



TE KAUNIHERA-Ā-ROHE O TARATAHI
CARTERTON
DISTRICT COUNCIL

AGENDA

Ordinary Council Meeting

Date: Wednesday, 25 August 2021

Time: 1:00pm

**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 D Williams

Cr J Greathead

Cr R Keys

Cr R Stockley

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, 25 August 2021 at 1:00pm

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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 EXTRAORDINARY ORDINARY COUNCIL MEETING HELD ON 30 JUNE 2021

1. RECOMMENDATION

1. That the Minutes of the Extraordinary Ordinary Council Meeting held on 30 June 2021 are true and correct.

File Number: 135386

Author: Serah Pettigrew, Democratic Services Coordinator

Attachments: 1. Minutes of the Extraordinary Ordinary Council Meeting held on 30 June 2021

**MINUTES OF CARTERTON DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE CARTERTON EVENTS CENTRE, 50 HOLLOWAY STREET, CARTERTON
ON WEDNESDAY, 30 JUNE 2021 AT 1:00PM**

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

IN ATTENDANCE: Blair King (Interim Chief Executive), Kelly Vatselias (Corporate Services Manager), Dave Gittings (Infrastructure, Services and Regulatory Manager), Geri Brooking (People and Wellbeing Manager), Glenda Seville (Community Services and Facilities Manager), Elisa Brown (Communications and Engagement Advisor), Casey Spencer (Democratic Services Coordinator), Solitaire Robertson (Senior Planner) by video link, John Whittal (Audit New Zealand) by video link, Anna Neilson (Destination Wairarapa), Debbie Donaldson (Kahu Environmental), Robyn Wells (Wairarapa Water Ltd).

1 KARAKIA TIMATANGA

The meeting was opened with a Karakia led by Cr Rob Stockley.

2 APOLOGIES

Nil

3 CONFLICTS OF INTERESTS DECLARATION

Cr Rob Stockley, item 7.10. Declared non-pecuniary interest as he is on the Steering Committee for the Walking Festival 2022.

4 PUBLIC FORUM

Viv Napier and Ray Lilley addressed the Council on behalf of Wairarapa Dark Sky Association to thank council, officers, Kahu Environmental and the commissioner for their help, guidance and support during the Wairarapa International Dark Sky Reserve application process.

Roger Boulter, Carterton resident, addressed the council regarding the Five Towns Trail Network. He spoke about the difference in planning for town trails versus planning for urban and rural cycle networks.

Simon Bognuda, Carterton resident, addressed the Council regarding the Long Term Plan. He believes there is lack of clarity and understandability in the plan. A LGOIMA request was also given to officers to process.

Mike Ashby, Carterton resident, addressed the Council regarding the Long Term Plan. He lacks confidence in the software used for producing the plan and questions the financials.

John Wren, Carterton resident, addressed the Council regarding the Long Term Plan, focusing on the budgets, year on year, and questions if these balance.

Chris Engel, Carterton resident, addressed the Council regarding his concern at the increasing unaffordability of rates, using a scenario of a local resident to highlight the reality of how it affects individuals financially.

7.1 MINUTES OF THE LONG TERM PLAN SUBMISSIONS PUBLIC HEARING HELD 5 AND 6 MAY 2021

MOVED

That the Minutes of the Long Term Plan Submissions Public Hearing held on 5 and 6 May 2021 are true and correct.

Cr Rob Stockley / Cr Robyn Cherry-Campbell

CARRIED

7.4 ADOPTION OF THE TEN YEAR PLAN 2021-2031

PURPOSE

This report presents the Ten Year Plan 2021–2031 Te Māhere Ngahurutanga for adoption and a resolution to set rates for the year ending 30 June 2022.

John Whittall, Audit New Zealand, spoke to this report via video link.

Audit NZ have reviewed and completed their audit including the recent key changes to the Long Term Plan and are now in a position to issue an audit opinion at, saying the plan provides a reasonable basis for long term integrated decision making and coordination of the Councils resources and including accountability of the Council to the community.

Cr Williams asked if the interest rates in the plan are genuine rates. Officers confirmed they are rates offered through LGFA and that we have access to low rates as CDC is not currently rate locked as other councils may be.

Deputy Mayor asked if any recent changes to the plan had an impact on the three key items consulted on (including the changes in NZTA Funding).

Cr Greathead raised concerns that the MagiQ module was not used for this Long Term Plan when previous Corporate Services Manager assured this would be the case.

Deputy Mayor Vergunst and Cr Stockley both voiced their concerns of the rating system used across New Zealand and that changes are required to help those most affected by rates increases. However, they both believe the time spent throughout this process and considering all options, they have faith in what has resulted in the plan.

Cr Cretney has high concerns of the difference in figures between the original plan and the plan presented now and believes he, and the community have not had enough time to digest and understand the changes.

RECOMMENDATIONS

That the Council:

Receives the report.

Cr Robyn Cherry-Campbell / Cr Rob Stockley

CARRIED

Notes the 2021-2031 Ten Year Plan budgets do not meet the Local Government Act balanced budget benchmark in years two and three, and this will be recovered over the remaining years of the Ten Year Plan.

Cr Jill Greathead / Cr Rob Stockley

CARRIED

Adopts, pursuant to Section 95 of the Local Government Act 2002, the 2021-2031 Ten Year Plan Te Māhere Ngahurutanga in Attachment 1, with any changes arising from the audit.

Authorises the Mayor and Chief Executive to approve any minor amendments that may be necessary following the Audit Report.

Deputy Mayor Vergunst / Cr Brian Deller

CARRIED

7/2 Crs Jill Greathead and Steve Cretney voted against.

pursuant to the Local Government (Rating) Act 2002, **set** the following rates, for the period commencing 1 July 2021 and ending 30 June 2022 (all amounts are expressed as being GST inclusive):

- (a) a General Rate set under section 13(2)(b) Local Government (Rating) Act 2002, on every rating unit on a differential basis as described below:
 - a rate of 0.16673 cents in the dollar of capital value on every rating unit in the Residential category
 - a rate of 0.33345 cents in the dollar of capital value on every rating unit in the Commercial category
 - a rate of 0.13338 cents in the dollar of capital value on every rating unit in the Rural category
- (b) a Uniform Annual General Charge of \$1,046.32 per rating unit set under section 15(1)(a) Local Government (Rating) Act 2002
- (c) a targeted Urban Water Rate of \$800.93 set under section 16 Local Government (Rating) Act 2002 on every separately used or inhabited part of a rating unit that has been fitted with a water meter or meters and is connected to the Council's urban water supply system
- (d) a targeted Metered Water Rate of \$1.70 per cubic metre set under section 19(2)(a) Local Government (Rating) Act 2002 for each cubic metre of water supplied, as measured by meter, over 225 cubic metres per year

- (e) a targeted Urban Water Rate of \$400.47 per separately used or inhabited part of a rating unit set under Section 16 Local Government (Rating) Act 2002 for rating units that are not yet connected but are able to be connected to the urban water supply system
- (f) a targeted Sewerage Rate of \$410.92 per separately used or inhabited part of a rating unit set under Section 16 Local Government (Rating) Act 2002 for rating units that are not yet connected but are able to be connected to the Council's urban sewerage reticulation system
- (g) a targeted Sewerage Rate of \$821.85 set under Section 16 Local Government (Rating) Act 2002 for each water closet or urinal after the first in each separately used or inhabited part of a non-residential rating unit connected directly or through a private drain to Council's urban sewerage reticulation system
- (h) a targeted Sewerage Rate of \$821.85 per separately used or inhabited part of a rating unit set under Section 16 Local Government (Rating) Act 2002 for rating units that are connected directly or through a private drain to the Council's urban sewerage reticulation system
- (i) a targeted Stormwater Rate of 0.05683 cents per dollar of land value set under Section 16 Local Government (Rating) Act 2002 on all rating units within the urban area
- (j) a targeted Refuse Collection and Kerbside Recycling Rate of \$125.74 set under Section 16 Local Government (Rating) Act 2002 on every separately used or inhabited part of a rating unit where Council provides the service, or the service is available
- (k) a targeted Regulatory and Planning Services Rate of 0.00517 cents per dollar of capital value set under Section 16 Local Government (Rating) Act 2002 on every rating unit in the district
- (l) a targeted Rural Water Race Rate of \$487.50 set under Section 16 Local Government (Rating) Act 2002 per rating unit on land situated in the Carrington and Taratahi Water Race System Classified Areas
- (m) a targeted Rural Water Race Rate set under Section 16 Local Government (Rating) Act 2002, calculated on land area on rating units within the Carrington and Taratahi Water Race System Classified Areas as follows:
 - Class A \$57.28413 per hectare
 - Class B \$13.16190 per hectare
 - Class C \$341.81879 per hectare

where classes are defined in the Funding Impact Statement of the Ten Year Plan Te Māhere Ngahurutanga 2021–2031

- (n) a targeted Waingawa Sewerage Rate of \$257.50 set under Section 16 Local Government (Rating) Act 2002 on every separately used or

inhabited part of a rating unit that is connected to the Waingawa Sewerage Service

- (o) a targeted Waingawa Sewerage Rate of 0.324693 cents per dollar of capital value set under Section 16 Local Government (Rating) Act 2002 on all commercial and industrial properties connected or able to be connected to the Waingawa Sewerage Service
 - (p) A targeted Waingawa Sewerage Rate of 0.16235 cents per dollar of capital value set under Section 16 Local Government (Rating) Act 2002 on all residential properties connected or able to be connected to the Waingawa Sewerage Service
 - (q) A targeted Waingawa Water Rate of \$195.28 per separately used or inhabited part of a rating unit set under Section 16 Local Government (Rating) Act 2002 on all rating units that are connected to the Waingawa reticulated water service
 - (r) A targeted metered Waingawa Water Rate of \$2.73 per cubic metre set under Section 19(2)(a) Local Government (Rating) Act 2002, as measured by meter, for all water supplied to each rating unit which has been fitted with a meter or meters and is connected to the Waingawa reticulated water service.
6. **agree** that all rates (except Metered Water Rates) will be payable in four instalments with due dates of:
- 20 August 2021
 - 22 November 2021
 - 21 February 2022
 - 20 May 2022
7. **agree** that Metered Water Rates will be payable in accordance with the following table:
- | Meters read in | Due date |
|----------------|------------------|
| June 2021 | 20 August 2021 |
| September 2021 | 22 November 2021 |
| January 2022 | 21 March 2022 |
| March 2022 | 20 May 2022 |
8. **agree** that, in accordance with sections 57 and 58(1)(a) of the Local Government (Rating) Act 2002, a 10 percent penalty will be added to any portion of the current instalment for rates other than Metered Water Rates that remains unpaid after the date shown in the table below:

Instalment	Due date for payment	Penalty date
1	20 August 2021	23 August 2021
2	22 November 2021	23 November 2021
3	21 February 2022	22 February 2022
4	20 May 2022	23 May 2022

9. **agree** that, in accordance with sections 57 and 58(1)(a) of the Local Government (Rating) Act 2002, a penalty of 10 percent will be added to the amount of an invoice for Metered Water Rates remaining unpaid after the due dates stated above. The penalty will be added as set out below:

Meters read in	Penalty date
June 2021	31 August 2021
September 2021	30 November 2021
January 2022	31 March 2022
March 2022	31 May 2022

10. **agree** that, in accordance with sections 57 and 58(1)(b) of the Local Government (Rating) Act 2002, an additional penalty will be added on 8 July 2021 to any rates unpaid from previous years as at 7 July 2021.

Cr Dale Williams / Cr Robyn Cherry-Campbell

CARRIED

6.1 DESTINATION WAIRARAPA REPORT JANUARY TO MARCH 2021

PURPOSE

For the council to receive a report on activities from January to March 2021.

Anna Neilson spoke to the Destination Wairarapa report.

MOVED

That the Council:

Receives the Destination Wairarapa report on activities.

Cr Brian Deller / Cr Dale Williams

CARRIED

5 YOUTH COUNCIL UPDATE

Glenda Seville gave an update on the Youth Council. Masterton District Council have now taken up the lead role in supporting the Youth Council since their contract with Connecting Communities ended. There are 15 new members, five of which are Carterton students. They are looking at changing the structure of how the Youth Council attend meetings, with a couple of students attending the meetings in an advisory role and reporting back to the full Youth council.

6 CONFIRMATION OF THE MINUTES

6.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 12 MAY 2021

MOVED

That the Minutes of the Ordinary Council Meeting held on 12 May 2021 are true and correct.

Cr Rob Stockley / Cr Robyn Cherry-Campbell

CARRIED

7 REPORTS

7.3 APPROVAL FOR DARK SKY PLAN CHANGE

PURPOSE

For the council to provide confirmation of the Independent Hearings Commissioner approval of the Plan Change for the Wairarapa International Dark Sky Reserve – Outdoor Artificial Lighting Plan Change. To seek confirmation of this as Council's decision on the Council Initiated Plan Change.

MOVED

That the Council:

Receives the report.

Receives the recommendation of the Independent Hearings Commissioner on the Plan Change for Wairarapa International Dark Sky Reserve – Outdoor Artificial Lighting Plan Change, and

Adopts the recommendation of the Independent Hearings Commissioner as a Council decision and direct officers to notify the decision in accordance with the First Schedule of the Resource Management Act 1991.

Cr Dale Williams / Cr Robyn Cherry-Campbell

CARRIED

7.5 WASTEWATER TREATMENT PLANT UPGRADE PROGRESS UPDATE

PURPOSE

For the Council to note progress on lining the Wastewater pond reservoirs, and budget update.

MOVED

That the Council:

Receives the report.

Cr Jill Greathead / Cr Steve Cretney

CARRIED

7.6 WAIRARAPA WATER LTD MEMORANDUM OF UNDERSTANDING

PURPOSE

For the council to provide approval for the Mayor and Chief Executive to sign the attached Memorandum of Understanding (MOU) with Wairarapa Water Ltd (WWL).

Robyn Wells from Wairarapa Water Ltd spoke to the report.

MOVED

That the Council:

Receives the report

Agrees to provide approval for the Mayor and Chief Executive to sign the attached Memorandum of Understanding (MOU) with Wairarapa Water Ltd (WWL).

Cr Brian Deller / Cr Jill Greathead

CARRIED

7.7 LOCAL GOVERNMENT NEW ZEALAND ANNUAL GENERAL MEETING

PURPOSE

To seek approval for attendance at the 2021 Local Government New Zealand (LGNZ) Annual General Meeting (AGM) and authority for Council representatives to act as delegates at the AGM.

MOVED

That the Council:

Receives the report.

Approves the attendance of the Mayor and Deputy Mayor at the 2021 LGNZ Annual General Meeting.

Nominates Mayor Lang as the Presiding Delegate for voting on behalf of the Council at the 2021 LGNZ Annual General Meeting.

Nominates Rebecca Vergunst, Deputy Mayor, for voting on behalf of the Council at the 2021 LGNZ Annual General Meeting if Mayor Lang is absent from the Annual General Meeting.

Cr Robyn Cherry-Campbell / Cr Dale Williams

CARRIED

7.8 CHANGE TO CHAIR OF INFRASTRUCTURE AND SERVICES COMMITTEE

PURPOSE

For the council to make a change to the chair of the Infrastructure and Services Committee.

MOVED

That the Council:

Receives the report.

Agrees to appoint Councillor Brian Deller as Chair of the Infrastructure and Services Committee and Councillor Steve Cretney as Deputy Chair.

Cr Dale Williams / Cr Jill Greathead

CARRIED

7.9 2021 WATER RACE COMMITTEE ELECTION

PURPOSE

For the council to consider deferral of the election of ratepayer representatives on the Water Race Committee to 31 August 2021.

MOVED

That the Council:

Receives the report.

Notes the Water Race Committee Members have been consulted and are in agreeance with the term extension proposed for the current members, and the election process going directly to Council, rather than first through the Committee.

Agrees to extend the Water Race Committee term to 31 August 2021.

Agrees to the process for the 2021 Water Race ratepayer election:

- | | |
|-------------|---|
| • 7 July | Call for nominations from water race ratepayers |
| • 22 July | Nominations close |
| • 2 August | Voting papers distributed (if required) |
| • 23 August | Voting closes – Election Day |
| • 24 August | Advise candidates and ratepayers of result |

Cr Steve Cretney / Cr Brian Deller

CARRIED

7.10 WALKING FESTIVAL REPORT**PURPOSE**

To receive the report into the 2021 Wairarapa Walking Festival and consider whether Carterton District Council will support this event to continue.

Mayor Lang acknowledged the work of the Walking, Cycling Advisory Group.

Deputy Mayor Vergunst asked whether the support required could be covered under existing resources to which the answer was no.

MOVED

That the Council:

Receives the report.

Requests the Chief Executive investigate and report on potential for Carterton District Council to support the 2022 Wairarapa Walking Festival.

Cr Robyn Cherry-Campbell / Cr Steve Cretney

CARRIED

7.11 ELECTED REPRESENTATIVE ACCOUNTABILITY REPORT**PURPOSE**

To provide a report on elected members' activities since the last Council meeting.

MOVED

That the Council:

Receives the report.

Notes the elected members' activities.

Deputy Mayor Rebecca Vergunst / Cr Rob Stockley

CARRIED

7.12 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 7 May 2021 and 21 June 2021.

MOVED

That the Council:

Receives the report.

Cr Rob Stockley / Cr Steve Cretney

CARRIED

7.13 STAFF REPORT**PURPOSE**

To inform Council of officers' activities since the previous meeting held 12 May 2021.

MOVED

That the Council:

Receives the report.

Cr Steve Cretney / Cr Brian Deller

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
8.1 - Public Excluded Minutes of the Ordinary Council Meeting held on 12 May 2021	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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

Cr Robyn Cherry-Campbell / Cr Dale Williams

CARRIED

MOVED

That Council moves out of Closed Council into Open Council.

Cr Rob Stockley / Cr Jill Greathead

CARRIED

9 KARAKIA WHAKAMUTUNGA

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

The meeting closed at 3:20pm.

Minutes confirmed.....

Date.....



6.2 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 12 JULY 2021

1. RECOMMENDATION

1. That the Minutes of the Ordinary Council Meeting held on 12 July 2021 are true and correct.

File Number: 135731

Author: Serah Pettigrew, Democratic Services Coordinator

Attachments: 1. Minutes of the Ordinary Council Meeting held on 12 July 2021

**MINUTES OF CARTERTON DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE CARTERTON DISTRICT COUNCIL, 28 HOLLOWAY STREET, CARTERTON
ON MONDAY, 12 JULY 2021 AT 12:30PM**

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

IN ATTENDANCE: Geri Brooking (People and Wellbeing Manager), Casey Spencer (Democratic Services
Coordinator)

1 KARAKIA TIMATANGA

The meeting was opened by a Karakia lead by Cr Rob Stockley.

2 APOLOGIES

There were no apologies.

3 CONFLICTS OF INTERESTS DECLARATION

There were no conflicts of interest.

4 PUBLIC FORUM

There was no public forum.

5 YOUTH COUNCIL VIEWS ON AGENDA ITEMS

The Youth Council did not attend this meeting.

6 CONFIRMATION OF THE MINUTES

Nil

7 REPORTS

Nil

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
8.1 - Appointment of Chief Executive	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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

Cr Dale Williams / 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 12:42pm.

Minutes confirmed:

Date:

7 REPORTS



7.1 RELEASE OF PUBLIC EXCLUDED MINUTES FROM EXTRA ORDINARY COUNCIL MEETING 12 JULY 2021

1. PURPOSE

For the Council to move the report and minutes from the extraordinary council meeting held on 12 July 2021 out of Public excluded.

2. RECOMMENDATION

That the Council:

1. **Agrees** to move out of Public excluded.

File Number: 135732

Author: Sheree Dewbery, Executive Assistant

Attachments:

1. Public Excluded Agenda 12 July 2021 Report Chief Executive Appointment [↓](#)
2. Public Excluded Minutes 12 July 2021 [↓](#)



AGENDA

Public Excluded Extraordinary Council Meeting

Date: Monday, 12 July 2021

Time: 12:30PM

Location: Carterton District Council
28 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

Cr D Williams

**Notice is hereby given that a Public Excluded Extraordinary Council Meeting of the
 Carterton District Council will be held in the Carterton District Council, 28
 Holloway Street, Carterton on:
 Monday, 12 July 2021 at 12:30PM**

Order Of Business

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5	Youth Council views on agenda items.....	5
6	Confirmation of the Minutes	5
	Nil	
7	Reports	5
	Nil	
8	Exclusion of the Public	6
	8.1 Appointment of Chief Executive.....	7
9	Karakia Whakamutunga.....	33

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

Nil

7 REPORTS

Nil

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

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
8.1 - Appointment of Chief Executive	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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



8.1 APPOINTMENT OF CHIEF EXECUTIVE

The Council is satisfied that, pursuant to s48(1)(a)(i) of the *Local Government Act 2002*, the information to be received, discussed or considered in relation to this agenda item is:

- s7(2)(a) the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.

1. PURPOSE

For the council to appoint a new Chief Executive.

2. SIGNIFICANCE

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

3. BACKGROUND

Council's Chief Executive, Jane Davis, resigned from her role effective 4 June 2021. As required by Section 42 and Schedule 7 of the *Local Government Act 2002*, Council have undertaken a recruitment and selection process to employ a new Chief Executive.

At the Ordinary Council Meeting on 17 March 2021, the Council appointed a Chief Executive Recruitment Committee to facilitate the recruitment process with the support of an external recruitment agency. The Terms of Reference outlined in **Attachment 1** were adopted and the following members appointed to the Committee:

- Mayor Greg Lang
- Deputy Mayor Rebecca Vergunst
- Cr Robyn Cherry-Campbell (Chairperson)
- Cr Russell Keys
- Hurunui o Rangi Marae Representative Rāwiri Smith

At the Ordinary Council Meeting on 12 May 2021, the Council also appointed newly elected member Cr Dale Williams to the Committee.

On 31 March 2021 recruitment consultant Sheffield Search held a workshop with all elected members to:

- Agree the Council's strategic priorities for the next 5 years (Chief Executive term),
- Discuss organisational drivers critical for strategic delivery,

- Agree on the leadership competencies for the incoming Chief Executive,
- Discuss the recruitment process overview.

The Candidate Briefing document in **Attachment 2** was developed following the workshop to clearly outline for prospective applicants, the Council's desired person specifications and competencies required for the role.

From 14 April 2021, an extensive recruitment campaign was undertaken with advertising featured online with LG Jobs, Seek, TradeMe, LinkedIn, Sheffield Search and Council's website. Print advertising also appeared in the Christchurch Press, Dominion Post, and Wairarapa Times Age.

A total of 47 applications were received at the closing date of 10 May 2021.

4. **DISCUSSION**

The Committee was pleased to receive a high number of quality applicants in response to the advertising and Sheffield's direct search. The number of applications reflected the opportunity a Chief Executive role in a small council offers, the desirability of working for the Carterton District Council specifically, and the attraction of living in the Carterton or Wairarapa region.

Sheffield have undertaken an extensive screening and interview process which tested candidates on their suitability in relation to the specifications and competencies stipulated by the Council. The process included employment history reviews, screening interviews, panel interviews, psychometric testing, and reference checks.

This process identified a preferred candidate who capably demonstrated the required qualities, specifications and competencies of the Chief Executive role.

Negotiations on a proposed individual employment agreement have reached the stage that Council can now grant authority to the Mayor and Chair of the Chief Executive Recruitment Committee to execute this on behalf of Council.

In terms of 12-month performance objectives, these will be developed in conjunction with the Audit and Risk Committee, reflecting implementation of the approved 2021-31 Long Term Plan and Risk Register.

5. **CONSIDERATIONS**

5.1 **Climate change**

There are no climate change implications to the decisions required.

5.2 **Tāngata whenua**

The inclusion of a Hurunui o Rangi representative on the Committee has ensured participation in the recruitment process, and that the successful candidate has the appropriate cultural attributes required.

5.3 **Financial impact**

The interview process has required a small financial impact in respect of consultant fees, advertising, and travel expenses for the candidates.

5.4 **Community Engagement requirements**

There are no community engagement considerations in the decisions required.

5.5 Risks

There is a marginal risk that an unsuitable candidate is appointed however this has been mitigated through the engagement of an experienced recruitment consultancy, and the Council's clearly outlined specifications and competencies.

6. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Recommends** that the preferred candidate, Geoff Hamilton, be formally offered the position of Chief Executive of Carterton District Council.
3. **Authorises** the Mayor and Chair of Chief Executive Recruitment Panel to sign the 5-year negotiated Chief Executive employment agreement between Carterton District Council and the preferred candidate.
4. **Requests** the Audit and Risk Committee agree Performance Objectives with the Chief Executive for the 12-month period 1 September 2021 to 30 August 2022 that reflect the adopted 2021-31 LTP and current risk framework.
5. **Recommends** that should negotiations with the preferred candidate Geoff Hamilton not reach agreement, negotiations will then commence with the alternative candidate.
6. **That** this report and associated minutes stay in public excluded until the Chief Executive Officer of Carterton District Council determines there are no longer any reasons to withhold the information under the Act or until the completion of the preferred candidate's employment agreement.

File Number: 134940

Author: Robyn Cherry-Campbell, Chief Executive Recruitment Committee Chair

Attachments:

1. Terms of Reference
2. Candidate Briefing

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.



Candidate Briefing Information
April 2021

Chief Executive Officer



This information is a reflection of the essential elements of the position and company history as represented to Sheffield by our client and is not intended as a formal position description. It will be subject to further elaboration or clarification at a later stage in the selection process and Sheffield accepts no liability for any representations made in good faith.



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 Tararua 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.





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





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.





Energising the organisation and inspiring excellence	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.
Community/customer focus	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.
Influencing others	Able to use collaboration and influencing approaches that gain commitment from others to action that will advance shared interests and organisational goals.
Cultivating networks and partnerships	Develops and maintains strategic relationships and partnerships with key stakeholders to advance shared strategic and operational priorities.
Leading teams	Uses an interpersonal style and approaches that develop, motivate, and guide the leadership team to attain successful outcomes and organisational priorities.
Coaching and developing others	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.
Executive presence	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	Search and Advertising - Applications close 10 May 2021 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	Longlist Interviews with Sheffield Search 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	Resonant Shortlist Interviews These will be conducted either 'virtually' or in person.
w/c 7 June 2021	Due Diligence, Decision Further interviews to be conducted in person if possible. Reference checking and probity checking completed.
TBC	Commencement date to be agreed between appointee and Carterton District Council.

How to Apply

Candidates can apply, in strict confidence, online at sheffield.co.nz/Job-Search

To apply by email, please attach your cover letter and CV and send to 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**.





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9 KARAKIA WHAKAMUTUNGA

Public Excluded Council Meeting Minutes

12 July 2021

**MINUTES OF PUBLIC EXCLUDED EXTRAORDINARY COUNCIL MEETING
HELD AT THE CARTERTON DISTRICT COUNCIL, 28 HOLLOWAY STREET, CARTERTON
ON MONDAY, 12 JULY 2021 AT 12:30PM**

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

IN ATTENDANCE: Geri Brooking (People and Wellbeing Manager), Casey Spencer (Democratic Services
Coordinator)

8 EXCLUSION OF THE PUBLIC

8.1 APPOINTMENT OF CHIEF EXECUTIVE

PURPOSE

For the council to appoint a new Chief Executive.

The council had a discussion around the importance of identifying level of risk involved in this decision. It was agreed any potential risk has been mitigated through the professional and robust recruitment process.

MOVED

That the Council:

Receives the report.

Recommends that the preferred candidate, Geoff Hamilton, be formally offered the position of Chief Executive of Carterton District Council.

Authorises the Mayor and Chair of Chief Executive Recruitment Committee to sign the 5-year negotiated Chief Executive employment agreement between Carterton District Council and the preferred candidate.

Cr Jill Greathead / Cr Rob Stockley

CARRIED

Requests that Council and the Audit and Risk Committee agree Performance Objectives with the Chief Executive for the 12-month period 1 September 2021 to 30 August 2022 that reflect the adopted 2021-31 LTP and current risk framework.

