



Te Kaunihera-ā-Rohe o Taratahi

CARTERTON
DISTRICT COUNCIL

AGENDA

Ordinary Council meeting

Date: Wednesday, 14 February 2024

Time: 1:00 pm

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

Mayor R Mark

Deputy Mayor D Williams

Cr B Deller

Cr R Cherry-Campbell

Cr S Cretney

Cr L Newman

Cr S Gallon

Cr S Laurence

Cr G Ayling

Hurunui-o-Rangi Marae M Fox

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

Wednesday, 14 February 2024 at 1:00 pm

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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 ORDINARY COUNCIL MEETING HELD ON 6 DECEMBER 2023

1. RECOMMENDATION

1. That the Minutes of the Ordinary Council Meeting held on 6 December 2023 are true and correct.

File Number: 377240

Author: Robyn Blue, Democratic Services Officer

Attachments: 1. Minutes of the Ordinary Council Meeting held on 6 December 2023

**MINUTES OF CARTERTON DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE CARTERTON EVENTS CENTRE, 50 HOLLOWAY ST, CARTERTON
ON WEDNESDAY, 6 DECEMBER 2023 AT 1:30 PM**

PRESENT: Mayor Ron Mark (via videoconference), Deputy Mayor Dale Williams, Cr Brian Deller, Cr Robyn Cherry-Campbell, Cr Steve Cretney, Cr Lou Newman, Cr Steve Gallon, Cr Steve Laurence, Cr Grace Ayling (via videoconference from 1.33pm).

IN ATTENDANCE: Staff

Geoff Hamilton (Chief Executive), Glenda Seville (Community Services and Facilities Manager), Solitaire Robertson (Planning and Regulatory Services Manager), Johannes Ferreira (Infrastructure Services Manager), Kyra Low (Finance Manager), Becks Clarke (Community Development Team Leader), Megan Pullin (Youth Development Coordinator), Elisa Brown (Communications and Engagement Manager), Marcus Anselm (Communications and Engagement Coordinator), Robyn Blue (Democratic Services Officer), Karon Ashforth (Corporate Services Manager)

Youth Council

Josephine Kumeroa

1 KARAKIA TIMATANGA

The meeting opened with a karakia by Cr Steve Cretney.

2 APOLOGIES

MOVED

That an apology be received from Cr Grace Ayling for lateness.

Cr S Cretney / Cr S Gallon

CARRIED

3 CONFLICTS OF INTERESTS DECLARATION

Cr L Newman identified a conflict of interest with the following:

- Item 7.1 – She is involved in the Friends of Carrington Park group.
- Item 7.2 – Go Carterton made a submission on the Revenue and Financing Policy Review and she works for Go Carterton.

4 PUBLIC FORUM

1. Penney Deys raised concerns about the impact of quarrying activities in Parkers Road, West Taratahi and that noise, dust and road safety complaints had been made to Council but had not been well managed.

2. Elisabeth Creevey asked that all utility scale solar consent applications in the Wairarapa be publicly notified. There was inconsistency in that South Wairarapa Council notified an application in Greytown, but Carterton District Council did not notify a similar application in Norfolk Rd.
3. Jill Greathead spoke about empowering residents and ratepayers to engage with Council. There needs to be a more customer-friendly process for people with complaints.

5 YOUTH COUNCIL VIEWS ON AGENDA ITEMS

As co-chair of the Youth Council, Josephine Kumeroa provided feedback on the Council agenda.

She identified that the group was disappointed at the Council's decision to not introduce a Māori Ward, but that they supported both the Rangatahi Strategy Implementation Plan and plans for upgrading Carrington Park.

They appreciated that Molly's slide at the Carterton Pool has been upgraded with a water spray that helps to lubricate the slide for users, and suggested that a safety landing zone could be added.

6 CONFIRMATION OF THE MINUTES

6.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 25 OCTOBER 2023

MOVED

1. That the Minutes of the Ordinary Council Meeting held on 25 October 2023 are true and correct subject to one typographical error being corrected.

Cr R Cherry-Campbell / Cr L Newman

CARRIED

6.2 MINUTES OF THE EXTRAORDINARY ORDINARY COUNCIL MEETING HELD ON 31 OCTOBER 2023

MOVED

1. That the Minutes of the Extraordinary Ordinary Council Meeting held on 31 October 2023 are true and correct.

Cr S Laurence / Cr B Deller

CARRIED

6.3 MINUTES OF THE HEARINGS COMMITTEE MEETING HELD ON 21 NOVEMBER 2023

MOVED

1. That the Minutes of the Hearings Committee Meeting held on 21 November 2023 are true and correct.

Cr S Cretney / Cr S Gallon

CARRIED

7 REPORTS

7.1 FINALIST CERTIFICATES PRESENTED TO TWO CARTERTON BUSINESSES

1. PURPOSE

For two Carterton businesses who were finalists in the Wellington Gold Awards to be presented with their certificate.

MOVED

That the Council:

1. **Congratulates** Juken NZ and Milky-Way Kiwi for being finalists in the Wellington Gold Awards.

Cr R Cherry-Campbell / Cr B Deller

CARRIED

7.2 DECISION - REVENUE AND FINANCING POLICY REVIEW

1. PURPOSE

For Council to receive the recommendations from the Hearings Committee and consider/amend the draft Revenue and Financing Policy for adoption.

MOVED

That the Council:

1. **Receives** the report.

Cr S Cretney / Cr S Laurence

CARRIED

2. **Adopts** the updated draft of the Revenue and Financing policy including the recommendations by the Hearings Committee:
 - a) Change the public/private split for the Economic Development activity to be 50% public funded by General Rates including the UAGC with the remainder funded through a new targeted Economic Development rate to the Commercial/Industrial sector.
 - b) The General Rate differential is reduced to 1.8 from 2.0 for the Commercial/Industrial sector.
 - c) Change the funding sources of the following activities from UAGC to General Rates including UAGC:
 - i. Community Amenities
 - ii. Community Development
 - iii. Economic Development
 - iv. Emergency Management

v. Parks and Reserves

- d) The public funding for Water and Wastewater is set to 0 - 10%.

Cr R Cherry-Campbell / Cr B Deller

Abstain – Cr L Newman

CARRIED

3. **Requests** that management provides Council with more information on the options for Separately Used or Inhabited Parts (SUIP).

Deputy Mayor D Williams / Cr R Mark

Abstain – Cr L Newman

CARRIED**7.3 LOCAL GOVERNMENT NEW ZEALAND SPECIAL GENERAL MEETING****1. PURPOSE**

To consider adoption of the Future **by** Local Government – a consensus outcome paper as Local Government New Zealand's (LGNZ's) agreed parameters for further advocacy and engagement with central government.

MOVED

That the Council:

1. **Receives** the report.

Cr S Laurence / Cr S Cretney

CARRIED

2. **Approves** the attendance of the Mayor, Deputy Mayor and Chief Executive at the LGNZ Special AGM to be held 4.30 pm, 11 December 2023 via videoconference.

Cr S Cretney / Cr S Gallon

CARRIED

3. **Nominates** Mayor Ron Mark as the *Presiding Delegate* to vote on behalf of the Council at the Special AGM, and Deputy Mayor Dale Williams as the *Alternate Delegate*.

Cr L Newman / Cr R Cherry-Campbell

CARRIED

4. **Provides** the Mayor with feedback on each recommendation in The Future **by** Local Government Consensus Outcome paper and uses this as the basis for engagement and advocacy with central government on local government system reform.

Deputy Mayor D Williams / Mayor R Mark

CARRIED

7.4 TOP 5 STRATEGIC RISKS

1. PURPOSE

For the Council to identify and adopt the Top 5 Strategic Risks for CDC.

MOVED

That the Council:

1. **Receives** the report.

Deputy Mayor D Williams / Cr S Cretney

CARRIED

2. **Adopts** the following Top 5 Strategic Risks:

- (1) Strategic partnerships
- (2) Climate change
- (3) Delivery of critical services
- (4) Financial control
- (5) Health, safety and wellbeing

Cr B Deller / Cr S Cretney

CARRIED

3. **Endorses** the draft Risk Register as outlined in Attachment 1.

Cr S Laurence / Cr S Cretney

CARRIED

7.5 RISK POOL UPDATE

1. PURPOSE

For the Council to approve an unbudgeted payment of \$43,584 excluding GST to 'Riskpool'.

MOVED

That the Council:

1. **Receives** the report.

Cr R Cherry-Campbell / Cr S Cretney

CARRIED

2. **Approves** an unbudgeted payment of \$43,584 excluding GST to Riskpool.

Mayor R Mark / Deputy Mayor D Williams

CARRIED

7.6 TREASURY POLICY REVIEW

1. PURPOSE

For the Council to review and adopt the updated Treasury Policy.

NOTED

In the CDC Treasury Management Policy local Wairarapa investment agencies such as the Wairarapa Building Society can't be used for investing Council money as they don't have the appropriate credit rating.

MOVED

That the Council:

1. **Receives** the report.

Cr R Cherry-Campbell / Cr L Newman

CARRIED

2. **Adopts** the updated Treasury Management Policy in Attachment 2.

Deputy Mayor D Williams / Cr B Deller

CARRIED

3. **Requests** that staff investigate options for using Wairarapa agencies for investments and report back to the Investment Committee.

Cr S Laurence / Cr S Gallon

CARRIED

7.7 FINANCIAL REPORT FOR THE THREE MONTHS ENDED 30 SEPTEMBER 2023

1. PURPOSE

To present the YTD financial results to Council for the three months ended 30 September 2023.

MOVED

That the Council:

1. **Receives** the report.

Cr S Laurence / Cr B Deller

CARRIED

7.8 RANGATAHI STRATEGY IMPLEMENTATION PLAN**1. PURPOSE**

For the Council to adopt the Implementation Plan for the Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa.

MOVED

That the Council:

1. **Receives** the report.
2. **Adopts** the Implementation Plan for the Wairarapa Youth Strategy: Te Rautaki Rangatahi o Wairarapa

Cr R Cherry-Campbell / Cr S Cretney

CARRIED**7.9 DESTINATION WAIRARAPA QUARTERLY REPORT****1. PURPOSE**

For the Council to receive a report of activities for the quarter ending 30 September 2023.

MOVED

That the Council:

1. **Receives** the report.

Cr R Cherry-Campbell / Cr S Gallon

CARRIED**7.10 CARRINGTON PARK UPGRADE PROJECT****1. PURPOSE**

For the Council to receive for their information only the Final Detailed Design for Carrington Park; and to endorse the Memorandum of Understanding between Carterton District Council and Friends of Carrington Park.

NOTED

The following suggested amendments to the MOU:

- Under 'The Parties' and objectives, it needs to be re-worded that CDC will 'support' the process and delivery of the project, not 'drive' it.

- In Schedule 1 it is identified that ‘To help the Carrington Park Redevelopment project run more smoothly, Friends of Carrington Park ‘may’ support in the following areas..’. This needs to be re-worded that they ‘will’ provide support in the following areas.

MOVED

That the Council:

1. **Receives** the report and the Final Detailed Design for Carrington Park Upgrade.

Cr R Cherry-Campbell / Cr S Cretney

Abstain – Cr L Newman

CARRIED

2. **Agrees** to endorse the Memorandum of Understanding between Friends of Carrington Park and Carterton District Council subject to the amendments as noted.

Mayor R Mark / Cr S Cretney

Abstain – Cr L Newman

CARRIED

The meeting adjourned at 3.10 pm and reconvened at 3.20 pm.

7.11 CHIEF EXECUTIVE REPORT**1. PURPOSE**

For the Council to be informed on planned Council operational activities, major projects, and other matters of importance and interest.

MOVED

That the Council:

1. **Receives** the report.

Deputy Mayor D Williams / Cr R Cherry-Campbell

CARRIED

7.12 REPORT ON THE ADMINISTRATION OF CARTERTON DISTRICT COUNCIL'S PRACTICES IN RELATION TO THE CONTROL OF DOGS FOR THE YEAR 1 JULY 2022 TO 30 JUNE 2023.

1. PURPOSE

For the Council to receive the report outlining the dog control activities and practices related to the Carterton District Council Dog Control for the year ending 30 June 2023.

MOVED

That the Council:

1. **Receives** the report.

Cr B Deller / Cr S Gallon

2. **Adopts** the report on Council's administration of Dog Control practices as set out in section 5 for the period 1 July 2022 to 30 June 2023 under section 10A Dog Control Act 1996.

Cr S Cretney / Cr R Cherry-Campbell

CARRIED

7.13 MEETING SCHEDULE 2024

1. PURPOSE

For the Council to approve the schedule of Council and Committee meetings for the period January to December 2024.

MOVED

That the Council:

1. **Receives** the report.

Cr S Laurence / Cr L Newman

CARRIED

2. **Adopts** the schedule of meetings for January to December 2024 as outlined in Attachment 1.

Cr G Ayling / Mayor R Mark

CARRIED

3. **Notes** that meeting dates and/or times may be changed by agreement with the Chair and the Chief Executive and will be advertised as required by the Act.

Deputy Mayor D Williams / Cr B Deller

CARRIED

7.14 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 (the Act) 10 October 2023 to 9 November 2023.

MOVED

That the Council:

1. **Receives** the report.

Cr S Cretney / Cr S Gallon

CARRIED

8 EXCLUSION OF THE PUBLIC

Nil

9 KARAKIA WHAKAMUTUNGA

The meeting closed with a karakia by Cr R Cherry-Campbell.

The meeting closed at 4.28 pm

Minutes confirmed:

Date:

7 REPORTS



7.1 DESTINATION WAIRARAPA QUARTERLY REPORT

1. PURPOSE

For the Council to receive a report of activities for the quarter ending December 2023.

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 are the following:

- General Managers and Marketing activities for the period of October – December 2023 is included as **Attachment 1**.
- The Financial Report for DW is in **Attachment 2**.
- The Budget Variance report for DW is in **Attachment 3**.

5. RECOMMENDATION

That the Council:

1. **Receives** the report.

File Number: 384673

Author: Glenda Seville, Community Services Manager

Attachments:

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

Destination Wairarapa
Q2 General Manager's and Marketing Report 23/24
Oct 2023 – Dec 2023

2023/2024 Deliverables

Visitors

The below graph shows the Accommodation Data Programme (ADP) data for Wairarapa until November 2023.



November 2022: 24.4k vs November 2023: 23.7K. November accommodation data is down 2.9% for total (domestic + international) guest nights stayed vs November 2022. International guest nights however are up.

Month	Measure	Wairarapa RTO	New Zealand	Wairarapa RTO (Same Month Last Year)	New Zealand (Same Month Last Year)
1/11/2023	Number of establishments	33	2757	31	2823
	Number of active establishments	33	2648	30	2602
	Number of stay units	1000	121400	1000	122200
	Average stay units per establishment	31.2	44	32.4	43.3
	Monthly stay unit capacity	30800	3643400	30100	3666200
	Available monthly stay unit capacity	26100	3234800	24800	3184900
	Percentage of stay unit capacity available	0.85	0.89	0.82	0.87
	Stay unit nights occupied	12300	1939600	12500	1806400
	Capacity utilisation rate	0.4	0.53	0.41	0.49
	Occupancy rate	0.47	0.6	0.5	0.57
	Total guest nights	23700	3366000	24400	3086000
	Domestic guest nights	20600	2060000	22100	2151400
	International guest nights	3100	1306100	2300	934500
	Guest arrivals	12800	1732800	13300	1552900
	Average guests per stay unit night	1.9	1.7	2	1.7
	Average nights stayed per guest	1.8	1.9	1.8	2

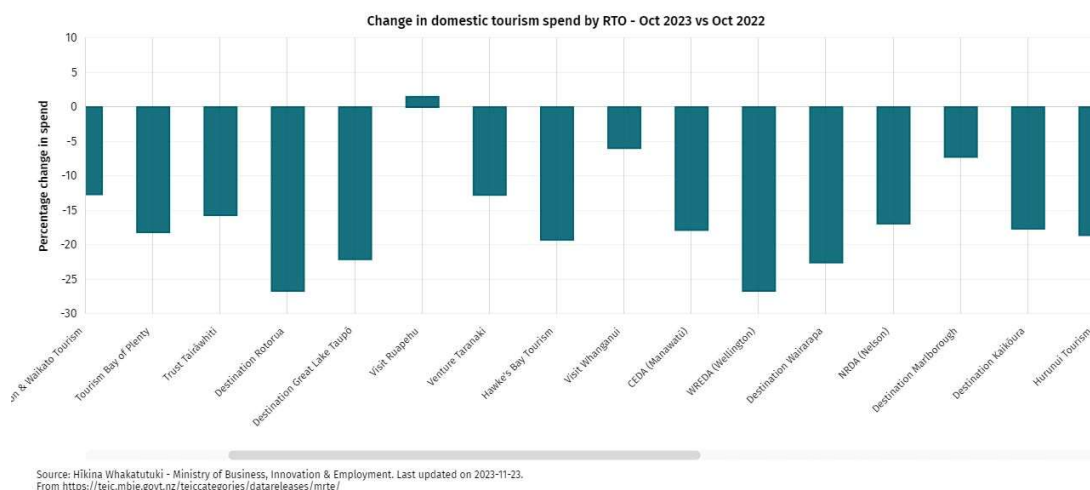
Nationwide (all RTO's) - Total guest nights are up on last year's levels. Like Wairarapa, domestic guest nights were down nationally however international guest nights were up significantly. This is primarily because nationwide, there is more packaged product available to be purchased by international visitors than there is in the Wairarapa, and there is more awareness internationally of other regions in NZ than the Wairarapa.

Having a heavily skewed domestic market protected the region somewhat from global impacts – such as the recent pandemic, but it leaves us very vulnerable to domestic influences such as high inflation/interest rates. As a sector, we should focus on spreading the risk more i.e. developing product that is popular with international tourist such as Dark Sky, cycling, nature and wine and having a presence at the international trade shows – such as the TRENZ and Meetings events in New Zealand.

Spend

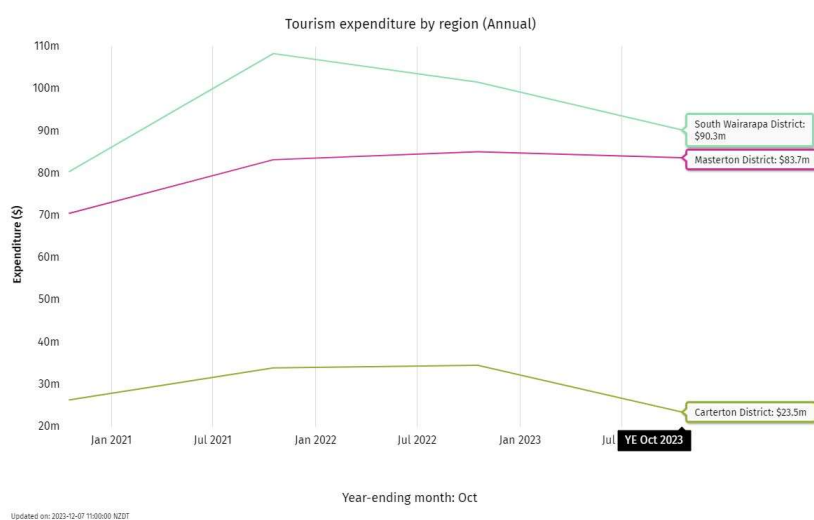
The MRTE series of data has been re-instated.

DOMESTIC MRTE spend **Wairarapa** (monthly) by RTO October 2023



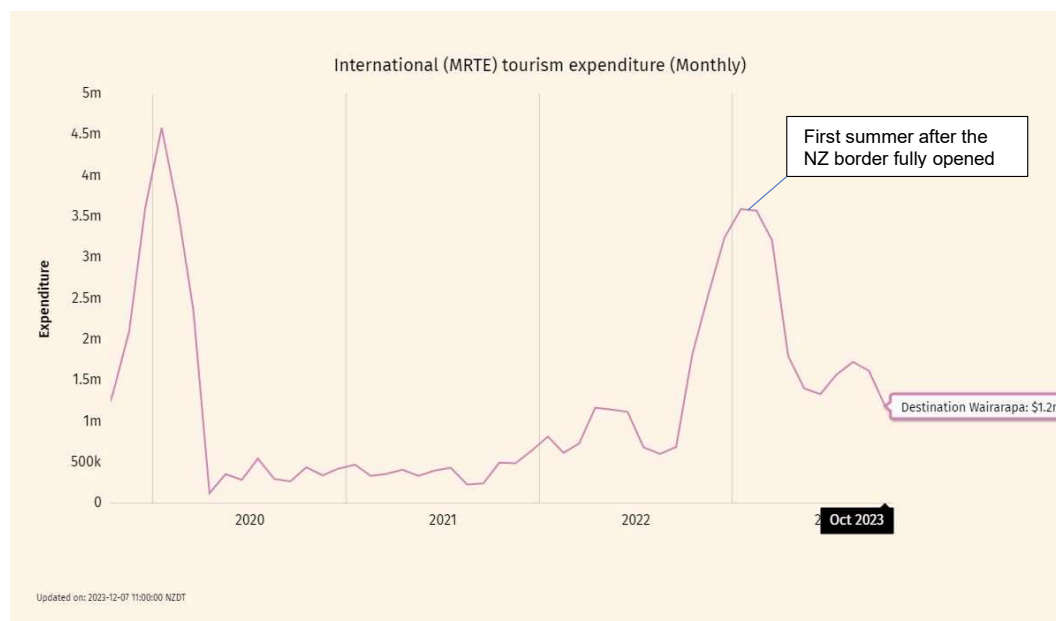
Domestic tourists in the Wairarapa spent \$15.9 million in **October 2023**. This was 22.5% down on **October 2022**. This was a nationwide trend and most likely due – as predicted, to the effect of the national elections, higher cost of living and increased interest rates.

MRTE DOMESTIC spend by **TLA** Year End October 2023



Domestic Visitor Spend **YE October 2023**. MDC: \$83.7m, SWDC: \$90.3m, CDC: \$23.5m

INTERNATIONAL MRTE spend **Wairarapa** (monthly) by RTO October 2023



International tourists in Wairarapa spent \$1.2m in **October 2023**.

MRTE INTERNATIONAL expenditure by **TLA** Year End October 2023



International Visitor Spend **YE October 2023**. MDC: \$14.7m, SWDC: \$10.4m, CDC: \$1.7m

Unfortunately, the forecasts made in the Q1 report for the domestic visitor market in Q2 have proven to be correct for the region.

It will be interesting to see what impact the events mentioned in the below article have on spend data when the November data comes out.

<https://www.rnz.co.nz/news/ldr/503389/thousands-attend-wairarapa-events-despite-economic-headwinds>



[Thousands attend Wairarapa events despite economic headwinds](#)
[More than 18,000 visitors attended Wairarapa events in the past two weeks, giving the region a tourism boost after a slower winter.](#)
www.rnz.co.nz

With regards summer (Q3), Anecdotaly we are told international tourists are here in good numbers and they are spending.

Domestic tourists are also here, however they are not spending like they used to. Where they might have shared a bottle of wine over lunch at a vineyard in the past, they are purchasing by the glass.

As for retail, visitors are not purchasing full priced items, instead opting for sale items or smaller auxiliary items e.g a scarf instead of a dress etc.

Destination Wairarapa has been behind our members (233) all the way, working alongside them to help navigate and support them during these challenging times.



Product Development

Wairarapa Dark Sky International Reserve – Summary of Progress to Date (1 year on)

An application from Wairarapa Dark Sky Reserve Association for South Wairarapa and Carterton district to become accredited as an International Dark Sky Reserve was approved in January 2023.

Destination Wairarapa agreed to be the leading organisation to progress the development of the Dark Skies opportunity for the region, appointing a fixed term/co-funded WEDS and DW Product Development role from 1 July 2023 to begin co-ordinating this work across the region with multiple stakeholders. (funding ends 31st March 2024)

A regional Dark Sky MOU expressing a desire to work together to leverage the opportunity has been developed, and signed by the following stakeholders: Destination Wairarapa, Wellington Regional Economic Development Agency (WgtnNZ) Business Wairarapa, Wairarapa Dark Sky Reserve Association, Carterton District Council, South Wairarapa District Council and Masterton District Council. Feedback on the MOU from Ngāti Kahungunu ki Wairarapa, and Rangitane Tu Mai Ra Trust is still to come.

Dark Sky Sponsor: Martin Connolly, South Wairarapa Mayor has been appointed.

Mayor Martin will be the Chair of the Dark Sky Steering Group with the Product Development role (Chrissy Cummings) coordinating the Steering Group and project managing any identified regional initiatives (funding for Chrissy and the initiatives dependent).

Steering group members are being identified with the first meeting to be scheduled next month. Date TBC.

Masterton District Council has committed to join the Dark Sky Reserve: Matt Steel, Senior Policy Advisor, Masterton District Council appointed Project Lead. Now connected with Wairarapa Dark Sky Reserve Association for advice and next steps in purchasing light monitoring equipment and measuring light pollution.

Dark Sky Programme Champion/Product Development Manager Q2 Activity Highlights

Star Safari

Significant tourism/product development work with Star Safari continues. As a result of the opportunity identified, Star Safari are keen to develop a specialised Astro Tourism School and Space Science Centre to be situated in the Wairarapa. The purpose of the school is to teach quality, informed and sustainable Astro Tourism experiences and Space Science Education. Their mission dovetails with the goals of experiential tourism, offering visitors a chance to engage deeply with the environment and local culture. The Astro Tourism schools' presence in Wairarapa region stands as a significant proponent of sustainability and community development. Business Case written. Referred to Claire Menzies at WellingtonNZ for further support and connections.

Pricing restructure to increase revenue, \$45pp, \$75pp, children remain free, Trade- ready product in international market \$295pp, increase in international visitors from Singapore, Australia, and the US. Tourism NZ showcased Star Safari to 81 front-line South East Asian travel agents, they also appeared in Tourism NZ's latest update to PR Managers worldwide. Currently working on World Space Week activations and community events in October 2024, free activations will require funding and or sponsorship.

Sam and Hari from Star Safari continue to teach STEM to primary and secondary school students and teachers throughout NZ, their goal is to set up the school in Wairarapa to focus on teaching locally and Wellington region.

Accommodation Development: Commercial in Confidence

Property Developer currently scoping out accommodation development opportunities that would also include 10 star gazing domes. The domes will command a higher overnight rate, and become a signature four season destination, along with environmental/sustainable fixtures and fittings particularly outdoor lighting to ensure the Dark Sky is protected. This concept is incredibly successful at Metis Crossing in Canada and has a strong cultural element.

Development of Tourism Connections

Capital Tours Wellington – New Dark Sky Trade guided tour product out of Wellington to connect Wairarapa, day or overnight tours, domestic and international visitors.

Patuna Chasm and Pete Monk-Wairarapa Astro Photography specialist, developing new Astro Photography works shops in the Chasm.

Under The Stars and Luna Vineyard, star gazing in the vineyard and special events, selling of Astro Photography artwork via the isite.

Accommodation sector (hotels, motels & B&B's) provided with Astro Tourism information for visitors to assist them discovering Wairarapa Astro Tourism experiences. Books and binoculars can also be purchased via Under The Stars for self-at home star gazing.

Go Carterton took the initiative and created activations and free community events during World Space Week with Star Safari. Go Carterton have submitted a funding application for 2024 to be known as a "Space Town" to continue their space related activations and events with a focus on education for children, along with a Science Fair, specialist speakers on AI, Astro Photography, solar storms, satellite technology for climate resilience and disaster response etc.

DW and Wairarapa Dark Sky Reserve Association held a successful Dark Sky Connections event in Martinborough during World Space Week, (limited budget provided by sponsorship) connecting people to promote their business and work together on Dark Sky tourism initiatives. South Wairarapa and Carterton Mayors attended their comments, "one of the best businesses to business events they had attended". Graeme Murray, Co-Founder of Earth and Sky Lake

Tekapo renowned in astro-tourism, was the guest speaker who shared his success and challenges in a startup Dark Sky business.

Conference and Incentive groups generate revenue, book in advance, generally mid-week, and off-peak dates. These groups are including Dark Sky activities while supporting sustainable and regenerative tourism. Group bookings have ranged from \$15k to \$120k into the economy. The Dark Sky Reserve is a draw card to those groups in Wellington or those considering the region, 80% of world population live under skyglow and have never experienced a Dark Sky.

Marketing

This period covered Spring including Labour weekend and a surprising number of major events, normally held in summer, pulled forward due to Covid in previous years.

Events

We supported and promoted the following events through our channels during this period:

- Wairarapa Wedding Expo developed by the Copthorne
- Walking Festival
- Toast Martinborough
- Lighthouse Gin Garden Party
- Wings over Wairarapa
- Rose in the Roses at Longbush Cottage
- Smokefest Burnout Comp
- Tui Vintage Car Day
- Rita Angus exhibition at Aratoi
- Pukaha Garden Tour
- World Space Week
- Launch of Booktown audio app: Booklover's Trail Te Ara Kai Pukapuka audio app
- The Bookshop Hop

Below is excellent feedback to the Bookshop Hop – driving visitors right around the region.



Toast Martinborough

Toast Martinborough received Regional Events Funding (REF). Therefore, alongside the Events Team from WgtnNZ we worked closely with Toast Martinborough's marketing team to look to maximize ticket sales in the days leading up to the event. We were able to add value and guidance to sales strategies and last-minute sales tactics planning.

Increasingly, as tickets sales become tougher, events are needed last minute pushes to grab remaining sales.

Marketing Activity

Paid placement in Our NZ magazine.

<https://www.calameo.com/read/00513475597a1f8a1be02> Page 69:



Wairarapa

A stunning summer

Big summer skies and wide open spaces are the perfect canvas for your summertime retreat. With epic adventure and world-class food and wine at your feet, Wairarapa is a wildly charming escape.

Just a short drive from Wellington over the Remutaka Hill, and an easy drive from Palmerston North and Hawke's Bay, Wairarapa sits at the heart of the Classic New Zealand Wine Trail.

www.wairarapa.nz

In Gladstone

Urur is undergoing an impressive transformation with works nearing completion on a brand-new cellar door and dining experience. Scheduled to open in early 2024, this exceptional venue will showcase some of the best food and wine the region has to offer.

www.urur.co.nz

A Sunday Session at Gladstone Vineyard, complete with live music and local food trucks, is a great end to a weekend well spent in the region. Held on the first Sunday of every month, these events share the 'ritual but might' ethos of this much-loved winery.

www.gladstonevineyard.co.nz

Wairarapa's northern vineyards are celebrated each year as part of the Wairarapa Wine Harvest Festival, located at The Cliffs in Gladstone. With fantastic live music, delicious local eateries and award-winning wine, this festival is a must for the social calendar. The 2024 event will be held on Saturday, 17 February. Tickets can be purchased online, until sold out.

www.wairarapaharvestfestival.co.nz



Tami brings the music

Sitting proudly between Greytown and Featherston is Tauherenikau Racing and Events Centre, renowned for hosting fantastic family race days every summer. For three days each January, the heritage venue swaps the stables for a stage, transforming into the home of Wairarapa Music in the Country.

Headlining the festival in 2024 is the exceptional Tami Neilson, a true icon of country music, and she'll be supported by 12 additional acts including Patea Maori Club, Marian Burns, Jenny Mitchell and the Shenanigans. Such a line-up doesn't come around often and this one makes for a weekend to remember.

Wairarapa Music in the Country is on Friday 5, Saturday 6 and Sunday 7 January. It's an event made for families, motorhomers and lovers of live kiwi music. Tickets are on sale now.

www.tauherenikau.co.nz



Cycle hub for adventure

Outdoor adventure is closer than ever with Cycling Tom Bike Shop. This brand new, specialised hub for all things cycling makes exploring the region on two wheels a must-do activity. Start your experience with a coffee and treat from the shop's café, before hiring a bike or e-bike and hitting the tracks.

Both guided and self-guided ride options are available, each dedicated to uncovering the beauty of Wairarapa. With mountain, gravel and road biking adventure packages, these tours are certain to be unforgettable.

Looking to purchase some new wheels? The experienced Cycling Tom team are experts in their field and can make sure you're set with the perfect bike option and accessories for you.

Cycling Tom Bike Shop is open daily at 230 High Street, Masterton, beside Copthorne Solway Park.

www.cyclingtom.co.nz



Wines of the north

At the heart of the Classic New Zealand Wine Trail, Wairarapa's award-winning vineyards stretch far beyond the stunning village of Martinborough. The region's northern vineyards are home to some of the region's favourite drops and well worth a visit this summer.

A favourite spot for get-togethers and long lunches, Le Grà is a family-owned, friendly vineyard and winery located just north of Masterton. Featuring vintages only available to enjoy via the cellar door, platters featuring home-made delicacies, and lawn games for the kids, a Le Grà experience deserves a whole afternoon.

www.legra.co.nz

Delivered the 2023 Visitor Guide and Wine Map

An excellent response with new and existing operators advertising. A good result all round.



Link to it here: <https://wairarapanz.com/wine-map-visitor-guide>

Tourism NZ webinar, an RTO overview for key TNZ staff via webinar – also recorded and sent off shore.

Operators

Wellington Operators Day run by Wgtn NZ (aimed at frontline tourism staff e.g. concierges, accom owners etc) was attended by a number of activity operators who found it very useful.

Met with new Pukaha marketing manager.

Had comprehensive session with the team at Tom's Cycling and detailed ideas and feedback.

Attended the Tourism Summit which had a strong focus on AI. Claire and Barb have revisited the presentation and are watching Digital Boost website sessions, also RTNZ responses to keep up with AI usage, approaches and ideas.

Met with Urlar Winery & Cellar Door – developed an article about the forthcoming development for use in Lifestyle magazine.

Imagery

Worked with Country Village Heaven who were undertaking and funding a comprehensive photo shoot of Greytown – they allowed us to tuck in these shots (and other street scenes) at no charge, using the talent already on hand:



Trade

Hosted Tourism NZ product manager famil for German and UK product managers. Excellent response to our trade ready product.

Presented a regional showcase webinar to 60 South East Asian front line travel sellers via Tourism NZ Singapore.

Worked with CNZWT regional partners (Hawkes Bay, Wairarapa, Wellington, Marlborough) to develop a famil for TRENZ 2024 along the whole trail.

Attended an excellent CNZWT regional partners team planning session in Hawke's Bay. The trail is in very good heart with many opportunities to work more closely to leverage the quality and appeal of the trail. A new refined website is live and links to each of the regions:

<https://www.classicwinetrail.co.nz/>

Website design, SEO, and Tourism New Zealand

Satellite Design has successfully developed a clean and concise layout for our website, executed by the Stun team. The main website page types have been laid out, and API feed features are currently in the process of being integrated. Emphasising a streamlined and organised design, remains our focus to ensure easy site navigation and overall usability.

In alignment with the new design, brand colors, fonts, and logos have been modernised.

Barb, Tania, and Claire underwent a comprehensive Search Engine Optimization (SEO) workshop led by Kevin, a specialist from Stun. The workshop aimed to ensure that our new website not only maintains but also enhances our current organic search traffic.

Key areas of focus included:

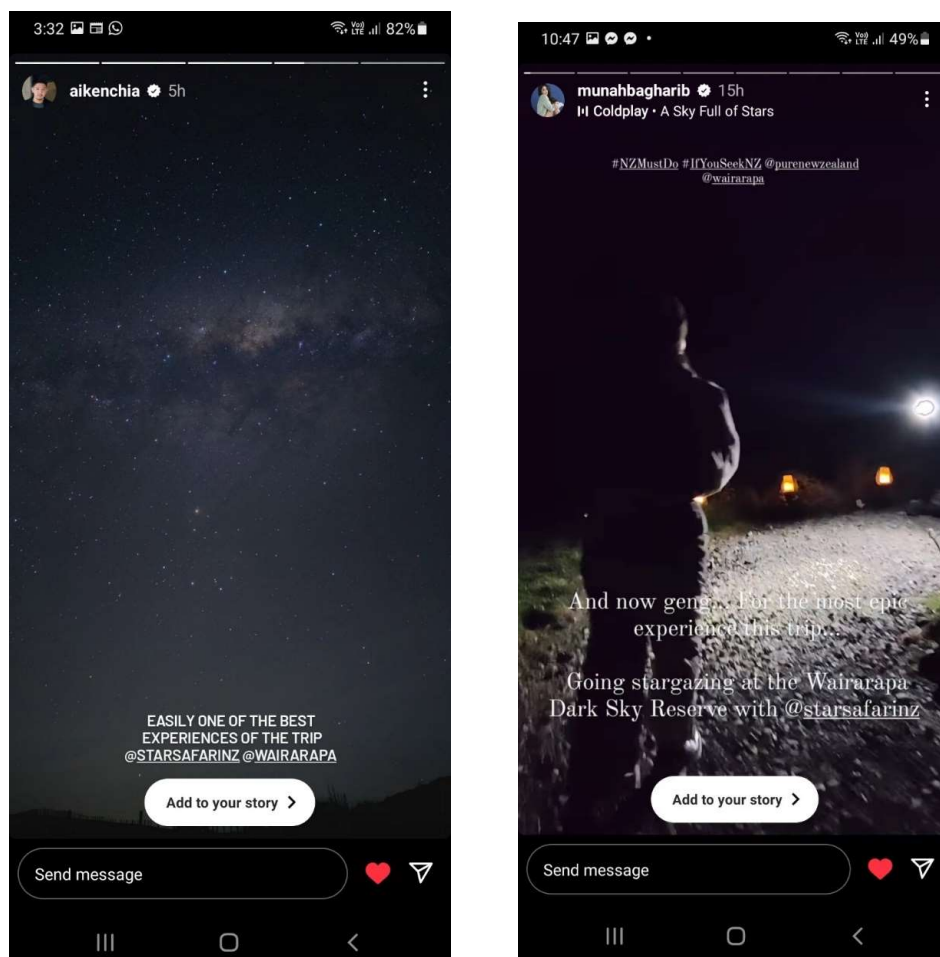
- Content SEO – copywriting, page urls and images
- Backlinks – identifying high quality external website sources eg. Tourism New Zealand and WellingtonNZ
- Technical SEO – page speed, sitemap creation and mobile optimisation.

Sarah, from our isite Visitor Information Centre team, has been doing a stellar job making contact with all members applicable to list on Tourism New Zealand's website, Newzealand.com. Accommodation, activities, tour or transport operators, are able to list. This is a key component of our site to pull through member content listed on Newzealand.com. Claire has had some one-on-one sessions with members to guide them through the listing process. Listing on Newzealand.com not only benefits our members for our new site, but also provides them with increased visibility through Tourism New Zealand's extensive reach.

Media

Hosted a Tourism NZ Singaporean media famil – 3 social media influencers with huge followings:

Output included:



Their response to the Dark Sky tour with Star Safari has boosted our reputation with Tourism NZ considerably.

Hosted Kiwi couple - content creators and freelancers for Jetstar. They create the content for Jet Star channels as well as posting organically on their own channels. They created heaps of excellent content from their day.

Excellent visit, achieved through our relationship with WgtnNZ.

Supported Longbush Cottage with a media release announcing them being awarded prestigious four-star Garden of Significance rating from the NZ Gardens Trust.

Selection of media results in the period:

Toast Martinborough in The Post



The Runholder in Sunday Star Times



and

<https://www.nzherald.co.nz/travel/visit-martinborough-this-summer-for-vineyards-bike-rides-and-a-stellar-gt/JDP6ZRIWBHQLV7L6MWN2RI2E/>

and

<https://www.nzherald.co.nz/travel/best-nz-summer-getaways-how-to-make-the-most-of-martinborough/D76NPT336ZDQNIJGUA33SIQA7E/>

Masterton topped a neat list here: https://www.stuff.co.nz/travel/experiences/family-holidays/130020423/50-free-and-cheap-things-to-do-with-kids-in-new-zealand?fbclid=IwAR1v_HTPYJxOdKayPW0A4P-lbqxG_KGoKvHSlA-p4r1vUCfMjh0wmhNMg4k

Anna Nielson – General Manager

January 2023

Destination Wairarapa
Q2 2023/2024 General Manager's Financial Report

Unaudited Financials 31 December 2023

Revenue

Trading Income

YTD 31 December 23 revenue shows as being \$20k **under budget**. This is because the revenue generated from producing the Wairarapa Visitor Guide has been invoiced with a due date of the 20th of January 2024.

Expenditure

Operating Expenditure

YTD 31 December is \$37K **under budget**. This is primarily due to forecasted spend occurring later in the year.

Net Profit

YTD 31 December net profit is \$17k **over budget**. This is primarily due to forecasted spend occurring later in the year.

Budget Variance

Destination Wairarapa Inc.

For the 6 months ended 31 December 2023

Cash Basis

	JUL-DEC 2023	JUL-DEC 2023 OVERALL BUDGET	VARIANCE	VARIANCE %
Trading Income				
Retail Sales	1,469	1,500	(31) ↓	-2% ↓
Accommodation Commission	1,086	1,600	(514) ↓	-32% ↓
Bookit	517	300	217 ↑	72% ↑
Grants - CDC	29,856	29,856	- —	- —
Grants - MDC	150,934	150,934	- —	- —
Grants - SWDC	70,396	70,396	- —	- —
Interest Received	3,550	1,500	2,050 ↑	137% ↑
Less Cost of Sales	(1,645)	(750)	(895) ↓	-119% ↓
Membership	8,083	3,000	5,083 ↑	169% ↑
Other Revenue	83,500	85,000	(1,500) ↓	-2% ↓
Ticket Commission	686	510	176 ↑	35% ↑
Tourism Products	189	600	(411) ↓	-69% ↓
Travel Sales	1,753	1,600	153 ↑	10% ↑
Wairarapa Visitor Guide	4,593	29,000	(24,407) ↓ ¹	-84% ↓
Total Trading Income	354,968	375,046	(20,078)	-5%
Gross Profit	354,968	375,046	(20,078)	-5%
Other Income				
STAPP Funding ²	80,000	80,000	- —	- —
Total Other Income	80,000	80,000	-	-
Operating Expenses				
Advertising	-	800	(800) ↓	-100% ↓
ACC Levies	1,144	1,000	144 ↑	14% ↑
Accounting Fees	5,940	6,600	(660) ↓	-10% ↓
Audit Fees	8,786	9,000	(214) ↓	-2% ↓
Bank Fees - ANZ	279	270	9 ↑	3% ↑
Board Fees	11,984	11,806	178 ↑	2% ↑
Business Events Marketing	36	3,000	(2,964) ↓ ³	-99% ↓
CNZWT Marketing	378	-	378 ↑	- —

Budget Variance

	JUL-DEC 2023	JUL-DEC 2023 OVERALL BUDGET	VARIANCE	VARIANCE %
Conferences & Events	7,200	8,000	(800) ↓	-10% ↓
Contract staff	11,220	19,800	(8,580) ↓ ³	-43% ↓
Corporate Repositing & Branding	2,000	-	2,000 ↑	- —
Depreciation	-	3,960	(3,960) ↓	-100% ↓
Distribution	5,359	5,400	(41) ↓	-1% ↓
Domestic Marketing	2,149	3,000	(851) ↓	-28% ↓
Domestic Marketing Email Distribution	4,165	3,000	1,165 ↑	39% ↑
Domestic Marketing Facebook	2,575	3,000	(425) ↓	-14% ↓
Electricity Corporate	679	-	679 ↑	- —
Entertainment	472	750	(278) ↓	-37% ↓
Entertainment - Non deductible	543	750	(207) ↓	-28% ↓
Equipment Rental	545	546	(1) ↓	0% ↓
Fringe Benefit Tax	3,083	3,100	(17) ↓	-1% ↓
General Expenses	694	600	94 ↑	16% ↑
Information Technology	2,658	3,500	(842) ↓	-24% ↓
Insurance	2,760	2,700	60 ↑	2% ↑
Kitchen Supplies Corporate	124	150	(26) ↓	-17% ↓
Kitchen Supplies i-SITEs	145	150	(6) ↓	-4% ↓
KiwiSaver Employer Contributions	8,081	8,100	(19) ↓	0% ↓
Media Hosting	2,436	1,500	936 ↑	62% ↑
Membership Expenses	2,260	1,750	510 ↑	29% ↑
Merchant & BNZ Bank Fees	289	420	(131) ↓	-31% ↓
Office Supplies & Photocopying Corporate	2,251	2,700	(449) ↓	-17% ↓
Office Supplies i-SITEs	207	250	(43) ↓	-17% ↓
Personnel incl Training & Conferences i-SITEs	1,114	1,000	114 ↑	11% ↑
Personnel incl. Training Corporate	2,341	1,500	841 ↑	56% ↑
Photocopier i-SITEs	666	750	(84) ↓	-11% ↓
POS i-SITEs	1,357	1,320	37 ↑	3% ↑
Relationship Marketing	822	600	222 ↑	37% ↑
Rent & Rates Corporate	13,952	14,100	(148) ↓	-1% ↓
Rent & Rates i-SITEs	3,085	3,300	(215) ↓	-7% ↓
Repairs & Maintenance (2210)	-	500	(500) ↓	-100% ↓

Budget Variance

	JUL-DEC 2023	JUL-DEC 2023 OVERALL BUDGET	VARIANCE	VARIANCE %
Repairs & Maintenance i-SITES	304	1,000	(696) ↓	-70% ↓
Salaries - Holiday Pay	-	1,200	(1,200) ↓	-100% ↓
Salaries Corporate	158,938	150,600	8,338 ↑ ⁴	6% ↑
STAPP Funded Salaries & Expenses ⁵	60,000	60,000	0 ↓	0% ↓
Subscriptions & Membership	12,600	7,650	4,950 ↑	65% ↑
Telecom incl Mobiles Corporate	3,586	2,700	886 ↑	33% ↑
Telecom i-SITES	1,131	960	171 ↑	18% ↑
Trade Events & Training	477	-	477 ↑ ³	- —
Trade Famils	205	1,000	(795) ↓ ³	-80% ↓
Travel & Transport	735	2,000	(1,265) ↓ ³	-63% ↓
Vehicle Operating Costs	8,041	10,000	(1,959) ↓	-20% ↓
Visitor Guide	1,590	15,000	(13,410) ↓ ³	-89% ↓
Wages - Holiday Pay	-	300	(300) ↓	-100% ↓
Wages i-SITES	88,563	91,000	(2,437) ↓	-3% ↓
Website	19,429	34,000	(14,571) ↓ ³	-43% ↓
Total Operating Expenses	469,379	506,082	(36,703)	-7%
Net Profit	(34,412)	(51,036)	16,624	33%

1. Revenue is due to be paid in January 2024

2. STAPP funding no longer exists. This is the code we will use for any external funding for specific projects. In this case it is for the Dark Sky Product Development Manager.

