshop, sleep-out	1	270,000	6	228,000	5	316,000
Other buildings – alterations & additions	-	-	2	133,000	-	-
Swimming Pools	1	600	1	50,000	1	53,000
<b>TOTAL</b>	<b>11</b>	<b>2,117,600</b>	<b>27</b>	<b>5,144,811</b>	<b>17</b>	<b>3,514,000</b>

Table 3: February 2019/20/21 Comparison

	Number of Consents (app)  February 2019	Value of Building Work  February 2019	Number of Consents (app)  February 2020	Value of Building Work  February 2020	Number of Consents (app) February 2021	Value of Building Work  February 2021
New (& prebuilt) House, Unit, Bach, Crib	8	2,528,000	14	6,340,000	5	2,202,000
New Industrial Buildings	2	18,500	-	-	-	-
New Office/Retail Buildings	1	19,900	1	1,600,000	-	-
New Office/Warehouse Buildings	-	-	1	1,000	-	-
Dwellings – alterations & additions	1	11,000	2	220,000	1	40,000
Domestic Fireplaces	7	886,500	3	8,000	4	18,000
Re-sited Houses	3	13,885	1	10,000	-	-
Domestic only – garages	1	32,000	4	288,000	1	15,000
Domestic only – carports	1	150,000	-	-	-	-
Other outbuildings e.g. shed, workshop, sleep-out	3	150,000	6	212,000	2	144,000
Shops, restaurants – Alterations & additions	1	25,000	1	15,000	-	-
Swimming Pools & Spa Pools	2	65,000	-	-	1	120,000
<b>TOTAL</b>	<b>30</b>	<b>3,899,785</b>	<b>33</b>	<b>8,694,000</b>	<b>14</b>	<b>2,541,000</b>

Table 4: New House Average Cost (000)

	2019	2020	2021
December	200	389	
January	431	323	416
February	316	453	440

Figure 1 below tracks the monthly number of consents issued by CDC. The number of associated building inspections is seen in Figure 2 and typically follows from previous consents issued.

