



Te Kaunihera-ā-Rohe o Taratahi

**CARTERTON**

**DISTRICT COUNCIL**

# **AGENDA**

## **Ordinary Council meeting**

**Date: Wednesday, 31 July 2024**

**Time: 1:00 pm**

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

Mayor R Mark

Deputy Mayor S Cretney

Cr D Williams

Cr B Deller

Cr R Cherry-Campbell

Cr L Newman

Cr S Gallon

Cr S Laurence

Cr G Ayling

G Waatanita - Hurunui-o-Rangi Marae



**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, 31 July 2024 at 1:00 pm**

## Order Of Business

<b>1</b>	<b>Karakia Timatanga</b> .....	<b>5</b>
<b>2</b>	<b>Apologies</b> .....	<b>5</b>
<b>3</b>	<b>Conflicts of Interests Declaration</b> .....	<b>5</b>
<b>4</b>	<b>Public Forum</b> .....	<b>5</b>
<b>5</b>	<b>Youth Council views on agenda items</b> .....	<b>5</b>
<b>6</b>	<b>Confirmation of the Minutes</b> .....	<b>6</b>
6.1	Minutes of the Ordinary Council Meeting held on 26 June 2024.....	6
<b>7</b>	<b>Reports</b> .....	<b>18</b>
7.1	Review of Council, Committees, Advisory Groups and Portfolio Responsibilities for the 2022-25 Triennium .....	18
7.2	Delay Adoption of Long-Term Plan 2024-34.....	43
7.3	Delayed Setting of the 2024/25 Rates .....	48
7.4	2023/24 Budget Carryforwards .....	61
7.5	Adoption of Fees and Charges for the 2024/2025 financial year .....	64
7.6	Adoption of the Wairarapa Class 4 Gambling and Standalone TAB policy.....	90
7.7	Flat Point Flood Resilience Project .....	139
7.8	Norman Avenue Road Upgrade .....	142
7.9	Local Water Done Well .....	153
7.10	Chief Executive Report.....	162
7.11	Service Requests and Complaints .....	178
7.12	Local Government Official Information and Meetings Act Requests .....	183
<b>8</b>	<b>Exclusion of the Public</b> .....	<b>188</b>
<b>9</b>	<b>Karakia Whakamutunga</b> .....	<b>189</b>





**1 KARAKIA TIMATANGA**

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

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

*Tēnei te hapori awhi ai e Taratahi.*

*Whano whano, haramai te toki*

*Haumi ē, hui ē, tāiki ē!*

**2 APOLOGIES**

**3 CONFLICTS OF INTERESTS DECLARATION**

**4 PUBLIC FORUM**

**5 YOUTH COUNCIL VIEWS ON AGENDA ITEMS**

## 6 CONFIRMATION OF THE MINUTES



### 6.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 26 JUNE 2024

#### 1. RECOMMENDATION

1. That the Minutes of the Ordinary Council Meeting held on 26 June 2024 are true and correct.

**File Number:** 407504

**Author:** Robyn Blue, Democratic Services Officer

**Attachments:** 1. Minutes of the Ordinary Council Meeting held on 26 June 2024

**MINUTES OF CARTERTON DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE CARTERTON EVENTS CENTRE, 50 HOLLOWAY ST, CARTERTON  
ON WEDNESDAY, 26 JUNE 2024 AT 1:00 PM**

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

**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), Marcus Anselm (Communications and Engagement Manager), Robyn Blue (Democratic Services Officer), Serah Pettigrew (Democratic Services Officer)

**Q** Other  
Stephen Hill (ElectionNZ.com) – via videoconference

## **1 KARAKIA TIMATANGA**

The meeting opened with karakia by Cr Lou Newman.

## **2 APOLOGIES**

There were no apologies received.

## **3 CONFLICTS OF INTERESTS DECLARATION**

Cr Robyn Cherry-Campbell identified a conflict of interest with Item 8.1 – Appointments to the District Licencing Committee List Appointments.

## **4 PUBLIC FORUM**

There was no public forum.

## **5 YOUTH COUNCIL VIEWS ON AGENDA ITEMS**

### **NOTED**

- The Youth Council will provide feedback to Council at the next meeting on their views on the Representation Review.

## 6 CONFIRMATION OF THE MINUTES

### 6.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 1 MAY 2024

#### MOVED

1. That the Minutes of the Ordinary Council Meeting held on 1 May 2024 are true and correct.

Cr R Cherry-Campbell / Cr B Deller

#### **CARRIED**

### 6.2 MINUTES OF THE EXTRAORDINARY ORDINARY COUNCIL MEETING HELD ON 15 MAY 2024

#### MOVED

1. That the Minutes of the Extraordinary Ordinary Council Meeting held on 15 May 2024 are true and correct with the following amendments:
  - a. Item 6.1 (2) - Cr B Deller was for the motion (not against the motion); and Deputy Mayor S Cretney was omitted as being against the motion.
  - b. Item 6.5 (3) – Those for and against the (tied) motion was incorrectly recorded. Those for the motion were Mayor R Mark, Deputy Mayor S Cretney, Cr G Ayling and Cr S Laurence. Those against the motion were Cr R Cherry-Campbell, Cr B Deller, Cr L Newman and Cr D Williams.

Mayor R Mark / Cr L Newman

#### **CARRIED**

### 6.3 MINUTES OF THE HEARINGS COMMITTEE MEETING HELD ON 29 MAY 2024

#### MOVED

1. That the minutes of the Hearings Committee Meeting held on 29 May 2024 are true and correct.

Cr R Cherry-Campbell / Deputy Mayor S Cretney

#### **CARRIED**

## 7 REPORTS

### 7.1 REPRESENTATION REVIEW INITIAL PROPOSAL FOR CONSULTATION

#### 1. PURPOSE

For Council to agree the Initial Proposal for the Representation Review that will go out for consultation.

#### **MOVED**

That the Council:

1. **Receives** the report.
2. **Agrees** the Initial Proposal for formal consultation with the community is the following:
  - (a) That the Carterton District Council comprises the Mayor and eight (8) Councillors, all elected at large.
  - (b) That no community boards are established.
3. **Adopts** the Representation Review Statement of Proposal (SOP) Consultation Document as the basis for public consultation.
4. **Authorises** the Mayor and Chief Executive to approve any minor amendments to the Representation Review Statement of Proposal (SOP) Consultation Document.
5. **Agrees** that the Hearings Committee which will hear the oral submissions and deliberate on both the Initial and Final Proposal as part of this aspect of the Representation Review will be a Hearings Committee of the Whole that includes all elected members.
6. **Notes** that when the Final Proposal is agreed this is expected to be in place for the next two elections in 2025 and 2028 unless another full representation review is undertaken.

Deputy Mayor S Cretney / Cr B Deller

#### **CARRIED**

### 7.2 WATER REFORMS UPDATE

#### 1. PURPOSE

For the Council to be informed of proposed changes to the legislated framework surrounding three waters services, and to ratify the submission made on the Local Government Water Services Preliminary Arrangements) Bill.

**MOVED**

That the Council:

1. **Receives** the report.

Deputy Mayor S Cretney / Cr G Ayling

2. **Ratifies** the CDC submission on the Local Government (Water Services Preliminary Arrangements) Bill.

Cr R Cherry-Campbell / Cr D Williams

**CARRIED****7.3 WAIRARAPA ECONOMIC DEVELOPMENT STRATEGY WORK PROGRAMME, OPERATING MODEL, AND MEMORANDUM OF UNDERSTANDING****1. PURPOSE**

For Council to approve:

- a) The work programme for the Wairarapa Economic Development Strategy (WEDS) in FY24/25.
- b) The operating model for WEDS in FY24/25 and beyond.
- c) The Memorandum of Understanding that defines the commitment of the three Wairarapa District Councils and WellingtonNZ to partner to deliver the Wairarapa Economic Development Strategy for the period 1 July 2024 – 30 June 2027, including the work programme for FY24/25, under the operating model.

**MOVED**

That the Council:

1. **Receives** the report.
2. **Agree** the Work Programme for FY24/25, focused on Water Resilience, Food & Fibre, and Workforce.
3. **Agree** the WEDS operating model for FY24/25 and beyond, with oversight provided by a small WEDS Steering Group consisting of Council and place-based and skilled economic development representatives.
4. **Agree** the Memorandum of Understanding for 1 July 2024 – 30 June 2027, including annual funding commitment of \$60,000 plus CPI.
5. **Note** that quarterly and annual reporting will be provided to Council, including work programme delivery and financial reporting.
6. **Note** the existing MoU expiry will be deferred until a new agreement is signed.
7. **Agree** any unspent WEDS budget under the current MoU will be carried over to FY24/25.

Cr D Williams / Cr S Gallon

**CARRIED**

**7.4 REVIEW OF COUNCIL, COMMITTEES, ADVISORY GROUPS AND PORTFOLIO RESPONSIBILITIES FOR THE 2022-25 TRIENNIUM**

**1. PURPOSE**

For the Council to review the committee structure for the remainder of the 2022-25 Triennium.

**MOVED**

That the Council:

1. **Receives** the report.
2. **Notes** a workshop will be held to review the Committee and Advisory Group Terms of Reference.
3. **Reconfirms** the appointments to the council committees, advisory groups and external entities **with the following amendments:**

Committee	Members/Chair	Amendments 26 June 2024
Risk and Assurance Committee	Philip Jones (Independent Chair) Deputy Mayor D Williams (Deputy Chair) Mayor R Mark (ex-officio) Cr G Ayling Cr S Cretney Hurunui-o-Rangi Marae representative	Philip Jones (Independent Chair) Deputy Mayor <del>D Williams</del> <b>S Cretney</b> (Deputy Chair) Mayor R Mark (ex-officio) Cr G Ayling <del>Cr S Cretney</del> Cr D Williams <b>Cr S Laurence</b> Hurunui-o-Rangi Marae representative
Policy and Projects Committee	Cr S Cretney (Chair) Cr S Gallon (Deputy Chair) All other Elected Members Hurunui-o-Rangi Marae representative	
Investment Committee	<del>Independent Chair – TBA</del> Deputy Mayor D Williams (Deputy Chair) Cr L Newman Cr S Laurence Mayor R Mark (ex-officio)	<del>Independent Chair – TBA</del> Deputy Mayor <del>D Williams</del> <b>S Cretney</b> (Deputy Chair) Cr L Newman Cr S Laurence Mayor R Mark (ex-officio)
Water Race Committee	Councillor Deller (Chair) John McFadzean (Deputy Chair) Cr S Gallon Cr S Cretney David Ellison Jill Eastham Neil Wadham	
Hearings Committee	Cr R Cherry-Campbell (Chair)	

	Cr B Deller (Deputy Chair) Cr S Laurence	
Rural Travel Fund Committee	Cr S Cretney (Chair) Cr B Deller (Deputy Chair) Cr S Gallon Cr L Newman	<del>Cr S Cretney (Chair)</del> Cr B Deller (Chair) <del>Cr D Williams</del> <del>Cr B Deller</del> (Deputy Chair) Cr S Gallon Cr L Newman
Community Grants Committee	Cr R Cherry-Campbell (Chair) Deputy Mayor D Williams (Deputy Chair) Cr L Newman Cr G Ayling	Cr R Cherry-Campbell (Chair) Deputy Mayor <del>S Cretney</del> <del>D Williams</del> (Deputy Chair) <del>Cr D Williams</del> Cr L Newman Cr G Ayling
RSA Grants Committee (Carterton and District Returned and Services Memorial Trust)	Deputy Mayor D Williams Cr S Cretney	Deputy Mayor S Cretney <del>D Williams</del> <del>Cr D Williams</del> <del>S Cretney</del>

Advisory Group	Members	Amendments 26 June 2024
People and Places Advisory Group	Cr R Cherry-Campbell (Chair) Cr S Cretney (Deputy Chair) Cr L Newman Cr S Laurence	Cr R Cherry-Campbell (Chair) Cr L Newman (Deputy Chair) Cr S Laurence <del>Cr B Deller</del> <del>Cr S Cretney (Deputy Chair)</del>
Walking and Wheels Cycling Advisory Group	Cr L Newman (Chair) Cr S Laurence (Deputy Chair) Cr S Cretney	
WWTP Advisory Group	Deputy Mayor D Williams (Chair) Cr S Cretney (Deputy Chair) Cr S Gallon Cr G Ayling	Deputy Mayor D Williams (Chair) <del>Cr B Deller (Deputy Chair)</del> <del>Cr S Cretney (Deputy Chair)</del> Cr S Gallon Cr G Ayling
Rural Advisory Group	Cr B Deller (Chair) John Booth (Deputy Chair) – appointed Cr S Gallon Deputy Mayor D Williams Cr G Ayling	

External Committee/Entity	Elected Member Appointee	Amendments 26 June 2024
Wairarapa District Plan Review Committee	Cr B Deller Cr R Cherry-Campbell	
Joint District Licensing Committee	Cr B Deller	<del>Cr B Deller</del>



	<del>Deputy Mayor</del> D Williams	Cr D Williams
Wairarapa Economic Development Strategy Governance Group	Mayor R Mark Cr R Cherry-Campbell (Alternate)	CEO or delegate
Wairarapa Trails Action Group	Cr L Newman Cr S Laurence	Glenda Seville, Community Services Manager Cr L Newman Cr S Laurence
Wairarapa Road Safety Council	Cr S Laurence	
Zone 4 (LGNZ)	Mayor R Mark	
Wairarapa Climate Change Caucus	Cr R Cherry-Campbell Cr G Ayling	
Wellington Regional Waste Minimisation and Management Joint Committee (WCC) and Wellington Regional Waste Forum	Cr S Cretney Mayor R Mark (alternate)	
Mayors' Taskforce for Jobs	Mayor R Mark Deputy Mayor D Williams (alternate)	Mayor R Mark Deputy Mayor S Cretney & Williams (alternate)
Mangatarere Project Team	Cr S Cretney Cr S Laurence	
Destination Wairarapa	Roger Wigglesworth (independent)	
Carterton Creative Communities Funding Committee	Cr G Ayling Cr S Laurence (alternate)	
Wairarapa Policy Working Group	Cr R Cherry-Campbell Cr S Cretney	
Remutaka Transport Group	Mayor R Mark	
Carter Society	Cr S Cretney J Greathead (independent)	
Cobblestones Charitable Trust	Joseph Gillard (independent)	
Future for Local Governance in Wairarapa Working Group	Deputy Mayor D Williams Cr R Cherry-Campbell	Deputy Mayor S Cretney & Williams Cr R Cherry-Campbell
Wairarapa Water Resilience Strategy Working Group	Mayor R Mark Cr B Deller	
Combined Wairarapa Council Working Group		Mayor R Mark Deputy Mayor S Cretney & Williams Cr R Cherry-Campbell
Local Water Done Well Oversight Group	Mayor R Mark (alternate) Cr B Deller	

GWRC Committee	Member	Alternate
Wellington Regional Transport	Mayor	Deputy Mayor
Wellington Region Leadership Committee	Mayor	Deputy Mayor
Civil Defence and Emergency Committee	Mayor	Deputy Mayor
Wairarapa Committee	Mayor	Deputy Mayor
Upper Ruamahanga River Management Advisory Group	Cr Brian Deller Cr S Cretney	N/A
Waiohine River Plan Advisory Group	Cr B Deller Cr R Cherry-Campbell	N/A

Cr R Cherry-Campbell / Cr S Laurence

**CARRIED**

**7.5 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:

- Receives** the report.

Cr B Deller / Cr S Gallon

**CARRIED**

**7.6 UPDATED POLICY ON ELECTED MEMBERS ALLOWANCES AND EXPENSES 2024/25****1. PURPOSE**

For the Council to approve the updated Policy on Elected Members' Allowances and Expenses effective from 1 July 2024 to 30 June 2025.

**MOVED**

That the Council:

1. **Receives** the report.
2. **Adopts** the minor changes in the Policy on Elected Members' Allowances and Expenses 2024/25.

Cr D Williams / Deputy Mayor S Cretney

**CARRIED****7.7 SERVICE REQUESTS AND COMPLAINTS****1. PURPOSE**

For the Council to be informed on Service Requests received from 1 January 2024 to 29 May 2024, and Complaints received from 8 March 2024 to 7 June 2024.

**MOVED**

That the Council:

- Receives** the report.

Cr R Cherry-Campbell / Cr S Gallon

**CARRIED****7.8 LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT REQUESTS****1. PURPOSE**

To inform the Council of the number of requests under the Local Government Official Information and Meetings Act (LGOIMA) 1987 (the Act) 19 April 2024 to 7 June 2024.

**MOVED**

That the Council:

1. **Receives** the report.

Cr S Laurence / Cr L Newman

**CARRIED**

**7.9 CORRESPONDENCE**

**1. PURPOSE**

To note relevant correspondence received by Council.

**MOVED**

That the Council:

1. **Notes** the correspondence received.

Cr D Williams / Cr B Deller

**CARRIED**

**8 EXCLUSION OF THE PUBLIC**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**MOVED**

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<p><b>8.1 - District Licencing Committee List Appointments</b></p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p>	<p>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</p>

Deputy Mayor S Cretney / Cr B Deller

**CARRIED**

**MOVED**

That Council moves out of Closed Council into Open Council.

Cr D Williams / Cr S Laurence

**CARRIED**

**9 KARAKIA WHAKAMUTUNGA**

The meeting closed with a karakia by all councillors.

**The meeting closed at 3.06 pm**

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

**Date: 3 July 2024.....**

DRAFT

## 7 REPORTS



### 7.1 REVIEW OF COUNCIL, COMMITTEES, ADVISORY GROUPS AND PORTFOLIO RESPONSIBILITIES FOR THE 2022-25 TRIENNIUM

#### 1. PURPOSE

For the Council to review the committee structure and Terms of Reference for the remainder of the 2022-25 Triennium.

#### 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 triennium the Council establishes a committee structure. At the Inaugural Council meeting held on 22 October 2022 appointments were made to following committees:

- Risk and Assurance Committee
- Policy and Projects Committee
- Investment Committee
- Water Race Committee
- Hearings Committee
- Community Grants Committee
- Rural Travel Fund Committee

The Council also has four advisory groups which includes elected members and relevant organisations and community groups:

- People and Places Advisory Group
- Walking and Cycling Advisory Group
- Rural Advisory Group
- Wastewater Treatment Plant Advisory Group

Roughly halfway through the triennium, the committee appointments and Terms of Reference was brought to Council on the 26th June 2024 for consideration. Some changes were made to committee appointments and there was further discussion regarding a few of the Terms of Reference's for committees.

Elected Representatives sought more time to consider potential changes and a workshop was scheduled for the 31st July 2024.

This report brings the Terms of Reference for committees and advisory groups back to Council following the workshop.