3. Forecast spend for later in the year.

4. First January pay period paid in December pre Christmas

5. STAPP funding no longer exists. This is the code we will use for the Dark Sky Product Development Manager (Chrissy Cummings)



7.2 FINANCIAL REPORT FOR THE SIX MONTHS ENDED 31 DECEMBER 2023

1. PURPOSE

To present the YTD financial results to Council for the six months ended 31 December 2023.

2. SIGNIFICANCE

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

3. BACKGROUND

Quarterly finance reports are provided to the Council at its Ordinary meetings that coincide with the end of the financial period and reflect the output of internal management reporting.

4. FINANCIAL STATEMENTS

Financial statements for the period ended 31 December 2023 are in **Attachment 1**.

They include:

- Statement of Financial Performance
- Statement of Financial Position

These statements include variances from budgets as approved in the Annual Plan and as amended by Council or by the Chief Executive under delegated authority.

Overall, the council has recorded an operating surplus of \$594k for the year to 31 December 2023.

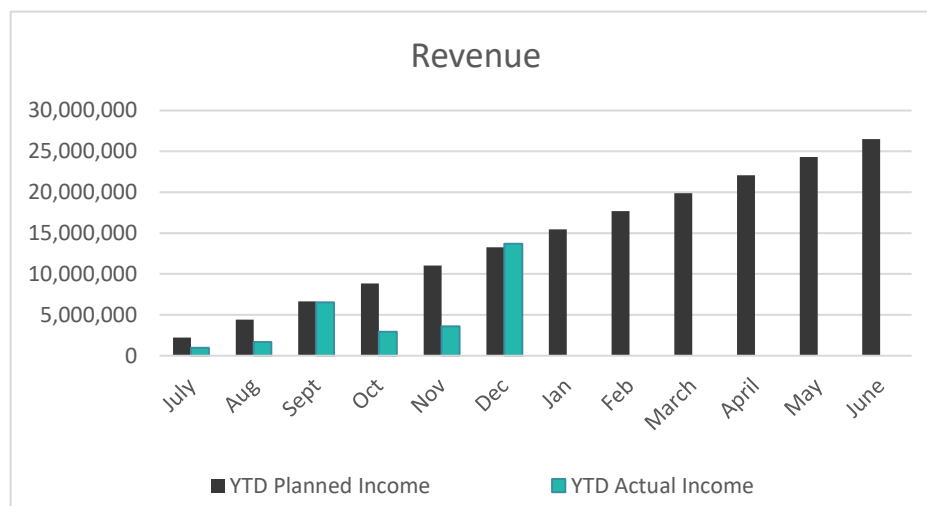
5. SIGNIFICANT ACTIVITY VARIANCES

We are generally pleased with our financial performance to date. Our revenue and expenditure are tracking very close to budget.

Overall, our view based on the data to 31 December 2023, is that operationally we are on track to meet budget.

5.1 OPERATING REVENUE

<i>Revenue</i>	Revenue received YTD	Budget Revenue YTD	% Budget Revenue received	Annual Plan 30 June 2024
Rates	8,707,870	8,773,070	99%	17,546,140
Rates penalties	44,049	30,000	147%	60,000
Finance Revenue	241,356	98,680	245%	197,360
Fees and Charges	1,189,589	1,094,505	109%	2,189,010
Waka Kotahi (NZTA) subsidy	1,989,032	1,931,926	103%	3,863,852
Grants and Subsidies	408,732	217,424	188%	434,847
Petrol Tax	28,999	56,100	52%	112,200
Miscellaneous Income	31,247	34,107	92%	68,213
Commissions	39,056	36,500	107%	73,000
Rentals Received	113,171	69,497	163%	138,993
Recoveries	510,464	394,459	129%	788,917
Contributions	125,470	331,500	38%	663,000
Event income	126,610	187,762	67%	375,524
Forestry Harvest	-	2,500	0%	5,000
Profit on Sale of Assets	2,949	-	0%	-
Fair value change	150,591	-	0%	-
Internal Recoveries	6,582	-	0%	-
Total Revenue	13,715,765	13,258,028	103%	26,516,056

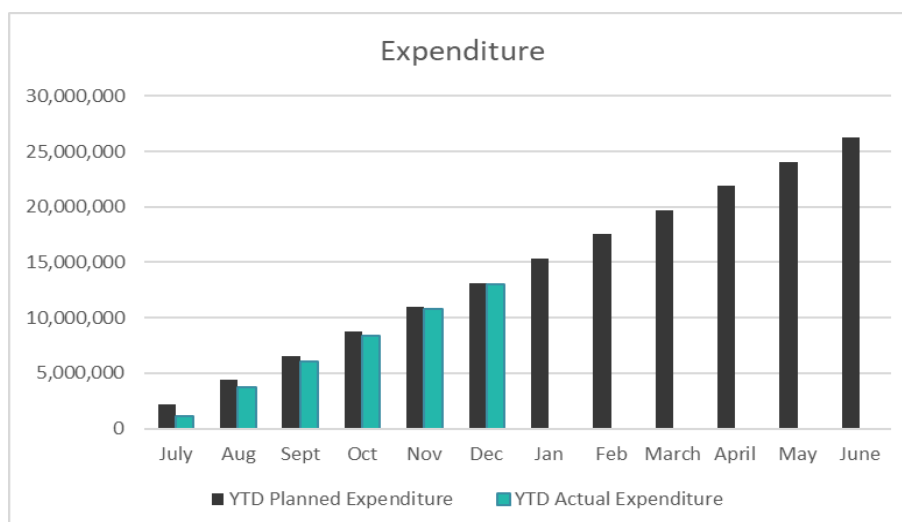


Generally, revenue is in line with budget. Some areas to note are:

- Finance revenue is ahead of budget and will be ahead of budget for the year due to higher-than-expected interest rates and a conservative budget.
- Grants and subsidies are above budget. This is due to the grants received for the better-off funding grant and Mayor's taskforce for Jobs grants not in budget numbers.
- Contributions are behind budget partially due to the change in the District Plan, It is still likely that we will be on budget on 30 June 2024.
- Rentals received are ahead of budget due to a lease payment received not in budget numbers and timing of payments.
- Recoveries income is ahead of budget. These are costs recovered from MDC and SWDC for the District Plan and other shared services and projects, with the costs for these are also included in Councils' expenditure.

5.2 OPERATING EXPENDITURE

<i>Expenditure</i>	Spend YTD	Budget Expenditure YTD	% Budget Expenditure Spent	Annual Plan 30 June 2024
Governance	410,408	476,959	86%	953,917
Transportation	3,769,583	3,570,838	106%	7,141,675
Water Supply	2,004,423	2,094,933	96%	4,189,865
Wastewater	1,628,832	1,722,324	95%	3,444,648
Stormwater	189,767	196,794	96%	393,588
Waste Management	556,123	675,234	82%	1,350,467
Community Support	3,262,148	3,208,197	102%	6,416,393
Regulatory and Planning	1,146,932	1,185,894	97%	2,371,787
General	3,009	2,500	120%	5,000
Total Expenditure	12,971,225	13,133,670	99%	26,267,340



Operating expenditure areas to note are:

- All expenditure variances are generally related to seasonal workflows and budget phasing.

5.3 CAPITAL EXPENDITURE

Capital expenditure during the six months to 31 December was \$4.5m.

The following table identifies the key areas of this spend, and the full year budgets allocated to these projects.

The full year budgets include some budgets carried forward from previous years, that were approved by Council.

Carterton District Council

Capital Expenditure report

For the period ended 31 December 2023

Account	2023/24 YTD Actuals August	2023/24 Full Year Budget (including Carry fws)	Variance	2023/24 Annual Plan Budget
Community Services & Facilities	59	278	219	159
Corporate Services	103	130	28	130
Operations	3	18	15	18
Motor Vehicles	-	36	36	36
Parks & Reserves	45	376	331	168
Regulatory & Planning	2	84	82	5
District Plan	132	270	138	382
Transportation	552	3,388	2,837	2,844
Wastewater	1,899	2,617	718	2,617
Wastewater Reservoir	432	957	525	402
Waste Management	-	54	54	-
Water Supply	1,148	2,188	1,040	1,199
Rural Water	58	367	309	-
Stormwater	97	506	409	421
Total Capital spend	4,530	11,270	6,740	8,380

Percentage of Capital Programme spent	40.20%
--	---------------

5.4 Financial Position

As at 31 December 2023, the council has borrowed \$20.4m from the Local **Government** Funding Agency - \$15.7m in non-current liabilities and \$4.7m in current liabilities. The \$4.7m is due to be refinanced in April.

We will accumulate cash over the life of these to repay as they fall due. We have drawn down 2 loans totalling 3m for loan-funded capital works in this half of the year to 31 December 2023.

6. CONSIDERATIONS**6.1 Climate change**

No specific climate change considerations.

6.2 Tāngata whenua

No specific tāngata whenua considerations.

6.3 Financial impact

This paper reports financial results for the year-to-date 31 December 2023.

6.4 Community Engagement requirements

No specific community engagement requirements.

6.5 Risks

No risks identified.

7. RECOMMENDATION

That the Council:

1. **Receives** the report.

File Number: 384383

Author: Kyra Low, Finance Manager

Attachments: 1. Financial statements for the period ended 31 December 2023 [↓](#)

Carterton District Council
Statement Of Financial Performance
For the period ended 31 December 2023

Actuals LYTD 31 December 2023		Actuals YTD 31 December 2023	Budget YTD 31 December 2023	Variance YTD 31 December 2023	Annual Plan 30 June 2024
\$000		\$000	\$000	\$000	\$000
Operating Revenue					
8,051	Rates	8,708	8,773	65	17,546
47	Rates penalties	44	30	(14)	60
101	Finance revenue	241	99	(143)	197
1,207	Fees and charges	1,190	1,095	(95)	2,189
964	Waka Kotahi (NZTA) subsidy	1,989	1,932	(57)	3,864
338	Grants and subsidies	409	217	(191)	435
33	Petrol tax	29	56	27	112
364	Miscellaneous revenue	694	535	(159)	1,069
133	Event income	127	188	61	376
-	Forestry harvest	-	3	3	5
794	Contributions	125	332	206	663
-	Profit on sale of assets	3	-	(3)	-
8	Internal recoveries	7	-	(7)	-
12,041	Total operating revenue	13,565	13,258	(307)	26,516
Operating Expenditure					
431	Governance	410	477	67	954
3,094	Transportation	3,770	3,571	(199)	7,142
1,766	Water supply	2,004	2,095	91	4,190
1,181	Wastewater	1,629	1,722	93	3,445
203	Stormwater	190	197	7	394
509	Waste management	556	675	119	1,350
2,958	Community support	3,262	3,208	(54)	6,416
1,172	Regulatory and planning	1,147	1,186	39	2,372
-	Bad debt write off	-	3	3	5
-	Loss on sale of assets	3	-	(3)	-
-	Internal charges	-	-	-	-
11,313	Total operating expenditure	12,971	13,134	163	26,267
728	Operating Surplus/(deficit)	594	124	(470)	249
-	Fair value change	151	-	(151)	-
728	Surplus/(deficit) before tax	745	124	(620)	249
-	Taxation expense	-	-	-	-
728	Surplus/(deficit) after tax	745	2,207	249	249
Note: Total expenditure includes -					
2,907	Depreciation	3,038	3,477	439	6,954
184	Finance	356	396	40	792
3,110	Personnel	3,578	3,576	(3)	7,151

Carterton District Council

Statement of Financial Position

As at 31 December 2023

Annual Report 30 June 2023 \$000	Actuals YTD 31 December 2023 \$000	Annual Plan 30 June 2024 \$000
Assets		
Current assets		
13,454 Cash and cash equivalent	430	3,862
2,887 Debtors and other receivables	2,358	3,289
118 Investments	11,857	10,648
13 Inventory	13	-
16,472 Total current assets	14,658	17,798
Non-current assets		
269,326 Property, plant and equipment	275,286	246,569
893 Forestry asset	893	1,107
817 Intangible assets	817	1,278
4,051 Investments	5,627	318
Other financial assets:		
21 Investment in CCOs and section 6(4) entities	21	23
1 Investment in other entities	1	1
275,109 Total non-current assets	282,645	249,296
291,581 Total assets	297,303	267,094
Liabilities		
Current liabilities		
4,484 Creditors and other payables	2,176	3,858
726 Employee entitlements	543	525
4,700 Borrowings	4,700	3,703
7 Leases	7	7
9,918 Total current liabilities	7,426	8,093
Non-current liabilities		
- Employee entitlements	-	50
12,700 Borrowings	15,700	19,783
14 Leases	11	21
12,714 Total non-current liabilities	15,711	19,854
Equity		
126,309 Public equity	127,051	115,467
6,186 Restricted reserves	6,189	8,152
130,501 Revaluation reserves	134,972	105,804
5,954 Other reserves	5,954	9,723
268,950 Total equity	274,166	239,146
291,581 Total liabilities and equity	297,303	267,094



7.3 WELLINGTON REGION WASTE MANAGEMENT AND MINIMISATION PLAN 2023-2029 FOR ADOPTION

1. PURPOSE

The purpose of this report is for Council to note the Wellington Waste Management and Minimisation Joint Committee's (WWMMJC) recommendation, and to adopt the Waste Management and Minimisation Plan (WMMP 2023-2029).

2. SIGNIFICANCE

The matters for decision in this report are considered significant under the Council's Significance and Engagement Policy.

Public consultation was delegated to the WWMMJC for a regional consultation process. Public consultation following the Special Consultation Procedure was held between 31 July 2023 and 01 September 2023

3. BACKGROUND

- In December 2022, the Council agreed to a comprehensive review of the 2017-2023 Waste Management and Minimisation Plan (WMMP).
- The WMMP is intended to guide councils to promote and achieve effective and efficient waste management and minimisation within their regions.
- Under section 50 of the WMA, councils must review their plan at intervals of not more than 6 years since the last review.
- Under section 50 of the WMA, when councils review existing WMMPs they must undertake a detailed waste assessment to better understand waste issues in their districts.
- Under section 44 of the WMA, councils must have regard to the Waste Assessment and current New Zealand Waste Strategy when reviewing their WMMPs.
- The 2017-2023 WMMP was developed and adopted by all eight councils in the Wellington Region. When Council agreed to review the 2017-2023 WMMP they also agreed to the 2023-2029 WMMP being developed regionally.
- The finalised 2023-2029 WMMP paves the way for the Wellington Region to move towards a circular economy.

- The finalised 2023-2029 WMMP is underpinned by regional action plans that were developed collectively by all eight councils and local action plans that were developed by individual councils for their specific district.

Development of the 2023-2029 WMMP

- In early 2022 Beca consultancy was selected to assist the eight Wellington Region Councils to develop the WMMP 2023-2029. Porirua City Council was the contract manager on behalf of the eight councils.
- In addition to a regional plan, local action plans were developed. The three councils in the Wairarapa agreed to produce a joint local action plan.
- In March and April 2023 three stakeholder engagement workshops were held by Beca at a regional level. These included community leaders in waste reduction, representatives of large industry managers of waste and other council staff.
- Feedback received helped to inform the development of both the regional and local action plans.
- In order to avoid the need for each council to undertake separate consultations it was agreed at each region's council meetings between May and June 2023 to delegate the special consultative procedure required for the WMMP to the Wellington Region Joint Committee. The joint committee consists of elected members from each of the eight councils.
- Public consultation was held between 31 July 2023 and 1 September 2023. Submitters were able to submit via a regional website www.lesswastegreaterplace.co.nz using printed forms at council offices and libraries and a dedicated email address.
- All councils conducted engagement to assist the public. The Wairarapa hosted drop-in sessions in each of the five towns.
- 197 submissions were received. Oral submissions were heard on 18 September 2023 at the Wellington City Council chambers.
- Following public consultation an oral submissions analysis was undertaken, a summary of the submissions report was produced, and amendments were made to the draft WMMP.
- On 4 December 2023 at the Wellington City Council Chambers the Joint Committee agreed to recommend the adoption of the WMMP.
- Upper Hutt City Council, Kapiti City Council, Hutt City Council and Porirua City Council adopted the revised WMMP in December. Wellington City Council is due to adopt the plan at the beginning of February, with the three Wairarapa councils to follow.

4. DISCUSSION

Option 1 (recommended):

That the WMMP 2023-2029 is adopted and the current WMMP 2017-2023 is revoked.

- This would ensure statutory requirements are met.
- It would ensure that the eight councils have a regional consistent WMMP.
- It enables the development of a regional and local implementation plan.
- Resourcing would move to the implementation of the plan.

Option 2:

That the WMMP 2023-2029 is not adopted pending further amendments to be made.

- This would delay implementation and provide a risk that non-compliance with MFE could result in loss of waste levy funding.

5. NEXT STEPS

Following the adoption of the WMMP, a implementation plan for the Local Action Plan will be developed.

6. CONSIDERATIONS**6.1 Climate change**

Climate change and greenhouse gas emissions from waste were a key consideration in the development of the WMMP. The WMMP sets targets for the Wellington region for reduction of greenhouse gas emissions from waste, through reducing organics to landfill and reducing emissions from waste transport.

With a collective responsibility within the Wellington region for reducing our resources use and protecting our natural environment.

This approach aligns with Aotearoa New Zealand's Te Rautaki Para / Waste strategy and Aotearoa New Zealand's first Emissions reduction plan –Te Tau Marohi ki Anamata / Towards a productive, sustainable, and inclusive economy.

6.2 Tāngata Whenua

By minimising waste and valuing natural resources, the councils recognise the importance of its relationship with mana whenua and their role to exercise kaitiakitanga for te taiao for current and future generations. In te ao Māori traditional waste management practices are focused on sustainability and a circular closed-loop system. This WMMP has a strong circular economy focus.

The work in this WMMP will be underpinned by the three commonly understood principles of *Te Tiriti*, which are:

- Participation - We will maximise opportunities for Māori to participate in decisions.
- Protection - We will support mana whenua to exercise kaitiakitanga of the environment and seek to ensure that the actions included in this WMMP achieve positive environmental, cultural, social and economic outcomes for Māori.
- Partnership- Councils remain committed to developing meaningful relationships and partnerships with mana whenua and to collaborating on waste management and minimisation practices and activities important to Māori.

6.3 Financial impact

Costs for the development of the WMMP have been funded from the Ministry of the Environment waste levy funds that are allocated to each Council quarterly. The cost of the WMMP is split between the eight councils based on population.

LAP implementation will be funded through the LTP, MFE waste levies and grant funding (as and when available).

6.4 Risks

The Plan aims to reduce risk by working towards eliminating environmental hazards.

Social

The WMMP aims to improve the mitigation of social risks.

Cultural

The WMMP aims to improve the mitigation of cultural risks.

Environmental

The WMMP aims reduce environmental risks in the future.

Economic

The WMMP aims create economic growth in the future.

7. RECOMMENDATION

Officers recommend that the Council:

1. **Adopts** the Waste Management and Minimisation Plan 2023-2029.
2. **Notes** that, as required under the Waste Minimisation Act 2008, all councils are required to review and update their Waste Management and Minimisation Plans in order to receive ongoing waste levy funding from the Ministry for the Environment and carry out waste minimisation projects and activities.
3. **Notes** that the Wellington Region Waste Management and Minimisation Joint Committee has undertaken the special consultative procedure for the finalised 2023-2029 Wellington Region Management and Minimisation Plan as previously agreed by the Council.
4. **Notes** that the Wellington Region Waste Management and Minimisation Joint Committee has recommended that all eight territorial authorities in the Wellington Region adopt the finalised 2023-2029 Wellington Region WMMP.
5. **Agrees** to revoke the existing 2017-2023 Wellington Region WMMP.

File Number: 378381

Author: Sarvesh Tiwari, Waste Management and Minimisation Officer

Attachments:

1. Statement of Proposal [↓](#)
2. WMMP 2023-2029 [↓](#)

LESS WASTE
GREATER PLACE



WELLINGTON REGION WASTE MANAGEMENT AND MINIMISATION PLAN (WMMP) 2023-2029

**TELL US WHAT YOU THINK:
STATEMENT OF PROPOSAL**

Absolutely Positively
Wellington City Council
Me Heke Ki Pōneke

Te Kaunihera-a-Rohe o Taratahi
CARTERTON
DISTRICT COUNCIL

HUTT CITY
TE AWA KAIRANGI

Kāpiti Coast
DISTRICT COUNCIL
Me Huri Whakamuri, Ka Tiro Whakamua

Te Kaunihera-a-Rohe o Masterton
MASTERTON
DISTRICT COUNCIL

poriruacity

SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau

Te Kaunihera o
Te Awa Kairangi ki Uta
Upper Hutt City Council

INTRODUCTION

Changing the waste pathway that harms the environment, and everything that relies on it, is critical. The Wellington region has made some positive steps to addressing the problem, but there is much more work to do to improve the lives of communities – culturally, socially, environmentally, and economically. This challenge requires us to be accountable to mana whenua and our communities.

The eight councils in the Wellington region welcome your feedback on the draft Wellington Region Waste Management and Minimisation Plan 2023-2029 (WMMP).

Our last regional WMMP was implemented in 2017, and is required to be reviewed every six years. That includes reviewing our region's current waste situation and strategic direction as a collective and as individual councils, to ensure we are heading in the right direction.

Feedback from our community will be crucial in shaping its final form before it's agreed by the Wellington region's councils later this year.

What is a Waste Management and Minimisation Plan (WMMP)?

The Waste Minimisation Act 2008 requires city and district councils across Aotearoa New Zealand to develop a plan to ensure that we make every attempt to minimise the amount of waste we generate and then appropriately manage the residual waste so that our communities, local economies and the environment are enhanced.

The draft Wellington Region WMMP 2023-2029 has been collaboratively developed by all eight councils in the region:

- Carterton District Council
- Hutt City Council
- Kāpiti Coast District Council
- Masterton District Council
- Porirua City Council
- South Wairarapa District Council
- Upper Hutt City Council
- Wellington City Council

In developing this plan, we have engaged with the waste industry, business community, mana whenua, and community-based NGOs to ensure we capture diverse perspectives and develop a plan which reflects the aspirations of the whole region. By taking this region-wide approach, our waste management services and infrastructure can be more efficient and consistent for our communities. It also means we can take a more holistic approach to issues which cross council boundaries – like litter, shared landfills, and facilities which support and encourage reuse, repurposing, and recycling.

The Wellington Region Waste Assessment 2023

In order to draft a comprehensive WMMP, we first needed to understand the current situation. The Wellington Region Waste Assessment 2023 (Waste Assessment) sets out the existing waste situation, including a summary of key issues impacting how waste is managed across the region. A suite of initial options for addressing those issues are included in the Waste Assessment, with further details and actions set out in the draft WMMP. Some of the issues include:

- recycling rates which are either static or declining in most areas within the region
- limited facilities to support the recovery and re-use of construction and demolition waste
- a vast majority of food scraps end up in the landfill, with decomposing organic material being a significant contributor to landfill greenhouse emissions
- a lack of waste and recycling data across the region makes planning for and responding to future demand more difficult

The full Waste Assessment can be found at lesswastegreaterplace.co.nz

How is this draft WMMP different from the previous one?

The 2017-2023 WMMP had a heavy focus on becoming waste-free, a range of local waste minimisation actions, and a region-wide review of waste bylaws to ensure regional consistency.

The draft WMMP 2023-2029 still has waste reduction as a key focus, but its main intent is to start a move towards a circular economy. This is where we keep resources in use for as long as possible, and then (where viable), recover and regenerate products and materials at the end of their lifecycle. You can learn more about circular economies and how they work by clicking this link: <https://environment.govt.nz/what-government-is-doing/areas-of-work/waste/ohanga-amiomio-circular-economy/>

What does this draft WMMP cover?

Our vision is:

Te mahi tahi hei whakaiti para - mā te tangata, mā te taiao, me te ōhanga.

Working together to minimise waste - for people, environment, and economy.

This vision seeks to foster a collaborative approach to the way resources are managed and minimised in the Wellington region. It will guide the system change for the entire region, with a focus on transforming how we generate, manage, and minimise waste. Key to this will be understanding our individual and collective roles and working together (including within and between councils).

To support the vision, this WMMP includes nine objectives that reflect the priorities, issues, and opportunities identified by the councils and the stakeholders engaged as part of developing this WMMP. These objectives aim to strike the right balance between ambition and action.

The nine objectives are as follows:

Objective 1: Waste and resource recovery systems support a reduction in greenhouse gas emissions from landfills and waste collections.

Objective 2: There is collective responsibility within the Wellington region for our resources and environment.

Objective 3: Residents, businesses, and other organisations are motivated to minimise waste.

Objective 4: Material circularity is increased through waste and resource recovery infrastructure and services.

Objective 5: It is accessible and convenient for residents, businesses, and other organisations to divert their waste.

Objective 6: Waste and resource recovery systems are traceable and transparent.

Objective 7: Resource recovery facilities and landfills provide regional resilience in case of emergency events.

Objective 8: Landfills are treated as finite.

Objective 9: Residual waste is managed safely and effectively in accordance with best practice.

In alignment with, and with regard to, the Te rautaki para | Waste strategy, the Wellington region has identified the following six targets:

- 1.** Reduce the total amount of material that needs final disposal to landfill by:
 - 10% by 2027
 - 30% by 2030

We will work towards this by achieving the following sub-targets:

- a.** Ensuring a regional construction and demolition processing facility is available by 2026
- b.** Ensuring a regional organics processing facility is available by 2029
- c.** Ensuring three new resource recovery facilities are established in the Wellington region by 2030

- 2.** Reduce emissions from biogenic methane by reducing the total amount of organic waste disposed to landfill by 50% by 2030
- 3.** Reduce emissions from the transport of waste by 30% by 2030
- 4.** Ensure all urban households have access to kerbside recycling collections by 2027
- 5.** Ensure food scraps collection services are available to urban households by 2030
- 6.** For each council to engage with and commit 20% of the business community to minimising waste

Regional and Local Action Plans

We'll work towards meeting these targets through implementing the Regional Action Plan and Local Action Plans. These Plans are roadmaps: they lay out the steps which must be taken to achieve the targets above. The Regional Action Plan details the actions that the eight Councils in the region will collectively undertake or support, with mana whenua partners and other stakeholders, to deliver on the vision, objectives, and targets of this WMMP.

Local Action Plans build off the Regional Action Plan and are developed by each of the eight councils in the region, with the three Wairarapa Councils developing a joint plan. They detail the actions each council will individually undertake to deliver on the vision, objectives, and targets of this WMMP, while ensuring that they meet the needs and concerns of their own communities.

We'd love your input

Whether you're an individual or an organisation, this is your chance to tell us what you think about the future of waste in the Wellington region. The Councils in the Wellington region will consider community feedback before making any final decisions.

The public consultation period will run from 31 July until 1 September 2023. Please share your feedback on the draft WMMP 2023-2029 during this time.

There are a number of ways you can share your feedback:



Submit feedback online at lesswastegreaterplace.co.nz



Pick up a feedback form from your local Council, and either post it back or drop it off



Send us an email at team@lesswastegreaterplace.co.nz

Questions to consider

- Do you agree that the WMMP sets a clear direction on how the Wellington region will reduce waste?
- Do you agree that the WMMP vision provides an aspirational goal to help guide the regions transformation towards a collaborative low waste future?
- Do you agree with our proposed guiding principles, objectives, targets and actions?
- If you do not agree, what have we missed?
- Do you see your waste minimisation aspirations represented in this plan?

What happens next?

Public consultation is open for one month, from 31 July until 1 September 2023.

After this, oral submitters will be heard by our Wellington Region Waste Management and Minimisation Plan Joint Committee.

Details of where and how you can make your oral submission will be available on our website lesswastegreaterplace.co.nz. Please visit this site regularly for updates.

Hearings - week commencing 18 September

You can come and speak to the Wellington Region Waste Management and Minimisation Plan Joint Committee in-person or online. Please indicate on your feedback form that you wish to speak at a hearing, and we will be in touch with you to confirm a time slot.

Analysis of submissions and adoption

After all the feedback (written and in-person) has been received, everyone's feedback will be collated and analysed. The councils will then discuss the draft WMMP in light of what the public has told us and will decide what changes will progress.

Once the WMMP is finalised, it will be formally adopted by each of the region's eight councils. It is anticipated this will take place in late 2023 – early 2024 acknowledging the different council meeting timeframes.

Please note: Hearings and deliberations and adoption meetings are open to the public. You are welcome to attend. The details of these meetings are advertised on the council websites.

Important dates

- Consultation starts: 31 July
- Consultation ends: 1 September
- Oral submissions to the Wellington Region Waste Management and Minimisation Plan Joint Committee: week commencing 18 September
- Review of submissions and deliberations: September – November
- WMMP adoption for each council: late 2023 – early 2024

Please visit lesswastegreaterplace.co.nz to read the draft WMMP, FAQs, the Wellington Region Waste Assessment, and find out when engagement activities will be held in your area.

If you would like to know more about how we keep your details confidential and for more on our privacy statement, please visit lesswastegreaterplace.co.nz/privacy

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WELLINGTON REGION WASTE MANAGEMENT & MINIMISATION PLAN 2023-2029

**PREPARED FOR
THE COUNCILS OF
THE WELLINGTON
REGION**

**Absolutely Positively
Wellington City Council**
Me Heke Ki Pōneke

**Te Kāwhiri: S-Rūhe o Tairāhaki
CARTERTON
DISTRICT COUNCIL**

**HUTT CITY
TE AWA KAIRANGI**

**Kāpiti Coast
DISTRICT COUNCIL**
Me Kaiti Whakamuri: Kaitiaki Whakamuri

**Te Kōwhiri: S-Rūhe o Tairāhaki
MASTERTON
DISTRICT COUNCIL**

porirua city

**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Pērerahi Tūāhu

**Te Kāwhiri o
Te Awa Kairangi ki Uta
Upper Hutt City Council**

»»» LESS WASTE
GREATER PLACE »»»

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1 Whakarāpopototanga | Executive summary

The eight Councils of the Wellington region have come together to develop a Waste Management and Minimisation Plan (WMMP) that sets a vision, objectives, targets, and action plans, for achieving efficient and effective waste management and minimisation across the region over the next six years (2023-2029). It's the third joint WMMP that the Councils have developed which enables a more efficient and consistent approach to our waste management services and infrastructure. This WMMP outlines how the eight Councils, mana whenua, community, industry, and businesses can work together to transform how waste is generated, managed, and minimised in the Wellington region. Reflecting this collaboration is the vision for this WMMP, which is:

Te mahi tahi hei whakaiti para - mā te tangata, mā te taiao, me te ōhanga.

Working together to minimise waste – for people, environment, and economy.

This WMMP addresses the key issues identified in the region's Wellington Region Waste Assessment 2023, which, at a high-level, has identified that our modern 'take-make-dispose' economy is not sustainable. We need to start moving towards a circular economy, where we keep resources in use for as long as possible. Then, where possible, recover products and materials and regenerate natural systems at the end of a products lifecycle. This approach aligns with Aotearoa New Zealand's *Te rautaki para | Waste strategy* and Aotearoa New Zealand's first emissions reduction plan - *Te hau mārohi ki anamata | Towards a productive, sustainable and inclusive economy*.

The Councils are committed to making this transition equitable and inclusive, recognising unique perspectives, and ensuring the costs, benefits and opportunities are distributed fairly. Mana whenua are also recognised as partners in the implementation of this WMMP. By minimising waste and valuing natural resources, the Councils are in alignment with mana whenua and their role to exercise kaitiakitanga for te taiao for current and future generations.

This joint WMMP addresses the identified issues by establishing the following objectives:

Whāinga 1	Mā ngā pūnaha para me te taumanu rawa e tautoko he whakaititanga o te tuku haurehu kati mahana mai i ngā ruapara me ngā kohikohinga para.
Objective 1	Waste and resource recovery systems support a reduction in greenhouse gas emissions from landfills and waste collections.
Whāinga 2	He haepapa kiritōpū nō roto mai i te takiwā o Te Whanganui-a-Tara mō ā tātou rawa me te taiao.
Objective 2	There is collective responsibility within the Wellington region for our resources and environment.
Whāinga 3	E ngākau hihiko ana ngā kainoho, ngā pakihi, me ētahi atu whakahaere ki te whakaiti para.
Objective 3	Residents, businesses, and other organisations are motivated to minimise waste.
Whāinga 4	Mā ngā hanganga me ngā ratonga e taumanu ana i te para me te rawa e nui ake ai te hurihanga nei o ngā rawa.
Objective 4	Material circularity is increased through waste and resource recovery infrastructure and services.
Whāinga 5	E āhei ana aua ratonga, māmā hoki te whakamahi mā ngā kainoho, mā ngā pakihi, me ētahi atu whakahaere hei papare i ā rātou para.

Objective 5	It is accessible and convenient for residents, businesses, and other organisations to divert their waste.
Whāinga 6	He mea ka taea te whai, he mea pūataata hoki ngā pūnaha para me te taumanu rawa.
Objective 6	Waste and resource recovery systems are traceable and transparent.
Whāinga 7	Ko ngā taupuni taumanu rawa me ngā ruapara e tuku ana i te manawaroa ā-takiwā kei puta he āhuatanga ohotata.
Objective 7	Resource recovery facilities and landfills provide regional resilience in case of emergency events.
Whāinga 8	E whakaaroarotia ana ngā ruapara hei mea whai mutunga.
Objective 8	Landfills are treated as finite.
Whāinga 9	E whakahaeretia haumarutia, tōtikatia ana hoki ngā toenga para e ai ki te tikanga pai katoa.
Objective 9	Residual waste is managed safely and effectively in accordance with best practice.

The targets within this WMMP provide a clear and measurable way to determine how steps are taken, as a region, to achieve the objectives. The following ambitious targets have been set so that as a region, there is accountability.

1. Reduce the total amount of material that needs final disposal to landfill by:

- 10% by 2027
- 30% by 2030

We will work towards this by achieving the following sub-targets:

- a. Ensuring a regional construction and demolition processing facility is available by 2026
 - b. Ensuring a regional organics processing facility is available by 2029
 - c. Ensuring three new resource recovery facilities are established in the Wellington region by 2030
2. Reduce emissions from biogenic methane by reducing the total amount of organic waste disposed to landfill by 50% by 2030
 3. Reduce emissions from the transport of waste by 30% by 2030
 4. Ensure all urban households have access to kerbside recycling collections by 2027
 5. Ensure food scraps collection services are available to urban households by 2030
 6. For each council to engage with and commit 20% of the business community to minimising waste

A Regional Action Plan and Local Actions Plans have been developed to identify how these objectives and targets will be met. The actions are grouped within priority areas according to their impact on *te pūnaha whakarōpū para* | *the waste hierarchy*.

- Providing and supporting education initiatives within the Wellington region that focus on waste minimisation and responsible consumption
- Supporting new and existing regional and local waste minimisation initiatives
- Improving the way we connect and collaborate across the region on waste management and minimisation initiatives

- Ensuring appropriate kerbside services are in place for recycling and organic waste
- Ensuring appropriate regional infrastructure is in place to meet our targets and objectives
- Investigating ways to effectively manage and monitor cross boundary and inter-regional waste flows
- Investigating options for future disposal of residual waste and what this may look like in the long term

Most importantly, while Councils play an important role in managing and minimising waste, we cannot do it alone. This WMMP aims to promote a collaborative approach across Councils, central government, communities, mana whenua, industry, and businesses who are all important in transitioning to a low-emission, circular and low-waste economy.

2 Kōrero Whakataki | Introduction

Waste management and minimisation is a critical issue in the Wellington region and across Aotearoa New Zealand as a whole. The way New Zealanders currently consume products, based on a linear 'take-make-waste dispose' system, leads to large quantities of waste, where resources are not valued. It is also widely recognised that this current linear system, based on extraction of virgin materials, exponential growth, and overconsumption of natural resources is a significant contributor to greenhouse gas emissions and environmental degradation.

This WMMP still has waste reduction as a key focus, but its main intent is to start a move towards a circular economy, where we keep resources in use for as long as possible, then where possible, recover and recirculate products and materials, and regenerate natural systems.

This joint WMMP addresses the key issues identified in the Wellington Region Waste Assessment 2023 (Waste Assessment) and aligns with Aotearoa New Zealand's *Te rautaki para | Waste strategy*, which provides a high-level road map for the nation to shift to a low-emissions, low-waste society built upon a circular economy by 2050.

To support this change, this WMMP acknowledges that everyone can play a role to protect and enhance the environment within the Wellington region. By addressing the Wellington region's waste, steps can be taken to reduce the impacts of climate change, put in place actions to support designing out waste and pollution, keep resources in use for as long as possible, and safely manage the waste that can't be diverted.

To help achieve this, this WMMP establishes a vision, a list of objectives, a set of targets, and a suite of regional and local council actions that provide a plan for waste transformation in the region. It outlines how the eight Councils, mana whenua, community, industry, and businesses can work together to transform how waste is generated, managed, and minimised in the Wellington region.

2.1 Transitioning to a low-emissions future

Aotearoa New Zealand's first emissions reduction plan - *Te hau mārohi ki anamata | Towards a productive, sustainable and inclusive economy* – was launched in 2022, and waste was identified as having an important role in meeting the 2030 and 2050 emission reduction targets.

While waste was only responsible for 4 per cent of Aotearoa New Zealand's gross emissions in 2021, 94 per cent of those emissions were from biogenic methane – a potent greenhouse gas¹ with a warming effect 28 times greater than carbon dioxide². This greenhouse gas is generated by organic waste like paper, food scraps and garden waste that breaks down in landfill without oxygen, producing biogenic methane.

National legislative and regulatory changes are signalling a push towards a circular economy (refer to **Figure 1**) and a drive to heavily reduce carbon emissions. A circular economy means redesigning products and services to reduce resource usage, keeping resources in use for as long as possible, and recycling or processing them when they reach the end of their life to reduce waste and support the regeneration of nature.

¹ New Zealand's Greenhouse Gas Inventory 1990–2021 snapshot (MBIE, 2023)

² Measuring emissions: A guide for organisations - Ministry for the Environment (2023)

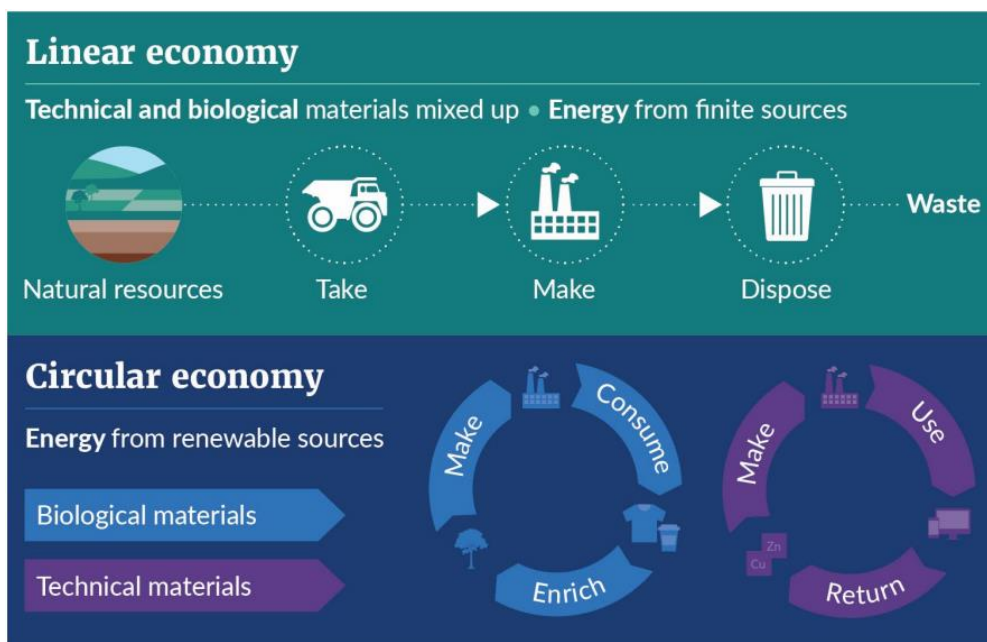


Figure 1: Characteristics of linear and circular economies (Source: Te rautaki para | Waste strategy)

2.2 Moving up the waste hierarchy to a circular economy

Te pūnaha whakarōpū para | the waste hierarchy (refer to **Figure 2** below) illustrates the most and least favoured methods to manage and minimise waste. The upper two levels of the hierarchy are defined by the Ministry for the Environment as:

1. **Reduce, rethink, redesign:** Reducing the resources being used and redesign to avoid producing waste
2. **Reuse, repair, repurpose:** Keeping things in use for as long as possible, without significant processing

These two levels are key to transitioning the Wellington region from a linear 'take-make-dispose' economy to a circular one, where waste and pollution are designed out, and resources are highly valued and used for as long as possible and where possible products and materials are recovered at the end of their lifecycle.

Further, protecting and regenerating natural systems is key to a circular economy, as is delivering equitable and inclusive outcomes where new opportunities work for all communities.

While keeping materials at their highest value and prioritising the first two levels of *te pūnaha whakarōpū para | the waste hierarchy* is at the heart of this WMMP, the Councils also acknowledge the importance of continuing to support activities at all levels of the hierarchy to ensure the delivery of effective waste minimisation activities.

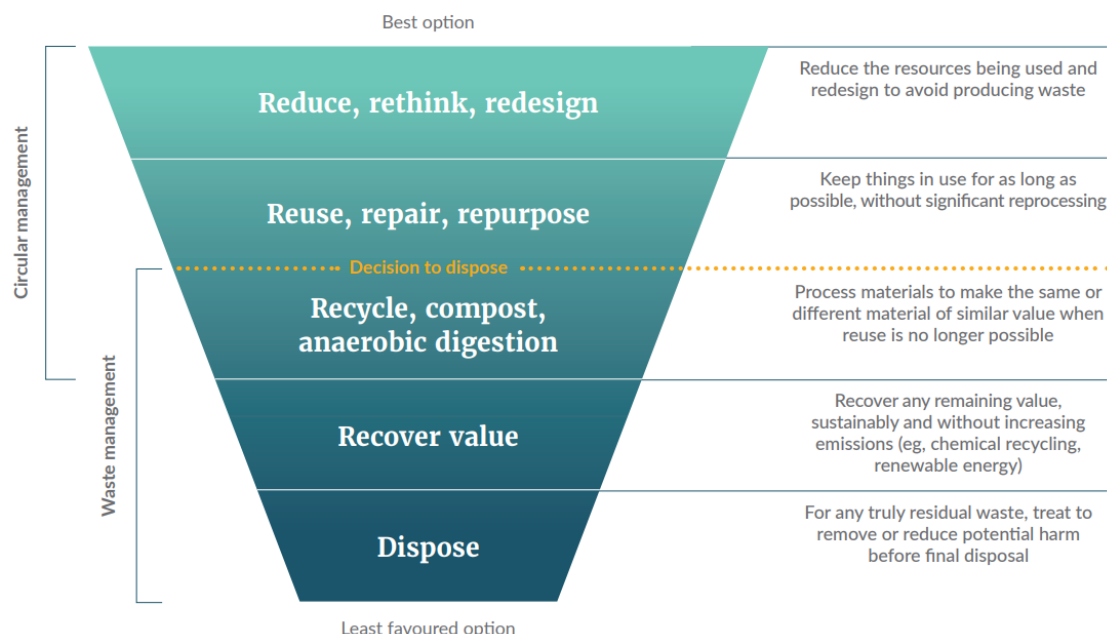


Figure 2: Te pūnaha whakarōpū para | The waste hierarchy (source: Ministry for the Environment, Te rautaki para | Waste strategy)

2.3 Why do we need a WMMP?

Section 43 of the Waste Minimisation Act 2008 (WMA) requires that territorial authorities adopt a Waste Management and Minimisation Plan (WMMP) to promote effective and efficient waste management and minimisation within their city or district³. Reviews of WMMPs must occur at least every six years.