Cr Steve Cretney / Cr Rob Stockley

CARRIED

Recommends that should negotiations with the preferred candidate Geoff Hamilton not reach agreement, negotiations will then commence with the alternative candidate.

MagiQ No. - 134973

Page 1

Public Excluded Council Meeting Minutes

12 July 2021

That this report and associated minutes stay in public excluded until the Chief Executive Officer of Carterton District Council determines there are no longer any reasons to withhold the information under the Act or until the completion of the preferred candidate's employment agreement.

Cr Dale Williams / Cr Robyn Cherry-Campbell

CARRIED

Minutes confirmed:

Date:

MagiQ No. - 134973

Page 2



7.2 WAIRARAPA WALKING FESTIVAL 2022

1. PURPOSE

This report provides Council with the background to the Wairarapa Walking Festival and recommends an approach for supporting an event in 2022.

2. SIGNIFICANCE

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

3. BACKGROUND

At the last Walking and Cycling Advisory Group meeting Celia Wade-Brown presented a review of the 2021 Wairarapa Walking Festival held over three days at the end of March. Celia's report provided a summary of the festival, achievements against the objectives that had been set for the festival, and recommendations for a future festival. Celia indicated that a 2022 festival could expand to cover more of Wairarapa, but dedicated resource would be required to administer the planning and delivery of such an event.

The Advisory Group requested that the Chief Executive investigate and report on potential for Carterton District Council to support the 2022 Wairarapa Walking Festival.

4. DISCUSSION

The overarching goal of the festival is "more people of all ages enjoying walking in Wairarapa". The objectives align well with the four wellbeing's.

For an event to go ahead at a similar time in 2022 decision on who will lead the festival, manage its growth, seek sponsors and funding, and the governance model will need to be made by August 2021.

CDC does not have the staff resources to organise and run the entire event. However, staff can assist in the following areas:

1. Meeting facilitation – bringing stakeholders together, including other Wairarapa Councils, for initial planning discussion
2. Provision of meeting space – ongoing for the duration of the project
3. Social media and other advertising as part of a communications plan developed by the project team
4. Event funding of \$2000 towards a dedicated administrator
5. Act as fund holder while the group establishes their own legal entity

External administration resource would be required to:

- Prepare funding applications and secure sponsorship
- Assist governance group in application for charitable/incorporated status
- Draft and finalise walk programme
- Manage volunteer leaders
- Prepare Health and Safety plans/RAMS
- Work with stakeholders, commercial walk providers, DoC, MDC, SWDC, GWRC
- Work with Councils' comms teams to promote the event

5. OPTIONS

1. Proceed with recommendation to support the event subject to provision of external resource to plan and manage the event
2. Not support an event in 2022
3. Support a small event like the festival in 2021 which was only in Carterton, noting that a resource will still be required to plan and manage the event

6. NEXT STEPS

If the recommendation is adopted, then staff will organise an initial meeting of interested stakeholders to gauge interest in a larger event and support the formation of a project team.

7. CONSIDERATIONS

7.1 Climate change

There is opportunity to plan walks throughout the region that demonstrate examples of climate change mitigation and environmental projects.

7.2 Tāngata whenua

There is opportunity to partner with iwi for walks and talks that tell the stories of local iwi and hapu.

7.3 Financial impact

Funding of \$2000 can be provided from the existing Community Development budget.

7.4 Community Engagement requirements

This will be a community led, council supported event. Walking champions within our communities will need to be identified to be part of the project team, and the project team will need to engage with event partners such as Department of Conservation, Greater Wellington Regional Council, MDC, CDC and SWDC.

7.5 Risks

The risk to this project is the inability to find a resource who can deliver the project, and the inability to raise funding. The timeframe does not allow for a formal governance group to be formed (i.e., incorporated society), however CDC can be a fund holder in the interim until this happens. There is also a risk that MDC and SWDC do not wish to participate.

8. RECOMMENDATION

That the Council:

1. **Receives** the report
2. **Agrees** to Option 1, to support a Wairarapa Walking Festival 2022 providing a walking festival across Wairarapa, subject to the provision of external resource for planning, managing, and administering the project. Council's contribution as outlined above.

File Number: 135028

Author: Kirsty McCarthy, Community Development Team Leader

Attachments: Nil



7.3 APPROVAL CHANGES FOR MAYOR'S CLAIMS AND EXPENSES

1. PURPOSE

For the council to approve the new approval process for the Mayor's claims and expenses as recommended by the Audit and Risk Committee.

2. SIGNIFICANCE

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

3. BACKGROUND

In Audit New Zealand's Report to Governors on the 2020 audit, one of the recommendations was to review the approval process around the Mayor's expense claims. As noted by Audit:

The District Council's sensitive expenditure policies include a requirement for the Chief Executive's expenses to be approved by the Mayor. The policies also require for the approval of the Mayor's expenses to be approved by the Chief Executive. A circular approval relationship is therefore created.

Expenditure should be approved on a one-up basis and to avoid reciprocal arrangements, where possible. We recommend the District Council consider an alternate approver for the Mayor's expenditure (such as the Audit and Risk Chair).

At the meeting on 12 May, the Audit and Risk Committee discussed the recommendation, and an appropriate approval process for the Mayor's expenditure. As the Chair of the Audit and Risk Committee is an independent member, it was decided that the Deputy Chair of the Audit and Risk Committee would be a more appropriate approver for the Mayor's expenditure. This would be alongside the Chief Executive, as the Deputy Chair of Audit and Risk does not currently have any financial delegation.

The Committee recommended to Council that the Mayor's claims and expenses be approved by the Chief Executive and the Deputy Chair of the Audit and Risk Committee.

4. DISCUSSION

The Council can choose whether to accept the recommendation by the Audit and Risk Committee or consider another approval process for the Mayor's claims and expenses.

The Sensitive Expenditure Policy is currently being reviewed and will be amended to reflect the new approval process Council agrees to.

5. CONSIDERATIONS**5.1 Climate change**

No climate change considerations.

5.2 Tāngata whenua

No specific tāngata whenua considerations.

5.3 Financial impact

No financial impact as this report discusses the approval process for the Mayor's expenditure.

5.4 Community Engagement requirements

No community engagement requirements.

5.5 Risks

There are risks around sensitive expenditure, such as the Mayor's expenses, as highlighted by Audit NZ. This report looks to minimise the risk, by implementing an appropriate approval process.

6. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Agrees** to the amended approval process for the Mayor's claims and expenses, of approval by the Deputy Chair of the Audit and Risk Committee, and the Chief Executive.

File Number: 135389

Author: Kelly Vatselias, Corporate Services Manager

Attachments: Nil



7.4 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 21 June 2021 to 16 August 2021.

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, unless there is reason to withhold the information, as specified in Section 7:

7 Other reasons for withholding official information

(1) Where this section applies, good reason

for withholding official information exists, for the purpose of [section 5](#), unless, in the circumstances of the particular case, the withholding of that information is outweighed by other considerations which render it desirable, in the public interest, to make that information available.

(2) Subject to [sections 6, 8, and 17](#), this section applies if, and only if, the withholding of the information is necessary to—

- (a) protect the privacy of natural persons, including that of deceased natural persons; or*
- (b) protect information where the making available of the information-*
 - (i) would disclose a trade secret; or*
 - (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or*
- (ba) in the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the [Resource Management Act 1991](#), to avoid serious offence to tikanga Maori, or to avoid the disclosure of the location of waahi tapu; or*
- (c) protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information-*
 - (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or*
 - (ii) would be likely otherwise to damage the public interest; or*

- (d) avoid prejudice to measures protecting the health or safety of members of the public; or*
- (e) avoid prejudice to measures that prevent or mitigate material loss to members of the public; or*
- (f) maintain the effective conduct of public affairs through—*
 - (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom [section 2\(5\)](#) applies, in the course of their duty; or*
 - (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment; or*
- (g) maintain legal professional privilege; or*
- (h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or*
 - (i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or*
 - (j) prevent the disclosure or use of official information for improper gain or improper advantage.*

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 21 June 2021 to 16 August 2021.

Included is the subject of the request, the response time and the number of requests over the period. As at 16 August 2021, we have eight open requests.

In the LGOIMA report of 30 June 2021, it was recorded that a complaint was made to the Ombudsman. An individual considers the response to the LGOIMA request was incomplete. The individual requested full cost breakdowns of the Wastewater Treatment Plant and believes the response does not directly provide the information requested. Advice from the Office of the Ombudsman was to review the LGOIMA response. Response reviewed and information withheld under Section 72(b)ii and 72(h) of the LGOIMA for the reason that releasing the information would adversely affect the commercial position of the contractor and subcontractors involved as it would enable analysis of the unit rates tendered and would affect Council's ability to attract future tenders. The investigation has now been completed.

5. CONSIDERATIONS

5.1 Climate change

No climate change considerations.

5.2 Tāngata whenua

No tāngata whenua considerations.

5.3 Financial impact

There is no financial impact.

5.4 Community Engagement requirements

There are no community engagement requirements.

5.5 Risks

No specific risks identified.

6. RECOMMENDATION

That the Council:

1. **Receives** the report.

File Number: 135505

Author: Geoff Hamilton, Chief Executive

Attachments: 1. LGOIMA Requests recieved 21 June 2021-16 August 2021 [↓](#)

LGOIMA - 21 June 2021 - 16 August 2021

Requests Received	Responses to requests	Requests resulting in a complaint to ombudsman	Average number of working days to respond	
16	9	0	15.00	
Date Received	Organisation	Subject	Working Days to respond	Total per month
21-Jun-21		<p>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?</p> <p>The technical and behavioural requirements for the employment of the new chief executive officer?</p> <p>How much importance is being ascribed to experience in leading and managing a successful financially sound organisation?</p> <p>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.</p> <p>Who will be on the selection committee?</p> <p>What experience have each of those on the committee had in appointing high level managers?</p> <p>What will be the term of the appointment contract?</p> <p>The selection requirements as given to the selection agency?</p> <p>I trust openness and transparency will be to the fore.</p>	17	
24-Jun-21		<p>1. Who on the Council is responsible for the oversight of weed detection and identification?</p> <p>2. What methods are used to achieve correct identification of any possible hazardous ones such as hemlock?</p> <p>3. How regularly are checks made for dangerous plants in public playing fields?</p>	12	
25-Jun-21		<p>I am wanting some information please, about building consents specifically in 2019 and 2020 - and if you have relatively easy access to it, back to and including 2010. I am interested in numbers of owner builders, compared to LBPs building in this district.</p> <p>Can you please tell me:</p> <p>1. How many residential building consents were issued in each of these years,</p> <p>2. How many of these were by LBPs or professional builders, and</p> <p>3. How many of these were by owner builders (i.e. I want to know how many people received the owner builder exemption).</p> <p>4. How many of each received Certificates of Code Compliance (or, have not).</p>	17	
25-Jun-21		<p>I have been following groups that have been discussing the cost of the proposed dog pound. I'm looking at submitting a proposal for a pound and I would also like to know what the borough has spent to date on this project. Could I please have digital copies of the tender documents for the proposed dog pound. Digital copy of the consultants report that was used to identify where the proposed pound should go. Digital copy of the costs to employ the consultant.</p>	20	

28-Jun-21		<p>1. A full cost breakdown of the \$4.5m new build comprising at a minimum the following information: a. Details about the component parts of the cost b. How the costs have been estimated c. What contingencies have been built into the cost estimate</p> <p>2. What site options have been considered by Council for the location of the new offices</p> <p>3. Copies of draft and final plans developed for the new offices including any artistic drawings</p> <p>4. What implications have the Council identified for the district of the new location, including in relation to the Mayor's activities around the CBD redevelopment</p> <p>5. What risks and mitigations have the Council identified for the project?</p> <p>6. What financing options to fund the build is the Council planning to draw upon?</p> <p>7. What communications have the Senior Council Management had with District Councillors about this proposal over the last 12 months, including the following details: a. What have the Mayor / Councillors been told – what was the content, when where they told, and how they were told (for example, email, phone text, Council briefing paper etc) b. The advice given by Mayor / Councillors to Senior Management about this issue and questions raised by them for Senior Management.</p> <p>8. An explanation why Senior Council Management did not think this topic was worthy of proper public consultation in the draft LTP 2021-2031 particularly as the expenditure falls with the first three years of the LTP?</p>	3	
30-Jun-21		<p>Please supply me with:</p> <ul style="list-style-type: none"> * an electronic copy of the Five Towns Trails Master Plan. * a statement of how much Council paid towards the cost of commissioning TRC Consultants to prepare the Master Plan. 	21	
30-Jun-21		<p>Due to time constraints I have a number of Official Information Applications. If you as councillors are unable to answer all of these now then you should not be approving this plan. Where I refer to "last plan" that is column one. These questions can be applied to most years. All questions require listings of ALL items. These should be available immediately from the software. These questions just scratch the surface.</p> <p>1. Why is column one an old and now irrelevant plan figures rather than this year now expected? I have found this document lacking in clarity and understandability.</p> <p>2. Do these accounts comply with all SSAP's and GAAPs?</p> <p>3. What items have changed to increase cash and equivalents from \$1m in last plan to \$9m in 2022?</p> <p>4. What items have changed to reduce debtors from \$5m in last plan to \$2m in 2022?</p> <p>5. What items have changed to increase intangibles from \$0.99m in last plan to \$1.8m in 2022?</p> <p>6. What are the items causing the changes in intangibles Years 2023, 2024, 2025, 2026, 2027</p> <p>7. What are the items that have changed to increase investments from \$.002m in last plan to \$.42m in 2022?</p> <p>8. What are the items raising employee current entitlements from \$.42m in last plan to \$.59m in 2022?</p> <p>9. How is it possible for total borrowings to increase from \$18.4m in 2022 to \$30.8m in 2031 and for the current portion to remain static?</p> <p>10. How has the current portion of borrowings reduced from \$.845m in previous version of LTP down to \$.43 in revised version of LTP?</p>	19	7

		<p>11. Why zero current portion of borrowings in last plan?</p> <p>12. Please supply detailed calculations for finance costs? The financing cost appear to be substantially incorrect? List the current borrowings, terms of same and interest rates?</p> <p>13. Why are realistic changes, year by year, in interest rates not reflected in the plan?</p> <p>14. What items have changed to reduce restricted reserves from \$4.8m in last plan to \$4.4m in 2022?</p> <p>15. What items have changed to reduce restricted reserves in year 2022 from \$6.8m in last plan to \$4.8m in revised version? Clarify how this difference seems to almost disappear by 2031?</p> <p>16. What items increase the restricted reserves from \$4.4m in 2022 to 12.1 m in 2031?</p> <p>17. What assets have been revalued to increase revaluation reserves from \$91.9m in last plan to \$95.5m in 2022?</p> <p>18. What assets have been revalued to increase revaluation reserves from \$95.5m in 2022 to \$154m in 2031?</p> <p>19. Where is the cash asset, funded from rate s increase initiated some years ago, to fund asset replacement in the future?</p> <p>20. What items cause the "other reserves" to cycle between a low of (4 .7 ml to a high of \$4.6m between 2022 and 2031?</p> <p>21. Is the council building at \$4.5m still in the plan? Why?</p> <p>22. Has the "cycle trail" been costed correctly? Does the costing include bridges and ALL aspects of implementation?</p> <p>23. Please list the items in the \$13 .8 m purchases of property plant and equipment in 2022?</p> <p>24. Please list the items in the \$12.4m proceeds from borrowings?</p> <p>25. Have net borrowings (as in cash flow) increased by \$11 .2m? Why do borrowings in balance sheet only appears to indicate an increase of \$1 .7 m in the same period?</p>		
16-Jul-21		a list of the email recipients from the email incorrectly sent to Blair King CE of Carterton District Council, editorial in the Wairarapa Times Age.		
21-Jul-21	Federated Farmers	<p>We are preparing input into central government's "Review into the Future of Local Government", and I am seeking information from your 2020/21 Annual Plan on your council's distribution of general and targeted rates.</p> <p>My request is in two parts.</p> <p>1. Firstly, I would be pleased if you would provide the rate revenue (exclusive of GST) from your various property categories from the general rate/ uniform annual general charge, other targeted rates, and targeted rates for properties connected to council operated water and wastewater schemes.</p> <p>I have provided three tables below, completion of which would be very much appreciated. I have used the first character property categories from the Rating Valuation Rules to make up these tables, however if your council reports using a different or more simplified framework (for example commercial/industrial, residential, small holdings/ lifestyle, farmland) it would be fine if you were to modify the tables to that end.</p> <p>2. Secondly, we are interested in the extent to which your council utilises uniform annual charges.</p> <p>I would appreciate it if you would advise the percentage of total rate revenue (to two decimal places, e.g., 15.43%) allocated as uniform annual charges, whether general or targeted, in terms of the calculation required by section 21 of the Local Government (Rating) Act 2002.</p>	11	
21-Jul-21		<p>"Could you please provide me with the following property price if possible? It is needed for conducting a study about housing price and property supply in New Zealand. Your help will be mentioned in the acknowledgement section if the research is published in a journal.</p> <p>The property price needed is:</p>	15	

		<p>Average sale price of all residential houses in a territorial authority in a given year in Wellington</p> <p>There are 9 territorial authorities in Wellington. Please provide the average sale price in each territorial authority.</p> <p>In terms of the length of the data, is it possible to get the annual data from 2000 to 2021? For the data in 2021, please include the most recent transactions when calculating the price.”</p>		
23-Jul-21	Bridge it NZ	<p>“I’m currently doing some market research for our company Bridge It NZ. We are looking to gauge the size of the bridge market in the Region which in turn helps us as a business to concentrate our support where it is needed most. I was directed to this email address and hope you can assist by providing the following information: • A list of all bridges in the Greater Wellington Region for the last 5 years that had consents approved • Which industry the bridge services • Date they were issued If the information is readily available, we would also like further information that could provide: • Specifications of the bridges (type / length / possibly pile used) • Who applied for the consents (Construction company if possible) • What industry / client these bridges are servicing.”</p>		
26-Jul-21		<p>For some time now I have been concerned about the progress of the wastewater treatment plant upgrade project. The report in the July edition of the Carterton Crier has made me even more concerned.</p> <p>As a ratepayer I have three questions that the report should have answered;</p> <ol style="list-style-type: none"> 1.What is the current status of the project? 2.What is the expected completion date for the project? 3.What is the expected finished cost of the project? <p>The rep_2).t does not give satisfactory answers to any of these questions.</p> <p>Instead the report is a series of random statements describing various historical actions and decisions. It does not provide a coherent picture of the current status of the project.</p> <p>In the report the Council states that the project is within the time period of its consents to have the reservoirs running and suggests that the project is therefore on track. This is at best misleading, the project plan no doubt references the consents but is an independent document. The delays already experienced mean that the project is not on its original track. If a new track has been plotted the ratepayers should be advised of it. Ratepayers deserve transparency and this is sadly lacking in the Council's repmt.</p> <p>One conclusion from the repmt is that the Council does not have the competencies required to conduct a project of this nature. I urge the Council to acknowledge this and seek assistance from competent project managers to ensure that this and other capital projects return the maximum benefit to ratepaye\\$.s.</p>		
27-Jul-21		<p>The number of cases of illegal vegetation clearance dealt with by council between January 1, 2016 and July 27, 2021.</p> <p>I would like information broken down by date, area of land cleared, rule broken, and action taken by council (warning, court action etc).</p> <p>Illegal vegetation clearance means any clearance that breaches District Plan and/or RMA rules.</p>		6
9-Aug-21		<p>Please provide the following information:</p> <ol style="list-style-type: none"> 1.A detailed copy/list of the criteria or methods used by Carterton District Council to determine whether wood smoke from a domestic chimney is a nuisance as per council's responsibilities under section 29(m) of The Health Act 1956. 2.Confirmation of how many abatement notices have been issued to owners of domestic fireplaces/woodburners in the past 5 years (since August 2016). 		

13-Aug-21		We formally request under LGOIMA the full text from the Requestor for “LGOIMA Request: 2021-77 Email recipient list from WTA editorial” and the full outcome provided, once made, by Carterton District Council to this Requestor.		
16-Aug-21		A part of my nursing assessment I am researching about a district and how the data I find out can impact on health and health behaviours. I was just looking at the annual report ending 30th June 2020 and noticed that of the \$13,747,597 received from rates, \$4,092,337 was allocated to community support. Are you please able to email me what 'community support' covers and a breakdown of where that sum of money was allocated?		5
		Requests not closed yet.	7	



7.5 STAFF REPORT

1. PURPOSE

To inform Council of officers' activities since the previous meeting.

2. SIGNIFICANCE

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

3. PLANNING SERVICES

A long running process of acquisition of Nobel Street has come to fruition. Previously Council had gone through the process of acquiring most of Nobel Street to be able to upgrade infrastructure including the road surface and footpath for the residents. The section marked in red below had not been agreed to until recently where the property owner has fully endorsed Council's wishes to place a walkway through this section allowing connections to further development. No vehicle access is been considered and the walkway construction will prevent this from happening.

Figure 1: Parcel view of the access now able to be provided from Nobel Street



4. BUILDING SERVICES

International Accreditation New Zealand (IANZ) have advised Council of the BCA assessment date set for October this year. The reduction in consent applications has allowed for a focus on the preparation work for the assessment including internal audits and reviews.

Council have introduced remote inspection capability (Zyte) for low-risk building inspections. The Zyte video inspection tool allows for an inspector to view the plans and inspection on a secondary screen while guiding the builder through the inspection on another. There is no requirement for the customer to download any specialised software and all that is required is for the builder on-site to allow access to the phone camera. The builder will then be guided to specific areas to gather the required evidence to inform the inspector's decision. The inspector can capture high resolution photos of as evidence to support their decisions and these can be highlighted and marked in real time and shared with the builder if needed.

Table 1 and 2 below show building consent numbers from June and July 2021 respectively compared to the same relevant period in previous year. Clearly there has been a reduction in the number of consent and inspections which has enabled staff to bring down the backlog of applications.

Table 1: June 2020/21 Comparison

	Number of Consents	Value of Building Work	Number of Consents	Value of Building Work
	June 2020	June 2020	June 2021	June 2021
New (& prebuilt) House, Unit, Bach, Crib	3	989,000	3	1,382,000
New Shops	-	-	-	-
New Industrial Bldgs, eg foundry	1	900,000	-	-
New Other Buildings	-	-	1	200,000
Dwellings – new foundations only	1	10,000	-	-
Dwellings – alterations & additions	1	62,000	4	349,000
Domestic Fireplaces	13	47,000	4	20,500
Re-sited Houses	1	80,000	-	-
Domestic only – garages	2	49,000	2	129,000
Other outbuildings e.g. shed, workshop, sleep-out	2	120,000	2	93,000
Shops, restaurants – Alterations & additions	-	-	1	9,000
Swimming Pools	-	-	1	20,000
TOTAL	24	2,257,050	18	2,202,500

Table 2: July 2020/21 Comparison

	Number of Consents	Value of Building Work	Number of Consents	Value of Building Work
	July 2020	July 2020	July 2021	July 2021
New (& prebuilt) House, Unit, Bach, Crib	9	4,095,000	-	-
New Shops	1	5,000	-	-
Dwellings – new foundations only	1	87,000	-	-
Dwellings – alterations & additions	-	-	1	20,000
Domestic Fireplaces	7	45,400	3	19,000
Re-sited Houses	1	20,000	-	-
Domestic only – garages	2	36,000	-	-
Other outbuildings e.g. shed, workshop, sleep-out	4	211,000	2	137,000
Swimming Pools	-	-	1	10,000
TOTAL	25	4,499,600	7	186,000

Figure 2: Building consents issued 2018-2021

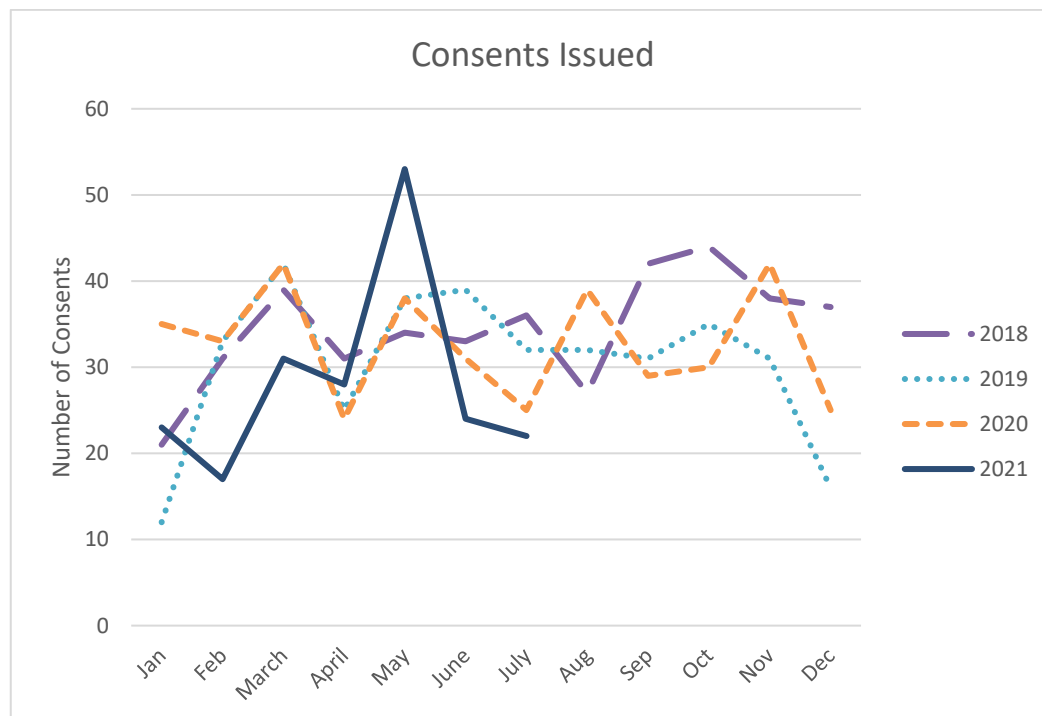
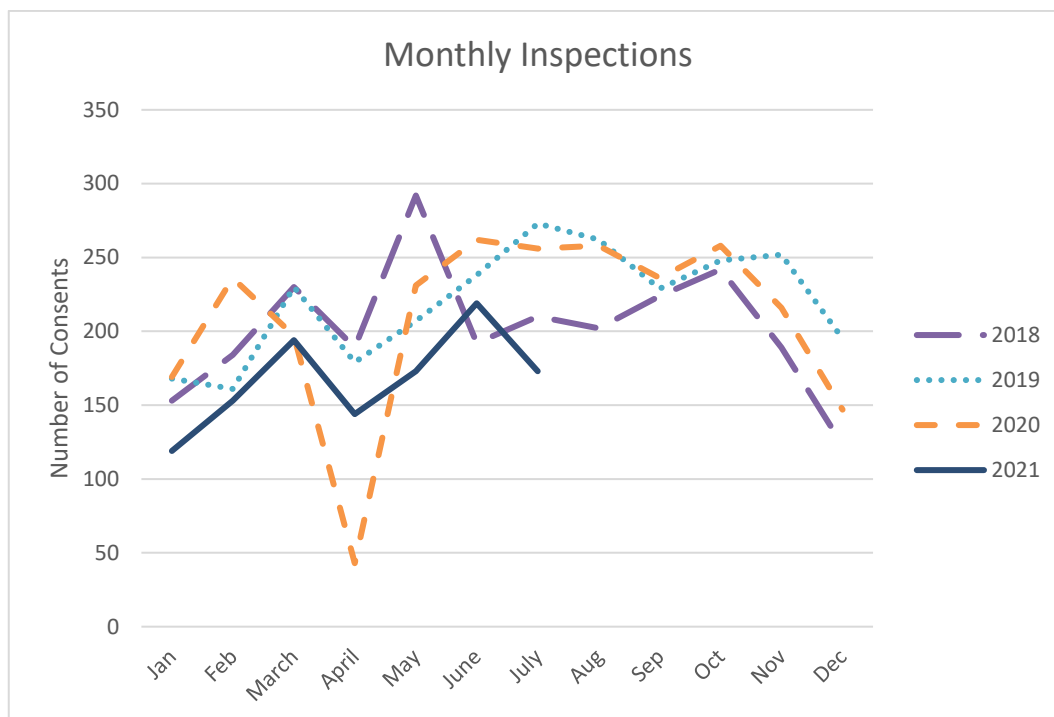


Figure 3: Building inspections undertaken by month/year



5. LIQUOR AND FOOD LICENSING

Food

There are sixty (60) business houses in Carterton District, and they are all registered under Carterton District Council to operate. From the 60 business houses, 41 are registered under Template Food Control Plan (TFCP) Food Act 2014, while 19 are registered under National Program (NP) Food Act 2014.