Figure 1: Building consents issued 2018-2020

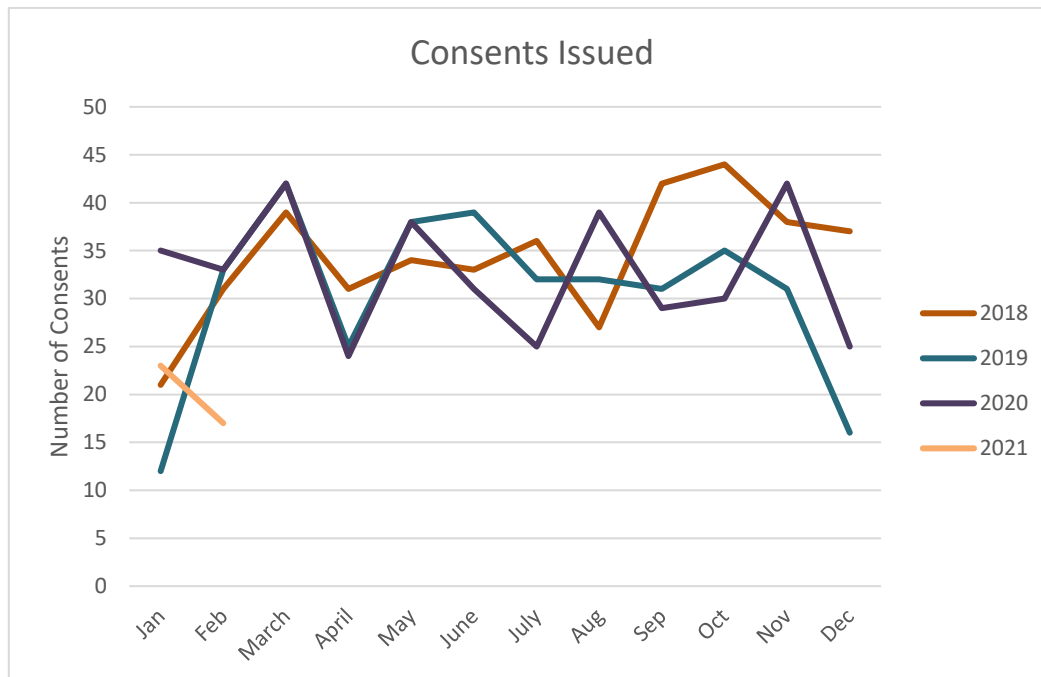
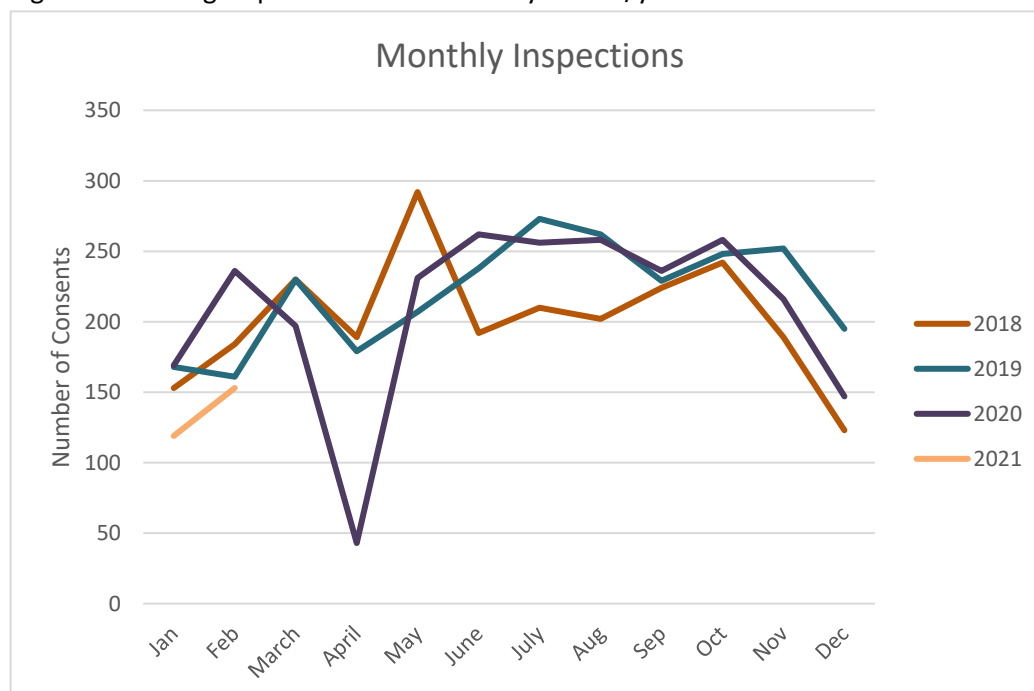


Figure 3: Building inspections undertaken by month/year



### 3.3 Liquor and Food licensing

At the time of writing, it appears we may have secured a new Environmental Health Officer to fill the vacant EHO role. During this period an external contractor has been used to cover the food verifications.

Liquor licensing has been relatively quiet with 2 off-licence, 1 on-licence, 3 special licences and 11 managers certificates issued.

### 3.4 Animal Management

It has been a quiet four months with the number of complaints and impoundings down. 219 dog owners were sent microchip letters in November, advising of their legal obligation to have their dogs microchipped and provide Animal Management the chip numbers.

A further 78 reminder letters were sent in January.

As a consequence, Council microchipped 46 dogs over the past two months. This is an enjoyable part of the animal management officer's role as the interaction is with positive, animal orientated people.

Activity	
Dog Barking reports	8
Animal control Miscellaneous	13
Dog Roaming reports	28
Stock on road incidents	10
Dog Bite	1
Dog Found	23
Dog Attack on Animal	4
Dog lost reports	13
Total	100

There have been 7 infringement notices that have not been paid and automatically are referred to the Court. These are for:

- Failing to keep a dog under control (2)
- Failing to register (3)
- Failing to comply with effects of classification (1)
- Failing to implant microchip transponder (1)

Animal management has classified 29 dogs as 'menacing' as defined under the Dog Control Act, 14 by deed and 15 by breed. A further two have been classified as Dangerous.

### 3.5 Wastewater Treatment Plant Upgrade Project

Below (Figure 1) is an aerial photo of the lining progress on the 12<sup>th</sup> of February 2021. The photo shows that the third pond remains at about 80% lined and will not be completed until the 600-pipe outlet has been tested and the end encased in concrete. This was planned for last week.

Pond 2 is approximately 70% lined.



*Figure 1: Lining LTD.*

Concrete works being carried out by Brian Perry Civil staff (Figure 2 - post photo the walls have now been concreted). By Friday 12<sup>th</sup> March all 3 ponds concrete structures will be 90% completed with the remaining anchor blocks (10%) to be done after the 600 pipes have been tested which is now underway.