For the eight councils in the Wellington region, this will be the third joint WMMP after the first Wellington Region WMMP was adopted in 2011. The eight councils are:

- Carterton District Council
- Hutt City Council
- Kāpiti Coast District Council
- Masterton District Council
- Porirua City Council
- South Wairarapa District Council
- Upper Hutt City Council
- Wellington City Council

While the previous WMMP (2017-2023) had a heavy focus on becoming waste free, data from the Waste Assessment 2023 suggests recycling performance is static or in decline in most Wellington cities/districts. With the population in the Wellington region set to increase, the rate in which we are disposing of waste to landfill is unsustainable.

This WMMP covers all solid waste (including waste diverted to recycling, composting or otherwise) in the Wellington region, whether it is managed by Councils or not. Gas emitted from the three Class 1 landfills in

³ Section 43 of the WMA.

the Wellington region continue to be managed by the facility operators, with gas required to be captured according to the National Environmental Standard for Air Quality 2004.

While Councils may not have a direct involvement in the management of all waste, there is a responsibility for all Councils to at least consider the management of all waste. Councils also have responsibility to provide access to services such as to households, and to suggest areas where other groups, such as businesses, could take action themselves.

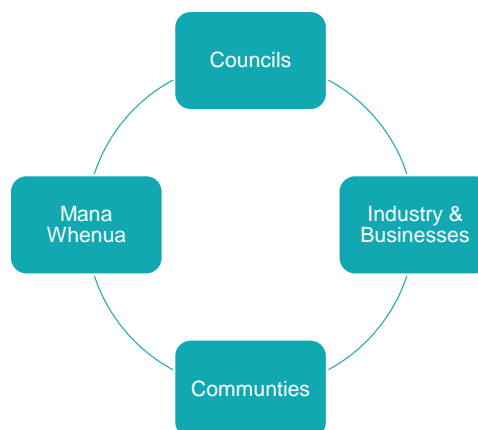
This WMMP covers the period from 2023 to 2029 but is intended to be relevant beyond 2030 as *Te rautaki para* / *Waste strategy* changes are established and embedded in at a national, regional, and local level. This WMMP is intended to align with *Te rautaki para* / *Waste strategy* and will be reviewed every six years⁴.

2.4 Who is impacted by this WMMP?

We all play a role in the waste management and minimisation system, whether as a producer of goods and services, consumer, or processor of waste. Therefore, everyone should familiarise themselves with this WMMP and consider their role and responsibilities within it.

Councils cannot achieve the vision, objectives, targets, or actions outlined in this WMMP alone. It will require joint effort, focus, and a willingness to change from everyone in our region.

The different roles and responsibilities of Councils, mana whenua, community, industry, and businesses are described in detail in section 5.1 of this WMMP, it includes details on how Councils may work in partnership with mana whenua and support other key stakeholders to implement this WMMP.



2.5 Recognition of Te Tiriti o Waitangi and Te ao Māori

We (the Councils) recognise mana whenua as partners in the implementation of this WMMP. This is not only because of our duty as partners under Te Tiriti o Waitangi but because mana whenua have a role in exercising kaitiakitanga (guardianship and protection) to ensure the environment is looked after to sustain current and future generations. As tangata whenua, mana whenua also possess unique perspectives, mātauranga Māori (indigenous knowledge), and tikanga (customs) that can collectively inform possible solutions for the Wellington region's waste management and minimisation issues.

In te ao Māori, traditional waste management practices are centred around sustainability and a circular, closed-loop system. There is a focus on not creating the waste in the first place, and cycles of continual regeneration of nature. This involves returning all resources back to Papatūānuku (the earth). This process intends to reduce harm to the land, waterways, and oceans.

Whakapapa (the kinship between all living things: past, present, and future) is also key in te ao Māori. Whakapapa not only exists between people but between people and the planet. By having an understanding of the connection and responsibility between humans and living things, everyone can act more responsibility to ensure our actions create balance in the natural environment. Inherent in te ao Māori, is the need for

⁴ Section 50 of the WMA

everyone to:

- Recognise the value in natural resources and use them appropriately
- Think about how things are connected and how our actions affect them
- Step up in our responsibility to care for nature, what it gives us, as well as people
- Acknowledge that humans are an element of the environment and part of the overall system.

The work identified in this WMMP will be underpinned by the three commonly understood principles of Te Tiriti, which are:

- **Participation** – we will maximise opportunities for Māori to participate in decisions that affect them.
- **Protection** – we will support mana whenua to exercise kaitiakitanga of the environment and seek to ensure that the actions included in this WMMP achieve positive environmental, social, and economic outcomes for Māori.
- **Partnership** – we remain committed to developing meaningful relationships and partnerships with mana whenua and to collaborate on waste management and minimisation practices and activities important to them.

This means working with Māori, for Māori, in a way that respects rangatiratanga (the right for Māori to make decisions for Māori) and aligns with te ao Māori, mātauranga Māori and kaitiakitanga.

To support this mahi, this WMMP includes a range of actions which seek to develop and strengthen partnerships between Councils and respective mana whenua within their rohe and explore ways of working collaboratively.

2.6 An equitable transition

The way waste is managed and minimised has the potential to create broader benefits for people, the environment, and the economy. Impacts resulting from the transition to a low-emissions, low-waste system, built upon a circular economy, will be identified and managed in a way that is fair and just across communities. The eight Councils are committed to the equitable and inclusive guiding principles as outlined in *Te rautaki para | Waste strategy*:

- Recognising the unique perspectives, needs and approaches facing different local communities, businesses, hapū, iwi and whānau
- Ensuring the costs and benefits of change are distributed equitably among communities and across generations
- Developing and investing to create opportunities and jobs in local and regional communities

In addition, in Aotearoa New Zealand's first emissions reduction plan, *Te hau mārohi ki anamata | Towards a productive, sustainable and inclusive economy*, the Government has committed to developing a strategy to support New Zealanders in the transition to a low-emissions future.

Actions identified in the plan are:

- Initiatives to boost transition-aligned growth in the economy, providing jobs in low-emissions industries
- Reforms to the education and training system to ensure it supports people to develop the skills needed for a low-emissions economy

- Employment support, including retraining and skill-enhancement opportunities and access to income assistance to support workers and households
- Tools, advice and support to enable businesses to transition
- Transport, energy and waste initiatives to help mitigate impacts on households and whānau
- Work to monitor and assess impacts to enable the Government to better respond to impacts of the transition
- Public information and education and support for grassroots participation in policy making

By identifying potential benefits and maximising opportunities brought about by this transition to a low waste, low emissions society, policies and actions can be tailored accordingly to ensure everyone in the Wellington region is supported through this period of change.

3 Te āhuetanga o nāiane | Existing situation

The Wellington Region Waste Assessment 2023 (the Waste Assessment) provides an assessment of the current waste situation in the region and has been published alongside this WMMP. This section summarises the key findings from the Waste Assessment, within the following broad groupings:

- the legislative context influencing waste activities and outcomes in the region (Section 3.1)
- an overview of the Wellington region, including topographical and geographical context, demography, and economy (Section 3.2)
- volumes of waste streams entering landfills (Section 3.3)
- existing infrastructure and future demand (Section 3.4)
- the key issues and challenges facing the region (Section 3.5)
- what's already working well in the region (Section 3.6)

The Waste Assessment acknowledges that a key issue faced by the Councils in the development of this WMMP is the availability and accessibility of data, particularly on the activities of the private waste and diversion sector. This limitation does affect the ability of this WMMP to accurately describe flows of materials and quantities of recovered materials, which influences the framing of analysis presented below, but is a key focus of actions for this WMMP.

3.1 Policy drivers and legislative context

The overarching document for waste management in Aotearoa New Zealand is *Te rautaki para | Waste strategy*, which is the roadmap for the next three decades for a low-emissions, low-waste society built upon a circular economy. But there are numerous strategic, legislative and policy frameworks that influence waste collection, recycling, recovery, treatment, and disposal services in Aotearoa New Zealand.

We have considered each of these in the preparation of this WMMP, with a particular focus on policies directing us towards a low-emissions, low-waste, circular economy. **Figure 3** illustrates this broad framework.

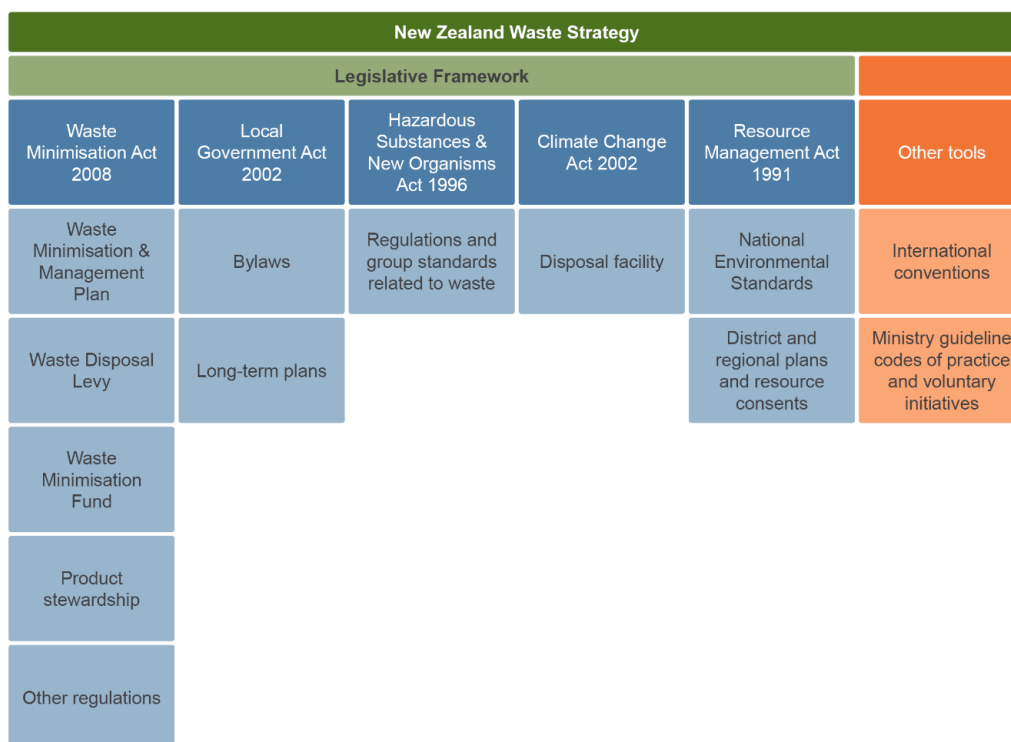


Figure 3: The strategic, legislative and policy frameworks that influence waste collection, recycling, recovery, treatment, and disposal services in Aotearoa New Zealand.

In particular, as with this WMMP, *Te rautaki para / Waste strategy* highlights that if the Wellington region wants to achieve transformational change, everyone, including the Councils, mana whenua, community, industry and businesses need to get involved. For the Councils in the Wellington region, this includes:

- Building on *Te rautaki para / Waste strategy* to implement this WMMP, which will assist in developing an Action and Investment Plan that will provide a greater level of detail on what is needed to deliver on said *Waste strategy*
- Exploring opportunities to work with other councils on new, or expanded, facilities and services that will contribute to a national network for circular management of resources
- Supporting local community groups and non-governmental organisations with their initiatives to reduce waste
- Linking with national behaviour change programmes to support and expand the reach of local activity
- Plan and resource the work needed to identify and manage landfills and other contaminated sites as part of a long-term regional waste management plan

Each of these focus areas are included within the Regional Action Plan, as set out in Section 6.2 of this WMMP.

Councils will also need to give effect to any regulations that are imposed by central government under the WMA. This currently includes the following:

- Providing household recycling and food scraps collections where they do not already exist, which are expected to be set out in regulations (an Order in Council) under section 48 of the WMA
- Standardising materials and the minimum standards for diverting waste from landfill, which are expected to be set out in performance standards (via a notice in the gazette) under section 49 of the WMA
- Changing the reporting requirements to central government, which are expected to be set out in regulations (an Order in Council) under section 86 of the WMA
- Considering collection services and infrastructure if a regulated product stewardship scheme is proposed for a product in accordance with Part 2 of the WMA

It's also important to note that Councils will need to adapt to future legislative changes as the Government are currently developing new and more comprehensive legislation on waste to replace the WMA and the Litter Act 1979⁵. The new combined legislation is intended to put in place the tools and arrangements that will deliver *Te rautaki para | Waste strategy* and ensure, as a country, that funds generated by the expanded waste disposal levy are put to good use. It is expected that the new legislation will reset the purposes and principles, governance arrangements, and roles and responsibilities in waste legislation. The Ministry for the Environment expects the draft Bill to be introduced into Parliament by late 2023 or early 2024. Following this there will be an opportunity for public feedback during the select committee process with the aim to have the legislation enacted in 2025. The new waste legislation has the following intentions:

- Improve consistency in waste management by setting out clear roles and responsibilities for central and local government. This will mean a more consistent waste service for all New Zealanders as well as greater capacity to work together to achieve our waste reduction goals.
- Broaden the waste levy by expanding the scope of what the council portion of the waste disposal levy funds can be spent on. It will also change the way the waste levy is distributed between councils. This will be through a flat-rate allocation alongside the existing population-based calculation. The waste disposal levy will also be broadened to be able to apply to all forms of final disposal including waste-to-energy facilities.
- Increase regulatory powers to control products and materials. This includes adding:
 - product bans
 - landfill bans
 - mandatory recycling
 - environmental performance standards
 - provision of information on environmental performance
 - extended producer responsibility
- Introduce new tools to regulate how the waste management and resource recovery sector operates.
- Enable a national licencing scheme to create a national register of operators and facilities. As well as support for national data collection and improved regulatory management and enforcement. It will also have the ability to set:
 - entry requirements
 - operating standards
 - oversight
 - sanctions
- Introduce an electronic tracking system to make the movement of specified waste types (e.g., hazardous waste) transparent. It will promote accountability and strengthen compliance.

⁵ <https://environment.govt.nz/what-government-is-doing/areas-of-work/waste/waste-legislation-reform/>

- Set new national waste standards and technical requirements for waste and resource recovery activities. This will include powers to ensure waste cannot be exported or imported unless destined for disposal or recycling in an environmentally sound manner.
- Change how all of us treat waste by clearly setting out who is responsible for waste at each part of its life. This will encourage individual and collective responsibility for how waste is generated, managed and disposed.
- Change how we monitor and enforce the legislation, with improved provisions for record-keeping and reporting obligations, and enforcement tools.

3.2 The Wellington region

Understanding topographical and geographical context, demography, and economic drivers in the region helps to provide context to the creation and management of waste and resources. The Wellington region poses several unique topographic and geographic challenges and opportunities when it comes to managing and minimising waste. The region's topography creates physical barriers between different parts of the region, as well as connections to the rest of Aotearoa New Zealand, as it is flanked by the sea and the Remutaka and Tararua Ranges. This topography has shaped urban development patterns and resulted in two main north-south urban development and movement corridors – with limited east-west connections.

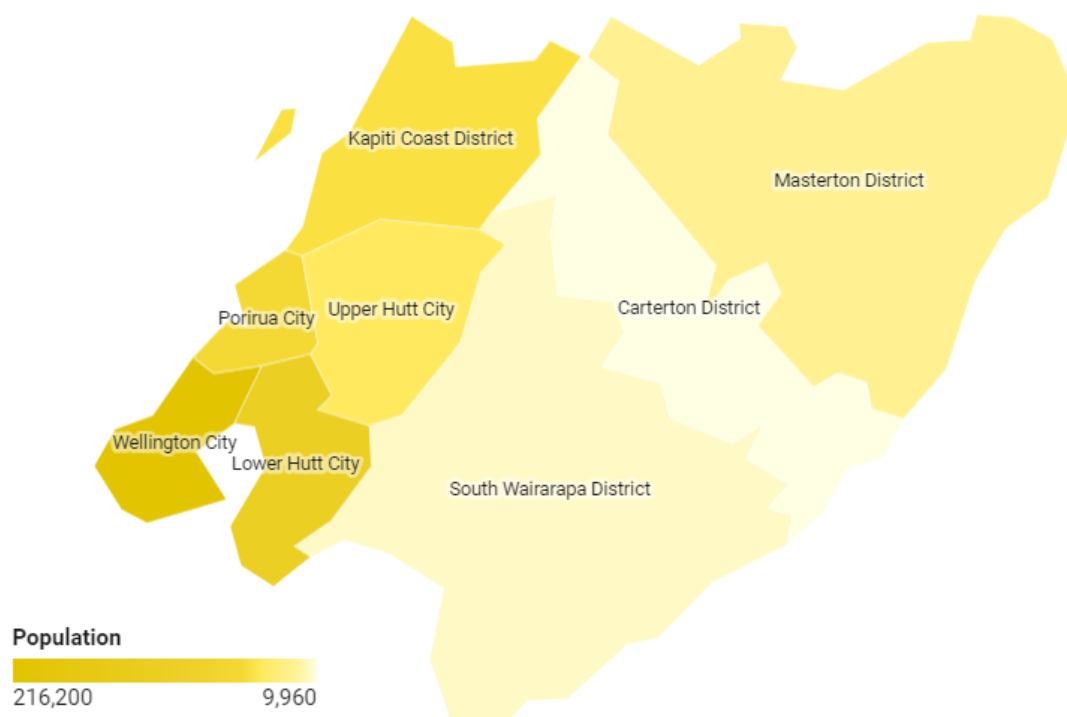


Figure 4: Wellington region illustrating the eight councils and their population⁶

The Wellington region includes the eight councils as illustrated in **Figure 4**. The region's population of nearly 550,000 people⁷ is concentrated in the larger metropolitan areas of Wellington, Porirua, and Lower Hutt, with the remaining population dispersed to the north throughout the Hutt Valley and along the coastline to Kāpiti,

⁶ [Facts & figures - WellingtonNZ.com](https://factsandfigures.wellingtonnz.com)

⁷ <https://ecoprofile.infometrics.co.nz/Wellington-Region/Population>

and into the predominantly rural Wairarapa in the west. This results in an inflow of around 82,000 workers every weekday from other districts and cities into Wellington City⁸.

This urban development pattern, and limited east-west transport connections, creates challenges for the movement of people and resources around the region. Particularly if a main north-south transport corridor (e.g. State Highway 1 or 2) is closed or disrupted. Resources need to move to, and through, the different areas of the region where people live, work and play, from producers and manufacturers to households and businesses, to the various landfills and recycling/reprocessing facilities located around the region. This highlights how waste is truly a regional issue, and therefore why a regional approach is needed to minimise waste.

Socio-economic characteristics, such as age, ethnicity, and social deprivation level vary within and across each of the Councils, therefore each council is likely to have unique vulnerabilities, challenges, and opportunities in regard to waste management and minimisation. Socio-economic characteristics are also likely to change over time. Across the Wellington region, the population is projected to age, with a larger proportion of the population expected to be aged 65 or over⁹. Māori, Pacific and Asian people are also expected to make up a larger share of the region's population¹⁰. In addition, the cost of living for the average household increased 7.7 percent in the 12 months to March 2023. This trend of the upwards cost of living is anticipated to continue, placing increasing economic pressure on households^{11,12}. These socio-economic shifts further highlight the need for this WMMP to support an equitable transition to a low-emissions and low waste society (refer to section 2.6 above for more information about an equitable transition).

Gross Domestic Product (GDP) is an important economic indicator that measures the size of an economy. Traditionally, increasing GDP has resulted in increasing waste generation¹³. However, with a focus on circular economies, this traditional relationship between GDP growth and consumption of raw materials may change¹⁴. Of the key industries contributing to GDP within the Wellington region, the professional, scientific, and technical sector contributed the largest proportion of GDP (13.9%), followed by public administration and safety (12.5%)¹⁵. Often, the industry share of GDP in the region has a direct influence on the type and volume of waste produced and available for management but this is not the case in the Wellington region. For example, the two sectors which contribute to the largest proportion of GDP in the Wellington region do not have a corresponding waste stream which is the highest contributor to the waste composition in the region (such as materials common place in office-based roles e.g., paper, cardboard, food scraps). Instead, organic waste and construction and demolition (C&D) waste are the highest contributors to the waste composition in the region¹⁶ (as discussed further in section 3.3 of this WMMP).

The volumes and types of waste being produced and subsequently disposed of is anticipated to change. Influencing factors include: commercialisation of innovative technologies, sustainable product design, a

⁸ <https://www.nzta.govt.nz/assets/resources/keeping-cities-moving/Wellington-regional-mode-shift-plans.pdf>

⁹ StatsNZ 2028 Population Projections (2018) baseline

¹⁰ StatsNZ 2028 Population Projections (2018) baseline

¹¹ <https://www.stats.govt.nz/news/cost-of-living-remains-high-for-all-household-groups/#:~:text=The%20cost%20of%20living%20for%20the%20average%20household%20increased%207.7,12%20months%20to%20December%202022.>

¹² <https://www.asb.co.nz/content/dam/asb/documents/reports/economic-note/asb-hh-cost-of%20living-update-2023.pdf?et rid=MzI2NTU2OTEyODY0S0&et cid=7054748>

¹³ Thabit, Q.; Nassour, A.; Nelles, M. Facts and Figures on Aspects of Waste Management in Middle East and North Africa Region. *Waste* 2023, 1, 52-80. <https://doi.org/10.3390/waste1010005>

¹⁴ <https://www.worldbank.org/en/news/press-release/2022/12/06/world-bank-releases-its-first-report-on-the-circular-economy-says-decoupling-growth-from-resource-use-in-europe-achievable>

¹⁵ <https://ecoprofile.infometrics.co.nz/Wellington%20Region/Gdp>

¹⁶ Wellington Region Waste Assessment 2023

keener focus on mapping behaviour-change pathways, as well as resource initiatives for waste reduction/recycling at both central and local government levels. However, this change will require wider initiatives such as investment in waste and resource management infrastructure as well as supporting legislative instruments.

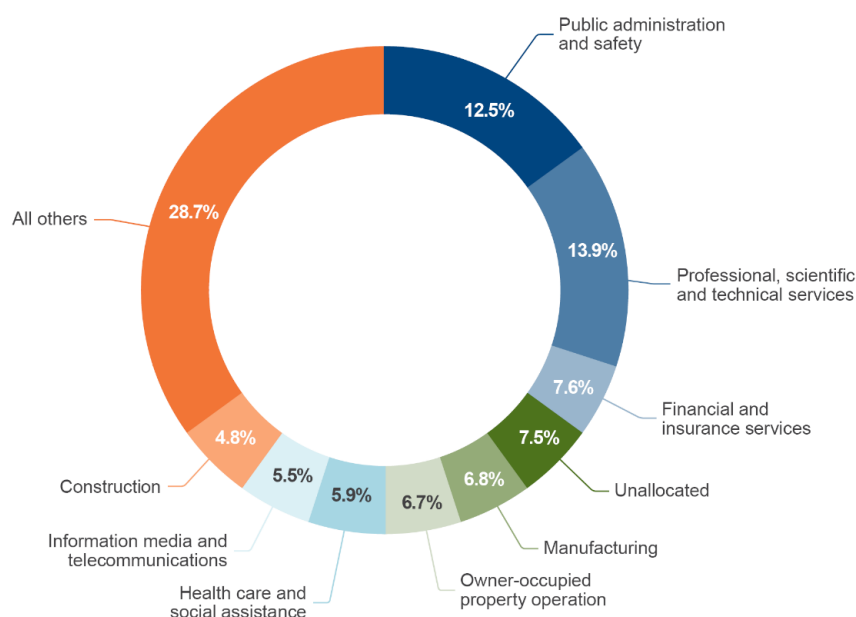


Figure 5: Proportion of Gross Domestic Product by Industry Type for the Wellington Region between 2001 and 2021

3.3 How much waste is there?

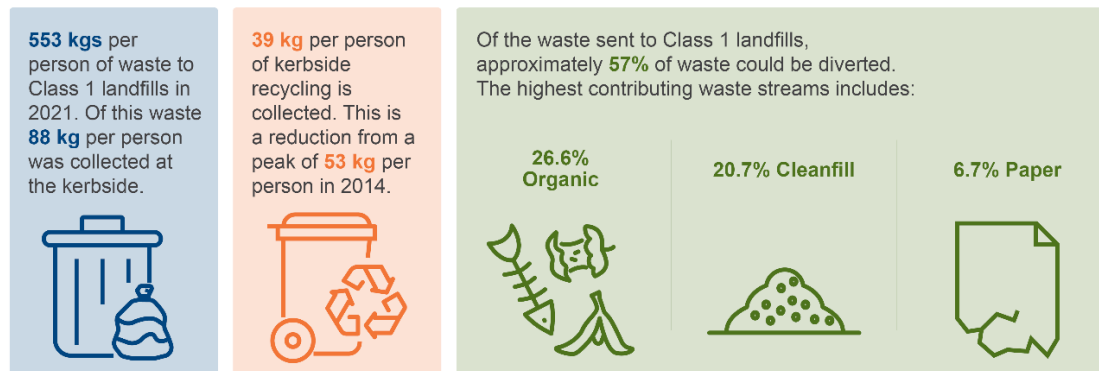
Access to reliable and transparent waste data is an issue across Aotearoa New Zealand. While we have some waste data for the region from previous years, comparing it decade on decade, or even year on year, is difficult due to inconsistencies in data, reporting requirements and lack of a national waste data framework. Improving both the quality and quantity of waste data is a core component of *Te rautaki para | Waste strategy*. These difficulties and assumptions are highlighted within the Waste Assessment.

Nevertheless, to plan for transformation, we need to start somewhere. This requires us to review the data we do hold, and understand how well our waste management and minimisation system is performing. This information is critical to setting a vision, objectives, targets, and actions for the next six years that will help us to address the issues and opportunities facing our region, and transform how we generate, manage, and minimise waste.

Aotearoa New Zealand is one of the highest generators of waste per person in the world. In 2018, we collectively sent 3.7 million tonnes of waste to Class 1 landfills (approximately 750 kgs per person). This is 49 per cent higher than the Organisation for Economic Co-operation and Development (OECD) average of

538 kgs per person¹⁷.

At a regional level¹⁸:



With reference to the above diagram, the difference between the two figures is likely due to other countries restricting the import of certain recyclables, primarily mixed paper, and mixed plastic. An example of this is China's "National Sword Policy", which limited the flow of contaminated recycling exports to China and has led to lower overall recycling rates and stockpiling of recyclable materials domestically with Aotearoa New Zealand and other Western countries around the world.

The following graph summarises the primary composition of levied waste to Class 1 landfills in the Wellington region for 2021/22¹⁹

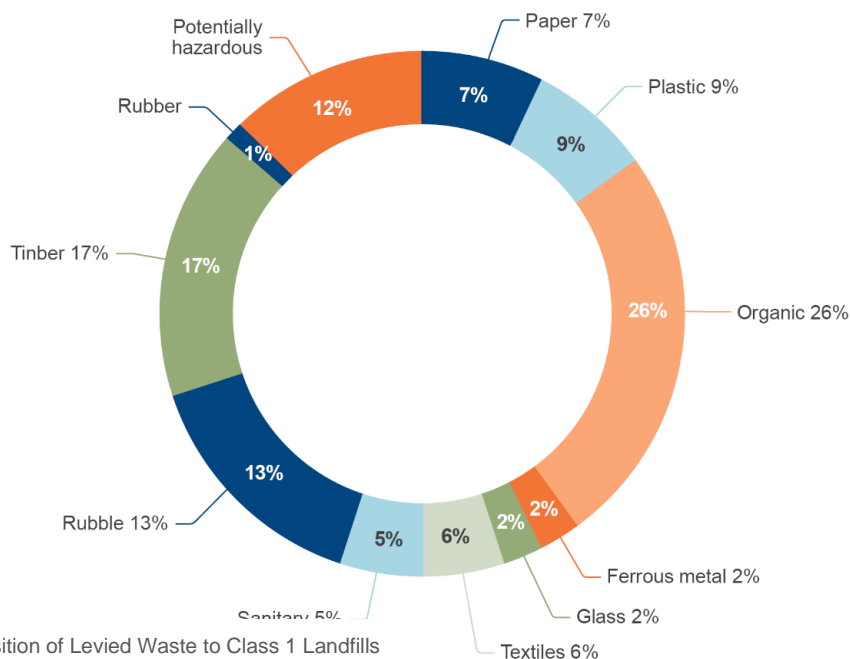


Figure 6: Composition of Levied Waste to Class 1 Landfills

¹⁷ Ministry for the Environment. 2021. *Te kawe i te haepapa para | Taking responsibility for our waste: Proposals for a new waste strategy; Issues and options for new waste legislation*. Wellington: Ministry for the Environment.

¹⁸ Wellington Region Waste Assessment 2023

¹⁹ Wellington Region Waste Assessment 2023

| Te āhuetanga o nāiane | Existing situation |

As our data improves, we will continue to explore opportunities to report progress on our targets. This reporting will be supported by central government, who are developing an online platform where up-to-date, aggregate data is publicly available.

As discussed in the Waste Assessment, there is potential to divert as much as 57% of levied waste from landfill with the development of new material collection and treatment systems within the Wellington region. For waste streams like organic waste, plastic waste and paper waste, the impacts of this diversion are significant and could lead to significant waste and emissions reduction potential (see figure to the right).

For more detail on the assumptions and data used to generate these estimates, please refer to section 5 and 6 of the Waste Assessment.

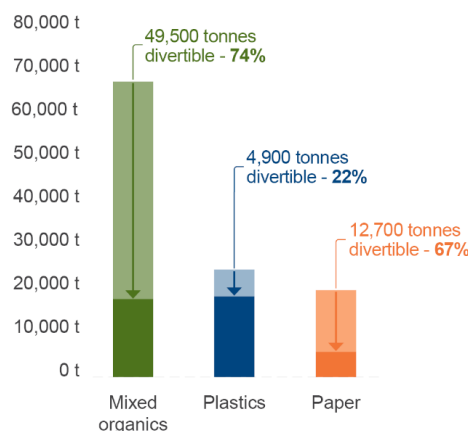


Figure 7: Diversion Potential of Levied Waste Streams to Class 1 Landfills

3.4 What about the future?

The factors that will impact future demand for waste services are difficult to predict, particularly given that the changes signalled within *Te rautaki para | Waste strategy* will take time to become entrenched in our daily lives.

Forecasting population within the Wellington region is an important step in understanding the likely demand on waste services into the future. It provides an indication of the likely investment required to support current and future waste infrastructure. This will ensure residents and ratepayers are provided with value for money, accessible, effective, and convenient services that support the regions in diverting waste from landfills. The forecasted population²⁰ for the Wellington region is expected to increase by about 42,000 people by 2030 and 180,000 people by 2054.

This growth is already reflected in construction activity in the region, with approximately 7% of the national number of dwellings under construction happening in the region²¹. But the additional population could require up to 150,000 new homes across the region, with two thirds of this intensification within existing urban areas and one quarter in Wellington City. While it is noted that the highest growth areas are located in the three districts in the Wairarapa, with a growth rate of approximately 51% occurring, this increase within the Wairarapa is still coming off a relatively low population base. This means the overall proportion of a regional population dominated largely by urban city residents will remain.

The implications of this intensification (and dispersed growth in some areas) means that Councils will need to establish robust waste management and minimisation systems and processes.

In addition to population growth, we also continue to consume more. As a whole, Aotearoa New Zealand has increased the volume of waste generated per capita from 2012 to 2019, with a total increase of approximately 48 per cent between 2010 and 2019²². There was a slight decrease in volumes in 2019 and 2020, with the decrease in 2020 likely driven by COVID-19. However, the downward trend has not continued into 2021, and longer-term trends suggest the rate of disposal to landfill is increasing.

²⁰ [Population forecast 2020 to 2051 \(sensepartners.nz\)](https://sensepartners.nz/population-forecast-2020-to-2051)

²¹ Wellington Region Waste Assessment 2023

²² Waste reduction work programme. Wellington: Ministry for the Environment, August 2021.

While current forecasts suggest the rate of disposal to landfill will only increase, two of the region's landfills have resource consents set to expire within ten years. Southern Landfill, located in Wellington City and Spicer Landfill, located in Porirua will expire in 2026 and 2030, respectively. While there are plans to seek new resource consents for Southern Landfill, there are no guarantees these will be granted, which would severely limit future end-of-life disposal options in the region. This further emphasises the need to reduce the amount of waste generated and sent to landfill in the region.

In the medium to long-term, as the actions from the Regional and Local Action Plans within this WMMP are implemented, the region will be on track to see this trend reversed. We have allowed for this within our estimates of forecasted waste²³.

3.5 The challenges / issues we are facing

As highlighted in the Waste Assessment, there are a number of existing barriers or challenges holding the Wellington region back from an orderly transition to a low-emissions, low-waste society. As part of this WMMP, we recognise that these challenges need to be proactively addressed in the objectives, targets and actions put forward by the Councils and will require collaboration with stakeholders and partners across the region. The following section summaries the key challenges and issues we are facing in the waste management and minimisation system in the Wellington region.

For an explanation of how these challenges are addressed in our targets and action plans, please refer to Section 6 of this WMMP.

3.5.1 Weak pricing signals

Despite the increases to the waste disposal levy, disposal is still a cost-effective option for many businesses and industries. In many settings, the increases are simply incorporated into the cost of doing business. To achieve effective waste minimisation and change ingrained disposal habits, alternate options must be accessible and convenient while also being competitive with disposal to landfill.

3.5.2 Limited data

Limited data, particularly on the activities of the private/commercial waste and recycling sector, limits Councils' ability to effectively plan for and respond to future demand. It also creates issues with tracking and reporting on progress against targets.

Waste movements across the Wellington region pose a challenge for data, as waste is often generated in one district, then transferred and/or consolidated in another district, before being sorted at a materials recovery facility (MRF) or disposed of in landfills. This includes materials disposed to class 2-4 landfills, where there are potentially high quantities of divertible/recoverable material that Councils may not have oversight over.

3.5.3 Recycling performance

The data available suggests that recycling performance is static or declining within the Wellington region. Kerbside recycling and drop-off waste tonnages for the Wellington region showed a decreasing trend during 2020/21 and 2021/22²⁴. Contamination and poor recycling literacy is an ongoing issue.

²³ Wellington Region Waste Assessment 2023

²⁴ Wellington Region Waste Assessment 2023

3.5.4 Low diversion of organics from landfill

Food waste, green waste, and biosolids represent a significant proportion of recoverable material being landfilled. While a reasonable fraction of garden waste is composted, there is very little diversion of food scraps. This is potentially the biggest opportunity to improve diversion and reduce biogenic methane emissions from decomposing organic material.

3.5.5 Barriers to working together regionally

While the Wellington region has delivered on several key projects, barriers to enhanced regional collaboration could be due to different councils having conflicting priorities at a regional and local level. Councils have traditionally been inward-focused, with each council responding primarily to the drivers within their area. However, where synergies align, collaboration has been sought to take learnings and minimise reworking initiatives. In addition to this, differing ownership of assets, service delivery expectations, and varying general rates or waste levy funding levels all create differing imperatives and the scale at which a challenge can be addressed.

It may also be difficult to design regional initiatives that create successful outcomes across all Council jurisdictions, as a regional approach often doesn't consider the nuances of each community makeup. For example, there are wide differences in topography, household income and ethnic make-up. As well as councils being urban, rural or a hybrid of the two.

The local inward-focused approach to waste management has resulted in a range of systems, many of which have evolved over time and are not necessarily configured to deliver optimum results in terms of cost and waste minimisation performance. There are likely to be gains from a more consistent, standardised approach that utilises best practice, while allowing for flexibility to address local differences. For example, a more consistent approach to kerbside services and transparency of the flow of materials.

3.5.6 Increase in C&D waste from urban development

Population growth, urban development, and an increasing densification of housing through multi-unit dwellings is contributing to the C&D waste stream, which includes a significant proportion of recoverable material. Up to 50% of NZ's waste to landfill comes from C&D²⁵. The region's solid waste bylaws have allowed for Multi-Unit Development Storage and Collection provisions, and waste minimisation plans for construction above a certain value. The implementation status of these provisions varies between Councils.

The previous and current waste assessments are reporting the current low level of infrastructure available to recover construction and demolition materials, including timber, concrete, brick, and plasterboard.

3.5.7 Consumption habits

Embedded consumption habits are unlikely to change significantly in the near future. This points to the continued generation of higher quantities of waste per capita in Aotearoa New Zealand than the OECD average. Councils have limited control over the production and importation of products consumed within Aotearoa New Zealand, and minimal influence over the established markets and systems for linear consumption that result in waste generation.

3.5.8 Need for new infrastructure

Communities, and the businesses and organisations that serve them, need to implement circular economy practices to reduce waste. This shift necessitates significant investment in new infrastructure and new services, such as regional organic waste processing as well as building awareness of, and community engagement with existing services, to divert resources from landfill. Currently, there is a lack of infrastructure

²⁵ Saving Construction Waste, Ministry for the Environment (2021)

available locally, regionally, and nationally to implement circular practices for the majority of materials currently viewed as waste.

3.5.9 Government legislation still in development

While Te rautaki para | Waste strategy has been released, some government policy and legislative changes in development will not come to fruition until after this WMMP is finalised, including the WMA and Litter Act 1979 reforms. As such, the region must develop and confirm its WMMP before the confirmed policy and legislative landscape is fully known.

3.5.10 Litter and illegal dumping

There is limited data available on the extent of litter and illegal dumping across the region, however it is a significant issue that negatively impacts our waterways, coastal environment, and urban areas. Increasing cost of living pressures can exacerbate the rate of illegal dumping, and the Litter Act 1979 only provides limited ability for infringing and enforcing penalties for those responsible.

3.5.11 Unforeseen events/waste resilience

Events (such as natural or human-made disasters, and pandemics) can result in high volumes of waste in a short period. Weather events are expected to become more commonplace as a result of climate change and may become cascading and compounding events that generate significant amounts of hazardous waste, including contaminated silt and sensitive debris.

The COVID pandemic interfered with recycling collections as waste had to be prioritised, and faced workers in the front-line with significant risks from handling waste during this outbreak.

3.6 What is working well in the Wellington region today?

While the Waste Assessment highlighted many challenges and barriers for this WMMP to address, the previous WMMP delivered a number of meaningful initiatives that were received well by stakeholders across the region. Notably, the contribution of feedback given in the stakeholder engagement workshops held to inform the development of this WMMP, identified a number of successful initiatives and programmes underway in the Wellington region. These are characterised and explained in more detail below:

Collaboration between Councils and community organisations, industry and businesses

There are many community/volunteer organisations working to minimise waste and support circularity within the Wellington region, working cooperatively and/or with Councils (i.e. sharing knowledge and resources, and partnering on initiatives). Waste Free Welly is a great example of a collaborative initiative that has provided a unified voice with Council and identifies key areas to work together and collaborate on projects.

Information and education campaigns

The Councils' own information and education campaigns, as well as the information change programmes of non-council organisations, are helping to create awareness of personal responsibility to reduce waste, and where and what people can recycle. Several strategies that have increased the impact of current communications strategies are:

- “Mainstream messaging” i.e. that takes away the “greenie” perspective of waste minimisation
- Tapping into social and environmental values – people are motivated when they know they should care i.e. connecting waste with impact on the environment
- Targeting workplaces – this can have a flow-on effect to people in their homes
- Targeting industries/businesses that can influence the design phase of products i.e. architects
- Use of social media as a tool for creating social “buy-in”

- Education in schools - harnessing youthful energy. Children can also bring messaging home to their families.

Zero waste hubs, Community Resource Recovery Centres (CRRC) and repair cafes

The establishment of zero waste hubs, CRRCs and repair cafes in the Wellington region are helping to extend the life of materials, helping to reduce waste and support circularity in the region. Lots of CRRCs have set up local drop-off points at the Sustainability Trust. This provides another great opportunity to engage with the public and upskill communities, businesses and other waste generators in identifying and engaging with alternatives to landfilling their waste.

Increased access to waste collection/processing/recycling services and initiatives

An increasing number and range of waste collection/processing/recycling services and initiatives that have been operating in the Wellington region within the last WMMP period were cited, including but not limited to:

- Green waste collections in new areas
- Green waste processing into compost and mulch
- Recycled crushed concrete for footpaths (this has been used in Wellington and Porirua)
- Recycling facilities accepting some types of demolition waste
- Recycling of untreated timber mulched for playgrounds, silt control, coloured landscaping etc.
- E-waste recycling i.e. repairing and bringing the item back up to specification
- Processing of cathode-ray tube (CRT) in televisions
- Processing of PVC / HDPE offcuts
- Some collection and reprocessing of single-use medical consumables (note: only a very small percentage of total products are diverted from landfill)

In addition to the above, the Councils developed and adopted regionally consistent Solid Waste Management and Minimisation Bylaws during the period of the last WMMP.

The Wellington region should be proud of the progress it is making towards a low-waste, low-emissions future. However, the Councils recognise that this WMMP needs to accelerate the transition and support communities, mana whenua, businesses, and industry to reach their waste reduction targets.

4 Te moemoeā, ngā whāinga me ngā taumata hei whai | Vision, objectives and targets

Our WMMP vision, objectives, and targets provide a strategic framework for transforming the way the Wellington region generates, manages, and minimises waste.

They are the product of stakeholder engagement workshops held across the Wellington region to discuss the priorities for waste and resources, and what they wish to achieve as a region. These discussions were informed by the issues and opportunities identified in the Waste Assessment (and described above), and the information gathered as part of the stakeholder engagement workshops.

Consideration was also given to aligning with the Government's strategic direction set out in key documents such as *Te rautaki para* | *Waste strategy*.

4.1 Vision

The vision for this WMMP is:

***Te mahi tahi hei whakaiti para - mā te tangata, mā te taiao,
me te ōhanga***

***Working together to minimise waste – for people,
environment, and economy***

This vision seeks to foster a collaborative approach to the way resources are managed and minimised in the Wellington region. It will guide the system change needed for the entire region, with a focus on transforming how waste is generated, managed, and minimised. Key to this will be understanding our individual and collective roles and working together effectively (including within and between Councils). To achieve this, this WMMP supports the Wellington region's shift from managing waste to enabling a step-change to influencing the production of waste, including how materials are used and recovered, all in keeping *with te pūnaha whakarōpū para* | *the waste hierarchy*. It also means utilising the tools the region has available and the need to understand the complex interrelationships and the role of culture, economy, environment and society in minimising and disposing of waste.

4.2 Guiding principles

There are seven principles at the heart of this plan. These principles guide how we will achieve our vision, objectives, and targets in this WMMP. They are informed by the Ministry for the Environment's *pūnaha whakarōpū para* | *waste hierarchy* and overarching *Te rautaki para* | *Waste strategy*. The principles set the direction for how we will work to implement our actions, focusing our attention on our priority areas and our desire to collaborate to achieve positive waste and broader social, cultural, and environmental outcomes for the Wellington region.

- **Whakamanahia Te Tiriti o Waitangi | Honour Te Tiriti o Waitangi** – We will work with mana whenua across the region to honour Te Tiriti o Waitangi in all of our waste work whether at a policy or project level to incorporate concepts of te ao Māori and support the growth and capability of our mana whenua partners.

- **Te whakaiti para | Waste reduction** – We will take a leadership role in the reduction of waste in accordance with the levels of *te pūnaha whakarōpū para* | *the waste hierarchy* and will support those already engaged in waste reduction efforts. We will also look to increase material and product circularity.
- **Ōhanga āmiomio | Circular economy** – We will promote a circular economy and contribute efforts to mitigate the environmental impacts of waste across the Wellington region by keeping materials at their highest value for as long as possible and increasing the reuse and recovery of resources.
- **Te tiakitanga taiao | Environmental guardianship** – We recognise the natural environment is interconnected with people. We will take account of the limitations of our planet and finite resources by recognising the need to protect, enhance, and restore ecosystems by valuing natural resources and making the best use of them for current and future generations.
- **Te wero i ngā aronga hinengaro | Challenging mindsets** – We recognise that resources are finite and that we need to change our habits and behaviours to focus on the circularity of materials, ensuring sustainable and responsible consumption, and reuse and recovery of products and materials. We will work to change people's perspectives across the Wellington region.
- **Te mahi tahi me te whai wāhitanga | Collaboration and participation** – We will look for opportunities to collaborate across the region as Councils as well as with mana whenua, businesses, industry, and communities. We will support and build mana whenua and community capacity and capability to deliver wider economic, social, cultural, and environmental benefits to our communities.
- **He pūnaha manawaroa mō te para me te taumanu rawa | Resilient waste and resource recovery system** – We will continue to invest in the Wellington region waste and resource recovery system and our data management systems in alignment with *Te rautaki para* | *Waste strategy* and the Action and Investment Plan to ensure they are fit for purpose going forward. We will manage any residual waste in accordance with best practice.

4.3 Objectives

To support the vision, this WMMP includes nine objectives that reflect the priorities, issues, and opportunities identified by the Councils and the stakeholders engaged as part of developing this WMMP. The objectives signal a significant shift in how the Wellington region thinks about waste, the services and infrastructure the region provides, and how businesses, industry, mana whenua, and communities can contribute to making a difference for our region's future. These objectives aim to strike a balance between ambition and action.

Combined with the guiding principles, the nine objectives set the direction for the Wellington region's waste system. The nine objectives are as follows:

Whāinga 1: Mā ngā pūnaha para me te taumanu rawa e tautoko he whakaititanga o te tuku haurehu kati mahana mai i ngā ruapara me ngā kohikohinga para

Objective 1: Waste and resource recovery systems support a reduction in greenhouse gas emissions from landfills and waste collections

The intent of this objective is to create systems that help reduce the amount of greenhouse gases emitted during waste management processes. This objective focuses specifically on emissions produced from disposal of waste to landfills and council-controlled collections (for example: waste, recycling, organics).