The council does the verification for the businesses registered under TFCP and not National Programs. Verification for the NP are done by the external verifiers and copy of the report is sent to the council for records purpose.

Council are up to date with registrations and food verifications. We only have 8 remaining verifications for this year, of which five are already scheduled for verification in the next two weeks and 2 are due in November and one in December.

Hairdresser, Beauty and Therapy

There are 5 existing beauty and therapy businesses within the Carterton District with a new business registered early this month based in Masterton. It is a mobile business that will be working in the Carterton and Masterton areas.

Additionally, there is a mobile hairdresser that has also registered but will be finalised when the vehicle is completed.

Liquor Licenses

During the current time frame there was a single club license application received, 2 on-licenses, 6 specials and 10 managers certificates processed.

6. COMMUNITY SERVICES AND FACILITIES TEAM

Community Development Team Report

Community Grant Funding

Application for community grant funding closed at the end of July. We have received 20 Wairarapa wide applications, 18 Carterton applications, and 10 multi year applications which had expired recently. All applications will be considered by the Grant's Committee on 19th August. The total community grant funding pool available is \$240,750 with \$70,000 tagged specifically for Carterton organisations.

Funders Forum

A successful public forum was run over two sessions on 20th July. There was presentations and staff on hand from ECCT, DIA, MPI, Trust House, and the 3 councils. Both sessions were well attended, and it was a great opportunity for organisations to chat informally with potential funders. The intention is to re-start a regular internal forum between funders so the larger funders can be more connected to what is happening in our communities. We are planning the first meeting for early October.



School Holiday Programme

Carterton's free school holiday programme was once again a huge hit with kids and parents. Having the ice-skating rink as an activity was the highlight for most kids. Once again, a number of community organisations and individuals gave up their time to facilitate sessions. Planning is already underway for the October holiday programme and we are currently taking registrations. Due to the number of parents, we are now having to decline due to over subscription we will do a full review over the summer as to how we might best meet the needs of the community and prioritise families in most need.



Neighbourhood Support

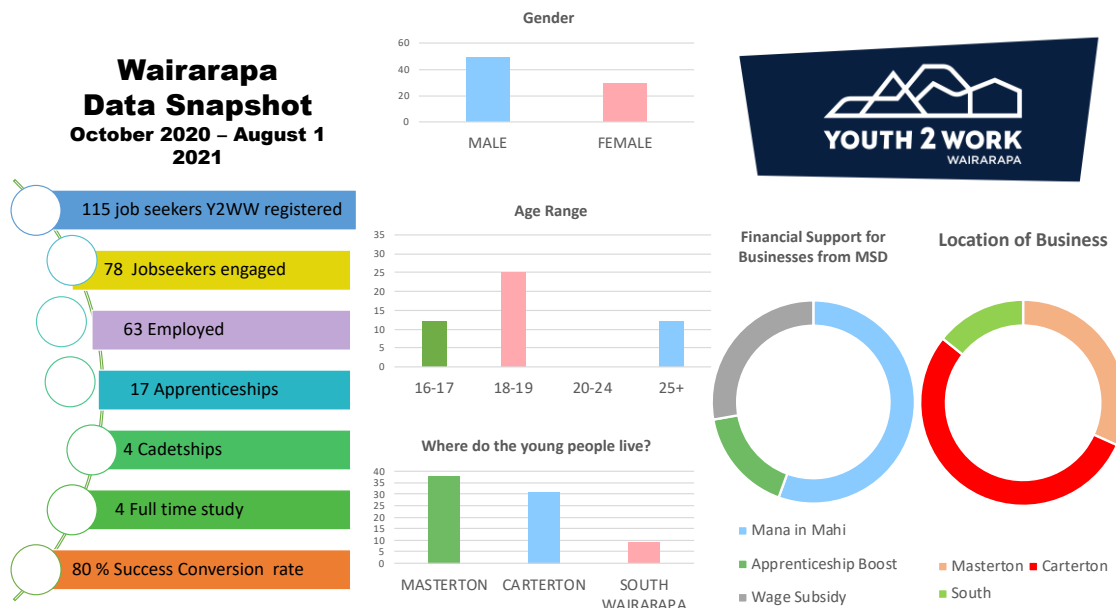
In partnership with WREMO we will be hosting a Community Hub Drill this Friday (20th).

The NS Coordinators from Masterton and Carterton, along with the Community Constable from Carterton recently attended the stock sales at the Masterton Sales Yard to engage with the local rural community. The team were well received and there was a high level of engagement with farmers.

Community Health & Wellbeing

We have been asked by the DHB to provide potential covid 19 vaccination sites for our communities. We have offered the Rangatahi Hub, Courthouse, and also talked to Gladstone Complex who are happy to host day(s) there. We are awaiting further information from the DHB on the timeframe and suitability.

Youth 2 Work Wairarapa & Mayors Task Force for Jobs



Positive Ageing

This year, to recognise UN International Day of the Elder Persons on 1st October, the three councils are partnering with Age Concern for the 2021 Senior Awards. Carterton will host in the Taratahi Auditorium where winners will be announced followed by a morning tea. The three mayors will be in attendance.

We are also working with Nuku Ora who are planning to host a “Senior Games” event in March at Trust House Recreation Centre. This will be preceded by the Senior Expo the day before. Nuku Ora are organising the funding the event, but we will provide some support.

Community Development – Youth

Additional to running the School Holiday Programme and the Zero Waste Education in Schools programme. Tammy is also working to strengthen the youth voice in Carterton, and develop a Youth Advisory Group for Carterton. Tammy is also part of the project team reviewing the currently expired Rangatahi Strategy. Masterton District Council are leading this work.

Communication and Engagement Team Report

Three Waters Reforms

The Council has been receiving many questions regarding the Three Waters Reforms. The most common questions being received are:

- What will happen to the Council's water assets and debt if it opts in to the 3 waters reforms?
- How much is it going to cost ratepayers?
- Which way is the council leaning towards right now?
- When will the public get a say in what happens?

The Council has communicated that it will be gathering and reviewing information over the next 5 weeks leading up to 1 October to understand how the reforms will impact the District. The Council has made it very clear that it will not be taking a stance until enough information has been provided to make an informed decision. This has been communicated via social media, the Council website and via advertising in the Carterton Crier.

The three Wairarapa Councils are now working together to communicate this message. The purpose of the communication is to keep the communities across the region informed on the process from now until 1 October, to provide updates where possible and to outline the different aspects that the Cabinet paper on the reforms refers to. A full page advert has appeared in last week's midweek which aligns with a media statement issued on 16 August.

A series of half page ads will continue to feature in the Midweek on behalf of the three councils covering how the reforms intend to address the following topics:

- Water quality
- Governance and management of large infrastructure
- Financial impacts
- Environmental impact
- Population growth

Keep your finger on Project Pulse



Two editions of the monthly Project Pulse newsletter have now been published. This is published in print via the Carterton Crier, online at www.cdc.govt.nz/projects and via email to subscribers. The July/August edition covered the following:

- Progress update on the Wastewater Treatment Ponds Upgrade
- Update on work at the Frederick Street Water Treatment Plant and working with WaterOutlook

- Clock tower remediation and landscaping – the motor for the chimes has been sent away to be repaired and progress has been made with the reserve's groundwork.
- Climate Change – the launch of the Home Health Self Assessment Kit.
- Three Waters Reforms – progress over the next 6 weeks and where people can find information.

Website upgrades – August update

- A review has now been completed of the 300+ news posts, with outdated posts now removed from public view. This will prevent people from doing a google search on things such as 'dog registration' or 'public holiday recycling collection' and finding outdated posts from 2016. The removed posts will remain on record as per legislative requirements.
- The wastewater treatment plant upgrade page has now been updated with progress photos now available.
- At the end of August, the communications team will receive an additional FTE with website redesign experience and communications experience. This will help with resourcing this project and assist with moving the progress along quicker.

Update on the Town Centre

There have been a lot of exciting developments happening in the town centre. The communications team has been working with Mayor Greg Lang and Councillor Robyn Cherry-Campbell to provide the public with updates and assurance that progress is being made, without breaching commercial sensitivity of any projects still in early development. To do this, the council has produced an infographic to reiterate what progress is taking place and showing the extent of buildings with remediation plans in place.



General communications

Since the last report in June 2021, the council has focussed on the following:

- The Carterton Heart of Winter festival
- Plastic Free July
- Updates on the clock chimes and mechanism
- Appointment of our new Chief Executive
- Explanation of rates increases for the 2021/2022 year following the adoption of the Ten Year Plan and July rates accounts being issued.
- Dog registrations
- Kiwirail's tree removal along the Victoria Street and Pembroke Street rail corridor
- Waka Kotahi's SH2 safety improvements and speed review
- The launch of the three Wairarapa Council's Home Health Self Assessment kits, as well as creating a promotional video on behalf of the three Councils.
- Acknowledging the passing of Mike Osborne and showing the clock tower lit up in rainbow colours.
- Reminder of the three P's after wastewater pump blockages - if it's not pee, paper or poo it doesn't go down the loo!

- The book launch of 'Good for you, Helen Dew!' which was funded under a Carterton Creative Communities grant and held in the Carterton Events Centre.
- An update on the progress of the three waters reform proposal
- Addressing questions on the draft Eastern Growth Plan following the August Policy and Strategy meeting.
- An update on the revitalisation work taking place in the town centre
- The opening of the Gordon Knutson Bridge and the two new red chairs at Sparks Park
- Sharing the Wairarapa Library Service's survey as they work to develop a new website.

Sales and Marketing Report

What a whirlwind it's been since the last report. We have had the Charles Rooking Carter Awards, the WBS Carterton Heart of Winter Festival, and now we are on our way with the Daffodil Festival, and the brand new Orchestral Weekend.

The last 4 months of the Events Centre calendar is jam packed. The auditorium is fully booked out every Friday and Saturday until the 18th December. School balls, dance recitals and the Home and Interior show fill most of September and October.

New to the calendar this year is an incredible opportunity to collaborate with Orchestra Wellington, not only are they coming to the Events Centre for A Pacific Symphony (full orchestra plus a 25 strong pacific choir) the next day they're taking over 11 venues on the high street to perform up to 55 concerts in one day.

Specific to the Events Centre

- We are built a relationship with the Hawkes Bay Arts Festival. Not only did they schedule Mrs Krishnan's Party directly from being hosted here in May, but we've also teamed up with them along with Taranaki Arts Festival and Regent in Palmerston North to bring a circus event from Australia, who are due to preform here in November.
- Our marketing package for major events now includes street banner promotion. Utilising the existing ones on Holloway Street. Not only does this advertise the events coming up but adds to the colour and vibrancy of the town.
- We are established relationship with a family in Greytown to advertise Event Centre events on their billboard. It's located on SH2 as you head into Greytown from Featherston.
- We are also gained access to the South Wairarapa District Council's billboard at the bottom of the Rimutaka's. This past week we have installed our Daffodil Festival sign on the Wellington side so those driving towards Featherston will see it.

- We are done well with converting leads and enquiries into bookings this year. With some of the larger events that would usually go elsewhere having now decided to book with us. This includes Wairarapa Bride of the Year, the Wairarapa Sports Awards and the Wairarapa Business awards.

Audience Feedback

We continue receive great and useful feedback from our audiences. Here are a few examples.

"Three things that make Carterton a great place to live, work and play: Fantastic community, the Events Centre, and The Carterton Crier!"

"Carterton Event Centre is the key asset to this district, was the major drawcard for our family moving here. We wanted to be able to enjoy music, drama, culture locally, and we can so thanks! We've enjoyed NZSO, ballet, pantomime, comedy, festivals and so much more, right here in our village."

"Fantastic venue and event, if on will be back next year."

"The venue is great - a real asset for Carterton."

Charles Rooking Carter Awards – Fire & Ice

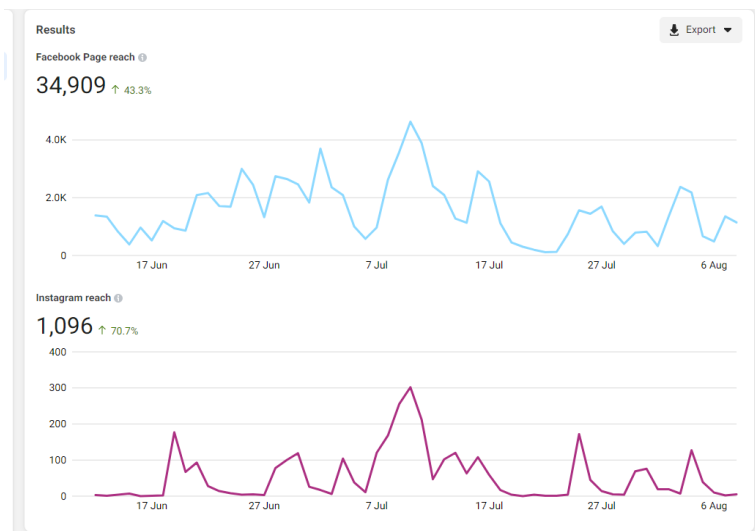
An amazing night of celebration for our community. Sadly, the weather was a little salty so we didn't manage to pull off all the stops we were hoping for, not that you would have noticed, the venue was buzzing with so many familiar faces from around the community. We packed out the venue, hosting over 230 people in the auditorium for dinner. The team are very proud of how we delivered this event, it was a great opportunity for us to showcase to our community and potential clients what our venue team can do. This event has led to us hosting the Wairarapa Business Awards this year.

Carterton Event Centre's social media, EDM insight and Analytics - June through to August 2021**Facebook & Instagram reach –**

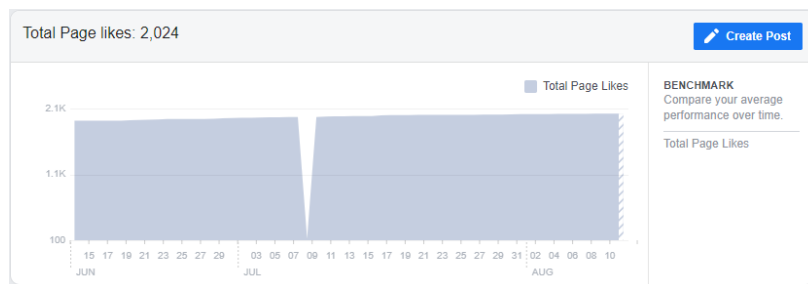
Facebook reach up 43.3%

Instagram Reach up 70.7%

The number of people who saw any content from our Page or about our Page, including posts, stories, ads, social information from people who interact with our Page and more.



Audience Growth – this reflects 5.70% increase in Facebook page likes.

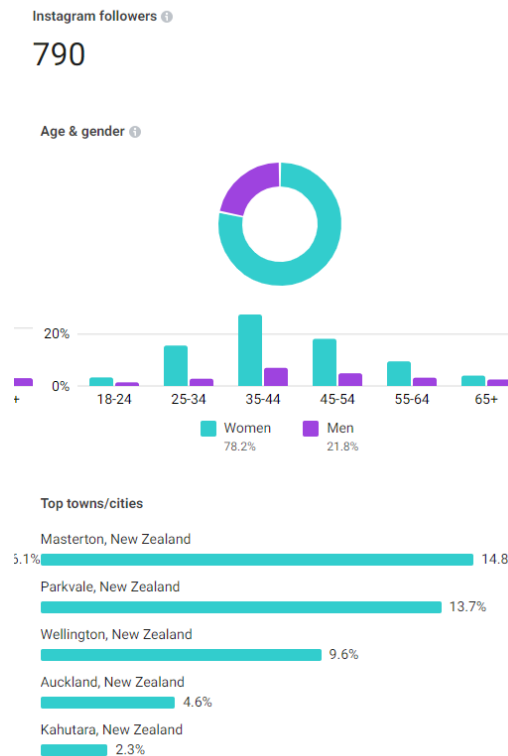


Tiktok

Thanks to our tiktok account being highlighted at the last council meeting I'm happy to say we have increased our following by 266.67%.

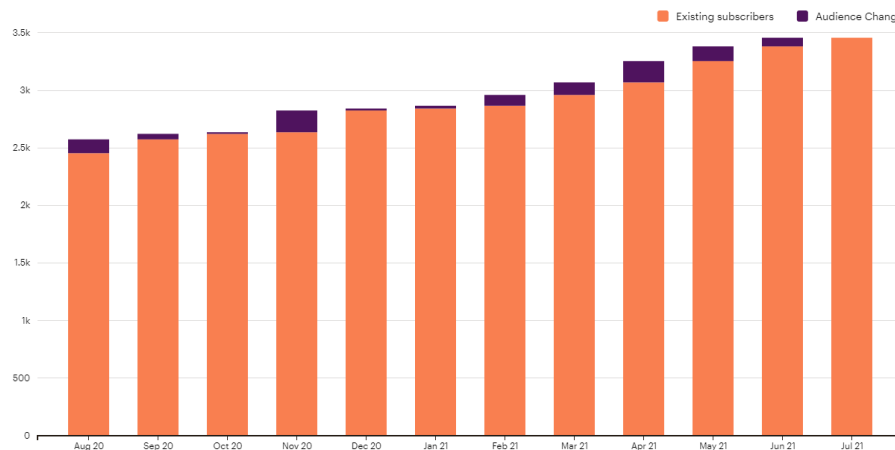
Instagram

3.68% audience growth.



Mailchimp – EDM marketing tool

Our regular “Whats on” is a high performer in how our audience finds out what’s on at the Carterton Events Centre. We are performing well above industry average, and we’ve had a 86% growth in subscriptions to the email in the past 12 months.



Climate Change Advisors Report

Intergovernmental Panel on Climate Change, Assessment Report #6 (IPCC, AR6)

In August, the report '*Climate Change 2021: The Physical Science Basis*' was released. You can find it here:

<https://www.ipcc.ch/assessment-report/ar6/>

The report addresses the most up-to-date physical understanding of the climate system and climate change, bringing together the latest advances in climate science, and combining multiple lines of evidence from paleoclimate, observations, process understanding, and global and regional climate simulations.

Current state of Climate - Summary

- It is unequivocal that human influence has warmed the atmosphere, ocean and land. Widespread and rapid changes in the atmosphere, ocean, cryosphere and biosphere have occurred.
- The scale of recent changes across the climate system as a whole and the present state of many aspects of the climate system are unprecedented over many centuries to many thousands of years.
- Human-induced climate change is already affecting many weather and climate extremes in every region across the globe.

Greenhouse gas (GHG) concentrations

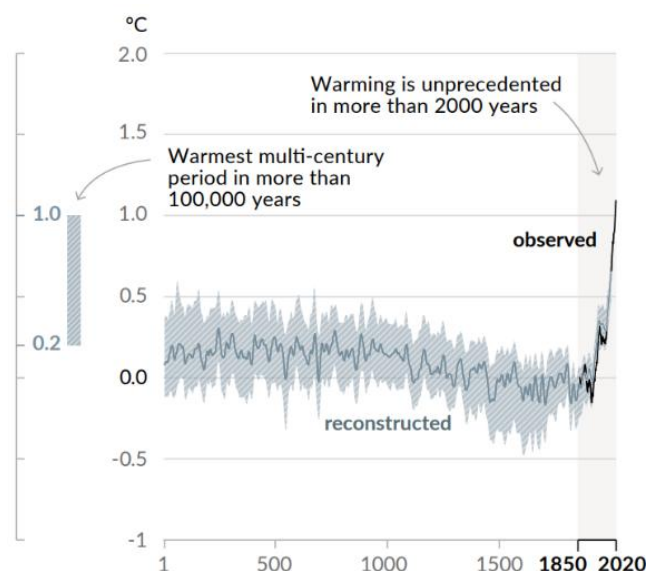
Observed increases in GHG concentrations are unequivocally caused by human activities. In 2019, atmospheric CO₂ (carbon dioxide) concentrations were higher than at any time in at least 2 million years, and concentrations of CH₄ (methane) and N₂O (nitrous oxide) were higher than at any time in at least 800,000 years.

	Annual average in 2011 (AR5)	Annual average in 2019 (AR6)	Δ
CO ₂	391 ppm	410 ppm	+ 19 ppm
CH ₄	1803 ppb	1866 ppb	+ 63 ppb
N ₂ O	324 ppb	332 ppb	+ 8 ppb

Temperatures

Global surface temperature was 1.09°C higher in 2011–2020 than 1850–1900, with larger increases over land (1.59°C) than over the ocean (0.88°C).

It is virtually certain that hot extremes (including heatwaves) have become more frequent and more intense across most land regions since the 1950s, while cold extremes (including cold waves) have become less frequent and less severe. Marine heatwaves have approximately doubled in frequency since the 1980s. It is virtually certain that the global upper ocean (0–700 m) has warmed since the 1970s.



Change in global surface temperature (decadal average) as reconstructed (1-2000, blue line) and observed (1850-2020, black line).

Precipitations

Globally averaged precipitation over land has likely increased since 1950, with a faster rate of increase since the 1980s.

Sea level rise

Global mean sea level increased by 0.20 m between 1901 and 2018. The average rate of sea level rise was:

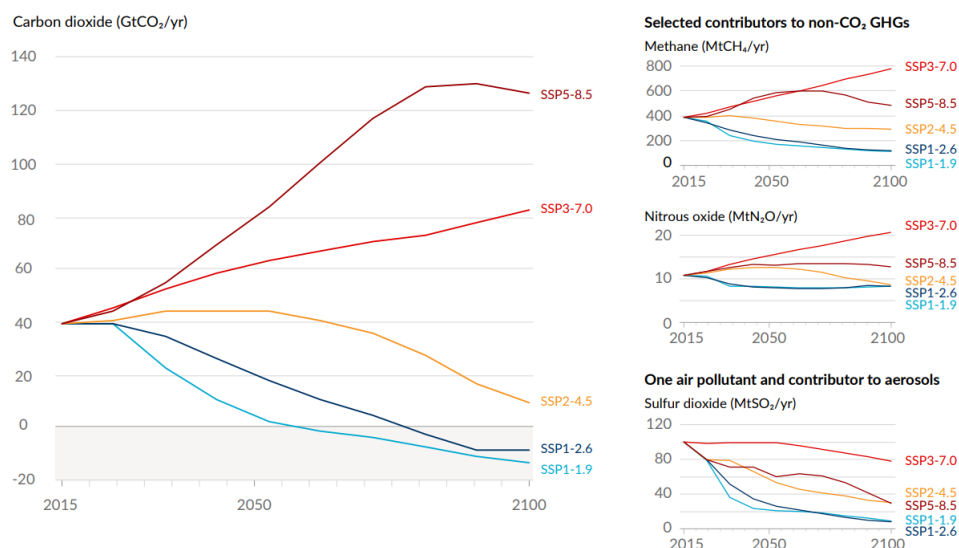
- 1.3 mm/yr between 1901 and 1971
- 1.9 mm/yr between 1971 and 2006
- 3.7 mm/yr between 2006 and 2018

Possible Climate Futures

Five scenarios

Very high GHG emissions	SSP5-8.5
High GHG emissions	SSP3-7.0
Intermediate GHG emissions	SSP2-4.5
Low GHG emissions	SSP1-2.6
Very low GHG emissions	SSP1-1.9

SSPx-y: SSPx = Shared Socio-economic Pathway and y= approximate level of radiative forcing (in W/m²)



Global changes

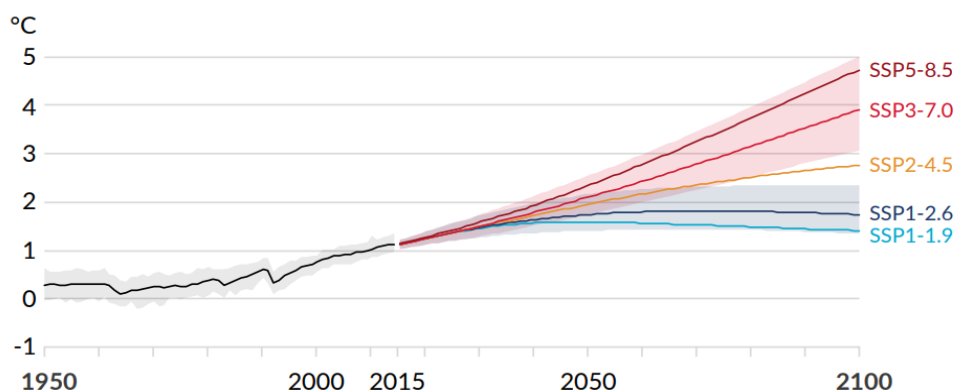
Under scenarios with increasing CO₂ emissions, the ocean and land carbon sinks are projected to be less effective at slowing the accumulation of CO₂ in the atmosphere.

Many changes in the climate system become larger in direct relation to increasing global warming. They include increases in the frequency and intensity of hot extremes, marine heatwaves, and heavy precipitation, agricultural and ecological droughts and proportion of intense tropical cyclones, as well as reductions in Arctic sea ice, snow cover and permafrost.

Temperatures

	Near term, 2021–2040		Mid-term, 2041–2060		Long term, 2081–2100	
Scenario	Best estimate (°C)	Very likely range (°C)	Best estimate (°C)	Very likely range (°C)	Best estimate (°C)	Very likely range (°C)
SSP1-1.9	1.5	1.2 to 1.7	1.6	1.2 to 2.0	1.4	1.0 to 1.8
SSP1-2.6	1.5	1.2 to 1.8	1.7	1.3 to 2.2	1.8	1.3 to 2.4
SSP2-4.5	1.5	1.2 to 1.8	2.0	1.6 to 2.5	2.7	2.1 to 3.5
SSP3-7.0	1.5	1.2 to 1.8	2.1	1.7 to 2.6	3.6	2.8 to 4.6
SSP5-8.5	1.6	1.3 to 1.9	2.4	1.9 to 3.0	4.4	3.3 to 5.7

a) Global surface temperature change relative to 1850-1900



Global surface temperature will continue to increase until at least the mid-century under all emissions scenarios considered. Global warming of 1.5°C and 2°C will be exceeded during the 21st century unless deep reductions in CO₂ and other GHG emissions occur in the coming decades.

Global warming of 2°C, relative to 1850 - 1900, would be exceeded during the 21st century under the intermediate, high and very high GHG emissions scenarios. Under the very low and low GHG emissions scenarios, global warming of 2°C is unlikely to be exceeded.

For the very low GHG emissions scenario, it is more likely than not that global surface temperature would decline back to below 1.5°C toward the end of the 21st century, with a temporary overshoot of no more than 0.1°C above 1.5°C global warming.

Sea level rise

It is virtually certain that global mean sea level will continue to rise over the 21st century. Relative to 1995-2014, the likely global mean sea level rise by 2100 is:

- 0.28-0.55 m under the very low GHG emissions scenario
- 0.32-0.62 m under the low GHG emissions scenario
- 0.44-0.76 m under the intermediate GHG emissions scenario
- 0.63-1.01 m under the very high GHG emissions scenario

and by 2150 is:

- 0.37-0.86 m under the very low scenario
- 0.46- 0.99 m under the low scenario
- 0.66-1.33 m under the intermediate scenario
- 0.98-1.88 m under the very high scenario

In the longer term, sea level is committed to rise for centuries to millennia due to continuing deep ocean warming and ice sheet melt and will remain elevated for thousands of years. Over the next 2000 years, global mean sea level will rise by about:

- 2 to 3 m if warming is limited to 1.5°C
- 2 to 6 m if limited to 2°C

- 19 to 22 m with 5°C of warming

Long term changes

Many changes due to past and future GHG emissions are irreversible for centuries to millennia, especially changes in the ocean, ice sheets and global sea level.