*Figure 2 - 15<sup>th</sup> Feb 21 – Concrete works to Pond 2*

The replacement ephemeral channel is now completed and the pivot area levelled.  
(Figure 3)





Figure 3: Overview of proposed pivot 2 location

### Stage 3 – Pipelines and Pumps

The Stage 3 supplier Ordish and Stevens is continuing to fabricate the intake and outlet pipes off site. They have completed a number of on-site works such as backfilling the temporary sediment pond so they can install the reservoirs outlet pipes. The actual installation of the pipes for the outfall to the river remains on hold while discussions take place with a local hapu to explore exciting potential alternatives to the river discharge option.



Figure 4: 12<sup>th</sup> Feb showing pump Station intake pipe location.

### Wetland Alteration



Below is a photo that was taken recently of the developing wetlands (figure 5). GWRC staff continue to take an interest and carry out regular inspections and fishing where mudfish are found. CDC and GWRC staff met on site with Enviro schools and they are very interested in putting together a program for schools starting in August. Also, Dalefield School has expressed interest in using the new wetland as an opportunity to carry out work as part of this year's environmental program.



Figure 5: Developing Wetlands

#### 4. COMMUNITY SERVICES

##### 4.1 Community support

###### **Creative Communities Scheme**

Applications are now open for Creative Communities Scheme funding to support community arts projects including: Craft/Object arts, Dance, Inter-arts, Literature, Ngā Toi Māori, Multidisciplinary artforms, Music, Pacific arts, Theatre and Visual arts. Details and application forms are available from the Council website or by contacting the Carterton Information Centre. Applications close 23rd April.

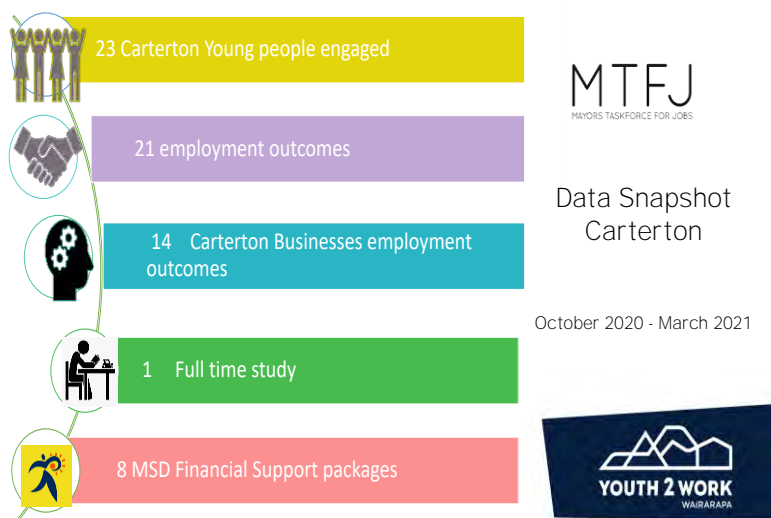


###### **Youth 2 Work Wairarapa and Mayors Task Force for Jobs**

Since October 2020 the Y2WW team have supported 21 people into long term sustainable employment or study. These people are either Carterton residents or have been employed into a Carterton business.

In November 2020 the team hosted a partners evening, signing up 5 Carterton businesses who have a commitment to deliver vocational pathways, work experience and training opportunities for young people. Any business or anyone

knowing a young person looking for employment, have been asked to contact [maria.m@youth2work.nz](mailto:maria.m@youth2work.nz)



### Positive Ageing Strategy

The Carterton Event Centre, library space and Courthouse were audited for accessibility by CCS Disability Action in December last year. The reports were mostly favourable with a small number of remedial actions recommended that staff will review and make changes where appropriate.

Customer service training for all three Councils has been organised for March. This has a focus on older persons and the accessibility challenges they experience given that 59% of older people have a disability.

The Positive Ageing Strategy Co-ordinator has met with a Go Carterton representative to discuss the new Age -Friendly Business programme that has been developed <https://www.superseniors.msd.govt.nz/age-friendly-communities/age-friendly-business-programme.html> This will be presented to the Go Carterton committee for consideration.