Whāinga 2: He haepapa kiritōpū nō roto mai i te takiwā o Te Whanganui-a-Tara mō ā tātou rawa me te taiao

Objective 2: There is collective responsibility within the Wellington region for our resources and environment

The intent of this objective is to emphasise that everyone in the Wellington region shares the responsibility for protecting and conserving our resources and environment. This highlights the need for collaboration and cooperation among communities, mana whenua, businesses and industry, as well as advocacy to central government, in order to achieve sustainable waste management practices.

Whāinga 3: E ngākau hihiko ana ngā kainoho, ngā pakihi, me ētahi atu whakahaere ki te whakaiti para**Objective 3: Residents, businesses, and other organisations are motivated to minimise waste**

The intent of this objective is to promote waste minimisation at individual, business, and organisational levels. By encouraging communities, mana whenua, businesses and industry to minimise waste generation, and supporting those already doing so, this objective aims to foster a culture of waste reduction and resource conservation.

Whāinga 4: Mā ngā hanganga me ngā ratonga e taumanu ana i te para me te rawa e nui ake ai te hurihanga nei o ngā rawa**Objective 4: Material circularity is increased through waste and resource recovery infrastructure and services**

The intent of this objective is to establish waste and resource recovery services and systems that promote material circularity. This means designing systems that enable the recycling, reuse, and repurposing of materials, reducing the reliance on raw resources and minimising waste sent to landfills.

Whāinga 5: E āhei ana aua ratonga, māmā hoki te whakamahi mā ngā kainoho, mā ngā pakihi, me ētahi atu whakahaere hei papare i ā rātou para**Objective 5: It is accessible and convenient for residents, businesses, and other organisations to divert their waste**

The intent of this objective is to ensure that residents and businesses have easy access to waste diversion options and that these options are convenient to use. By making waste diversion accessible and convenient, the aim is to encourage greater participation and compliance with sustainable waste management practices.

Whāinga 6: He mea ka taea te whai, he mea pūataata hoki ngā pūnaha para me te taumanu rawa**Objective 6: Waste and resource recovery systems are traceable and transparent.**

This objective focuses on establishing traceability and transparency within waste and resource recovery systems. The intent is to create systems that allow for clear tracking and monitoring of waste, ensuring accountability and facilitating better decision-making for waste management.

Whāinga 7: Ko ngā taupuni taumanu rawa me ngā ruapara e tuku ana i te manawaroa ā-takiwā kei puta he āhuatanga ohotata**Objective 7: Resource recovery facilities and landfills provide regional resilience in case of emergency events**

The intent of this objective is to emphasise the role of waste and resource recovery infrastructure and services in the case of emergency event. Resilience of the waste management system should be considered when making regional decisions on infrastructure and services.

Whāinga 8: E whakaaroarotia ana ngā ruapara hei mea whai mutunga**Objective 8: Landfills are treated as finite**

This objective emphasises treating waste disposal infrastructure as a limited resource. This involves implementing strategies to extend the lifespan of existing disposal facilities, exploring alternative waste treatment methods, and promoting sustainable waste disposal practices.

Whāinga 9: E whakahaeretia haumarutia, tōtikatia ana hoki ngā toenga para e ai ki te tikanga pai katoa

Objective 9: Residual waste is managed safely and effectively in accordance with best practice

The intent of this objective is to ensure that any remaining waste after recycling and recovery processes is managed safely and effectively. The objective involves adhering to established best practices for waste management, including proper handling, treatment, and disposal methods to minimise potential environmental and health impacts.

4.4 Targets

The targets within this WMMP provide a clear and measurable way to determine how, as a region, steps are taken to achieve the objectives. The following targets have been set so that as a region, there is accountability. The targets are ambitious, and they align with *Te rautaki para | Waste strategy*. These targets are also spread over the life of this WMMP to enable the Councils to manage costs over a longer period while the necessary changes to the region are embedded, rather than playing catch up once that change is already in place. The following targets apply across the Wellington region and progress against these will be measured and reported upon collectively as a region annually:

1. Reduce the total amount of material that needs final disposal to landfill by:

- 10% by 2027
- 30% by 2030

We will work towards this by achieving the following sub-targets:

- a. Ensuring a regional construction and demolition processing facility is available by 2026
 - b. Ensuring a regional organics processing facility is available by 2029
 - c. Ensuring three new resource recovery facilities are established in the Wellington region by 2030
2. Reduce emissions from biogenic methane by reducing the total amount of organic waste disposed to landfill by 50% by 2030.
 3. Reduce emissions from the transport of waste by 30% by 2030.
 4. Ensure all urban households have access to kerbside recycling collections by 2027
 5. Ensure food scraps collection services are available to urban households by 2030
 6. For each council to engage with and commit 20% of the business community to minimising waste.

As highlighted previously, the existing data is limited for waste disposal, and even more so for waste generation and diversion. While the Councils have objectives and actions directed at the upper two levels of the waste hierarchy, the data to support measuring targets associated with this is sparse and very limited. The Councils will continue to, over the course of this WMMP, identify how to obtain data and measure activity in the upper two levels of the waste hierarchy and contribute to achieving the *Te rautaki para | Waste strategy* target for reducing the amount of material entering the waste management system. The Councils will refine the baseline measures for each of the targets during implementation. However, for the purposes of targets 1 – 2, the 2021/22 waste data from the Waste Assessment will be used as a baseline for measuring success.

5 Ka pēhea tā tātou whakaiti para, e nui katoa ai hoki i te wāriu o ngā rauemi | How we will reduce waste and maximise the value of materials

It's important that this WMMP outlines the different roles and responsibilities within the system, and lays the foundations for a truly regional, collaborative approach to waste management and minimisation activities. Key to this will be identifying opportunities for partnership and collaboration and agreeing common principles to guide the work that we do together over the next six years, and beyond.

5.1 Roles and responsibilities

The following outlines the methods that will be used by the Councils and roles and responsibilities of the Councils, mana whenua, central government, community, industry, and businesses. It also outlines how all parties will work in partnership to implement this WMMP.

This working approach with stakeholders and partners will endeavour to:

- Protect and enhance the mauri of resources by working towards a circular economy approach
- Engage with, empower and involve our community in changing behaviour and solutions
- Apply a waste hierarchy approach, to increasingly shift our effort and focus towards enabling redesign, reduction and reuse.

5.1.1 Collective Ownership of the Waste Problem

Alongside the Councils, central government, mana whenua, communities, industry and businesses all have a vital role to play in protecting the Wellington region's environmental resources. As a collective issue, waste requires a collaborative solution. A model of collective responsibility and action is needed to achieve our vision. Transitioning from a 'take-make-dispose' society to a circular economy where we keep resources in use for as long as possible is a vital step toward minimising waste, circulating resources and adopting a low carbon, resource efficient system. The below sections outline the different roles required from all our stakeholders and partners in the Wellington region.

5.1.2 Councils' role

The Councils of the Wellington region have many roles which are outlined below and described in terms of how they can influence waste outcomes. Alongside other stakeholders, we play an important role in the waste management and minimisation system. We influence outcomes through our role as key facilitators, funders, providers, regulators and coordinators of waste management and minimisation activities (described below). At the heart of this, the Councils in the Wellington region will continue to work together and facilitate conversations across the waste, community, and business sectors to build the relationships necessary to drive transformation and a reduction in waste.

- **Provider:** Councils have a role in providing or facilitating the provision of waste management and minimisation services such as resource recovery centres, transfer stations and landfills. Councils also work towards providing accessible and convenient options to encourage the recovery and recycling of materials. Councils can also influence waste reduction outcomes through procurement policies and practices.
- **Funder:** We invest and provide support for businesses and communities by funding initiatives which will help our cities and districts to avoid, reuse, recycle and recover resources and waste.

| Ka pēhea tā tātou whakaiti para, e nui katoa ai hoki i te wāriu o ngā rauemi | How we will reduce waste and maximise the value of materials |

- **Partner:** We collaborate and partner with mana whenua and various stakeholders including communities, businesses, and industry to achieve waste minimisation outcomes. We recognise that local and regional providers can deliver alongside Councils. Collaboration across our eight councils is also a priority as we look to collectively deliver actions to solve problems.
- **Facilitator:** We bring people together to discuss issues, share ideas and connect people. This includes working alongside mana whenua, communities, industry, and businesses to rethink waste and understand their part in driving behaviour change. By fostering engagement, Councils empower communities, mana whenua, businesses, and industry to participate in waste minimisation activities.
- **Advocate:** We advocate for system change in waste management on behalf of our communities. We will advocate for transformative policies, legislation, standards and guidelines from central government and the waste and business sectors. We will also advocate internally to ensure initiatives being delivered by our Councils are aligned with this WMMP.
- **Regulator:** We are responsible for developing waste management and minimisation policies and strategies that align with national policy. We utilise our bylaws and planning processes to influence cross sector outcomes to achieve waste minimisation. In the waste space, our regulatory role covers our regionally consistent Solid Waste Management and Minimisation Bylaw, trade waste and litter bylaws. We also have a role to play in influencing our city and district plans to support waste reduction.

To implement *Te rautaki para | Waste strategy* and other policies, central government has highlighted that the role of councils will change over the next 30 years. This includes improving data collection, requiring the implementation of standard kerbside collections (including food scraps), increasing available funding through the waste disposal levy. To meet Aotearoa New Zealand's commitment under the Emissions Reduction Plan, there will be a need for additional regional infrastructure for resource recovery. Councils are expected to plan for, support and in some cases provide infrastructure to support collection, recovery, reprocessing and disposal networks. To achieve this, central government have indicated that they will continue to allocate resources, funding, and grants in line with *Te rautaki para | Waste strategy* and the Action and Investment Plan, which will be counted on to deliver this WMMP.

5.1.3 The role of Regional Council

Regional council plays a complementary role to the Councils especially in relation to minimising the environmental impact of waste such as litter in waterways, soil contamination, and air pollution. While Greater Wellington Regional Council (GWRC) does not have a statutory responsibility under the Waste Minimisation Act 2008, they regulate many of the waste management and minimisation activities such as the operation of a composting facility or a landfill. Collectively, by minimising the waste that enters the natural environment, the Councils and GWRC can achieve more positive outcomes for the region's natural and physical resources.

5.1.4 The role of Central Government

The central government plays a crucial role in supporting this WMMP and its implementation. Central government provides the overarching policy frameworks, guidelines, legislation to guide and mandate the waste management practices across Aotearoa New Zealand, and access to funding for this transformation.

Within *Te rautaki para | Waste strategy*, central government has set national waste management goals and targets, aligning them with a vision for Aotearoa New Zealand to shift to a low-emissions, low-waste society built upon a circular economy by 2050. There are also interconnected policies and strategies developed or under development, including the Emissions Reduction Plan and Circular Economy and Bioeconomy Strategy, that discuss the existing waste issues and future opportunities.

| Ka pēhea tā tātou whakaiti para, e nui katoa ai hoki i te wāriu o ngā rauemi | How we will reduce waste and maximise the value of materials |

Through its involvement, central government should help ensure a coordinated and integrated approach to waste management and minimisation in the Wellington region, promoting consistency, accountability, and positive environmental outcomes

5.1.5 The role of Communities

Individuals, households, and non-governmental organisations (NGOs) collectively play an instrumental role in waste management and minimisation in the Wellington region.

Councils have a key role in ensuring that diverse perspectives, values, needs, experiences, and aspirations are taken into account in community waste management and minimisation decisions.

By raising community awareness and understanding of waste generation, minimisation and management issues, through advocacy and education, we can inform and meaningfully contribute to driving positive cultural, systems and behavioural change.

We cannot transform the way we collectively generate, manage, or minimise waste without a social licence from our communities. The role of communities includes:

- **Input and Feedback:** Community members and/or organisations have the opportunity to provide input and feedback on waste management plans, policies, and initiatives. This can be done through public consultations, surveys, community meetings, or online platforms. Their perspectives help shape the direction of waste management and minimisation strategies and activities and ensure they align with community values and aspirations.
- **Education and Awareness:** Community members and/or organisations engaging and educating their community about waste generation, waste minimisation practices, recycling programs, and responsible waste disposal is crucial. This includes raising awareness about the environmental and financial impact of waste, promoting behaviour change, and providing information on how individuals and households can contribute to reducing waste. Community members can also play a role in sharing knowledge and supporting and encouraging others to adopt sustainable practices.
- **Active Participation:** Community members and/or organisations understand their responsibility to actively participate in waste reduction activities and initiatives and are empowered to do so. This can involve participating in recycling programs, composting, community clean-up events, or volunteering for local waste management projects. By actively engaging in these activities, community members and/or organisations contribute to tangible waste minimisation efforts and foster a sense of ownership and pride in their local environment.
- **Collaboration with Local Organisations:** Community members and/or organisations can collaborate with other local organisations (e.g. community groups, schools, businesses, non-profit organisations) and/or businesses to promote waste reduction initiatives. This may involve organising awareness campaigns, hosting workshops or events, or establishing partnerships to implement recycling programs or support local circular economy initiatives. By working with others, communities can have a larger and more enduring impact.

5.1.6 The role of Industry and Businesses

Both the waste industry and other commercial businesses (e.g. retailers, hospitality, manufacturers) play essential roles in the waste management and minimisation system. Building circularity into the industry and businesses' waste system will help to increase the Wellington regions waste system resilience by placing more responsibility onto individuals and businesses to make waste minimisation front of mind. A circular economy also offers the potential to create new employment opportunities, reduced consumption and disposal, and sustainable growth by increasing repair and resource recovery activities. The waste industry is a key manager of waste and recycling in the region and should be at the forefront of innovative technologies.

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Businesses also play an important role by reducing waste, complying with regulations, and fostering partnerships and innovation with industries, councils and communities.

5.1.6.1 The role of the Waste Industry

The waste industry encompasses waste collectors and processors, recycling sorting and processing facilities, resource recovery centres, composting centres, and waste treatment facilities. The waste industry's role includes:

- **Waste Collection:** Waste collection companies play a crucial role in collecting and transporting waste from households, businesses, and public areas to appropriate facilities. They ensure safe transportation to designated locations.
- **Recycling and Resource Recovery:** Recycling facilities within the waste industry process recyclable materials collected from households and businesses. They sort, clean, and process materials such as paper, plastic, glass, and metal to be turned into new products, thereby conserving resources and reducing waste.
- **Waste Treatment and Disposal:** Waste treatment facilities manage various waste streams, including hazardous waste or materials that cannot be recycled. They employ specialised processes to minimise environmental impacts and ensure safe disposal or treatment of waste in compliance with the relevant legislative frameworks.
- **Innovation and Technology:** The waste industry also plays a role in driving innovation and adopting advanced technologies for waste management. This includes exploring new methods of waste reduction, transportation, improving recycling processes, and finding sustainable alternatives for waste treatment.
- **Collaboration and Partnerships:** Industry can collaborate with Councils and other stakeholders to develop and implement waste management and minimisation initiatives. This may involve supporting community innovation and scaling it up or collaborating on community shared spaces for waste recovery or repair. Industry can also implement Council ideas for new resource recovery networks to respond to regional needs.

5.1.6.2 The role of Businesses

Other commercial businesses, including retail stores, restaurants, offices, and manufacturing facilities, also have a significant role to play in the waste management and minimisation system. Their role includes:

- **Waste Reduction:** Businesses can actively implement waste reduction strategies, such as using their market strength to influence production processes, minimising packaging, promoting reusable products, and adopting practices that reduce waste generation at the source. This includes initiatives like bulk-purchasing, composting organic waste, and implementing internal recycling programs.
- **Compliance and Reporting:** Businesses need to adhere to waste management regulations and reporting requirements set by the Councils' Solid Waste Management and Minimisation Bylaw. This involves properly segregating waste, ensuring proper disposal of hazardous materials, and maintaining accurate records of waste generation and disposal.
- **Collaboration and Partnerships:** Businesses can collaborate with Councils and other stakeholders to develop and implement waste management initiatives. This may involve participating in community recycling programs, supporting local circular economy initiatives, or partnering with waste management service providers.
- **Education and Awareness:** Businesses can contribute to raising awareness and educating employees, customers, and suppliers about waste management best practices. This can include

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training programs, providing recycling bins and signage, and promoting responsible waste disposal within their premises.

5.2 Collaboration and partnerships

Councils cannot do all the work set out in this WMMP on their own. Rather, we need to bring together diverse perspectives and expertise from across industry, the businesses community, other councils, mana whenua, and communities to leverage creative thinking and collaborative efforts. Collaborating and partnering with mana whenua to integrate Māori values, mātauranga Māori (indigenous knowledge), and tikanga (customs) into waste management strategies, practices and decision-making processes will be particularly crucial to ensuring these meet the needs and aspirations of Māori.

By working together, we can drive innovation, foster collective responsibility, develop more efficient and sustainable practices, and ultimately make a larger, and more enduring impact. Collaborating will also help to ensure that infrastructure investments are well-informed, financially viable, and aligned with community needs.

To achieve this, the Councils will seek to collaborate and partner with mana whenua, industries and businesses, and communities. It will also look for opportunities to foster and facilitate information-sharing and innovation, collaboration and partnerships between key stakeholders, mana whenua and communities, to help synergise efforts and identify opportunities for improvement.

As highlighted below, there is already mahi (work), collaborations, and partnerships underway in the region to improve the region's resource recovery system. This WMMP will support and build on these, including (but not limited to):

- Zero waste hubs, Community Resource Recovery Centres (CRRC) and repair cafes across the region
- Waste reduction and recycling initiatives (e.g. battery recycling trials, soft plastic recycling, and waste education programmes in schools)
- Public information, education and behaviour change campaigns (e.g. Porirua City Council's "Three Strikes" scheme, Hutt City Council kerbside behaviour change and "Three Strikes" scheme, and Kāpiti Coast District Council's "love your waste" campaign)
- Forums, co-operatives and partnerships between Councils, communities, businesses and industries, such as Waste Free Welly (community-led) and the Wellington Waste Forum (Council-led)
- Increased access to waste collection/processing/recycling services and initiatives.

Further information about how this WMMP will support collaboration and partnerships is included in the Regional and Local Actions Plans.

As highlighted in Section 2.5 of this Plan, the joint Councils remain committed to upholding the principles of kaitiakitanga (guardianship) and environmental care (taiao) and developing a meaningful partnership with mana whenua that delivers on Māori needs and aspirations for the waste sector.

Alongside this important mahi, this WMMP seeks to work collaboratively with mana whenua, including supporting and empowering whānau (families), hapū (sub-tribes), iwi (tribes), land trusts, Māori businesses, and communities in their efforts to reduce, recycle, and reuse waste as valuable resource opportunities, and actively involving mana whenua in waste management and minimisation decisions.

Together, the Wellington region has the ability to drive positive change and create a cleaner, greener future.

6 Ngā mahere mahi | Action plans

The Regional and Local Action Plans are roadmaps that identify what steps must be taken to achieve the objectives of this WMMP. Collectively, they set the wheels in motion and steer us toward the long-term achievement of this WMMP.

The action plans are a 'living' document that can be updated to reflect progress²⁶ made. The action plans can be reviewed and updated if changes are needed to ensure the Councils are heading in the right direction. This ensures that the Wellington region is agile and able to adapt and respond to any unforeseen or emerging issues, or changes in resource recovery initiatives, both nationally and internationally.

6.1 Key priority areas

The actions are grouped according to their impact on *te pūnaha whakarōpū para* | *the waste hierarchy*, which establishes a general priority to focus on keeping materials at their highest value. The overarching ambition is to eliminate the need to dispose of waste in the first place, which will help drive the transformation needed to meet our ambitious targets.

The key priority areas are:

- Providing and supporting education initiatives within the Wellington region that focus on waste minimisation and responsible consumption
- Supporting new and existing regional and local waste minimisation initiatives
- Improving the way we connect and collaborate across the region on waste management and minimisation initiatives
- Ensuring appropriate kerbside services are in place for recycling and organic waste
- Ensuring appropriate regional infrastructure is in place to meet our targets and objectives
- Investigating ways to effectively manage and monitor cross boundary and inter-regional waste flows
- Investigating options for future disposal of residual waste and what this may look like in the long term.

6.2 Regional actions

The following section sets out the actions that the eight councils in the region will collectively undertake or support, with mana whenua partners and stakeholders, to deliver on the vision, objectives and targets of this WMMP. These actions will contribute to meeting the targets in Section 4.4.

²⁶ Under section 44 of the WMA 2008, Waste Management and Minimisation Plans can be updated without triggering the need for a formal review of the Waste Management and Minimisation Plan, as long as the changes are not significant and do not alter the direction and intent of the Waste Management and Minimisation Plan. A council's Significance and Engagement Policy is also a relevant consideration in making this determination.

Regional Action Plan

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
1	Reduce, rethink, redesign	Fund regional resources for the implementation of the Waste Management and Minimisation Plan (2023-2029), for example, human resources, research, and funding the formulation of the next WMMP. Where appropriate, look for opportunities to collaborate with other organisations to fund regional projects or initiatives.	All	Funder	Waste Levy General Rates	Ongoing
2	Reduce, rethink, redesign	Commit to strengthening a regional framework to support collaboration and connections between, the Councils, mana whenua, community groups, businesses, and other organisations. Collaborate on and support the design and delivery of regional waste management and minimisation projects and initiatives.	2, 3, 4	Partner, Facilitator	Waste Levy General Rates Other	2024
3	Reduce, rethink, redesign	Advocate for policies and initiatives at central government level that will improve outcomes for reuse and waste reduction initiative in the Wellington region. For example, the WMA and Litter Act reforms, product stewardship schemes, container return scheme, and the right to repair.	2	Advocate	Waste Levy General Rates	Ongoing
4	Reduce, rethink, redesign	Support, fund, and deliver regionally consistent behaviour change messaging, communications, and education programmes that focus on waste minimisation and responsible consumption.	2, 3	Funder, Facilitator	Waste Levy General Rates	2024 - 2025
5	Reduce, rethink, redesign	Continue to implement the regionally consistent solid waste management and minimisation bylaws and review current regulatory tools to ensure they are achieving the desired outcomes.	3, 4, 6	Regulator	General Rates Fees and Charges Waste levy	Ongoing

| Ngā mahere mahi | Action plans |

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
6	Recycle, compost, anaerobic digestion	Investigate, consider, trial, and implement options for establishment or improvement of regional infrastructure and services. This could include, but is not limited to, options for organic waste, C&D waste, biosolids, materials recovery facilities, and a region wide resource recovery network.	1, 4, 5	Partner	General Rates Targeted Rates Fees and Charges Waste Levy Other	Ongoing
7	Recycle, compost, anaerobic digestion	Investigate and implement methodologies to consistently measure and record material flows across the region.	6	Regulator	Waste Levy General Rates	2024 - 2025
8	Dispose	Implement consistent monitoring of litter across the region to understand the extent of the issue and implement, at a local or regional level, appropriate remediation and further actions to prevent harm to our natural environment.	2, 9	Partner	Waste Levy General Rates	2025 - 2026
9	Dispose	Ensure the Wellington region has a disaster management plan that identifies risks and hazards to landfills and other waste and resource recovery infrastructure in the region and provides information on how waste generated due to a disaster will be managed.	2, 7, 8, 9	Provider	General Rates Fees and Charges	Ongoing
10	Dispose	For residual waste, prepare a regional waste disposal plan which considers the lifecycle of landfills and other waste infrastructure in the region and provides possible disposal options for residual waste in the long term.	2, 7, 8, 9	Provider, Facilitator	General Rates Fees and Charges	2025 - 2026

We've also included a table below to demonstrate how the regional actions and targets put forward as part of this WMMP address the key challenges described in Section 3.5:

Regional Challenge:	Aligned Regional Actions/Targets:
Weak pricing signals	<ul style="list-style-type: none"> Regional action #3 (Advocate for policies that will improve outcomes) Regional action #6 (Regional infrastructure, which could include options for organic waste and biosolids)
Limited data	<ul style="list-style-type: none"> Regional action #7 (Investigate and implement methodologies to consistently measure and record material flows across the region)
Recycling performance	<ul style="list-style-type: none"> Regional action #4 (Waste minimisation education and responsible consumption) Regional action #7 (Measure and record material flows across the region)
Low diversion of organics from landfill	<ul style="list-style-type: none"> Regional action #6 (Regional infrastructure, which could include options for organic waste and biosolids) Target 2 (Reduce emissions from biogenic methane) Target 5 (Ensure food scraps collection services are available to urban households by 2030)
Barriers to working together regionally – Including partnering with mana whenua	<ul style="list-style-type: none"> Regional action #1 (Fund resources for implementation of this WMMP, and look for opportunities to collaborate) Regional action #2 (Commit to strengthening a regional framework to support collaboration)
Increase in C&D waste from urban development	<ul style="list-style-type: none"> Regional action #5 (Implement bylaws and review regulatory tools) Regional action #6 (Establish or improve regional infrastructure and services), Regional action #7 (Measure and record material flows across the region)
Consumption habits	<ul style="list-style-type: none"> Regional action #3 (Advocate for policies that will improve outcomes) Regional action #4 (Waste minimisation and responsible consumption education) Regional action #5 (Implement bylaws and review regulatory tools)
Need for new infrastructure	<ul style="list-style-type: none"> Regional action #2 (Delivery of regional projects and initiatives) Regional action #3 (Advocate for policies for reuse and waste reduction) Regional action #6 (Regional infrastructure and services).
Government legislation still in development	<ul style="list-style-type: none"> Regional action #3 (Advocate for policies that will improve outcomes)
Litter and illegal dumping	<ul style="list-style-type: none"> Regional action #3 (Advocate for policies for reuse and waste reduction) Regional action #8 (Consistent monitoring of litter across the region)
Unforeseen events/waste resilience	<ul style="list-style-type: none"> Regional action #9 (Regional disaster management plan)

6.3 Local actions (by each council)

This section sets out the actions that the eight councils in the region will individually undertake to deliver on the vision and objectives of this WMMP, while ensuring that they meet the needs and concerns of their own communities. These actions will contribute to meeting the targets described in Section 4.44.

Hutt City Action Plan

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
1	Reduce, rethink, redesign	Provide support to local iwi groups for waste minimisation initiatives.	2, 3	Partner	Waste Levy	Ongoing
2	Reduce, rethink, redesign	Investigate, consider, trial, and/or implement ways to demonstrate waste minimisation and circular economy principles in Council facilities, activities and procurement.	1, 2, 3	Provider	Waste Levy	Ongoing
3	Reduce, rethink, redesign	Support and facilitate pathways where appropriate for transitioning Lower Hutt to a circular economy.	4	Facilitator, Funder	Waste Levy	Ongoing
4	Reduce, rethink, redesign	Assist local businesses with waste minimisation practices by offering free waste audits, presentations and supporting solutions.	3, 5	Funder	Waste Levy	Ongoing
5	Reduce, rethink, redesign	Utilise the knowledge and resources of NGOs to deliver waste minimisation and behaviour change messaging to our community and other stakeholders.	2, 3	Partner	Waste Levy	Ongoing
6	Reduce, rethink, redesign	Continue to support and strengthen the relationships with our waste minimisation partners.	2, 3	Partner, Facilitator	Waste Levy	Ongoing
7	Reduce, rethink, redesign	Investigate, consider, trial, and/or implement ways to improve the availability of waste and climate related information to the public.	2, 5, 6	Facilitator	Waste Levy	Ongoing
8	Reduce, rethink, redesign	Share the ongoing achievements of businesses, NGOs and the community's efforts in reducing and diverting waste through Council forums and communications.	2, 3	Facilitator	Waste Levy	Ongoing
9	Reduce, rethink, redesign	Continue to implement solid waste management and minimisation bylaw provisions while monitoring and enforcing current provisions.	1, 2, 5	Regulator	General Rates	Ongoing
10	Reduce, rethink, redesign	Advocate for better waste outcomes to central government and other national bodies of influence.	2	Advocate	Waste Levy	Ongoing

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#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
11	Reduce, rethink, redesign	Investigate current, new and emerging technologies that support waste minimisation initiatives.	1, 4	Provider, Partner	Waste Levy General Rates	Ongoing
12	Reuse, repair, repurpose	Support regional investigations into the establishment of regional resource recovery networks to minimise waste. This could include, but is not limited to, options for organic waste, C&D waste, biosolids, materials recovery facilities, and a region wide resource recovery network.	2, 4, 5	Partner, Facilitator	Waste Levy Fees and Charges General Rates	Ongoing
13	Reuse, repair, repurpose	Collaborate with councils from the Wellington region to establish collections and processing of C&D waste aligned with reducing waste landfill.	2, 4, 5	Partner	Waste Levy Fees and Charges General Rates	2023 - Ongoing
14	Recycle, compost, anaerobic digestion	Investigate, consider, trial, and/or implement ways to reduce the disposal of food and/or green waste to landfill.	1, 2, 3, 5	Provider	Waste Levy General Rates Targeted Rates Other	Ongoing and Implement by 2030
15	Recycle, compost, anaerobic digestion	Work with Wellington Water Limited to explore options for the reduction and diversion of wastewater biosolids from landfill.	2, 4	Partner	Waste Levy	2023 - Ongoing
16	Recover value	Prioritise the decarbonisation of all Hutt City Council solid waste contracts by incorporating this approach into relevant Council procurement processes.	1, 2	Provider	General Rates	Ongoing
17	Dispose	Support regional investigations into methods/technology for monitoring and reducing illegal dumping, and litter and other contaminants from entering our infrastructure networks and natural amenities. Additionally, investigate, consider, trial, and/or implement remediation & further actions (including the use of	2, 9	Provider, Partner	Waste Levy	2023 - Ongoing

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#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
		technology) to prevent harm to our natural environment caused by litter and/or illegal dumping.				
18	Dispose	Identify and action opportunities for ongoing improvements to the kerbside rubbish and recycling service.	6, 7, 8, 9	Provider, Partner	General Rate Targeted Rates	Ongoing
19	Dispose	Investigate, consider, trial, and/or implement ways to improve the service and operations at, and mitigate the environmental impacts from Silverstream Landfill.	6, 7, 8, 9	Provider, Partner	General Rates	Ongoing
20	Dispose	Continue to monitor and manage closed landfills to ensure relevant environmental and safety standards are met.	9	Provider	General Rates	Ongoing

Kāpiti Coast Action Plan

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
1	Reduce, rethink, redesign	Educate residents in waste minimisation by providing information and resources which may include workshops, talks, the Council website, social media, newspapers, pamphlets, and posters.	3, 5	Facilitator	Waste Levy General Rates	Ongoing
2	Reduce, rethink, redesign	Provide educational support to educational institutions on waste minimisation, which may include the Zero Waste Education programme, Paper4Trees, cloth nappies trial for pre-schools and Enviroschools.	3, 5	Provider, Funder, Facilitator	Waste Levy	Ongoing
3	Reduce, rethink, redesign	Support principles of Te Ao Māori and provide support to local iwi groups. This may include education programmes, grants, and event waste management advice.	3, 5	Partner	Waste Levy General Rates	Ongoing
4	Reduce, rethink, redesign	Provide annual contestable waste minimisation grants for community groups.	3, 5	Funder, Facilitator	Waste Levy	Ongoing
5	Reduce, rethink, redesign	Support effective waste management and minimisation at large events through implementation of the solid waste bylaw, and provide support with resource bookings, advice, planning meetings etc. Investigate options to increase number of post-event waste audits being submitted.	3, 4, 5	Regulator	Waste Levy	Ongoing
6	Reduce, rethink, redesign	Provide annual contestable Business Waste Minimisation Grants and explore options for streamlining the business Grants process.	3,5	Funder, Facilitator	Waste Levy	Ongoing
7	Reduce, rethink, redesign	Work with local businesses to investigate, consider, trial and implement initiatives that achieve waste reduction. Support and develop Pakihi Toitū o Kāpiti – Sustainable Business Kapiti – including the Business Waste Consultancy Programme.	3, 5	Facilitator	Waste Levy General Rates	2023 – onwards
8	Reduce, rethink, redesign	Advocate for better outcomes for waste at a regional and national level. Consider and respond to Government legislative changes, including	2	Partner	Waste Levy General Rates	Ongoing

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#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
		<i>Te rautaki para</i> Waste strategy, Waste Minimisation Act, Litter Act, and Resource Management Reforms.				
9	Reuse, repair, repurpose	Maintain or develop new leases for Council land, including using closed landfills for resource recovery operations. Continue to support waste minimisation groups with affordable leases, including Zero Waste Otaki and Otaihanga Zero Waste Hub.	4, 5	Partner	Other	Ongoing
10	Recycle, compost, anaerobic digestion	Ensure all households in urban areas have kerbside food scrap collection by 2030	3, 4, 5	Provider	Targeted Rates	By 2030
11	Recycle, compost, anaerobic digestion	Ensure all households in urban areas have access to kerbside recycling by 2027	3, 4, 5	Provider	Targeted Rates	By 2027
12	Recycle, compost, anaerobic digestion	Investigate, trial and implement support for waste minimisation projects in educational institutions, which may include waste audits, setting up recycling systems, composting information and provision of worm farms.	3	Facilitator	Waste Levy	Ongoing
13	Recycle, compost, anaerobic digestion	Support, create, or increase engagement in targeted educational campaigns and projects, which may include niche recycling programmes (batteries, e-waste, car seats), Love Food Hate Waste Campaigns, Waste Free Parenting/Period programmes, Love your Compost, Illegal Dumping reduction.	3	Facilitator	Waste Levy	Ongoing
14	Recycle, compost, anaerobic digestion	Explore options for satellite Zero Waste/Recycling hubs in the District in collaboration with community groups, businesses, NGO's and other organisations.	4, 7	Partner	Waste Levy General Rates	Ongoing
15	Recycle, compost,	Continue to support green waste diversion from landfill by composting or other methods.	1, 5	Partner	Waste Levy General Rates	Ongoing

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#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
	anaerobic digestion					
16	Recycle, compost, anaerobic digestion	Explore options for diversion of biosolids from landfill, which may include vermicomposting, in-vessel composting in collaboration with the wastewater team.	1, 5	Provider, Partner	Waste Levy General Rates	Ongoing
17	Dispose	Continue aftercare of closed landfills, including alternate leachate treatment methods for Otaihanga, maintenance of wetlands, and planting of native trees.	9	Provider	General Rates	Ongoing

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Porirua City Action Plan

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
1	Reduce, rethink, redesign	Explore avenues to increase learning, connections, and drive commitment into waste reduction, including through the establishment and use of networks which promote collective responsibility for waste and climate action.	2, 3	Facilitator	Waste Levy	2024 - 2025 Onwards
2	Reduce, rethink, redesign	Collaborate on, provide, and support opportunities and initiatives for mana whenua to reduce waste and exercise kaitiakitanga and protect the natural environment from the impacts of waste and material management.	2, 3, 5	Partner	General Rates Waste Levy	Ongoing
3	Reduce, rethink, redesign	Support and deliver business programmes in Porirua to assist businesses to take responsibility of their material production and emissions.	1, 2, 3	Facilitator, Provider	Waste Levy Other	2023 - 2024 Onwards
4	Reduce, rethink, redesign	Embed waste minimisation practices, emissions reduction and circular economy principles into Council procurement, policy, and services including when planning for and establishing waste management and minimisation services and infrastructure.	1, 2, 3, 5	Provider	General Rates Waste Levy	2024 - 2025 Onwards
5	Reduce, rethink, redesign	Advocate to and collaborate with central government to inform policy decisions and initiatives for better waste outcomes and system changes.	2	Advocate	General Rates Waste Levy	Ongoing
6	Reduce, rethink, redesign	Ensure governance systems and adequate resources are in place to implement the WMMP.	2	Provider	General Rates Waste Levy	Ongoing
7	Reduce, rethink, redesign	Work with partners, stakeholders and internally to encourage innovation and remove barriers preventing them to set up businesses and activities which minimise waste and are aligned with circular economy principles. This includes actively supporting those already innovating and building in circular principles into their organisations and activities.	3, 4, 5	Regulator, Funder	General Rates	Ongoing
8	Reduce, rethink, redesign	Encourage and support entrepreneurs, social enterprises, community groups and mana whenua to work collaboratively to innovate and set up enterprises which supports Porirua's transition into having a circular economy.	3, 4	Facilitator	Waste Levy Other	2024 – 2025 Onwards
9	Reduce, rethink, redesign	Explore pathways to a circular economy for Porirua over a long-term horizon.	1, 2, 4	Provider	General Rates Waste Levy Other	2026 - 2027 Onwards

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#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
10	Reduce, rethink, redesign	Support research and trials into solutions for the diversion or prevention of C&D and organic waste in collaboration with private industry and Mana Whenua.	1, 2, 3 4	Partner	Waste Levy Other	2024 - 2025
11	Reduce, rethink, redesign	Explore and assess emerging opportunities and innovation for reduction, reuse, recovery, recycling, treatment, and disposal of materials.	3, 4	Partner	General rates Fees and Charges Waste Levy Other	Ongoing
12	Reduce, rethink, redesign	In collaboration with businesses and other stakeholders, fund and allocate resources towards existing and new partners and stakeholders which provide behaviour change programmes to minimise waste.	2, 3, 5	Funder	Waste Levy Other	Ongoing
13	Reduce, rethink, redesign	Implement, use, review and evaluate Council regulations including bylaws, compliance activities and enforcement to support behaviour and system change to minimise waste.	3, 6	Regulator	General Rates	Ongoing
14	Reuse, repair, repurpose	Improve the accessibility, outreach, and availability of information on waste management and minimisation and litter to the range of diverse communities in Porirua.	2, 3, 5	Facilitator	General Rates Targeted Rates Waste Levy	Ongoing
15	Reuse, repair, repurpose	Collaborate with partners to provide information, connect, and coordinate options for material reuse, recovery and recycling accessible to businesses, communities and mana whenua.	3, 4, 5	Facilitator	General Rates Waste Levy	2023 - 2024 Onwards
16	Reuse, repair, repurpose	Collaborate with stakeholders including businesses, communities, and mana whenua to develop a resource recovery network in Porirua such as a community resource recovery park, construction and demolition facility, organic processing facility, repair cafes, tool libraries and community resource recovery hubs.	2, 3, 4, 5	Facilitator	General rates Fees and Charges Waste Levy Other	Ongoing
17	Reuse, repair, repurpose	Provide grants and funding to support re-use, repurposing, and recycling capacity in Porirua City.	3	Funder	Waste Levy	2024 - 2025 Onwards
18	Recycle, compost, anaerobic digestion	Investigate, consider, trial, and implement a comprehensive waste data and licensing system in collaboration with other territorial authorities and central government.	6	Regulator	General Rates Fees and Charges	2024 - 2025 Onwards

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#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
19	Recycle, compost, anaerobic digestion	Establish a data monitoring and reporting framework that supports Porirua to contribute to the measurement of Aotearoa achieving <i>Te rautaki para i Waste strategy</i> targets.	6	Regulator	General Rates	2024 - 2025 Onwards
20	Recycle, compost, anaerobic digestion	Work with partners and stakeholders to scale up interventions to divert and recover as much waste as possible.	4	Facilitator	Waste Levy Other	Ongoing
21	Recycle, compost, anaerobic digestion	Encourage the improvement of material recovery facilities in the Wellington region or consider the feasibility of establishing another material processing facility in the Wellington region.	4, 5, 6	Partner	Waste Levy Other	2024 – 2025 Onwards
22	Recycle, compost, anaerobic digestion	Actively seek ongoing improvements to the kerbside service to ensure Porirua City has accessible, equitable, and consistent waste and recycling collection services which reduces emissions and is efficient for service delivery.	4, 5, 6	Provider	General Rates Targeted Rates	Ongoing
23	Recycle, compost, anaerobic digestion	Provide for and implement organic collection and processing services to divert organic waste.	1, 4, 5	Provider	General rates Targeted Rates Waste Levy Other	Ongoing and Implement by 2030
24	Recover value	Explore options for beneficial use of landfill gas from Spicer Landfill.	1	Provider	Fees and Charges Other	Ongoing
25	Dispose	Improve information and data collection on litter and illegal dumping and explore research and initiatives to prevent litter from entering public spaces and the environment in Porirua City.	6, 9	Provider	General Rates Waste Levy	Ongoing
26	Dispose	Collaborate with mana whenua, partners, businesses, and the community to deliver community and business litter prevention action plans.	9	Partner	Waste Levy Other	2023 – 2024 Onwards
27	Dispose	Continuously improve and manage Spicer Landfill's service and operations.	9	Provider	Fees and Charges	Ongoing

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#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
28	Dispose	Investigate, consider, and where appropriate restrict materials entering Spicer Landfill where stable and viable alternatives exist for reuse, recovery, and recycling.	5, 8	Regulator	Fees and Charges Waste Levy	2025 - 2026
29	Dispose	Plan for and manage emergency waste and collection services in Porirua, alongside our wider Wellington regional partners.	7	Provider	General Rates	Ongoing
30	Dispose	Investigate and deliver pricing and funding mechanisms which incentivises waste reduction and the recovery of materials.	3, 5	Provider	General Rates Fees and Charges	2024 - 2025
31	Dispose	Investigate and consider long term disposal options for Porirua City alongside other councils in the Wellington region.	8, 9	Partner	Fees and Charges	2027 - 2028 Onwards

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Upper Hutt City Action Plan

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
1	Reduce, rethink, redesign	Work with mana whenua to support a Māori worldview approach to waste minimisation.	All	Advocate	Waste Levy	Ongoing
2	Reduce, rethink, redesign	Support sustainability education providers to provide education to the public on waste minimisation such as EnviroSchools, Kate Meads etc.	3, 5,	Funder	Waste Levy	Ongoing
3	Reduce, rethink, redesign	Continue to provide support and seed funding through the 'Environment and Waste Minimisation Fund' for example community groups and NGOs.	2, 5	Funder	Waste Levy	Ongoing
4	Reduce, rethink, redesign	Support community/ NGOs to promote and undertake waste minimisation initiatives such as, audits, education, processing and diversion.	3, 5	Facilitator	Waste Levy	Ongoing
5	Reduce, rethink, redesign	Support the implementation of all provisions in the Solid Waste Management and Minimisation Bylaw 2020.	1, 2, 4, 5, 6, 8, 9	Facilitator, Regulator	Waste Levy	Ongoing
6	Reduce, rethink, redesign	Optimise local communication strategies, to support the implementation of WMMP actions.	2, 3, 5	Provider	Waste Levy	Ongoing
7	Reduce, rethink, redesign	Advocate to and collaborate with central government to inform policy decisions and initiatives for better waste outcomes and system changes for the residents and businesses.	2, 3, 5	Advocate	Waste Levy	Ongoing
8	Reduce, rethink, redesign	Support and deliver business programmes to assist businesses to take responsibility of their material production and emissions.	3, 5	Advocate	Waste Levy	Ongoing
9	Reduce, rethink, redesign	Embed waste minimisation practices and circular economy principles into Council facilities, procurement, policy, and services.	All	Facilitator	Waste Levy	Ongoing
10	Reduce, rethink, redesign	Increase staffing resources across the implementation of the WMMP.	All	Provider	Waste Levy General Rates	Ongoing
11	Reuse, repair, repurpose	Support and encourage repair, reuse organisations (such as repair cafes, Menz Shed and EarthLink etc).	2, 3, 4, 5, 6	Facilitator	Waste Levy	Ongoing
12	Reuse, repair, repurpose	Consider, trial and pilot reusable initiatives such as reusable cups/serviceware systems.	3, 4, 5, 8	Facilitator	Waste Levy	Ongoing

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#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
13	Recycle, compost, anaerobic digestion	Investigate and implement Council kerbside services for standardised kerbside recycling and organics.	All	Provider, Facilitator, Funder	General Rates Waste Levy	By 2027 and 2030
14	Recycle, compost, anaerobic digestion	Support local and or regional food scraps collection and processing.	1,2, 3, 4, 5, 6, 8	Provider, Facilitator, Funder	General Rates Waste Levy	By 2030
15	Recycle, compost, anaerobic digestion	Support regional Action 6, in resource recovery services and facilities such as Materials Recovery Facilities, C&D recovery.	2, 4,8, 9	Advocate	Waste Levy	Ongoing
16	Recycle, compost, anaerobic digestion	Promote and support waste minimisation at events and festivals.	3,4, 5	Facilitator	Waste Levy	Ongoing
17	Recycle, compost, anaerobic digestion	Support the recovery of e-waste, through promotion, collection events and or drop-off facilities.	3,4,5	Facilitator	Waste Levy	Ongoing
18	Recycle, compost, anaerobic digestion	Provide ongoing support to the Recycling Station drop off facility, to minimise contamination and increase recycling rates.	3, 4, 5, 6	Provider	Waste Levy	Ongoing
19	Dispose	Support domestic hazardous waste collection at the Silverstream landfill.	8, 9	Funder	Waste Levy	Ongoing
20	Dispose	Investigate and support ways to reduce litter and illegal dumping.	2	Facilitator	Waste Levy	Ongoing