Limiting Future Climate Change

Reach a net zero CO₂ emissions

Limiting human-induced global warming to a specific level requires limiting cumulative CO₂ emissions, reaching at least net zero CO₂ emissions, along with strong reductions in other GHG emissions. Strong, rapid and sustained reductions in CH₄ emissions would also limit the warming effect.

If global net negative CO₂ emissions were to be achieved and be sustained, the global CO₂-induced surface temperature increase would be gradually reversed but other climate changes would continue in their current direction for decades to millennia. For instance, it would take several centuries to millennia for global mean sea level to reverse course even under large net negative CO₂ emissions.

Effects on the climate

Scenarios with very low or low GHG emissions would have rapid and sustained effects to limit human-caused climate change, compared with scenarios with high or very high GHG emissions.

Increase in the frequency of extreme sea level events, heavy precipitation and pluvial flooding, and exceedance of dangerous heat thresholds would be limited with the very low or low GHG emissions scenarios compared to other scenarios (intermediate, high and very high emissions scenarios).

Home Health Self-Assessment Kit

The 26th July, the Home Health Self-Assessment Kits were released in the Wairarapa. These kits are available to everyone with a Library card to borrow for free from one of the five libraries in the Wairarapa. The kits help our residents understand the health of their house (warmth, dampness, etc) and the user guide provide many tips and advices on how to increase the houses' health.

This initiative was born from a collaboration between Carterton District Council, South Wairarapa District Council and Masterton District Council.

The launch was a real success with many residents coming to the libraries to borrow the kits. Due to limited number of kits (three in the region at the moment), we are currently exploring opportunities to purchase other kits to meet the demand.

A video to advertise the kits was released and was also very successful. \$20 was spent via Facebook advertising the Home Health Self-Assessment kit so that it would reach people between the ages of 18-65 opening Facebook within a 40km radius of Masterton. The video reach through both organic reach and paid advertising reached 1800 people, with 96 people clicking the link to learn more after seeing the paid advertisement.

More information here:

<https://cdc.govt.nz/services/sustainability/climatechange/healthyhomekit/>

Conservation week 2021

Conservation week will be held in September 2021. Nine organisations in the Wairarapa (the three local councils, regional council, Department of Conservation, Wairarapa Pukaha to Kawakawa, Pukaha National Wildlife Centre, Enviroschools and Wairarapa Earth School) are working together to offer our residents a programme with many events to celebrate and educate conservation with a focus on Climate Change.

You can find the full programme here: <https://waip2k.org.nz/conservation-week>

The events held by Carterton District Council are the following:

Art exhibition:

- 30th August to 6th September
- Foyer of the Carterton Events Centre

Art exhibition:

- 10th September to 15th September
- Town Hall, Martinborough

Daily workshops (where the art exhibitions are held), full programme here:

<https://www.facebook.com/Act4.2Morrow/>

- Ruamāhanga (climate change) Strategy
- Climate change dashboard
- Healthy Home Kits
- Better House's Health
- Carbon Footprint
- Compost
- Healthy Soil
- Create your own Tawashi
- Foraging Edible

Sustainable Food Production Conference:

- 3rd September, 6.30 pm
- Carterton Events Centre

The White Continent Conference:

- 11th September, 6.30 pm
- Town Hall, Martinborough

Combined District Plan Review

The Climate Change Advisor takes part in the Combined District Plan Review and provides feedback to make sure Climate Change is well embedded in the process.

Climate Change is a major issue Carterton District is facing and we must make sure the district plan both mitigate climate change and adapt to it. Indeed, it is a fantastic opportunity to create low carbon and resilient districts (Carterton, South Wairarapa and Masterton).

Zero Waste Advisors Report

Zero Waste Education Programme in schools

- Opaki School had a school wide waste audit by year 7/8 students.
- Zero Waste Education programme 2020/21 report by Zero Waste Educator Tammy Merriman (**Attachment 1**)



Other education related programmes delivered or supported

- Waste Minimisation presentation delivered to St Matthews College year 10 class.
- WREEF (Wellington Regional Environmental Education Forum) attended Honoring the Treaty within Environmental Education hui

Community

- Plastic Free July display at Carterton Events Centre

Business Advisory

- Pukaha advising Waste Minimisation practices within their business
- Tauherenikau Venue covering Race days, Festivals and Wedding Venue

Events

- Met with Martinborough Fair, Toast Martinborough, Daffodil Festival, Tauherenikau Venue for event's organisers advising of new Solid Waste Bylaws and waste minimisation plans for their future events.
- August 2021 legislation came into effect that all recycled tyre collections must be covered.

- Attended Webinar 'E-Waste Stewardship Design' hosted by Tech Collect
- Regional Team meeting (WRES) – Porirua (topics Waste at Events, Waste Minimisation Plan templates – Kapiti Coast District Council to finalise draft, and Workshops for event organisers.
- Supporting coming up national weeks of Conservation Week and Organic Week.

7. HEALTH, SAFETY AND WELLBEING

Covid 19 Level 4

CDC has transitioned very smoothly to providing services under Level 4 restrictions. We have initiated our Business Continuity Plan, and know that our staff have been well prepared over the last 12 months to ensure a safe and efficient delivery of our essential services.

We are well connected to developments and advice at a national level through interagency forums, and are supported by our council networks including Taituarā - Local Government Professionals Organisation.

Our Covid Response Team is meeting daily to coordinate our response plans, monitor the delivery of services, and ensure all our staff are supported. Staff have carried out initial actions such as closing playgrounds and toilets, providing communications and signage, ensuring working from home capabilities, and rescheduling events and meetings to online modes where possible.

Managers, Team Leaders, and our Health Safety & Wellbeing Advisor are ensuring our pandemic safety protocols are being followed, particularly to ensure the higher level of care required to prevent a Delta variant infection is in place. Our Health & Safety Committee will be assisting to monitor and review protocols as developments occur.

We have a small number of staff supporting the Emergency Operations Centre (EOC) which has been activated only in a 'light, virtual mode'. We continue to liaise with the EOC for any regional directions required including combined communications.

Most of our staff are able to continue their usual duties from home however, where this is not possible, managers are providing alternative duties such as supporting others whose workload has increased, completing training requirements, updating policies and operating procedures, etc. We will be reviewing these arrangements at the end of the three day lockdown period.

Health & Safety Strategy

As part of the review of the 2018-2021 Health and Safety Strategy, we recently undertook a WorkSafe SafePlus survey that all staff were invited to complete. The survey results indicate that the health and safety performance of the council across all three concepts is at the “Performing” stage. An organisation at the “Performing” stage has the following characteristics:

- proactive and visible leadership and governance
- active review and performance monitoring to support continual improvement
- active information seeking on health and safety risks
- implementation and monitoring of actions to sustainably manage identified risks
- involvement and empowerment of workers across all departments in all activities to take action
- commitment at all levels to supporting good health and safety outcomes.

Wellbeing Strategy

We continue working towards the implementation of our Wellbeing Strategy with final activities now complete including the adoption by the Executive Leadership Team and Health and Safety (H&S) Committee, and feedback to staff. We expect the Strategy and Action Plan to be completed for presentation at the next Committee meeting.

Winter Safe Driving and Vehicles Campaign

With the inclement winter weather upon us, we believe it is timely to remind staff of the importance of safe driving and safe vehicles. Over the next four weeks, we will be undertaking a number of activities to review and highlight safe driving and safe vehicle practices to staff including:

- Review and circulation of relevant staff policies:
 - Driver Licencing Policy
 - Motor Vehicle Usage Policy
 - Safe Driving Policy
- Review of council vehicle overspeed reports
- Review of pre-start vehicle check sheets and frequency of use
- Promotion of key messages at team meetings
- General messaging through the staff newsletter and staff noticeboards

Incident Reports

Since the last council report, we have recorded the following incidents:

- 1 near miss incident
- 2 non-injury accidents/incidents
- 5 incidents resulting in minor injury
- 1 lost time injury

8. DEMOCRATIC SERVICES

The Water Race election is currently underway. Voting was due to close on Monday 23 August. After discussion with ELT and the Elected Members on the Committee, due to the lockdown we have extended voting by a week, so voting will now close

Monday 30 August. As a result, the Water Race meeting scheduled for 1 September will be rescheduled to allow sufficient time for induction of the elected community members prior to the first Water Race Committee meeting.

At the time of writing this report, the new date for the meeting is still to be confirmed, and communications to the community have yet to be undertaken. We plan to notify the community of the changes via our website and Facebook page, and the new meeting date will also be advertised in the mid-week paper.

9. CONSIDERATIONS

9.1 Climate change

N/A

9.2 Tāngata whenua

N/A

9.3 Financial impact

N/A

9.4 Community Engagement requirements

N/A

9.5 Risks

N/A

10. RECOMMENDATION

That the Council:

1. **Receives** the report.

File Number: 135517

Author: Geri Brooking, People and Wellbeing Manager

Attachments: 1. Zero Waste Education Programme Annual Report 20/21 [↓](#)

ZWE. Summary, 2020. TM. 27.07.21



2020 SUMMARY

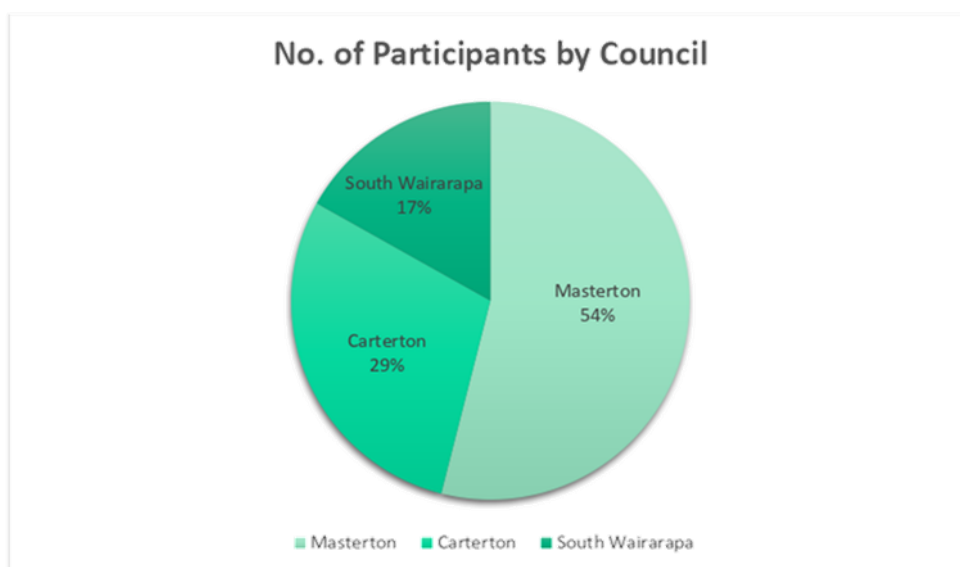
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ZWE. Summary, 2020. TM. 27.07.21

YEAR IN REVIEW

- **8 schools, 1 ECE**
- **1032 students** who have been delivered Zero Waste Education and correspondingly, the number of whanau and homes receiving the Zero Waste message.
- **130, 45-minute sessions.**



POSITIVE FEEDBACK

Teachers complete a survey to inform best practice.

Responses from teachers:

- **All** recommend the Zero Waste Programme
- **All** agree their classes were informed and engaged.
- When asked to rank the quality of the Zero Waste Programme they received from 1 (disappointing) to 5 (exceptional), **99 percent** of teachers rated their experience as **exceptional**.

ZWE. Summary, 2020. TM. 27.07.21

SCHOOL STORIES

MASTERTON PRIMARY SCHOOL (Term 3, 2020) MASTERTON DISTRICT COUNCIL

Week	Programme	Classes	Student Numbers
Week 2, 3, 4, 5	Litterless		
	Lunches	6 classes	119
	Reduce	4 classes	98
			217

Term 3 with Masterton Primary School saw 217 students complete two Zero Waste Education Units (Year 1-2, Litterless Lunchboxes and Year 3-4, Reducing the Waste Pile). This introduction to the idea of waste, natural resources and behavioural changes (big and small), was encouraged and embraced by students.

For the 119 junior students, this meant investigating their lunch box litter, celebrating their small changes and singing the container song – which was an on-going jingle, heard during breaks. Teachers reported that as a result of lessons, containers and reusable bags had been embraced by more students.

For the 98 middle school students, the 'Reduction' Unit was eye-opening, as they learnt about NZ's waste-pile and how to reduce it through hands-on recycling, reusing, sensible shopping and composting activities. The feedback was overwhelmingly positive, with the programme praised for its quick moving, engaging and interactive activities:

'Four very engaging sessions with the right mix of talk and hands-on activities. I've been really impressed with the interest from students and the information they have taken home and shared.'

'Ideas moved along quickly – keeping all the children engaged, motivated and keen to learn. They said that 'it was fun and that it helped us to learn.'

As an extension, collaboratively with Enviroschool, a waste assessment was conducted, where students explored their school's waste streams and started forming goals.

As a response, the school is keen for follow-up sessions in 2021.

ZWE. Summary, 2020. TM. 27.07.21

SOUTH END SCHOOL (Term 3, 2020)
CARTERTON DISTRICT COUNCIL

Week	Programme	Classes	Student Numbers
Term 3	Litterless		
Week 8, 9, 10	Lunches	2 classes	39
	Reduce	2 classes	45
			84

Rounding off Term 3, South End School were the first of the Carterton schools to be introduced to Zero Waste Education.

Working with the Montessori classes in the junior school, as well as the middle school, a total of 84 students completed the programme, adding on to the school's already well-established waste journey.

For the Montessori, lessons were conducted both in class and in the hall, as students looked at each other's lunch boxes and willingly shared what they had bought with them. Many students were observed to have little to no waste, showing the emphasis the school has placed on this and the strategies they are implementing.

For the older students, learning further ways to reduce NZ's wastepile was well received, with students internalising statistics and key numbers and being able to recall all of the content taught in previous lessons. Very eager, a lot of discussion focused on what they were doing already, or could do, to further embrace a life of zero waste.

The programme was praised for its range of topics and skills and the way in which it was taught.

'Good crowd control. Good teaching topics and skills.'

There was suggestion to make this a whole school focus an inquiry in the future, to aid in the community's approach to tackling and supporting the waste programme.

ZWE. Summary, 2020. TM. 27.07.21

DALEFIELD SCHOOL (Term 4, 2020)
CARTERTON DISTRICT COUNCIL

Week	Programme	Classes	Student Numbers
Term 4			
Week 2, 3	Litterless Lunches	1 class	20
	Reduce Resource Sustainability	1 class	25
		1 class	18
			43

Dalefield school were quick to show their interest in the Zero Waste Programme, as it supported their own waste journey.

Being a rural school, all classes were able to be taught within a two-week timeframe, ensuring all students had the initial introduction to the programme.

As classes combine a range of ages, lessons were modified to ensure they met all levels and tuakana- teina (collaborative learning) was implemented to ensure all students were supported in their learning journeys.

For the 20 NE – Year 2 tamariki, the activities provided during Litterless Lunches were an opportunity to work together and discuss what each other were bringing to school, while the older students supported the younger with completing tasks.

Teacher feedback indicated the programme was well received:

'The children enjoyed the programme and were actively engaged in the activities.'



For the 25 Year 3, 4, and 5 class, some healthy competition saw them racing to complete challenges, while learning about ways of waste reduction. While for the 5,7, and 8 class, the Resource Sustainability unit provided a lot of scope for individual/ team research online.

Feedback and comments were of the highest rating and all positive.

'The Zero Waste Programme run by Tammy was informative, fun and engaging for everyone'

'At Dalefield, we really value our environment, so this programme complimented our learning very well'

ZWE. Summary, 2020. TM. 27.07.21

LAKEVIEW SCHOOL (Term 4, 2020)
MASTERTON DISTRICT COUNCIL

Dates	Programme	Classes	Student Numbers
Term 4			
Week 4, 5	Litterless Lunches	5 classes	128
	Reduce	2 classes	53
	Recycle	1 class	28
			209

Working alongside Lakeview School, 8 classes were able to receive the Zero Waste Programme (a combination of junior, middle and senior classes).

The entirety of the junior syndicate (128 students), and even the odd- parent were able to participate in Litterless Lunches, celebrating all the positive waste- free items they were bringing to school. Reports remained positive, with teachers commenting on the further discussions of students outside of sessions:

'The children liked the idea and it was an achievable unit because it made them think about what was in their lunchbox. Children talked about what they learnt at other times of the day'

'There has been lots of discussion since'

Comments were also made about the non- judgment nature of the programme, as waste- free items are praised and celebrated.

For the two middle- school classes (58 students), concepts of 'reducing' the waste pile were embraced by both students and teachers, with feedback indicating that it was a positive experience for all:

'It was amazing, thank you! The children were super excited! I learnt a lot as well!'

For the older class (28) recycling was able to focus on what was happening in Masterton, as students started to consider how recycling was crucial.

This positivity of the programme and how it was received by the school was further articulated by Principal Tim Nelson's praise, as he commented in a public forum that all teachers had enjoyed the programme and had nothing but positive comments (a huge feat, given the number of teachers and a first for the school).

ZWE. Summary, 2020. TM. 27.07.21

WAINUIORU SCHOOL (Term 4, 2020)

MASTERTON DISTRICT COUNCIL

Dates	Programme	Classes	Student Numbers
Term 4			
Week 6, 7	Litterless Lunches	1 class	14
	Rural Recycling	3 classes	66
			80

The first rural school to opt for the 'Rural Recycling' unit, the majority of Wainuioru's students were involved in considering rural waste, alongside alternatives to ensure 'future fit farming'.

The younger students sang and acted out their way through Litterless Lunches, as an introduction to the waste problem, and waste free practices to continue to work upon and build on.

'Students really enjoyed it. Lots for us to build on in the future / keep discussing with the class'

For the other three classes, ranging from Yr 2 to 8, 'Rural Recycling' posed a lot of questions around alternatives to the three B's (burning, burying and bulk storing). Through inquiry, discussion, team research and even a play, students were able to look at alternatives to traditional methods of dealing with farm waste, while considering what future fit farming will mean for them.



Teachers' feedback was overwhelmingly positive and given the nature of the unit and its potential for conflict, reported the opposite:

'The children loved all 4 of the zero waste lessons. They were eager to complete home learning tasks and the parents enjoyed the fact that they program had a rural focus. I learnt a lot too!'

ZWE. Summary, 2020. TM. 27.07.21

'Tammy delivered the content exceptionally well! Being a rural school with lots of farming kids – she showed a lot of respect with regards to how they do things at home. The children learned a lot of new ideas and I am amazed at the new vocabulary that they have picked up. Thank you 😊'

DOUGLAS PARK (Term 1, 2021)
MASTERTON DISTRICT COUNCIL

Dates	Programme	Classes	Student Numbers
Week 5,6	Litterless Lunches	Junior School (divided into four groups)	51

CARTERTON (Term 1, 2021)
CARTERTON DISTRICT COUNCIL

Dates	Programme	Classes	Student Numbers
Week 8,9	Litterless Lunches	3 classes	53
	Reduce	3 classes	51



ZWE. Summary, 2020. TM. 27.07.21

MARTINBOROUGH SCHOOL (Term 1 and Term 2, 2021)
SOUTH WAIRARAPA DISTRICT COUNCIL

Dates	Programme	Classes	Student Numbers
Term 1 Week 7	Litterless Lunches	3 classes	21
Term 2 Week 2	Compost	3 classes	66

87

Martinborough School initially only planned to run Zero Waste with the junior school, in response to an inquiry unit, with a total of 21 students completing rummaging through their lunchboxes to see how much litter they contained.

Feedback was extremely positive:

'Wonderful info for the children – lots of positive learning and reinforcement of positive behaviours'

with the teachers commenting they would like more in the future:

'great initiative. Love to see more follow up sessions.'

During a staffroom session, and a conversation with staff from the middle school around their composting dilemmas, Zero Waste was brought to Martinborough a second time, to support with a composting unit. Three classes and a total of 66 tamariki worked their way up to making their own milk bottle composts, to take home.



9



7.6 CARTERTON HOUSING ACTION PLAN

1. PURPOSE

This report provides Council with the Carterton Housing Action Plan including the Implementation Plan.

2. SIGNIFICANCE

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

3. BACKGROUND

During our long-term plan consultation, there were a significant number of submissions received in relation to concerns surrounding the housing situation in Carterton. In response to this feedback, Carterton District Council engaged Planalytics to create the Housing Action Plan. This work began immediately rather than waiting for the completion of the long-term plan.

4. DISCUSSION

The Carterton Housing Action Plan is included in **Attachment 1**.

The purpose of the Housing Action Plan is to provide a roadmap for Carterton District Council to achieve its vision for housing in the district and improve community wellbeing. A streamlined methodology was used to develop this Housing Action plan, this included:

- Carterton Housing Stocktake
- Desktop review
- Workshops with elected members and council staff
- Telephone interviews with four councils to discuss specific local government-led housing supply
- Developing the implementation pathway

The vision of the plan is that; Carterton has a diverse range of quality housing options to meet the needs of the current and future communities. Our desired outcomes to support this vision are:

- Residents can afford good quality rental or permanent housing.
- Housing is warm, sustainable and healthy.
- A diverse range of housing is available (tenure, size, type).
- Housing enables connected and accessible communities.

- Strong partnerships and relationships enable the delivery and continued achievements of Casterton's housing vision.

Four options were developed to illustrate how CDC could most effectively stimulate housing supply in the district. From these CDC identified our preferred options to implement. These are:

Status Quo - CDC continues its current approach to stimulate housing supply by:

- Providing developable land through its Urban Growth Strategy and Carterton East Structure Plan.
- Providing rates remissions for papakāinga housing to incentivise development.
- Consolidating relationships with some housing stakeholders.

CDC as an enabler - CDC focuses on enabling development through regulatory settings such as:

- Updating residential rules in the District Plan to enable density options.
- Considering the use of inclusionary zoning to require a minimum proportion of affordable housing in future developments.
- Continuing to implement its Urban Growth Strategy.

CDC as an intermediary - CDC positions itself as an intermediary by:

- Forming strong relationships with landowners, iwi, developers, and other stakeholders.
- Clearly communicating development opportunities to the private sector to enable pipeline delivery planning.
- Monitoring housing indicators to inform supply responses.

Included into the Housing Action Plan is the implementation pathway on how CDC achieve the vision and desired outcomes for housing.

5. CONSIDERATIONS

5.1 Climate change

Climate change needs are to be considered in all aspects of the Housing Action Plan. Specifically, when we are discussing how we achieve our desired outcomes of housing being warm, sustainable and healthy.

5.2 Tāngata whenua

Partnerships with Tāngata whenua are considered within this plan.

5.3 Financial impact

Actions from this plan will be covered from existing operational budgets. A business case for a Housing Resource is due to be completed in late 2021, early 2022.

5.4 Community Engagement requirements

To be at the forefront of considerations when prioritising works within the plan.

Consultation and engagement was not carried out in the completion of this plan, however actions from the implementation pathway include socialising the plan with the community and hosting stakeholder meetings.

5.5 Risks

N/A

6. RECOMMENDATION

That the Council:

1. **Receives** the report
2. **Adopts** the Carterton Housing Action Plan

File Number: 135518

Author: Glenda Seville, Community Services Manager

Attachments: 1. Carterton Housing Action Plan [↓](#)





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Carterton District Council Housing Action Plan
Status: FINAL Version: 01
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Introduction

The purpose of this Housing Action Plan is to provide a roadmap for Carterton District Council to achieve its vision for housing in the district & improve community wellbeing.

Carterton district is growing. With that growth comes the need to carefully consider the balance between the demand for, and supply of, housing for current and future residents.

Currently, Carterton has the highest median weekly rent of the three Wairarapa districts. Available data¹ also tells us that for Carterton homeowners, 29% of household income is required to service an 80% loan to value mortgage. This indicates that solutions are required to alleviate pressure within the Carterton housing market.

To understand what solutions are available, Carterton District Council (CDC) commissioned this Housing Action Plan to both consolidate a vision for housing in the district and to identify the options and tools available to CDC to effectively stimulate housing supply and increase affordability.



This Housing Action Plan was developed as outlined in the diagram above. The Housing Action Plan will only be effective, however, if it is implemented in conjunction with stakeholders, regularly reported upon, reviewed and updated.



IMAGE: Google Earth

CDC growth studies indicate that Carterton needs approximately 1,000 new houses to accommodate growth between now and 2043.

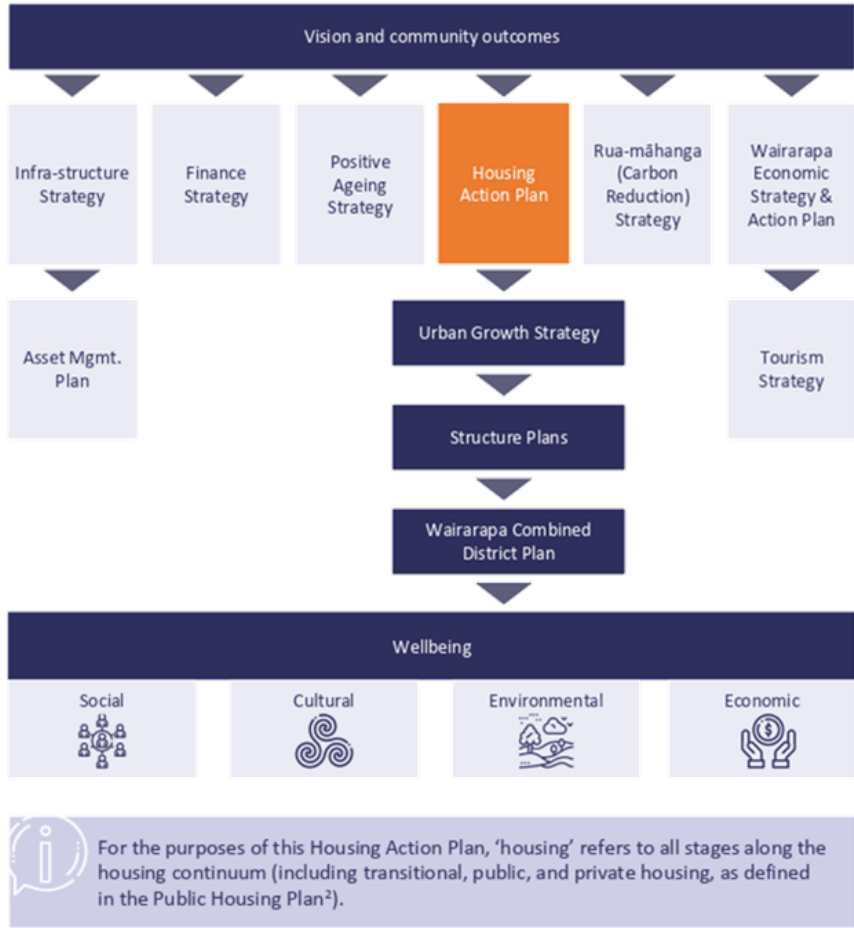
This represents a 24% increase from the total of 4,143 total private dwellings in Carterton district as per the 2018 Census, or 40 new houses per year between 2018 - 2043.



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1. Corelogic, Housing Affordability Report, released February 2021, data as at Quarter 4, 2020

Carterton District Council strategic pathway for housing



Approach

A streamlined methodology was adopted to develop this Housing Action Plan. It included the following steps:

- Desktop review of current practice in local government housing action plans, Wairarapa and Carterton housing data, and submissions to recent CDC public consultations.
- Development and delivery of a workshop with CDC elected members and staff to articulate a shared vision for housing in Carterton and discuss tools available to Council to stimulate housing supply.
- Telephone interviews with four councils to discuss specific local government-led housing supply tools and their associated implementation opportunities and challenges.
- Synthesis of findings and further liaison with CDC elected members and staff to confirm options for housing action, culminating in a preferred option.
- Production of a final Housing Action Plan, including an implementation pathway for the preferred option.