**4. CURRENT MEMBERSHIP TO COMMITTEES, ADVISORY GROUPS AND EXTERNAL ENTITIES**

The updated committee, advisory group and external membership is as follows:

<b>Committee</b>	<b>Members/Chair</b>	<b>Updated 26 June 2024</b>
Risk and Assurance Committee	Philip Jones (Independent Chair) Deputy Mayor D Williams (Deputy Chair) Mayor R Mark (ex-officio) Cr G Ayling Cr S Cretney Hurunui-o-Rangi Marae representative	Philip Jones (Independent Chair) Deputy Mayor S Cretney (Deputy Chair) Mayor R Mark (ex-officio) Cr G Ayling Cr D Williams Cr S Laurence Hurunui-o-Rangi Marae representative
Policy and Projects Committee	Cr S Cretney (Chair) Cr S Gallon (Deputy Chair) All other Elected Members Hurunui-o-Rangi Marae representative	
Investment Committee	<b>Independent Chair – TBA</b> Deputy Mayor D Williams (Deputy Chair) Cr L Newman Cr S Laurence Mayor R Mark (ex-officio)	<b>Independent Chair – TBA</b> Deputy Mayor S Cretney (Deputy Chair) Cr L Newman Cr S Laurence Mayor R Mark (ex-officio)
Water Race Committee	Councillor Deller (Chair) John McFadzean (Deputy Chair) Cr S Gallon Cr S Cretney David Ellison Jill Eastham Neil Wadham	
Hearings Committee	Cr R Cherry-Campbell (Chair) Cr B Deller (Deputy Chair) Cr S Laurence	
Rural Travel Fund Committee	Cr S Cretney (Chair) Cr B Deller (Deputy Chair) Cr S Gallon Cr L Newman	Cr S Cretney (Chair) Cr D Williams (Deputy Chair) Cr S Gallon Cr L Newman
Community Grants Committee	Cr R Cherry-Campbell (Chair) Deputy Mayor D Williams (Deputy Chair) Cr L Newman Cr G Ayling	Cr R Cherry-Campbell (Chair) Deputy Mayor S Cretney (Deputy Chair) Cr D Williams Cr L Newman Cr G Ayling
RSA Grants Committee (Carterton and District)	Deputy Mayor D Williams Cr S Cretney	Deputy Mayor S Cretney Cr D Williams



Committee	Members/Chair	Updated 26 June 2024
Returned and Services Memorial Trust)		

Advisory Group	Members	Amendments 26 June 2024
People and Places Advisory Group	Cr R Cherry-Campbell (Chair) Cr S Cretney (Deputy Chair) Cr L Newman Cr S Laurence	Cr R Cherry-Campbell (Chair) Cr L Newman (Deputy Chair) Cr S Laurence Cr B Deller
Walking and Wheels Cycling Advisory Group	Cr L Newman (Chair) Cr S Laurence (Deputy Chair) Cr S Cretney	
WWTP Advisory Group	Deputy Mayor D Williams (Chair) Cr S Cretney (Deputy Chair) Cr S Gallon Cr G Ayling	Deputy Mayor D Williams (Chair) Cr B Deller (Deputy Chair) Cr S Gallon Cr G Ayling
Rural Advisory Group	Cr B Deller (Chair) John Booth (Deputy Chair) – appointed Cr S Gallon Deputy Mayor D Williams Cr G Ayling	

GWRC Committee	Member	Alternate
Wellington Regional Transport	Mayor	Deputy Mayor
Wellington Region Leadership Committee	Mayor	Deputy Mayor
Civil Defence and Emergency Committee	Mayor	Deputy Mayor
Wairarapa Committee	Mayor	Deputy Mayor
Upper Ruamahanga River Management Advisory Group	Cr Brian Deller Cr S Cretney	N/A
Waiohine River Plan Advisory Group	Cr B Deller	N/A

External Committee/Entity	Elected Member Appointee	Amendments 26 June 2024
Wairarapa District Plan Review Committee	Cr B Deller Cr R Cherry-Campbell	
Joint District Licensing Committee	Cr B Deller Deputy Mayor D Williams	
Wairarapa Economic Development Strategy Governance Group	Mayor R Mark Cr R Cherry-Campbell (Alternate)	
Wairarapa Trails Action Group	Cr L Newman Cr S Laurence	Glenda Seville, Community Services Manager
Wairarapa Road Safety Council	Cr S Laurence	
Zone 4 (LGNZ)	Mayor R Mark	
Wairarapa Climate Change Caucus	Cr R Cherry-Campbell Cr G Ayling	
Wellington Regional Waste Minimisation and Management Joint Committee (WCC) and Wellington Regional Waste Forum	Cr S Cretney Mayor R Mark (alternate)	
Mayors' Taskforce for Jobs	Mayor R Mark Deputy Mayor D Williams (alternate)	Mayor R Mark Deputy Mayor S Cretney (alternate)
Mangatarere Project Team	Cr S Cretney Cr S Laurence	
Destination Wairarapa	Roger Wigglesworth (independent)	
Carterton Creative Communities Funding Committee	Cr G Ayling Cr S Laurence (alternate)	
Wairarapa Policy Working Group	Cr R Cherry-Campbell Cr S Cretney	
Remutaka Transport Group	Mayor R Mark	
Carter Society	Cr S Cretney J Greathead (independent)	
Cobblestones Charitable Trust	Joseph Gillard (independent)	
Future for Local Governance in Wairarapa Working Group	Deputy Mayor D Williams Cr R Cherry-Campbell	Deputy Mayor S Cretney Cr R Cherry-Campbell
Wairarapa Water Resilience Strategy Working Group	Mayor R Mark Cr B Deller	
Combined Wairarapa Council Working Group		Mayor R Mark Deputy Mayor S Cretney Cr R Cherry-Campbell

Local Water Done Well Oversight Group	Mayor R Mark Cr B Deller (alternate)	
---------------------------------------	---	--

**5. TERMS OF REFERENCE**

The Draft Terms of Reference are in **Attachment 1** with minor amendments outlined in red. Further changes to these Terms of Reference’s may be proposed and voted on prior to Council considering the recommendations below.

**6. CONSIDERATIONS**

**6.1 Climate change**

There are no direct climate change implications from the decisions in this paper.

**6.2 Tāngata whenua**

Membership of the Risk and Assurance Committee and the Policy and Projects Committee includes a Hurunui-o-Rangi Marae representative. These roles include full speaking and voting rights.

A Hurunui o Rangi Marae representative is also invited to Council meetings with full speaking rights, but no voting, rights.

**6.3 Financial impact**

There are no financial impacts.

**6.4 Community Engagement requirements**

The Water Race Committee is currently undertaking an election for three community representatives. It is not advisable to make changes to the Water Race Terms of Reference while this election is taking place. Best practice would see any suggested changes to the Water Race Terms of Reference being discussed with, and considered by, the new Water Race Committee before coming to Council for consideration.

Other than the Water Race, there are no community engagement requirements.

**6.5 Risks**

There are no additional risks associated with the decisions in this paper.

**7. RECOMMENDATION**

That the Council:

1. **Receives** the report.
2. **Adopts** the Terms of Reference for the following committees and advisory groups as outlined in **Attachment 1**.
  - (a) Risk and Assurance Committee
  - (b) Policy and Projects Committee
  - (c) Water Race Committee
  - (d) Investment Committee
  - (e) Hearings Committee
  - (f) Sport NZ Rural Travel Fund Committee
  - (g) Community Grants Committee

- (h) Walking and Cycling Advisory Group
- (i) People and Places Advisory Group
- (j) Rural Advisory Group
- (k) Waste Water Treatment Advisory Group

With the following amendments: xxxx.

3. **Reconfirms** the appointments to the council committees, advisory groups and external entities with the following amendments: **xxxxx**.

**File Number:** 410024

**Author:** Glenda Seville, Community Services and Facilities Manager

**Attachments:** 1. **DRAFT Updated Terms of Reference Committees and Advisory Groups** [↓](#)



## **Committee Terms of Reference**

**2022 – 2025**

*Updated 26 June 2024*

## **Risk and Assurance Committee**

### **Terms of Reference**

#### **Purpose**

To monitor, evaluate and report to the Council on its financial, assurance and risk management policies, systems and processes and oversee the performance of the Chief Executive.

#### **Specific responsibilities**

1. Monitor the identification and management of risks faced by the Council.
2. Monitor the Council's health and safety management system and identification of risks in accordance with the Health and Safety at Work Act 2015 and any substitute legislation.
3. Approve the annual external audit proposal.
4. Review the external auditor's management letter and management responses.
5. Monitor management of the Council's internal financial control environment, and report as appropriate to the Council on compliance with all external audit requirements and statutory responsibilities.
6. Monitor and review the Council's financial policies and financial performance.
7. Review the draft Annual Report prior to consideration by Council, including consideration of reports from external auditors.
8. Consider matters relating to the employment of the Chief Executive, including an annual performance review.

#### **Membership**

The Mayor and three elected members, and a Hurunui-o-Rangi Marae representative with voting rights. The Committee may also have one appointed member who may also be the chair. A member appointed by Council will be on the basis of their skills and experience relevant to the purpose of the Committee. The appointed member, and the Marae representative will be eligible for payment.

#### **Quorum**

Three elected members.

#### **Meeting frequency**

Quarterly, and as required.

.

## Policy and Projects Committee

### Terms of Reference

#### Purposes

To oversee the strategic development and review of policies, strategies, and bylaws.

~~1. Oversee the delivery of major projects.~~

#### Specific responsibilities

1. Oversee the delivery of major projects.
2. Monitor the performance of Council's delivery of the Council's Asset Management Plans.
3. Oversee the development and adoption of policies, plans and strategies (including Wairarapa-wide) to deliver the council's community wellbeing outcomes as specified in the Local Government Act.
4. To review and monitor policies under the Building Act 2004
5. Oversee the development of plans and procedures for the Council's responsibilities under emergency management legislation including providing input into Wairarapa-wide policies and strategies.
6. Monitor the development of Memoranda of Understanding between the Council and other bodies and provide an oversight of other relationships with Carterton groups.
7. Provide an oversight of the implementation of the Wairarapa Combined District Plan and any changes to the plan.
8. Develop, review and monitor Bylaws (including Wairarapa-wide) for adoption by the Council.
9. Develop and approve responses to government legislation proposals and policy issues.
10. Develop a strategy for the operation of the Events Centre and monitor its performance.

#### Membership

The Mayor and all Councillors.

#### Quorum

Five members.

#### Meeting frequency

Six-weekly, or as required.

#### Delegations

1. To adopt council policies plans and strategies.
2. To recommend to Council adoption or amendment of bylaws and Memoranda of Understanding.

## Investment Committee

### Terms of Reference

#### Purpose

To monitor, evaluate and report to the Council on its Long-Term Investment Fund (the Fund).

#### Specific responsibilities

9. Reviewing the Statement of Investment Policy and Objectives annually, including the instructions to the Investment Consultant and Investment Managers and providing any recommended changes to the SIPO to the Council for their review and approval.
10. Determining the allocation of funds to the Fund in partnership with the Chief Executive.
11. Determining the appropriate number of Investment Managers for the Fund and selecting and changing those managers as appropriate on the advice of the Investment Consultant.
12. Monitoring the investment performance of the Fund quarterly against benchmarks and budgets including reviewing reports from the independent investment adviser, the appointed fund managers and the Chief Executive as necessary.
13. Monitoring compliance with limits and permitted investments specified in the SIPO quarterly.
14. Assessing and periodically reviewing the risks of the Fund including the Council's risk profile and monitoring the volatility of the Fund's returns.
15. Authorise the movement of investment funds between the fund managers provided within the limits provided for in the SIPO on the advice of the Chief Executive and Investment Consultant.
16. Ensure compliance with Council's expectations on Responsible and Impact Investing as set out in the SIPO.
17. Periodically review the performance of the Investment Consultant. This should occur at a minimum of 3-year intervals.
18. Reporting to the Council on at least a quarterly basis.

#### Membership

The Investment Committee shall be made up of the Mayor or Deputy Mayor, up to three elected members and one independent voting member, who shall also be Chair. The Committee may also appoint one additional non-voting independent member. Members shall be appointed on the basis of their skills and experience relevant to the purpose of the Committee. The Independent Chair and any appointed member will be eligible for payment.

#### Quorum

Three elected members, or two elected members and the Independent Chair.

#### Meeting frequency

Quarterly within six weeks of March, June, September and December quarter ends, and as required.



## Hearings Committee

### Terms of Reference

#### Purpose

To hear and decide all applications, submissions or objections for any matter other than those matters the Council either retains for itself or sets up a specific Committee to manage.

#### Specific Responsibilities

1. To hear and decide matters in relation to the District Licensing Agency.
2. To hear and decide matters in relation to the Dog Control Act.
3. To hear and decide matters in relation to objections to proposals to close roads under the Local Government Act Transport Regulations.
4. The hear matters in relation to the Reserves Management Act.
5. The hear and decide any other matters the Council requests it to consider.

Note: The Hearing Committee will not hear matters in relation to the Resource Management Act. Hearing Commissioners for those matters may either be a suitably qualified elected representative(s) of an external commissioner. External commissioners will generally be used in the following circumstances:

- i. There are no suitably qualified elected representatives.
- ii. The Council or an individual elected representative may be perceived to have an actual or perceived conflict of interest.
- iii. Determination of objections made under Section 357B relating to local authority charges.
- iv. When matters are outside the technical knowledge or experience of accredited elected representatives.
- v. When one or more accredited elected representative may have, or may be perceived to have, a closed mind on the proposal.

#### Membership of Committee

Three elected members.

#### Frequency of Meetings

As and when required.

## Water Race Committee

### Terms of Reference

#### Purpose

To oversee the management of the Carrington and Taratahi water races and make recommendations to Council as required.

#### Specific Responsibilities

1. To oversee the operation of the Carrington and Taratahi Water Races.
2. To make decisions on applications to alter or modify the water races.
3. To make recommendations to Council on:
  - a. the level of rates and charges for the Rural Water Service activity.
  - b. any changes to, or development of new bylaws in respect to the Carrington and Taratahi Water Races.
4. To develop policy in respect of the water races and recommend these to the **Policy and Projects Committee**.

#### Membership of Committee

- Three elected members.
- Up to four community members elected by water race users.
- Additional co-opt additional member/s if required.

The Chairperson will be an elected member.

The Deputy-Chair will be an elected Water Race community member chosen by the group.

#### Quorum

Two elected members and two community members.

#### Frequency of Meetings

Quarterly.

## Sport NZ Rural Travel Fund Committee

### Terms of Reference

#### Purpose

To make allocations from the Sport NZ Rural Travel Fund to financially assist sports clubs and school teams with transport expenses to local sporting competitions.

#### Specific Responsibilities

To consider applications from Carterton District school club teams and sports club teams with young people aged between 5-19 years who require subsidies to assist with transport expenses to local sporting competitions.

The schools and clubs eligible for the grant they those based in the Carterton District that meet one of the following definitions:

- i. A school club team participating in local sport competition in weekends, that excludes inter school and intra school competitions played during school time; and/or
- ii. A sports club team participating in organised sport competition through club membership outside of school time.

Funding must not be provided for the purpose of travel to regional or national events. Also, funding must not be provided to cover costs associated with payment of coaches or officials, or reimbursement of their expenses (including travel costs).

#### Membership of Committee

Four elected members.

#### Quorum

Three members.

#### Frequency of Meetings

Annually.

#### Delegations

To approve grant applications within the scope of these Terms of Reference and within the applicable policy and allotted budgets.

## Community Grants Committee

### Terms of Reference

#### **Purpose**

To allocate grants funding, under the Council's Financial Grants Funds Policy.

#### **Specific responsibilities**

1. Consider applications for grants funding.
2. Make decisions on the allocation of grants funding.
3. Monitor the use of grants.
4. Assist in promoting the use of the grants fund to community groups.
5. Advise the Council on any relevant changes to the Financial Grants Funds Policy.

#### **Membership**

The Mayor and three elected members.

#### **Quorum**

Four elected members.

#### **Meeting frequency**

Once yearly, and as required.

#### **Delegations**

To approve grant applications within the scope of these Terms of Reference and within the applicable policy and allotted budgets.

## Terms of Reference

### People and Places Advisory Group

#### Background

##### Placemaking Advisory Group

The Placemaking group was set up to carry out place making projects in the central town. It has also developed a Carterton Revitalisation Framework. Last triennium the group made recommendations to the Council on town upgrade projects and oversaw the implementation of those projects. Membership includes elected members and members from Go Carterton.

##### Arts, Culture and Heritage Advisory Group

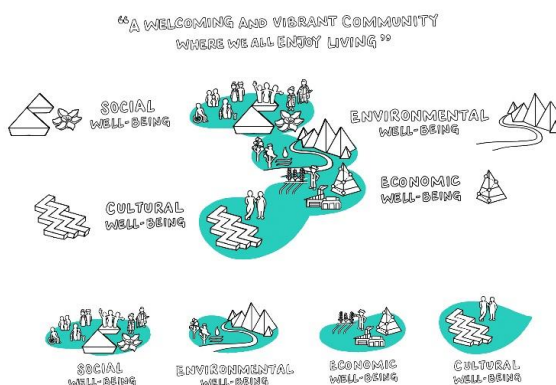
The Arts, Culture and Heritage Advisory Group was set up in 2019, its purpose to promote Arts, Culture and Heritage activities in Carterton. This group reflects the importance of the arts in the Carterton economy and community, and the importance of cultural and heritage considerations in Council activities. Membership includes elected members and members from community groups.

##### Combined Placemaking, Arts, Culture and Heritage Advisory Group

In July 2022 it was decided these two advisory groups be combined to further the work in these areas, and furthermore to actively address the four wellbeings as part of its mandate.

The following community outcomes relate to cultural well-being:

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



## Goals and Vision of the People and Places Advisory Group

### *Vision*

A collective community-based approach to improving neighbourhoods and reinventing public spaces. In addition, telling the stories of people and places throughout the ages in, and around Carterton, with actions being centred around a creative process including arts, culture, and heritage considerations.

### *Goals*

Goal one: To assist the Council to promote placemaking in the Carterton district.

Goal two: To assist the Council to promote arts, culture and heritage activities in the Carterton district.

### *Goal priorities*

Ensure communication and engagement by advisory group members and the community by:

- i) Regular, timely and appropriate meetings and actions.
- ii) Providing advice to council on matters relevant to placemaking and arts, culture and heritage activity.

## People and Places Advisory Group

### 1. Purpose

- To provide support, insight, and guidance to the work of the People and Places Advisory Group members.
- To champion the work of the People and Places Advisory Group within the Council (internal members) and within the community.
- ~~Review and provide guidance towards the annual Implementation Plan.~~
- ~~Oversee and monitor implementation of the Framework.~~
- Provide advice to the Council on major projects in the town centre.
- Co-ordinate/carry out placemaking activities in Carterton.
- Strengthen the approach to public art and reduce gaps in how the Council interacts with the wider arts, culture, and heritage sectors.

### 2. Role of staff members

- Attend People and Places Advisory Group meetings.
- Monitor progress of the People and Places Advisory Group.
- Approve the recommendations for community membership.

### 3. Role of community members

- To ensure the implementation work of the People and Places Advisory Group is genuine, realistic and reflects community need/wants.
- To clearly articulate issues/concerns from the community.
- To provide suggestions and direction for the annual Implementation Plan.
- Review the Carterton Revitalisation Framework and recommend any amendments to Council.
- To provide guidance regarding the strategic goals of the People and Places Advisory Group.
- To provide championship of the People and Places Advisory Group in the community.
- To bring organisational knowledge, experience and insight to the work of the People and Places Advisory Group.