Wairarapa Joint Action Plan

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
1	Reduce, rethink, redesign	Implement waste communication programmes for community outreach Extend existing communication programmes to focus on additional target audiences, such as retirees, new parents, businesses and less engaged sectors of the community. Focus on diverting waste, educate on the environmental impacts and assist with finding alternatives to households burning waste. Embed circular economy messaging into educational activities and communications. Develop a comms and educational plan to support the delivery of the waste communication programmes.	2, 3, 5	Partner, Facilitator	Waste Levy General rates	Ongoing
2	Reduce, rethink, redesign	Zero Waste and environmental sustainability education in schools Investigate, consider, trial and implement initiatives to support to schools (including ECE's) on waste minimisation, circular economy principles, and environmental sustainability practices.	3, 4	Partner, Facilitator, Funder	General Rates Waste levy	Ongoing
3	Reduce, rethink, redesign	Monitor to reduce use and disposal of hazardous materials Establish a process to record the amount of hazardous waste being disposed of in the region in collaboration with other councils in the Wellington region. To include private and Council contracted activities. Encourage reduced use of hazardous materials by promoting knowledge and awareness of alternatives to hazardous materials in the workplace and home. Coordinate collections for agricultural disposal with Agrecovery.	1,2, 3,4, 7, 8	Partner, Facilitator	Waste Levy Fees and Charges General Rates	Ongoing
4	Reduce, rethink, redesign	Advocate for waste product ownership Advocate to Government to incentivise producers to provide products as a service or for producers to retain ownership of their products throughout its life cycle such as product stewardship (e.g. tyres).	2	Advocator	Waste Levy General rates	Ongoing
5	Reduce, rethink, redesign	Encouraging circular economy principles at community level Investigate, consider, trial and implement initiatives that provide education and information on how we can embed circular economy principles at a community level. This will involve working with residents, local businesses and community groups	4, 8	Provider	Waste levy General rates	Ongoing

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#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
		to enable and encourage them to achieve a transition to a circular economy.				
6	Reduce, rethink, redesign	Implementing the WMMP at a local level Ensure we have enough resources/ staff to enable us to implement the actions of the WMMP.	2	Provider	General Rates Waste levy	Ongoing
7	Reduce, rethink, redesign	Encouraging waste network opportunities Look at ways to assist with establishing a network that provides information and advice for communities and businesses on opportunities to reuse, reduce and recycle within the region and beyond. Include website links, campaigns etc	2	Partner, Funder	General rates	Ongoing
8	Reduce, rethink, redesign	Investigate targeted waste streams Investigate, consider, trial and implement services for targeted waste streams that are not included in standardisation. This will include collaborating with local government organisations, non-governmental organisations and other key stakeholders to support Government regulated product stewardship schemes, as well as voluntary, industry-led product stewardship schemes that meet best practice.	1, 2, 4	Partner, Facilitator	Waste Levy	Ongoing
9	Reduce, rethink, redesign	Events led, Council supported waste management and minimisation Continue to support events and event organisers to reduce waste and work towards a circular economy.	2, 4	Partner	Waste Levy General Rates	Ongoing
10	Reduce, rethink, redesign	Business led; Council supported waste audits Investigate and implement business waste audits that provide advice on waste, recycling, carbon footprint and circular economy principles. Provide targeted, practical and resource-based support to aid businesses to become more sustainable and implement circular business models.	2, 4, 6	Facilitator	Waste Levy General Rates	Ongoing
11	Reuse, repair, repurpose	Support groups that promote diversion from landfill Work with and support community groups and the private sector to implement initiatives to support, promote and facilitate opportunities to divert materials and reusable items from landfill. Ensure initiatives are equipped to record material flow data to measure waste diverted from landfill.	4	Partner	Waste Levy Fees and Charges	Ongoing

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#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
12	Reuse, repair, repurpose	Divert construction and demolition waste Investigate, consider, trial and introduce solutions working with external parties to aid with the diversion of construction and demolition (C&D) waste. This could include audits of waste from C&D sites, working with planning teams to introduce site-specific waste management plans, embedding circular economy principles into planning policy, working with or providing C&D reuse sites regionally or locally.	1, 2, 3, 4, 5	Partner	General Rates Waste Levy Other	
13	Recycle, compost, anaerobic digestion	Options for an organic processing facility Investigate, consider and support whether a Wairarapa-based organic processing facility would be feasible or whether a regional approach should be taken. Work with external parties to implement.	1, 2, 4, 5	Partner	Waste Levy	2023 - 2024
14	Recycle, compost, anaerobic digestion	Investigate behaviour change systems for kerbside collections Ensure consistency with kerbside recycling collections, provide information on standard items allowed and monitor with audits and inspections. Investigate options for a three-strikes system for those not using kerbside recycling bins correctly so as to prevent contamination and increase diversion.	1, 3, 4, 5, 6	Provider	General Rates	Ongoing
15	Recycle, compost, anaerobic digestion	Establish organic food collection service Investigate, consider, trial and implement an organic kerbside collection for homes and businesses, also promote the benefits of home composting, and support community groups that are providing local solutions to food waste.	1, 3, 4	Provider	Waste Levy General Rates	By 2030
16	Recycle, compost, anaerobic digestion	Improve waste diversion facilities at landfill transfer stations Investigate, consider, trial and implement changes to the transfer and recycling stations to improve the facilities for waste diversion to reuse and recycling and make landfill a last resort stop.	1, 3, 4, 5, 8, 9	Provider	General Rates Waste Levy	By 2026
17	Recycle, compost, anaerobic digestion	Improve data collection on diverted materials Record the amount of material diverted to recycling each year, investigate, consider, trial and implement changes to improve	5, 6	Provider, Partner	Fees and Charges General Rates	Ongoing

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
		data collection and analysis for all wastes collected, to include but not limited to organics, hazardous, C&D. Investigate a licensing system in collaboration with other TA's and central government. Data collection could include SWAP analysis, waste assessments, audits of transfer stations, kerbside services.				
18	Recycle, compost, anaerobic digestion	Enable better waste diversion and collection in rural and coastal areas Investigate, consider, trial and implement initiatives to achieve better waste diversion in rural and coastal areas. Initiatives could include: <ul style="list-style-type: none"> • Providing extra collections in holiday areas during the busy season. Providing recycling facilities for visitors. • Facilitating collection, transportation and disposal of hazardous wastes and providing information on management of such wastes. • Ensuring recycling facilities are accessible within a 20-minute drive for 95% of the community. • Investigating potential level of service changes. Exploring options for extra satellite recycling hubs in coastal and rural areas. 	3, 4, 5	Provider	General Rates Waste Levy	Ongoing
19	Recycle, compost, anaerobic digestion	Divert biosolids from landfill Work within the region and beyond to explore options to divert biosolids from landfill.	1, 9	Provider	General Rates	Ongoing
20	Recycle, compost, anaerobic digestion	Improve signage at landfill transfer stations Improve signage at landfill transfer stations to enable clear and consistent instructions to users.	3, 4, 5	Provider	Waste Levy General Rates	2023 - 2024
21	Dispose	Reduce litter and illegal dumping Investigate ways to: <ul style="list-style-type: none"> • reduce litter and illegal dumping, • report on volume of litter and illegally dumped items to public, and • educate public on the harm litter causes to the environment. 	2	Provider	Waste Levy General Rates	Ongoing

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#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
22	Dispose	Monitoring and implementing landfill transfer station management plans Develop and implement, comply and regularly revise management plans for each facility, prepare aftercare plan for closed landfills to include monitoring and testing as per resource consents.	9	Provider	General Rates	Ongoing

Wellington City Action Plan

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
1	Reduce, rethink, redesign	Deliver the benefits of reuse, repair and waste prevention through active use of Council regulations, compliance activities and enforcement.	1, 2, 4	Provider, Regulator	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing
2	Reduce, rethink, redesign	Deliver lasting behaviour change interventions by making people understand the benefits of change and then helping them make that long term change easy.	1, 2, 3, 5	Provider	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing
3	Reduce, rethink, redesign	Work with mana whenua partners and other stakeholders to give individuals courage to make a change in the world and inspiring them to reduce waste and live a more sustainable life.	1, 2, 3, 4	Provider, Partner, Facilitator	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing
4	Reduce, rethink, redesign	Work with central government agencies to inform and shape system changes.	2, 4, 5	Advocate	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing
5	Reduce, rethink, redesign	Work with mana whenua partners and other stakeholders to transform Wellingtonians' relationship with packaging and reusables.	1, 2, 3, 4	Facilitator	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing
6	Reduce, rethink, redesign	Work with mana whenua partners and other stakeholders to support the redesign of systems.	2, 3, 4, 5	Partner, Provider	General Rates Targeted rates Waste Levy Fees and Charges	Ongoing

| Ngā mahere mahi | Action plans |

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
7	Reduce, rethink, redesign	Support and encourage businesses, social enterprises, and charities to provide services and create local and regional markets for waste products and materials.	2, 3, 4, 5	Facilitator, Provider, Advocate	Other General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing
8	Reuse, repair, repurpose	Support the provision of consistent, equitable and accessible collection services, drop off points and community zero waste hubs.	1, 3, 4, 5	Provider, Partner	General Rates Targeted rates Waste Levy Fees and Charges Other	2027 - 2028
9	Reuse, repair, repurpose	Support Wellington's reuse, repair and recycling capacity by acting as a catalyst for other investment.	1, 4, 5, 6	Provider	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing
10	Reuse, repair, repurpose	Deliver value for money and effective waste services to Wellingtonians.	3, 4, 5, 6	Provider, Partner	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing
11	Reuse, repair, repurpose	Deliver sustainable waste services to Wellingtonians.	3, 4, 5, 6	Provider	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing
12	Reuse, repair, repurpose	Encourage innovation to support delivery of Wellington's transition to a zero waste future.	2, 3, 4, 5	Provider	General Rates Targeted rates Waste Levy Fees and Charges	Ongoing

| Ngā mahere mahi | Action plans |

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
13	Reuse, repair, repurpose	Monitor and evaluate waste streams to support effective policy making and insights.	2, 6	Provider	Other General Rates Targeted rates Waste Levy Fees and Charges Other	2024-2025 and onwards
14	Reuse, repair, repurpose	Deliver lasting behaviour change interventions by making people understand the benefits of change and then help them make that long term change easy.	2, 3, 4, 5	Provider	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing
15	Reuse, repair, repurpose	Work with central government agencies to inform and shape system changes.	2, 4	Advocate	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing
16	Reuse, repair, repurpose	Promote and encourage the reuse of materials for the same purpose and recover materials so that they can be re-used throughout Wellington.	1, 2, 3, 4, 5	Partner	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing
17	Reuse, repair, repurpose	Increase the amount of material that is recovered, reused and recycled to minimise waste and reduce the amount of virgin materials used in production.	1, 2, 3, 4, 5	Funder	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing
18	Reuse, repair, repurpose	Work with mana whenua partners and other stakeholders to scale up interventions that support the citywide goal to be a leader in minimising the use of resources and maximising resource reuse and recovery.	2, 3, 4, 5	Facilitator, Provider, Regulator	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing

| Ngā mahere mahi | Action plans |

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
19	Recycle, compost, anaerobic digestion Recover value	Support the provision of consistent, equitable and accessible kerbside collection services, drop-off points and community zero waste hubs for Wellingtonians.	2, 3, 4, 5	Provider	General Rates Targeted rates Waste Levy User Charges Other	2026 - 2027
20	Recycle, compost, anaerobic digestion Recover value	Work together with households, producers, collectors and reprocessors to extract the maximum value possible from food that would otherwise be wasted.	1, 2, 3	Partner, Provider	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing and implement by 2030
21	Recycle, compost, anaerobic digestion Recover value	Implement a kerbside organic collection and processing service to produce nutrient rich products from organic waste that can be applied to soil and/or generate energy, depending on the technology selected.	1, 4, 5	Provider	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing and implement by 2030
22	Recycle, compost, anaerobic digestion Recover value	Promote and encourage the reuse of materials for the same purpose and recover materials so that they can be reused throughout Wellington.	1, 3, 4, 5	Partner	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing
23	Recycle, compost, anaerobic digestion Recover value	Work with mana whenua partners and other stakeholders to scale up interventions to support the citywide goal to be a leader in minimising the use of resources and maximisation of reuse and recovery.	2, 3, 5	Partner	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing
24	Recycle, compost, anaerobic digestion Recover value	Create a waste ecosystem that demands and influences the right behaviours for desired outcomes.	3, 4, 5	Provider	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing

| Ngā mahere mahi | Action plans |

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
25	Recycle, compost, anaerobic digestion Recover value	Support the creation of markets for secondary materials.	2, 3, 4, 6	Facilitator, Provider	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing
26	Dispose	Manage the treatment and disposal of sludge.	1, 4, 8, 9	Provider	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing and Implement by 2025 - 2026
27	Dispose	Provide for and manage emergency waste.	6, 7, 8, 9	Provider	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing
28	Dispose	Continue ongoing management of the Southern landfill and Wellington's closed landfills to support Wellington's transition to a zero-waste city.	1, 8, 9	Provider	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing
29	Dispose	Work with mana whenua partners and other stakeholders to scale up interventions to recover and divert as much waste from landfill and ensure that any remaining waste is appropriately managed at Southern landfill to protect our environment.	2, 3, 4, 5, 8, 9	Partner, Provider	General Rates Targeted rates Waste Levy Fees and Charges Other	Ongoing

7 Te utu i tēnei WMMP | Funding this WMMP

Section 43 of the Waste Minimisation Act 2008 (WMA) mandates that councils provide information about how they will fund the implementation of this WMMP. The actions set out in this WMMP will be funded using the suite of sources and options available to the Councils in the delivery of waste management and minimisation services and activities, including:

- General Rates: A charge paid by all ratepayers
- Targeted Rates: Charges applied to properties receiving specific council services
- Fees and Charges: Fees and charges for user-pays collections, gate fees at landfills and transfer stations and regulatory fees e.g., licensing fees
- Waste Levy: The Government currently redistributes 50% of the levy funds from the waste disposal levy on a per capita basis to councils for this to be used for waste minimisation activities²⁷
- Other: Councils can apply for funds from central government including the waste minimisation fund or other funds related to reducing waste and waste related emissions. There may also be other funding mechanisms such as lease revenue, and private sector funding where the private sector may invest in, be part of a partnership or supply waste minimisation initiatives.

This WMMP identifies the potential funding sources for each action, as outlined in the Action Plan tables in Section 6.

Budgets to implement the actions outlined in Section 6 will be carefully developed as part of the region's Annual Plan and Long-term Plan (LTP) processes. This approach aims to implement as many actions as possible while controlling costs and seeking cost savings where possible.

With regard to the waste levy, each of the Councils currently receives a share from the Ministry for the Environment, based on a per capita basis. Prior to 2022, the rate was set at \$10 per tonne, but this has since increased to \$50 per tonne as at 1 July 2023. It is set for one further increase to \$60 per tonne by 1 July 2024.

The WMA requires that all waste levy funding received by councils must be "*spent on matters to promote waste minimisation and in accordance with their WMMP*". Waste levy funds can be spent on ongoing waste minimisation services, new services, or an expansion of existing services. The funding can be used for education and communication, policy research and reporting, to provide grants, or as infrastructure capital, and other activities in this WMMP.

The Councils intend to predominantly use their waste levy funds for a range of waste minimisation activities and services. The Councils may also use other funds available to them, or they can make an application for the Ministry for the Environment's contestable Waste Minimisation Fund, either separately, collectively with other councils, or with another party. The contestable Waste Minimisation Fund provides additional funds for new initiatives or a significant expansion of existing activities.

Section 47 of the WMA gives councils the ability to give grants to a person, organisation, or group to promote or achieve waste management and minimisation. Under this WMMP, individual councils within the Wellington region can continue to give grants at its discretion and on any terms or condition it deems appropriate, provided there is an allocated and approved budget for that activity.

²⁷ As discussed in section 3.1, central government is currently reviewing the distribution of the waste disposal levy in their reform of the Waste Minimisation Act 2008 and Litter Act 1979

8 Te ine i te anga whakamua | Measuring progress

The proposed vision and objectives in this WMMP are supported by a set of detailed Regional and Local Action Plans that include both short-term and long-term actions for the Councils to achieve in collaboration with our partners and a wide range of stakeholders. The targets set in this WMMP are one of the ways that progress will be measured to achieve the vision and objectives and ensure accountability as part of delivering this WMMP.

Collectively as a region, the Councils will monitor, evaluate, and report on progress against the targets and regional actions on an annual basis. Progress will be reported to the Wellington Regional Waste Management and Minimisation Joint Committee (Joint Committee) overseeing this WMMP which will be made available to the public via Wellington City Council's website. The reporting will include a summary of progress and activities undertaken from the Regional Action Plan and will identify where unforeseen or emerging issues need to be addressed. In addition to the annual reporting, a more comprehensive report reviewing progress towards the targets, objectives and vision of the WMMP will be provided to the Joint Committee in 2026.

The Councils must also provide progress reports of expenditure of their waste levy funds to the Ministry for the Environment, alongside the waste diversion rates achieved as a result of this funding.

However, as highlighted in section 3.5 of this WMMP, the way the region's waste data is collected is difficult due to the large number of private and public waste services and facilities across the Wellington region. This has historically resulted in inconsistent monitoring and reporting of waste data. For the purposes of measuring progress for the actions presented alongside this WMMP, the 2021/22 waste data from the Wellington Region Waste Assessment 2023 will be used as a baseline, with the understanding that data accuracy is likely to improve over the duration of this WMMP.

Moving forward, the Councils will focus on their data collection, monitoring and reporting for the waste streams, services, and facilities that it can control. Councils will also work on obtaining information from activities in the upper levels of the waste hierarchy and waste generation so that progress towards objectives and targets can be determined. Data will be gathered through a variety of mechanisms including community satisfaction surveys, Wellington region records (e.g. call centre records, KPIs, etc.), licensing and data requirements, contractors, and Solid Waste Assessment Protocol (SWAP). The Councils will also give effect to any national data collection and reporting requirements that are mandated by central government and engage with the upcoming National Waste Data Framework development process to represent the needs and priorities of the Councils, Wellington region businesses and communities.

9 Glossary of terms

Terms	Definition
Action and Investment Plan	An Action and Investment Plan (AIP) is a supporting plan developed by the Government that will provide detail on what is needed to deliver on <i>Te rautaki para Waste strategy</i> . <i>Te rautaki para Waste strategy</i> and AIP governs planning and activity across central and local government. The Government prepares a new AIP roughly every five years.
Construction and demolition waste	Waste generated from any building work (including construction, renovation, repair or demolition); and includes but is not limited to concrete, plasterboard, insulation, nails, wood, steel, brick, paper, roofing materials, wool/textiles, cardboard, metals, plastic or glass, as well as any waste originating from site preparation, such as dredging materials, tree stumps, asphalt and rubble. Abbreviated to C&D waste throughout this WWMP.
Circular economy	In a circular economy, waste and pollution is designed out, resources are kept in use for as long as possible, then recovered and regenerated into new products and materials at the end of their lifecycle. Protecting and regenerating natural systems is key to a circular economy, as is delivering equitable and inclusive outcomes.
Class 1 Landfill	A Class 1 landfill is a site that accepts domestic solid waste. A Class 1 landfill generally also accepts construction and demolition waste, some industrial wastes and contaminated soils.
Class 2 Landfill	A Class 2 landfill is a site that accepts non-putrescible wastes including constructions and demolition wastes, inert industrial wastes, managed fill material and clean fill material.
Cleanfill	A cleanfill (properly referred to as a Class 4 landfill) is any disposal facility that accepts only material that, when buried, will have no adverse environmental effect on people or the environment.
Councils	The eight city and district councils in the Wellington region who have produced this plan: Carterton District Council, Hutt City Council, Kāpiti Coast District Council, Porirua City Council, South Wairarapa District Council, Upper Hutt City Council and Wellington City Council.
Dispose or Disposal	The final (or more than short-term) deposit of waste into or onto land set apart for that purpose, or the incineration of waste.
Diverted material	As defined within the Waste Minimisation Act 2008, means anything that is no longer required for its original purpose and, but for commercial or other waste minimisation activities, would be disposed of or discarded.
Domestic waste	Waste consisting of refuse, recyclable material, or organic matter (food waste and/ or garden waste) originating from any household or from the cafeteria, lunchroom or canteen of any commercial enterprise but does not include, commercial or industrial waste, prohibited waste, hazardous waste, trade waste, liquid waste, or construction and demolition waste.
Emissions Trading Scheme	One of the government's tools for reducing greenhouse gas emissions. Its purpose is to help meet international obligations under the Paris Agreement, and the 2050 target and emissions budgets for Aotearoa.
Food scraps	Any food scraps, such as from preparing meals, leftovers, scraps, and coffee grounds.
Green waste	Compostable plant material including lawn clippings, weeds, plants, and other soft vegetable matter, which by nature or condition, and being free of any

	contaminants will degenerate into compost. This does not include flax, bamboo, pampas, flowering gorse, palm trees or cabbage trees.
Hazardous waste	Waste that is reasonably likely to be or contain a substance that meets one or more of the classification criteria for substances with explosive, flammable, oxidising, toxic, corrosive or ecotoxic properties under the Hazardous Substances (Classification) Notice 2017. Hazardous waste does not include domestic waste, inorganic material, construction and demolition waste, or commercial or industrial waste.
Landfill	A disposal facility as defined in section 7 of the Waste Minimisation Act 2008, excluding incineration. Includes, by definition in the Waste Minimisation Act 2008 only those facilities that accept 'household waste'. Properly referred to as a Class 1 landfill.
Managed fill	A disposal site requiring a resource consent to accept well-defined types of non-household waste, e.g. low-level contaminated soils, or industrial by-products, such as sewage by-products. Properly referred to as a Class 3 landfill.
Ministry for the Environment	The Ministry for the Environment is the public service department of New Zealand charged with advising the New Zealand government on policies and issues affecting the environment, in addition to the relevant environmental laws and standards.
Materials Recovery Facility	A Materials Recovery Facility receives, separates, and prepares recyclables such as plastics, paper, cardboard, aluminium, and tins to be sold to an end buyer. The Materials Recovery Facility uses a combination of equipment, machines, and manual labour to separate and prepare the materials.
Organic waste	Organic waste is biodegradable matter, such as food scraps, garden cuttings, grass, and branches, that can be accepted at an organics processing facility. In the context of this WMMP, biosolids is excluded from this definition.
Recovery	As defined in the Waste Minimisation Act 2008: <ul style="list-style-type: none"> a) Means extraction of materials or energy from waste or diverted material for further use or processing; and b) Includes making waste or diverted material into compost.
Recycling	The reprocessing of waste or diverted material to produce new materials.
Reduction	As defined in the Waste Minimisation Act 2008, means: <ul style="list-style-type: none"> a) Lessening waste generation, including by using products more efficiently or by redesigning products; and b) In relation to a product, lessening waste generation in relation to the product.
Reuse	As defined in the Waste Minimisation Act 2008, means the further use of waste or diverted material in its existing form for the original purpose of the materials or products that constitute the waste or diverted material, or for a similar purpose.
Resource recovery park	A resource recovery park is the co-location of reuse, recycling, compost processing and manufacturing in a central facility. The public and commercial operators can bring waste to this facility at one time to be processed.
Solid waste	Waste resulting from industrial, commercial, mining, and agricultural operations, and from domestic activities. Includes sludge from a wastewater treatment plant, water supply treatment plant and other discarded material.
Solid Waste Assessment Protocol	A classification and sampling technique to measure the quantity and composition of waste. Solid Waste Assessment Protocols (SWAP) can be carried out for kerbside collections or at transfer stations and landfills.

Te rautaki para waste strategy	Te rautaki para Waste strategy 2023 has been prepared by the Ministry for the Environment. It provides a high-level road map out to 2050 of how New Zealanders are tracking to transform how waste is generated and managed in Aotearoa.
Transfer station	Where different types of waste can be deposited by the public or commercial operators to be sorted and transported for recycling, reprocessing or landfill.
Treatment	Subjecting waste to any physical, biological, or chemical process to change its volume or character so that it may be disposed of with no or reduced adverse effect on the environment but does not include the dilution of waste.
Waste	As defined in the Waste Minimisation Act 2008 (WMA), waste means: <ul style="list-style-type: none"> a) anything disposed of or discarded; and b) includes a type of waste that is defined by its composition or source (for example, organic waste, electronic waste, or construction and demolition waste); and to avoid doubt, includes any component or element of diverted material, if the component or element is disposed or discarded.
Wellington Region Waste Assessment 2023	A document summarising the current situation of waste management in the Wellington region. Abbreviated to the Waste Assessment throughout this WMMP.
Te pūnaha whakarōpū para The waste hierarchy	A list of waste management options with decreasing priority – usually shown as 'reduce, reuse, recycle, reprocess, treat, dispose'.
Waste Minimisation Act 2008	An act administered by the Ministry for the Environment to encourage a reduction in the amount of waste we generate and dispose of in New Zealand. The aim is to reduce the environmental harm of waste and provide economic, social and cultural benefits for New Zealand. Referred to as the WMA.
Waste Management and Minimisation Plan	City and district councils are responsible for promoting effective and efficient waste management and minimisation within their district. The WMA requires councils to adopt a Waste Management and Minimisation Plan as defined by section 43 of the WMA, which must be reviewed every six years.
Zero waste	A philosophy for waste management, focusing on council/community partnerships, local economic development, and viewing waste as a resource. Zero waste may also be a target.

10 Glossary of Māori kupu

Terms	Definition
Hāpu	A tribe or sub-tribe, consisting of a number of whānau sharing descent from a common ancestor
Iwi	An extended tribe that is typically used to refer to a large group of people descended from a common ancestor and associated with a distinct territory
Mana whenua	Those who exercise customary authority or rangatiratanga over land or territory (chieftainship or decision-making rights).
Kaitiaki	Guardian/caregiver/steward
Kaitiakitanga	Guardianship/stewardship/protection of the environment
Mātauranga Māori	Māori knowledge or wisdom
Papatūānuku	The earth mother
Taiao	Earth, the natural environment
Te Ao Māori	The Māori world view
Te Tiriti o Waitangi	The Treaty of Waitangi
Tikanga	Customary values and practices



7.4 CLASS 4 GAMBLING AND TAB VENUES POLICY

1. PURPOSE

The purpose of this report is to seek Council's adoption of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy Statement of Proposal and draft Policy for consultation.

2. SIGNIFICANCE

The matters for decision in this report are considered to be of 'medium' significance under the Significance and Engagement Policy. Therefore, a consultation and engagement process is proposed.

3. BACKGROUND

The Carterton, Masterton and South Wairarapa District Councils (the Wairarapa District Councils) have a joint Wairarapa Class 4 Gambling and Standalone TAB Venues Policy. A review is underway which is a legislative requirement under the Gambling Act 2003 and the Racing Industry Act 2020. The Wairarapa Policy Working Group (WPWG) has delegated authority to support the review and make recommendations back to the Wairarapa District Councils.

We consider that an amended joint Policy should be adopted based on the findings of a Social Impact Assessment (SIA), an assessment of gambling harms and benefits, the effectiveness of the current Policy in achieving its purpose, and direction from the WPWG.

If amendments are proposed, we must consult the community using the Special Consultative Procedure (SCP). This involves making a Statement of Proposal publicly available, and information about how our community can have their say and present their views. The consultation period must run for a minimum of one month.

The Statement of Proposal and draft Policy will be considered by the Wairarapa District Councils on 14 February 2024.

If adopted by the Wairarapa District Councils, consultation with the community will take place in February/March 2024. The WPWG will hear submissions and undertake deliberations ahead of making final recommendations to the Wairarapa District Councils in May 2024.

Territorial Authorities must adopt a Class 4 Gambling Venue Policy under Section 101 of the Gambling Act 2003 and a policy on TAB venues under Section 96(1) of the Racing Industry Act 2020.

The Wairarapa District Councils share a Wairarapa Class 4 Gambling and Standalone TAB Venues Policy. Having a joint policy enables a consistent approach to Class 4 Gambling

and TAB Venues across the Wairarapa region. This beneficial to both users and operators of Class 4 Gambling services and TAB Venues.

The Policy has a three-year review period which is a legislative requirement under the Acts. A review is currently underway. If the Policy is to be amended or replaced, the SCP must be used.

As a joint Policy, the review was delegated to the Wairarapa Policy Working Group (WPWG) to progress and make recommendations back to the Wairarapa District Councils. The WPWG initially met on 24 August 2023 and agreed proposed amendments to the Policy based on the findings of a Social Impact Assessment (SIA) and analysis on the effectiveness of the Policy.

In September 2023, the Wairarapa District Councils considered the WPWG recommendation to adopt an amended draft Policy and Statement of Proposal for consultation with the community.

The WPWG recommended the policy be amended:

- a) to state that Class 4 Gambling Venues cannot relocate to Wairarapa region's most deprived areas (those on the New Zealand Deprivation Index of decile 9 or 10), if the proposed location is outside of a main town centre;
- b) to state that no new standalone TAB venues may be established;
- c) to clearly state that no additional gaming machines will be granted consent in any Class 4 venue (an amendment for clarification purposes); and
- d) to reflect legislative or other changes since the last review, and improve the flow and readability of the document.

Carterton and South Wairarapa District Councils (CDC and SWDC) met on 13 September 2023 and 27 September 2023 respectively and agreed to the WPWG recommendations in full (CDC reference Item 7.5 and SWDC resolution DC2023/137).

Masterton District Council (MDC) met on 13 September 2023 and agreed to the majority of the WPWG recommendations but resolved to adopt a more restrictive venue relocation policy position for consultation so that Class 4 gambling venues would not be able to relocate in Masterton under any circumstances. Our interpretation of the resolution made is that MDC's proposed position for consultation is that Class 4 gambling venues will not be able to relocate under any circumstances, but that the Statement of Proposal would include a less restrictive venue relocation option for consideration by the community.

Given MDC was not aware of the resolutions of CDC or SWDC at the time of its meeting, staff provided an update on 18 October 2023 and an opportunity for the Council to reconfirm or reconsider its decision taking this additional information into consideration. MDC resolved to reconfirm its decision and directed officers to reconvene the WPWG to consider next steps and make recommendations back to the Wairarapa District Councils. This is the recommended process when WPWG recommendations are not agreed to in full by all Wairarapa District Councils.

The WPWG reconvened on 23 January 2024 and considered options for progressing the review.

4. DISCUSSION

The key findings of the SIA and analysis of the overall effectiveness of the Policy were presented in the report to Council in September 2023. This report also discussed the rationale for proposed amendments to the Policy.

The focus of the analysis and advice in this report is therefore on the proposed variation from the initial WPWG recommendations which is a more restrictive venue relocation policy to prohibit Class 4 gambling venues from being able to relocate in Masterton under any circumstances.

Rationale for a more restrictive venue relocation policy for Masterton District

There are reasons that support consulting on a more restrictive policy for Masterton:

- Gaming machine expenditure is higher in Masterton than the other Wairarapa districts:
 - In 2022, expenditure per gaming machine was \$79,741 in Masterton, \$66,744 in Carterton and \$32,348 in South Wairarapa.
 - In 2022, gaming machine expenditure on a population basis was \$215.33 per person in Masterton, \$213.77 per person in Carterton and \$159.70 per person in South Wairarapa. This compares nationally to \$196.95 per person.
- A key finding from the SIA was that gambling harm is disproportionately experienced by those living in communities with higher socioeconomic deprivation. Masterton district has higher than average overall deprivation, as measured by the New Zealand Index of Multiple Deprivation (IMD), with 62.5% of its neighbourhood level zones (20 out of 32) in quintiles 4-5 (most deprived quintiles). Carterton and South Wairarapa Districts have lower than average overall IMD deprivation with 25% of Carterton's zones (3 out of 12) and 21.4% of South Wairarapa's zones (3 out of 14) in quintiles 4-5.
- As part of the SIA¹, survey participants were asked where in the Wairarapa problem gambling is perceived as most concerning. Although most skipped this question and noted that the issue was not specific to one particular area, the second most common response indicated that Masterton was a place where problem gambling was most concerning.
- The implication of a more restrictive venue relocation policy for Masterton is that MDC would lose its ability to consider applications on a case-by-case basis. This could negatively impact existing businesses and their ability to operate if they need to relocate in extraordinary circumstances, and it could potentially lead to a small number of job losses. Note that of the five venues who responded to a survey conducted as part of the SIA, an estimated 6.5 FTE positions were created by Class 4 gambling in Wairarapa.

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

5. OPTIONS

As stated, the WPWG met on 23 January 2024 to discuss a proposed approach for progressing the review. The WPWG considered the rationale for a more restrictive venue relocation policy for Masterton and considered the following options for progressing the review.

Option	Advantages	Disadvantages
1 Recommend that Wairarapa District Councils consult on a joint Policy with a regional variation for Masterton (WPWG agreed option)	<ul style="list-style-type: none"> - Retains a joint Wairarapa policy which is known by the community; - Maintains a consistent approach for the majority of policy positions; - Cost efficiencies can be achieved through a joint and collaborative approach; - There is rationale that supports a more restrictive policy position for Masterton. - Regional variations can be appropriate where justified and have been applied in other joint work (e.g. in the Wairarapa Combined District Plan). 	<ul style="list-style-type: none"> - The policy position of MDC differs to that of CDC and SWDC with regards to venue relocation and retaining a joint policy with regional differences may cause confusion.
2 Recommend that Carterton and South Wairarapa consult on a joint Policy and Masterton District Council adopts a separate Policy for consultation	<ul style="list-style-type: none"> - The separate policies would be reflective of the different positions of the councils; - May enable individual Councils to take different policy positions more easily in future (noting this could lead to further regional differences). 	<ul style="list-style-type: none"> - Potential reputation risk for the Wairarapa District Councils through the separating of policies; - May not benefit from cost efficiencies that can be achieved through having a joint policy and review process.

WPWG agreed to Option 1. This option recommends that the Wairarapa District Councils consult on a joint Policy for Wairarapa but with different positions across the Wairarapa District Councils for the relocation of Class 4 Gambling Venues. CDC and SWDC's proposed position for consultation would be that Class 4 Gambling Venues cannot relocate to Wairarapa region's most deprived areas (those on the New Zealand Deprivation Index of decile 9 or 10), if the proposed location is outside of a main town centre. MDC's proposed position for consultation would be that Class 4 gambling venues will not be able to relocate under any circumstances.

This option supports retaining a joint Wairarapa Policy (with regional variation for Masterton), noting there is rationale which supports a more restrictive relocation policy position for Masterton.

Retaining a joint policy enables a collaborative approach to the review of the policy and cost efficiencies to be achieved.

The table below outlines the options available to Wairarapa District Councils in considering this report.

Option	Advantages	Disadvantages
1 Recommended Option – Adopt the proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy for consultation.	The Policy would take a community wellbeing and harm reduction approach. The Policy would reflect an appropriate balance between minimising gambling harm and economic/social benefits. The Policy continues to support a reduction in gambling venues and gaming machines in the long term. The Policy has been developed in consideration of the social impact of gambling in the Wairarapa. The proposed Policy reflects discussions of the WPWG. Retains a joint Wairarapa policy and a consistent approach for the majority of policy positions. There is rationale that supports a more restrictive policy position for Masterton and regional variations can be appropriate where justified.	The Policy may discourage new hospitality businesses, if they need gambling machines to be financially viable. Over time the Policy may reduce the amount of funding available to community organisations. May lead to a small number of job losses in Masterton if a venue is unable to relocate.
2 Alternative Option – Do not adopt the proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy for consultation and refer back to the WPWG for reconsideration.	No advantages identified.	Depending on the direction given, it could be a significant shift from the WPWG recommendations which were made in consideration of the social impact of gambling and support a joint approach for Wairarapa. The review will not be completed in the planned timeframes Increased officer and elected member time.

Recommended Option

WPWG agreed to Option 1. This option recommends positions across the Wairarapa District Councils for the relocation of Class 4 Gambling Venues. CDC and SWDC's proposed position for consultation would be that Class 4 Gambling Venues cannot relocate to Wairarapa region's most deprived areas (those on the New Zealand Deprivation Index of decile 9 or 10), if the proposed location is outside of a main town

centre. MDC's proposed position for consultation would be that Class 4 gambling venues will not be able to relocate under any circumstances.

This option supports retaining a joint Wairarapa Policy (with regional variation for Masterton), noting there is rationale which supports a more restrictive relocation policy position for Masterton.

Retaining a joint policy enables a collaborative approach to the review of the policy and cost efficiencies to be achieved.

6. NEXT STEPS

Subject to adoption by the Wairarapa District Councils, consultation will be undertaken in February/March 2024. Hearings and deliberations by the WPWG would follow.

Following consultation, we would draft the amended Policy (as required) for consideration by the Wairarapa District Councils in May 2024. We expect that post-adoption tasks, such as informing DIA of the amended Policy, would be completed by the end of May 2024.

7. CONSIDERATIONS

7.1 Climate change

There are no environmental/climate change impacts or considerations resulting from the decision to consult on the Policy.

7.2 Tāngata whenua

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

We will promote the consultation period to ensure that Mana Whenua, Te Hauora Rūnanga o Wairarapa, and Māori health and social services providers have an opportunity to submit on the Policy.

7.3 Financial impact

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

Financial considerations associated with the decision to consult includes officer time and costs for engagement materials. Council's contribution towards these costs will be met from within the existing 2023/24 budget.

7.4 Community Engagement requirements

A Communications Plan was developed for all stages of the review. The plan identifies key stakeholders, the proposed communications approach, key messaging for the different audiences, and key tasks.

The following groups interested in and impacted by the review were identified for targeted engagement via completion of the SIA survey in the pre-review stage:

- Venue owners/operators in Wairarapa
- Relevant social service sector organisations
- Iwi.

As noted, the Acts require the review of the policy to be undertaken using the SCP if changes are proposed as outlined in the LGA 2002. We must make sure that the Statement of Proposal and how our community can have their say and present their

views is made publicly available. The consultation period must run for a minimum of one month.

As part of the Communications Plan, we identified groups for proactive engagement and information sharing during the consultation phase including: Incorporated Society Owners/Operators, Gambling Outlets, Health/Welfare Sector, Iwi/Hapū/Marae, General Public, Media, and those with a registered interest in the Policy.

If adopted by the Wairarapa District Councils, consultation with the community will take place between 21 February and 22 March 2024. During the consultation period we will make all relevant documentation, including a submission form, Social Impact Assessment, and relevant background information available on our website.

The community will be able to find out about the policy review through several channels

We will advertise the opportunity for the community to have their say on the Council website, social media, and local media platforms (broadcast and print). Physical copies will be available at the Council service centres and libraries across the Wairarapa.

We will proactively communicate with key stakeholder groups identified above to make them aware of the consultation opportunity, as well as provide the offer of face-to-face meetings where appropriate.

7.5 Risks

No risks have been identified from the decision to consult on the policy.

8. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Notes** that a joint review of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (the Policy) is underway.
3. **Notes** that the Wairarapa Policy Working Group considered options for progressing the review and recommended that the Wairarapa District Councils adopt a joint policy for consultation with a regional variation for Masterton in relation to venue relocation.
4. **Agrees** to make amendments to the draft Policy:
 - a. to state that Class 4 Gambling Venues cannot relocate in Masterton District under any circumstances.
 - b. to state that Class 4 Gambling Venues cannot relocate to Carterton and South Wairarapa District's most deprived areas (those on the New Zealand Deprivation Index of decile 9 or 10) if the proposed location is outside of a main town centre;
 - c. to state that no new standalone TAB venues may be established in the Wairarapa;
 - d. to clearly state that no additional electronic gaming machines will be granted consent in any Class 4 venue in the Wairarapa (amendment for clarification purposes); and
 - e. to reflect legislative or other changes since the last review, and to improve the flow and readability of the document.
5. **Adopts** the Statement of Proposal and draft Policy for consultation with the community using the Special Consultative Procedure (**Attachments 1 and 2**).

6. **Notes** that subject to adoption by the three Wairarapa District Councils consultation with the community is proposed to take place between 21 February and 22 March 2024.
7. **Delegates** authority to the Chief Executive to approve minor edits that do not change the intent of the content prior to publication of the Statement of Proposal and draft Policy for consultation.
8. **Notes** that the Wairarapa Policy Working Group will hear submissions and undertake deliberations ahead of making final recommendations to Council in May 2024.

File Number: 385308

Author: Solitaire Robertson, Planning and Regulatory Services Manager

Attachments:

1. Statement of Proposal and Submission Form [↓](#)
2. DRAFT Class 4 Gambling and TAB Venues policy [↓](#)

WAIRARAPA CLASS 4 GAMBLING AND STANDALONE TAB VENUES POLICY REVIEW: STATEMENT OF PROPOSAL

DRAFT



This Statement of Proposal has been prepared in accordance with Section 83 of the Local Government Act 2002.

It includes the following sections:

- Background
- Our proposal
- Summary of key changes
- Options considered by Council
- How you can have your say
- Find out more
- What happens next.

Our Wairarapa Class 4 Gambling and Standalone TAB Venue Policy is due for review. We're proposing a few changes and would like your feedback so we can ensure our policy reflects the views of the community. **Consultation is open until 4.30pm on Friday 22 March 2024.**

Background

The Masterton, Carterton, and South Wairarapa District Councils (the Wairarapa District Councils) have a combined Wairarapa Class 4 Gambling and Standalone TAB Venues Policy. The purpose of this policy is to:

- minimise the harm to the community caused by gambling;
- have regard to the social impacts of gambling in the Wairarapa region; including the cumulative effect of additional opportunities for gambling in each district;
- control Class 4 gambling in the Wairarapa Region; and
- ensure that Councils and their communities have influence over the provision of new Class 4 gambling and TAB venues in the region.

What is a Class 4 Gambling Venue?

A Class 4 gambling venue is a place licensed to operate Class 4 gambling i.e. gaming machines (pokies) in pubs and clubs. Class 4 gambling does not include pokies in casinos.

There are currently 10 gambling venues in the Wairarapa. Of these, two are in Carterton district, four are in Masterton district and four are in South Wairarapa district.

What is a Standalone TAB Venue?

A standalone TAB venue is a place where the main business carried out is to provide racing or sports betting services. These are standalone and do not include TAB outlets or agencies that are additional activities of a bar or hotel.

There are currently no standalone TAB venues in the Wairarapa.

Class 4 Gambling and Standalone TAB Venue Policy

Under the Gambling Act 2003 and Racing Industry Act 2020, every Council is required to have a policy on Class 4 Gambling and Standalone TAB venues. The policies:

- must state if Class 4 gambling venues and standalone TAB venues may be established in the district and, if so, where they may be located.
- can restrict the number of gaming machines (pokies) that can be operated at a venue.
- can allow existing venues to move to a new location.

Under legislation, this policy must be reviewed every three years. This policy was last reviewed in 2019 and remains in effect until a new policy is adopted.

Social Impact Assessment

When reviewing gambling policies, Councils are required to consider the social impact of gambling on its community. In summary, a social impact assessment of gambling in the Wairarapa showed that:

- gambling harm is disproportionately experienced by those living in high socioeconomic deprivation communities.
- gaming machines are used more extensively in Masterton than other areas of Wairarapa.
- the presence of Class 4 venues in Wairarapa brings limited economic benefit to the Wairarapa, with minimal impact on employment.
- the proportion of gaming machine profits returned to Wairarapa in the form of grants funding is low compared to other regions.
- the number of gambling venues and electronic gaming machines is decreasing.
- expenditure (the amount lost) on gaming machines is increasing.

A full copy of the Social Impact Assessment can be found on each of the Wairarapa District Council websites:

Masterton: mstn.govt.nz

Carterton: cdc.govt.nz

South Wairarapa: swdc.govt.nz

Our Proposal

We are proposing a few changes to the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy based on feedback from key stakeholders and the findings of the social impact assessment. These changes are intended to further mitigate gambling harm and also make sure the policy is easy to understand for the community and to implement by council staff.

Summary of Key Changes

The key proposed changes are summarised in the following table.

Proposal	Reason for Proposal
<p>1 Amend the policy so that:</p> <ul style="list-style-type: none"> Class 4 Gambling Venues cannot relocate in Masterton under any circumstances (Proposal 1a) Class 4 Gambling venues cannot relocate to Carterton and South Wairarapa's most deprived areas (those on the New Zealand Deprivation Index of decile 9 or 10) if the proposed location is outside of a town centre (Proposal 1b). 	<p>Feedback from social service agencies suggests that gambling harm is becoming more of an issue in Wairarapa in the face of increasing financial pressures on households. Those in our most deprived communities are most at risk from gambling harm.</p> <p>The current policy permits the relocation of an existing Class 4 gambling venue in extraordinary circumstances if Council reasonably believes the proposed location will not have an adverse effect on the character of the district or on any kindergartens, early childhood centres, schools, places of worship or other community facilities. However, the policy does not explicitly prohibit the relocation of Class 4 venues to areas of high socio-economic deprivation.</p> <p>Of the districts in the Wairarapa, Masterton has highest overall levels of deprivation. Evidence also shows gaming machines are used more extensively in Masterton than other parts of the Wairarapa. In 2022, expenditure per gaming machine was \$79,741 in Masterton compared to \$66,744 in Carterton and \$32,348 South Wairarapa). This is also above the national average for New Zealand as a whole (\$70,197). We are therefore proposing to amend the policy to prohibit the relocation of Class 4 venues in Masterton under any circumstances to help mitigate further gambling harm.</p> <p>We are also proposing to amend the policy to prohibit the relocation of Class 4 venues to the most deprived areas in Carterton and South Wairarapa to ensure that our most vulnerable communities will not see the introduction of a Class 4 venue in the area they live¹. Exempting town centres from this condition ensures that the policy is not overly restrictive as some of our main business streets are in areas rated as most deprived (e.g. Fitzherbert Street, Featherston). It also assists in containing venues in town centres where there is greater visibility.</p>
<p>2 Amend the policy to state that no new standalone TAB venues may be established in the Wairarapa.</p>	<p>The current policy permits new standalone TAB venues to be established if Council reasonably believes the proposed location will not have an adverse effect on the character of the district or on any kindergartens, early childhood centres, schools, places of worship or other community facilities.</p> <p>Wairarapa has no standalone TAB venues and this has not changed since the policy was last reviewed in 2019. Amending the policy to maintain the position of having no standalone TAB</p>

¹ An online interactive map showing the New Zealand Deprivation Index is available on the Environmental Health Intelligence NZ website, with NZDep2018 being the rating that currently applies. Areas with a NZ Dep Rating of 9 or 10 represent the most deprived areas: www.ehinz.ac.nz/indicators/population-vulnerability/socioeconomic-deprivation-profile/.