It is anticipated that this will be the first of many iterations of a Housing Action Plan for Carterton. To be effective, the Housing Action Plan should be regularly updated to ensure it remains relevant in a rapidly evolving development environment and continues to meet community need.

2. New Zealand Government, 2018. Public Housing Plan 2018-2022.

Responding to our community

Public consultation indicates that the Carterton community is very concerned about the availability and affordability of housing in our district.

What does this tell us?

- Carterton residents are thinking about local housing need and how it could be addressed.
- There is mixed understanding of CDC's ability to influence housing outcomes.
- There is a strong desire for more housing options (e.g. tiny homes or medium-density housing).



What the community said:

1 Big Jar of Ideas July – August 2020

- Enable development conditions that will lead to affordable housing.
- Provide housing for people in need.
- Require water tanks for houses.
- Make more land available for small dwellings (tiny homes).
- Affordable housing for disabled people.
- Prioritise the needs of tenants.
- Consider housing options such as apartments.
- Pressure central government to prioritise housing delivery.

2 Carterton Draft Structure Plan December 2020

- Provide for smaller lot sizes and mixed residential density.
- Take a less prescriptive approach to residential development.
- Provide for a range of housing styles (duplex, apartments etc) to promote affordability.
- Residential development should have access to walking and cycling tracks, green spaces, and adequate infrastructure.
- Promote sustainable materials and infrastructure (e.g. solar panels).

3 Long Term Plan April 2021

- General support for urban growth.
- Relax lot sizes to allow smaller properties.
- Consider 'eco suburbs' with low level eco kit buildings (homes, schools and shops).
- Concerns around the cost of housing.
- Allow more granny flats, co-housing schemes and residential closer to town.
- Council should purchase land and develop affordable housing.
- Rates affordability is a concern (for low income and older people).

Where are we now?

“It is a capital mistake to theorise before one has data”.

- Arthur Conan Doyle (writing as Sherlock Holmes)

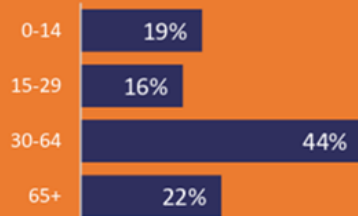
It is important to understand the current housing context in Carterton in order to develop an effective response strategy to any issues or anomalies identified. The baseline information outlined in this section informed both the development of a vision for housing and a responsive action plan for Carterton.

Context

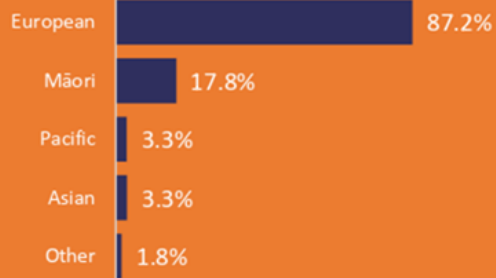
CARTERTON'S POPULATION 2018

9,132

BY AGE (%)



BY ETHNICITY ¹ (%)



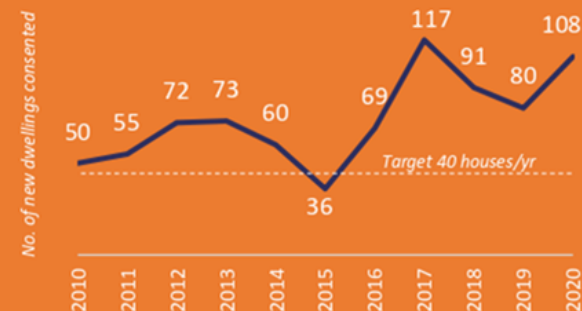
TOTAL PRIVATE DWELLINGS (2018)

4,143

MSD HOUSING REGISTER ² (18 months)



NEW DWELLINGS CONSENTED ³ (10 years)



Source: StatsNZ, 2018 Census unless otherwise specified

1. Ethnicity is self-perceived, and people can belong to more than one ethnic group hence percentage figures do not total 100%.

2. Source: Ministry of Social Development (MSD) Housing Register, Dec 2020

3. Source: StatsNZ, New dwellings consented by statistical area 2: January 2021.

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What does this tell us?

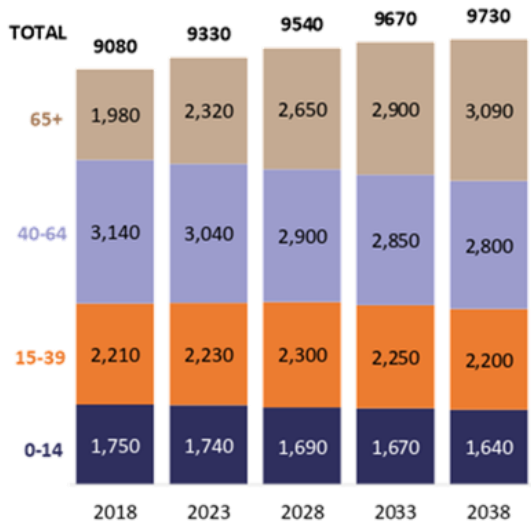
- Carterton has a small ratepayer base. Any direct CDC housing activity would likely have a large impact on rates and/or require trade-offs in terms of funding current activities.
- Housing need is growing. The number of applicants on the MSD Housing Register in Carterton has more than doubled over the last year.
- Looking at new dwellings consented per year for the last ten years, Carterton is exceeding its target of 40 new houses per year between 2018 - 2043.

POPULATION PROJECTION 2038

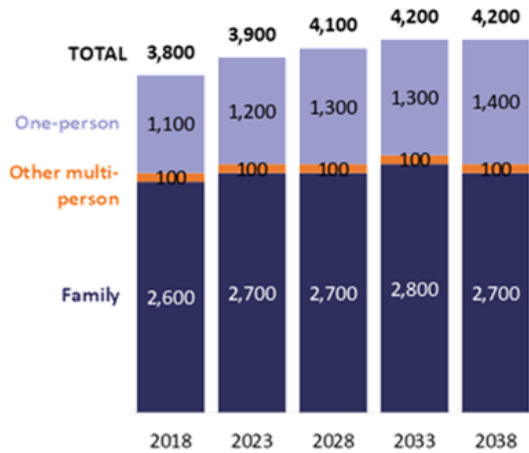


9,730

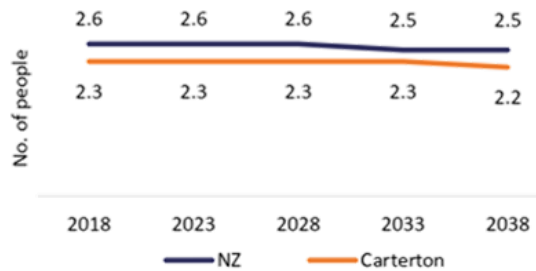
BY AGE (2018-2038)



BY HOUSEHOLD TYPE¹ (2018-2038)



AVERAGE HOUSEHOLD SIZE



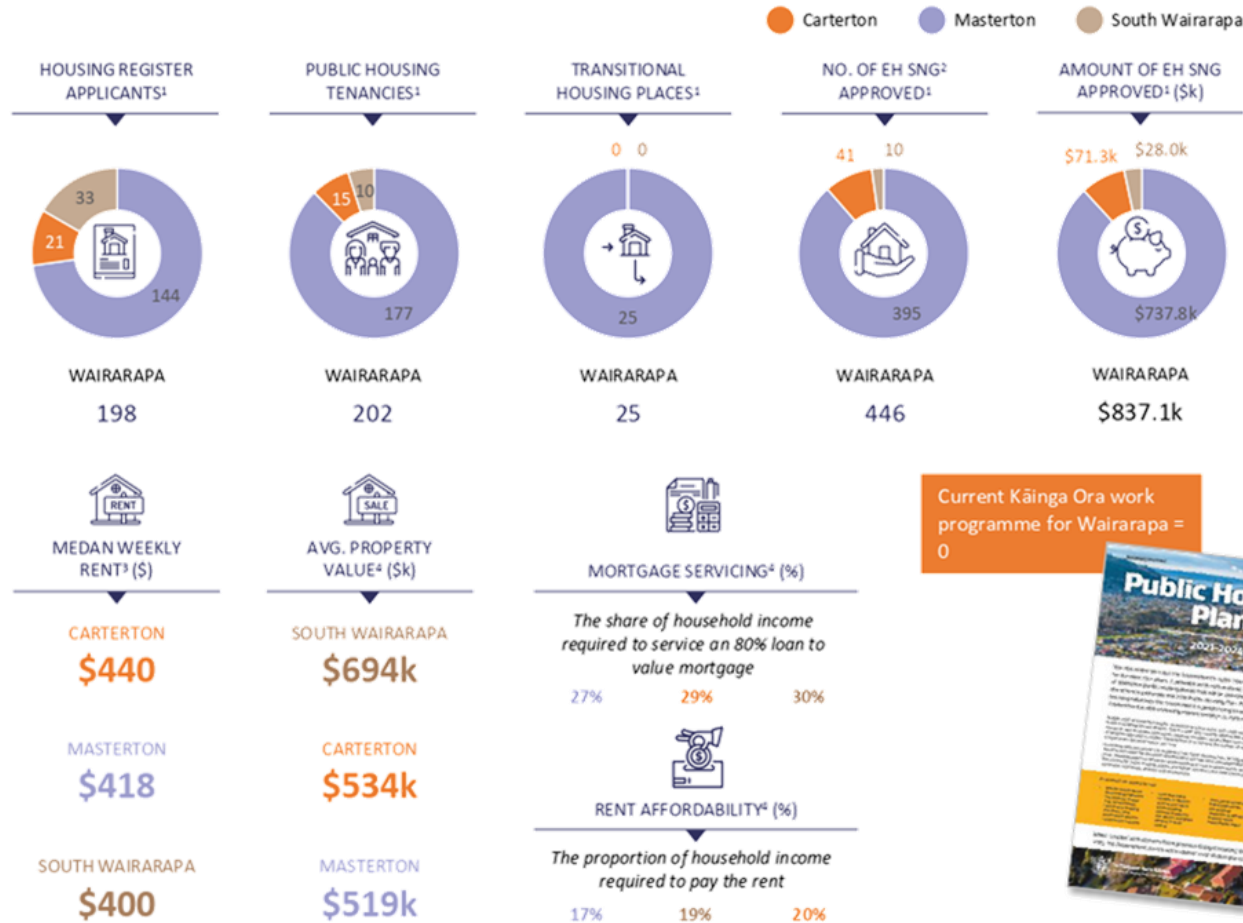
1. One-person household – one person usually living alone. Family household - two or more people usually living together with at least one couple and/or parent-child relationship, with or without other people. Other multi-person household - two or more people usually living together, but not in couple or parent-child relationships with each other.
Source: StatsNZ, 2013 census data, updated 2017

What does this tell us?

- Residents in Carterton are ageing and demand for suitable housing will increase particularly in the 65+ age group.
- Average household size in Carterton is below the NZ average. Provision for a range of housing sizes, particularly smaller houses, should be made.
- These population and household projections were last updated in 2017. They could be revisited to ensure accuracy, particularly to understand the impact of regional migration trends following the coronavirus pandemic.

Looking across the region

Quarter ending Dec 2020



What does this tell us?

- Housing need is growing as shown by the number of Housing Register applicants and EH SNG² issued for Carterton.
- Very few public housing, and no transitional housing, tenancies are available locally.
- Carterton has the highest rent for private dwellings of the three districts in Wairarapa.
- Carterton (and Wairarapa in general) is a low government priority for public housing provision due to greater need in other parts of the country.

1. Source: HUD, Public Housing Regional Factsheet, Wellington Region, quarter ending December 2020
 2. EH SNG = Emergency Housing Special Needs Grant
 3. Source: HUD Rental Bond Data, 1 March 2021
 4. Source: Corelogic, NZ Housing Affordability Report, released February 2021, data as at Quarter 4, 2020

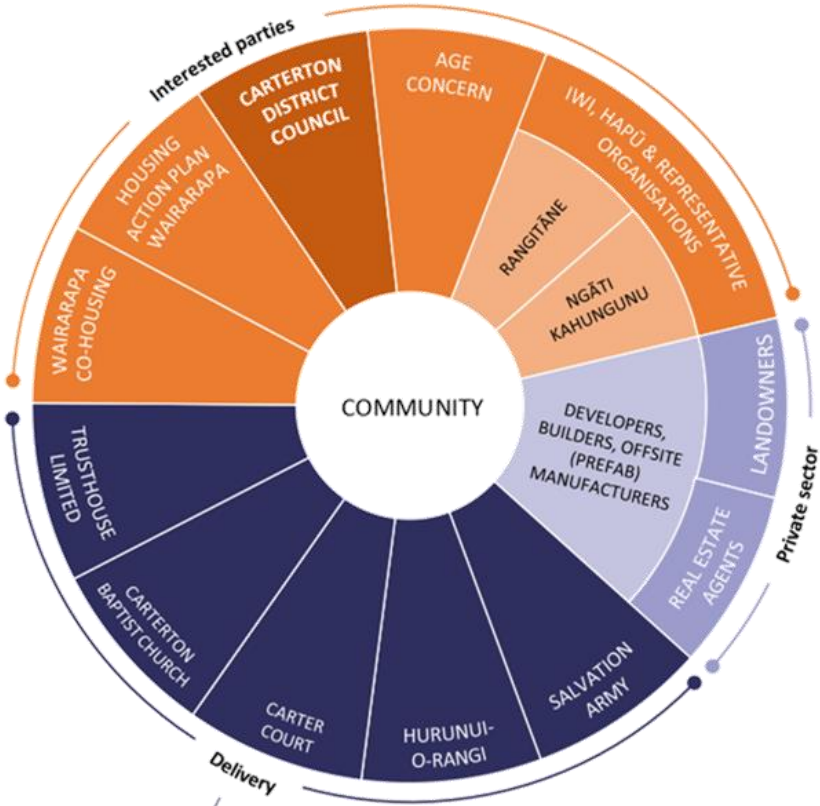
Stakeholders

For a relatively small district, there are a number of stakeholders active in the delivery of public and private housing across Carterton.



Understanding who these stakeholders are and what tools they have available to them is useful to:

- Enable effective partnership opportunities, where partners have access to different skills and/or funding options;
- Target efforts and avoid duplication or unintended competition for land;
- Share knowledge, skills and experiences; and
- Build capability across and within housing-related organisations.





TRUST HOUSE
HOUSING
Trust House Limited
5 units



Carterton Baptist Church
Youth housing



Carter Court
Elderly housing
44 units



Hurunui O Rangi
Papakāinga
6 units



THE SALVATION ARMY
8 units

What does this tell us?

- Carterton is a tight-knit district with existing stakeholder relationships in place.
- There are already motivated stakeholders in operation, providing bespoke housing solutions.
- There is an active network of developers, builders and offsite manufacturers in Carterton and Wairarapa generally.
- New, community-led housing advocacy groups are emerging and illustrate the importance of housing to the local community.
- Carterton is well positioned to work together (CDC and stakeholders) to progress local solutions to current and future housing challenges.

CDC cannot reduce housing need on its own.

Local government has a limited range of housing tools available to it, which are best complemented by those available to stakeholders. Strong relationships are a key success factor in housing delivery.



IMAGE CDC

Where do we want to be?

“To the person who does not know where he wants to go there is no favourable wind”.

— Seneca

A clear vision for housing in Carterton is needed to articulate the district’s housing aspirations and effectively target interventions to achieve that vision. A good vision will provide an anchor for future Council activities, prioritisation and decision-making in relation to housing and land management. This section outlines CDC’s vision for housing and the outcomes it wishes to achieve.

IMAGE: © Planalytics NZ Ltd

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Carterton's vision for housing

Vision:



Carterton has a diverse range of quality housing options to meet the needs of current and future communities.

Desired outcomes:



Residents can **afford** good quality rental or permanent housing.



Housing enables **connected** and **accessible** communities.



Housing is **warm, sustainable, and healthy**.



Strong **partnerships** and **relationships** enable the delivery and continued achievement of Carterton's housing vision.



A **diverse range** of housing is available (tenure, size, type).

Housing Action Plan workshop participant feedback

Carterton Events Centre, 24 March 2021

"Mixed communities, mixed demographics."

"Green spaces and recreational areas."

"Facilitate **stakeholders.**"

"Town centre rentals."

"Investigate more **housing blocks** like the Baptist Church have done."

"Opportunities for **co-housing or co-living** e.g. granny flats."

"Range of section sizes."

"Ensure housing need is met from **cradle to grave.**"

"Rent to buy schemes. Progressive home ownership."

"Partnering with CHPs¹ to support housing need."

"Create **affordable options** both to buy and rent."

"Sustainable homes – low waste, passive heating etc."

"Good **connectivity** (socially and physically)."

"Safe neighbourhoods and housing."

"Diversity – housing stock **options.**"

"Social housing. Needs **wraparound infrastructure** – not available in Carterton."

"Appropriate, clean, healthy homes."

"Zero homelessness."

"Increase supply while **keeping the feel.**"

"Home ownership for all."



1. CHPs = Community Housing Providers

How do we get there?

"It's not the ideas; it's design, implementation and hard work that make the difference".

- Michael Abrash

CDC is well positioned to work with stakeholders to achieve a diverse range of quality housing options across the district. This section identifies the tools CDC could use to stimulate housing supply in an effort to increase affordability, and four options for action.



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What housing supply tools are available to achieve our vision?

Local government has a number of tools it can use to stimulate the supply of quality, affordable housing.

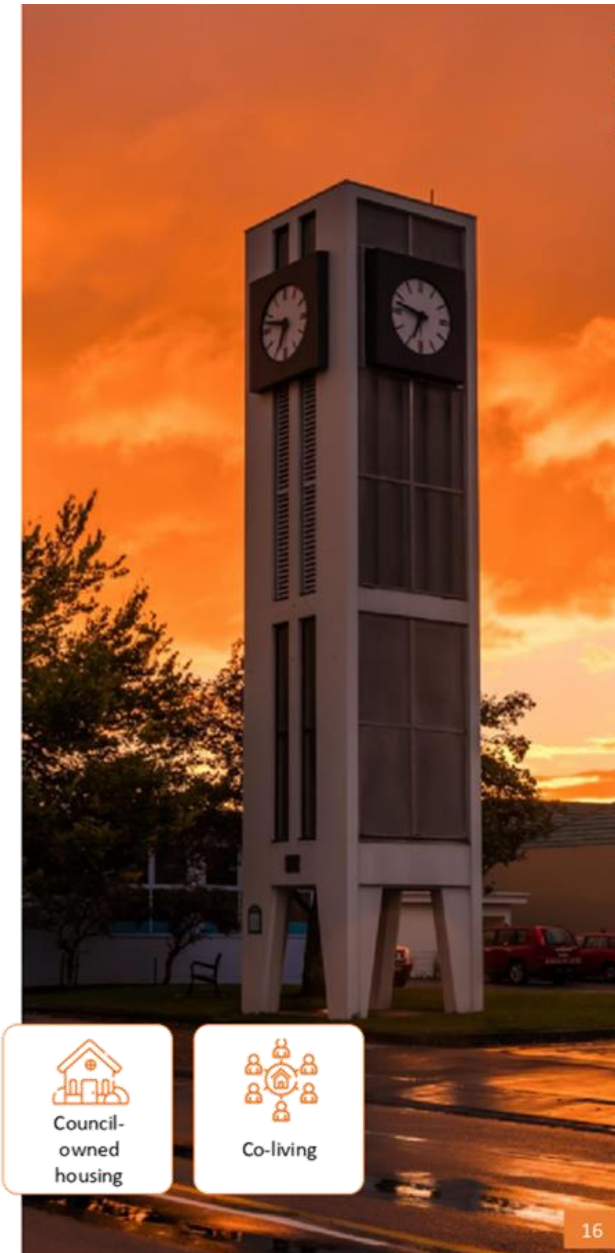
These tools were explored and considered as part of the development of this Housing Action Plan.

Carterton has unique characteristics which make some housing supply tools more useful than others. For example, Carterton has a relatively small ratepayer base which reduces available funding for direct housing investment. CDC also does not own any housing or blocks of land that could be used for housing development.

What Carterton does have, however, is a motivated and tight-knit community, good relationships with stakeholders, and the flexibility to think and act innovatively. In addition, Carterton is already exceeding the 40 new houses per year signalled in the Council's Urban Growth Strategy.

In this section we document what supply-led affordability tools CDC is already using, those tools which could be used, and those that have been discarded. This will inform four options for CDC housing action as outlined in this section.

Local government housing supply tools



Housing supply tools already in use by CDC:*Providing developable land*

- CDC has developed an Urban Growth Strategy and is finalising the Carterton East Structure Plan. This will create approximately 462 additional residential sections¹ to the east of town.

*Rates remissions & consent assistance for papakāinga*

- Utilised to incentivise this type of housing on Māori land.

*Understanding vacant residential land and council land ownership*

- CDC has mapped undeveloped residential land and Council-owned land in the urban area, to understand development opportunities.

*Relationships*

- CDC holds relationships with some housing stakeholders in order to progress housing outcomes.



Housing supply tools that could be used by CDC:

- **Updating residential rules** through the District Plan review to enable a range of density options, papakāinga, co-housing, and/or **minor residential units**. This could stimulate infill development within the existing urban area, to complement greenfields development to the east of town.
- Investigating **inclusionary zoning**, a planning tool used to require a minimum proportion of housing developments to be released to market at an 'affordable' rate. Currently used in Queenstown (refer to page 31).
- Forming even stronger **relationships** with landowners, developers, builders, offsite housing manufacturers, CHPs¹ & other housing providers to understand development intentions and potential barriers to housing development.
- Clearly **communicating** development opportunities and expectations to development stakeholders, to ensure they understand current and future opportunities. This may result in quicker housing delivery.
- **Monitoring** housing indicators to understand market trends in order to better position supply responses. For example, progress against Carterton's target of 40 new houses per year between 2018 - 2043.



A **minor residential unit** is a 'self-contained residential unit that is ancillary to the principal residential unit and is held in common ownership with the principal residential unit on the same site'. Such units provide opportunities for an additional house on a section (for family or to rent) without the need to subdivide.



Housing supply tools not used by CDC:

Council-owned housing

- CDC does not currently own any housing stock, having divested 38 units to Carter Court in 2016.

Land disposal

- CDC does not currently own any vacant land that could be divested or otherwise transferred to a development partner.

General rates remissions

- CDC is not in a position to offer general rates remissions for housing development, given its desire to keep rates within the parameters outlined in the Long Term Plan (LTP).

Discounted development contributions

- CDC is not in a position to offer discounted development contributions for housing development, given the need to fund infrastructure from a variety of sources and not rely on rates revenue.

1. CHP – Community Housing Provider e.g. Trust House Ltd, Emerge Aotearoa

What are our options for deploying these tools?

Using the tools identified, CDC considered its role in achieving its housing vision.

Four options were developed to illustrate how CDC could most effectively stimulate housing supply in the district. From these, CDC identified a preferred option to progress to implementation. Documenting options in this way provides transparency to the community regarding housing-related aspirations and decision-making, and provides a framework for any future spending that may be required.

1 Status quo

CDC continues its current approach to stimulate housing supply by:

- Providing developable land through its Urban Growth Strategy and Carterton East Structure Plan.
- Providing rates remissions for papakāinga housing to incentivise development.
- Consolidating relationships with some housing stakeholders.



IMAGE: © Papahākei NZ Ltd

2 CDC as an enabler

CDC focuses on enabling development through regulatory settings such as:

- Updating residential rules in the District Plan to enable density options.
- Considering the use of inclusionary zoning to require a minimum proportion of affordable housing in future developments.
- Continuing to implement its Urban Growth Strategy.



IMAGE: Agence Drive

3 CDC as a developer

CDC creates a land development function to directly deliver housing to market by:

- Purchasing and developing land to provide affordable housing units.
- Partnering with other landowners to develop housing.
- Increasing resourcing to secure internal development capability.



IMAGE: © Papahākei NZ Ltd

4 CDC as an intermediary

CDC positions itself as an intermediary by:

- Forming strong relationships with landowners, iwi, developers, and other stakeholders.
- Clearly communicating development opportunities to the private sector to enable pipeline delivery planning.
- Monitoring housing indicators to inform supply responses.



IMAGE: © Papahākei NZ Ltd

Status quo

Option 1



COST

HIGH
MEDIUM
LOW

Some cost will be incurred making land development-ready (e.g. planning and infrastructure).

CDC continues its current approach to stimulate housing supply by:

- Providing developable land in accordance with its Urban Growth Strategy and Carterton East Structure Plan.
- Providing rates remissions for papakāinga housing.
- Consolidating relationships with some housing stakeholders.



ADVANTAGES

- The Carterton East Structure Plan is currently in progress and would provide for an estimated 462 additional residential sections¹ (although the development timeframe is unclear).
- CDC is already undertaking these activities and, presumably, has made provision for resourcing and budget within the Long Term Plan.
- Strong relationships are a key success factor in housing delivery and current stakeholder engagement is useful.



DISADVANTAGES

- Focuses the majority of CDC effort on making developable land available (which is highly advantageous), however, does not recognise that multiple tools are required to effectively stimulate housing supply.
- The Carterton East Structure Plan will meet less than half¹ the anticipated demand for housing by 2043. It is unclear whether CDC intends the remaining housing to be provided via infill of the current urban area or if it will look outward for further greenfield development opportunities.
- Even when the Carterton East Structure Plan is approved there is no guarantee that affected landowners and/or developers will begin building within the short to medium term. This will depend on a number of external factors outside of CDC control.
- The status quo doesn't provide a coordinated approach and may result in missed opportunities (e.g. communicating CDC's intended land supply pipeline to the development community in sufficient detail for developers to secure financing).
- Rates remissions for papakāinga housing may not incentivise development at the scale required to address housing need across the wider community.
- Piecemeal stakeholder relationships are not likely to yield the strategic information or momentum necessary to effect real change.
- Unless CDC has dedicated resourcing for maintaining and growing relationships with housing stakeholders, this function may slip through the gaps in an increasingly busy operating environment.

Associated implementation actions:

1. Finalise the Carterton East Structure Plan and incorporate it in the Wairarapa Combined District Plan.
2. Monitor the uptake of papakāinga rates remissions to understand impact.
3. Continue to develop relationships with some housing stakeholders.

1. Note that this number will be even higher if the current Wairarapa District Plan review enables smaller section sizes.

CDC as an enabler

Option 2



COST

HIGH
MEDIUM
LOW

Cost will be incurred updating CDC's current regulatory settings.

CDC focuses on enabling development through regulatory settings such as:

- Updating residential rules in the District Plan to enable a wider range of density options.
- Considering the use of inclusionary zoning.
- Implementing its Urban Growth Strategy beyond Carterton east.



ADVANTAGES

- Permissive regulatory settings, such as through the District Plan, can unlock development potential for both infill and greenfield housing development.
- As the Wairarapa Combined District Plan is currently being reviewed, the timing is good to review residential zoning and density rules.
- Enabling minor residential units (or 'granny flats') provides the opportunity for an additional house on a section for family members or to rent, without the need to subdivide. This can be a 'quick win' in terms of increasing the number of housing units.
- Carterton has a number of larger sites (>800m²) within the existing urban area which lend themselves to infill development or minor residential units.
- Inclusionary zoning requires housing developments to provide a minimum proportion of affordable dwellings.
- Having a clear spatial strategy for growth provides a level of certainty regarding where growth may occur once Carterton east is underway.

Associated implementation actions:

1. Ensure residential zoning and rules for Carterton are updated in the Wairarapa Combined District Plan to enable a wider range of housing densities and typologies.
2. Complete an internal business case regarding inclusionary zoning in Carterton.
3. Update the Urban Growth Strategy to identify any developable land beyond Carterton east.