Note: The community members will not be seen as representing the views of the whole of community.

### 4. Recruitment-Membership

- People and Places Advisory Group members will make recommendations to the Chair.
- Potential members will be invited to join the advisory group once approved.

### 5. Selection/criteria for community members

- i) Members will include:
- Up to four elected ~~members representatives~~ to represent community voice
  - One representative from each Carterton group that have a direct interest in placemaking, arts, culture and heritage and projects in Carterton.
  - A representative from the following Wairarapa community organisations (~~but not limited to~~):
    - WaiArt
    - Heart of Arts
    - Limelight
    - Carterton Historical Society
    - Cobblestones
    - Heritage Wairarapa
    - Hurunui O Rangi Marae
    - Lions
    - Rotary
    - Aratoi
    - The Gladstone Project
    - Sunset Cinema
    - KCBG (Keep Carterton Beautiful Group)
    - Wairarapa Word

ii) Interim Members

On occasion there may be projects that community groups or individuals that would like to present to the group, or have support from the advisory group on. People representing such initiatives can attend the advisory group meeting as and when needed.

6. Chair

An elected member will chair the Advisory Group.

7. Term

Three years for community members.

8. Meetings

- Meetings will be held **every 3 months** or as required.
- Information will be sent at least 3 clear working days in advance of a scheduled meeting.
- Members should tender apologies in advance.

9. Administration

Secretarial support will be provided by the Council. Council staff will also provide advice to the Advisory Group, as required, subject to resource availability.

10. Protocols

*Decision-making*

The People and Places Advisory Group may make recommendations **for consideration that will be endorsed by the** by Council. Final decision-making rests with **the** Council.

*Council assets protocols*

For any placemaking activities involving Council assets, Council must **be approve use of** those assets **approached in the first instance** in accordance with its delegations (ie: either by a senior officer with appropriate delegations, the Policy and Projects Committee, or full Council).

*Conduct*

Members will always act in the spirit of collaboration and provide constructive feedback with the aim of progressing the work of the People and Places Advisory Group.

*Conflict Resolution*

Should conflict occur within the working group, the Chairperson will work to resolve the conflict in the first instance.



*Confidential Information*

In the course of their duties members will receive information that they need to treat as confidential. This may be information that is either commercially sensitive or is personal to a particular individual or organisation.

Council staff will ensure that advisory group members are aware which information is confidential. **Sharing of, disclosure or release of confidential information either verbally or in any other form is not permitted.**

*Media*

All media enquiries shall be redirected to Council staff.

*Review*

~~This Terms of Reference will be reviewed after one year of operation.~~

## Walking and ~~Wheels~~ **Wheels** Advisory Group

### Terms of Reference

#### Purpose

To assist the Council to increase walking and wheels in the district, through developing projects to enhance walking and **wheels** facilities and promoting walking and **wheels** in the district.

#### Activities

The Advisory Group's activities include:

- Assisting with the redevelopment and implementation of the Wairarapa Walking and **Wheels** Strategy and the development and implementation of the Carterton Walking and **Wheels** Strategy.
- Leading the promotion of walking and **wheels** in Carterton.
- Engaging the Carterton community in walking and wheels initiatives.
- Developing projects to enhance walking and **wheels** facilities and providing advice to the Policy and Projects Committee on capital projects requiring funding, as appropriate.
- Advising the Policy and Projects Committee on any changes to the Walking and Wheels Strategy.

#### Membership

- Up to three elected members
- Representatives of community groups and individuals with a particular interest in walking and wheels including (but not limited to):
  - Waka Kotahi
  - Greater Wellington Regional Council
  - Walking Access Commission / Herenga-ā-Nuku Aotearoa
  - Wairarapa Road Safety Council
  - Wairarapa Five Towns Trail Network
  - Age Concern Wairarapa
  - Wairarapa Trails Action Group
  - **Positive Aging Strategy Co-ordinator**
  - **Businesses identified by the group eg: South Wairarapa Veterinary Services**
  - **Carterton Schools Collective**
  - **Representative from CDC Roding team**
  - **Wairarapa Walking Festival**
  - **West Taratahi Trails Group**
  - **Skate Park Group**
  - **A young person**
  - **R2R member**
  - **Mums with prams**

- People who walk with sticks
- People who use wheelchairs

Other community groups will attend on an ad hoc basis

An elected member will chair the Advisory Group.

#### **Administrative support and advice**

Secretarial support will be provided by the Council. Council officers will also provide advice to the Advisory Group, as required, subject to resource availability.

#### **Meetings**

Three-monthly, or as required.

## Wastewater Treatment Plant Advisory Group

### Terms of Reference

#### Purpose

To assist Carterton District Council achieve its vision for wastewater storage and disposal, and help to shape and recommend future development opportunities by working collaboratively within the advisory group.

A key focus of the group is to review the efficacy of the Waste Water Treatment Plant (WWTP) operation and discharge regime in terms of avoiding, remedying or mitigating adverse effects from discharges on the environment.

#### Activities

The Advisory Group's activities include:

- Recommending to the Council a strategy to achieve the Carterton District Council's longterm aim of avoiding discharge to surface water, to the maximum extent practicable;
- Receiving information on compliance of the WWTP discharges (a requirement of the Greater Wellington Regional Council [GWRC] consent conditions);
- Considering the need for, and scoping refinements for upgrading the wastewater treatment plant, discharge facilities, or discharge regime;
- Recommending to Carterton District Council, the commissioning of reports to evaluate new technologies or disposal options (including expanded land irrigation) for achieving the Council's long term vision for wastewater disposal.

#### Membership

- 4 CDC elected members (the Mayor and three elected members)
- Representatives of:
  - Rangitāne o Wairarapa
  - Ngāti Kahungunu ki Wairarapa
  - Ngāti Kahukuraawhitia (included post GWRC consent)
  - Wairarapa District Health Board, Public Health
  - Sustainable Wairarapa Incorporated
  - Mangatarere Restoration Society
  - GWRC

An elected member will chair the Advisory Group.

**Voting**

All members will have one vote except for Carterton District Council elected members who will have one vote between them.

**Reimbursement**

Community members (ie, those members not representing a government agency or local government) will be eligible for meeting fees. ~~paid an attendance fee of \$90 (plus GST) for a meeting of four hours or less, or \$180 (plus GST) for meetings over 4 hours.~~

**Administrative support and advice**

Secretarial support will be provided by the Council.

Council officers will provide advice to the Advisory Group, as required.

**Meetings**

Once every year, or as required.

**Note**

Outside of this meeting, as part of the GWRC consent conditions Kahungunu ki Wairarapa, Rangitāne o Wairarapa and Ngāti Kahukuraāwhitia will review the Tangata Whenua Values Monitoring Plan at least annually.

## Rural Advisory Group

### Terms of Reference

#### 1. Purpose

To provide quality and timely advice to Carterton District Council on matters pertaining to the Carterton rural community.

#### 2. Chair and Deputy Chair

An elected member will chair the Advisory Group.

The Deputy-Chair will be an appointed community member.

#### 3. Membership

- Up to four elected members<sup>1</sup>
- Up to four community members appointed by the Advisory Group
- Up to three industry representatives (including Wairarapa Rural Support Group and Wairarapa Federated Farmers)
- One mana whenua representative

An elected member will chair the Advisory Group.

The Deputy-Chair will be an appointed community member.

#### 4. Administrative support and advice

Secretarial support will be provided by the Council.

Council officers will provide advice to the Advisory Group, as required.

#### 5. Meetings

Meetings are held approximately every 8 weeks, or as required.

---

<sup>1</sup> The Mayor is ex-officio and not included in this.



## 7.2 DELAY ADOPTION OF LONG-TERM PLAN 2024-34

### 1. PURPOSE

For the Council to be updated on the delay in obtaining an audit opinion on the 2024-34 Long-Term Plan (LTP), and to note the refreshed, audited LTP is now expected to be tabled for consideration by Council on 18 September 2024.

### 2. SIGNIFICANCE

The matters for decision in this report are part of a decision-making process that will lead to council considering a decision of high significance within the meaning of the Local Government Act 2002, being the adoption of the 2024-34 Long-Term Plan. Officers have undertaken an assessment of the matters in the Significance and Engagement Policy and are of the opinion that the proposal in this report to delay the adoption of the LTP under consideration is significant as it is likely to have a high degree of community interest, and substantially affects rates and debt over the ten years included in the Long-Term Plan.

Community consultation on the draft LTP was undertaken between 5<sup>th</sup> April 2024 and 5<sup>th</sup> May 2024. Engagement with ratepayers on rates setting and delays in invoicing have been ongoing through advertising in print media, social media, our website and directly through letters and email. This engagement will continue throughout the year, with a particular focus on Instalment one.

Management plan to have the final, audited, LTP available to Elected Members and the public in early September prior to the Council meeting considering adoption.

### 3. BACKGROUND

Carterton District Council staff have been working on developing the 2024-34 LTP since early 2023. The LTP process has been impacted by several delays including receiving the new rating valuations from QV, extended deliberations and hearings, delays in completing on-site work by Audit NZ, and a delayed review of Audit NZ work by Office of the Auditor General (OAG). Following the OAG review Audit NZ identified further issues in the LTP that we needed to rectify.

This means Carterton ratepayers rates invoices have been delayed beyond the usual first instalment date of July (normally due for payment in August).

A separate report to Council, '*Delayed Setting of the 2024-25 Rates*' considers options including the implications of moving from four instalments per annum to three. The three-instalment approach would cover the full annual rates amount. This paper is also being considered by Council on 31<sup>st</sup> July 2024.

The proposed Fees and Charges, updated for 2024/25 can be adopted separately from the LTP. A paper is being presented to Council at the meeting on 31<sup>st</sup> July 2024 to consider adopting the updated Fees and Charges schedule.

#### 4. DISCUSSION

##### **Delay in adopting the Long-Term Plan 2024-34**

Due to changes to the Local Government Act 2002 (Schedule 1AA part 8, inserted 17 February 2024) councils now have the option to adopt a Long-Term Plan as late as 30 September 2024, and still meet the legislative requirements. To make that process manageable the initial audit requirements that normally apply to the consultation document were removed.

##### **Impact on collecting rates**

The Long-Term Plan is the mechanism to set rates for the 2024/25 financial year. Delaying the adoption of the LTP means that Council is unable to set rates for the first instalment in August as it normally does. A revised instalment regime for the 2024/25 financial year will need to be put into place.

Matters for Council to be aware of in the delay of collecting rates are:

- There will be disruption for ratepayers having to deal with a different payment regime. This may be challenging for those who pay on a quarterly basis as opposed to more regular automatic payments or direct debits.
- There will be different levels of payment required across the instalments. A reduction to three instalments will increase the amount of each instalment by one third.
- Council may miss out on revenue until the LTP can be adopted and the new rates set. This could lead to a shortfall in cash which will need to be covered by borrowing.
- Water by meter billing for 2024/25 cannot proceed until after the adoption of the LTP and the new rates being set.
- We will need to agree new rates instalment dates for the collection of Greater Wellington Regional Council rates.
- There will be some additional administration and communications costs associated with changing the rates instalments.

##### **Impact of ability to deliver services**

Council will be able to continue most of its operations relying on the plan set for year four of the 2021-31 LTP. The gap in funding will be covered by borrowing if needed, which will incur additional borrowing costs. If required, these additional borrowing costs require prior Council approval as they are not included in the 2021-31 LTP budgets.

Despite the fact the majority of Council operations will continue, there will be impacts, particularly for new work streams not anticipated in year four of the 2021-31 LTP. The delay in the consideration of the 2024-34 LTP may delay procurement processes and the ability to enter into new contracts. Officers have assessed this restriction is not a risk to levels of service over the next three months.



**Annual Report 2023/24 timing**

Council is required to prepare, consider and adopt an Annual Report each year by the 31 October. The purpose of the Annual Report is to compare what Council delivered with what was planned through the LTP or Annual Plan.

Government also recognised those councils delaying their LTP past 30 June would need additional time to complete their Annual Reports. Changes to the legislation provide Councils with the ability to delay adoption of Annual Reports up until 31 December 2024.

Staff are working with Audit NZ to ensure timing of the LTP and Annual Report do not coincide with one another at critical times, given the resourcing requirements these teams have for both deliverables. The plan is to continue with adopting the Annual Report by 31 October 2024.

**Annual Plan 2025/26 timing**

The start the Annual Plan for 2025/26 is due to commence following on from the Annual Report 2023/24 adoption in late 2024 and any further delays in the adoption of both the Annual Report and the LTP may affect Council operations and have a flow on impact into 2025 and local body elections.

**Options**Option One – Progress the current LTP

This option will continue to progress the 2024-34 LTP with a revised date for consideration of 18th September 2024, within the legislative timeframe of 30 September 2024.

This option recognises the considerable effort that has gone into this LTP. Once the LTP is considered and adopted the planned changes to levels of service and critical infrastructure and community services projects can be progressed without further delay.

Option Two - Enhanced Annual Plan 2024/25

Legislation provided an alternative path for Council (also part of Schedule 1AA part 8, inserted 17 February 2024) to develop an Enhanced Annual Plan instead of a Long-Term Plan. The deferred LTP under an Enhanced Annual Plan must have been prepared and adopted by 30th June 2025 – just prior to local body elections - for a period of nine years.

The legislation required a Council resolution for an Enhanced Annual Plan to be made by 30 April 2024 with the adoption of the Plan by 30 June 2024. This option is no longer viable as these dates have since passed.

**Recommended Option**

This report recommends Option One, that Council progresses with the consideration for adoption of the LTP on 18th September 2024.

## 5. CONSIDERATIONS

### 5.1 Climate change

N/A

### 5.2 Tāngata whenua

An important part of the development of the draft LTP to date has been increased engagement with hapu and iwi from early in the process.

It is important that new timeframes are communicated to ensure iwi/hapu, who have also been included in email updates and workshop invites.

### 5.3 Financial impact

There are financial implications of proceeding with a delayed LTP past 30 June 2024 including:

- Short term borrowing may be required to fund projects and services until Council can adopt the LTP and set rates for 2024-25.
- Council may need to delay entering into new contractual arrangements until there is certainty about budgets in the LTP.

The additional expenditure associated with the delay in adoption of the LTP is estimated conservatively at \$72,000 and will be budgeted in the Annual Plan 2025/26.

### 5.4 Communication/Media

This decision has a range of potential consequences for Council and the wider community and needs to be well communicated to help as many people understand what these delays will mean for them.

Media releases and communications to the ratepayers has commenced and will continue as part of the Communications and Engagement Plan previously circulated.

### 5.5 Risks

The most significant risk associated with a delayed adoption of the LTP are the ability to set rates in the normal manner and possible loss of revenue if the first rates instalment is missed or delayed and confusion for ratepayers.

The risk of not adopting an LTP remains, in the event a majority of Elected Members do not support adopting the 2024/25 Long-Term Plan. Management will seek advice on this risk and incorporate this into the paper for Council to consider on 18th September 2024.

### 5.6 Legal Considerations

The Water Services Acts Repeal Act was given royal assent in February 2024. This provides councils with options to mitigate the practical issues associated with the reinstatement of water services if required. This includes the ability for councils to delay the adoption of the LTP until 30 September (three months) and choose not to have the consultation document and supporting information audited prior to public consultation. Adopting by or on 30 September means the Council is meeting the amended legislative timeframe.

### 5.7 Wellbeings

The matter comes within scope of the Council's lawful powers, including satisfying the purpose of Section 10 of the Local Government Act 2002. That section of the Act states that the purpose of local government is (a) to enable democratic local decision-making and action by, and on behalf of communities and (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. It is considered that social and economic well-beings are of relevance to this particular matter.

There are also ongoing risks around staff wellbeing and the ability for the organisation to manage an elongated LTP process further. With a delayed adoption of the LTP there will be greater pressure on staff to deliver an Annual Report in parallel and then move quickly into the preparation of the Annual Plan for the 2025/26 year. These workflow impacts will have impacts on Council's wider workplan, particularly in the Corporate Services team. Senior staff will be very mindful of staff workloads and wellbeing as we manage competing workload pressures.

## 6. RECOMMENDATION

That the Council/Committee:

1. **Receives** the report.
2. **Agrees** to delay the consideration of adoption of the Long-Term Plan 2024-34 to 18 September 2024, meeting the legislative deadline of 30 September 2024.

**File Number:** 409090

**Author:** Karon Ashforth, Corporate Services Manager

**Attachments:** Nil



### 7.3 DELAYED SETTING OF THE 2024/25 RATES

**1. PURPOSE**

The purpose of this paper is to provide options to Council for setting rates instalments and payment timeframes for the 2024/25 rating year. These are proposed to be outside council’s normal instalment dates, due to the delayed adoption of the Long-Term Plan 2024-34.

**2. SIGNIFICANCE**

Council’s Significance and Engagement Policy identifies matters to be taken into account when assessing the degree of significance of proposals and decisions.

Officers have undertaken an assessment of the matters in the Significance and Engagement Policy and are of the opinion that the proposal under consideration is of a low degree of significance.

**3. BACKGROUND**

Carterton District Council staff and Councillors have been working on developing the LTP since early 2023. During this time there have been multiple external factors impacting the local government sector creating significant challenges for the development of LTPs within legislative timeframes. The most significant of these have included ongoing central government reform around Three Waters, the availability of Audit NZ and QV valuers, inflation costs, and the change in government in October 2023.

Council’s due dates for rates instalments were planned as follows:

Instalment	Invoice Date	Due date for payment	Period instalment covers	Penalty date
1	20 July	20 August	1 July – 30 September	21 August
2	20 October	20 November	1 October – 31 December	21 November
3	20 January	20 February	1 January -31 March	21 February
4	20 April	20 May	1 April – 30 June	21 May

**4. DISCUSSION**

Rates cannot be lawfully set for the 2024/25 rating year until the LTP 2024-34 is adopted. This is the reason AP’s and LTP’s are normally adopted at the end of June each year, in time for the new rating year which begins on 1 July.

Section 23 of the Local Government (Rating) Act 2002 (LGRA) provides that rates must be set by a resolution of the local authority and must relates to a financial year or part of a financial year; and be set in accordance with the relevant provisions of the LTP and Funding Impact Statement (FIS) for that financial year.

The LGRA does not contain a statutory deadline by which rates must be set, nor does it say that later adoption of the LTP or AP somehow invalidates the rates. Therefore, Council may set rates and subsequent instalments any time after LTP adoption.

Section 50 of the LGRA also provides an option for when councils have not yet adopted their AP's and LTPs. In the case where no resolution has been made under Section 23, a rates invoice may be issued for not more than 25% of the rates that were payable in the previous year. This can be done if the Council is not able to deliver a rates assessment at least 14 days before the date one calendar year after the date when the first payment of rates for the previous year was payable.

In the case of CDC, Instalment 1 of last years' rates was due on 21<sup>st</sup> August 2023. Under S50 of the LGRA, Council could legally invoice 25% of last years rates no later than 7<sup>th</sup> August 2024. There are however significant practical challenges with this option – the most serious being our software system is unable to issue a S50 invoice based on last years rates, followed by three instalments of 2024/25 Rates at a different rate and with a different property value.