Proposal		Reason for Proposal
		<p>venues is consistent with our community wellbeing and harm reduction approach.</p> <p>Seven of the ten Class 4 Gambling venues offer TAB facilities – two in Masterton, two in Carterton and three in South Wairarapa, so TAB facilities will still be accessible in the Wairarapa.</p>
3	Amend the policy to clearly state that no additional electronic gaming machines will be granted consent, in any Class 4 venue.	<p>The current policy is widely understood to have a sinking lid approach to the number of electronic gaming machines (EGMs) in the Wairarapa. A sinking lid is a limit on the number of EGMs within an area that is permanently lowered with each reduction of EGM. The sinking lid approach for the Wairarapa has been described in various reports and in the media.</p> <p>However, while the wording of the policy is clear that there is a sinking lid for EGMs at each venue, the policy also sets out a “maximum number” of EGMs allowed in each district. This could create confusion because a “maximum number allowed” may be interpreted as a cap on numbers, rather than a sinking lid. We have made minor changes to the wording of policy to eliminate ambiguity and clarify the sinking lid approach for EGMs.</p>
4	Updates as required to reflect changes since the last review and to improve the flow and readability.	<p>The current policy refers to the Racing Act 2003. Since the last review, this has been replaced with the Racing Industry Act 2020.</p> <p>The current policy refers to venues existing or consented “at at 1 January 2019.” This has been updated to 1 January 2024.</p> <p>Other changes are proposed to improve the flow and readability of the policy. This includes the addition of objectives and Te Reo Māori heading translations.</p>

Options Considered by Council

In accordance with section 77 of the LGA, all reasonably practicable options have been considered. The advantages and disadvantages associated with each option are detailed in the following table. We are proposing to proceed with Option 1.

Option		Advantages	Disadvantages
1	<p>Adopt the proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy.</p> <p>This is our preferred option.</p>	<ul style="list-style-type: none"> The policy would take a community wellbeing and harm reduction approach. The policy would reflect an appropriate balance between minimising gambling harm and economic/social benefits. The policy continues to support a reduction in gambling venues 	<ul style="list-style-type: none"> The policy may discourage new hospitality businesses, if they need gambling machines to be financially viable. Over time the policy may reduce the amount of funding available to community organisations.

Option	Advantages	Disadvantages
	<p>and gaming machines in the long term.</p> <ul style="list-style-type: none"> The policy has been developed in consideration of the social impact of gambling in the Wairarapa. The policy takes into account regional differences while still maintaining a consistent approach for Wairarapa for most policy positions. 	<ul style="list-style-type: none"> Could negatively impact existing businesses in Masterton if they needed to relocate in extraordinary circumstances and may lead to a small number of job losses.
<p>2 Adopt a more restrictive proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (e.g. do not allow the relocation of Class 4 venues in Carterton or South Wairarapa Districts under any circumstances)</p>	<ul style="list-style-type: none"> Current and potential levels of gambling harm could be further reduced. 	<ul style="list-style-type: none"> May not provide an appropriate balance between minimising gambling harm and the economic/social benefits. Could negatively impact existing businesses and their ability to operate if they needed to relocate in extraordinary circumstances (e.g. earthquake strengthening). May reduce over time the amount of funding available to community organisations. May lead to some job losses. Of the five venues who responded to a survey conducted as part of the Social Impact Assessment, an estimated 6.5 FTE positions were created by Class 4 gambling in Wairarapa.
<p>3 Adopt a less restrictive proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy. (e.g. remove the sinking lid approach or allow the relocation of Class 4 venues in</p>	<ul style="list-style-type: none"> May have positive flow on effects for community organisations accessing gaming machine proceeds. Possible economic gain from visitors who frequent gambling venues. 	<ul style="list-style-type: none"> Current and potential levels of gambling harm may increase. Would be a significant shift from the Councils' current stance to promote community wellbeing and may be negatively perceived by the community.

Option	Advantages	Disadvantages
Masterton under exceptional circumstances if the proposed location is not a highly deprived area outside of the main town centre)		<ul style="list-style-type: none"> If the sinking lid policy was removed, the number of gambling venues and gaming machines may increase.

Our proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy can be found on each of the Wairarapa District Council websites.

Masterton: mstn.govt.nz

Carterton: cdc.govt.nz

South Wairarapa: swdc.govt.nz

How You Can Have Your Say

We welcome your feedback on the proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy. Please note Masterton District Council is managing submissions on behalf of Carterton and South Wairarapa District Councils.

Online – complete the submission form on one of the three Council websites (listed above)

Paper copy – complete our submission form or write to us and:

email it to submissions@mstn.govt.nz

post it to Masterton District Council, Freepost 112477, PO Box 444, Masterton 5840

hand deliver it to one of our libraries or customer service centres at:

- Masterton District Council – 161 Queen Street, Masterton
- Carterton District Council - 28 Holloway Street, Carterton
- South Wairarapa District Council - 19 Kitchener Street, Martinborough.

Phone – ring the Masterton team on 06 370 6300 between 9am and 5pm Monday to Friday (excluding public holidays) and tell us what you think.

Hearing

A joint hearing with representatives of the Wairarapa Councils will be held in April 2024 to provide any person or organisation who makes a written submission the opportunity present their views.

Please indicate on your submission form that would you like to speak at the hearing and include an email address or phone number. We will contact you to arrange a time.

Want more information?

If you have any questions about the proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy or the consultation process, please phone us on 06 370 6300 between 9am and 5pm Monday to Friday (excluding public holidays).

What happens next?

Following the February/March 2024 consultation period, all feedback will be considered by the three Wairarapa district councils. Following a hearing and deliberations meeting, the Councils will then meet to consider the adoption of the policy.

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WAIRARAPA CLASS 4 GAMBLING AND STANDALONE TAB VENUES POLICY REVIEW SUBMISSION FORM

The Wairarapa District Councils (Carterton, Masterton and South Wairarapa) are reviewing their joint Wairarapa Class 4 Gambling and Standalone TAB Venues Policy. This submission form allows you to give feedback on the draft policy. The estimated time to complete this form is between 3-5 minutes. You can make a submission in a number of ways:

Online – complete the submission form online at one of the Wairarapa District Council websites:

- Masterton District Council www.mstn.govt.nz
- Carterton District Council – www.cdc.govt.nz
- South Wairarapa District Council – www.swdc.govt.nz

Paper copy – you can complete this submission form or write to us and:

- email it to submissions@mstn.govt.nz
- post it to Masterton District Council, Freepost 112477,
PO Box 444, Masterton 5840
- hand deliver it to one of our libraries or customer service centres at:
 - Masterton District Council – 161 Queen Street, Masterton
 - Carterton District Council – 28 Holloway Street, Carterton
 - South Wairarapa District Council – 19 Kitchener Street, Martinborough.

Phone – ring the Masterton District Council team on 06 370 6300 between 9am and 5pm Monday to Friday (excluding public holidays) and tell us what you think.

Please provide your feedback by 4.30pm Friday 22 March 2024. For more information please refer to the Statement of Proposal, draft policy and supporting information available on each of the Council websites.

Privacy Statement

All submissions will be made available to the public via the three Wairarapa District Councils websites. Your name, organisation (if applicable) and feedback will be included in public documents. All other personal details will remain private. If you have extenuating circumstances, please contact us prior to the submission closure date to request that your name be withheld.

The Privacy Act 2020 applies when we collect personal details. Any details that are collected will only be used for the purposes stated. You have the right to access and correct any personal information we hold.

Further information is available by searching Masterton District Council Submission Policy on the MDC website: www.mstn.govt.nz.

Your Details

Full name (required)

Organisation (if applicable)

Postal address

.....

Phone

Email

Hearing

A joint hearing with the Wairarapa Policy Working Group (this group includes representatives of the three Wairarapa District Councils) will be held in April 2024 for those wanting to present their views. This means that you get approximately 5-10 minutes to present your feedback to elected members in person or via MS Teams online.

Would you like to present your views at the hearing?

If yes, please make sure your contact details in the previous section were answered correctly so that we can get in touch.

☐ Yes (in person) ☐ Yes (via ZMS Teams) ☐ No

About You

These questions help us understand which parts of the community are providing feedback so we can improve our engagement approach. Your responses will not be made public with your submission. Only collated data will be reported to the three Councils.

What district do you live in?

☐ Masterton ☐ Carterton ☐ South Wairarapa ☐ Other

What is your age range?

☐ Under 20 ☐ 20-29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60-64 ☐ 65+

What is your ethnicity? (you may tick multiple boxes)

☐ Māori ☐ NZ European ☐ Pākehā ☐ Pacific ☐ Asian ☐ Other

What is your gender?

☐ Man ☐ Woman ☐ Non-binary ☐ Prefer not to say ☐ Other

Do you live with impairments/long term health conditions or do you identify as tāngata whaikaha/disabled?

☐ Yes ☐ No ☐ Prefer not to say

Your Thoughts

We want to know what you think about our proposed changes to the current policy

Do you support our proposal to:

- make changes so that Class 4 Gambling Venues cannot relocate in Masterton under any circumstances? (Proposal 1a)

☐ Yes ☐ No – I support venue relocations under extraordinary circumstances in any area of Masterton (status quo) ☐ No – I support venue relocations under extraordinary circumstances in Masterton if the proposed location is not a highly deprived area outside of the town centre
- make changes so that Class 4 Gambling Venues cannot relocate to Carterton and South Wairarapa's most deprived areas (those on the New Zealand Deprivation Index of decile 9 or 10) if the proposed location is outside of a town centre? (Proposal 1b)

☐ Yes ☐ No - I support venue relocations under extraordinary circumstances in any area of Carterton and South Wairarapa (status quo) ☐ No - I do not support venue relocations in Carterton and South Wairarapa under any circumstances
- make changes so that no new standalone TAB venues may be established in the Wairarapa? (Proposal 2)

☐ Yes ☐ No – I support new standalone TAB venues being able to establish in the Wairarapa (status quo)
- amend the policy wording to clearly state that no additional electronic gaming machines will be granted consent in any Class 4 venue, consistent with the widely understood sinking lid approach in the Wairarapa? (Proposal 3)

☐ Yes ☐ No

Is there anything else you would like to note as part of your feedback?





Wairarapa Class 4 Gambling and Standalone TAB Venues Policy

Kaupapa Here Whare Petipeti – Momo 4

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

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1. Purpose | *Pūtake*

- 1.1. The purpose of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy is to:
- a) minimise the harm to the community caused by gambling;
 - b) have regard to the social impacts of gambling in the Wairarapa region, including the cumulative effect of additional opportunities for gambling in the district;
 - c) control Class 4 gambling in the Wairarapa region; and
 - d) ensure that Council and their communities have influence over the provision of new Class 4 gambling and standalone TAB venues in the Wairarapa region.
- 1.2. This policy is made in accordance with the Gambling Act 2003 (s.101) and the Racing Industry Act 2020 (s.96).

2. Scope | *Whānuitanga*

- 2.1. This policy applies to Class 4 and standalone TAB venues in the Masterton, Carterton and South Wairarapa Districts (referred to collectively as the Wairarapa region).

3. Objectives | *Whāinga*

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

4. Definitions | *Kuputaka*

The following definitions are relevant to this policy:

Class 4 Gambling: Gambling that utilises or involves a gaming machine, as defined in the Gambling Act 2003 (s.30).

Class 4 Gambling Venue: A place to conduct Class 4 gambling.

Council: The Masterton, Carterton or South Wairarapa District Council.

Gaming Machine: A device, whether totally or partly mechanically or electronically operated, that is adapted or designed and constructed for the use in gambling, as defined in the Gambling Act 2003 (s.4). Commonly known as 'pokie machines'.

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

Standalone TAB Venue: Premises that are owned or leased by the New Zealand Racing Board and where the main business carried on at the premises is providing racing or sports betting services under the Racing Act 2003.

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

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

5. Venue Criteria | *Paearu Whare*

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

5.1 Establishment of New Class 4 Gambling Venues

- No new Class 4 gambling venues may be established in the Wairarapa region.
- Gambling venues existing or consented as at 1 January 2024 and not ceasing operations for any period longer than six months will be regarded as existing venues under this policy and will be granted consent to continue their operations automatically.

5.2 Establishment of Standalone TAB Venues

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

5.3 Merged Gambling Venues

- Where Council consents to the merger of two or more clubs under Section 95 of the Gambling Act 2003, the combined club may:
 - a) operate an existing single venue, which will be regarded as an existing venue, subject to clause 7.4; or
 - b) apply to the Council for a single new venue to be established, provided that all existing venues are closed, subject to section 6 and clause 7.4.

5.4 Restriction on the Number of Gaming Machines

- The Council has set a 'sinking lid' on the number of gaming machines in the Wairarapa Region. This means no increase in the number of gaming machines in any Class 4 gambling venue in the Wairarapa Region as of 1 January 2024 will be permitted.
- Any gaming machine that is relinquished for a period of longer than six months may not be replaced on that site and may not be transferred to another site under any circumstances.
- Where two or more club venues merge, the combined club may operate the lesser of 18, or the number of gaming machines both clubs operated immediately prior to the merger.

6. Venue Relocation | *Te Hūnuku Wāhi*

- 6.1. Council will not grant consent for a Class 4 venue to re-establish at a new site in Masterton District under any circumstances.
- 6.2. Council may permit a Class 4 venue to re-establish at a new site in Carterton or South Wairarapa Districts where, due to extraordinary circumstances, the owner or lessee of the Class 4 venue cannot continue to operate at the existing site. Examples of such circumstances include, but are not limited to, the following:
 - a) expiration of the lease;
 - b) acquisition of property under the Public Works Act 1981; or
 - c) site redevelopment.

- 6.3. Permission to relocate a Class 4 venue in Carterton or South Wairarapa Districts will be subject to the following conditions:
- a) where the relocation is to an area outside of a town centre area (identified in Schedule 1), the relocation will be to a Statistical Area 1 (SA1) on the New Zealand Deprivation Index (NZDep) of decile 1 to 8. The NZDep decile rating will be that which applies at the time the application for relocation is submitted to the Council; and
 - b) the gambling venue operator at the new site shall be the same venue operator at the site to be vacated; and
 - c) the number of gaming machines permitted to operate at the new venue will not exceed the number permitted to be operated at the existing site.
- 6.4. Class 4 gambling venues will not be permitted where the Council reasonably believes that:
- a) the character of the district, or part of the district, for which the venue is proposed will be adversely affected; or
 - b) there is likely to be an adverse effect on any kindergartens, early childhood centres, schools, places of worship, or other community facilities.
- 6.5. Class 4 gambling venues will not be approved outside premises authorised under the Sale and Supply of Alcohol Act 2012 to sell and supply alcohol for consumption on the premise, and where the gaming area is designated as restricted and is visually and physically separated from family or children's activities.

7. Applications for Consent | *Ngā Tono Whakaaetanga*

- 7.1. Council consent is required before:
- a) Two or more clubs merge.
 - b) A corporate society changes the location of a venue to which a Class 4 Venue licence currently applies.
- 7.2. Applications must be made on the approved form and must provide:
- a) Name and contact details of the applicant.
 - b) Street address of the proposed or existing Class 4 gambling venue.
 - c) A scale site plan covering both gambling and other activities proposed for the venue, including any screening or separation from other activities proposed.
 - d) A copy of any certificate of compliance or resource consent required for the primary activity of the venue under the Wairarapa Combined District Plan.
 - e) For Class 4 gambling venues only, evidence of the authority to sell or supply alcohol for consumption on the premise under the Sale and Supply of Alcohol Act 2012.
 - f) For applications relating to the merging of two or more clubs, details of the number of machines operated at each venue immediately prior to merger and the number of machines intended to be operated at each site, as applicable.
- 7.3. To aid the Council in determining whether there is likely to be an adverse effect, all applications are required to be publicly notified and will include a social impact statement.
- 7.4. Applications will be determined by the Hearings Committee of the Council, which may receive submissions from the applicant and any interested parties at a public hearing.
- 7.5. Applicants will be notified of Council's decision within 30 days after the application is received.

8. Application Fees | *Ngā Utu Tono*

- 8.1. Fees for gambling consent applications will be set by Council annually and will include consideration of the cost of:
- processing the application;
 - establishing and triennially reviewing the Gambling and Standalone TAB Venues Policy;
 - the triennial assessment of the economic and social impact of gambling in the Wairarapa region.

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

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

Related Documents

Wairarapa Combined District Plan

References

Gambling Act 2003

Racing Industry Act 2020

Version Control

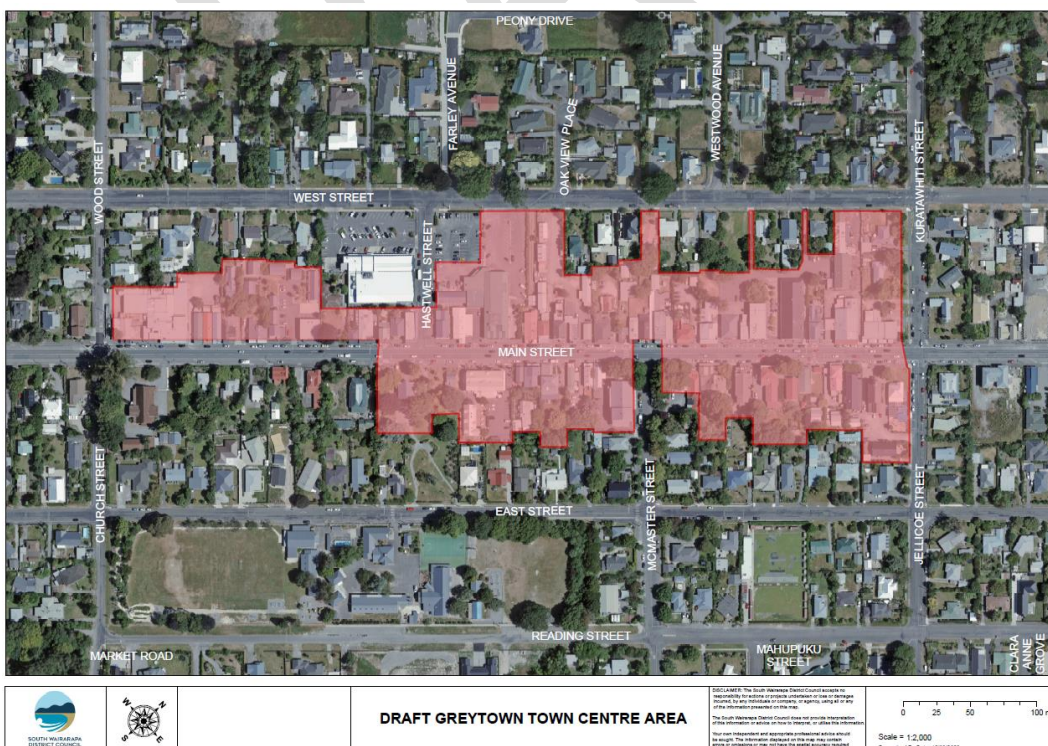
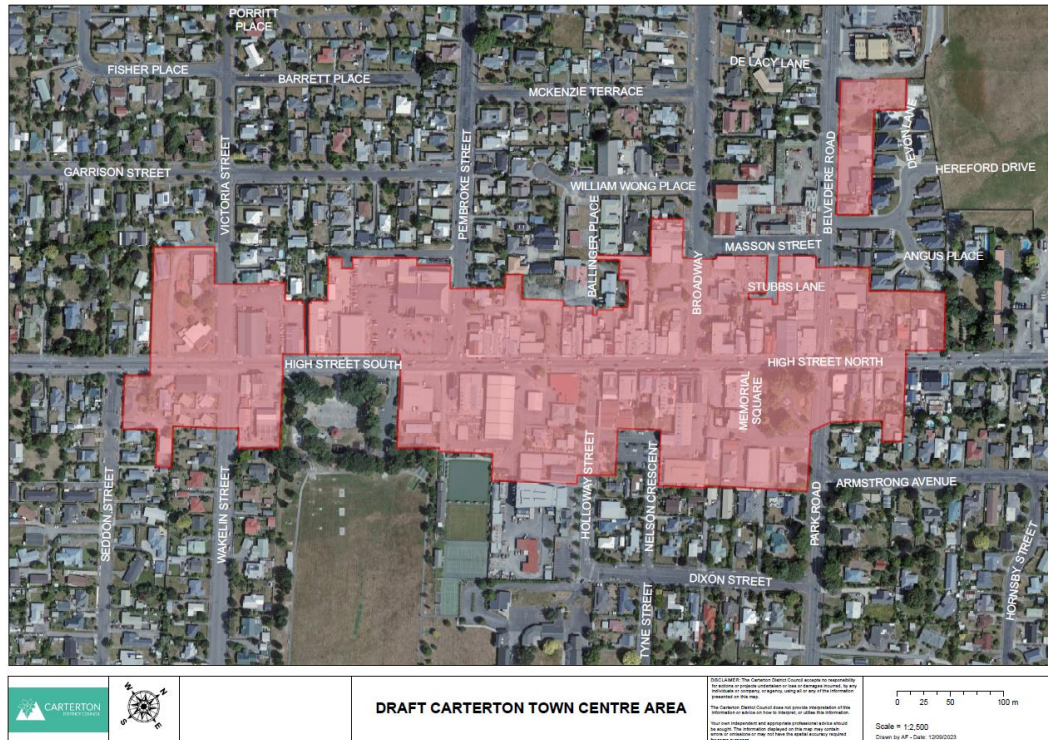
Date	Summary of Amendments	Approved By
2016	Minor updates	Masterton, Carterton and South Wairarapa District Councils
2019	Merged the Wairarapa Gambling Venue Policy and the Wairarapa TAB Board Venue Policy. Minor amendments for clarification.	Masterton, Carterton and South Wairarapa District Councils
2024	<p>Removal of reference to a “maximum number of gaming machines allowed” for clarification purposes.</p> <p>Amendment so that Class 4 venues cannot re-establish at a new site in Masterton District under any circumstances.</p> <p>Inclusion of a new condition of relocation for Carterton and South Wairarapa Districts – that the relocation of Class 4 Gambling venues will be to a decile 1-8 area on the New Zealand Deprivation Index if the relocation is to an area outside of town centres identified in Schedule 1.</p> <p>Amendment so that no new standalone TAB venues may be established in the Wairarapa region.</p> <p>Minor amendments for clarification and to improve flow and readability.</p> <p>Updates to reflect the name of new</p>	Masterton, Carterton and South Wairarapa District Councils

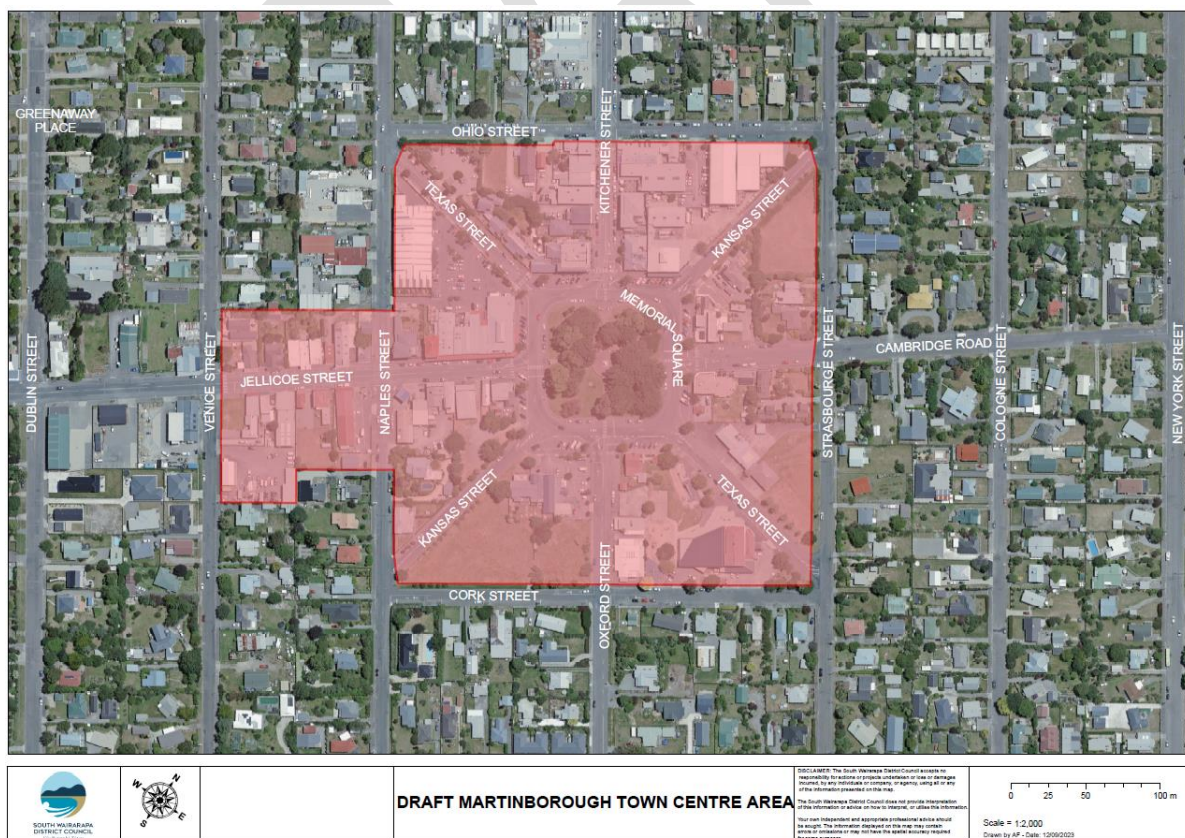
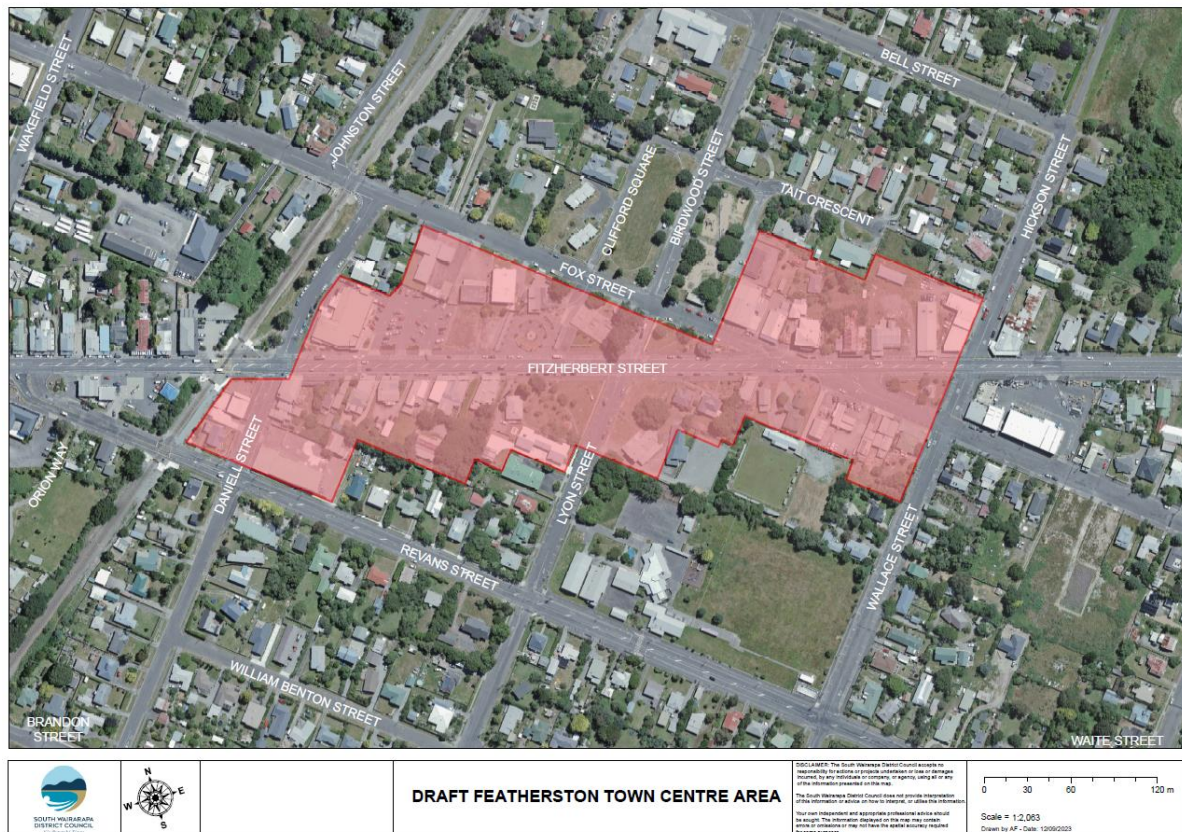
	legislation since the last review.	
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DRAFT

Schedule 1: Maps of Town Centre Areas where Class 4 Gambling Venue relocation is permitted in NZDep SA1 areas of Decile 1 to 10

Refer clause 6.3(a) of the Policy







7.5 CDC ACTIONS FROM THE CHIEF OMBUDSMAN'S REPORT ON COUNCIL MEETINGS AND WORKSHOPS

1. PURPOSE

For Council to be advised on CDC actions from the 'Open for Business' report from the Chief Ombudsman's investigation into council meetings and workshops.

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 October 2023 the Chief Ombudsman released a report, 'Open for Business', relating to his investigation into local council meetings and workshop in New Zealand [Open for business: A report on the Chief Ombudsman's investigation into local council meetings and workshops | Ombudsman New Zealand](#).

4. DISCUSSION

In the report the Chief Ombudsman identified concerns with public-excluded meetings and Councils not opening workshops to the public. In his view, *"Conducting a great deal of council business behind closed doors, whether through workshops or public-excluded meetings, can have a damaging effect on how open the community perceives a council to be."*

His expectations are that:

- workshops are open to the public by default, and are closed only where good reason exists.
- processes are put in place to reconsider the release of public-excluded content for meetings and workshops when the basis for withholding it may no longer apply.

Attachment 1 outlines CDC's response to his expectations.

5. CONSIDERATIONS**5.1 Climate change**

There are no climate change considerations related to the decisions in this report.

5.2 Tāngata whenua

There are no implications for tāngata whenua related to the decisions in this report.

5.3 Financial impact

There are no direct financial implications related to the decisions in this report.

5.4 Community Engagement requirements

There are no community engagement requirements related to the decisions in this report.

5.5 Risks

There are no risks related to the decisions in this report.

5.6 Wellbeings

There are no social, cultural, environmental or economic considerations related to this report.

6. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Notes** planned actions by CDC in relation to the Chief Ombudsman's report.

File Number: 379534

Author: Karon Ashforth, Corporate Services Manager

Attachments: 1. CDC's response to the Chief Ombudsman;s report on meetings and workshops [↓](#)

Open for Business – Report from the Ombudsman Oct 2023

Summary of CDC Actions

Topic	Expectation	Area	Action
Leadership and culture	Induction training for staff and elected members must highlight the distinction between the operational and governance arms of local councils.	Human Resources	Current practice
	Senior leaders should communicate clear and regular messages to all staff, signalling the council's commitment to conducting business in a manner that is open, transparent, and promotes accountability and public participation. · This can include statements on the intranet, and high-level guidance	ELT	Current practice
	Councils should have clear and visible public statements about their commitment to conducting business in a manner that is open, transparent, and facilitates accountability and public participation. ·	Communications	To be progressed
	Ensure pathways exist for council staff to make suggestions about meeting and workshop practices. ·	Democratic Services	Current practice
	Consider including a link to information about meetings and workshops prominently on the website landing page.	Democratic Services Communications	Meetings – current practice Workshops – to be progressed
	Consider surveying constituents to establish the type of information about meetings and workshops they want to see on the website.	ELT	Not planned
Meetings	Review ease of access for meeting agendas, papers, and minutes on council websites (with a clear navigation path from the home page and minimal 'clicks' required).	Communications	Current practice
	Make sure agendas and papers are posted on council websites with as much advance notice as possible before the meeting date. ·	Democratic Services	Meeting agendas are made available as per the CDC Standing Orders - i.e. at least 3 working days before the meeting

	<ul style="list-style-type: none"> – the form includes all elements of the Schedule 2A form; 	Democratic Services	Current practice
	<ul style="list-style-type: none"> – exclusion grounds are clearly identified, and section 7(2)(f)(i) is not relied on to exclude the public from meetings; 	Democratic Services	Current practice
	<ul style="list-style-type: none"> – the reasons for applying the named exclusion ground to the content of the agenda item are clearly set out in plain English along with how the decision to exclude the public has been balanced against public interest considerations. 	Democratic Services	Current practice
	Review practice and internal guidance for the keeping of meeting minutes, ensuring that minutes reliably contain a clear audit trail of the full decision-making process, including any relevant debate and consideration of options, and how individual elected members voted. ·	Democratic Services	Continue the current practice of resolution-only minutes with pertinent points from discussion identified.
	Formalise a process for reconsidering the release of public excluded content at a time when the basis for withholding it may no longer apply.	Democratic Services	Develop a list of public-excluded meeting topics which will provide a prompt for consideration of papers /minutes that could be made public at a later date.
Workshops	Adopt a principle of openness by default for all workshops (and briefings, forums etc.), including a commitment to record a clear basis for closure where justified, on a case-by-case basis.	Democratic Services	Publish a list of workshop topics, and if the workshop is open or closed to the public. High-level minutes from workshop will be made available to the public.
	Make sure the time, dates, venues, and subject matter, of all workshops are publicised in advance, along with rationale for closing them where applicable. ·		
	Review practice and internal guidance for keeping records of workshop proceedings, ensuring they contribute to a clear audit trail		

	of the workshop, including details of information presented, relevant debate, and consideration of options. Councils may wish to consider consulting with Archives NZ to determine good practice in this respect. ·		
	Publish workshop records on the council's website as soon as practicable after the event.		
	Formalise a process for considering release of information from closed workshops.	Democratic Services	Process to be developed
	Consider adding the message that members of the public are able to make a complaint about the administration of workshops on a relevant section of a council's website.	Communications	To be progressed
Accessibility	All councils should aim to live-stream council meetings and/or audio visually record meetings and publish the recording on their website.	Democratic Services	Current practice
	Consider live-streaming and/or audio visually recording workshops.		
	Consider making meeting dates and times more visible to the public.		
	Ensure full agendas, including reports, supporting materials, and meeting minutes are in a searchable format for screen readers.		
	Undertake an accessibility audit to identify any barriers to inclusion, and on completion of the audit put in place a schedule of work to remedy any access issues or barriers to full inclusion of a wide range of people.	Democratic Services	To be considered
Organisation structure, staffing and capability ·	Ensure sufficient staff have training in governance functions so that institutional knowledge does not rest with only a small number of staff, and processes for fulfilling these functions are written down and easily accessible.	Democratic Services	Current practice
	Explore ways of using existing networks in local government to	Democratic Services	Current practice

	bolster resilience in critical areas of meeting and workshop practice. ·		
	Review the general training and guidance provided to staff and consider approaching the office of the Ombudsman for assistance in improving those resources or in assisting with direct training of relevant staff.	Democratic Services	To be considered



7.6 UPDATED POLICY ON ELECTED MEMBERS ALLOWANCES AND EXPENSES

1. PURPOSE

For the Council to approve the updated Policy on Elected Members' Allowances and Expenses 2023/24.

2. SIGNIFICANCE

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

3. BACKGROUND

Each year council receives updated information from the Remuneration Authority on elected members allowances and expenses for local authorities, local boards and community boards. The Determination includes updates on allowances relating to communications, childcare and vehicle kilometre.

The payment of any or all allowances is at the discretion of each local authority.

Carterton District Council provides for elected member allowances through the Policy on Elected Members' Allowances and Expenses adopted by Council.

It is standard practice to review the Policy on Elected Members' Allowances and Expenses to provide for any new or changed allowances introduced by the Authority.

The current policy has been reviewed and updated for the changes to the allowances in the Determination.

The attached policy provides updated information from the Local Government Members (2023/24) Determination 2023 which is used to update the policy <https://www.legislation.govt.nz/regulation/public/2023/0142/16.0/whole.html>

The updated policy is in Attachment 1 with key changes in red.

Notes

1. This policy should have been tabled at Council in June/July 2023. Note that Council has been paying elected members as per this updated 2023/24 Determination from 1 July 2023.
2. The wording 'determination term' has previously been omitted in two places and has been included this time. In the Determination for 2023/24 '**determination term**' is defined as "the period from the coming into force of this determination to its expiry", so it does not change the fact that this fee can be claimed annually.

4. CONSIDERATIONS**4.1 Climate change**

No specific climate change considerations.

4.2 Tāngata whenua

No specific tāngata whenua considerations.

4.3 Financial impact

The financial impact of the changes to allowances is not significant and will be covered by the existing governance budget.

4.4 Community Engagement requirements

No community engagement requirements.

4.5 Risks

No specific risks identified.

4.6 Wellbeings

Not applicable.

5. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Adopts** the changes in the Policy on Elected Members' Allowances and Expenses 2023/24.

File Number: 377297

Author: Karon Ashforth, Corporate Services Manager

Attachments: 1. **UPDATED CDC Elected Member Allowances and Expenses 2023_24** [↓](#)



Policy on Elected Members' Allowances and Expenses

For the period beginning on 1 July 2023 and ending on 30 June 2024

Introduction

In addition to determining the remuneration of elected members, the Remuneration Authority is required to approve the Council's policy on allowances and expenses payable to elected members.

In developing this policy, key factors have been fairness to elected members and ratepayers, and administrative efficiency.

This policy should be read in conjunction with the Council's Sensitive Expenditure Policy.

Policy on allowances and expenses

Parking

Elected members who incur parking charges when on Council business at other locations are entitled to reimbursement of the actual cost.

Use of public transport

Elected members who travel by public transport in relation to Council business are entitled to reimbursement of the actual cost. Evidence of the cost incurred shall be provided.

Vehicle kilometre allowance

Subject to the interpretation and exceptions listed below, elected members are entitled to a **per kilometre allowance in accordance with the Inland Revenue guidelines** when using a private vehicle for Council business. **This is reviewed annually.**

Where an elected member travels in a petrol or diesel vehicle, the rate payable is **95 cents** per kilometre for the first 14,000 kilometres of Council travel in a financial year, and **34 cents** thereafter.

Where an elected member travels in a petrol hybrid vehicle, the rate payable is **95 cents** per kilometre for the first 14,000 kilometres of Council travel in a financial year, and **20 cents** thereafter.



Where an elected member travels in an electric vehicle, the rate payable is 95 cents per kilometre for the first 14,000 kilometres of Council travel in a financial year, and 11 cents thereafter.

Childcare allowance

Elected members are eligible for a childcare allowance, being a contribution towards expenses incurred by the member for childcare provided while the member is engaged on Council business.

A member is eligible to be paid a childcare allowance in respect of childcare provided for a child only if:

- The member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
- The child is aged under 14 years of age; and
- The childcare is provided by a person who:
 - is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and
 - Does not ordinarily reside with the member; and
- The member provides evidence satisfactory to the Council of the amount paid for childcare.

Total childcare allowances paid to an elected member will not exceed \$6,000 per annum, per child.

Communications allowance

It is expected that elected members will have their own home computer with internet connection, a home telephone, and a mobile phone, and that these items are available for use for their Council-related business.

Elected members having such items available for Council business are eligible to receive an annual communications allowance of:

- \$400 for the use of a personal computer, tablet, or laptop, including any related docking station;
- \$50 for the use of a printer;
- \$200 for the use of a mobile phone;
- Up to \$200 for the use of information or computer technology (ICT) consumables.
- \$800 for using own internet service for the determination term;
- \$500 for council-related toll and mobile phone charges for the determination term (or reimbursement of the actual costs of telephone calls made on local authority business on production of the relevant telephone records and receipts).



The Council will normally provide a mobile phone for the Mayor and cover all expenses associated with the use of that phone on Council business. The phone remains the property of the Council, and the communication allowance payable to the Mayor will be reduced to reflect the provision of the phone.

If the member is not a member for the whole of the determination term, the communications allowance will be pro rated for the number of days that the member held office in the determination term.

Conferences, courses, seminars

Elected members who have been authorised to attend a conference, course, seminar etc. will have attendance fees, travel, accommodation, and meals paid for.

Approval for Councillor attendance at these events must be approved by the Mayor; approval for attendance by the Mayor is by the Council or Deputy Mayor.

Payment

Claims for kilometres travelled or reimbursement of other expenses should be made on the forms provided, must be made no later than three months after the date concerned, and as appropriate should include all relevant receipts.

Communications allowances will be paid annually, at the end of each financial year to which they relate. They should be claimed on the form provided. Members may claim for part-years where they are elected within a financial year or are not successfully re-elected.

Childcare allowances will be paid on submission of a childcare allowance claim from the member, on the form provided. The claim must set out the actual costs incurred and paid by the member and must include a receipted invoice or other appropriate record of payment for the childcare services provided.

Payment will be made by direct credit at the next Council payment run.

Taxation

Taxation on allowances shall be deducted at the prevailing taxation rates set by the Department of Inland Revenue.

**Interpretation**

With respect to childcare allowances, kilometre allowances and to reimbursement of public transport and parking costs, the term 'Council business' includes attendance at the following:

- official meetings of the Council and any committee and sub-committee of Council
- Council workshops
- meetings and workshops of advisory groups established by Council
- meetings and workshops of external bodies to which the elected member has been appointed by Council
- statutory hearings
- an external event or meeting where there has been:
 - a resolution of Council or a committee
 - an authorisation by the Mayor, or
 - with respect to the member of a committee, an authorisation by the Chairperson of that committee
- visits to, and tours of, facilities or sites or works for which the Council is responsible, or has involvement, or which will be the subject of business to come before the Council or any committee
- seminars and training courses where the elected member's attendance has been authorised.

Kilometres may include travel to and from the member's residence, if the member:

- is not provided with a Council vehicle
- is travelling on a private vehicle, on Council business (defined above), and by the most direct route that is reasonable.

Exceptions

- 'Council business' does not include events where the primary focus is on social activity.
- If the Council is providing transport, and an elected member chooses for personal reasons to travel separately, they will not be entitled to a vehicle allowance.
- Where an elected member chooses for personal reasons to travel by private vehicle to an approved conference or seminar outside of the Wellington region, they will be entitled to no more than the cheapest equivalent air fares available for the day(s) of travel, where such fares are less than the kilometre allowance.



7.7 REPRESENTATION REVIEW TIMELINE 2024

1. PURPOSE

To update councillors on the Representation Review timeline for 2024.

2. SIGNIFICANCE

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

3. BACKGROUND

CDC is in the process of undertaking a Representation Review. There are three phases to the review:

1. Determining the Electoral System to be used at the next election.
2. Considering the implementation of a Māori Ward.
3. Determining the number of elected members, and if voting will be 'at large' or using wards.

The first two phases have been completed:

- On 28 June 2023 Council resolved to retain the First Past the Post (FPP) electoral system of voting for the 2025 and 2028 elections.
- On 25 October 2023 Council resolved to not establish a Māori Ward for the 2025 and 2028 elections.

The next phase is for Council to review if current representation arrangements are fit-for-purpose in order to ensure appropriate representation i.e. review the number of elected members and whether members should be elected by wards or 'at large'. Council will continue to be supported in this review by Stephen Hill from Elections NZ.

4. TIMELINE

The proposed timeline is as follows:

13 March 2024	Workshop 1
10 April 2024	Workshop 2 to work through the options
26 June 2024	Council meeting - resolve the Initial Proposal for consultation
3 July or 10 July 2024	Public notice WTA Midweek - and submissions invited on the initial proposal
31 July or 7 August 2024 (one month)	Submissions close
21 August 2024	Hearing (for those who identify they want to be heard)
18 September 2024	Council meeting to determine the Final Proposal
After the council meeting (and within 8 weeks after the close of submissions).	Notification of the Final Proposal in the WTA Midweek.

5. CONSIDERATIONS**5.1 Climate change**

There are no climate change impacts related to the decisions in this report.

5.2 Tāngata whenua

The views of tāngata whenua will be sought prior to the Initial Proposal being developed.

5.3 Financial impact

There are no financial impacts related to the decisions in this report.

5.4 Community Engagement requirements

Community engagement will be undertaken prior to the Initial Proposal being developed. The public will have the opportunity to provide a submission on the Initial Proposal.

5.5 Risks

There are no identified risks with the decisions in this report.

5.6 Wellbeings

There are no social, environmental, legal or cultural, or economic impacts related to the decisions in this report.

6. RECOMMENDATION

That the Council:

1. **Receives** the report.