DISADVANTAGES

- Updated residential zoning and density rules to enable a wider range of housing options must be balanced with retention of the character and amenity of Carterton.
- The Palmerston North case study (refer to page 28) shows that a permissive regulatory framework requires commitment to good communication with the community (and developers) to ensure they know about the development and investment opportunities provided by infill and minor residential units.
- Infrastructure must be in place to service infill development, including minor residential units.
- Inclusionary zoning has been effective in Queenstown (refer to page 31) but may not be a solution for Carterton given the fast pace and large scale of residential development required to yield enough affordable units to make the process worthwhile.
- The Urban Growth Strategy does not provide direction for growth beyond Carterton east, which is already subject to structure planning.
- The Carterton East Structure Plan will meet less than half the anticipated demand for housing by 2043. It is unclear whether CDC intends the remaining housing to be provided via infill of the current urban area or if it will look outward for further greenfield development opportunities.

CDC as a developer

Option 3



COST

HIGH
MEDIUM
LOW

Extremely high cost option that would likely require additional financing, potential rates rises, and trade-offs in council expenditure on core services.

CDC creates a land development function to directly deliver housing to market by:

- Purchasing and developing land to provide affordable housing units for sale and/or rent.
- Partnering with landowners to develop housing on their land.
- Increasing resourcing to secure internal development capability.



ADVANTAGES

- Provides CDC with full control of developed housing units, including affordability (e.g. can be sold or rented for below market rates).
- Reduces CDC reliance on the private market, community housing providers, and central government to provide local housing solutions.
- Allows CDC to set sale or rental eligibility criteria to meet evolving housing demand for groups and individuals who may otherwise slip through the gaps (e.g. the elderly or youth).
- Responds to some community feedback that CDC should purchase land and develop affordable housing (refer to page 5).



DISADVANTAGES

- Huge initial capital outlay requiring access to significant financing which would have intergenerational impacts on current and future Carterton residents.
- Few councils have been able to sustain housing portfolios on a rates-neutral basis (e.g. affordable rent has not covered ongoing maintenance and other expenditure).
- As land is scarce, this option may lead to perverse outcomes such as CDC competing with private developers for the limited amount of developable land available, driving market housing prices up.
- Would require trade-offs with other council services to divert funding to any such housing development activity.



Associated implementation actions:

1. Obtain legal advice on any requirements for CDC acting in a development function.
2. Prepare an internal business case looking at costs and benefits of this activity and associated expenditure, with a focus on intergenerational impact.
3. Complete a scoping study of current and pipeline developable land to understand if sufficient scale exists to necessitate the creation of land development functionality within CDC without adversely impacting the residential private market.

CDC as an intermediary

Option 4



COST

HIGH
MEDIUM
LOW

Likely cost associated with dedicated, internal resourcing and stakeholder engagement.

CDC positions itself as an intermediary by:

- Forming strong relationships with landowners, developers, and other stakeholders.
- Clearly communicating development opportunities to the private sector to enable pipeline delivery planning.
- Monitoring housing indicators to inform supply responses.



ADVANTAGES

- Low cost option to CDC that utilises relationships and communication to enable other parties to deliver housing in Carterton.
- Creates a link between those stakeholders that may own land, and those that may wish to develop land.
- Ensures that the development community are aware of what residential development opportunities are likely to be available in the short, medium and long term. This would allow them to undertake accurate pipeline delivery planning and secure financing.
- Require dedicated internal resourcing that could be achieved via a shared arrangement between Wairarapa councils (as per current climate change and zero waste roles).
- Regular monitoring and reporting of agreed housing metrics would provide oversight of trends over time and enable CDC to respond accordingly. It would also assist in understanding the impact of housing interventions. For example, whether median weekly rent decreases once developable land is made available in Carterton east.
- Would provide a 'one stop shop' contact point for council-related housing issues and communication.

Associated implementation actions:

1. Complete an internal business case (including terms of reference) for any housing engagement role. (Consider joint resourcing with other councils).
2. Update the Urban Growth Strategy to identify any developable land beyond Carterton east.
3. Develop a housing monitoring strategy and implementation plan for Carterton and the wider Wairarapa.



DISADVANTAGES

- Does not lead to direct, tangible outcomes (such as increase in housing supply).
- Will require dedicated internal resourcing to ensure that staff are not side-tracked or diverted from housing tasks.
- A commitment to building strong relationships with the development community has been successful in Christchurch (refer to page 30) but needs to be combined with other tools to be effective in stimulating housing supply.
- May need to overcome any unwillingness of housing stakeholders to share information and work together.
- CDC requires a clear idea of its urban growth potential beyond just Carterton east, to accurately communicate likely future development areas to the development community.
- Monitoring of housing metrics will need to be well designed and regularly reported on, to achieve maximum impact. Public reporting would be preferable to ensure transparency and bring the community along on the journey.

Options analysis

Which option is best for Carterton and why?

The four options outlined were checked against the assessment criteria in Table 1 to understand their suitability and likelihood of achieving CDC's vision and desired outcomes for local housing.

Table 1: Multi-criteria options analysis

Assessment criteria	1	2	3	4
	Status quo	CDC as an enabler	CDC as a developer	CDC as an intermediary
Alignment with CDC LTP vision: "A welcoming and vibrant community where we all enjoy living."	●	✓	●	●
Alignment with CDC housing vision "Carterton has a diverse range of quality housing options to meet the needs of current and future communities."	●	✓	●	●
Alignment with CDC housing desired outcomes (page 12).	●	✓	●	✓
Likely to enable the delivery of at least 40 new houses per year until 2043	✓	✓	✓	✓
Low or medium estimated cost.	✓	●	X	✓
Minimal additional resourcing required.	✓	✓	X	●
Intergenerational equity (doesn't financially burden future ratepayers).	✓	✓	X	✓
Responds to community feedback regarding housing (page 5).	X	✓	✓	✓
Provides an opportunity for iwi/hapū input.	✓	✓	✓	✓
Support of elected members.	✓	✓	X	✓
Critical success factors present (refer to pages 28-31).	●	✓	X	✓

✓ = yes, ● = maybe, X = no

Based on this assessment, it is recommended that Options 1, 2 and 4 be adopted.




Options 1, 2 and 4 are considered most likely to effect real change in residential land supply (CDC's area of influence) in order for stakeholders to successfully deliver a range of housing typologies across the district that may result in a more affordable housing offer.

Other reasons for adopting these options include:


- CDC, in conjunction with South Wairarapa and Masterton District Councils, is currently reviewing the provisions of the Wairarapa Combined District Plan. There has never been a better time to utilise regulatory settings to ensure a reliable supply of developable land with permissive and appropriate residential development conditions (**Option 2**).
- The Carterton East Structure Plan is currently in progress and would provide an estimated 462 additional residential sections (almost half of the estimated required new dwellings by 2043). CDC has been planning well and needs to keep this momentum going (**Options 1, 2 and 4**).
- The status quo alone (**Option 1**) may not be sufficient to meet housing demand moving forward. A range of tools need to be deployed to ensure momentum and longevity of housing initiatives.
- Strong relationships are a key success factor in housing delivery, alongside transparent monitoring and reporting of progress (**Option 4**).
- CDC does not currently own any housing stock or land that would be suitable for housing development. Acting as a developer (**Option 3**) would be cost prohibitive and potentially result in perverse outcomes where CDC unintentionally competed with developers for land, driving prices up instead of down. However, CDC may revisit this position if circumstances change in the future.

Implementation pathway

The below table outlines some clear next steps and implementation actions to achieve CDC's vision and desired outcomes for housing as articulated in this Housing Action Plan.

Option	Implementation action	Timeframe
Communication Plan 	Housing Page added to website: <ul style="list-style-type: none"> • What we currently doing • What's available (subdivision options etc) • District Plan documents • Housing indicators • Dashboard • Housing Action Plan 	2021/2022
	• Socialise this Housing Action Plan with the community.	2021
	• Host a stakeholders meeting (Carterton); Explore further what this meeting could look like and the benefits of it for Carterton. Discuss the HAP and identify ways to work together to support housing delivery in our community.	6 monthly
	• Keep this Housing Action Plan updated.	Annually
Partnerships	• Develop deeper relationships with Stakeholders and CHP (Trust House, Emerge, Papakainga, Habitat for Humanity, etc).	Ongoing
	• Provide advice and support to stakeholders.	Ongoing
	• Advocate for housing providers and developers to consider Carterton as an option for future development.	Ongoing
District Plan	• Ensure residential zoning and rules for Carterton are updated in the Wairarapa Combined District Plan to enable a wider range of housing densities and typologies.	2021-2023

Implementation pathway continues

Option	Implementation action	Timeframe
Urban Growth 	<ul style="list-style-type: none"> Consider the Carterton Housing Action plan in the Eastern Growth Framework. 	2021-2023
	<ul style="list-style-type: none"> Identify any developable land beyond Carterton east. 	2021 - 2023
	<ul style="list-style-type: none"> Inclusionary Zoning: Complete an internal business case regarding the use of inclusionary zoning in Carterton (Could the three councils fund a feasibility study for inclusionary zoning in the Wairarapa?) 	2022 – 2023
	<ul style="list-style-type: none"> Complete IAF application as part of the Wellington Regional group. 	2021
Regional Approach	<ul style="list-style-type: none"> Link the Carterton Housing Action plan into Wairarapa Economic Development Strategy and explore the possibility of a Wairarapa Wide housing strategy. 	2021 - 2022
	<ul style="list-style-type: none"> Complete an internal business case (including terms of reference for any housing engagement role. (consider joint resourcing with other councils). 	2021-2022
Reporting: Report on progress made towards achieving these implementation actions	<ul style="list-style-type: none"> Reporting template developed and reported to on quarterly at Ordinary Council meetings. 	2021
	<ul style="list-style-type: none"> Monitoring Dashboard created including local data on housing stats. 	2021 – 2022
	<ul style="list-style-type: none"> Develop a housing monitoring strategy and implement plan for Carterton and the wider Wairarapa 	2022 – 2023

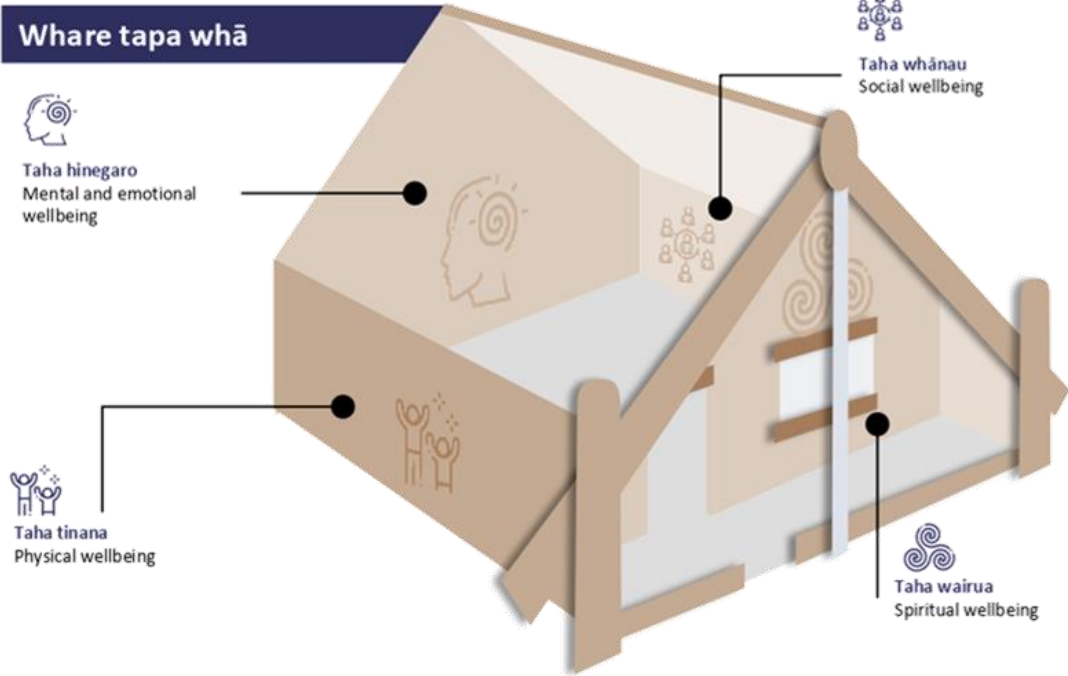
- This implementation can be monitored, reported on and updated as needed to ensure momentum is maintained and meaningful progress is made

Acknowledgements

**Kia mau ki te tokanga
nui a noho**

There's no place like home

The Planalytics team would like to thank Carterton District Council staff and elected members for the opportunity to engage on this project. Warm, dry, affordable housing is a vital foundation for quality of life, a core component of community wellbeing, and a subject close to our hearts.



28 Whare Tapa Whā Model developed by Dr Mason Durie



AGE © Planalytics NZ Ltd

Attachments

"Mai i te kōpae ki te urupa, tātou ako tonu ai" *From the cradle to the grave, we are forever learning.*

CDC is not the only district facing housing pressure. During the development of this Housing Action Plan, interviews were completed with four councils to discuss specific local government-led housing supply tools and their associated implementation opportunities and challenges. These case studies are presented here.

Palmerston North City Council

Case study notes: Minor residential units



POPULATION¹

84,639

HOUSING REGISTER²

685

HOUSING SUPPLY TOOL

- Regulatory: Minor dwelling units as a permitted activity in the Residential Zone.

DESCRIPTION

- Minor dwellings are self-contained units built on the same site as the main house and can be rented out.
- Implemented via the District Plan as a permitted activity (subject to compliance with performance standards).

DESIRED OUTCOME:

To increase the supply of housing, including private rental housing, in existing residential areas of the City to meet the needs of the 'missing middle'. Aimed principally at 'mum and dad' investors seeking to maximise the potential of their property without the need to subdivide.



OPPORTUNITIES

- Increases fluidity in the housing supply chain by providing rental, intergenerational living and 'down-sizing' options.
- Enables access to development opportunities for 'mum and dad' investors without the need to subdivide.
- Enables the development and design community to develop accessible, affordable 'off-the-shelf' solutions to suit a range of sites, budgets and housing need.



CHALLENGES

- Lack of understanding or knowledge of the rule regarding minor residential units can limit uptake.
- Requires Council to identify what it (and the community) is willing to trade to increase or stimulate housing supply. For example, changes in amenity and character of residential areas.

CRITICAL SUCCESS FACTORS:

- Clear understanding of existing development patterns.
- Large, serviced residential sites (generally upwards of 500m²).
- Willingness to make planning rules permissible.
- Internal resourcing to communicate/ promote development opportunities provided by minor dwellings.

APPLICABILITY TO CARTERTON DC:

- The Carterton urban area includes sites of a sufficient size to accommodate minor dwellings.
- Review of the District Plan enables consideration of the impact of minor dwellings and any rules necessary to enable them.
- CDC has good communication channels with the community (and developers) to ensure they know about the development and investment opportunities provided by minor dwellings.

Horowhenua District Council



Case study notes: Integrated residential development (IRD)

POPULATION¹

33,261

HOUSING REGISTER²

190

HOUSING SUPPLY TOOL

- Regulatory: Flexible density for residential subdivision and development.

DESCRIPTION

- Allow Integrated Residential Development (IRD) for serviced sites in the Residential Zone.
- Requires communal open space.
- Implemented via the District Plan (rule, definition, and policy framework).

DESIRED OUTCOME:

To provide greater flexibility/agility in the District Plan to address larger-scale, more complex residential development proposals such as retirement villages, student accommodation and apartment living in an integrated manner to meet emerging demand for a more diverse housing offer.



OPPORTUNITIES

- Increases the range of housing typologies available; including to meet the needs of a growing (and ageing) population.
- An integrated approach to development contributes to creating communities, not just housing.
- Flexible density approaches can be coupled with other tools, e.g. capping consenting fees or reducing developer contributions to encourage uptake.
- Develop and improve relationships with developers that are experienced in design-led approaches to development.



CHALLENGES

- Lack of large enough single sites or opportunities to amalgamate contiguous sites to meet the 2,000m² site minimum.
- Local development community lack experience or capability to shift to a 'design approach'.
- District Plan must be sufficiently clear to signal what will/will not be acceptable (can take time and several iterations).

CRITICAL SUCCESS FACTORS:

- A growing population and increase in housing need.
- Large (2,000m² or greater), serviced vacant land in the residential zone.
- Supportive, engaged and committed elected members.
- District Plan with a robust rule and policy framework to enable consistent interpretation and decision-making.

APPLICABILITY TO CARTERTON DC:

- Current review of the District Plan offers opportunities to explore options to enable housing diversity and community-building (as opposed to house-building).
- IRD style development could "increase supply while keeping the feel" of Carterton.
- Carterton may not have enough large, vacant sites to unlock IRD potential.

1. StatsNZ, 2018 Census

2. Applicants on the Ministry of Social Development (MSD) Housing Register, Dec 2020

Christchurch City Council

Case study notes: Partnerships and relationships



POPULATION¹

369,006

HOUSING REGISTER²

1,524

HOUSING SUPPLY TOOL

- Partnerships and relationships.

DESCRIPTION

- CCC has employed a range of partnership and relationship approaches to support the city centre rebuild.
- These have included developer forums, community-accessible events e.g. Community Conversations, and in-house services such as pre-application services and case management.

DESIRED OUTCOME:

Provide and nurture opportunities for partnerships, relationships and open dialogue with the development community and other agencies or groups interested in housing supply to encourage a development pipeline that meets the needs of all stakeholders.



OPPORTUNITIES

- Use of supply tools in combination with commitment to good partnerships with the development community can have a cumulative, positive impact on housing supply.
- Forming partnerships with other agencies focused on increasing supply can share resources and responsibility, and amplify Council's reach and impact.
- Creating values-based relationships can help achieve built outcomes that align with the Council and community's vision.



CHALLENGES

- Developing and maintaining good relationships can take significant time and resources to yield results.
- Relationships on their own are unlikely to stimulate housing supply.
- Building good relationships does not always avoid tension, e.g. between developers and the community.

CRITICAL SUCCESS FACTORS:

- Supportive, informed and committed elected members and staff.
- Access to a range of stakeholders committed to co-achievement of Council's outcomes.
- Presence of dedicated people, resources and processes to support good partnerships, e.g. case management approach for large-scale development, proactive pre-app service, in-house topic experts, e.g. subdivision, infrastructure.

APPLICABILITY TO CARTERTON DC:

- CDC already has good relationships with many in the community interested in stimulating housing supply.
- A case management style of consenting is already in place for large-scale or complex developments.
- CDC staff have a reputation of being approachable and outcomes focused.
- Messaging regarding dedicated resourcing for relationship-building could be useful.

Queenstown-Lakes District Council

Case study notes: Inclusionary zoning



POPULATION¹

39,153

HOUSING REGISTER²

24

HOUSING SUPPLY TOOL

- Inclusionary zoning (affordable housing).

DESCRIPTION

- QLDC intend to include an inclusionary zoning tool in its District Plan to achieve affordable homes as part of residential developments.
- An arms-length, independent agency, Queenstown Lakes Community Housing Trust (QLCHT), provides delivery mechanism for affordable housing leveraged through the District Plan.

DESIRED OUTCOME:

The creation of a proven affordable housing delivery model to stimulate the supply of affordable housing that can be retained in perpetuity for the community.



OPPORTUNITIES

- Where a delivery pathway is in place, this tool can be highly effective (\$24m has been leveraged in QLDC, aiding 177 households).
- Creates financially sustainable housing ensuring households are more resilient to financial shocks (e.g. COVID-19)
- Can be combined with other tools such as reviewing consents fees, development contributions rebates & rates relief to encourage uptake.



CHALLENGES

- Attempts to leverage affordable housing via district plans can be resisted by the development community.
- Successful implementation requires a clear delivery pathway in place, e.g. housing or land trust.
- Partnerships between Council and Housing Trusts (or similar) can take energy and resources to maintain.
- Cost incurred creating and implementing inclusionary zoning.

CRITICAL SUCCESS FACTORS:

- Medium or large-scale residential development (to ensure the return of a meaningful proportion of affordable units).
- Legal mechanisms to ensure affordable housing (cash or land) can be retained for the community in perpetuity.
- Informed and engaged elected members.
- Ability to appropriately resource the Council and delivery agency relationship.

APPLICABILITY TO CARTERTON DC:

- Carterton may not have enough medium or large-scale residential development to make inclusionary zoning feasible.
- Review of the District Plan offers opportunities to explore inclusionary zoning.
- Cost would be incurred setting up legal mechanisms and a Trust.
- May disincentivise developers from undertaking medium or large-scale projects in Carterton (as opposed to neighbouring districts).
- Requires a delivery partner and partnership model which could take time and resources disproportionate to the potential number of affordable units able to be secured.

1. StatsNZ, 2018 Census

2. Applicants on the Ministry of Social Development (MSD) Housing Register, Dec 2020



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research + policy

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7.7 DESTINATION WAIRARAPA QUARTERLY REPORT

1. PURPOSE

For the council to receive a report of activities for the quarter ending June 2021.

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 three Wairarapa Territorial Authorities collectively invest in Destination Wairarapa as the Regional Tourism Organisation.

4. ACTIVITIES OF DESTINATION WAIRARAPA

Attached to this report is the:

- General Managers and Marketing activities for the period of April to June 2021 is included as Attachment 1.
- The financial report for DW is in Attachment 2.
- The Budget Variance report for DW is in Attachment 3.

Key things to note

TRC Tourism and DW continue their work on the Destination Management plan. They hope a draft version of this plan will be ready to present to stakeholders in the first quarter of the 2021/2022 financial year.

5. CONSIDERATIONS

5.1 Climate change

N/A

5.2 Tāngata whenua

N/A

5.3 Financial impact

N/A

5.4 Community Engagement requirements

N/A

5.5 Risks

N/A

6. RECOMMENDATION

That the Council:

1. **Receives** the report

File Number: 135525

Author: Glenda Seville, Community Services Manager

Attachments:

1. DW General Manager & Marketing Report [↓](#)
2. DW Financial Report [↓](#)
3. DW Budget Variance [↓](#)

Destination Wairarapa
Q4 General Manager's and Marketing Report
April – June 2021

2021 Deliverables

Visitors

Although the Accommodation Data Programme (ADP) replacing the CAM (Commercial Accommodation Monitor finished at the end of 2019) has released its fourth 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 growth trend, which is consistent with other available measures. This is encouraging.

Below is the June (Winter) 2021 ADP data compared to the February (Summer) data - which was included in the previous Q3 DW report.

June 2021 Fresh-info Accommodation Data Programme

Measure	Wairarapa RTO	NZ
Number of establishments	33	2877
Number of active establishments	29	2555
Number of stay units	1015	126649
Average stay units per establishment	30.8	44
Monthly stay unit capacity	30400	3799500
Available monthly stay unit capacity	26400	3100300
Percentage of stay unit capacity available	87%	82%
Stay unit nights occupied	8700	1241200
Capacity utilisation rate	28%	33%
Occupancy rate	33%	40%
Total guest nights	16300	2081800
Domestic guest nights	16000	1864700
International guest nights	300	217100
Guest arrivals	8600	944100
Average guests per stay unit night	1.9	1.7
Average nights stayed per guest	1.9	2.2

February 2021 Fresh-info Accommodation Data Programme

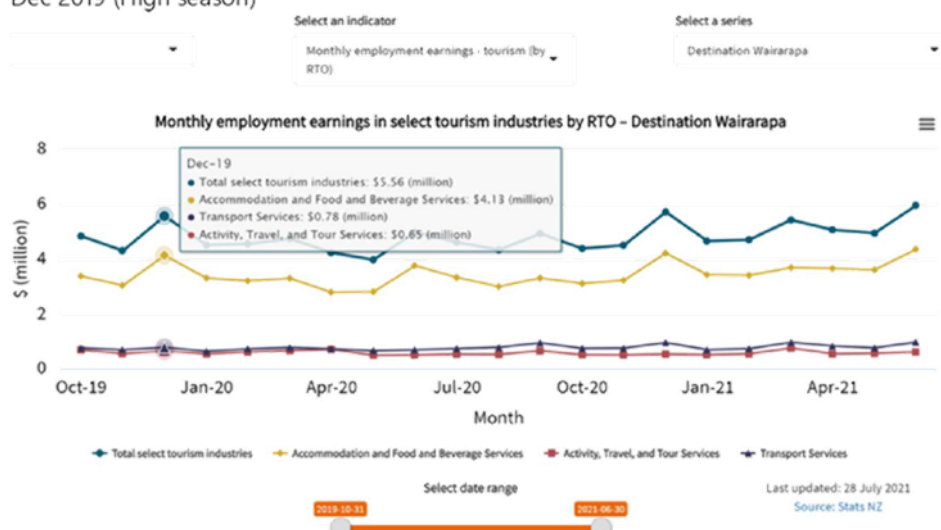
Measure	Wairarapa RTO	NZ
Number of establishments	33	2898
Number of stay units	1000	128000
Average stay units per establishment	30.6	44.2
Monthly stay unit capacity	28300	3600000
Available monthly stay unit capacity	25000	3100000
Percentage of stay unit capacity available	88.40%	85.80%
Stay unit nights occupied	12400	1400000
Capacity utilisation rate	43.90%	38%
Occupancy rate	49.60%	44.30%
Total guest nights	25900	2500000
Domestic guest nights	25700	2400000
International guest nights	179	111800
Guest arrivals	13000	1100000
Average guests per stay unit night	2.1	1.8
Average nights stayed per guest	2	2.2

As expected, when comparing high season to low, the accommodation data does not look as good as it did in the previous reporting period.

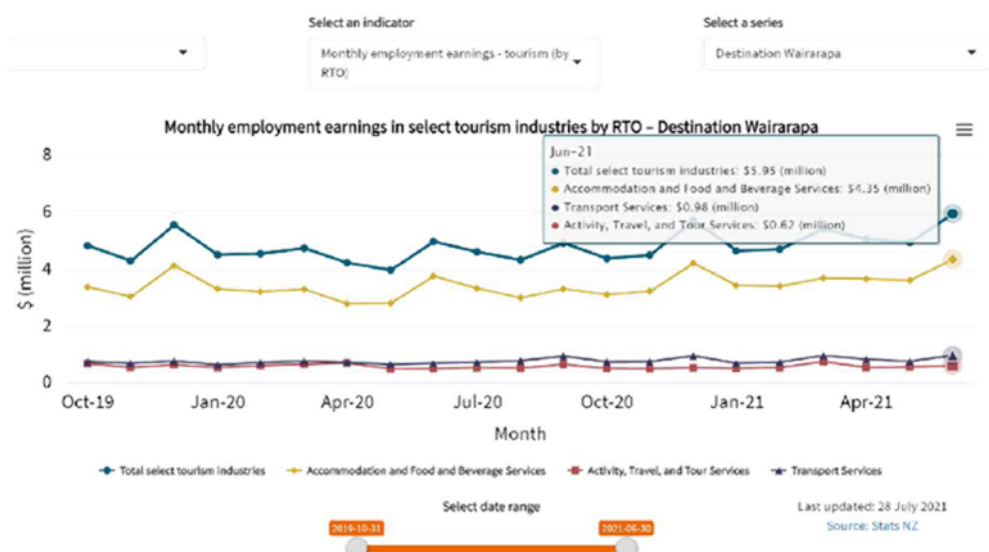
However, when you compare high season 2019 vs low season 2021 employment earnings data (because there was no ADP back then), despite the impacts of COVID more money is flowing into the pockets of the Wairarapa tourism workforce in general than ever before.

Monthly Tourism Employment Earnings by RTO (Destination Wairarapa) Dec 2019 – June 2021

Dec 2019 (High season)



June 2021 (Low season)



Spend

To measure our spend performance when compared to the rest of the country we have until recently used the Monthly Tourism Regional Tourism Estimates (MRTE) report - as produced by MBIE.

The MRTE series has been disrupted by COVID-19, as the methodology for weighting the measured electronic card transaction spend up to the whole of industry spend became unusable.