Section 24 of the LGRA requires Council to set the due dates for rates payments through the rates resolution. Because the rates resolution was not adopted by 30 June 2024 and the usual date for issuing the first instalment has passed, the following must be reviewed:

- Due dates for payment,
- The coinciding penalty dates, and
- The periods that the instalments cover

Based on this information it is considered that there are two options (the status quo is not an option).

**5. OPTIONS ANALYSIS**

Option One

Change the number of instalments from four to three:

- Keep the current model that ratepayers are familiar with as unaltered as possible
- Do not issue Instalment One
- Maintain the current instalment dates for two, three and four
- Spread the annual rates over the three remaining instalments
- The due dates will remain as:
  - 20 November 2024
  - 20 February 2025
  - 20 May 2025

Council officers believe that this is the least confusing instalment change for the community and we have analysed this option with these proposed instalments.

Instalment	Invoice Date	Due date for payment	Period instalment covers	Penalty date
1	20 October	20 November 2024	1 July – 31 October	21 November 2024

2	20 January	20 February 2025	1 November– 28 February	21 February 2025
3	20 April	20 May 2025	1 March -30 June	21 May 2025

Option Two

Use of Section 50 of the LGRA:

- Issue the first instalment at 25% of the previous year
- Complete a second rates setting after LTP adoption

Technically this option remains available to Council, however there are several complexities and challenges with this option:

- There are additional costs associated with setting, invoicing and collecting two different rates in one year.
- Communicating the different rates instalments with ratepayers will be difficult, and is likely to result in a significant increase in frustrated customers, complaints and late payments.
- The Magiq software system configuration is unable to manage two different rates during one fiscal year.
- The first instalment of rates can only be assessed on properties that were rated in the previous year (i.e. no subdivisions post 1<sup>st</sup> July 2023 can be included). The first instalment cannot be more than 25% of the annual rates for last year. Updated property valuations and additions to the rating base would be excluded.
- Property owners applying for rebates cannot use the first instalment notice to apply for their 2024/25 rates rebate, as technically the 2024/25 have not been “set”.

**Recommended Option**

This report recommends Option One, that Council changes the number of instalments from four to three.

**6. NEXT STEPS**

The delayed adoption of the LTP places Council in the position of having less time to collect the 2024/25 annual rates.

Option one (dropping instalment one) will have the least impact on ratepayers and would still be relatively consistent with the status quo. The annual rates would be collected in three equal instalments and the due paid dates can be moved to accommodate this change.

Option two comes with the significant risk of causing confusion amongst ratepayers, a much greater workload for staff, and the challenge that implementing this option in our software system is not viable with our current financial system.

Management have sought legal advice on the late setting of rates for 2024.25, and this is included as **Attachment 1**.

## 7. CONSIDERATIONS

### 7.1 Climate change

Climate change is not a consideration for this resolution.

### 7.2 Tāngata whenua

An important part of the development of the draft LTP to date has been increased engagement with hapu and iwi from early in the process.

It is important that new timeframes are communicated to ensure iwi/hapu. Iwi / hapu have been included in email LTP updates and workshop invites.

### 7.3 Financial Impact

The conservative financial impact of Option One associated with the delay of the LTP and setting of rates over three instalments is a one-off cost estimated at \$72,000.

Conservatively estimated costs include:

- \$46K interest cost on \$3.2m of additional debt to manage cashflow for the period of three months;
- \$5K administration expenditure and financial system support costs;
- \$21k external financial and legal support.

These estimates do not include costs for internal resources, nor does it include any additional costs from Audit NZ. This estimate has been calculated using several assumptions, such as the proportion of ratepayers who pay early. Management anticipates there will be minimal costs to change the number of instalments in the software system (and then back again).

The expenditure outlined will be funded as part of the Annual Plan for 2025/26 once the final impact has been calculated.

### 7.4 Engagement and Communications/Media

Taking into consideration the above assessment, that the decision is of a low degree of significance, officers are of the opinion that no further engagement is required prior to Council making a decision.

After Council has made a decision on the updated instalment due date regime, further communication with ratepayers will commence to let them know that their first invoice will be issued later than usual. We will continue to encourage customers to use monthly direct debits to help them manage their cash-flow and the change in the number of rates instalments.

Communication will be carried out as part of the engagement plan with our community.

### 7.5 Risks

The dates provided in this paper are based on the LTP 2024-34 being adopted on the 18<sup>th</sup> September 2024. If the LTP is not adopted before the 30<sup>th</sup> September legislated deadline, rates will not be set by Council resolution, and Council will not be able to issue rates invoices as set out in this paper. Further risks associated with not adopting the LTP before the 30<sup>th</sup> September will be outlined in the Council paper considering adoption of the LTP (anticipated to be on 18<sup>th</sup> September 2024).

## 7.6 Wellbeings

The matter comes within scope of the Council's lawful powers, including satisfying the purpose of Section 10 of the LGA. That section of the Act states that the purpose of local government is (a) to enable democratic local decision-making and action by, and on behalf of communities and (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. It is considered that social and economic well-beings are of relevance to this particular matter.

## 8. RECOMMENDATION

That the Council:

1. **Receives** the report
2. **Adopts** the recommendation that Council collect rates for the 2024/25 rating year over three (3) equal instalments with due dates 20 November 2024, 20 February 2025, and 20 May 2025.

**File Number:** 409103

**Author:** Karon Ashforth, Corporate Services Manager

**Attachments:** 1. Simpson Grierson Opinion - Late Setting of the Rates [↓](#)





## Our advice

<b>Prepared for</b>	Geoff Hamilton, Chief Executive, Carterton District Council
<b>Prepared by</b>	Mike Wakefield and Judith Cheyne
<b>Date</b>	25 July 2024

PRIVILEGED AND CONFIDENTIAL

### Rates and the late adoption of the LTP

<b>Background</b>	<p>Due to an issue identified through the audit process, the Carterton District Council (<b>Council</b>) is now proposing to delay the adoption of its 2024-34 Long Term Plan (<b>2024 LTP</b>). It is expected that the 2024 LTP will now be adopted in late-August or mid-September.</p> <p>We provided email advice to the Council on 10 July 2024 which addressed the exercise of Council's powers between 30 June and the date of adoption of the 2024 LTP. This advice addresses issues associated with the late setting of rates by the Council. In addition, this advice addresses matters relating to the Council's collection of rates for the Greater Wellington Regional Council (<b>GWRC</b>), which has already set its rates and the relevant due and penalty dates.</p>
<b>Questions and answers</b>	<p><b>Q1. How can the Council deal with the setting and collection of its rates, and the collection of GWRC rates, in the event of late adoption of its LTP?</b></p> <p>In light of the above context, there would seem to be four options overall:</p> <ul style="list-style-type: none"> <li>• If administratively (and technically) possible, the Council could issue the rates assessments and invoices for the first GWRC 2024/25 rates instalment only, as per the existing GWRC resolutions. This would not collect any of the Council's rates however, with those being collected over three instalments.</li> <li>• As an adjunct to the first option, and if it is possible, invoices could also be issued for the Council's rates, through a section 50 invoice. This option would still require a separate rates assessment and invoice for GWRC.</li> <li>• If it is not possible to issue an invoice in time for the first GWRC instalment, then both the Council and GWRC could decide to issue a section 50 invoice, on the same date.</li> </ul>



- If neither of these options are available, both the Council and GWRC could modify their approach and collect their 2024/25 rates across 3 instalments (on the intended dates). For clarity, and to remove any risk of challenge, GWRC should amend its current resolutions to reflect that change.

For either option, there would need to be clear communications with ratepayers, and the rates invoices would need to carefully explain the approach taken, and how the 2024/25 rates are being collected.

**Q2: Can the Council make use of section 50 of the Local Government (Rating) Act 2002 (LGRA)?**

The timing prerequisites in section 50(1) are met for both the Council and GWRC, and so both could decide to issue a one-off invoice for up to 25% of the Council’s previous years’ rates under section 50. This would mean that both councils are able to continue to collect revenue until such time as the Council’s 2024/25 rates are set, before collecting the 2024/25 rates in the normal way.

The use of section 50 comes with some complexity (including additional invoice content requirements, and potential technical challenges), but would assist to smooth the cost of the financial year’s rates across four instalments. If section 50 is relied on a resolution should be made to provide clear authority to officers to send the invoices and make associated decisions.

**Q3. Should the Council move to three instalments for the 2024/25 year? If the Council does this, how does it deal with invoicing GWRC Rates?**

Resolving to collect rates across three instalments for the 2024/25 year could prove administratively easier. In deciding to use section 50 versus shifting to three instalments, the Council will need to consider its access to financial reserves to ensure ongoing operation, and comply with the decision-making requirements in the LGA, including an assessment of the advantages and disadvantages, and community views.

If the Council cannot deliver the GWRC rates invoice separately from its own, and decides to move to three instalments, GWRC may also need to change its rates resolutions to provide for three instalments to align with the Council.

**Please call or email to discuss any aspect of this advice**

**Mike Wakefield**  
Partner

+64 4 924 3598  
+64 22 355 1231  
mike.wakefield@simpsongrierson.com

**Partner Reference:** M Wakefield

**Judith Cheyne**  
Senior Associate

+64 3 968 4049  
+64 21 262 3631  
judith.cheyne@simpsongrierson.com

**Partner Reference:** M Wakefield



Reasoning explained

**Section 50 provides a means by which the Council can collect rates prior to setting its 2024/25 rates**

- 
1. The purpose of section 50 of the LGRA is to provide a means by which local authorities can continue to receive rates revenue even though there may be some delay with normal rate setting processes.
  2. Section 50 of the LGRA states:
    - (1) A local authority may deliver a rates invoice for not more than 25% of the rates that are payable in the previous year if it is not able to deliver a rates assessment at least 14 days before—
      - (a) the date on which the first payment of rates for the current year is payable in a case where the rates have been set by resolution of the local authority under section 23; or
      - (b) the date 1 calendar year after the date when the first payment of rates for the previous year was payable in a case where no resolution has been made under section 23.
    - (2) A rates invoice delivered under subsection (1) must comply with section 46(2), except that, instead of the information required by paragraphs (d) and (e) of that section, the rates invoice must state that the invoice is based upon the rates payable in the previous year.
  3. Section 50 provides for an exception from section 23 of the LGRA, so that in the circumstances described in subsection 50(1), the invoiced rates can be based on the previous financial year's rates.
  4. GWRC has set its 2024/25 rates for the Carterton District, as well as the due dates and penalty dates (which the Council was proposing to adopt). The Council has not yet adopted its LTP, and so has not been able to set its rates for the 2024/24 year.
  5. In the event that the Council cannot collect the first GWRC rates instalment (which we understand to be the case), section 50(1) provides an option to allow rates to be sought for both GWRC and the Council as:
    - 5.1 For GWRC, which has set its 2024/25 rates, section 50(1)(a) can be used if a council is unable to deliver its rates assessments at least 14 days before the first instalment date. The first instalment for the GWRC rates for the Carterton District is due on 20/21 August, and if the rates assessment cannot be delivered 14 days before then, a section 50 invoice for up to 25% of the previous year's rates can be issued.
-




---

5.2 For the Council, as the 2024/25 rates have not been set, section 50(1)(b) can be relied on if it cannot deliver rates assessments by the date that is 14 days before the date 1 year after the 2023/24 rates were payable. That date is 7 August, being 14 days before the first instalment date for 2023 of 21 August. As the Council will not be in a position to set its rates and issue the first instalment invoice by that date, a section 50 invoice could be issued.

- 6. The use of section 50 may provide a benefit to ratepayers, in that it will spread the cost of annual rates over the usual four instalments (even though the other instalments after the 2024 LTP is adopted may be higher amounts).
- 7. In deciding whether to use section 50, or the other option we discuss below, the Council should consider its funding needs and the financial impact on ratepayers, and observe the decision-making requirements in Part 6 of the LGA.

---

**A resolution should be made if section 50 is used**

- 8. While the LGRA does not expressly require that councils make resolutions in relation to the use of section 50, in our view a resolution should be made so that council officers are clearly authorised to issue the section 50 invoices. A decision will also need to be made on whether the invoice should be for 25%, or less, of the 2023/24 rates, as well as the due date for payment.<sup>1</sup>
- 9. If section 50 is to be used, both the Council and GWRC should make resolutions and the usual reporting and meeting processes would apply. However, as GWRC has already set its rates, it may need to take an additional step, because at least the first of the instalment dates in its existing resolutions may no longer be accurate (for its 2024/25 rates).

---

**Other process requirements if section 50 is used**

- 10. In the event that section 50 is used, when the Council is ready to send rates invoices, they will be delivered to ratepayers in the normal way. The content of a section 50 invoice will, however, have some differences compared to the content of a normal rates invoice (see section 50(2), above).
  - 11. We have considered what the use of section 50 would mean for the existing resolutions made by GWRC. It is not clear on the face of the LGRA whether GWRC would need to amend and replace its existing resolutions to remove the first instalment date, or whether it could simply ignore the previous due date (which would not apply given the section 50 invoice being issued).
- 

<sup>1</sup> We have covered the process, including these and other issues, in detail in our advice to Taituara on section 50, which we understand was circulated to councils in late 2023.



- 
- 12. Our current thinking is that the section 50 invoice would simply replace the first instalment for the 2024/25 rates, without GWRC needing to amend its existing resolutions. The reason we have formed this view is that the section 50 invoice will need to include the additional content required by section 50(2), being:

... instead of the information required by paragraphs (d) and (e) of the section, the rates invoice **must state that the invoice is based upon the rates payable in the previous year.**

- 13. The indication from this provision is that the section 50 is a replacement for the first “normal” invoice, and that the rates received should be accounted for as 2024/25 rates. While any rates received will not be directly connected to the setting and assessing of the actual rates for the 2024/25 rating year, those payments will need to be accounted for and recorded as rates paid for the 2024/25 year.
- 14. The balance of the 2024/25 rates will then be recovered through the remaining “normal” instalments (with the due dates resolved in the usual way).
- 15. The Council will also need to be aware that it cannot send section 50 invoices to ‘new’ rating units (ie section 50 rates can only be sought from the rating units that existed for the purpose of 2023/24 rates). What this means is that for new rating units, their 2024/25 rates will need to be collected through the normal (non-section 50) instalments (ie the balance of the instalments for the 2024/25 year).
- 16. If the Council has any volumetric water rates, we recommend the section 50 resolution exclude volumetric water. The volumetric rates can continue to be invoiced on a volumetric basis, once the 2024/25 rates have been set, although it would need to be on a slightly different cycle from normal. (If any meter reading dates cannot be delayed you could simply change the relevant billing and due dates, and essentially putting the readings ‘on hold’ until they can be billed.)

**It is possible to move to a 3- instalment approach for the 2024/25 year, subject to Council making a resolution to that effect, and explaining the**

- 
- 17. Whether the Council decides to rely on section 50 or not, it can resolve for the 2024/25 rates to be payable in three equal instalments, with the due dates based on the instalment dates for the last three (of the usual four) instalments.
  - 18. In making this decision, the Council should comply with the decision-making requirements of Part 6 of the LGA. The Council should consider the advantages and disadvantages of both options.
  - 19. If the Council does not need the revenue that section 50 invoices would provide, then it could be appropriate to change the instalments for the
-



**impact for ratepayers**

2024/25 year. Under section 78 of the LGA the Council should consider the views of the community in relation to a decision to use three instalments, instead of four.<sup>2</sup>

- 20. While a lesser number of instalments will result in a higher invoice amount, ratepayers could decide to make voluntary payments in the meantime, if they would prefer to ‘spread’ the cost of rates across the financial year. The Council may want to keep the public informed about their options, and how they can decide to pay rates, so that there is an understanding of the implications and processes that may reduce any financial pressure on ratepayers.
- 21. We are aware that the Council has already shared on its website the potential that it “will likely” change to three equal payments for the 2024/25 year, and that it has advised that payments can be made at any time. There may be benefit in observing in the same Q&A section that choosing to pay at any time, outside of the final instalments, will assist with smoothing the payments across the year.
- 22. In the event that the Council accepts, or arranges new, direct debit payments for the 2024/25 rates that have not yet been set, until such time as the 2024/25 rates have been set (and if a section 50 invoice is not issued), it should be made clear to ratepayers that any payment will be voluntary, and held by the Council in respect of the Council’s 2024/25 rates that will be set at (date).

**What implications arise for the collection of GWRC rates, if the Council decides to move to three instalments for 2024/25?**

- 23. As you have identified, a potential difficulty arises because GWRC’s rates resolutions provide for four equal instalment dates, which have been set by resolution.
- 24. In our view there are three options available to address the GWRC rates. Those are:
  - 24.1 If it is possible, that the Council issue invoices for the GWRC 2024/25 rates only on the first instalment date. If this is possible, then no issue arises for GWRC (but the invoice will not reflect the Council’s 2024/25 rates).
  - 24.2 If it is not possible for the Council to issue invoices in time for the first GWRC instalment, then GWRC could decide to issue a section 50 invoice, on the same date as the Council.
  - 24.3 If neither of these options are available, GWRC could decide to amend its current resolutions, and the first instalment date, so

<sup>2</sup> Compliance with section 78 does not necessarily require consultation with the community, if the Council has an understanding of what those views might be.

---

that the collection of its 2024/25 rates aligns with the instalments for the Council's 2024/25 rates.

25. We have already discussed section 50 above, and so do not address that further.
  26. In terms of amending the current GWRC resolutions, GWRC could either reset its rates under section 119 of the LGRA (which is discussed further below), or it may be able to make its due date decision again, in reliance on section 46 of the Legislation Act 2019. At a high level:
    - 26.1 Section 119 authorises the resetting of rates where a council determines it is desirable to set the rate again because of an irregularity in setting the rate, a mistake in calculating the rate, or a relevant change in circumstances.
    - 26.2 Section 46 gives the Council the power to do any act to 'correct an error or omission in a previous exercise of [a statutory] power' (noting that the power can usually only be exercised once).
  27. While it is arguable that an error was made when GWRC set its instalment dates for the Carterton District, the counterfactual is that there was no error – as at that time GWRC had the best available information from the Council, and the resulting error is a consequence of matters outside of GWRC's control (and an issue of timing).
  28. On balance, we prefer the use of section 119 of the LGRA. There is clearly a change in circumstances here that could warrant the resetting of instalment dates. If necessary, it could also be argued that there is an irregularity, in terms of the first instalment for GWRC not reflecting the actual date resolved by the Council after its 2024 LTP is adopted, and rates set.
  29. A precondition of using section 119 is that setting the rate again would not increase the amount of rates assessed to any rating unit and the resetting process is undertaken in the same financial year. Both preconditions would be met in this situation.
  30. Section 119 sets out the process to be followed. GWRC must give 14 days' public notice of its intention to set the rate again, and, like a section 46 decision, it would need to comply with its Standing Orders for the revocation and alteration of resolutions.
  31. In our view, and if the Council and GWRC were to agree to move to a three instalment approach (and not use section 50 invoices), using section 119 would be appropriate to reflect the changed circumstances, rectify any irregularity (if that could be argued), and lead to a robust
-



---

basis on which to argue that the rates were properly set and recoverable.