### Community Event

The kaupapa of Neighbours Day Aotearoa is to encourage people to get to know your neighbours better! It is a simple as that! Neighbours Day Aotearoa 2021 runs from March 20 – March 30<sup>th</sup> this year with the theme being The Great Palnt Swap.



Carterton Neighbourhood Support is teaming up with Red Cross and Ngahere o Te Ora Community Garden to celebrate Neighbours day 2021. They are hosting an event called Growing Friendships at 10am on Wednesday March 24 in Ngahere o Te Ora Haumanu Community Garden at Haumanu House. People are being

encouraged to have a cup of tea or a cold drink and a bun, swap seeds or plants, wander around the gardens, chat and pick as they go and maybe win a prize.



## Youth Council

The contract between Masterton District Council and Connecting Communities Wairarapa has been terminated and as a result, the Wairarapa Youth Council is now being supported by the Masterton District Council Community Development team. With all the changes, Masterton District Council are taking some time to work with the group, get to know them and develop a new purpose and aim of Youth Council going forward.

### 4.2 Event Centre sales and marketing

There have been a number of sold out public and ticketed performances since December such as the ABBA tribute show, Pantaloons, Wunder21, New Zealand Symphony Orchestra (A Soldiers Tale) and the Royal NZ Ballet Tutu's on Tour.

The Events Centre show year began earlier than normal in 2021, with the first event occurring in mid-January as opposed to the usual mid-February season start and there is no sign of things slowing down despite the change in alert levels for COVID-19.

In 2019 we had 32 public and ticketed shows compared with 2020, where we had 24 public and ticketed shows, because the COVID impact and many shows being postponed or cancelled during the year.

As at the end of February 2021 we have 24 confirmed bookings with plenty of enquiries and tentative bookings, and even more conversations happening with performance groups. This shows promoters and event organisers are forging ahead despite the uncertainty being felt across the event industry.

Recent extra activities to boost the centre's profile and engagement have included:

- Hosting a Go Carterton social
- Editorial and advertising in North and South Magazine



- Regular meetings with Go Carterton
- Exhibiting at Wings Over Wairarapa
- Increasing our promotional material such as fridge magnets that scan through to our “what’s on” and ticketing.

Post COVID we started to reach out to local businesses to offer assistance around leveraging their business off the events we host. This was the main message during our hosting of the Go Carterton Social with one eatery business opening two hours early before our sold-out NZ Ballet show as a result. We hope more business get on board to provide food and drink options, accommodation and other services for our patrons to help the Carterton economy as a whole.

We are very pleased to have had more positive audience feedback regarding our venue, the events we have coming, our front of house, bar and venue staff.

In July 2020 we began a more targeting focus in the areas of front of house, bar and ambience and increasing customer satisfaction in these areas. We have brought in casual hospitality staff to boost the bar service, as well as students with front of house experience to assist with greeting our audiences and ticketing. We are continuing to make improvements in this area to streamline the process and enhance the customer experience.

#### **Survey results for ambience/customer experience**

- |                             |     |                     |
|-----------------------------|-----|---------------------|
| • June 2019 – July 2020     | 54% | Extremely satisfied |
| • July 2020 – February 2021 | 81% | Extremely satisfied |

#### **Survey results for customer service from the venue team**

- |                             |       |                     |
|-----------------------------|-------|---------------------|
| • June 2019 – July 2020     | 84%   | Extremely satisfied |
| • July 2020 – February 2021 | 91.4% | Extremely satisfied |

### **4.3 Charles Rooking Carter Awards – Fire & Ice**

We are still accepting nominations, and these will close Friday 19<sup>th</sup> of March 2021. The event will be held on the 19<sup>th</sup> of June 2021 at the Carterton Event Centre.

The evening itself is well into the planning stages, expect ice centre pieces and fire dancers, as well as few extra “never seen before” in the events centre!