They have been replaced by an interim measure - the Tourism Electronic Card Transactions.

The TECTs aim to present the measured electronic card transactions (ECT) attributable to tourism but without any attempt to represent the total spend. This method is the best way to provide spend data to the industry while travel is severely affected by COVID-19 border restrictions.

The TECT data is provided by Marketview, who use a base of ECT spending from the Paymark network (approximately 70 per cent of total ECT spend) to estimate total ECT spend.

This estimated total ECT spend is then filtered for tourism spend by visitors in New Zealand. Domestic tourism spend is classified as spend that is more than 40km outside their usual place of residence. This can include a primary and secondary residence (e.g. for home and work). International spend is classified as transactions in New Zealand using overseas bank and credit

cards. Holders of these cards can be visitors, or people living and working in New Zealand. Normally, the visitor spend is by far the largest contributor for this category.

The TECTs however are based almost exclusively on physical electronic card transactions, and do not include any other form of spending such as cash, pre-purchases or online spend. This results in the figures in the TECTs being substantially smaller than those of in the MRTes so the two series should not be directly compared.

When using TECT data, it is recommended we look at trends and comparison figures instead of dollar amounts.

May 2021 Annual Tourism Estimates by TA

Data Source: Tourism Electronic Card Transactions (TECTs), Ministry of Business, Innovation and Employment

Masterton		Carterton		South Wairarapa	
Row Labels	Sum of SPEND	Row Labels	Sum of SPEND	Row Labels	Sum of SPEND
2019	\$81m	2019	\$10m	2019	\$45m
2020	\$74m	2020	\$10m	2020	\$43m
2021	\$89m	2021	\$12m	2021	\$59m
Grand Total	\$245m	Grand Total	\$32m	Grand Total	\$146m

Regional Events Fund

In September 2020, the Regional Events Fund was developed as part of the New Zealand Government's Tourism Recovery Package in response to COVID-19's impact on international tourism.

\$3.5 million was made available to the Wellington region to invest in events. The purpose of the Wellington Regional Events Fund is to support events that will drive domestic visitation and spend to the Wellington region; encouraging expenditure missed by international visitors.

Since the opening of the fund, there have been 18 expressions of interest's for events to be held in the Wairarapa – with two successfully gaining funding to date.

The Festival of Christmas in Greytown, and the 121 Music Festival at Tauherenikau.

Trust House Funding

An application for funding was submitted to the Trust House Foundation for \$150,000 during Q3. \$100,000 was awarded during the previous quarter and the remaining \$50k was awarded during Q4

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 (Domestic – but not local)

Destination Wairarapa's contract with MBIE was varied during the previous quarter to allow the organisation further time to deliver on the outcomes.

In addition, and recognising the country's RTO's required further investment by the Govt. to continue the work already started under the 3 headings – including adding International (Australia) marketing outcomes, a further \$400k has been made available.

Destination Wairarapa applied for the additional funding during this quarter. To date, no response has been received.

1. Destination Management Plan

TRC Tourism and Destination Wairarapa continue their work on the Destination Management Plan.

At the end of this quarter, a presentation on the draft plan was made to the Destination Wairarapa Board.

Further tweaking to the draft is still to be done with the hope that during Q1 of the current 2021/2022 financial year the draft plan will be ready to be presented to all Stakeholders.

Wellington City are in a similar position to Destination Wairarapa and so the development of the Greater Wellington Regional Destination Management Plan is not being held up in any way.

2. Product Development and Capability Building

Utilising the work completed to date by Marie Claire Andrews and Bridget Gardiner, Martin Jenkins Consultancy have been engaged to look at the feasibility of developing either Dark Skies tourism product or Agri tourism product (or both) in the region.

The 3rd and final events workshop/mentor programme was held during this quarter.

Event Communication Skills – From Calm to Crisis

During this workshop, participants learnt about and worked through examples of:

- Communication as part of planning, managing overlapping duties, and clarifying expectations.
- Event day operational communication systems – who talks to who, when, and how.
- Control rooms – when do you need these and who needs to be present.
- Decision trees and "chain-of-command" for incidents and emergencies.

- Emergencies – raising the alarm, communication with the eventgoers, coordinated responses.

The workshop was delivered one again by straight talking Cathy Knowsley, the Director of HiViz Event management and was joined by Meg Williams, the Executive Director from the NZ Festival who provided insight into the following:

- Communication between management and governance (and decision making at the highest levels of the event).
- Managing the expectations of the eventgoers and event workers.
- Media comms following an incident.
- Social media management.

Once again, the workshop was received well by the 17 Attendees and Cathy is following up with mentoring.

3. Marketing

This report covers the autumn period. Visitation held up well with settled Easter weather and the school holidays. The last of our key high season events – Booktown was held during this period, as was Queen's Birthday.

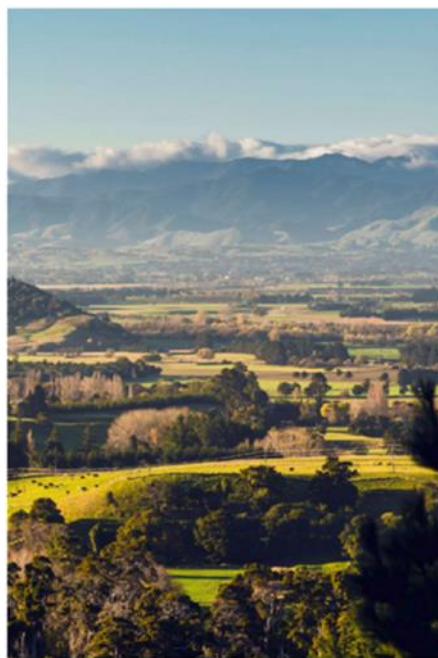
Our partnership and marketing support given to Booktown further strengthened our relationship with the event and helped contribute to a very successful event, drawing great numbers to the region and further cementing the status of the festival.

Activity during this quarter included:

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

- Placement of Wairarapa Lifestyle magazines in Koru Club Lounges
- Continued investment to enrich our image library with shoots providing new landscape content and Dark Sky tours
- Attended the Wellington Wedding show, which was supported by huge numbers






Online.

The announcement of the trans -Tasman travel bubble led to a frenzy of Tourism New Zealand driven activity and the revisiting of regional content, which we contributed to. We also reviewed our own content for this market.

During this period we transitioned from our old integrated BOOKIT travel booking platform - which sat inside our website, to a newly developed external side by side website. This occurred because of a major upgrade of the system by them, which wasn't compatible with the previous system. This created a tremendous amount of work for both the marketing and i-SITE teams.


We attended a Qualmark Digital Capability course held in the region, led by Tomahawk - a leading digital tourism agency. Many actionable ideas were picked up as well as a grant for \$5000 for SEO (Search Engine Optimisation) to be enabled by them on our website.

Following are some examples of social activity in this period – drawing on our key attractions but also seasonal imagery, which we know pulls well:



Wairarapa
May 7

It's golden here in the Wairarapa!
At this time of year don't miss exploring the beautiful Soldiers Memorial Park on Kuratawhiti Street in Greytown Village.
Absolutely stunning pic thanks @marichankobe via Instagram.



15,820 People Reached

282 Reactions, Comments & Shares

199 Like	155 On Post	44 On Shares
37 Love	25 On Post	12 On Shares
3 Wow	1 On Post	2 On Shares
20 Comments	9 On Post	11 On Shares
23 Shares	23 On Post	0 On Shares

275 Post Clicks


67 Photo Views	0 Link Clicks	208 Other Clicks
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NEGATIVE FEEDBACK

7 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page


Reported stats may be delayed from what appears on posts

Post Details
Reported stats may be delayed from what appears on posts



Wairarapa
April 15

Toot toot! A ride on the miniature train at Queen Elizabeth Park in Masterton is loved by both kids and adults and a must-do when you're in Masterton. Open 11am - 3pm everyday for School Holidays. (Weather and volunteers permitting).
Plan your School Holidays here, www.wairarapanz.com/school-holidays



Performance for Your Post

17,245 People Reached

329 Reactions, Comments & Shares

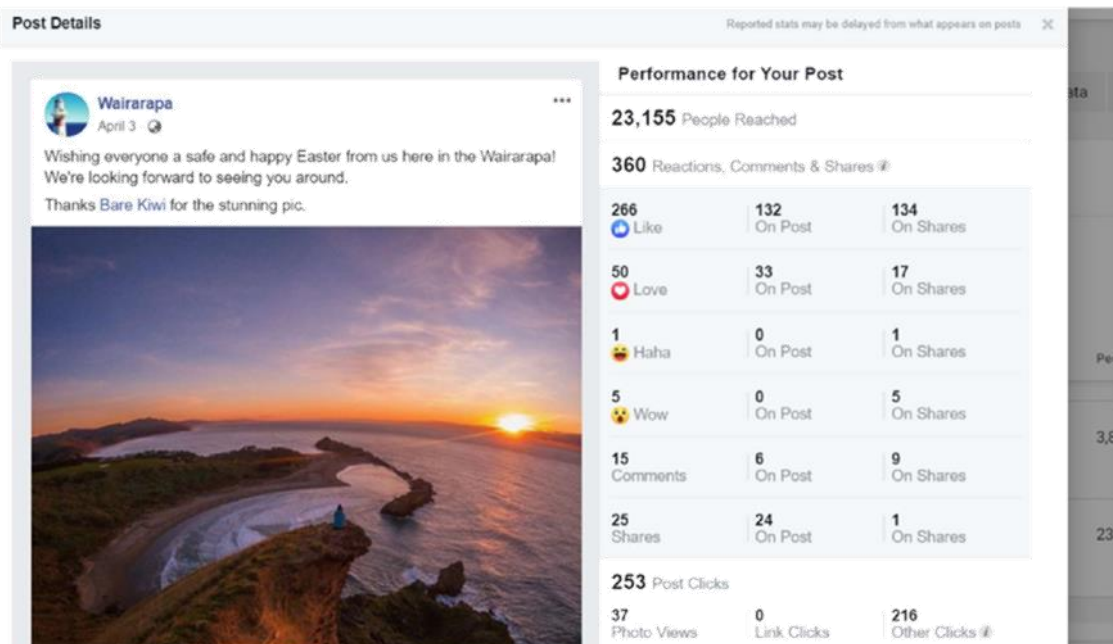
227 Like	196 On Post	31 On Shares
26 Love	20 On Post	6 On Shares
52 Comments	46 On Post	6 On Shares
24 Shares	22 On Post	2 On Shares

2,263 Post Clicks

980 Photo Views	115 Link Clicks	1,168 Other Clicks
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NEGATIVE FEEDBACK

5 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page



WgtnNZ

We featured in their Wild Weekend campaigns activity and worked with them to develop regional pages including:

<https://www.wellingtonnz.com/experience/see-and-do/top-10-things-to-do-in-masterton>

<https://www.wellingtonnz.com/experience/see-and-do/top-things-to-do-in-carterton>

<https://www.wellingtonnz.com/experience/see-and-do/top-10-things-to-do-in-martinborough>

Trade

After many months of no activity in this space the Trans-Tasman bubble announcement led to a raft of events and activity which we were involved in:

- Trade update to the TNZ Trade team based in Wellington
- A Virtual trade expo featuring hundreds of operators and RTOS from across NZ. Attended by 800 agents and product buyers in Australia this new platform (given Covid outbreaks) is going to be a practical answer to trade training and engagement. There were some steep learning curves for all involved but good to be in at day one and now conversant with using this approach.

- TRENZ Hui 2021 held in Christchurch. This was not an appointment-based event like in previous years, good industry speakers and 700 participants. Again, bought forward due to travel bubble opening. There was no charge to attend this event.
- Presented at a USA webinar to over 600 agents – TNZ working hard to maintain awareness of NZ

Media hosting

We hosted leading travel writer Sharon Stephenson once again.

We hosted four Australian travel writers – they came on the first flight into NZ.

Media results for the region included:

<https://www.tvnz.co.nz/one-news/new-zealand/we-re-going-have-massive-winter-small-kiwi-towns-hoping-big-benefits-trans-tasman-bubble>

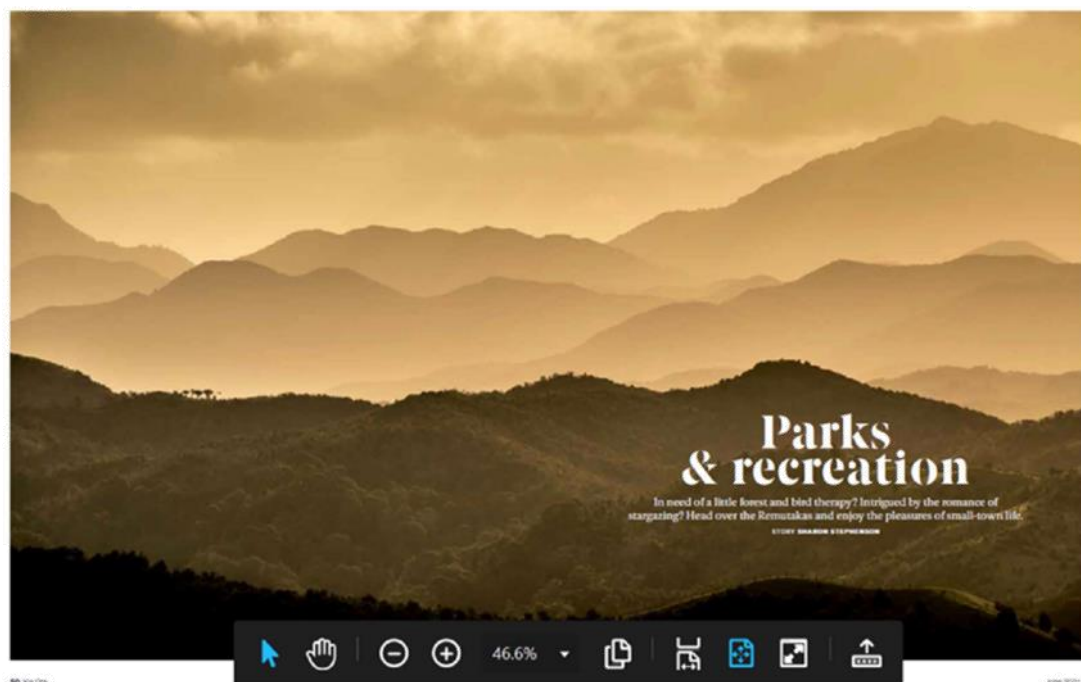
<https://www.stuff.co.nz/travel/destinations/nz/300322394/five-of-the-best-new-zealand-towns-to-visit-in-june>

This major piece: <https://www.stuff.co.nz/travel/destinations/nz/wellington/300278545/secrets-of-the-wairarapa-a-spectacular-road-trip-full-of-hidden-gems>

Sunday Star Times Travel section.

<https://www.nzherald.co.nz/travel/go-nz-new-zealands-best-autumn-escapes/3G3SMIKOAXXSGZUHL2XFGRCV6E/>

Major feature in Air NZ Kia Ora magazine - which also was available on their Trans-Tasman flights:





And an additional star gazing piece: <https://www.nzherald.co.nz/travel/go-nz-the-best-places-to-go-stargazing-in-new-zealand/KCYU7DRZV5S5ELG56OA7PIKGZM/>



Anna Nielson – General Manager
30th July 2021

Profit & Loss

Destination Wairarapa Inc. All STAPP Fundings 1 July 2020 to 30 June 2021 Cash Basis

	Destination Management & Planning	Domestic Marketing	Industry Capability Building & Product Development	Unassigned	Total
Income					
Retail Sales	-	-	-	3,552	3,552
Accommodation Commission	-	-	-	3,535	3,535
Bookit	-	-	-	7,337	7,337
Donation - Trust House	-	-	-	150,000	150,000
Grants - CDC	-	-	-	55,968	55,968
Grants - MDC	-	-	-	282,914	282,914
Grants - SWDC	-	-	-	131,950	131,950
Interest Received	-	-	-	308	308
Membership	-	-	-	54,447	54,447
Other Revenue	-	-	-	26,587	26,587
Ticket Commission	-	-	-	1,213	1,213
Tourism Products	-	-	-	1,086	1,086
Travel Sales	-	-	-	6,008	6,008
Wairarapa Visitor Guide	-	-	-	29,643	29,643
Total Income	-	-	-	754,548	754,548
Gross Profit	-	-	-	754,548	754,548
Plus Other Income					
STAPP Funding	100,000	160,000	140,000	-	400,000
Total Other Income	100,000	160,000	140,000	-	400,000
Less Operating Expenses					
Cleaning	-	-	-	824	824
Consulting & Accounting	91,805	-	-	-	91,805
General Expenses	-	-	-	652	652
POS i-SITES	-	-	-	2,516	2,516
Corporate Support Expenses					
ACC Levies	-	-	-	907	907
Accounting Fees	-	-	-	11,880	11,880
Audit Fees	-	-	-	8,265	8,265
Bank Fees - ANZ	-	-	-	292	292
Board Fees	-	-	-	32,904	32,904
Contract staff	-	-	-	55,160	55,160
Electricity Corporate	-	-	-	1,449	1,449
Entertainment	-	-	-	397	397
Equipment Rental	-	-	-	1,089	1,089
Fringe Benefit Tax	-	-	-	6,166	6,166

Profit & Loss

	Destination Management & Planning	Domestic Marketing	Industry Capability Building & Product Development	Unassigned	Total
Information Technology	-	-	-	8,487	8,487
Insurance	-	-	-	5,145	5,145
Interest Expense	-	-	-	1,127	1,127
Kitchen Supplies Corporate	-	-	-	67	67
KiwiSaver Employer Contributions	-	-	-	12,565	12,565
Legal Expenses	-	-	-	5,330	5,330
Membership Expenses	-	-	-	2,378	2,378
Merchant & BNZ Bank Fees	-	-	-	1,859	1,859
Office Supplies & Photocopying Corporate	-	-	-	7,073	7,073
Other Travel & Transport	-	-	-	124	124
Personnel incl. Training Corporate	-	-	2,796	282	3,078
Rent & Rates Corporate	-	-	-	20,447	20,447
Repairs & Maintenance (2210)	-	-	-	7,975	7,975
Salaries	-	-	-	253,515	253,515
Subscriptions & Membership	-	-	-	8,436	8,436
Telecom incl Mobiles Corporate	-	-	-	5,735	5,735
Training & Recruitment (2060)	-	-	10,656	-	10,656
Vehicle Leases	-	-	-	104	104
Vehicle Operating Costs	-	-	-	11,311	11,311
Total Corporate Support Expenses	-	-	13,452	470,470	483,922
Total I-Site Expenses					
Electricity i-SITES	-	-	-	1,701	1,701
Kitchen Supplies i-SITES	-	-	-	353	353
Less Cost of Sales	-	-	-	2,321	2,321
Office Supplies i-SITES	-	-	-	1,656	1,656
Personnel incl Training & Conferences i-SITES	-	-	-	183	183
Photocopier i-SITES	-	-	-	1,828	1,828
Rent & Rates i-SITES	-	-	-	19,106	19,106
Telecom i-SITES	-	-	-	4,071	4,071
Travel & Transport	-	-	-	1	1
Wages	-	-	-	172,302	172,302
Total Total I-Site Expenses	-	-	-	203,522	203,522
Total Marketing Expenses					
Advertising	-	-	-	195	195
Business Events Marketing	-	2,202	-	353	2,556
Distribution	-	-	-	9,027	9,027
Domestic Campaign Not Far	-	-	-	442	442
Domestic Marketing	-	48,603	-	6,743	55,346
Domestic Marketing Email Distribution	-	606	-	5,347	5,953
Domestic Marketing Facebook	-	3,199	-	782	3,982
Domestic Marketing Wings Campaign	-	19,598	-	702	20,299
Imagery	-	7,785	-	565	8,350

Profit & Loss

	Destination Management & Planning	Domestic Marketing	Industry Capability Building & Product Development	Unassigned	Total
Media Hosting	-	2,852	-	3,352	6,203
Relationship Marketing	100	-	76	803	978
Trade Events & Training	-	81	-	456	537
Trade Famils	-	-	17	122	139
Visitor Guide	-	-	-	15,603	15,603
Website	-	43	392	10,250	10,684
Total Total Marketing Expenses	100	84,969	484	54,743	140,296
Total Projects Expenses					
Project	-	-	66,656	-	66,656
Total Total Projects Expenses	-	-	66,656	-	66,656
Total Operating Expenses	91,905	84,969	80,592	732,727	990,193
Operating Profit	8,095	75,031	59,408	21,822	164,355
Non-operating Expenses					
Entertainment - Non deductible	-	-	-	457	457
Total Non-operating Expenses	-	-	-	457	457
Net Profit	8,095	75,031	59,408	21,365	163,899

Profit & Loss

Destination Wairarapa Inc. For the 12 months ended 30 June 2021 Cash Basis

	Actual	Budget	Var NZD	Var %
Income				
Retail Sales	3,552	3,325	227▲	6.8%▲
Accommodation Commission	3,535	4,475	(940)▼	-21.0%▼
Bookit	7,337	2,665	4,672▲	175.3%▲
Donation - Trust House	150,000	90,000	60,000▲	66.7%▲
Grants - CDC	55,968	55,968	-	0.0%
Grants - MDC	282,914	282,912	2▲	0.0%▲
Grants - SWDC	131,950	131,948	2▲	0.0%▲
Interest Received	308	600	(292)▼	-48.7%▼
Membership	54,447	55,000	(553)▼	-1.0%▼
Other Revenue	26,587	15,000	11,587▲	77.2%▲
Ticket Commission	1,213	1,190	23▲	1.9%▲
Tourism Products	1,086	1,175	(89)▼	-7.5%▼
Travel Sales	6,008	2,815	3,193▲	113.4%▲
Wairarapa Visitor Guide	29,643	15,000	14,643▲	97.6%▲
Total Income	754,548	662,073	92,475	14.0%
Gross Profit	754,548	662,073	92,475	14.0%
Plus Other Income				
STAPP Funding	400,000	400,000	-	0.0%
Total Other Income	400,000	400,000	-	0.0%
Less Operating Expenses				
Cleaning	824	1,920	(1,096)▼	-57.1%▼
Consulting & Accounting	91,805	100,000	(8,195)▼	-8.2%▼
General Expenses	652	-	652▲	0.0%
POS i-SITES	2,516	2,472	44▲	1.8%▲
Corporate Support Expenses				
ACC Levies	907	1,156	(249)▼	-21.6%▼
Accounting Fees	11,880	11,880	-	0.0%
Audit Fees	8,265	8,000	265▲	3.3%▲
Bank Fees - ANZ	292	420	(128)▼	-30.4%▼
Board Fees	32,904	15,000	17,904▲	119.4%▲
Contract staff	55,160	63,600	(8,440)▼	-13.3%▼
Electricity Corporate	1,449	1,560	(111)▼	-7.1%▼
Entertainment	397	-	397▲	0.0%
Equipment Rental	1,089	1,200	(111)▼	-9.2%▼
Fringe Benefit Tax	6,166	6,164	2▲	0.0%▲
Information Technology	8,487	4,900	3,587▲	73.2%▲
Insurance	5,145	5,184	(39)▼	-0.8%▼
Interest Expense	1,127	1,980	(853)▼	-43.1%▼
Kitchen Supplies Corporate	67	350	(283)▼	-80.8%▼

Profit & Loss

	Actual	Budget	Var NZD	Var %
KiwiSaver Employer Contributions	12,565	12,000	565▲	4.7%▲
Legal Expenses	5,330	5,000	330▲	6.6%▲
Membership Expenses	2,378	-	2,378▲	0.0%
Merchant & BNZ Bank Fees	1,859	1,825	34▲	1.9%▲
Office Supplies & Photocopying Corporate	7,073	6,600	473▲	7.2%▲
Other Travel & Transport	124	-	124▲	0.0%
Personnel incl. Training Corporate	3,078	13,000	(9,922)▼	-76.3%▼
Rent & Rates Corporate	20,447	21,300	(853)▼	-4.0%▼
Repairs & Maintenance (2210)	7,975	-	7,975▲	0.0%
Salaries	253,515	240,000	13,515▲	5.6%▲
Subscriptions & Membership	8,436	6,200	2,236▲	36.1%▲
Telecom incl Mobiles Corporate	5,735	6,000	(265)▼	-4.4%▼
Training & Recruitment (2060)	10,656	30,000	(19,344)▼	-64.5%▼
Vehicle Leases	104	-	104▲	0.0%
Vehicle Operating Costs	11,311	11,400	(89)▼	-0.8%▼
Total Corporate Support Expenses	483,922	474,719	9,203	1.9%
Total I-Site Expenses				
Electricity i-SITES	1,701	3,000	(1,299)▼	-43.3%▼
Kitchen Supplies i-SITES	353	350	3▲	0.9%▲
Less Cost of Sales	2,321	-	2,321▲	0.0%
Office Supplies i-SITES	1,656	1,800	(144)▼	-8.0%▼
Personnel incl Training & Conferences i-SITES	183	-	183▲	0.0%
Photocopier i-SITES	1,828	1,800	28▲	1.6%▲
Rent & Rates i-SITES	19,106	16,404	2,702▲	16.5%▲
Telecom i-SITES	4,071	4,800	(729)▼	-15.2%▼
Travel & Transport	1	-	1▲	0.0%
Wages	172,302	134,000	38,302▲	28.6%▲
Total Total I-Site Expenses	203,522	162,154	41,368	25.5%
Total Marketing Expenses				
Advertising	195	-	195▲	0.0%
Business Events Marketing	2,556	-	2,556▲	0.0%
Distribution	9,027	7,900	1,127▲	14.3%▲
Domestic Campaign Not Far	442	-	442▲	0.0%
Domestic Marketing	55,346	70,000	(14,654)▼	-20.9%▼
Domestic Marketing Email Distribution	5,953	8,400	(2,447)▼	-29.1%▼
Domestic Marketing Facebook	3,982	8,400	(4,418)▼	-52.6%▼
Domestic Marketing Wings Campaign	20,299	40,000	(19,701)▼	-49.3%▼
Imagery	8,350	20,000	(11,650)▼	-58.3%▼
Marketing Projects	-	20,000	(20,000)▼	-100.0%▼
Media Hosting	6,203	4,000	2,203▲	55.1%▲
Relationship Marketing	978	1,200	(222)▼	-18.5%▼
Trade Events & Training	537	3,000	(2,463)▼	-82.1%▼
Trade Famils	139	3,000	(2,861)▼	-95.4%▼
Visitor Guide	15,603	18,000	(2,397)▼	-13.3%▼
Website	10,684	8,400	2,284▲	27.2%▲
Total Total Marketing Expenses	140,296	212,300	(72,005)	-33.9%
Total Projects Expenses				

Profit & Loss

	Actual	Budget	Var NZD	Var %
Project	66,656	80,000	(13,344)▼	-16.7%▼
Total Total Projects Expenses	66,656	80,000	(13,344)	-16.7%
Total Operating Expenses	990,193	1,033,565	(43,372)	-4.2%
Operating Profit	164,355	28,508	135,847	477.0%
Non-operating Expenses				
Entertainment - Non deductible	457	3,000	(2,544)▼	-84.8%▼
Total Non-operating Expenses	457	3,000	(2,544)	-84.8%
Net Profit	163,899	25,508	138,391	543.0%



7.8 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: 135547

Author: Sheree Dewbery, Executive Assistant

Attachments:

1. Greg Lang August 2021 [↓](#)
2. Rebecca Vergunst August 2021 [↓](#)
3. Dale Williams August 2021 [↓](#)
4. Steve Cretney August 2021 [↓](#)
5. Robyn Cherry-Campbell August 2021 [↓](#)
6. Rob Stockely August 2021 [↓](#)
7. Brian Deller August 2021 [↓](#)
8. Jill Greathead August 2021 [↓](#)



Elected Member Report for Ordinary Council Meetings

Elected Member: Greg Lang	Portfolio Lead: Mayor
For the period: 19th June 2021 – 16th August 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.
3. Charles Rooking Carter Awards.