32. In the event that this approach were taken, we would recommend that GWRC (for clarity reasons) also remove the first instalment date as that would no longer be applicable.
  33. Finally, we note that as the rates resetting process would be completed before the rates assessments are issued, there will be no need to correct the rates record for any rating unit, which would otherwise be required under section 119(5) LGRA.
-





## 7.4 2023/24 BUDGET CARRYFORWARDS

### 1. PURPOSE

For the Council to approve the proposed carry forward of capital expenditure and operating expenditure of projects from the 2023/24 fiscal year which are yet to be completed.

### 2. SIGNIFICANCE

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

### 3. DISCUSSION

The capital budgets approved as part of the 2023/24 Annual Plan were prepared on the basis that work was usually expected to be completed within that financial year i.e. before 30<sup>th</sup> June 2024. Delays to planned works occur due to a number of factors including re-prioritisation of resources, weather, contractor availability, design and compliance complications, procurement challenges and illness affecting both staff and contractors. Some projects are expected to run over multiple years, due to the nature of the work. It is not always possible for all projects to start and finish neatly between 1<sup>st</sup> July and 30<sup>th</sup> June each year.

Some of the 2023/24 projects are underway, but have not yet been completed. Others have yet to be started. All projects that are recommended to be carried forward into 2024/25 are, in the opinion of Management, still required. These projects relate to our ongoing asset management, regulatory compliance, catering for growth or improving levels of service to our community.

Without the budgets for these capital projects also being carried forward, the projects listed below will be stopped. This is because without a budget approval (carried forward) any additional cost would be deemed unbudgeted expenditure having no delegated authority.

Funding for the projects listed below has already been allocated as part of the Annual Plan from a range of sources including grants, subsidies, reserves, and / or rates. Where capital expenditure was to be funded from borrowing, loans will still be required (i.e. loans have not been drawn down in advance).

Resource consents often take significant investments of both time and money to retain. Projects that renew our resource consents are capitalised on Councils balance sheet. The Kaipaitangata Water Treatment Plant and Water Races are both in the process of renewing the resource consents, but the new consents have not yet been issued.

Three operational budgets are proposed to be carried forward into 2024/25. This includes the remainder of the approved WWTP legal expenditure budget, the Parks

team project of telling Māori stories, and the remainder of the Cyclone Gabrielle emergency works for roading.

Staff have yet to complete, and have audited, the 2023/24 Annual Report which includes the full year financial statements. Completing this work may result in the carry forward budget estimates below changing. In the event changes occur, these adjustments to carry forward amounts will be brought back to Council for consideration when recommending the adoption of the 2023/24 Annual Report.

#### **4. CONSIDERATIONS**

##### **4.1 Climate change**

No climate change considerations.

##### **4.2 Tāngata whenua**

Telling Māori stories is an important element of maintaining and developing our relationship with mana whenua in our rohe. This project is already underway with commitments made for the caving of pouwhenua planned for installation at the Ngatawhai Reserve, in conjunction with the story of the reserve. Further works are being planned for Flat Point and historic urupā on Admiral Hill.

##### **4.3 Financial impact**

Carry forward items were included in the 2023/24 budget via the Annual Plan and have been funded and rated for as required. Approving carry forwards will have no additional impact on rates.

As mentioned above, where some or all of the project is to be funded via borrowing this will not be drawn until needed. Projects funded from reserves are treated in a similar way, with the charge against reserves not occurring until the project is underway and incurring costs.

##### **4.4 Community Engagement requirements**

No community engagement requirements. These carry forward projects were included in the previous Annual Plan.

##### **4.5 Risks**

There are risks in attempting to complete the 2024/25 capital programme as well as the 2024 capex carry forwards. Delays in considering the adoption of the Long-Term Plan create additional risks to the delivery of capital works. However with the LTP delay occurring at the start of the fiscal year, in winter, the impact is not viewed as significant at this stage.

Management plan to manage the risks around delivery of capital projects closely through forward planning, prioritising resources appropriately, oversight and reporting and ensuring projects scopes are clearly defined.

We will continue to update Elected Representatives with any changes in the overall plan, and individual projects, throughout the year.

**5. RECOMMENDATION**

That the Council:

1. **Receives** the report.
2. **Approves** the carry-forward to 2024/25 budgets of the following capital expenditure:

<b>Project</b>	<b>Amount to Carry forward</b>
	<b>\$000</b>
Library - Equipment	25
Library - Office/workroom	72
Event Centre - Facility	18
All Parks - Skatepark Redevelopment	80
Combined District Plan - Direct Costs of Review	54
Carterton District Trails	279
Wastewater Reticulation Projects	81
Water Reticulation and mains replacement Projects	128
Waste - Transfer Station Facility	54
WTP Kaip treatment facilities	54
WTP Kaip Resource consent	154
Rural Water Supply - Projects	148
Roading - Resilience planting	12
<b>Total Capital Projects to Carry Fwd.</b>	<b>1,160</b>

3. **Approves** the carry-forward to 2024/25 budgets of the following operational expenditure:

<b>Opex</b>	<b>Amount to Carry forward</b>
	<b>\$000</b>
WWTP - legal Expenditure	153
Governance Projects - telling Māori stories	60
Roading - Emergency Works	991
<b>Total Operational Projects to Carry Fwd.</b>	<b>1,204</b>

**File Number:** 410258  
**Author:** Kyra Low, Finance Manager  
**Attachments:** Nil



## 7.5 ADOPTION OF FEES AND CHARGES FOR THE 2024/2025 FINANCIAL YEAR

### 1. PURPOSE

For the Council to set the fees and charges schedule for the 2024/2025 financial year

### 2. SIGNIFICANCE

The matters for decision in this report have been through public consultation under a special consultative procedure, in accordance with section 82 of the Local Government Act 2002.

### 3. BACKGROUND

Council usually adopts its schedule of fees and charges alongside its Long-Term Plan (LTP). As detailed in a separate paper, adoption of the LTP has been delayed. The schedule of fees and charges can be adopted separately, according to Local Government Act 2002, Section 150, subsection 3:

(3) Fees provided for in subsection (1) must be prescribed either—

(a) in bylaws; or

(b) following consultation in a manner that gives effect to the requirements of section 82. [Section 82 refers to the Principles of consultation].

### 4. DISCUSSION

Council sets fees and charges for our services, enabled by various legislation. Fees and charges are typically a cost-recovery mechanism and cannot over-recover the cost of providing the service. For most of Council's activities, fees, and charges only part-pay for the cost of a service, with rates funding the remaining costs. Fees and charges should align with Council's Revenue and Financing Policy, or otherwise, Council should consider amending that policy or adjusting over time to align with the policy.

Council wants to minimise rate increases wherever possible and has indicated that it will continue to review all user fees and charges on an ongoing basis. The proposed fees and charges reflect the outcome of this review process.

Council's user fees and charges are updated each year. Updates reflect changing circumstances, Consumer Price Index (CPI) adjustments, legislative requirements, removed fee requirements, and benchmarking with other Councils. Inflation adjustment and rounding has also been applied.

In general, the fees and charges have been reviewed and adjusted in line with inflation at 5%. Excluded from this CPI increase are Animal Control and Community fees. All fees are GST inclusive, unless otherwise stated

Fees and charges are set under a range of empowering legislation, including:

- Impounding Act 1955
- Building Act 2004
- Resource Management Act 1991
- Sale and Supply of Alcohol (Fees) Regulations 2013
- Health (Registration of Premises) Regulations 1966
- Food Act 2014
- Public Places Bylaw (and other bylaws re Water Supply etc, if applicable)
- Gambling Act and Racing Industry Act
- Burial and Cremation Act 1964 (if fees set via bylaws under that Act)
- Local Government Official Information and Meetings Act 1987 (information requests and LIMs)
- Local Government (Rating) Act 2002
- Land Transport (Certification and Fees) Regulations 2014 (Overweight vehicle permits)
- Other fees in the schedule appear to be fees set using the Council's general power of competence under section 12 of the Local Government Act 2002.

#### **5. PROPOSED SCHEDULE OF FEES AND CHARGES**

Increases to many fees and charges are proposed to reflect increasing costs of these activities and to ensure that the share of funding from fees and charges aligns with the proportions set out in the Revenue and Financing Policy.

The attached Draft Fees and Charges Schedule 2024/25 sets out the proposed fees to apply from 1 August 2024. It also identifies what the change is from the current fee [for 2023/24] and what the difference is.

Some new fees and charges are proposed, and some changes to the wording of fees and charges are identified by tracked changes. Animal control (including dog registration) fees have already been adopted by Council for consultation, as these have a requirement to be adopted by the end of May 2024.

[https://carterton.infocouncil.biz/Open/2024/05/CO\\_20240501\\_AGN\\_3280\\_AT\\_WE\\_B.htm](https://carterton.infocouncil.biz/Open/2024/05/CO_20240501_AGN_3280_AT_WE_B.htm)

#### **6. JOINT WAIRARAPA SERVICES**

Carterton District Council shares library services with South Wairarapa District Council and recycling services with the other Wairarapa Councils. Each Council and their contractors have not increased their fees and charges yet. Adoption of fees and charges would also allow Masterton and South Wairarapa Councils to make the necessary amendments.

#### **7. OPTIONS**

Adoption is sought to ensure alignment with Council's Revenue and Financing Policy and the draft Long Term Plan. It will form part of the supporting information for the Long Term Plan that Audit NZ will review. Adoption is desired today to allow for rises in the costs of providing services for all Wairarapa District Councils.

Council can either:

- 1) adopt the draft Fees and Charges Schedule 2024/25

2) direct staff to make changes or provide additional information.

If agreement on a draft for consultation cannot be reached today, officers will provide additional information and seek adoption at a special Council meeting to avoid missing or delaying adoption of the Long Term Plan 2024-2034.

It is important to note that if the recommendation is not accepted, then the unfunded costs of consent processing will have to be covered by rates till such time as the Fees and Charges are adopted. This results in ratepayers effectively funding private development to a greater extent than that envisaged by the Council's Revenue and Financing Policy. While the users of the services in question will consequently have to pay more, this is preferable to funding them through rates

## 8. CONSIDERATIONS

### 8.1 Climate change

No issues have been identified.

### 8.2 Tāngata whenua

No issues have been identified that are specific to tāngata whenua in relation to this report.

### 8.3 Financial impact

Adoption of the Fees & Charges and costs associated with the engagement process have been included in the current budgets. The- resolution enables Council to set fees and charges for the 2024/25 year.

### 8.4 Community Engagement requirements

A special consultative procedure has been followed. The adopted schedule of fees and charges will be published on the Council's website.

### 8.5 Risks

No specific additional risks, but as noted that if the recommendation is not accepted, then the unfunded costs of providing services will have to be covered by rates till such time as the Fees and Charges are adopted.

## 9. RECOMMENDATION

That the Council/Committee:

1. **Receives** the report
2. **Adopts** the Fees and Charges schedule for the 2024/2025 year to come into effect on 1 August 2024.

**File Number:** 409516

**Author:** Solitaire Robertson, Planning and Regulatory Services Manager

**Attachments:** 1. Fees and Charges 2024/2025 [↓](#)



## **Carterton District Council**

# **Schedule of Fees and Charges 2024/25**

*From 31 July 2024*

User fees and charges are used to recognise that there is a private benefit from the operation of the variety of services provided by the Council to the community. User fees revenue reduces the rates revenue required to be collected from ratepayers.



This proposal summarises the key changes to user fees and charges proposed for the year beginning 1 July 2024.

User fees and charges are used to assist the operation and maintenance of a variety of services provided to the community. User fee revenue reduces the rate revenue required to be collected from ratepayers.

Council wants to minimise rate increases wherever possible and has indicated that it will continue to review all user fees and charges on an ongoing basis. The proposed fees and charges reflect the outcome of this review process.

Council's user fees and charges are updated each year. Updates reflect changing circumstances, Consumer Price Index (CPI) adjustments, legislative requirements, removed fee requirements, and benchmarking with other Councils. Inflation adjustment and rounding has also been applied.

In general, the fees and charges have been reviewed and adjusted in line with inflation at 5%. Excluded from this CPI increase are Animal Control and Community fees.

All fees are GST inclusive, unless otherwise stated.



## Table of Contents

Food Act 2014.....	4
Public Health (Health Act 1956, Health Registration Regulations 1966).....	4
Resource Consent Fees (deposit only).....	5
Transfer Station Entry Fees.....	7
Dog Registration Fees (before 1 August).....	8
Waingawa water and reticulated supply.....	9
Urban water, reticulated supply.....	9
Water Race.....	9
Outdoor Swimming Complex.....	9
Cemetery.....	10
Park Fees.....	11
Library Fees.....	11
Official Information Request charges.....	12
Services not listed in this schedule.....	12
Building consent and PIM fees.....	13
Trade waste.....	17
Corridor Access.....	19
Events Centre.....	20

### Food Act 2014

	2024/25 incl GST
Verification of template Food Control Plan. Includes: booking appointments, checking prior history, travel time, actual time on- site, completion of reports, lodging of results to MPI and Council database and follow up on Corrective Action Requests (first 2 hours)	\$410.00
Additional hours	\$168.00
Renewal of registration for food premises	\$142.00
Amendment to registration	\$100.00

### Public Health (Health Act 1956, Health Registration Regulations 1966)

Annual Registration and Inspection	2024/25
Hairdressers	\$210.00
Motels/Boarding Houses	\$210.00
Itinerant trader – annual registration including inspection	\$294.00
Camping Grounds/Motor Home Parks	\$263.00
Hawkers licence	\$158.00
Hairdressers, beauticians, tattooists, skin piercers	\$263.00
Funeral directors	\$263.00
Offensive trades – septic tank services, waste or refuse cartage	\$263.00
Saleyards	\$263.00
Street stall licence	\$32.00 per week
Health inspection for events where food will be sold, or inspection on request	\$158.00
Noise control – recover all reasonable costs associated with second and subsequent noise complaints investigated from the same property	
Noise/health-related complaints under the RMA and Health Act 1956 – recover all reasonable costs associated with investigating/resolving the matter	
Gambling venue applications	\$630.00
Removal of abandoned vehicles	Actual cost-plus 10%

### Resource Consent Fees (deposit only)

	2024/25
Controlled activity (other than minor land use)	\$1,260.00
Restricted Discretionary – non-notified	\$1,575.00
Discretionary activity	\$2,100.00
Permitted boundary activity	\$336.00
Non-complying	\$5,000.00
Heritage items	Free
<b>Additional Charges</b>	
Public notification	\$5,250.00
Limited notification	\$2,625.00
Pre-hearing	\$557.00
Post decision – requested changes	\$630.00
Additional processing time above 5 hours (per hour)	\$210.00
Section 127 variation to consent	\$1,575.00
Section 223 RMA certificates	\$525.00
Section 224 RMA certificates	\$683.00
Any other certificate	\$683.00
Monitoring compliance with resource consents – cost, with maximum of:	\$2,100.00
District Plan changes – deposit only (applicants are required to meet the full cost of processing applications)	\$20,000.00
Land Information Memorandum (LIM) *refund less \$50 admin fee, if cancelled within 1-2 working days	\$250.00
Land Information Memorandum (LIM) - urgent service *no refund if cancelled	\$450.00
Charges between \$150-\$300 per hour	
Other external reports, e.g. engineers, commissioners, solicitors, special advisors (indicative charges between \$150-\$300 per hour)	Actual cost
Hearing administration fee + cost of Commissioners	\$1,575.00

**Note:** Pursuant to Section 36, 36 (1) and 36 (3) of the Resource Management Act 1991, Council may require the person who is liable to pay one or more of the above charges, to also pay an additional charge to recover actual and reasonable costs in respect of the matter concerned.

<b>Infrastructure Contribution</b>	
Wastewater	\$2,300.00
Water	\$2,300.00
Stormwater	\$1,150.00
<b>Infrastructure Contribution – Waingawa Industrial Zone</b>	
Wastewater	\$2,990.00
Water	\$2,990.00
Stormwater	\$1,495.00
Roading Contribution – Residential, Commercial and Industrial Zones	2% of land value + GST
Roading Contribution – Rural Zone	3% of land value + GST
Reserve Contribution - Residential, Commercial and Industrial Zones	3% of land value + GST
Reserve Contribution – Rural Zone	2% of land value + GST
Monthly building consent lists	\$26.25
Officer consultation	\$210.00 per hour

<b>Service Fees</b>	<b>2024/25</b>
Water/Wastewater Standover	\$126.00 per hour
Administration fee	\$100.00
Applications for a new water and wastewater connection	\$236.25 per application
Application for disconnection of existing water and wastewater connection	\$236.25 per application
Applications for water race draw off	\$168.00 per application
Applications for piping or relocating water race (plus expenses)	\$168.00 per application
Clearing public wastewater main or lateral pipe damaged as a result of private fault (fat/rags or similar)	Actual cost
Damage to road reserve	Actual cost

## Transfer Station Entry Fees

<b>General refuse</b>	<b>2024/25</b>
Car boot or SUV - up to 100kg (incl GST)	\$35.80
Small trailer, van or ute up to 1.8m x 1.2m x 0.4m high or up to 250kg (incl GST)	\$85.00
Large trailer - up to 1.8m x 1.2m x 0.8m high or up to 500kg (incl GST)	\$113.00
Weigh in/out (minimum \$20.00) per tonne (excl GST)	\$310.00 per tonne
<b>Green waste</b>	
Car boot or SUV - up to 100kg (incl GST)	\$7.00
Small trailer, van or ute up to 1.8m x 1.2m x 0.4m high or up to 250kg (incl GST)	\$17.00
Large trailer - up to 1.8m x 1.2m x 0.8m high or up to 500kg (incl GST)	\$23.00
Weigh in/out (minimum \$20.00) per tonne (excl GST)	\$74.60 per tonne
<b>Tyres</b>	
Car and 4WD tyres – up to 4 tyres on rims (each) (incl GST)	\$6.70 each
Car and 4WD tyres – over 4 tyres (each) (incl GST)	\$5.30 each
Car and 4WD tyres (incl GST)	\$737.00
Truck tyres (incl GST)	\$737.00 per tonne
Truck tyres (each) (incl GST)	\$10.00 each
<b>E-waste (electronic waste)</b>	
Small consumer items (e.g. mobile phones, GPS, digital cameras)	No charge
Small/Medium items (e.g. keyboards, docking stations, modems, routers, stereos, gaming consoles)	\$5.00
Large items (e.g. TV's, computer monitors, printers, scanners, fax machines, microwaves)	\$20.00
Photocopiers	\$50.00

## Dog Registration Fees (before 1 August)

From 1 August – 50% of the fee will be added as penalty. For certified seeing eye or hearing dogs, a fee of 50% of those stated below.	<b>2024/25</b>
Urban – entire dogs	\$110.00
Urban – spayed/neutered dogs	\$85.00
Over 65 canine companion* *Over 65 fee is only for Urban dog owners. Owners will have to apply for the Over 65 fee and provide proof of their age.	\$75.00
Rural – non-neutered and neutered dogs – first 2 dogs	\$75.00 per dog
Rural – non-neutered and neutered dogs – all remaining dogs	\$40.00 per dog
Dog classified as dangerous	\$165.00
<b>Other Fees</b>	
Urban – application to keep more than 2 dogs	\$75.00
Replacement Tag	\$10.00
Housing dog at other facilities (if required)	Actual costs
Rehoming fee – sustenance, administration, registration, microchip (if required) and property suitability inspection	\$50.00
Costs associated with vet treatment/supplementary feeding	Actual costs
Euthanise dog	Actual cost
Voluntary handover (surrender dog)	\$50.00
<b>Impounding Fees</b>	
Dogs, sheep, goats	\$150.00
Second time impounding (dogs)	\$200.00
Third and subsequent impounding (dogs)	\$250.00
Cattle, deer, horses and all other animals	\$200.00
Droving charge – calculated on actual cost including labour and plant hire	Actual cost
Sustenance fee – all animals	\$20.00 per day