File Number: 383646

Author: Karon Ashforth, Corporate Services Manager

Attachments: Nil



7.8 CHIEF EXECUTIVE REPORT

1. PURPOSE

For the Council to be informed on planned Council operational activities, major projects, and other matters of importance and interest.

2. SIGNIFICANCE

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

3. COMMUNITY SERVICES

Community Development

Community Events

Community Events in December / January

The Carterton Christmas Parade was scheduled on Sunday 10 December. Unfortunately, rain and wind disrupted the day with the call to cancel being made by Rotary at 1.30pm.

A Very Carterton Christmas went ahead, despite the weather and once again the Carterton Events Centre showed it's worth as providing a wet weather venue for the event. The staff were on hand to support Lou Newman (the organiser). The event was a great success with around 250 people in attendance.

Events Coming Up

- *Waitangi Day Celebrations at Hurunui-o-Rangi Marae – 6 February*

Although not involved in the organisation and delivery of the Waitangi Celebrations, Carterton District Council are supporting Hurunui-o-Rangi Marae with the use of gazebos, chairs and other equipment.

- *Citizenship Ceremony – 13 March, Carterton Events Centre*

There are already 14 citizens ready to receive citizenship and therefore, we have a ceremony confirmed for March 13th. This will be a larger than usual ceremony and we are likely to hold this in the auditorium which worked very well in November.

- *ANZAC Day – 2 April*

The ANZAC Day service is scheduled again to be held in Memorial Square, planning is underway with stakeholders to deliver this event.

- *Charles Rooking Carter Awards – 22 June*

After a hiatus, the Charles Rooking Carter Awards will be returning to the Carterton Events Centre on 22 June. We will be releasing more information next month and be asking for nominations shortly. We look forward to celebrating Carterton's citizens and businesses.

Other Community Events Information

There is now a Community Events information page on the Carterton District Council website for our community which outlines information about the Events Approval Process. <https://cdc.govt.nz/your-district/community/events/>.

Dogs in Togs

Carterton's first Dogs in Togs event will be held on Saturday 24 March. We are inviting dog owners and caregivers to bring their well-behaved dogs to the pool after it is closed to public swimming for the year. Our friendly Animal Control team will be on hand and will offer free microchipping on the day. We will run two sessions, one for small dogs and one for larger dogs (over 10kg). Lifeguards will be on duty to keep our human participants safe.

Older persons

Over the Fence/Kei tua te Taiapa

Over the Fence/Kei tua te Taiapa went live on 15 January with a media release, inclusion in the Mid-Week and other promotions. This campaign focuses on our kuia/kaumātua/older persons, and the skills and experience that they bring to our community. It encourages people to get to know their older neighbours, learn a new skill and support each other in emergencies. There are posters and postcards available for distribution.



WHO Global Network for Age-friendly Cities and Communities

The Press Release for the Wairarapa Region's successful application to be a member of the WHO Global Network for Age-friendly Cities and Communities was released on 27th of December.

Greater Wellington Regional Council's Public Transport Advisory Group

The Positive Ageing Strategy Co-ordinator attended the quarterly meeting for the Greater Wellington Regional Council's Public Transport Advisory Group in November of which she is a member. The group gave feedback on the design of the new trains due for arrival by 2028. Focus was on accessibility and flexibility of space allowing for standing, cycles, wheelchairs that can be adapted depending on demand. Other feedback was regarding the look and feel of the trains, provisions of services including wifi etc.



Kia ora neighbours

My name is _____

I live locally at _____

My phone number is _____

Kei tua o te taiapa he kai korero pūrākau... a Nanny Francis

"Been captured by stories?
That tell of existence
A reason of being.
Fables or Fiction
A joyous sharing for Life."



The next meeting of this committee is 1 February. Agenda items are currently - Life after Let's Get Wellington Moving, Metlink's Park & Ride service, and Pets on Public Transport

The Wairarapa Community Network

The Wairarapa Community Networks kuia/kaumātua/older persons meeting (a network of organisations that work with older persons) was held in early December. This is a quarterly meeting focusing on issues in the sector. This meeting had a focus on emergency management. Issues raised by participants included was the preparedness of older persons (including prescriptions, pets etc) and the difficulty of communications for older people during an emergency. There will be follow-up work regarding this.

Neighbourhood Support

An application was submitted to Neighbourhood Support New Zealand for the November contestable funding round. Carterton District Council were successful recipients of a grant totaling \$ 1320.00. This will be used to purchase new Neighbourhood Support signage to replace the old street signs.

There has been a lot of activity amongst the groups including new groups formed, new group leaders appointed, database updates, letterbox and pamphlet drops, group BBQ and invites for community to join Neighbourhood Support groups.

Groups reached this past period include: Junction Norfolk and Chester, Wiltons Road, Riversdale Road, Mannings road, Thomas, Armstrong Ave "town end", Molesworth / Pukeko - Rhodes St, Rhodes Street / Alexis Greer Lane and Carrington Drive.

Grants

Waste Minimisation Grant - Since the launch of this grant in November, applications for the 'Rapid' fund have been submitted with one successful recipient receiving a grant to help with minimising event waste. There is increasing interest in both the Rapid (projects under \$2000) and the Large Project Fund which will be launched imminently.

Rural Travel Fund and RSA Grant - Both grants opened to receive applications on 15th January. Projects requesting funding need to be applied for via the Smarty Grants platform. This funding round closes on 29 February. Previous recipients for the RTF grant are reminded to submit their accountability report for the 2023 grant.

Youth

Te Rautaki Rangatahi o Wairarapa: Wairarapa Youth Strategy Implementation Plan

The implementation plan for our Rangatahi Strategy was approved at the last Ordinary Council meeting in December 2023. The implementation plan supports the 7 priorities in the Strategy and will be delivered over the next two years.

Youth Voice Lower North Hui

Our youth development coordinator recently attended a youth voice hui in Bulls.

The kaupapa of this hui is to bring all of the Youth Council coordinators across the Lower North Island together to have a kōrero around how we can best support our Youth Councillors, how we can work together as kaimahi to support one another in our mahi, and how we can bring a collective youth voice for the Lower North Island to our Councils, Regional Councils and Central Government.

This is also a time for developing our mātauraka (knowledge) in the Youth Leadership space and allowing for guest speakers to come and speak to us around what they wish to see from Youth Councils across the Lower North Island.

Youth Council

The new Youth Councillors have been busy meeting and developing actions they can deliver on. They have recently completed a project to redesign the Youth Council logo which incorporates the personality of the group and district. This will be used on all communications moving forwards.

In the February meeting, the Youth Council are going to have a session to provide feedback and be engaged in the 'Walking and Wheels Strategy'.

Rangatahi Events

- *Play Days*

During January the youth development coordinator hosted two pop up play day events at Carrington Park. These events were identified in the Rangatahi Implementation Plan as activities that rangatahi would like to see more of. The Waka Tākaro play trailer was on site and we provided free food and water using our BBQ trailer. These events were a success and we saw around 60 participants attend over the two events.

- *Colour Run*

The Colour Run was postponed due to water restrictions. The new date for this event is Saturday 20 April, Carrington Park.

Walking and cycling

Summer promotions are underway including: where can I walk / cycle and summer events to Preparation is underway for February and the Aotearoa Bike Challenge.

What's Coming Up:

- February – Aotearoa Bike Challenge month – lunch time cycle rides for staff.
- 29 February 29 – RTF, RSA and Annual Contestable Waste minimisation fund close.
- 2 – 10 March - Parks Week – promotion of Parks, walking and cycling in Parks, Parks Week scavenger hunt.
- March – Neighbourhood Support key stakeholders meeting
- March – RSA grant assessment meeting
- 5 April – Walk to Work Day

Connecting Carterton - Walking and Wheels Strategy

We want to emphasise the inclusiveness of the different modes of transport covered by this Strategy and have landed on "Walking and Wheels Strategy" – previously talked about as a Walking and Cycling Strategy. We are being quite intentional that the Strategy is wider than simply walking and cycling, but includes pedestrians, wheelchairs, mobility scooters, skateboards, scooters, prams, bikes, modified cycles, e-bikes, e-scooters. The simple diagram below demonstrates the relationship.

The scope of the Strategy is safely connecting our community through a series of shared pathways, cycleways, and footpaths across the district.

1.1
ians and

Pedestrian



Different types of pathway users:

- Pedestrians
- Wheel chairs
- Public transport users
- Skateboards
- Scooters
- Mobility scooters
- Those with visual or physical disabilities

Cyclists



Different types of people:

- Fearless cyclists
- Confident cyclists
- Those interested but concerned about safety

Different types of bicycles:

- Conventional pedal bike
- Electric bikes
- Cargo bikes etc.

The community engagement aspect of this piece of work will commence in February. Engagement opportunities already confirmed are Carterton Youth Council, Aged Concern morning tea, and Go Carterton business social. We also plan to engage with schools, sports clubs, and those members of the public that offered feedback on the Transport Choices project.

Trail Delivery Projects

Transport Choices – Bike Sheds

Bike sheds are now complete at South End and St Mary's Schools. There is some fitout work to complete. We have had great feedback from the schools, the bike sheds are a real asset to their school communities.

Dalefield bike shed is under construction, and Carterton School's site is pegged out waiting for the foundations to be poured.

Ponatahi Christian School did not want a new bike shed but we have funded the painting of their existing shed.

The entire Transport Choices programme has been pulled by the new government. We have already received our funding for the bike sheds so there is no risk involved with the continuation of these projects.



St Mary's

Ponatahi

Matarawa Connection

This trail will connect Carterton town with the bridge crossing over the Waiohine but the two projects will be considered separately.

We have met with the project lead for the development of the Daleton Nursery (GWRC), to discuss the possibility of a cycle/walking path through the nursery. This has been discussed for some time and the cycle trail has been included in drawn plans for the nursery. We are considering options for exiting the nursery on to Dalefield Road.

Initial conversations with Kahukurawhitia hapū have been positive and we are working through some options to ensure both parties benefit from this project.

We are hoping to engage with other landowners and stakeholders such as the Waiohine Action Group during February.

Clareville Connection

A scoping walk of the corridor from Kent Street to Clareville was undertaken January, supported by Jeremy Gray (Pope & Gray), and our Kiwirail Protection Officer. We commenced the walk at Clareville/Chester Road entrance. There were no surprises encountered during the walk (apart from an unscheduled train), and apart from an approximately 400m long section of stormwater drain a cycle/walking path is a relatively easy construction. Generally, there is plenty of width (a minimum of 5m from the centre of the tracks from the path edge), with a couple of pinch points where we may need to narrow the track. A box culvert will be required for Booth's Creek, and it is probable we will need to culvert the 400m long stormwater section. The preference will be to run the trail all the way to Chester Road in the rail corridor. A previously identified option of exiting the corridor into the paper road and on to Donald Street is complicated by the presence of a water race.

We have now gone back to KiwiRail with some questions and are awaiting their response before we formulate more detailed designs.

Although we have permission in principle to use the corridor from Kent Street to Chester Road, it makes sense to formalise the already well utilised (and CDC maintained) section between Kent and Rhodes by fencing and establishing a pathway.

Cycle/Pedestrian Bridge over Waiohine River

Carterton District Trails Trust have taken on the responsibility for the planning (feasibility and design) component for a bridge over the Waiohine. The Trust has called for expressions of interest from specialists for developed feasibility on suitable bridge sites. Initial work was undertaken some time ago by Greytown Trails Trust and this information will be provided to the consultant as a starting point. This work will take place over the next couple of months and a recommendation on best site will be made.

We have met with Greater Wellington Regional Council representatives to discuss potential bridge crossings. They are supportive of the project in principle and have offered some insights and advice on aspects of the river corridor. The bridge will be subject to GWRC resource consent, which will be undertaken as a part of the design process.

Climate change

WRLC Climate Change Impacts Assessment project to the Wairarapa Combined Council Forum

Our Climate Change Advisor, alongside the Senior Policy Advisor for Climate Change and Environment for Masterton District Council presented an update on the WRLC Climate Change Impacts Assessment project to the Wairarapa Combined Council Forum. The purpose was to provide an overview of the project, an update on the work that has been completed to date and the anticipated outcomes, as well as a timelines for the project completion.

At this same meeting, we also supported the project lead for the WRLC Emissions Reduction Project to give a similar update.

WRLC Food System Strategy project

With regard to the WRLC Food System Strategy project, our Climate Change Advisor has been involved in supporting the Te Whatu Ora Project Team to finalise the reports that will be presented to the WRLC committee meetings. This involved an in-person workshop to work through the final outcomes from Phase 1 of the project, as well as providing editing support.

e-Bench - Energy Management Software

In July last year, from the Climate Change initiatives budget we invested in e-Bench which is an Energy Management Software system. This will support our internal greenhouse gas inventory reporting. Since July, the eBench team (under CarbonEES) has been working to set up all the required meters so that all data is recorded accurately as well as backfilling historical data up to 2018. Once these are completed, we can provide more frequent updates on our greenhouse gas consumption as well as completing the 2022 and 2023 greenhouse gas inventory reports.

Another way that we are working to improve our internal systems is through the purchase of two e-bikes and two e-scooters for staff use. To support these being more widely used by staff across the council, we have drafted an internal E-Bike and E-Scooter Policy which will be sent to all staff shortly. This outlines key information around how to use the bikes and scooters, legal requirements of use in New Zealand, as well as linking to our booking system.

As December and January are well-known to be used as a time for reflection and forward planning, since the last update we have worked to establish a climate change work plan for the 2024 year. Additionally, we have also explored ways to collaborate further with local organisations as well as exploring opportunities to develop new initiatives in the Wairarapa.

What's coming up?

For the next six weeks (from 28 Jan to 10 Mar), the Climate Change Advisor is in Germany – enduring the highs of -1°C. On return our Climate Change Advisor will be starting a review of the Ruamāhanga Climate Change Strategy as well as completing the 2022 Greenhouse Gas Inventory Report.

Girls Who Grow

Girls who Grow is an education programme aimed at getting young women into climate positive agriculture and farming career pathways. I see this as a great initiative that targets some of our strategies – our Rangatahi Strategy and Ruamāhanga Strategy – as well as supporting our rural sector to continue producing top quality primary production for New Zealand and the world.

Other Community Development work*Funders Forum*

We are partnering with ECCT and DIA to bring another Funders' Forum to Carterton. This will be held 3pm to 7pm on 4 March at the Carterton Events Centre. It will be a chance for community groups and organisations to talk directly with funders about opportunities that may be available to them. There will also be forums run in Masterton and Martinborough subject to registration numbers. Grants staff from CDC will be available to discuss our grant opportunities.

Go Carterton – Social Networking event

Community Development is hosting the Go Carterton social event on 29 February at the Events Centre. This is an engagement opportunity with the local business community to engage with the 'Walking & Wheels Strategy'.

Carterton Foodbank

The Community Development team was invited to meet with the Carterton Foodbank to hear about their vision and strategic direction. There has been a significant increase in demand for food parcels and support from the Foodbank and the need for a refreshed future focus.

Carterton Library

The SWDC review of the WLS service is tabled for discussion at the Strategy Working Committee Meeting on 14 February.

Over the months of November to December WLS issued 19,035 print items, with Carterton issuing 4,524 in November and 4,026 in December. The WLS processed 17020 returns with Carterton returning 4,199 and 2,947 items across the two months. The statistics for January are not available at the time of writing.

Digital issues of e-books continued to increase and digital audiobooks remained steady but the number of e-magazine issues doubled during those two months (from 485 in August and 668 in September to 1269 in November and 1136 in December).

There were 99 registrations during the two months with 52 of those registering at Carterton.

Over the November to January summer, the libraries have been busy with lots of activities and events across different age groups. The Wai Word collaborative event was attended with 40 attendees and the writing initiative Write Now Wairarapa has begun (10 attendees maximum limit for each session with both sessions to date fully attended). The bookclubs only met in November and restart again in February. In the 5 weeks leading up to school breakups the weekly pre-school storytime Wā Kōrerō had 181 attendees (50 at Carterton over the 5 weeks) The Christmas craft activities for children, designed to support English and art literacies were well attended (117 people, 40 in Carterton), and 90 people (16 in Carterton) attended the Gases and Giggles/Christmas Storytime. The JP Clinics have been particularly busy, and WLS has continued to host Community Law Outreach. These programmes support the community's ability to participate in society. WLS has also hosted Digital Seniors as

digital literacy support. Divine River ran 13 workshops across the WLS during this period, helping the community build resilience skills with sewing and craft skills.

We have struggled with staffing across all sites, relying heavily on casual staff whilst staff have cleared some leave during summer and the school holidays. The librarian who maintains the app, website, and digital literacy has left for a 6-month secondment at Masterton District Library and his position has been backfilled by one of the casual staff who has strong technical skills.

Advertising for the WLS Library Manager role has commenced.

Events

Events Centre Activities

December proved to be a quieter month for commercial events at the Events Centre after a busy November – events had been winding down in the lead up to the Christmas and holiday period and we have seen this illustrated in event bookings and ticket sales for upcoming events. This is the standard seasonal downturn that we usually see over the holiday period.

In early December we hosted the Americana six-piece Harvest Moon in our foyer and received positive feedback from both the audience and the performers regarding our marketing, staff assistance and management of the sold-out event. The use of the foyer has demonstrated its effectiveness as an intimate performance space for patrons and performers alike. We also had Mixed Nuts in the auditorium which impressed the audience with many requesting that we bring the company back with other shows. This is an encouraging step in getting repeat customers and generating loyalty and a fan base for specific performers. The Sweet Caroline – A Tribute to Neil Diamond Tour had a reasonable turnout with many commenting on the talent that is being brought to Carterton. January has been a quiet month for both community and commercial event bookings with bookings and ticket sales starting to pick up again now as people return to work and the school holidays wrap up.

Our auditorium and venue spaces have proven invaluable as a community hub for local schools, charities and members of the public who need a safe, friendly space. For example, the Rage Against The Machine Tribute event sold out their charity concert in the Rangatahi Hub on the 8 December resulting in a well-received night for a great cause. We also accommodated the Very Carterton Christmas event due to bad weather on the day, and the Community Christmas lunch was well-received by locals looking for a meal with neighbours, friends and family. It illustrated the great community spirit we have here in Carterton.

Both Carterton School and St Marys have utilised our auditorium for their prizegiving's as an alternative to their own halls due to the number of students and parents attending.

During the last weeks of December and the beginning of this year we have undertaken essential maintenance and cleaning tasks in anticipation of the year ahead.

We kicked off 2024 events with another round of Operatunity on Thursday 25 January. As always, the event brings a devoted and loyal crowd with future shows often looked forward to by their older patrons / season pass holders. We are also looking forward to a number of February events including Sassafras (An International Bluegrass band), professional improvisers performing Downton Adlib, and the Michael Jackson History Show – The World's Premier MJ Tribute.

November 2023:

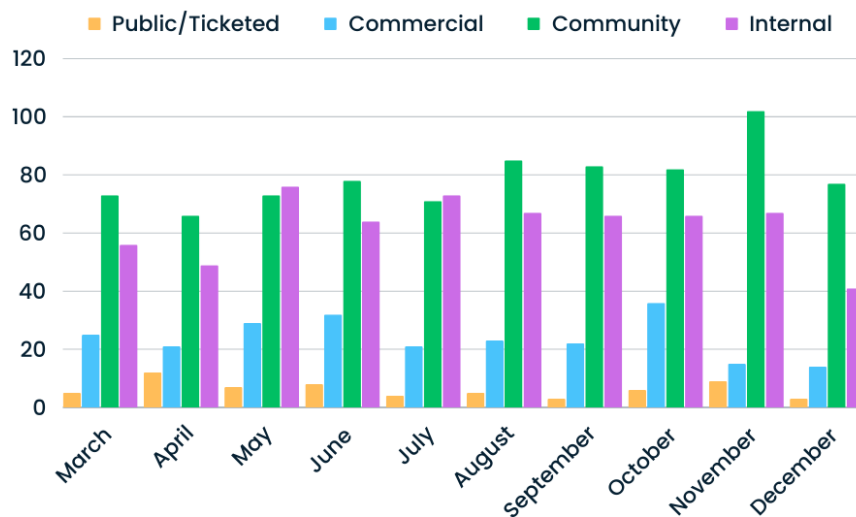
Total Audience of ticketed events	1171
Public/ticketed events held	9
Commercial Meetings/Events held	15
Community Meetings/Events held	102
Internal/Local Govt Meetings/Events held	67

December 2023:

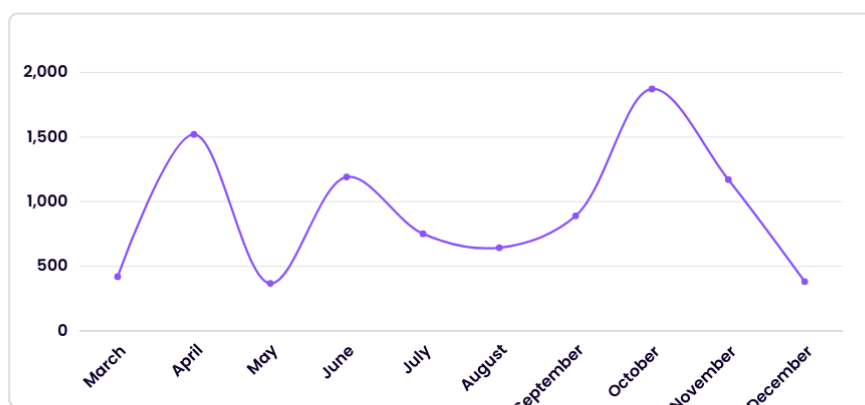
Total Audience of ticketed events	382
Public/ticketed events held	3
Commercial Meetings/Events held	8
Community Meetings/Events held	54
Internal/Local Govt Meetings/Events held	41

EC STATISTICS 2023

Meeting and events held at the Event Centre



Total Audience of Ticketed Events 2023



Note: Audience numbers are only available for events ticketed by the Events Centre. Numbers for Public events with no admission fee such as The Rotary Book fair or events ticketed externally are not always recorded by the hirer. We make best endeavours to include these statistics when we can but the true attendance number for some months will be higher than reported.

Sales and Marketing

Facebook and Instagram – Reporting period 24 November 2023 – 29 January 2024

- **Reach:** The number of people who saw content from our Carterton Events Centre pages was down 38% on Facebook (reach of 27,200) and up 53% on Instagram (reach of 775) when compared to our previous report period (ending 23 October 2023).
- **Page and profile visits:** The number of times our page was visited (i.e. searched) has decreased 41% on Facebook and decreased 45% on Instagram.
- **New likes and follows:** We've increased our page likes by 17 (down 85% on last period) Followers on Instagram are down by 60% on last period with a total of 9 new followers this period.

Mailchimp

Our email newsletter is always a great way to connect directly with our audience. Our audience has grown by 20 subscribers since 24 October. This is down on the previous period however the prior periods numbers were in part due to some paid advertising to recruit more newsletter subscribers. We will endeavour to continue doing this when and where budget allows. Across the newsletters and feedback forms sent in the past 63 days we achieved an average open rate of 37.68%.

In summary: As the year drew to a close we had fewer events and our interactions with social media reduced to the Christmas / New Year period. Promoters tend to be on holiday too so getting new material for promotions can be a waiting game.

Community Wellbeing

Feedback collected from post event surveys:

Auditorium**Lola and Friends Present Mixed Nuts:**

"An absolutely brilliant show that was very cleverly done we all really enjoyed it, can we have more please !!!!"

"Loved the show, very clever and lots of laughs".

Sweet Caroline: Tribute to Neil Diamond

"Walked in during first song and never sat down - just danced! Wasn't expecting it to be as good as it was having seen the 'real' Neil Diamond in concert twice!"

"A credit to CDC and a great asset for the community. Have been to quite a few events and school productions. Excellent!"

Foyer**Harvest Moon**

"Great venue - well utilised with great back up from staff - thank you very much for a great evening!"

"Great show and great venue".

Facilities and maintenance

Activities have included:

- Clear out of the dimmer room space and ops box
- Squabs being recovered for reuse in the foyer
- The christmas lights were removed

We continue to have vandalism issues at the Carrington Park toilets.

Parks and ReservesStreet Reserves

Staff have returned to work after the holiday break and taken advantage of the good weather to bring levels of service back up to expected standards. CBD maintenance and upkeep remains a priority, with weed spraying being a focus area. The new pedestrian crossing in town saw us lose some of our newly planted gardens. Waka Kotahi has reimbursed us for this loss.

We have commenced cut back notices to residents where overhanging branches are causing issues. It is more than likely that more notices will be issued in the coming weeks.

The hedges at Library square have been pruned.

Parks

- Carrington Park Pavilion Toilet block ladies' toilets have been painted as part of maintenance and upkeep.
- Several solar lights in the parks are no longer operational – parts have been ordered to restore the faulty units. Repair will occur as soon as the parts arrive.
- In February we have programmed in limestone path maintenance for Sparks Park.
- The Howard Booth carpark fence has been painted.
- 20m³ of safety fall bark chip was applied beneath the swings and flying fox at Carrington playground to return the impact zone to the standard.

- Meetings with the Carterton AFC are scheduled to discuss the possibility of utilising the stock paddock for extra capacity in the future.

Swimming Pool

The pool has been operational over the summer with a new contractor taking over for the 23/24 season. The change has been successful with any identified issues being resolved in a professional and timely fashion.

Water has been added to the slide and it has been reported that this has been well received.

Rural Reserves

- General maintenance will be ongoing and the grass around the camping areas in our reserves has been recently mown to mitigate the fire hazard.
- A compostable toilet has been installed at Ngā Tawhai Reserve.
- There is work in progress with the commissioning of Pouwhenua for Ngā Tawhai Reserve.

Parks General

The team has had two resignations and others on medical leave. This has resulted in the team being short staffed over a very busy period. We were lucky to be able to bring in students as casual labours over the summer holidays to assist with the cemetery and other parks maintenance.

One role has been filled through our Project in Community, Work & Income partnership. Recruitment is in process for the vacant role.

The KCBG has indicated their intentions to undertake several maintenance projects throughout the district. We aim to support them where possible with their endeavours.

We acknowledge all community volunteers that offer their time to assist us in the upkeep of our district. Maintaining positive relations is a benefit for all.

4. REGULATORY AND PLANNING

Building services

From 1 July 23 to 7 Feb 24 the building team has received 188 consents (worth \$22.5m). In the same period the previous year we received 188 applications (worth \$33.5m). Consent inspection demand remains reasonably constant.

The building team has used this quiet period to complete pool fencing (barrier) audits of pools – to date, around 98% of all pools have now been audited in our district. Government requires pool fences to be audited on a three yearly cycle. We are now compliant with this requirement.

We have a large number of outstanding building consents that have not received the final Code Compliance Certificates. Where possible, we are contacting building owners and working with them to issue Code Compliance Certificates. Often building work that hasn't been issued with a CCC crops up at time of sale and can delay the sale of a property. Following up these projects prevents issues later for homeowners.

Following a review of our Building Warrant of Fitness (BWOFF) processes, the Ministry of Business Innovation and Employment required council to step up the amount of work we do monitoring the BWOFF regime.

As a result of this we have now completed a full review of all BWOFs in our region. This involved reviewing 181 compliance schedules issued on our records and establishing we have 83 active BWOFs in the region. and 22 pending the issue of outstanding Code compliance certificates. We have fed this back to MBIE who have acknowledged the amount of work to date, but expect us to continue with our plan.

We have now started visiting buildings that have BWOFs and undertaking an audit of the owner's records and checking to make sure the records we have are correct.

Given the age of some of the buildings and the changes that have been made by government to the BWOF regime over time we are finding a wide range of issues.

In some cases this has resulted in us issuing Notices to Fix which is the first step in enforcement action. Typically, we visit the building, check the records, and update the compliance schedule to the standard MBIE require (noting there isn't a regulated form).

For sites such where there are multiple buildings with multiple compliance schedules we are working with them to consolidate and update the site-wide documentation. So far, we have spent 2 days with one such site that has 9 buildings establishing what's on site versus what Council records show. We are expecting this to take about 2 weeks of Council officer time to resolve.

The BWOF process relates to commercial buildings with fire alarms, emergency lighting and the like. These systems are important to ensure that people can escape a building during a fire. Following the Loafer's fire in Wellington we reviewed all known accommodation buildings in the region. Two accommodation buildings in the region remain non-compliant although we are unclear on the use of one of the buildings.

The building team remains substantially compliant with our regulatory timeframes and inspections can occur within a day or two.

Animal control

Prior to the last elections it was becoming apparent that the cost to build a new dog pound was not going to come with the original budget of \$370k and was going to be closer to 500k, and a paper was presented to Council on various options. Subsequently, a decision was made to not proceed with a new facility in a different location but to modify the existing pound to provide better compliance with legislation and animal welfare, with a budget of 79k approved. Council engaged local companies to provide quotes for an upgrade/modification of the existing facility on the same location.

Work commenced late 2023 and the facility is almost complete with just the fencing to complete. At this stage there is no power to the facility as this is covered by the better off funding solar project. The project is within budget with the build cost coming in at the quoted price, leaving money available to complete the project. Pictures are attached below showing the old facility, and the nearly finished facility.





Planning Services

A request has come in from the Panel Convener, Harmony Energy Solar Farm for nominations from qualified persons to sit on the Carterton Expert Consenting Panel.

Clause 3(3) of Schedule 5 of the Fast-track Consenting Act states that if the relevant local authorities nominate more than one person for appointment as a member of the Panel, the convener may decide which one of those nominees is to be appointed as a member.

If Carterton District Council does not make a nomination for a panel member, the convener must appoint a person with the appropriate skills and experience to be a member of the Panel (clause 3(4) of Schedule 5 of the Fast-track Consenting Act).

The nominee is required to be a section 39A Resource Management Act Making Good Decisions commissioner, unless subclause 3 applies. The request specifically asks if the nominee has experience working on hearings panels. The nominee does not need to be an elected member, but the panel collectively must have members which have:

- (a) the knowledge, skills, and expertise relevant to resource management issues; and
- (b) the technical expertise relevant to the project; and
- (c) expertise in tikanga Māori and mātauranga Māori.

It is anticipated that the time commitment for this project will be approximately 55 working days (11 weeks), unless the panel seeks an extension to their timeframes, in which there could be an additional 25 working days (5 weeks), total potential commitment 80 working days (16 weeks).

Carterton District Council has two members with the s39A qualification, neither has had RMA hearing experience at this stage. Both of these two members are Carterton District Council's representatives on the District Plan Hearings Committee which involves a significant amount of time. If either were appointed to the expert consenting panel this may conflict with their ability to undertake their role in the district plan review, both in terms of time and individual chapters of the plan. Therefore, officers will advise the convener to appoint a person to sit on the panel under clause 3(4) of schedule 5 of the Fast Track Consenting Act

Relevant local Iwi Authorities are also allowed to appoint a member to the panel. The request received also noted that the panel convener has written to Greater Wellington Regional Council seeking a nomination.

District Plan Review

The period for submissions closed on 19 December 2023 with 291 submissions received. Officers from all three councils are in the process of summarising the submissions, noting if they were received late, meet the requirements of the Act, and are within the scope of the district plan review.

The summary process is being managed via a specialised online tool called "Spoken" that was developed by a local company called Kahu Environmental. Officers are very impressed with how the tool is working. It will allow the submissions to be reported on via topic, provisions of the plan, objectives and rules, as well as the full submission. This is particularly useful with some of the larger submissions, for example 88 pages with over 200 individual submission points.

Once the submissions have been summarised these will be presented to the Wairarapa District Plan Committee. There will be a further submission period which is only open to those who originally submitted to further clarify points or make further comments in relation to their submission.

The next meeting of the Committee is scheduled for February.

5. INFRASTRUCTURE SERVICES

Water Operations

Lawrence Stephenson has been appointed as the new Waters Operations Manager following a highly competitive recruitment process. Lawrence has been with Council since August 2021 as the Three Waters Compliance and Monitoring Officer. His wealth of industry experience and familiarity with the Council team and infrastructure made him very strong candidate for the role. We are excited to see what he will bring to the Infrastructure Services Team in this capacity.

Roading

Due to the more favourable weather in December and January, the Raumahanga Roads team has been able to make good progress in the planned maintenance delivering year to date 52% of operational budget and 20% of capital budget. Noting that 45% of the capital budget is normally spent within 2 months as this relates to high productivity activities such as chip sealing, pavement rehabilitation and unsealed road metaling.

6. CORPORATE SERVICES

2024-2034 Long Term Plan and Audit

The Consultation Document (CD) for the LTP is in the final stages of completion.

Public consultation will commence 3 April and close 3 May 2024.

Audit NZ will conduct the audit of the CD for three weeks from 19 February until 8 March. Adoption of the audited CD is scheduled for 20 March 2024.

The final audit of the LTP is scheduled for two weeks from 4 to 14 June, with adoption of the LTP scheduled for 26 June 2024.

An update and more information will be provided to the Risk and Assurance Committee on 21 February 2024.

Representation Review

The first two phases of the representation review were completed in 2023.

The third phase of the review, determining the number of elected members and if voting will be 'at large' or using wards, will continue over the next few months for Council. A separate report with timeframes and more information is included in this Council meeting.

Rating Review – Remissions Policy

As part of the rating review process, the Revenue and Financing Policy was adopted in December 2023. The final phase of this review is to consult and adopt a revised Remissions Policy. There are no significant changes to the Remissions Policy however Council is required to consult on this matter. A Statement of Proposal will be included in the LTP Consultation Document outlining the current legislative requirements.

IT Systems

The Council's phone system was upgraded on 31 January from the existing PBX and landline phones to a Cloud based system. This means that all calls for council will come through the Teams Client on desktops or other devices that staff use. Calls can also be directed to mobile phones via this new technology. The new technology allows improved triaging of calls and improved technology.

Communications and engagement

Campaigns

Water restrictions remain in place, and we are asking our community on the urban supply to use handheld hoses on alternative days only as a water preservation measure. Our daily water use is measured by our Water Operations team and updated on cdc.govt.nz. Usage remains higher than ideal.

Our free water tank competition received more than 260 entries by the closing date of 26 January, with most of the tanks now with their new owners. The campaign backs up our messages of water resilience on a personal, household, and district level.

We informed our community of changes to national rules on recycling through website, print, and social media channels, supporting messages from front office staff who have received requests and phone calls for clarification.

Media requests

The Communications team responded to 12 media requests since the last report.

7. PEOPLE AND WELLBEING

Our People

The holiday period has been an opportunity for most of our teams to have a well-deserved break. We acknowledge however, those staff who worked through the period to continue providing essential services to the community, and those that have remained on-call for emergencies such as Communications & Engagement, Waters, Parks & Reserves, Roding, and Animal Control.

We have also had a few staff move on to other opportunities and are currently recruiting for four vacancies across the Corporate Services and Waters Teams. The details of job opportunities are available on the council website.

Health & Safety (H&S)

For the reporting period 6 December – 1 February, we received the following incident reports:

- 5 near miss reports.
- 2 reports of damage
- 1 environmental incident
- 1 quality issue

Notably, two of the near miss reports were members of the public behaving aggressively and intimidating staff. One incident occurred in the front reception area of the Council office, and one in the Operations Yard. Adverse 'Customer Behaviour' and 'Staff Wellbeing' are two of our most significant health and safety risks.

8. MAJOR PROJECT UPDATES

Dalefield Road Pump Station

The pump station has been completed and commissioned with the tanks currently filled. The team is also pleased to have delivered the project within the approved budget of \$1,200,000 with a saving of \$40,058.

Water Storage Tanks

Following the commissioning of the pump station, minor defects were identified with the water tanks. All of the defects were repaired by 19 December 2023.

WWTP – Reservoirs

In January 2024 we reached a major milestone with Waikato Regional Council issuing the Code of Compliance for the Reservoir construction. Furthermore, all construction related defects have been repaired.

High Street North Water Rider main

G&C Diggers started on the rider main early November 2023. The rider main was completed on 18 January 2024. The team is currently installing the new laterals and are planning to complete all laterals by the end of February 2024.

9. CONSIDERATIONS**9.1 Climate change**

Considerations have been noted in the report, as appropriate.

9.2 Tāngata whenua

Considerations have been noted in the report, as appropriate.

9.3 Financial impact

Considerations have been noted in the report, as appropriate.

9.4 Community Engagement requirements

Considerations have been noted in the report, as appropriate.

9.5 Risks

Considerations have been noted in the report, as appropriate.

10. RECOMMENDATION

That the Council:

1. **Receives** the report.

File Number: 374367

Author: Geoff Hamilton, Chief Executive

Attachments: Nil



7.9 WAIRARAPA DARK SKIES NOMINATION REQUEST

1. PURPOSE

For Council to discuss the proposal for the Wairarapa Dark Sky Reserve Association's request for a CDC representative to be on the Wairarapa Dark Sky Community Support Council.

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 Wairarapa Dark Sky Reserve Association (WDSRA) has had a number of names. Originally constituted as Martinborough Dark Sky Incorporated in November 2017 - it was referred to then as the Martinborough Dark Sky Society (MDSS). The MDSS's name was changed to Wairarapa Dark Sky Association Incorporated (WDSA) in August 2020. It was further changed to Wairarapa Dark Sky Reserve Incorporated in March 2023, with the most recent change following the International Dark Sky accreditation being achieved.

WDSRA has recently changed its rules to acknowledge the new role the Association has in *retaining* the Wairarapa Dark Sky Reserve accreditation.

The renamed WDSRA is made up of the "Committee" (Chair, Treasurer, Secretary and up to 5 Members) and supported by a Community Support Council.

The Committee will run the WDSRA.

The Community Support Council is proposed to be made up of Local and Regional Councils, Iwi, Central Government agencies, Businesses, and Regional Tourism Organisations such as Destination Wairarapa. The "Council" is designed to support the "Committee". The WDSRA Council would meet less frequently, perhaps only annually, and primarily provide linkages to external entities that have an interest in retaining the Dark Sky Reserve Accreditation.

As Carterton District Council is part of the Dark Sky reserve, WDSRA is seeking a nomination for a CDC representative to be on the Wairarapa Dark Sky Community Support Council.

4. DISCUSSION

Now that International Dark Sky Accreditation has been achieved, it is timely to reset the WDSRA rules to reflect the ongoing requirement to retain the Dark Sky Reserve status. The changes to the WDSRA rules reflect this.

Following accreditation the attention of those interested in Dark Sky has turned to next steps. This includes what enhancements could be made to users' Dark Sky experiences, and who leads the development of user experiences. Additionally, questions are being asked regarding who should drive marketing and promotional activities, and the critical question of how to fund any Dark Sky promotional activities.

Wairarapa Economic Development Strategy (WEDS) has funded a Destination Wairarapa (DW) project to prepare a plan to leverage the International Dark Sky Reserve accreditation. This plan will help inform Council on what is required to maximise this exciting new attraction to the Wairarapa.

There is however some tension between the various entities regarding who is best to lead the promotion of Dark Skies across Wairarapa - WDSRA, WEDS or DW.

The recent rule changes to WDSRA suggest their focus is now on retaining the Dark Sky reserve status, not promoting the attraction.

DW has been trying to move away from pure "event marketing" into Destination Management which Dark Skies fits with, as it's more than just a single event.

On the other hand, Dark Skies is brand new and can be seen as a significant economic development opportunity, which fits neatly within the WEDS wheelhouse.

Council Participation in Dark Sky entities

In November 2023 CDC signed a one-year Memorandum of Understanding (MOU) with eight other entities with a view to formulating a programme of work to leverage the Dark Sky Reserve status. The parties to this agreement are Wairarapa Dark Sky Reserve Association, Destination Wairarapa, Wellington Regional Economic Development Agency (WellingtonNZ / WEDS), Business Wairarapa, Carterton District Council, South Wairarapa District Council, Masterton District Council, Ngāti Kahungunu ki Wairarapa Iwi Development Trust, and Rangitāne Tu Mai Ra Trust.

The purpose of this MOU is to:

- Work together to leverage our combined skills, knowledge, resources, and marketing activity to achieve shared Dark Sky outcomes for the region
- Collaborate on specific opportunities, as agreed
- Co-promote and advocate for the reserve out of region for investment opportunities e.g visitors to the region, funding, investment into infrastructure.
- Ensure the reserve maintains its reserve status

This MOU expires in December 2024. To date very little work has been done on the MOU as the parties appear to be waiting for the report commissioned by WEDS.

Outside of Dark Skies, CDC appoints one representative onto the Destination Wairarapa Board as part of our funding for DW. CDC's funding agreement with Destination Wairarapa expires on 30 June 2024, in line with our LTP.

The WEDS Governance Board includes the Mayor and CEO. CDC's funding agreement with WEDS also expires on 30 June 2024 in line with our LTP.

The request to nominate someone to the WDSRA Community Support Council is additional to the above appointments. The appointment to WDSRA Community Support Council is akin to an Advisory Group appointment – insofar as it is not a decision-making position. It is likely the group will meet only once or twice a year. The intent is the appointment to inform Council of WDSRA activities as they progress, and potentially promote WSDRA opportunities as and when they arise at Council. In practice communication from Council appointees to external Boards occurs infrequently and often only around funding requests.

5. NEXT STEPS

Council needs to determine if it is appropriate to have a representative on the Wairarapa Dark Sky Reserve Association Community Support Council.

If so, Council needs to determine who will be nominated.

6. CONSIDERATIONS

6.1 Climate change

There are no climate change considerations related to the decisions in this paper.

6.2 Tāngata whenua

The WDSRA Community Support Council includes specific representation for Iwi partners, in addition to Local Council entities (CDC and SWDC). This decision should be made with tāngata whenua and local Iwi in mind.

6.3 Financial impact

Council has previously committed to fund the work necessary to upgrade streetlights in support of the Dark Sky Reserve, as this has been a key element to achieve accreditation. This work has now been completed.

The remaining areas of light pollution which need to be upgraded are privately owned (e.g. the Z Truck Stop in Waingawa). There is no further investment included in the Long-Term Plan for Dark Sky asset upgrades or marketing support.

It is quite possible Council will be asked to fund Dark Sky promotional activities by one or more of the above entities as part of our Long-Term Plan consultation. While not part of this decision, Council may wish to consider this question when looking at the merits of nominating a person onto the WDSRA Community Support Council.

6.4 Community Engagement requirements

Community engagement will not be required.

6.5 Risks

There are no apparent risks related to the decisions in this paper.

6.6 Wellbeings

There are no cultural, social and legal impacts related to the decisions in this paper.

The environmental impacts on light pollution are that it harms wildlife and ecosystems. Ongoing improvements to reduce light pollution will continue to be required even though the district has achieved International Dark Sky Association accreditation.

Furthermore, the use of energy to illuminate the night sky when no-one is around (e.g. for security reasons) has consequences for the environment as well as the economy.

7. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Agrees** to nominate _____ [name] _____ as the Carterton District Council representative on the Wairarapa Dark Sky Community Support Council.

File Number: 384337

Author: Geoff Hamilton, Chief Executive

Attachments:

1. Letter requesting nominations to the WDSRA [↓](#)
2. Leveraging the Wairarapa International Dark Sky Reserve MOU, Oct 23 [↓](#)
3. Rules New 10 July 2023 [↓](#)

Kia Ora

Earlier in the year we wrote to you explaining that the Wairarapa Dark Sky Reserve Association (WDSRA) was changing its rules to acknowledge the new role the Association has in retaining the Wairarapa Dark Sky Reserve accreditation. A copy of the proposed rule changes was included with the letter. The rule changes included a new structure comprising of a committee, and a Wairarapa Dark Sky Community Support Council.

The Committee comprises a Chair, Secretary, Treasurer, and such other members as the meeting shall determine. We expect the Committee to be no more than eight members. A member of the society may nominate potential committee members.

The Community Support Council will comprise of nominees from organisations and entities (see attached rules). The Community Support Council will meet at least once per year, this may be at the time of the AGM. Accepted Community Support Council nominations will become full members of the society.

WDSRA has now formalised the rule change and we formally request that your organisation nominate a person to represent you on the Community Support Council.

Several of the present WDRSA committee are to stay on as committee members to ensure that there is continuity and retained knowledge of the society to date.

Destination Wairarapa has recently contacted you regarding a MOU we understand that you have or are happy to sign the MOU. The MOU suggests a meeting is held at least once a year we believe the WDSRA rules would allow the two meetings to be combined as the represented organisations will be the same.

If you are happy to proceed with a nomination could you forward this to:

The Secretary

Wairarapa Dark Sky Reserve Association

Ray Lilley

emailL ray.lilley@gmail.com

49 White Rock Road

RD1

Martinborough

Memorandum of Understanding

Leveraging The Wairarapa International Dark Sky Reserve

This agreement relates to the Wairarapa Dark Sky Multistakeholder Regional Programme of work. The parties below have agreed they wish to formalise a working agreement for a programme of work that ensures the Wairarapa International Dark Sky Reserve maintains its reserve status and is leveraged for the good of the Wairarapa region and its communities.

Parties

The nine partners are Destination Wairarapa, Wellington Regional Economic Development Agency trading as WellingtonNZ, Business Wairarapa, Wairarapa Dark Sky Reserve Association, Carterton District Council, South Wairarapa District Council and Masterton District Council, Ngāti Kahungunu ki Wairarapa Iwi Development Trust, and Rangitāne Tu Mai Ra Trust.

Background

The Wairarapa community, with the support of several stakeholders including councils, have finalised phase 1¹ of achieving International Dark Sky Reserve status for the Wairarapa region. Phase 2 is now well underway also, with Masterton District Council initiating the necessary work to gain accreditation.