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.
7. CE Recruitment
8. Housing & Growth

Meetings/Items of relevance to CDC:

1. CDC Advisory Group meetings: – Economic Development – Arts Culture and Heritage.
2. CDC meetings: – Ordinary – Policy & Strategy – Wastewater Treatment Plant Upgrade Governance -- Infrastructure and Services.
3. Wellington Regional meetings: - Mayoral Forum – Wellington Civil Defence Management Group -- Zone 4 meeting -- Wellington Regional Leadership Committee - Regional Transport Committee meeting- Remutaka Transport Group.
4. Wairarapa meetings: Economic Development Strategy – Regional Skills Leadership Group - Wairarapa Trails Action Group - Wairarapa Combined Council forum - HOR Trust meeting – Shared Services Working Group.
5. Central Governments proposed Three Waters Reform programme and Future of Local Government – attended workshops, meetings, and webinars.
6. LGNZ National Conference and AGM.



Elected Member: Rebecca Vergunst	Portfolio Lead: Policy & Housing
For the period: 14 June - 16 August 2021	

Elected Member Report for Ordinary Council Meeting

Please get in touch if you want more information on any of the items listed.

Community Activities attended:

1. Charles Rooking Carter Awards
2. Lions Officer's Changeover Meeting
3. No 23 Gallery, Spark's Park mural winner announcement

Items of note:

1. **Local Government New Zealand Conference in Blenheim:** Local government reforms dominated most of the discussion. Speakers included Jacinda Ardern, Grant Robertson, Nanaia Mahuta, Shamubeel Eaqub, Megan Woods, Christopher Luxon, and Jamie Fitzgerald. Topics included housing, emergency management, genuine partnerships, three waters reform, and creativity/arts. It was good connecting with so many elected members from around NZ too and hearing their success stories (<https://bit.ly/lgnzsucces>)
2. **Policy:** A lot has been happening in this space. Key developments include: Water Leaks Remission Policy for ratepayers who have excessive water charges due to a leak; a draft Gravel Road Dust Suppression Policy which outlines when council will financially contribute to sealing on a gravel road; and progress on the Urban Growth Strategy which proposes to expand Carterton's urban housing area. The Procurement Policy and Contract Management Policy are two major policies due for review at our next meeting.

Meetings/Items of relevance to CDC:

1. Placemaking Advisory Group meeting
2. Walking and Cycling Advisory Group meeting
3. CE Recruitment Committee meetings and interviews

4. Wairarapa Road Safety Council meeting
5. Zone 4 Future for Local Government workshops
6. Young Elected Members Committee Meeting
7. Shared Services Working Group
8. Council meetings including adoption of the 2021-31 Long Term Plan
9. Three Waters Reform Workshops
10. Wairarapa Leaders' Social Wellbeing Forum
11. Policy and Strategy Committee Meeting
12. LGNZ Zone 4 meeting
13. Powhiri for CDC's new Chief Executive Geoff Hamilton
14. Farewell morning tea for Blair King, intern CE



Elected Member Report for Ordinary Council Meetings

Elected Member: Dale Williams	Portfolio Lead:
For the period: 17 June 2021 to 16 August 2021	

Community Activities attended:

1. Go Carterton meetings/socials/AGM
2. Charles Rooking Carter Awards event
3. Saturday rugby and football
4. Farmers markets
5. JP duty at library
6. Carterton winter festival

Workstreams:

1. CE appointment
2. Y2WW - Partnership Agreement event/BA5 with Business Wairarapa
3. Wairarapa Skills Leadership Group
4. Wairarapa Library committee famil tour to all libraries
5. Road safety briefings
6. Grants committee prep

Meetings / Items of relevance to CDC:

1. 3 Waters webinars/hui
2. LG Reform meetings
3. CE powhiri/farewell

Respond to residents' concerns re unsealed roads complaint/subdivision resource consent query/ road speed/traffic safety concern/trees and leaves on footpath complaint/earthquake building legislation enquiry/meet with various people re Council activities etc



Elected Member Report for Ordinary Council Meetings

Elected Member: Steve Cretney	Portfolio Lead: Sport & Recreation Arts, Culture & Heritage
For the period: 16 June – 16 August 2021	

Community Activities attended:

1. Mangatāre Restoration Society AGM & Catchment Group Evening
2. Nigel Playle Photography Exhibition Opening – Heart of Arts
3. Pūkaha Tourism Family
4. Smallest Beer Festival – Carterton Events Centre
5. Hilary Capper Exhibition Opening – Heart of Arts
6. Involve 2021 Conference – Our Waka, Our Seas – R2R presentation of Waka to Conference
7. Ursula Macfarlane Exhibition Opening – Heart of Arts
8. Carterton Historical Society Meeting
9. Pōwhiri for Carterton District Councils new CE – Geoff Hamilton
10. Official Opening of the Gordon Knutson Memorial Bridge in Sparks Park

Workstreams:

1. Wairarapa Climate Change Working Group
2. Mangatāre Catchment Plan Project Plan
3. Wastewater Treatment Plant Governance
4. Rangatahi to Rangatira Trustee's Meeting
5. 3 Waters Reform

Meetings/Items of relevance to CDC:

1. Future for Local Government Project – Zoom Session & Online Workshop
2. CE Candidate Interviews
3. Placemaking Advisory Group – June 16th
4. Arts, Culture & Heritage Advisory Group Meeting – June 16th
5. Carterton District Council – Councillor Governance Sessions
6. Carterton District Council Extraordinary Meeting – July 12th
7. Carterton District Council Ordinary Meeting – June 30th
8. Wastewater Treatment Plant Governance Group – Regular Meetings
9. Mangatāre Catchment Plan Project Team – Fortnightly meetings
10. Wellington Region Climate Change Working Group
11. Wairarapa Climate Change Caucus Group – Fortnightly Zoom Meetings
12. Wairarapa Combined Council Forum
13. Policy & Strategy Committee Meeting – August 4th
14. Infrastructure & Services Committee Meeting – August 4th
15. Council Workshops



Elected Member Report for Ordinary Council Meetings

Elected Member: Robyn Cherry-Campbell	Portfolio Lead: Finance / Economic Development
For the period: 15 June to 16 August 2021	

Community Activities:

1. Charles Rooking Carter Awards
2. Winter Festival – Opening of Ice Skating Rink
3. WBS & Foodbank Volunteer Thank You Event
4. No.23 / Wai Art – Launch of Artworks for Sparks Park
5. Powhiri for new CEO – Geoff Hamilton
6. Farewell for interim CEO – Blair King
7. Meetings with Business & Building Owners relating to Town Centre revitalisation
8. Gordon Knutsen Memorial dedication at Sparks Park
9. Rotary Book Fair

Workstreams:

1. Wairarapa Combined District Plan Review
2. Mayor's Task Force – Carterton Town Centre revitalisation/economic development
3. Three Waters Reform
4. RMA Reform
5. Future of Local Government

Meetings/Items of relevance to CDC:

1. CDC Ordinary Council Meeting
2. Committee Meetings: Audit & Risk; Water Race; Infrastructure & Services; Policy & Strategy; Wairarapa Combined District Plan;
3. Advisory Group Meetings: Economic Development; Arts, Culture & Heritage
4. Wairarapa Combined Councils Forum Meeting
5. Wairarapa Combined Councils Shared Services Meeting
6. CE Recruitment meetings & interviews
7. Zone 4 Meetings: Future for Local Government x 3;
8. Waste-Water Treatment Plant Advisory Group Meeting
9. Waste-Water Treatment Plant Governance Group Meetings
10. Workshops
11. Elected Members Governance Sessions



Elected Member Report for Ordinary Council Meetings

Elected Member: Rob Stockley	Portfolio Lead: Community Development Community Engagement
For the period: 17 June 2021 – 16 August 2021	

Community Activities attended:

1. Charles Rooking Carter Awards
2. Winter Festival WBS Sponsors Night
3. Howl of a Protest Masterton
4. Unveiling of Gordon Knutson Memorial Bridge at Sparks Park
5. Pōwhiri for Francis Reiri-Smith, appointed lay advocate to Masterton Youth Court.

Workstreams:

1. Combined District Plan Joint Committee workshop x2
2. Future of Local Government workshop x2
3. Three Waters Reform workshop x2
4. Wastewater Treatment Plant Governance Group
5. CE Recruitment Interviews

Meetings/Items of relevance to CDC:

1. Taratahi Trails Action Group inaugural meeting
2. Matarawa Road Proposed Quarry Meetings x3
3. Go Carterton AGM – elected officer
4. Wastewater Treatment Advisory Group – Annual Meeting



Elected Member Report for Ordinary Council Meetings

Elected Member: Brian Deller	Portfolio Lead: Rural
For the period: 17 June to 16 August 2021	

Community Activities attended:

1. Justice of the Peace Service Desk
2. Sparks Park Bridge Dedication

Workstreams:

1. Workshop – Future for Local Government
2. Dust Suppression Policy Discussion
3. X2 Council Workshops
4. Welcome for new C.E. Geoff Hamilton
5. Three Waters Zoom Session 9/8

Meetings/Items of relevance to CDC:

1. C.E Recruitment Meeting
2. Extraordinary Council Meeting – C.E. Appointments

3. Infrastructure and Services Meeting
4. Policy and Strategy Meeting
5. Zone 4 Meeting – Lower Hutt
6. Audit and Risk Meeting



Elected Member Report for Ordinary Council Meetings

Elected Member: Jill Greathead	Portfolio Lead: Climate Change and Environment
For the period: 17 June to 16 August 2021	

Community Activities attended

1. Heart of Arts Exhibition – 17/6/21
2. Charles Rooking Carter Awards – 19/6/21
3. Community Networks Meeting – Carterton – 22/6/21
4. Carterton Funding Workshop – 19/7/21
5. Go Carterton Social – 22/7/21
6. Mike Osborne Appreciation Evening 8/8/21
7. Institute of Directors – the Governance Challenge of Local Government - Peter Winder – 12/8/21

Workstreams:

1. Future for Local Government Workshop – 18/6/21, 8/7/21 (HCC), 13/8/21 – Zoom
2. Wainuioru Catchment AGM/Community meeting/Nursery Tour – 21/6/21
3. Mangatarere Catchment Plan Project Hui – 24/6/21, 2/8/21
4. Mangatarere Catchment Landowner visits – 22/8/21, 2/8/21, 4/8/21, 13/8/21
5. CE Recruitment – 29/6/21, 7/7/2021, 9/7/21
6. Three Waters Webinar – 29/6/21
7. Wairarapa Climate Caucus Zoom Meetings – 5/7/21, 2/8/21
8. Mangatarere Restoration Society AGM – 11/8/21

Meetings / Items of relevance to CDC:

1. Ordinary Council meeting – 30/6/21
2. Wairarapa Safer Community Trust (WSCT) meeting – 8/7/21
3. Carter Court – AGM – 27/7/21
4. Infrastructure and Services Meeting – in attendance – 4/8/21
5. Policy and Strategy Meeting – 4/8/21
6. Zone 4 Meeting – HCC – 6/8/21
7. Powhiri for New CE – 9/8/21



7.9 WATER SUPPLY INVESTIGATION

1. PURPOSE

For the Council to consider bringing the allocation of budget for an additional water source options analysis forward to the current financial year.

2. SIGNIFICANCE

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

3. BACKGROUND

On the 4th August 2021 the Carterton District Council's Policy and Strategy Committee recommended that full Council consider a recommendation to move forward the investigation of an additional source for the urban water supply. The scheduled funding is currently allocated within the LTP for the 2024/2025 financial year

Following feedback on the proposed eastern growth development an option to provide for the smaller lots was endorsed by the Policy and Strategy Committee. Decreasing average lot size significantly increases the potential for a greater number of lots than had originally been considered and concerns were raised regarding the ability for the existing water supply to be able to cope with this increased demand.

4. WATER MODELLING

CDC has initiated a water modelling project to provide answers for distribution solutions in order to optimise the delivery of services, to gauge the effects of growth, and to estimate the limitations of the current network.

A water model also assists with the identification of potential losses in the reticulation, and the effects of breakages that could occur in the network. Water reticulation networks are generally designed to be circular in nature or 'ring fed' to optimise water movement to benefit flow and sanitary supply.

The modelling software is based on the Council's GIS data and is supplemented with field information gathered manually or digitally to support the factoring of the model's attributes.

Water modelling will:

- Assist with the rapid response to events (bursts, water quality etc)
- The efficiency in Operation
- Proactive Management of Operations
- Long term Planning

- Targeting Maintenance Areas
- Enhanced customer service and delivery

5. CURRENT WATER SUPPLY

Current water supply levels are adequate for the immediate future but have been hampered by peak time storage. The Frederick Street bore field, relied on in summer to supply the reticulated network of Carterton, is capable of providing an adequate amount of potable water across any given 24-hour time frame. What has hampered high levels of supply, and subsequent water restrictions, are peak demand times along with relatively small surplus tanks.

CDC currently has relatively small surplus tanks from the Frederick Street bore field and during peak times the draw down on the supply is greater than what can be produced. This is being addressed by the installation of two, 2000m³ tanks to be installed prior to December 2021 at the Dalefield farm site and fed back into the network via the Frederick Street treatment plant.

The funding for the additional tanks has come from the Department of Internal Affairs COVID 2020 grant funding.

6. FUTURE WATER SOURCE

For a growing population, a new water source has been identified as necessary for future supply and had been planned for in the 2027/28 financial year. However, prior to any installation of water infrastructure, a quality options analysis must be undertaken to establish the available, and optimum source of potable water.

It is this options analysis that has been requested to be brought forward from the 2024/25 budget to the current financial year.

7. FINANCIAL IMPLICATIONS

Funding for the options analysis had been allocated in the LTP to the 2024/2025 financial year of \$287,000 although not all of this may be required. The impact for loan funding this analysis will be approximately \$5000 per annum.

8. CONSIDERATIONS

8.1 Climate change

Additional potable water had already been allocated in the 2018/28 LTP and resilience work on additional storage was also in the plan and has been brought forward by the allocations of DIA grant funding.

8.2 Tāngata whenua

There is no Tāngata Whenua engagement required for this decision.

8.3 Financial impact

The allocation of funding has been in the LTP but bring this forward has an additional \$5000 impact on the current year's budget

8.4 Community Engagement requirements

There is no community engagement required for this decision.

8.5 Risks

Not undertaking a water options analysis may delay the rezoning of the eastern growth area

9. RECOMMENDATION

That the Council:

1. **Receives** the report
2. **Agrees** to the bringing forward of the planned options analysis for an additional water source to the current year's activities.

File Number: 135548

Author: Dave Gittings, Infrastructure, Planning and Regulatory Manager

Attachments: Nil



7.10 APPROVAL FOR REMOVAL OF WAIRARAPA LIBRARY SERVICE OVERDUE FEE'S

1. PURPOSE

For the council to approve the removal of the Wairarapa Library Service's overdue charges and to bring forward the date of the cessation of the Reserve fees as recommended by the Wairarapa Library Service Committee.

2. SIGNIFICANCE

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

3. BACKGROUND

Until relatively recently public libraries have been required to generate revenue to offset operational costs. As non-commercial entities, libraries implemented fines on overdue, and charges for some collection items (e.g., audio-visual material, latest bestsellers, magazines), services such as photocopying, printing, scanning, programmes, inter-library loans, and computer usage, and charges for the replacement of lost or damaged collection items.

Over the past few years, the international trend has been to remove barriers to access, use and equity. Overdue fines are seen as such an impediment. Over 600 public library systems are now fines-free, including all of Ireland, and many across Canada, Australia, and the USA. In New Zealand Auckland City Libraries and Upper Hutt City Libraries have recently announced they are completely overdue fines-free. Many other NZ libraries are partially fines-free (i.e., no fines on children's collection overdue) and currently developing business cases to be fully fines-free. The Association of Public Library Managers has a working group focussed on NZ public libraries being overdue fines-free by 2025.

On the 12 October Wairarapa Library Service will be rolling out a new library management system, joining the collaboration of libraries known as SMART. The intention is to align the removal of overdue fees with the roll out of the new system.

4. DISCUSSION

At the Joint Council's Wairarapa Library committee meeting held on 18 August 2021. The committee agreed to a proposal to cease the charging of overdue fees from 12 October 2021 and to bring forward the date of the cessation of the Reserve fees which was agreed under the 2021/22 Long Term Plan, which was due to take effect on 31 December 2021 to the 12 October 2021. This will enable the smooth transition to the new Library management system.

The Wairarapa Library Service report on the proposal to remove overdue fee's is included in **Attachment 1**.

5. CONSIDERATIONS**5.1 Climate change**

No climate change considerations.

5.2 Tāngata whenua

No specific tāngata whenua considerations.

5.3 Financial impact

Currently WLS has a total of 3,856 customers who have not used WLS for more than 12 months. Of these 3,184 (82%) are adults, with an average overdue fine is \$1.95.

On average 23% of overdue fines charged each year are not paid. As of 30 June 2021, the total amount of overdue fines in WLS was \$11,098.50. Based on the 2020-2021 figures, the expected revenue from overdue fines for 1st Jul 2021 until 30 Jun 2022 is just over \$6,000.

The average overdue fine amount accrued in the past three years has been \$9,530.81 per annum of which an average \$6,272.47 has been recovered.

Fines have been seen as a sustainable source of additional operating revenue. But as digital collection use grows and becomes a larger percentage of materials borrowed, revenue potential decreases. In WLS, revenue from fines has decreased by 28% between 2015/16 and 2020/21. This trend will likely continue as a move toward digital items increases.

5.4 Community Engagement requirements

No community engagement requirements.

5.5 Risks

N/A

6. RECOMMENDATION

That the Council/Committee:

1. **Receives** the report
2. **Agrees** to the cessation of overdue fines from 12 October 2021
3. **Agrees** to align the date of the cessation of Reserve fees agreed under the Carterton District Council's 2021/22 Long Term Plan to the 12 October 2021, and update the Council's Fees and Charges schedules accordingly.

File Number: 135643

Author: Glenda Seville, Community Services Manager

Attachments: 1. WLS Overdue charges report [↓](#)



6.2 OVERDUE CHARGES

1. PURPOSE

The Wairarapa Library Service Committee has asked for a report exploring the cessation of overdue fines across all library collections.

2. SIGNIFICANCE

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

3. BACKGROUND

Until relatively recently public libraries have been required to generate revenue to offset operational costs. As non-commercial entities, libraries implemented fines on overdue items, and charges for some collection items (e.g., audio-visual material, latest bestsellers, magazines), services such as photocopying, printing, scanning, programmes, inter-library loans, and computer usage, and charges for the replacement of lost or damaged collection items.

Over the past few years, the international trend has been to remove barriers to access, use and equity. Overdue fines are seen as such an impediment. Over 600 public library systems are now fines-free, including all of Ireland, and many across Canada, Australia, and the USA. In New Zealand Auckland City Libraries and Upper Hutt City Libraries have recently announced they are completely overdue fines-free. Many other NZ libraries are partially fines-free (i.e., no fines on children's collection overdues) and currently developing business cases to be fully fines-free. The Association of Public Library Managers has a working group focussed on NZ public libraries being overdue fines-free by 2025.

In WLS, under current operating procedures, the following is true:

- More than 1 in 19¹ registered customers are debarred because they owe more than the library membership suspension amount of \$20². In addition, those owing fines are often reluctant to access the libraries' other services – computers, programmes, reading and study spaces
- If the 435 customers who owed fines were welcomed back to the libraries and borrow items at the average per active customer over the 12 months, they would borrow over 16,965 items, a 9% increase in overall borrowing³.

¹ 5.06%

² The amounts owed can include overdue fines and charges for lost or damaged items.

³ 01/08/2020-31/07/2021: 186,668 issues/renewals to 4715 active borrowers. An average of 39 items per borrower. 435 debarred customers borrowing 39 items increases issues to 203,633, or by 9%.

4. DISCUSSION

There are Several common arguments for overdue fines:

1. Fines encourage the return of items on time, increasing their circulation to other library members - This has been refuted by many libraries who have eliminated fines in recent years. In 2019 Chicago Public Library saw a 240% increase in book returns in the month after they ceased fines⁴. Salt Lake City Public Library saw overdues drop from 9% to 4% after fines were stopped. In Northern Colorado, the High Plains Library District experienced an increase in circulation and 95% of borrowed items were returned within one week of their original date. Work done by the City of Sydney showed higher return rates where there are no fines. In WLS the removal of children's overdue fees in 2019 saw a 10% increase in items being returned between 2020 and 2021. Removing barriers to usage should logically increase patronage and usage of the collections. Collection turnover is a LTP indicator for SWDC and represents quantitative return on investment into collection materials. A small USA study of seven major libraries showed two thirds increase in borrowing rates following the removal of overdue fines and 33% saw an increase in the number of new accounts opened at the libraries in the fiscal year following fine removal.
2. Fines supplement library operational budgets - At WLS fines make up 1% of the total operational cost per annum⁵. Yet their administration which includes personnel at the libraries and at Councils, and system requirements, is heavy.
3. Library membership - The current library membership form outlines conditions of acceptance and responsibility for both the customer and the library. Usage implies acceptance of the terms, which include incurring charges for overdue items, therefore it's about ensuring social responsibility.
4. Social responsibility - A key argument for overdue fines has been it compels people to behave responsibly. This argument assumes people only behave responsibly in the face of punishment. Removing overdue fees does not mean removing all consequences for not returning library materials. Once an overdue item reaches 21 days after the due date it is considered lost. Until the item is returned, or the replacement fee paid, the customer is debarred. Upon the item's return the fee is waived and the customer can borrow from the library again. Arguably a library's role is not to teach civic responsibility. Equity of access to information is a fundamental principle of libraries. Equity of access doesn't dismiss the notion of responsibility, particularly regarding shared community resources. Instead, it prompts a weighing of the denying customers access to items against someone returning an item late. The outstanding monies owed for overdue fines is not a catalyst for returning items on time; rather it is often a reason for disengaging with the library.

There are more compelling reasons to remove overdue fines:

1. Perception of libraries - Libraries constantly work to change people's outdated perceptions. One such perception is that libraries are punitive in nature – places where if items are returned late there is a fine. For many people, shame or embarrassment is associated with such situations, and this translates to non-use of a core community resource.

⁴ <https://chicago.suntimes.com/news/2019/10/30/20940677/chicago-public-library-no-fines-book-returns-increase-lightfoot>

⁵ WLS revenue for 2020/21 was \$18,326.69. \$6,214.83 in total from overdues (SWDC - \$3,813.10. CDC - \$2,401.73).

2. Fees incur non-use - Anecdotally library staff hear many people say they haven't returned to the library because they owe money, or they don't use libraries because they always incur overdue fines.
3. Equity - Fines may seem fair to those who can afford to pay fees but can negatively impact those unable to pay including lower socio-economic, those who are not in employment and those struggling with the cost of living. For many the consequence of returning items late is cost-prohibitive even if the initial issuing is free.
4. The power of trust - Removing fines and trusting the community to return items which are part of a community resources is a powerful message from a council to its communities.
5. Improved relationships - As a Council service, libraries provide a direct link between communities and Council. Removal of overdue fines removes one point of tense interaction between council staff and the community.
6. Renewed appreciation of the libraries - Removing overdue fines will arguably encourage more people to use their local libraries, in turn updating their knowledge about the services and collections on offer to them.
7. Administrative overhead - The administration and technical component of fine collection and processing is not insignificant. The library management system is configured to manage items loaned, due dates, overdue notices, and cash management. Administrative costs to recover the fines include staff time in correspondence and conversation, updating customer records and postage costs where members have no email. Libraries send notifications to customers in their preferred format - paper, email, or SMS text. Paper and SMS Text messages incur costs. At the Council end, monies are reconciled within the financial system.

Implementation

WLS goes live with a new library management system in mid-October 2021. It will be joining the collaboration of libraries known as SMART.

Preferably, if Council decides to implement a no overdue fines policy, it will come into effect from the launch of the new library management system because it removes the need for technical configuration and staff training. However, a later date is manageable.

A proposed approach to the transition is:

- The cessation of overdues fines from 12th October 2021 is agreed.
- In August 2021, those with outstanding debts accrued in the past 12 months are contacted (again) and encouraged to pay the amount owed.
- In September 2021, an amnesty for all outstanding balances is promulgated. People return their items and have outstanding monies waived.
- 12th October 2021, WLS becomes overdue fines-free, and all people are encouraged to re-join or renew their membership.

Overdue fines incurred between now and the cessation date would still be payable.

Charges are still incurred for lost or damaged items. If lost items are not returned, and customers do not pay, they are blocked from borrowing until that is resolved.

Overdue fines incurred by library customers using other SMART library collection items are payable to those institutions. There are processes and procedures in place across SMART for payment and subsequent reconciliation of monies between the various institutions. Other charges for services (e.g., copying, printing etc) continue.

In summary, overdue fines:

- create an unpopular barrier between the community accessing and using a community facility and service.
- hurt those that can least afford them.
- encourage people to keep materials longer if they can afford to and stop using the library if they can't.
- Create stress-filled interactions.
- Require staff time to manage.
- Having overdue fines-free libraries eliminates unnecessary barriers to service and improves access for everyone.

5. CONSIDERATIONS

5.1 Climate change

N/A

5.2 Tāngata whenua

N/A

5.3 Financial impact

Currently WLS has a total of 3,856 customers who have not used WLS for more than 12 months. Of these 3,184 (82%) are adults, with an average overdue fine is \$1.95⁶.

On average 23% of overdue⁷ fines charged each year are not paid. As of 30 June 2021, the total amount of overdue fines in WLS was \$11,098.50⁸. Based on the 2020-2021 figures, the expected revenue from overdue fines for 1st Jul 2021 until 30 Jun 2022 is just over \$6,000.⁹

The average overdue fine amount accrued in the past three years has been \$9,530.81 per annum of which an average \$6,272.47 has been recovered¹⁰.

Fines have been seen as a sustainable source of additional operating revenue. But as digital collection use grows and becomes a larger percentage of materials borrowed, revenue potential decreases. In WLS, revenue from fines has decreased by 28% between 2015/16 and 2020/21¹¹. This trend will likely continue as a move toward digital items increases.

At SWDC revenue from overdue fines is not specifically budgeted for, rather a revenue target of approximately \$6,000 is budgeted. Overdue fines would typically make up approximately \$2,000 to \$3,000 per annum.

Alternatives to eliminating fines:

⁶ Adults who have not used the libraries in the last 12 months owe a total of \$6,219.25

⁷ 2020-2021 \$8,705 charged for overdues. As at 2/8/21 \$2,073.80 is outstanding.

⁸ \$7,605.50 - SWDC, \$3493.00 - CDC

⁹ \$6214.83

¹⁰ At CDC borrowers who have been inactive for three years are deleted from the system with any outstanding debt written off, a total of \$4528.29 (average \$1509.43/annum).

¹¹ 2015-16 \$8,618.66. 2020-21 \$6,214.83.

Instead of going fine-free, WLS could incentivise a return of items. Libraries commonly use two methods:

1. Donations - The libraries could collect a variety of items for charity (e.g., Foodbank) in return for waiving customer fines. However, those unable to pay fines are unlikely to have disposable income, items, or opportunity to make donations. Additionally, it further embeds a perception of privilege over equity.
2. Temporary amnesty - Rather than eliminating overdue fines completely, WLS could provide a one-time or regular amnesty for the return of items and waiving of fees. If regular, some people will simply wait for the amnesty.

WLS has run an amnesty previously. In 2018, a total of \$114 in fees was waived.

5.4 Community Engagement requirements

No consultation with communities has been undertaken. Libraries across New Zealand have been consulted via the Association of Public Library Manager's network.

6. RECOMMENDATION

That the Committee:

1. **Receives** the report
2. **Agrees** to the cessation of overdue fines from 12th October 2021

File Number: 135352

Author: Annette Beattie, Library Services Manager

Attachments: Nil

8 EXCLUSION OF THE PUBLIC

Nil

9 KARAKIA WHAKAMUTUNGA