### Waingawa water and reticulated supply

	2024/25
Metered water	\$3.13 per m <sup>3</sup>
Metered water - high volume > 50,000 cubic meters per year	\$2.08 per m <sup>3</sup>
Draw water from Council fire hydrant *	\$3.13 per m <sup>3</sup>

\*existing charge, listed in Rates and charges

### Urban water, reticulated supply

	2024/25
Extraordinary use > 225 cubic meters per year **	\$2.00 per m <sup>3</sup>
Metered water (Commercial and Industrial use) ** Large or temporary connections	\$3.13 per m <sup>3</sup>
Draw water from Council metered hydrant **	\$3.13 per m <sup>3</sup>

\*\* existing charges, listed in Rates and charges

### Water Race

	2024/25
Water race - metered - for principally commercial/industrial use - per cubic metre taken	\$2.25 per m <sup>3</sup>
Water race - metered - for principally horticultural use per cubic metre taken	\$1.31 per m <sup>3</sup>

### Outdoor Swimming Complex

2023/24	2024/25
Entry fee adult/child – per person	Free
Schoolgroups – per child per season (schools are responsible for lifeguard arrangements and associated costs)	Free

## Cemetery

NOTE - No burials on public holidays

	2024/25
Headstone permit	\$44.00
Family back-fill	\$441.00
<b>Plots</b>	
Lawn	\$1,208.00
Lawn - Child under 1 year old	\$215.00
Lawn – Child over 1 year old and below 10 years old	\$378.00
Cremation	\$278.00
Cremation - Child under 1 year old	\$173.00
Cremation - Child over 1 year old and below 10 years old	\$273.00
Extra depth charge	\$493.00
<b>Interment</b>	
Lawn	\$830.00
Cremation	\$242.00
Child under 1 year old	\$142.00
Child over 1 year old and below 10 years old	\$352.00
Servicemen	\$824.00
Out-of-town burial fee	\$1,323.00
Saturday burials	\$1,323.00
Saturday burials – out-of-town	\$1,600.00
Placenta (interment administration fee)	\$28.00
Disinterment	Actual cost
<b>Natural Burial</b>	
Plot (2x standard fee)	\$2,415.00
Interment (as above)	\$830.00
Costs:	
Compost (cost includes topping-up within first 3 years)	\$336.00
Tree (cost includes planting)	\$168.00
Natural burial fee (at cost)	\$268.00
Out of District fee	\$1,323.00
<b>Private burial service</b>	
Chapel	\$68.00



## Park Fees

	<b>2024/25</b>
Association Football – per ground	\$625.00
Cricket Association	\$110.00
Athletic Club	\$625.00

## Library Fees

<b>Rentals (per issue)</b>	<b>2024/25</b>
Fiction books (including re-issues)	Free
Magazines	Free
DVDs – children’s (one week)	Free
DVDs – adult (one week)	\$2.10
<b>Fines</b>	
Adult book – first week	Nil
Per week thereafter	Nil
Children’s books – first week	Nil
Per week thereafter	Nil
Reserves	Nil
<b>Inter-loans</b>	
Per book, article or subject request	\$10.00
International inter-loan	\$42.00 USD
Charges from other libraries	Actual cost
<b>Other</b>	
Lost library book	Replacement Cost

<b>Photocopying – per page</b>	<b>2024/25</b>
A3 black and white	\$0.40
A4 black and white	\$0.20
Double sided - black and white	\$0.10 per page
Double sided - colour	\$0.50 per page
A3 colour	\$0.65
A4 colour	\$0.50
Double sided – black and white	\$0.80 per page
Double sided - colour	\$1.00 per page

<b>Laminating per page</b>	
A4	\$2.00
Rubbish bags	\$3.80
Replacement/additional recycling bins	\$16.00
Replacement yellow-lid recycling wheelie bin	\$80.00
Rating information schedule	\$21.00

### Official Information Request charges

*(requests under the Local Government Official Information and Meetings Act (LGOIMA) 1987*

	<b>2024/25</b>
Staff time (in excess of one hour)	\$65.00 per half hour or part thereof

### Services not listed in this schedule

	<b>2024/25</b>
For any services provided not listed elsewhere in this schedule	\$250.00 per hour

## Building consent and PIM fees

(all amounts include GST)

<b>Classification</b> *All fees are based on a maximum number of hours for processing. Consents that go over the maximum hours (shown in brackets) will be charged additional processing fees.	<b>PIM only fee 2024/2025</b>	<b>When included with other work (excl. BRANZ and MBIE levies) 2024/25</b>	<b>Total stand- alone fee (excl. BRANZ and MBIE levies) 2024/25</b>
<b>Minor Work</b>			
Solid fuel heater (1)*	\$53.00	\$131.25	\$400.00
Minor plumbing and drainage work, e.g. fittings, drain alteration (1)*	\$53.00	\$131.25	\$452.00
Minor building work (1)*	\$53.00		\$452.00
Drainage work, e.g. new minor subdivision services, and common drains (2)*	\$53.00		\$1,208.00
Drainage work, e.g. new effluent disposal system (1)*	\$53.00	\$368.00	\$546.00
Wet area shower (tile floor) (1)*	\$53.00	\$263.00	\$557.00
Private marquee >100m2 – professional assembly only (no inspection) (1)*	\$53.00		\$190.00
Public marquee > 100m2 and <50 people – professional assembly (no inspection) (1)*	\$53.00		\$195.00
Public marquee >100m2 and >50 people (with inspection) (2)*	\$53.00		\$388.00
Private marquee >100m2 (with inspection) (2)*	\$53.00		\$388.00
<b>Sheds / Garages / Conservatories etc.</b>			
Swimming pool 1200mm above ground and pool fencing (2)*	N/A		\$163.00
In-ground swimming pools (includes fence) (2)*	\$50.00		\$558.00
Garden sheds/retaining walls/carports/conservatories/other minor works (1)*	\$50.00		\$662.00
Minor farm buildings (hayshed covered yards 1-6 bays, etc.) (2)*	\$99.50		\$930.00
Larger farm buildings (covered yards, wool sheds) – no plumbing or drainage (3)*	\$99.50		\$1,323.00
Larger farm buildings (covered yards, wool sheds) – with plumbing or drainage (3)*	\$99.50		\$1,680.00
Proprietary garages standard (2)*	\$105.00		\$966.00
Proprietary garages with fire wall (2)*	\$105.00		\$998.00

<b>Classification</b> *All fees are based on a maximum number of hours for processing. Consents that go over the maximum hours (shown in brackets) will be charged additional processing fees.	<b>PIM only fee 2024/2025</b>	<b>When included with other work (excl. BRANZ and MBIE levies) 2024/25</b>	<b>Total stand- alone fee (excl. BRANZ and MBIE levies) 2024/25</b>
Proprietary garages with plumbing and drainage (2)*	\$105.00		\$1,212.00
Proprietary garages including sleepout no plumbing or drainage (2)*	\$105.00		\$945.00
Proprietary garages including sleepout with plumbing or drainage (2)*	\$105.00		\$1,544.00
Garages custom design including plumbing and drainage (3)*	\$105.00	\$231.00	\$1,817.00
Garages, simple custom design, single level (3)*	\$105.00		\$1,030.00
Residential re-pile (1)*	\$55.00		\$662.00
<b>Residential Dwellings – New</b> <b><i>NB double units charged at single unit rate + 50%</i></b>			
Single storey value <\$500k (4)*	\$413.00		\$5,460.00
Complex -Single Storey value >\$500k and Multi storey (6)*	\$617.00		\$6,615.00
Transportable dwelling (yard built) (4)*	\$105.00		\$3,465.00
Relocated residential dwelling (if applicable, add alteration fee) (4)*	\$518.00		\$1,995.00
<b>Residential Dwellings – Additions and Alterations</b>			
Alterations (minor) up to 3 inspections plus processing time (2)*	\$55.00		\$1,260.00
Alterations (major) up to 8 inspections plus processing time (8)*	\$105.00		\$3,465.00
Plumbing and drainage (2)*		\$231.00	\$1,312.00
<b>Commercial/Industrial</b>			
Commercial demolition (1)*	\$55.00		\$672.00
Single storey shop fitouts (3)*	\$105.00		\$1,365.00
Multi-storey shop fit-outs (3)*	\$105.00		\$1,680.00
Single storey, multi-unit apartments/motels (5)*	\$662.00		\$2,520.00 plus \$498.75 per unit
Multi-storey, multi-unit apartments/motels (6)*	\$992.00		\$3,045.00 plus \$829.50 per unit
Minor commercial work e.g. signs/shop fronts/minor fit outs (no plumbing or drainage) (2)*	\$275.50		\$876.75
Commercial/industrial ≤\$50,000.00 (4)*	\$551.00		\$2,646.00
Commercial/industrial \$50,000.01– \$100,000.00 (5)*	\$738.50		\$3,675.00

<b>Classification</b> *All fees are based on a maximum number of hours for processing. Consents that go over the maximum hours (shown in brackets) will be charged additional processing fees.	<b>PIM only fee 2024/2025</b>	<b>When included with other work (excl. BRANZ and MBIE levies) 2024/25</b>	<b>Total stand- alone fee (excl. BRANZ and MBIE levies) 2024/25</b>
Commercial/industrial \$100,000.01–\$150,000.00 (6)*	\$937.50		\$4,725.00
Commercial/industrial \$150,000.01–\$250,000.00 (7)*	\$1,213.00		\$5,733.00
Commercial/industrial \$250,000.01–\$350,000.00 (8)*	\$1,433.00		\$6,720.00
Commercial/industrial \$350,000.01–\$500,000.00 (9)*	\$1,654.00		\$7,875.00
Commercial/industrial \$500,000.01–\$1,000,000.00 (10)*	\$1,764.00		\$8,558.00
Commercial/industrial/agricultural >\$1,000,000.00 (10)*	\$1,523.00		\$8,557.00 plus \$472.50 per \$100,000 value

<b>Other charges</b>	<b>2024/25</b>
Processing hard copy certificate applications	\$105.00
Pool inspections	\$158.00 per hour (this includes travel time to the site and any associated research or administration relating to the inspection)
Pool inspections – assessment of independent audit	\$68.00
BRANZ levy for work \$20,000.00 or more, a stand-alone fee of \$1.00 per \$1,000 for the total project value	\$1.00 per \$1,000.00
MBIE levy for work \$65,000.00 or more including GST, a stand-alone fee of \$1.75 per \$1,000 for the total project value	\$1.75 per 1,000.00 (for work \$65,000.00 or more)
Structural engineering or fire engineering assessment/peer review (the building consent fee does not include the cost of any structural or fire engineers’ assessments that may be required)	Cost plus 10%
Compliance schedule application (includes inspection, 12A and BWoF administration & auditing)	\$210.00 per hour
Inspection hourly rate	\$231.00 per hour
Certificate of acceptance—building consent fee for the applicable building plus actual costs, payable on issue of certificate	\$231.00 per hour for inspections plus applicable building consent fees
Registration of certificates under the Building Act	\$683.00

Reassessment fee (amended plans or specifications)	\$236.00 per hour
Certificate of title	\$52.50
Vehicle crossing bonds will be assessed for each application where required	\$573.00
Street, crossing, footpath, and berm damage bond for buildings moved to/from site	\$1,733.00
Property search fee (includes download, scanning documents, email, or writing to disc)	\$52.50 per file (covers the search and the first file – every file thereafter \$10.00)
Officer consultation	\$210.00 per hour

## Trade waste

Under Wairarapa Consolidated Bylaw 2019 – Part 9  
(all amounts exclude GST)

Category	Description	2024/25
Compliance monitoring	The cost of sampling and analysis of trade waste discharge	At cost
Trade waste application fee	Payable on application for a trade waste discharge	Small business (1-5 staff) \$178.50  Medium business (6-15 staff) \$336.00  Large business (16+ staff) \$651.00
Re-inspection fee	Payable for each re-inspection visit by the Waste Water Authority where a notice served under the bylaw has not been complied with by the trade waste discharger	\$157.50 per hour
Annual trade waste charges	An annual management fee for a trade waste discharge to cover the Waste Water Authority's costs associated with for example: a) Administration b) General compliance monitoring c) General inspection of trade waste premises d) Use of the sewerage system  The charge may vary depending on the trade waste sector or category of the discharger	<b>Small</b>  Permitted \$220.50 per annum.  Conditional \$441.00 per annum
		<b>Medium</b>  Permitted \$756.00 per annum  Conditional \$1,208.00 per annum
		<b>Large</b>  Permitted 1,733.00 per annum  Conditional \$2,415.00 per annum
Rebates for trade premises within the District	Reduction in fees provided for in Section 150(2) of the Local Government Act. Section 150(4) states that the fees prescribed by the Council to recover more than the reasonable cost incurred by the Council for the matter for which the fee is charged. In no event shall the resultant charge be less than the Council's sewerage charge for the equivalent period	Discretion of Council  As calculated by Council
New or additional trade premises	Pay the annual fees and a pro rata proportion of the various trade waste charges relative to flows and loads	As per charges outlined below

B1 Volume	Payment based on the volume discharged	\$0.74 per cubic metre
B3 Suspended solids	Payment based on the mass of suspended solids \$/kg	\$0.74 per kilogram
B4 Organic loading	Biochemical oxygen demand or chemical oxygen demand \$/kg	\$1.78 per kilogram
B5 Nitrogen	Payment based on the defined form(s) of nitrogen \$/kg	\$11.65 per kilogram
B6 Phosphorus	Payment based on the defined form(s) of phosphorus \$/kg	\$17.85 per kilogram
B7 Sodium	Payment based on the defined form(s) of sodium \$/kg	\$0.90 per kilogram
C1 Tankered waste	Set as a fee(s) per tanker load, or as a fee(s) per cubic metre, dependent on trade waste category	\$84.00 per cubic metre



## Corridor Access

(all amounts exclude GST)

Category	Description	2024/25
<b>Corridor Access</b>	Corridor Access Request (CAR)	\$189.00
	CAR with Traffic Management Plan (TMP) (4 months)	\$420.00
	CAR with TMP (12 months) and generic	\$1,050.00
	TMP third submission fee	\$525.00
	Work Access Permit (WAP) extension	\$78.75
	CAR/WAP warranty close off	\$52.50
	Temporary Road Closure	\$420.00
<b>Corridor Access Enforcement</b>	Non notification fee	\$367.50
	Issue Stop work notice	\$1,575.00
	Non-conformance notice	\$787.50
<b>Corridor Access Staff Fees</b>	TTM auditors per hour	\$131.25
	Corridor officer per hour	\$120.75
	Engineer per hour	\$195.00
	Travel costs per km	\$1.15
<b>Permits</b>	Generic Overweight Permit	\$105.00
	Individual Overweight Permit	\$105.00
	Vehicle Crossing Application	\$236.25
<b>No Spraying Fees</b>	Install 2 pegs	\$63.00
	Install additional pegs (per peg)	\$26.25
<b>Infringement / Fines</b>	Damage to road reserve	Actual cost
	Damage to road corridor infrastructure	Actual cost
	Trimming of encroaching vegetation	Actual cost
	Tipping of waste within the road corridor	\$2,625.00

## Events Centre

NB All amounts include GST

		Hurunui o rangi meeting room	Maungaraki meeting room	Taratahi Auditorium	Te Mahau Foyer	Civic Plaza	Ron Wakelin Plunket rooms	Diva Rooms	Rangatahi Hub	Library
<b>Commercial Rates</b>										
Full day (8.30am-5pm OR 5pm-12am)	<b>24/25</b>	\$430.00	\$430.00	\$900.00	\$430.00	\$290.00	\$290.00	\$290.00	\$430.00	\$290.00
Half day (4 hr)	<b>24/25</b>	\$215.00	\$215.00	\$450.00	\$215.00	\$145.00	\$145.00	\$145.00	\$215.00	\$145.00
Entire venue full day (8.30am-5pm OR 5pm-12am)	<b>24/25</b>	\$2,100.00								
<b>Community Rates</b>										
Full day (8.30am-5pm OR 5pm-12am)	<b>24/25</b>	\$170.00	\$170.00	\$340.00	\$170.00	\$116.00	\$116.00	\$116.00	\$170.00	\$116.00
Half day (4 Hr)	<b>24/25</b>	\$85.00	\$85.00	\$170.00	\$85.00	\$58.00	\$58.00	\$58.00	\$85.00	\$58.00
Per hour	<b>24/25</b>	\$22.00	\$22.00	\$43.00	\$22.00	\$15.00	\$15.00	\$15.00	\$22.00	\$15.00
<b>Staff rates (commercial/community)</b>										
After-hours function (per staff member)	<b>24/25</b>	\$40.00 per hour								
FOH Staff	<b>24/25</b>	\$30.00 per hour								
Pack-in/out assistance (per staff member)	<b>24/25</b>	\$35.00 per hour								
Bar Manager	<b>24/25</b>	\$55.00 per hour								

Commercial Rates – equipment										
		Hurunui o rangi meeting room	Maungaraki meeting room	Taratahi Auditorium	Te Mahau Foyer	Civic Plaza	Ron Wakelin Plunket rooms	Diva Rooms	Rangatahi Hub	Library
Social Event Bond (repayable)	24/25	\$170.00	\$170.00	\$340.00	\$170.00				\$170.00	\$170.00
Pack in/rehearsal (full day rate)	24/25			\$450.00						
Seating block – to erect and dismantle	24/25			\$2,250.00						
Easy lift scaffold	24/25			\$34.00						

	2024/25
Staging and set-up	POA
Lighting	POA
Sound System	POA
AV	POA
Exclusive use of kitchen	\$168.00
Tea and coffee facilities	\$2.60 per person
Flip Chart	\$25.00
Piano	Tuning at hirer’s cost
WIFI	No charge
Electronic White board	No charge
Round tables	\$25.00
Round tablecloths	\$18.00
Social functions cleaning fee	\$335.00

<b>Community Rates – equipment</b>										
		Hurunui o rangi meeting room	Maungaraki meeting room	Taratahi Auditorium	Te Mahau Foyer	Civic Plaza	Ron Wakelin Plunket rooms	Diva Rooms	Rangatahi Hub	Library
Social Event Bond (repayable)	<b>24/25</b>	\$170.00	\$170.00	\$340.00	\$170.00				\$170.00	\$170.00
Pack in/rehearsal (full day rate)	<b>24/25</b>			\$168.00						
Seating block – to erect and dismantle	<b>24/25</b>			\$2,000.00						
Easy lift scaffold	<b>24/25</b>			\$25.00						

	<b>2024/25</b>
Staging and set-up	POA
Lighting	POA
Sound System	POA
AV	POA
Exclusive use of kitchen	\$85.00
Tea and coffee facilities	\$2.60 per person
Flip Chart	\$18.00
Piano	Tuning at hirer’s cost
WIFI	No charge
Electronic White board	No charge
Round tables	\$25.00
Round tablecloths	\$18.00
Social functions cleaning fee	\$335.00
Foyer Plinths (for community initiatives or information)	No charge





## 7.6 ADOPTION OF THE WAIRARAPA CLASS 4 GAMBLING AND STANDALONE TAB POLICY

### 1. PURPOSE

For the council to adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (Attachment 1) as recommended by the Wairarapa Policy Working Group.