### **4.4 Carterton Heart of Winter Festival**

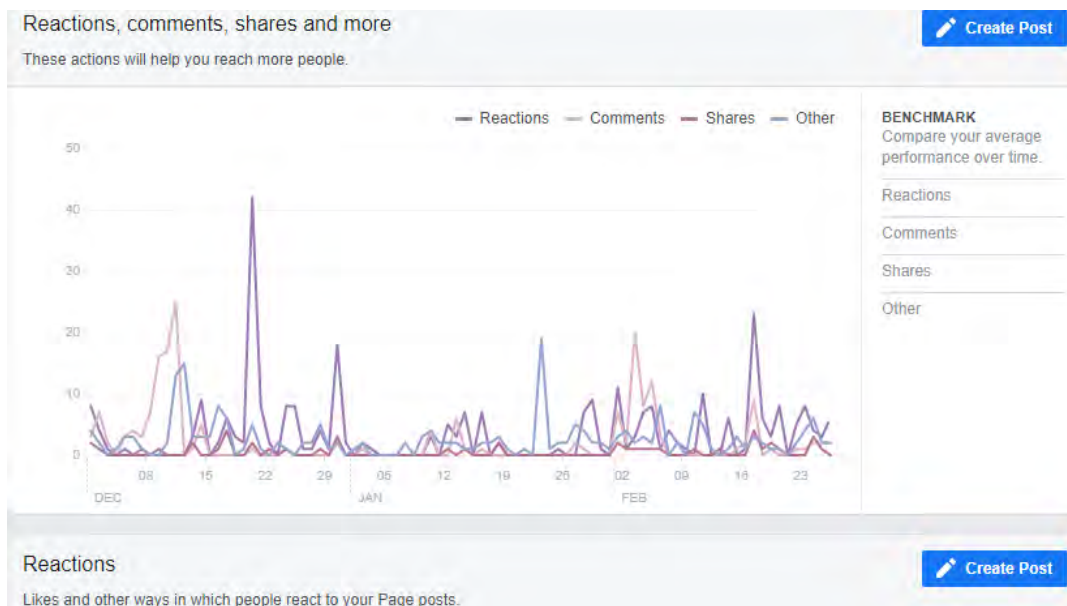
Planning is well underway for the Carterton Heart of Winter Festival and we are in the process of confirming the outdoor venue for the ice-skating rink. We have a number of other events lined up and working with the community to support any activities they might like to bring to the event.

#### 4.5 Social Media and EDM Insights and Analytics for Carterton Events Centre

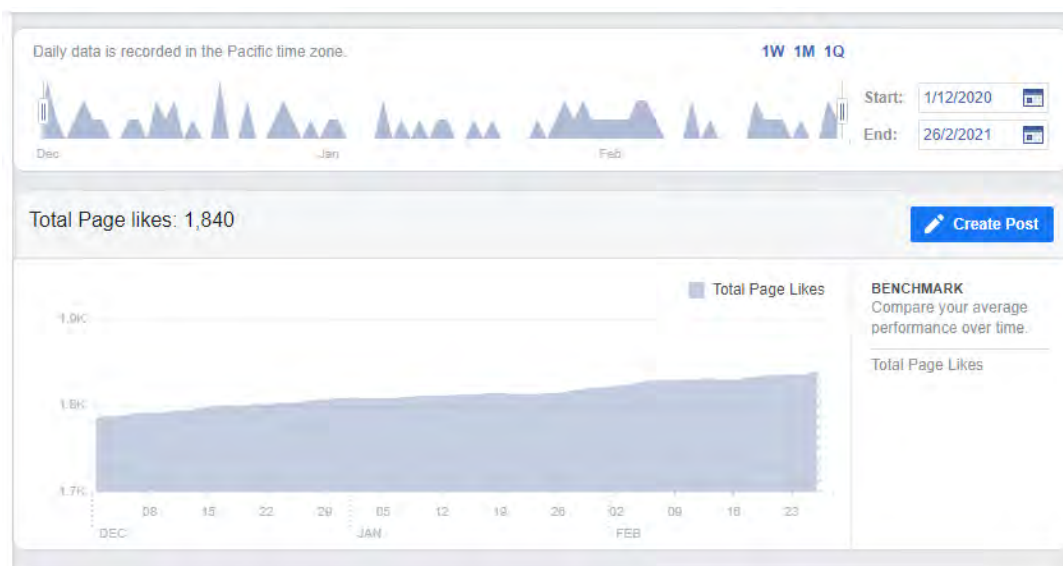
##### Facebook events and engagement 1 December – Feb 2021.

###### *Engagement*

Facebook engagement is any action someone takes on our Facebook page or posts. The most common examples are likes, comments, and shares, but it can also include checking in to our location or tagging us in a post. Facebook engagement matters because it can help extend our unpaid/organic reach.