As well as the economic, environmental and health benefits that result from lower light pollution, the Wairarapa International Dark Sky Reserve will provide an opportunity to attract new visitors and encourage existing visitors to extend their stay and spend while in the Wairarapa.

A number of regions around the world have International Dark Sky Reserve status and are encouraging tourism opportunities. Aoraki-Mackenzie is a Dark Sky Reserve and is successfully leveraging tourism opportunities. There are several applications for International Dark Sky accreditation in New Zealand underway, currently. However, the Wairarapa offering has some unique differences, which should provide advantages in attracting visitors:

The Wairarapa region is one of the best places in New Zealand to view the skies. This is due to a combination of low development density, a drier climate, and a relatively high proportion of clear nights. These physical advantages can be leveraged further by partnering with iwi to apply a cultural and place-specific lens, bringing local stories and history to the experiences.

Wairarapa has a range of other tourism products and experiences that will support longer stays for visitors that want to experience Dark Sky. Because clear nights cannot be guaranteed, visitors want reasons to stay on for 2-3 nights to improve their chances of a great viewing experience. Wairarapa offers a sufficient range and quality of attractions to enable this, e.g., food and beverage, Pūkaha National Wildlife Centre, Cape Palliser, Castlepoint, cycle and walking trails, art galleries, museums, shopping, etc.

Wairarapa also has, or is developing, a range of shoulder and off-season events that can leverage the Dark Sky offer, including Matariki, the Festival of Christmas, Featherston Booktown Festival, Carterton Daffodil Festival, Martinborough Music Festival etc

Wairarapa has a large domestic market in Wellington, with smaller domestic markets in Manawātū and Hawkes Bay. Auckland is a relatively untapped market that has potential. Now that international travel has resumed, there is expected to be strong international demand for Dark Sky as demonstrated in Tekapo pre Covid.

¹ Phase 1 is accreditation for South Wairarapa and Carterton Districts. Phase 2 is Masterton District.

Key Objectives

The purpose of this MOU is to

- Work together to leverage our combined skills, knowledge, resources, and marketing activity to achieve shared Dark Sky outcomes for the region
- Collaborate on specific opportunities as agreed
- Co-promote and advocate for the reserve out of region for investment opportunities e.g visitors to the region, funding, investment into infrastructure.
- Ensure the reserve maintains its reserve status

Investment

Each partner or group of partners will develop their own projects which they will find resource for accordingly – either collectively or as individual entities.

Term

This MOU will start on 1 December 2023 and will be reviewed on 1 December 2024. It is the intent of the parties that the MOU is extended beyond this term.

General

- The Parties will explore and pursue Third Party funding opportunities on a case-by-case basis.
- The Parties agree to discuss respectively any issues relevant to the MOU.
- The Parties agree to form a steering group that will meet at least twice a year for funding, planning, and marketing discussions.
- WairarapaNZ will be the champion of this programme
- The Parties will act in good faith and use their best endeavours with respect to the terms of this MOU.

Signed as an agreement

SIGNED on behalf of Destination Wairarapa

Title

Date

SIGNED on behalf of WellingtonNZ

Title

Date

SIGNED on behalf of Business Wairarapa

Title

Date

SIGNED on behalf of Carterton District Council



Title

Chief Executive Officer

Date 10th November 2023

SIGNED on behalf of South Wairarapa District Council

Title

Date

SIGNED on behalf of Masterton District Council

Title

Date

SIGNED on behalf of Ngāti Kahungunu ki Wairarapa Iwi Development Trust

Title

Date

SIGNED on behalf of Rangitane Tu Mai Ra Trust

Title

Date

SIGNED on behalf of the Wairarapa Dark Sky Reserve Association

Title

Date

Rules of

Wairarapa Dark Sky Reserve Incorporated

NAME, CHARITABLE STATUS & BACKGROUND

- 1) The name of the society is Wairarapa Dark Sky Reserve Incorporated, referred to from here on either by its full name, the abbreviation WDSR, the Wairarapa Dark Sky Reserve or the Reserve
- 2) The society was established and is maintained exclusively for a charitable purpose; namely to benefit the community of the South Wairarapa and Carterton Districts by maintaining for these areas the long term international recognition of the outstanding dark sky panorama of the Wairarapa region.
- 3) The Wairarapa Dark Sky Reserve Incorporated is a registered incorporated society with charitable status recognised by Charities Services. Further, the society has recognised donee status with the Inland Revenue Department.
- 4) The Wairarapa Dark Sky Reserve Incorporated was originally constituted as the Martinborough Dark Sky Incorporated by resolution dated 28 November 2017 (it was referred to then as the Martinborough Dark Sky Society ("MDSS"). The MDSS's name was changed to Wairarapa Dark Sky Association Incorporated "WDSA" by a resolution passed at the Annual General Meeting of the then MDSS dated 1 August 2020. It was further changed to Wairarapa Dark Sky Reserve Incorporated at a Special General Meeting of the society dated 6 March 2023.
- 5) No Interested Member is allowed to take part in, or influence any decision made by the society in respect of payments to, or on behalf of, the Interested Member of any income, benefit, or advantage.

PURPOSE OF THE SOCIETY

- 6) The purpose of the Wairarapa Dark Sky Reserve is to maintain for the long term international recognition by the International Dark Sky Association (IDA) (www.darksky.org) of the outstanding dark sky panorama of the Wairarapa region by giving effect to the various commitments and agreements made by the Wairarapa Dark Sky Reserve to and with the International Dark Sky Association (IDA) that culminated in the IDA's decision to grant the area Dark Sky Reserve status.

[NB: The IDA is the recognised international authority for designating Dark Sky Reserves.]

PROCESSES

- 7) The society will achieve its objectives by (in no particular order):
 - a. promoting, advocating, educating and informing the community of the value to the region of protecting the outstanding dark sky panorama of the Wairarapa region from being an IDA recognised International Dark Sky Reserve;

- b. organising any actions necessary to maintain the area's status as an International Dark Sky Association recognised Reserve;
 - c. support the ongoing sustainability of the Reserve by maintaining constructive long term relationships with local and regional councils, iwi, government ministries, departments and agencies and relevant community organisations and individuals;
 - d. providing information for visitors to the region and the general public so all are able to appreciate and enjoy the benefits of the Dark Sky Reserve;
 - e. promoting the benefits of minimising the impacts of light pollution on future generations of people, domesticated animals and wildlife;
 - f. supporting public outreach in the natural sciences by promoting the use of the Dark Sky Reserve amongst:
 - i. the astronomical community (professional and amateur) for astronomy, astrophotography, research, and for schools and other education organisations.
 - ii. where practicable, mobilising volunteers to advance and support the work of the WDSR;
 - iii. to collaborate with other Dark Sky societies, Associations and sanctuaries in New Zealand and internationally to further the achievement of the objectives of the WDSR society.
- 8) For the avoidance of doubt, while WDSR through the Committee may from time to time employ or contract persons to complete designated tasks, pecuniary gain either for the WDSR generally as an organisation or for any individual interested members, whether separately or collectively, is not a purpose of the WDSR.
- 9) Any funds raised for the WDSR Society by whatever means shall be used exclusively for Wairarapa Dark Sky Reserve purposes.

THE STRUCTURE OF THE SOCIETY

- 10) The WDSR shall have a committee ("the Committee") and a Wairarapa Dark Sky Community Support Council ("the Council").
- 11) Subject to the rules of the WDSR, the role of the Council is to provide a forum for consultations and discussions on future plans and policies with local authority councillors and leaders, iwi, government agencies, and other organisations and individuals with an interest in the region and the future of the Reserve to assist in achieving the WDSR objective of a continuing multi-year operation of the Reserve.
- 12) involving in the overall operations of the Reserve as wide a range of community organisations and individuals as possible whose interests or responsibilities are aligned with and/or support the objectives of the Wairarapa Dark Sky Reserve.
- 13) All members of the Committee and the Council shall be members of the society.

THE COMMITTEE

- 14) The Committee shall comprise the following persons;
- a. Chair;
 - b. Secretary;
 - c. Treasurer;

- d. collectively the three above positions are referred to as the officers of the society; and
 - e. Such other members as the meeting shall determine.
- 15) The Committee members must include the officers of the WDSR.
- 16) While there shall be no maximum number of Committee members, as a guide and to assure practical decision making and an efficiently run organisation with access to a reasonable range of skills and interests, the Committee should aim to be no more than eight members.
- 17) The Committee may at its discretion co-opt further members where it considers that to be in the interests of WDSR.
- 18) The Committee will:
 - a. administer and manage the WDSR;
 - b. carry out the tasks required to give effect to the purposes of the WDSR society, and use money raised by or other assets to advance the interests and objectives of the society;
 - c. manage the incorporated society's financial affairs, including approving the annual financial statements for presentation to the members at the Annual General Meeting;
 - d. ensure that the society files up-to-date returns as required and meets all other regulatory and/or statutory requirements.
- 19) Approve accounting policies for the society that are in line with generally accepted accounting practice.
- 20) While noting that at present there is no members subscription for the WDSR, if in the future the Committee with the agreement of the Wairarapa Dark Sky Community Support Council determines there should be a members subscription, or fee, or levy to advance the purposes of the WDSR, the Committee shall formulate a proposal to put to an Annual or Special General Meeting whichever is appropriate for approval.
- 21) Delegate responsibilities to members and co-opt members to carry out certain actions where such actions advance the purposes of the society.
- 22) Ensure that all members abide by the rules of the WDSR.
- 23) Decide the times and dates for meetings and set the agendas for meetings.
- 24) Determine the procedures for dealing with complaints should any complaints come forward.
- 25) Undertake any other action the Committee deems necessary to advance the purpose of the WDSR, provided that any such action should it profoundly alter the original purposes of the WDSR must be approved either by Special Meeting or the next Annual General Meeting of the WDSR Society.
- 26) All decisions of the Committee shall be by a majority vote. In the event of an equal vote, the Chair shall have a casting vote, that is, a second vote.

- 27) Decisions of the Committee bind the WDSR, unless the Committee's power is limited by these rules or by a majority decision of the society at an Annual General or Special General meeting.

THE COMMUNITY SUPPORT COUNCIL

- 28) To give effect to its community development and involvement objective, the Committee will seek nominees for the Council from the following organisations and entities (this listing is in no particular order):
- a. local government authorities. Each local authority in the Dark Sky Association area (currently South Wairarapa District Council and Carterton District Council) shall be invited to nominate a person to be a member of the Council; should any other local authority subsequently decide to join the WDSR, that authority shall be extended the same right as South Wairarapa and Carterton District's Councils to nominate a member to the Council;
 - b. regional government. The Greater Wellington Regional Council shall be invited to nominate a person to be a member of the Council;
 - c. central government ministries, departments and agencies. Where the Committee so determines, any relevant ministries, departments and agencies shall be invited to nominate a person to be a member of the Council.
 - d. iwi. The Committee shall invite local iwi to nominate a person or persons to be members of the Council.
 - e. community organisations. Where the Committee so determines, any community organisations that has in the Committee's view a valid contribution to make to the WDSR shall be invited to nominate a person to be a member of the Council.
 - f. local promotional and advocacy agencies. Where the Committee so determines, local promotional and advocacy agencies that have in the Committee's view a valid contribution to make to the WDSR shall be invited to nominate a person to be a member of the Council.
 - g. businesses and individuals. Where the Committee so determines, businesses, individuals, universities and research organisations that have in the Committee's view a valid contribution to make to the WDSR shall be invited to nominate a person or persons (including themselves) to be a member/s of the Council.
- 29) Before any nomination of a representative to the Council is accepted by the Secretary, the Chair, in consultation with the Committee, shall satisfy herself/himself that no conflict-of-interest would arise as a result of any appointment to the Council.
- 30) There is no limit on the number of members on the Council.
- 31) Meetings of the Council shall be convened by the Committee through the Chair and shall be held as required, but not less than once a year (that also may be the Annual General Meeting).
- 32) The Committee may take any action that it believes will enhance the interest of organisations or individuals in becoming involved in the activities of the WDSR, including appointments to the Council.
- 33) Once the nomination to the Council is accepted by the Committee, that person shall become a full member of the society for all purposes, including attending meetings and voting if required at Annual General Meeting or Special Meetings of the society.

- 34) The Committee may, whenever it deems it appropriate to do so, consult the Council on the following items:
- a. budgets and financial issues;
 - b. policy proposals and determinations to give effect to the society's purposes;
 - c. assisting the society with raising its profile;
 - d. raising funds to support and advance the WDSR's work;
 - e. extending the WDSR's presence into the wider regional area, the national and the international arena.

- 35) The Committee will ensure that Council members receive a notice of Council meetings. As they are members of the society, they will receive notice of annual or special general meetings of the society in the normal way.

THE MEMBERS REGISTER

- 36) The Secretary shall on behalf of the society maintain a register of all members including the following details for each member:

- a. name;
- b. last known contact details (which at least includes a phone number, along with a physical or email address);
- c. the date on which they became a member; and
- d. any other information prescribed by the regulations (if any).

- 37) The Secretary (acting for the Committee) will process applications from members of the general public interested in becoming members of the WDSR by putting an entry in the Register.

- 38) The Secretary must ensure that the society's register is updated as soon as practicable after the society becomes aware of the need for an update.

- 39) In order to meet this register updating requirement, the Secretary must regularly review the register. In doing that review, the Secretary shall inquire if the person still wishes to be a member of the society.

- 40) The Secretary should approach members at least annually or more often if necessary to keep the Members Register up to date in accordance with the requirements set out in section 79 of the Act. The approach can be made using any means including by email or text message.

ANNUAL GENERAL MEETINGS

- 41) Members attending an Annual General Meeting will determine by majority vote the following:

- a. election of officers and the Committee.
 - i. Chair;
 - ii. Secretary;
 - iii. Treasurer;
- b. whether any Committee Member may hold more than one position as an officer.
- c. how long each person will be a Committee member ("the term").

- d. the term for Committee members shall be for the forthcoming year or until the next Annual General Meeting whichever comes first.

NOMINATIONS FOR THE COMMITTEE

- 42) Nominations for Committee positions shall be called for by the Secretary at least 14 days before an Annual General Meeting.
- 43) Any member may nominate persons to serve on the Committee.
- 44) Nominations may be made at a meeting.
- 45) Nominations shall close at the discretion of the Chair and at least before any election on any position is to be undertaken.
- 46) Members of the Committee who's term has ended shall be eligible for re-election.
- 47) If the position of any Officer or Committee member becomes vacant between Annual General Meetings, the Committee may appoint another member to fill that vacancy until the next Annual General or Special General Meeting.

CESSATION OF MEMBERSHIP

- 48) Persons cease to be members of the Committee and the Council when:
 - a. They resign by giving notice to the Secretary.
 - b. Their term expires.
- 49) If any committee member is absent from three consecutive meetings without leave of absence the Chair may declare that person's position to be vacant.
- 50) The membership of a member can be terminated if, for any reason whatsoever, the Committee is of the view that a member is breaching the rules or acting in a manner inconsistent with the purposes of the WDSR.
- 51) Where this occurs, the Committee shall give written notice of this to the member ("the Committee's Notice").
- 52) The Committee's Notice can be by any means, including email or text message.
- 53) The Committee's Notice must:
 - a. explain to the member how the member is breaching the rules or acting in a manner inconsistent with the purposes of the Wairarapa Dark Sky Reserve Incorporated;
 - b. further it must state what the member must do in order to remedy the situation;
 - c. advise the member that should the member so choose the member may write to the Committee giving reasons why the Committee should not terminate the member's membership;
 - d. fourteen days after the member receives the Committee's Notice, the Committee, after considering any information received from the member may in its absolute discretion by majority vote terminate the Member's membership by giving the member written notice ("Termination Notice"), which takes immediate effect.

ROLE OF CHAIR, OTHER OFFICERS AND COMMITTEE MEMBERS

- 54) The Chair is responsible for:
- a. ensuring that the rules are followed;
 - b. convening meetings of the Committee and the Wairarapa Dark Sky Community Support Council;
 - c. establishing whether or not a quorum is present at a Committee meeting (half the members) or the society Annual General or Special meeting (10% of members);
 - d. chairing meetings, deciding who may speak when and generally maintaining order;
 - e. overseeing the operations of the WDSR;
 - f. providing reports on the operations of the society for meetings.
- 55) The Secretary is responsible for:
- a. recording the minutes of meetings.
 - b. holding the WDSR's records, membership register, relevant documents, and books except those required for the Treasurer's function.
 - c. receiving and replying to correspondence as required by the Committee;
 - d. forwarding the annual financial statements for the WDSR to the appropriate authority upon their approval by the members at an Annual General Meeting;
 - e. the Secretary may choose to delegate the responsibilities to the Treasurer;
 - f. maintaining the Register of Members.
 - g. checking any application for membership of the society to be certain that person has consented to becoming a member of the WDSR.
 - h. regularly reviewing the membership position and notifying the Committee if there is any risk the membership should fall or is at risk of falling to ten members.
- 56) The Treasurer is responsible for:
- a. keeping proper accounting records of the WDSR financial transactions so as to allow the society's financial position to be readily ascertained.
 - b. preparing annual financial statements for presentation at each Annual General Meeting
 - c. providing financial information to the Committee as the Committee requires and determines.

COMMITTEE MEETINGS

- 57) Committee meetings are to be held as required and may be held via video or telephone conference, or other formats as the Committee may choose.
- 58) No Committee meeting may be held unless more than half of the Committee Members attend (the Committee quorum).
- 59) The Chair shall chair Committee Meetings, or if the Chair is absent, nominate another Committee Member to chair the meeting, or if that has not happened, the Committee shall elect a Committee Member to chair that meeting.
- 60) Subject to these Rules, the Committee may regulate its own practices.
- 61) The Chair or his/her nominee shall adjourn a meeting if necessary. If within half an hour after the time appointed for a meeting a quorum is not present, that meeting shall stand

adjourned to a day, time and place determined by the Chair and if at such adjourned meeting a quorum is not present, the meeting shall be dissolved without further adjournments.

- 62) No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

MONEY AND OTHER ASSETS

- 63) The WDSR society may only use money and other assets of the society if:
- i. it is for a purpose of the society;
 - ii. it is in the view of the Committee in the best interests of the society;
 - iii. it is not for the personal or individual benefit of any member of the society, provided that as members may from time to time be involved in a business or activity that contributes to, is associated with, makes its income from, or in some other way is related to the astronomical or dark sky world;
 - iv. any such situations have been checked by the Chair to assure members all potential conflicts-of-interest are addressed to the satisfaction of the Chair.
- 64) The Committee may commission or contract paid work from a member where after consideration the Chair concludes that any such use of money or other assets fully complies with these rules.
- 65) Where a member stands to benefit from the use of WDSR resources, the member must declare the interest in the matter to the Chair, and following that declaration, must not in any way participate in the vote or argumentation on the matter, although they make give information on the proposal at the request of the Committee.
- 66) The Chair must, before the proposal for the use of money or other assets by a member is considered, make certain the Committee is fully aware of any potential conflict of interest in the matter.
- 67) Any use of money or other assets must be approved by the Committee.

FINANCIAL YEAR

- 68) The financial year of the WDSR begins on 1 April of every year and ends on 31 March of the next year.
- 69) No review or audit of the annual financial statements is required unless a review or audit is requested by a majority of members at any properly convened meeting.

MEETINGS OF THE SOCIETY

- 70) An Annual General Meeting of the society shall be held once every year no later than six months after the society's balance date. The Committee shall determine when and where the society shall meet within that six month period.
- 71) The business of an Annual General Meeting shall include:
- a. Apologies for absence from any member;
 - b. Receiving any minutes of the previous meeting(s);

- c. The election of Committee Members;
 - d. The Chair's report on the business and operations since the last meeting and any considerations or proposals the Committee is considering for recommendation in the future;
 - e. The Annual Financial Statements and the Treasurer's report on the state of the finances of the WDSR;
 - f. Where they are known in advance, the motions and any additional information on those motions, of matters to be considered by the meeting.
 - g. General business.
- 72) Special General Meetings may be called at any time by the Committee where the circumstances are such that the Committee deems a meeting of the society is required.
- 73) The Committee must call a Special General Meeting if the Secretary receives a written request for such a meeting signed by at least 20% of the members.
- 74) Prior to any meeting, the Secretary shall give all members at least 14 days notice of the time, place, and agenda of the meeting.
- 75) Members of the society unable to attend an Annual General or Special Meeting for any reason may appoint a proxy who may cast a vote on behalf of the member at the meeting. The member appointing the proxy must notify the Chair and/or the Secretary of the proxy appointed before the meeting commences for the proxy to be valid.
- 76) As to quorums, the Community Support Council has no quorum, the Committee has a quorum of half its members, and no Annual General or Special General Meeting may be held unless at least 20% of eligible members are present as this constitutes the quorum for these meetings.
- 77) All WDSR meetings shall be chaired by the Chair or by his/her delegated replacement. This applies to the Committee meetings, Council meetings, and the Annual General and Special meetings.
- 78) Whether an Annual General Meeting, a Special General Meeting, a Community Support Council meeting or a Committee meeting, the Chair has a casting vote on any motion put at a meeting.
- 79) At all meetings of the WDSR, the Chair (or the person who the meeting has appointed to act for that meeting as the Chair) shall in good faith determine whether the vote shall be by:
- a. Voices;
 - b. Show of hands;
 - c. Secret ballot.

CHANGES TO THESE RULES

- 80) Where the Committee resolves after discussion, including with the Council, that an amendment to these rules is in the best interests of the WDSR, the following procedure will apply:

- a. A report will be prepared by the Committee fully explaining to members the reasons for and the implications of that rule change proposal;
- b. That report must be distributed to all members along with a Notice of an Annual General Meeting, or if that would be untimely or because there was urgency in implementing the proposed rule change being suggested by the Committee, a Special General Meeting;
- c. As with other Annual General and Special General Meetings, the notice period for that meeting is a minimum of fourteen days to allow members of the society time to read the report and consider the proposal;
- d. Once a rule change has been agreed by this procedure, the Committee will nominate three Committee members to approach the appropriate authority (currently the Registrar of Incorporated Societies) and proceed through the process of registering the new rules.

WINDING UP

81) If the society is wound up:

- a. The society's debts, costs and liabilities shall be paid.
- b. Surplus Money and Other Assets of the society may be employed to advance the purposes of the WDSR as the Committee determines and be in accordance with the provisions in the Incorporated Societies Act 1908; but no distribution under this provision may be made to any member in any circumstance.
- c. Any surplus Money and Other Assets shall be distributed to the Martinborough Community Board or successor organisation to use for charitable purposes.

DEFINITIONS

82) In these rules words have the meaning set down in the Act. In all other instances, unless the context requires otherwise, the following words and phrases have the following meanings:

- a. "Majority vote" means a vote made by more than half of the members who are present at a meeting and who are entitled to vote and voting at that meeting upon a resolution put to that meeting.
- b. "Money or Other Assets" means any real or personal property or any interest therein, owned or controlled to any extent by the incorporated society.
- c. "Use Money or Other Assets" means to use, handle, invest, transfer, give, apply, expend, dispose of, or in any other way deal with, money or other assets.
- d. 'Act' means the Incorporated Societies Act 1908 or any Act which replaces it (including amendments to it from time to time), and any regulations made under the Act or under any Act which replaces it.
- e. 'Annual General Meeting' means a meeting of the members of the society held once per year which, among other things, will receive and consider reports on the society's activities and finances.
- f. 'Chair' means the Committee Member responsible for, among other things, overseeing the governance and operations of the Society and chairing General Meetings.
- g. 'Committee' means the society's governing body.
- h. 'Committee Member' means a member of the Committee, including the Chair, Secretary and Treasurer.
- i. 'Interested Member' means a member who is interested in a matter for any of the reasons set out in section 62 of the Incorporated Societies Act 2022.

- j. 'General Meeting' means either an Annual General Meeting or a Special General Meeting of the society.
- k. 'Matter' means—
 - i. the society's performance of its activities or exercise of its powers; or
 - ii. an arrangement, agreement, or contract (a transaction) made or entered into, or proposed to be entered into, by the society.
- l. 'Member' means a person properly admitted to the society who has not ceased to be a member of the society.
- m. 'Notice' to members includes any notice given by post, courier or email; and the failure for any reason of any member to receive such notice or information shall not invalidate any meeting or its proceedings or any election.
- n. 'Register of Members' means the register of members kept under these rules.
- o. 'Rules' means the rules in this document.
- p. 'Secretary' means the committee member responsible for, among other things, keeping the Register of Members and recording the minutes of General Meetings and Committee meetings.
- q. 'Special General Meeting' means a meeting of the members, other than an Annual General Meeting, called for a specific purpose or purposes.
- r. 'Treasurer' means the committee member responsible for, among other things, overseeing the finances of the Society.
- s. 'Working Days' means a day as the term is defined in the Legislation Act 2019.



7.10 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 (the Act) 9 November 2023 to 2 February 2024.

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 Act 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 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 purposes of LGOIMA are specified in Section 4 which can be viewed here:

<https://legislation.govt.nz/act/public/1987/0174/latest/DLM122283.html>

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 which can be viewed here:

<https://legislation.govt.nz/act/public/1987/0174/latest/DLM122287.html>

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. Our practice is to 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 can prioritise our response ahead of other work. This mainly relates to requests from the media. Not all media requests for information are treated as LGOIMA requests.

All requests are recorded in a register and saved in our document management system.

The Council proactively publishes official information responses on our website. As such, the Council may publish the response on the CDC website after five working days. The requestor's name and contact details will be removed. Proactive release of information to the public promotes openness and transparency and fosters public trust and confidence in Council. There are administrative benefits for the Council, such as reducing requests for information which is publicly available and allowing for greater ease of handling of the requests that are received.

Published LGOIMAs can be viewed here: <https://cdc.govt.nz/your-council/official-information/lgoima/>

Most requests for information are supplied free of charge. Councils are entitled to charge for requests for information. Charging is based on the hours spent on a request, which includes the processing of files or any copying that is required. Councils charging policy is based on the Ministry of Justice Guidelines.

4. REPORTING LGOIMA REQUESTS TO COUNCIL

Attachment 1 contains the requests received from 9 November 2023 to 2 February 2024 as well as any requests received in December, which were still open at the time of the February 2024 report to Council.

As of 2 February 2024, there are 1 open requests.

For those requests where a response was longer than 20 working days, all had extensions applied under the legislation, and therefore met the time limit requirements.

The table below shows total numbers of requests received from the year 2022 to 2 February 2024.

Number of LGOIMA requests received 2022-2024			
	2022	2023	2024
January	4	10	4
February	4	5	
March	14	5	
April	5	7	
May	6	11	
June	8	6	
July	1	7	
August	7	16	
September	7	10	

Number of LGOIMA requests received 2022-2024			
	2022	2023	2024
October	6	4	
November	8	12	
December	3	5	
Total	73	98	4

5. OMBUDSMAN

There have been no LGOIMA complaints to the Ombudsman.

6. RECOMMENDATION

That the Council:

1. **Receives** the report.

File Number: 376968

Author: Serah Pettigrew, Democratic Services Officer

Attachments: 1. LGOIMA requests from 9 November 2023 to 2 February 2024 [↓](#)

LGOIMA: 9 November 2023 – 2 February 2024

Requests received	Responses to requests	Requests resulting in a complaint to ombudsman	Average number of working days to respond
21	20	0	10.50

Date Received	Organisation	Subject	Working Days to respond
1/11/2023	Wairarapa Times Age	I am working on a piece on how the practice works in Wairarapa. 1. How many workshops have your council had since 1 November 2022? 2. How many public excluded items have been on your council's agenda since 1 November 2022? 3. Does your council have any comment on Boshier's call to open workshops to the public? 4. Will your council have a workshop to discuss this issue?	9
1/11/2023	Wairarapa Times Age	1. Are any people blocked or subject to moderation in their electronic communications with your council? 2. If so, how many people are either blocked or subject to moderation? 3. Does your council have an electronic communications policy in relation to individuals it wishes to manage contact with? 4. If your council has such a policy could you please send me a copy or written description of it. 5. What circumstances would trigger your council to implement its policy to manage a person's communications? 6. In general, how many emails would your council consider to be excessive from one individual? 7. Has your council ever referred an electronic communication from a member of the public to the police? 8. Is there anything else you'd like to say about managing electronic communications with the public?	9
3/11/2023	thinksteps-anz	We are seeking data on the following (for year ending March 2020): 1. Total waste volumes or weight taken to landfill by sector and waste type. 2. Total waste volumes or weight diverted from landfill by sector and waste type. Alternatively, if this disaggregated data is unavailable, the following information would also be helpful: 1. Total volume or weight of waste collected. 2. Total volume or weight of waste taken to landfill. 3. Total volume or weight of waste diverted from landfill.	13
6/11/2023		Thank you for your reply to my OIA ref 2023-68. Is it possible to get some more information. 1. As I'm in prison I can't go on your website and view all the non-reticulated area's in the CDC, is there any way you could supply me the map. 2. Of the 5516m3 of the water supplied to registered water carriers in the last 12 months, can I have a breakdown of how many M3 were supplied each month. 3. Does the CDC charge the water carriers for the water and if so what is the charge per m3. 4. In the Castlepoint, Whakataki, Riversdale Beach, area's can you give me a breakdown on how many rate payers are in settlement.	6
8/11/2023	Green Party	1. A list of projects that were to be funded by Transport Choices, how far along these were (i.e. planning/scoping, or about to begin construction, etc – in whatever way makes sense for you), and how much investment had been put into these projects monetarily (i.e. spending on design, engagement and consultation, etc).	12
8/11/2023	Green Party	2. The number of people eligible for Community Connect in your district, broken down by demographic if possible, and the investment (if any) spent on enabling Community Connect to be realised in your district (i.e. technology changes, policy work, engagement and communications of the scheme) either spent from our council or provided by central Government.	19
13/11/2023		We also request all internal correspondence / emails / discussion relating to the above subject (Chester Rd water pipe) from January 2021 up to date	19
14/11/2023		I am requesting data about payments made by the Carterton District Council to external suppliers for purchases of goods and services between 2022-01-01 and 2022-12-31. What is requested is a compiled list, ideally in Microsoft Excel format, of the council's external suppliers which contains as many of the following variables as possible: -The name of the supplier -The supplier's New Zealand Business Number -The total amount paid to the supplier during the year 2022 for purchases of goods and services. The amounts can either be including or excluding GST. This request only regards suppliers to whom the council has paid NZ\$5,000 or more during 2022. If information about any specific supplier is too sensitive to produce, feel free to remove it from any potential list. If this request is rejected I would appreciate it if you could evaluate it again with a higher threshold of NZ\$10,000.	15
19/11/2023		1. Please provide a list of all CCOs and CTOs associated with the Council. For each CCO and CTO, please include confirmation of what	2

		CCOs/CCTOs are holding companies and what CCOs/CCTOs are held by those holding companies. 2. For each CCO and CCTO, please include confirmation of what CCOs/CCTOs are holding companies and what CCOs/CCTOs are held by those holding companies. 3. For each CCO/CCTO, including holding companies and their associated subsidiaries (separately, where possible), please: a. confirm their audited annual revenue for the past three financial years. b. confirm their total operating and capital expenditure (separately) for the past three financial years. In respect of capital expenditure, can you please provide separately the classification of capital expenditure – i.e. land, buildings, plant and equipment, intangibles etc. c. confirm the amount of total debt, net debt and total equity of each CCO/CCTO at balance date for the past three financial years. d. confirm whether any business combinations occurred in any of the past three financial years e.confirm which firm (e.g. Audit NZ, Deloitte, PwC etc) was appointed by the Auditor-General to audit the CCO/CCTO for each of the past three financial years. 4. If the CCO/CCTO has been in operation for fewer than three years, then please provide this information for as many financial years as are available. 5. For each CCO/CCTO, can you please confirm what facilities management and outdoor spaces management contracts they have in place, including scope, contractor providing the services, term of the contract, and contracted annual revenue? a. “Facilities management” including building operations and maintenance, cleaning, grounds maintenance, and similar. 6. For any CCO/CCTOs that provide such services as part of their business, please confirm the major customers they provide these services to including scope, term of the contract, and contracted annual revenue?	
27/11/2023		There are a couple of queries that I would like answered before the residents meet so that should questions arise I have a clear understanding of what your plan is in terms of replacement or disconnection: 1. Is it likely that the pipe will be disconnected in the future? 2. Hyperthetically, if there were some residents who chose tanks instead of the pipe replacement – where would that leave the other residents? 3.Last year when the railway line was being repaired there was a pipe laid under the new railway work – can you tell me what that pipe was for please? 4. Is council still saying that the water in the old pipe is unsafe? 5. Is the real problem due to town infrastructure not being able to keep up with all the new subdivisions & therefore the pressure needed to get the water to us becomes too difficult?	3
27/11/2023		I would like to know if there are any current requests/ instructions/ notices to fix for Lot44 (the walkway) to have bollards, fencing, a separation strip, etc.	18
27/11/2023		Would you please provide a copy of the procedures that animal management officers must follow when they uplift a dog? I am not sure what those procedures are known as in your council; please call me on s7(2)(a) if you would like to discuss. I am looking for the internal procedure, for example, about the process, documentation and forms normally required when AMOs receive a complaint, say, from someone's neighbour about a dog barking, or being unregistered, or being aggressive, or a combination of those. Would they uplift immediately, or is there a process and paperwork which they would have to follow, and if the latter, please provide a copy of those documents/forms.	6
7/12/2023	Taxpayers Union	We request the following information: End-of-Year Bonuses: • Total amount paid in end-of-year bonuses to the CEO this Christmas. • Total amount paid in bonuses to staff employed by your organization this Christmas. • Please also provide the same for Christmas 2022. Presents for Staff: • Total expenditure on presents for staff including but not limited to ‘secret Santa’ etc. • Please include this cost for last year also. Christmas Parade: • Total expenditure breakdown on any Christmas parade hosted or funded by the Council this year. This should also include road closure impact assessments where possible. • Please include a cost breakdown for any Christmas parade last year. Christmas Trees and lights: • Number of Christmas trees purchased and erected, and the cost of these purchases for this year. • Please also include the cost for any Christmas lights for tree and any lights for buildings for this year. • Please also include the cost of both for last year, too. • Please highlight if the council had any left over from last year. Hiring Santa: •Breakdown of costs associated with hiring a Santa, if applicable. • Please also provide this information for last year, too. Christmas Market: • Breakdown of costs associated with running/hosting/sponsoring a Christmas market, if applicable. • Please provide this information for last year, too. Christmas Party Supplies: • Please breakdown the amount spent on the following for the years 2022 and 2023: o Wrapping paper o Santa hats o Alcohol for parties o Party hats o Christmas crackers o Christmas cards o Christmas decorations Christmas Parties: • Total expenditure breakdown on Council Christmas parties. Please also include in the breakdown any travel arrangement costs. • Please include this for last year, also. Office Closure: • Duration of office closure during the Christmas period for the council generally. • Please specify how many managers and senior executive staff are taking more hours/days out of office than is blanket across the council for the Christmas period. • Does the Christmas office closure also affect contactors paid by the council? If not, how much are they being paid over the Christmas break in an hourly rate? Fines: •Does the council have any plans to increase fines for parking offences or any other offences during the Christmas period? o If so, which fines are increasing, why and what revenue is expected to be raised?	8

10/12/2023		<p>Could I please have the following information related to your territorial authority. Topic A - Ombudsman's report 'Open for Business' dated October 2023 1) what steps has your territorial authority taken in regards to the Ombudsman's report? 2) what actions/motions have been passed by your territorial authority in response to the Ombudsman's report? 3) what steps are still under consideration? 4) what has or will the total cost been of any changes? Topic B - costs relating to councillors interactions 1) How much has your territorial authority budgeted in each of the last 3 years for any costs related to councillor conduct. This could include individual conduct or between other councillors, mayor/chair or Chief Executive. This may include mediation, legal fees, legal investigations and similar. 2) How much has your territorial authority spent in each of the last 3 financial years for any costs related to councillor conduct. This could include individual conduct or between other councillors, mayor/chair or Chief Executive. This may include mediation, legal fees, legal investigations and similar. Topic C - staffing numbers 1) What is the full FTE staff number if your territorial authority was fully staffed? 2) What is your current FTE staff number employed? 3) What percentage of full FTE staff required is currently vacant? 4) What percentage of the vacant positions are not being actively recruited to fill. Eg what percentage are currently remaining vacant? 5) What effect will these vacancies have on the services your territorial authority delivers / can deliver? Topic D - senior leadership 1) Has your Chief Executive resigned, or a new CE been appointed in the last 3 years? 2) How many of your Tier Two leaders resigned, or a new leader been appointed in the last 3 years? 3) Have your territorial authority had a staff restructure implemented, considered by senior leadership or consulted in in the last 3 years. This includes a restructure of the whole territorial authority, or one or more department. Topic E - contractors 1) How much was budgeted by your territorial authority in each of the last 3 years for external contractors? 2) How much was the budgeted amount as a percentage of total income for each of the last three years? 3) How much was spent by your territorial authority in each of the last 3 years for external contractors? 4) How much was the amount spent on contractors as a percentage of total income for each of the last three years? 5) Is your territorial authority's spend on contractors expected to increase this year because of staffing shortages. 6) Could the services contracted for be hired directly under the territorial authority? 7) What were the three companies, receiving the highest contractors spend in the last year?</p>	20
15/12/2023		<p>1. With the new pipe that has been laid under the railway work – what utilities were you alluding to for the future? 2. In the documentation/minutes I have already received from you there were risk assessments with each area needing attention – Chester Road is categorised as 'High Risk' – if the pipe is high risk then what is the high risk? and how are these decisions arrived at and prioritised? 3. Our rates are some of the highest in the country and we pay for a lot of services for town/urban as well – why is Chester Rd no longer a priority? If you add what 20 rural residents pay per urban residents we feel our input is as significant as larger area in town. 4. If something was to happen to the pipe now or in the near future what would councils decision be – to repair or replace?</p>	12
18/12/2023	Taxpayers Union	<p>..information for the 2022/23 Financial Year: 1. Average residential rates •The average residential costs of rates and other Council charges, where average residential costs = $(X + Y) / Z$. Please ensure that the figures used (X, Y, and Z) are disclosed in the response, where: oX is the total of all rates (general and targeted) charged by the Council to residential rating units; oY is the total amount of user charges or levies applicable to residential rating units (for example charges relating to metered water, infrastructure contributions, refuse collection, fire protection etc.); and oZ is the number of residential rating units (however defined by the Council) within the Council's district or city. If the Council does not have a classification for residential, please use the closest definition (such as urban). O Please do not include Council charges that are not part of the rates demand (for example retail sales of Council rubbish bags). •If possible, the median residential rates payment by residential units. Please include all residential rates in this calculation, regardless of location, as we are aiming to compare residential rating units (i.e. non-income producing) to non-residential (commercial/rural, income-producing). 2. Average non-residential rates •The average non-residential costs of rates and other Council charges, where average non-residential costs = $(X + Y) / Z$. Please ensure that the figures used (X, Y, and Z) are disclosed in the response, where: oX is the total of all rates (general and targeted) charged by the Council to rating units except those defined as residential*; oY is the total amount of user charges or levies applicable to rating units except those defined as residential* (for example, charges related to metered water, infrastructure contributions, refuse collection, fire protection etc); and oZ is the number of rating units except those defined as residential* (however defined by the Council) within the Council's district or city. If the Council does not have a classification for non-residential, please use the closest definition (such as commercial). o Please do not include Council charges that are not part of the rates demand (for example, retail sales of Council rubbish bags). • If possible, the median non-residential rates payment for the council. *Please ensure that this definition matches that used to calculate average residential rates so that the respective X values of both requests add up to total rates income for the 2022/2023 Financial Year. 3. Personnel •The total number of staff dismissed due to poor performance. •If applicable, the FTE number of staff employed by council-controlled organisations. • If applicable, the total FTE number of staff employed by the council, excluding council-controlled organisations. • The total number of staff (non-FTE including casual staff) • The total number of staff including those employed by council.</p>	

		<p>controlled organisations receiving remuneration in excess of \$100,000. •The total number of staff including those employed by council-controlled organisations receiving remuneration in excess of \$200,000. 3.1. Management •The FTE number of managers employed. •The Taxpayer's Union defines a manager as: any staff member who is responsible for a team of staff, or who has an employee/employees reporting to them and organises them to achieve their department's or organisation's specified goal. The Chief Executive team is included in this definition. • The ratio of management to total staff numbers. • The average and median salary of a manager. 3.2. Communications • The FTE number of communications & marketing staff employed. • The average and median salary of communications & marketing staff. 3.3. Consultants & contractors • Total expenditure on consultants and contractors. Please ensure that this includes CAPEX and OPEX spending. •Total number of consultants and contractors paid. Please note that this refers to companies/entities, rather than total employees. 3.4. Core services •The FTE number of staff employed to work on the delivery and/or maintenance of local infrastructure. o The Taxpayer's Union defines Infrastructure FTE as hours worked by staff who are directly responsible for maintaining council assets and services, including physical involvement in environmental services, stormwater, roading, water supply, wastewater, and solid waste management. • The FTE number of staff employed to provide regulatory functions. o The Taxpayer's Union defines Regulatory FTE as hours worked by staff who are directly responsible for upkeeping and enforcing council functions and income, including parking, democracy services, rates collection, building and planning consents, and health licensing. • The FTE number of staff employed in customer-facing roles. o The Taxpayer's Union defines Customer Service FTE as hours worked by staff who are directly responsible for communicating and providing aid for members of the public, such as at libraries, pools, art galleries, venues and events and customer services, whether in person or by phone. 4. Audit and Risk Oversight •How many members are on the Council's Audit and Risk Committee (or equivalent)? • Of those members, how many are elected and how many are independent of the council? • Is the Chair of the Committee an independent member? • Does the Council have a lawyer (with a current practising certificate) on the Committee? • Does the Council have an accountant (with a current practising certificate or a full member of the Chartered Accountants Australia and New Zealand) on the Committee? •Does the Council have a code of conduct requiring political neutrality from Council staff? 5. Payments to third parties •The total payments made by the Council (or any council-controlled organisation) to any Chamber of Commerce, including GST. • The total payments made by the Council (or any council-controlled organisation) to Local Government New Zealand (LGNZ), including GST. • The total payments made by the Council (or any council-controlled organisation) to the New Zealand Society of Local Government Managers (SOLGM), including GST. 6. Debt • Net debt (total for the council) as a percent of rates income•The dollar amount of debt per rating unit •The dollar amount of interest paid per rating unit</p>	
21/12/2023		Requesting information on company name and individual name.	1
7/01/2024		1. How much debt has the Council had at the end of the last financial year? 2. What is the Council's current maximum limit for debt? 3. Does the Council has intentions (for example plans, drafts, resolutions, discussions) to increase the amount of debt in the future? And if yes, by how much in what timeframe? 4. How many people live in the area that the Council manages? 5. From how many rating units does the Council collect rates?	8
9/01/2024		1. How many requests for official information (LGOIMA) did the Council receive in the year 2023? 2. How many of them were handled within the statutory timeframe of 20 working days? 3. Out of all responses to requests for official information in 2023, how many of them were made publicly available (e.g. on your website)? 4. How many of all the requests for official information in 2023 were refused on the grounds that these requests were "frivolous or vexatious or that the information requested is trivial" (see Section 17 (h) of Local Government Official Information and Meetings Act 1987)? 5. Were the people informed that their requests for information were refused under Section 17 (h) LGOIMA?	3
15/01/2024	Community Law	Please advise the following for the year Jan-Dec 2023 in your territory: 1. How many new off-licence applications were approved? 2. How many new off-licence applications were objected to? 3. How many new off-licence applications were opposed by reporting agencies? 4. How many off-licence renewal applications were approved? 5. How many off-licence renewal applications were objected to? 6. How many off-licence renewal applications were opposed by reporting agencies? 7. How many new off-licence applications were declined? 8. How many new off-licence applications were withdrawn? 9. Please advise the business names and addresses which had new off-licence applications declined. 10. How many off-licence renewal applications were declined? 11. How many off-licence renewal applications were withdrawn? 12. Please advise the business names and addresses which had off-licence renewal applications declined. 13. How many new on-licence applications were approved? 14. How many new on-licence applications were objected to? 15. How many new on-licence	8

		applications were opposed by reporting agencies? 16. How many on-licence renewal applications were approved? 17. How many on-licence renewal applications were objected to? 18. How many on-licence renewal applications were opposed by reporting agencies? 19. How many new on-licence applications were declined? 20. How many new on-licence applications were withdrawn? 21. Please advise the business names and addresses which had new on-licence applications declined. 22. How many on-licence renewal applications were declined? 23. How many on-licence renewal applications were withdrawn? 24 Please advise the business names and addresses which had on-licence renewal applications declined.	
17/01/24		"...a copy of the notes that two council employees undoubtedly wrote following their review of the disputed sewer blockage in Clifton avenue, Carterton. My neighbour's security camera recorded the employees addressing the blockage. The same neighbour at s7(2)(a) Clifton avenue also overheard the entire conversation talking about a blockage and therefore I am perplexed at the dismissal of there being an issue related to the main sewer. I welcome a further discussion on this at the first opportunity."	
Request not closed yet		1	

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 - Decision on Financial Support for Rubbish Disposal	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	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

9 KARAKIA WHAKAMUTUNGA