### 2. SIGNIFICANCE

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

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

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

The review of the policy followed the SCP as outlined in the LGA. The Statement of Proposal and ways our community could have their say and present their views was widely advertised and available. This included proactive engagement and information sharing during the consultation stage with Incorporated Society Owners/Operators, Gambling Outlets, Health/Welfare Sector, Iwi/Hapū/Marae, General Public, Media, and those with a registered interest in the Policy.

The consultation period ran from 19 February to 22 March 2024. A formal hearing was held on 15 April 2024 to enable submitters to present their views to elected representatives in person.

### 3. BACKGROUND

The Masterton, Carterton and South Wairarapa District Councils (the Wairarapa District Councils) share a joint Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (Policy) made under Section 101 of the Gambling Act 2003 and Section 96(1) of the Racing Industry Act 2020 (the Acts).

The Policy has a three-year review period which is a legislative requirement under the Acts. 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 recommended an amended Policy be adopted for consultation based on the findings of a Social Impact Assessment (SIA), an assessment of gambling harms and benefits, and the effectiveness of the current Policy in achieving its

purpose. As an amended Policy was proposed, consultation was required to follow the Special Consultative Procedure (SCP) set out in section 83 of the Local Government Act 2002 (LGA).

Consultation occurred between 19 February and 22 March 2024 and followed the SCP process.

Hearings and Deliberations were held by the WPWG on Monday 15 April 2024.

The Wairarapa District Councils are asked support the recommendation of the WPWG to adopt the Policy with an amendment to prohibit permanent venue relocations in Masterton.

Territorial Authorities must adopt a Class 4 Gambling Venue Policy under Section 101 of the Gambling Act 2003. Class 4 Gambling is gambling that utilises or involves a gaming machine (often referred to as “pokies”). Class 4 Gambling represents high-risk, high-turnover gambling. A Class 4 Gambling Venue is a place to conduct Class 4 Gambling.

Section 96(1) of the Racing Industry Act 2020 states that local authorities must adopt a policy on TAB Venues. A TAB Venue is a premise owned or leased by the New Zealand Racing Board and where the main business carried out at the premises is providing racing or sports betting services.

Section 101 of the Gambling Act 2003 sets out what a council must include in its Class 4 Gambling Policy, and what it may include. It must specify whether venues can be established in the local authority area and if so, where they may be located. It may:

- specify any restrictions on the maximum number of gaming machines that may be operated at a Class 4 Venue; and
- include a relocation policy.

Under Section 102(5) of the Gambling Act 2003 and Section 97(4) of the Racing Industry Act 2020, the Policy has a three-year review period. If the Policy is to be amended or replaced, the SCP must be used. A Policy does not cease to have effect because it is due for review or is being reviewed.

#### **4. DISCUSSION**

The Policy sets out the Wairarapa District Councils joint approach to Class 4 Gambling and Standalone TAB venues. The purpose of the 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.

Work to date

Information detailing the pre-review stage and Councils’ analysis was reported to Masterton District Council (MDC) and Carterton District Council (CDC) on 13 September 2024 and South Wairarapa District Council (SWDC) on 27 September 2024.

The Wairarapa District Councils adopted a Statement of Proposal and draft Policy for consultation on 14 February 2024.

Consultation on the draft Policy took place from 19 February to 22 March 2024. The consultation process met the SCP requirements of the LGA.

Community feedback was sought on the following proposals:

- Proposal 1a - Amend the policy so that Class 4 Gambling Venues cannot relocate in Masterton under any circumstances;
- Proposal 1b - Amend the policy 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 2 - Amend the policy to state that no new standalone TAB venues may be established in the Wairarapa; and
- Proposal 3 - Amend the policy to clearly state that no additional electronic gaming machines will be granted consent, in any Class 4 venue.

A total of 23 submissions were received and four submitters spoke in support of their submission at the hearings on 15 April 2024. A copy of the agenda and reports, including the full set of submissions and submission analysis, is available on the Council website. A recording of the meeting is also available on the Masterton District Council YouTube Channel.

At the deliberations meeting on 15 April 2024, WPWG discussed Proposal 1a taking into account community feedback from Incorporated Society Owners/Operators regarding the importance of the ability to temporarily relocate in the event of an unforeseen event such as a fire or flood while an existing site undergoes repair/remediation. The WPWG debated this aspect of the Policy and made the following recommendation to enable applications for temporary relocations in Masterton to be considered on a case-by-case basis.

Moved Councillor Bosley

**That the Wairarapa Policy Working Group:**

**3) Recommends the Wairarapa District Councils adopt the proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy as follows:**

**(i) agree to the amendment to clause 6.1 of the Proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy as follows:**

Clause 6.1 Council will not grant consent for a Class 4 venue to *permanently* re-establish at a new site in Masterton District under any circumstances.

**(ii) adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy.**

Seconded by Councillor Cretney and CARRIED Councillor Nelson against

The minutes of the WPWG are provided as Attachment 2.

MDC considered the Policy on 8 May 2024 and directed staff to provide additional wording under Clause 6.1 of the Policy that sets out the circumstances under which MDC would approve this temporary relocation. The Policy with the below additional wording was adopted by MDC on 26 June 2024:



6.1 Council will not grant consent for a Class 4 venue to permanently re-establish at a new site in Masterton District under any circumstances. Council may grant consent for an existing Class 4 venue to temporarily establish at an alternative site in Masterton District subject to the following:

- a) Council will only grant consent in circumstance where an existing site requires remedial work due to an adverse event, such as a fire, flood or earthquake.
- b) The initial duration at the alternative site shall not exceed 12 months. Should remedial work not be completed within this timeframe, Council may consider renewal applications on a six-monthly basis up to a maximum duration of 36 months.
- c) Renewal applications shall be submitted 30 days prior to the consent expiring and include supporting documentation evidencing the outstanding remedial work requirements and a copy of any building consent issued. Renewal applications will be considered by the Hearings Committee of the Council and decisions will be notified to the applicant within 30 days after the application is received.
- d) The relocation is subject to clauses 6.3, and for the avoidance of doubt, 6.4 and 6.5 of the Policy.
- e) For the purposes of clause 6.1d), clause 6.3 applies with all the necessary modifications.

SWDC (Strategy Working Committee) considered adoption of the Policy on 8 May 2024 but did not adopt the Policy and sought clarification of venue relocation. The Policy, with responses to the queries raised, were presented to SWDC on 3 July and SWDC adopted the Policy as recommended by the WPWG.

CDC is now asked to consider adopting the final Policy (Attachment 1).

**5. OPTIONS**

The table below outlines the options considered.

Option	Advantages	Disadvantages
<p>1 Recommended Option – Adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (Attachment 1)</p>	<ul style="list-style-type: none"> <li>- The Policy takes a community wellbeing and harm reduction approach.</li> <li>- The Policy was developed in consideration of the harm and economic/social benefits of gambling.</li> <li>- There is rationale that supports the more restrictive policy position for Masterton and regional variations are appropriate where justified.</li> <li>- The Policy was recommended by the WPWG taking into account community feedback and staff advice.</li> </ul>	<ul style="list-style-type: none"> <li>- Some members of the community may not support the decisions made as part of reviewing the Policy.</li> <li>- The Policy may discourage new hospitality businesses, if they need gambling machines to be financially viable.</li> <li>- Overtime the Policy may reduce the amount of funding available to community organisations.</li> <li>- May lead to a small number of job losses if a Masterton venue is unable to permanently continue in its current location.</li> </ul>

2	Alternative Option – Do not adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy.	- No advantages identified.	<ul style="list-style-type: none"> <li>- Council would not proceed with the amendments despite consulting on changes and receiving majority support.</li> <li>- The Policy has been developed in consideration of gambling harm and the social/economic benefits.</li> <li>- The Policy has been recommended by the WPWG in consideration of community views and staff advice.</li> <li>- Council is legally required to have a policy.</li> </ul>
---	--	-----------------------------	--

**6. RECOMMENDED OPTION**

Option 1: Adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (Attachment 1) is recommended. This option has been recommended by the WPWG based on the findings of a Social Impact Assessment, an assessment of gambling harms and benefits, the effectiveness of the current Policy in achieving its purpose, community views and advice from staff.

This option means the Policy would take a community wellbeing and harm reduction approach and reflects an appropriate balance between minimising gambling harm and economic/social benefits.

**7. CONSIDERATIONS**

**7.1 Climate change**

The Policy has no direct impact on environmental and climate change considerations

**7.2 Tāngata whenua**

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

We promoted the consultation opportunity to ensure that Mana Whenua, Te Hauora Rūnanga o Wairarapa, and Māori health and social services providers had an opportunity to submit on the Policy. We will also provide notification of the final 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.

Costs associated with reviewing the Policy were met from within existing 2023/24 budgets.

**8. RECOMMENDATION**

That the Council:

1. **Receives** the report
2. **Notes** that a review of the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy has been undertaken
3. **Notes** that consultation with the community occurred between 19 February and 22 March 2024
4. **Notes** that hearings and deliberations were undertaken by the Wairarapa Policy Working Group on 15 April 2024
5. **Approves** the recommendations from the Wairarapa Policy Working Group:
  - (i) **agree to the amendment to clause 6.1 of the Proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy as follows:**

Clause 6.1 *Council will not grant consent for a Class 4 venue to **permanently** re-establish at a new site in Masterton District under any circumstances.*
6. **Adopts the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy (Attachment 1).**

**File Number:** 409535

**Author:** Solitaire Robertson, Planning and Regulatory Services Manager

**Attachments:**

1. **Wairarapa Class 4 Gambling & Standalone TAB Policy** [↓](#)
2. **Minutes of the Wairarapa Policy Working Group Hearings and Deliberations 15 April 2024** [↓](#)



## Wairarapa Class 4 Gambling and Standalone TAB Venues Policy

*Kaupapa Here Whare Petipeti – Momo 4*

<b>First Adopted:</b>	2003
<b>Latest Version:</b>	July 2024 [TBC]
<b>Adopted by:</b>	Masterton (26 June 2024), Carterton [TBC] and South Wairarapa (3 July 2024) District Councils
<b>Review Date:</b>	July 2027 [TBC]

## Contents | Rārangi Ūpoko

1. Purpose   <i>Pūtake</i> .....	2
2. Scope   <i>Whānuitanga</i> .....	2
3. Objectives   <i>Whāinga</i> .....	2
4. Definitions   <i>Kuputaka</i> .....	2
5. Venue Criteria   <i>Paearu Whare</i> .....	3
6. Venue Relocation   <i>Te Hūnuku Wāhi</i> .....	3
7. Applications for Consent   <i>Ngā Tono Whakaaetanga</i> .....	4
8. Application Fees   <i>Ngā Utu Tono</i> .....	5
9. Policy Review Requirements   <i>Herenga Arotake Kaupapa Here</i> .....	5

DRAFT

---

## 1. Purpose | *Pūtake*

---

- 1.1. The purpose of the Wairarapa Class 4 Gambling and Standalone TAB Venues 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 the district;
  - control Class 4 gambling in the Wairarapa region; and
  - 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:
- prevent and minimise harm to the community caused by gambling
  - control and manage gambling in the Wairarapa region
  - restrict the locations of gambling venues within the Wairarapa region
  - promote community involvement in decisions about the provisions of gambling
  - ensure the community have influence over the location of new gambling venues in the district
  - 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, as applicable.

**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 5.4; 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 5.4.

### 5.4 Restriction on the Number of Gaming Machines

- The three Wairarapa Councils have 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 permanently re-establish at a new site in Masterton District under any circumstances. Council may grant consent for an existing venue to temporarily establish at an alternative site in Masterton District subject to the following conditions:

- a) Council will only grant consent in circumstances where an existing site requires remedial work due to an adverse event, such as a fire, flood or earthquake.
- b) The initial duration at the alternative site shall not exceed 12 months. Should remedial work not be completed within this timeframe, Council may consider renewal applications on a six-monthly basis up to a maximum duration of 36 months.
- c) Renewal applications shall be submitted 30 days prior to the consent expiring and include supporting documentation evidencing the outstanding remedial work requirements and a copy of any building consent issued. Renewal applications will be

- considered by the Hearings Committee of the Council and decisions will be notified to the applicant within 30 days after the application is received.
- d) The relocation is subject to clauses 6.3, and for the avoidance of doubt, 6.4 and 6.5 of the Policy.
  - e) For the purposes of clause 6.1 d), clause 6.3 applies with all the necessary modifications.
- 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 Whakaetanga***

---

- 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:
- a) processing the application;
  - b) establishing and triennially reviewing the Gambling and Standalone TAB Venues Policy;
  - c) 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**

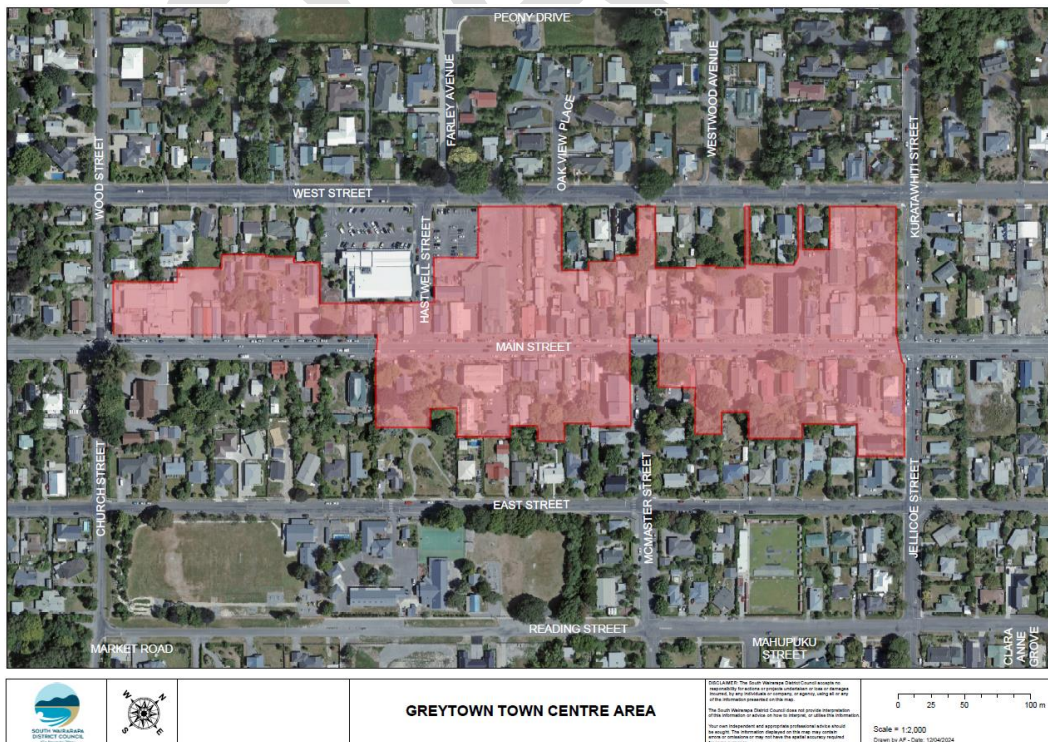
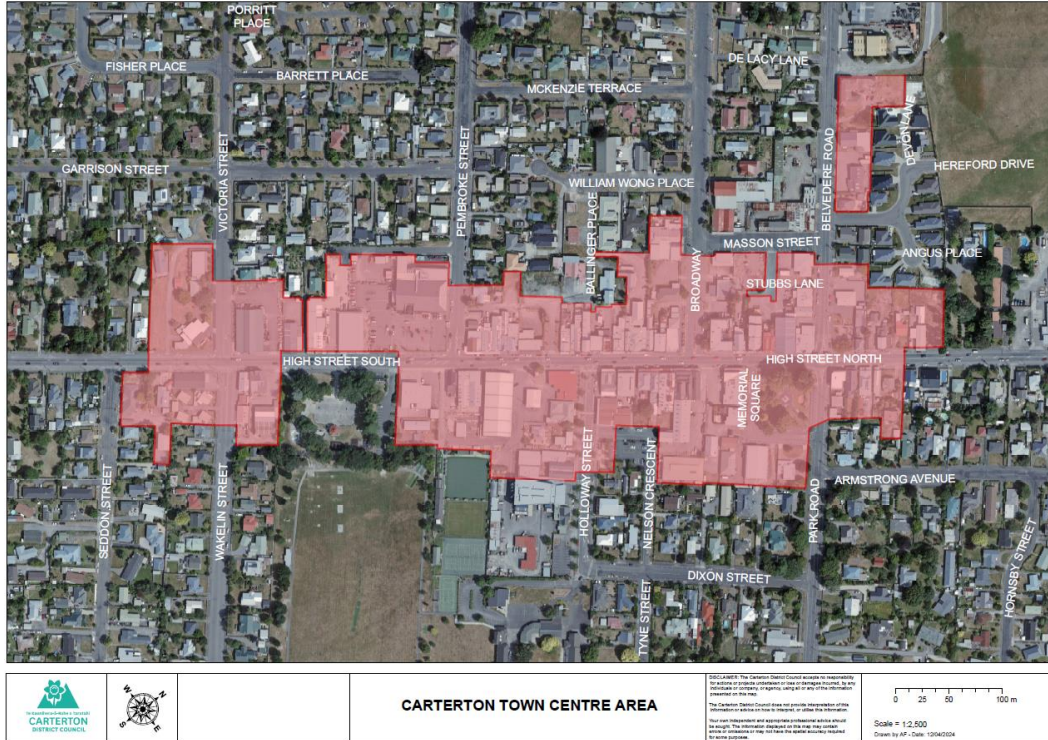
Date	Summary of Amendments	Approved By
2016	Minor updates	Masterton, Carterton and South Wairarapa District Councils
2019	Merged the Wairarapa Gambling Venue Policy and the Wairarapa TAB Board Venue Policy. Minor amendments for clarification.	Masterton, Carterton and South Wairarapa District Councils
2024	Removal of reference to a “maximum number of gaming machines allowed” for clarification purposes. Amendment so that Class 4 venues cannot permanently re-establish at a new site in Masterton District under any circumstances. Inclusion of a new condition of relocation for Carterton and South Wairarapa Districts –	Masterton, Carterton and South Wairarapa District Councils

	<p>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 legislation since the last review.</p>	
--	---	--