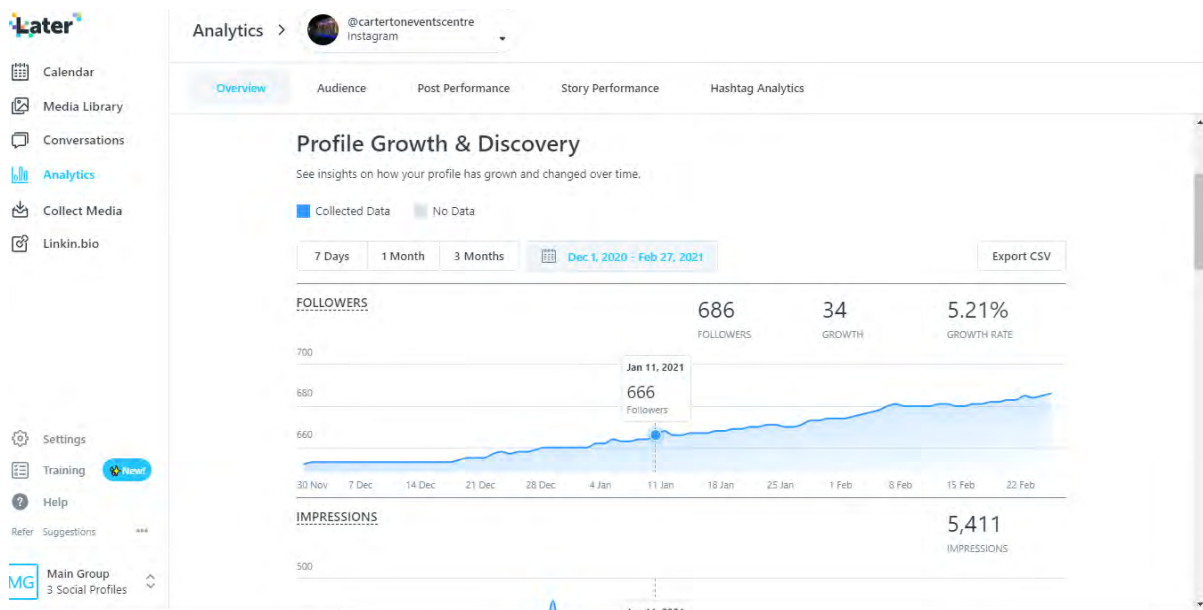


Audience Growth – this reflects a 3.0% increase in Facebook page likes from 1 December to 26 Feb.



##### Instagram – 1 December – 26 February.

We have been working on growing our Instagram following, as a younger event demographic is more engaged on this platform. It's slow and steady, but audience growth and engagement are increasing.



We have also set up a Carterton Events Centre TikTok account. This is a much younger demographic who we are targeting as future users as well as direct marketing for shows suitable for the younger customer.

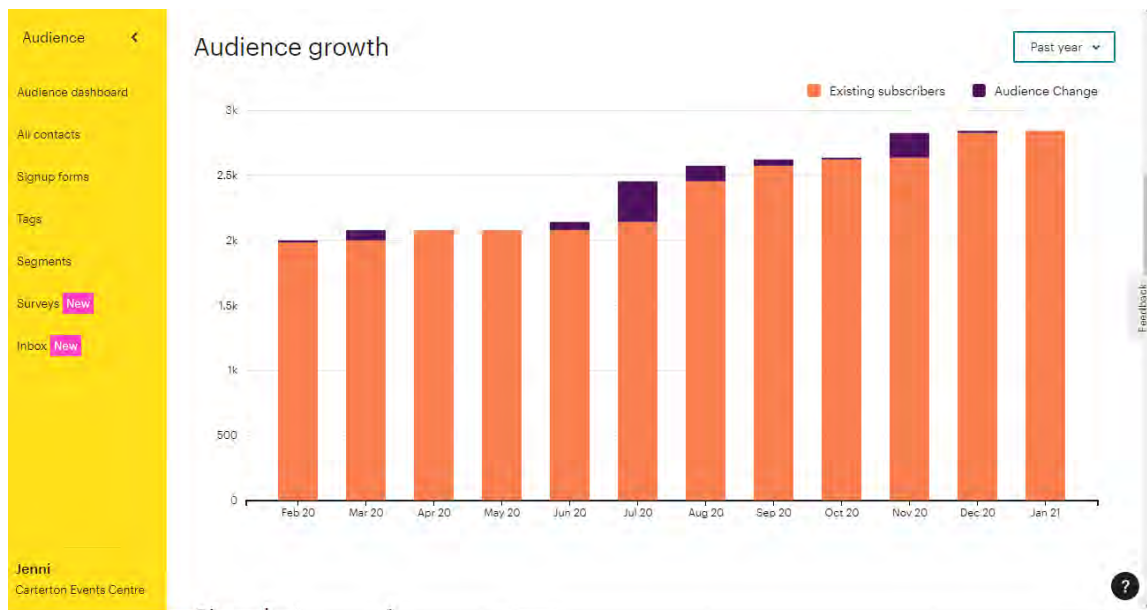
#### **EDM engagement and growth - Mailchimp**

According to mailchimp the [average industry standard](#) for campaign emails in the Events & Entertainment industry is 20.51% of the audience will open them, and of those 2.36% will click and follow a link.

We are outperforming this with an average of 35.55% open rate, and 4.1% click rate.

Due to the large number of sell out shows across the year our audience has grown considerably. We have been segmenting/tagging our audience, so when the same people come to multiple events we can allocate them to that show, which grows our audience knowledge, and helps us know who to target specific campaigns/shows to.

In the past year there has been a 43.37% audience growth.



#### 4.6 Communication and engagement

Since the last report in December 2020, the Council has focussed on the following:

- Assisted Go Carterton's business mapping project by sharing information
- Continued communication and education about water conservation, where our urban water supply comes from, why there are restrictions and why the restrictions are being approached differently this year.
- Summer pool hours.
- Letting people know how to have their say in the Reserve Management Plan consultation which ended on 13 March.
- Sharing the QV valuations for October 2020 which were released in February, and what that means for people's rates accounts.
- Supporting Neighbourhood Support with communicating its Neighbours Day Aotearoa Event.
- Sharing the joint event with WaiWord, with author, journalist & academic Tom Doig, editor of "Living with the Climate Crisis". This was done as a joint venture as part of our Ruamāhanga Climate Change Strategy, to help raise awareness of the effects of climate change.
- Supporting WREMO in emergency communications during the 5 March earthquakes and tsunami warnings.
- Updating council channels and the COVID-19 Wairarapa Updates Facebook page regarding COVID Alert Level changes.
- Advertising the Carterton 2021 By-Election following the resignation of a councillor which created a vacancy. Initial communication invited people to nominate candidates to stand for Council. Three nominations have been received, and nominations have closed, so the communication will now shift to ensuring people know how and when to vote. Candidate profiles are currently available on the Council website [cdc.govt.nz/elections](https://cdc.govt.nz/elections).



- Supporting Wings Over Wairarapa to share messaging regarding road closures and traffic delays. Unfortunately, due to Alert Level changes, this also meant sharing the message regarding the cancellation of events on the Sunday.
- Preparing content for communicating the upcoming Draft Ten Year Plan consultation with the community.

## **5. HEALTH AND SAFETY**

Our focus since last meeting continues to be COVID-19, monitoring accident and 'near miss' incident reporting, and the recruitment of key staff.

### **5.1 COVID-19**

We continue to ensure we are well prepared for COVID-19 Alert Level changes. This was highlighted in the capable management of the country's recent moves to Level 2 which, as well as our own internal safety plans, included proactive communications with the community, providing guidance to local businesses and groups, and ensuring our contractors also have appropriate plans in place.

### **5.2 Incident Reporting**

We continue to encourage our staff to report all incidents, and in particular, near miss incidents. A focus of the coming months is to increase reporting through a number of approaches:

- the development of a monthly Managers and Team Leaders Forum to engage our people leaders and encourage ownership and leadership of staff health, safety and wellbeing;
- the reinvigoration of the 'Sh!t That Was Close' Campaign that successfully engaged staff and increased the number of reports in 2019;
- increasing the visibility and profile of the Health & Safety Committee.

### **5.3 Recruitment of key staff**

We have recently appointed a number of new staff to positions that involve a high level of health and safety knowledge and experience. These positions are critical to ensuring the safety of our teams and include the recruitment of a new Health, Safety & Wellbeing Advisor. A priority for this role is the review of the Carterton District Council Health & Safety Strategy.

## **6. RECOMMENDATION**

That the Council:

1. **Receives** the report.

**File Number:** 125061

**Author:** Jane Davis, Chief Executive

**Attachments:** Nil

**8 EXCLUSION OF THE PUBLIC**

Nil

**9 KARAKIA WHAKAMUTUNGA**