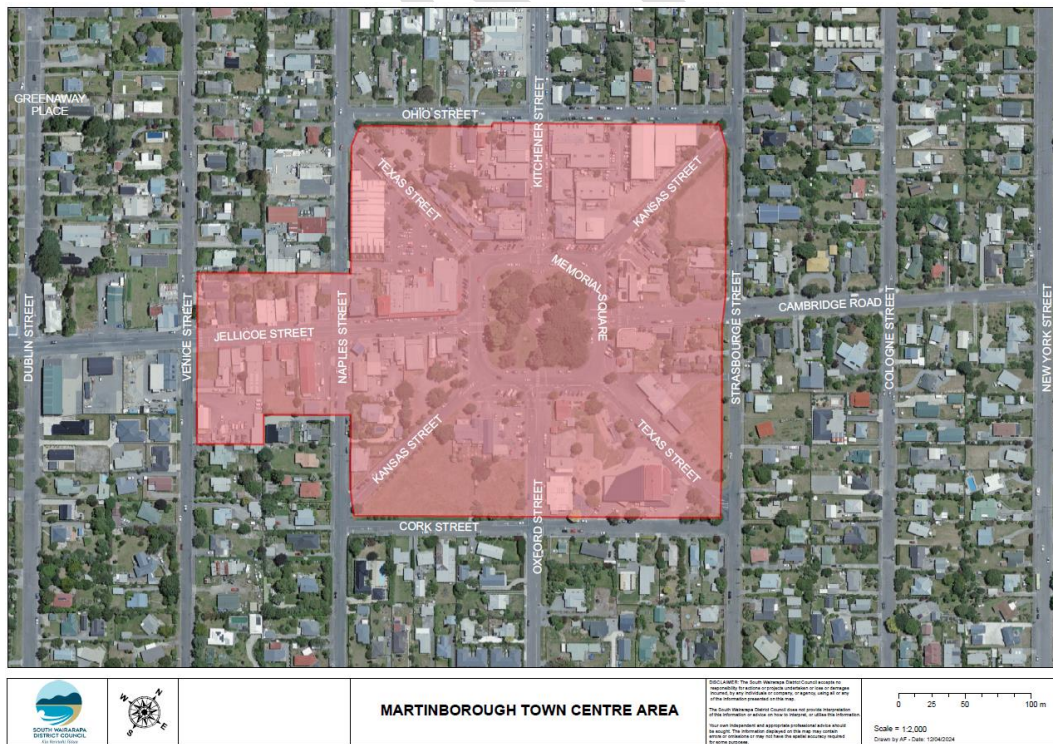
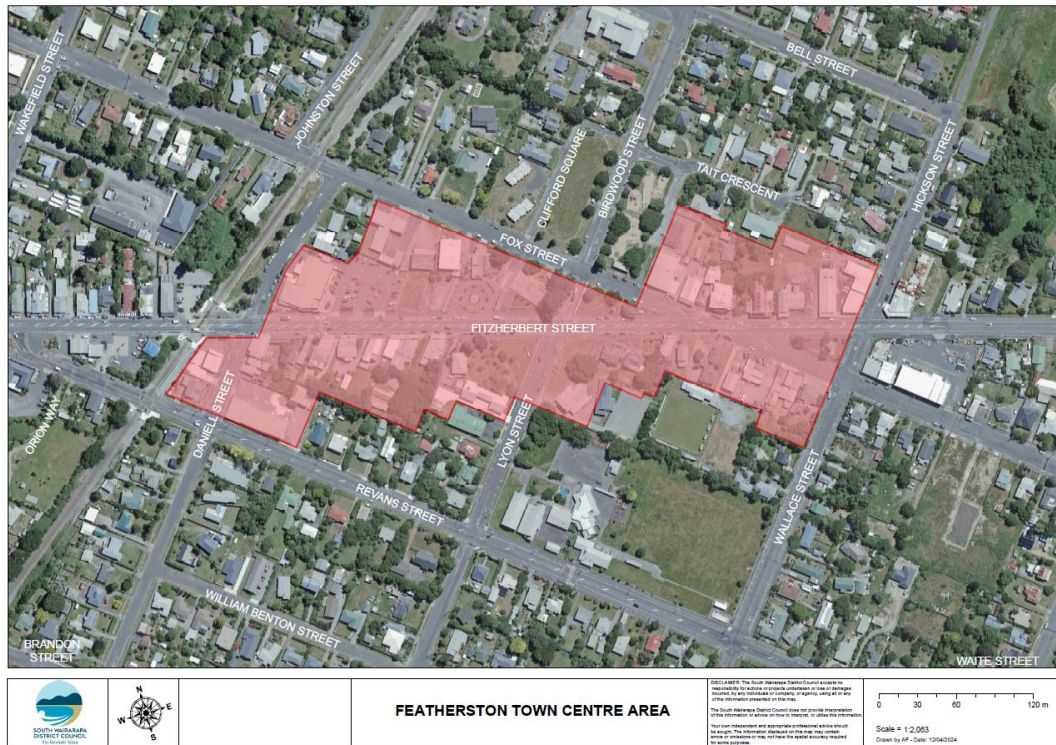
DRAFT

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

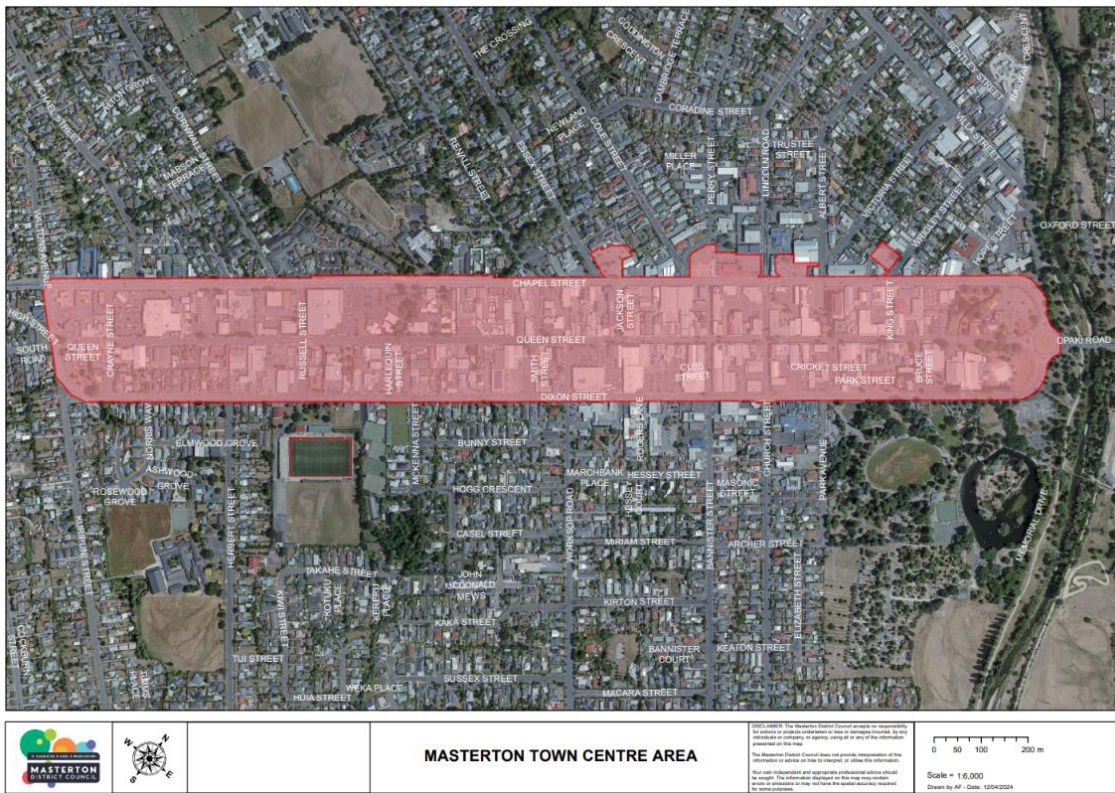
Refer clause 6.3(a) of the Policy











DRAFT

**WAIRARAPA POLICY WORKING GROUP HEARINGS AND DELIBERATIONS ON THE WAIRARAPA CLASS 4 GAMBLING AND STANDALONE TAB VENUES POLICY HELD AT THE CARTERTON EVENTS CENTRE ON MONDAY 15 APRIL 2024 AT 10.00AM**

**PRESENT**

Councillor Robyn Cherry-Campbell (Chair, CDC), Councillor Steve Cretney (CDC), Mayor Melissa Sadler-Futter (SWDC), Councillor Martin Bosley (SWDC), Councillor Craig Bowyer (MDC) and Councillor Tim Nelson (MDC).

**IN ATTENDANCE**

MDC Policy Manager (Steph Frischknecht), SWDC Acting GM Democracy and Engagement (Nicki Ansell), CDC Planning and Regulatory Services Manager (Solitaire Roberston) and CDC Planner (Becca Adams).

**CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**APOLOGIES**

There were no apologies.

**WAIRARAPA CLASS 4 GAMBLING AND STANDALONE TAB VENUES POLICY HEARINGS REPORT**

The Wairarapa Policy Working Group heard from the following submitters:

<b>Sub #</b>	<b>Name</b>
18	Gaming Machine Association of New Zealand (True, Jarrod)
20	Trust House Limited (Prendergast, John)
21	The Lion Foundation (Alexander, Samantha)
22	TAB New Zealand (Miller, Niall)

**Presentations from submitters are provided in Minutes Attachment 1.**

Moved by Councillor Cretney

**That the Wairarapa Policy Working Group:**

- a. receives the full set of submissions on the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy.**
- b. notes that 23 submissions were received; and**
- c. notes that of those submissions received, four submitters were heard in accordance with the hearing schedule.**

Seconded by Councillor Bowyer and CARRIED

**The hearings closed at 10:56am**

**The meeting moved into deliberations at 11:05am****WAIRARAPA CLASS 4 GAMBLING AND STANDALONE TAB VENUES POLICY DELIBERATIONS REPORT**

The Wairarapa Policy Working Group discussed the recommendations made from the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy Hearings Report. Members debated whether to recommend the policy be adopted without amendment or to recommend an amended policy relating to the following key themes:

- To amend the policy to enable temporary venue relocation. The Wairarapa Policy Working Group discussed the process and likely timeframes for repairs due to fire, flood or earthquake.
- To amend clause 6.1 of the policy and add in “permanently” re-establish under any circumstances. Members debated whether to include a timeframe to the clause to provide for very short-term temporary relocation in extenuating circumstances like fire or flood, as opposed to longer-term circumstances such as that which may be required for earthquake strengthening.
- The Wairarapa Policy Working Group discussed a desire to have a similar approach across the region with regard to venue relocation and discussed the consultation which was undertaken.
- Discussion around accessibility of gambling in the Wairarapa and the rise of online gambling were mentioned. The Wairarapa Policy Working Group considered that the reduction of electronic gaming machines since 2015 indicated the Policy was working in that regard.

Moved Councillor Cherry-Campbell

**That the Wairarapa Policy Working Group:**

- 1) note that the Wairarapa Policy Working Group have been provide with the full set of submissions as part of the Hearings Report**
- 2) Consider the community feedback received and advice from staff.**

Seconded by Councillor Cretney and CARRIED

Moved Councillor Bosley

**That the Wairarapa Policy Working Group:**

**3) Recommends the Wairarapa District Councils adopt the proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy as follows:**

- (i) agree to the amendment to clause 6.1 of the Proposed Wairarapa Class 4 Gambling and Standalone TAB Venues Policy as follows:**

*Clause 6.1 Council will not grant consent for a Class 4 venue to **permanently** re-establish at a new site in Masterton District under any circumstances.*

- (ii) adopt the Wairarapa Class 4 Gambling and Standalone TAB Venues Policy.**

Seconded by Councillor Cretney and CARRIED

Councillor Nelson against

**The meeting closed at 12.02 pm**

# Introduction

---

- **Jarrold True – Gaming Machine Association of New Zealand.**
- **We ask Council to adopt option 3:**
  - **Retain the relocation provision but clarify that venues cannot relocate to a highly deprived area outside a town centre.**
  - **Replace the sinking lid with caps at current numbers.**



# Wairarapa Gaming Landscape

---

- **The key indicators in the social impact assessment support a lessening of restrictions:**
  - **62% reduction in problem gambling help seeking in the Wairarapa region since 2017.**
  - **All three districts are experiencing population growth, further reducing the number of machines per head of population.**
  - **The gaming machine profit per person in the Wairarapa region is less than the national average and less than neighbouring districts.**
  - **Wairarapa has experienced lower levels of growth in gaming than neighbouring districts.**

# **Relocation is a Harm Minimisation Tool**

---

- **The relocation provision should be retained.**
- **Relocation is a harm minimisation tool.**
- **The ability to relocate was introduced by the Māori Party as part of the Gambling Harm Reduction Amendment Bill.**
- **The aim was to enable venues to move away from undesirable areas to more suitable sites.**

# Current Policy Reasonable

---

- **The current relocation provision was adopted after a full public consultation process. The relocation provision is entirely reasonable.**
- **There has been no new evidence or new concern over the last three years that would justify a major policy change.**

# Existing Safeguards

---

- **The current relocation provision has extensive safeguards:**
  - **The character of the district cannot be adversely affected.**
  - **Cannot have any adverse effect on any kindergarten, early childhood centre, school, place of worship, or other community facility.**
  - **Public notification and public hearing required.**
  - **Social impact statement required.**
  - **Can only relocate in extraordinary circumstances.**

# Relocation Benefits

---

- **Venues should be free to move out of high deprivation areas or areas close to residential areas or sensitive sites.**
- **Venues should be free to move to new, modern, smaller premises.**
- **Moving to newer, smaller premises, is likely to provide a harm minimisation benefit as they tend to attract a more affluent clientele (clientele that are less at risk of suffering gambling harm).**

# Relocation – Vibrant Wairarapa

---

- **New, modern hospitality premises:**
  - **Revitalise business districts.**
  - **Improve the local economy.**
  - **Create employment.**
  - **Encourage tourism.**

# Relocation - Health and Safety

---

- **It is also fair and reasonable to allow venues to relocate out of:**
  - **Earthquake-prone buildings.**
  - **Dangerous buildings.**
  - **Insanitary buildings.**
- **Prohibiting relocation would not lead to fewer machines, it would simply entrench venues in unsafe premises.**

# Time to Consider a Cap

---

- **Wairarapa's gaming machine numbers have already declined considerably:**
  - **Masterton – 20% reduction in gaming venue since 2015.**
  - **Carterton – 50% reduction in gaming venues since 2015.**
  - **South Wairarapa – 33% reduction in gaming venues since 2015.**



# Problem Gambling

---

- **The problem gambling rate is very low: 0.2%.**
- **There is no link between gaming machine numbers and problem gambling rates.**
- **In the last 10 years, 4,618 machines have been removed (a 25% reduction). However, over the same period, the problem gambling rate has remained the same.**

---

# Benefits from Gaming

---

- **Player entertainment (69.3% of adult New Zealanders gamble at least once a year).**
- **The machines generate extremely valuable funding for local community and sporting groups.**

# The Move to Online Gambling

- Retaining a restrictive policy is unlikely to reduce problem gambling, but will accelerate the migration to offshore-based online gambling.



12

# Online Gambling Spend

---

- **27% of adults participate in some form of online gambling, with 19% of this group doing so weekly.**
- **Sky City Online Casino:**
  - **2018 \$254m spend.**
  - **2020 \$793m spend.**

# Offshore-Based Online Gambling

---

- **Offshore-based online gambling is undesirable.**
- **No local grants.**
- **No local employment.**
- **No New Zealand taxes.**
- **No harm minimisation regulations/controls.**
- **Large prizes.**
- **Frequent inducements to gamble.**

---

# Questions

---

- **Questions welcomed.**

# Gambling Venue Policy Review

Samantha Alexander

The Lion Foundation



# The Lion Foundation



1. Not for profit Charitable Trust. Established 1985.
2. Distributed over \$1 Billion to community organisations throughout New Zealand.
3. Our purpose is to distribute funds NOT to grow or promote gambling.
4. Broad spectrum community funder across sport, health, education as well as Community and Arts/Culture
5. Fence at the top of the cliff approach to harm minimisation and general practise in venues.
6. Venue Operators, managers and staff members of the local community. Know their customers many of whom are regulars.





# Our Submission



1. Operate 9 EGMs at 1 venue Ev's Bar (Carterton)
2. Relocations into the Central Area Zone be permitted
3. Opportunity whilst reviewing language of Policy to review sinking lid versus capped policy.
4. Retaining a Sinking Lid Policy threatens longer term continuation of real community benefits through grants distribution. Sustainable alternative?
5. Retain current relocation clause . Non relocation simply facilitates landlord extortion and is counter productive to enabling venues to move into areas of lower deprivation.
6. These businesses contribute significantly to the economy of the districts over and above the community funding they provide.



# Our submission



1. There is no link between gaming machine numbers and problem gambling rates. There is also no link between increases or decreases in gambling spend and problem gambling rates.
2. Despite a substantial decline (25% reduction) in venue numbers and gaming machines over the past 10 years - the prevalence of harmful gambling across all forms remains relatively unchanged.
3. All Class 4 Societies contribute significant funds to the problem gambling fund – 24 hour support. Sufficient geographical coverage of in person support?
4. Recent improvements to the Gaming Regulations = increased obligations and oversight in the physical venue.



# The Problem doesn't go away.



1. Class 4 gambling is only one of many forms of gambling available in NZ.
2. Class 4 gambling is highly regulated and the Community funding model one of the most effective in the world.
3. Reducing one form of gambling away doesn't suddenly stop that spend – it simply shifts it into other forms of gambling -worryingly primarily online.
4. Online Offshore – unregulated, no Harm Minimisation controls;. \$ spend dramatically on the increase



# Community Support



- Most recent grant - \$50,000 towards the build of the ambulance station in Masterton





# Thank You





# TAB New Zealand Wairarapa District Gambling Policy Submission

APRIL 2024



# TAB New Zealand is a statutory body established under the Racing Industry Act 2020 to perform various statutory functions, including betting, broadcasting and gaming

In the current 2023/24 racing season (1 August to 31 July), TAB NZ is anticipated to deliver funding to the domestic racing industry of \$230million and an additional \$25million to New Zealand sporting organisations.

During the last racing season (2022/23), the domestic racing industry generated a total value-added contribution to the New Zealand Economy of \$1.87billion, and sustained over 13,500 jobs.

*source: Size and Scope of the New Zealand Racing Industry, prepared by IER*

TAB NZ and Entain commenced a strategic partnering arrangement on 1 June 2023, approved by then Racing Minister Hon Kieran McAnulty.

Under the terms of the strategic partnership, Entain Australia and New Zealand delivers racing and sports betting under the delegation of TAB NZ. Entain also provides class 4 gaming services to TAB NZ.

The 25-year strategic partnering arrangement is delivering much-needed injection of capital and operating funding into New Zealand racing and sports, while also allowing for deeper investment in safer betting and gambling outcomes.



# The Wairarapa District Gambling Policy

## TAB NZ Venues

“TAB NZ venues” are defined to be standalone TABs in which the primary product offered is racing and sports betting.

They are distinct from racetracks or TAB social venues, i.e. pubs and clubs that offer TAB services. TAB NZ venues provide additional account services and a dedicated space to display odds and racing form for customers to digest when making betting decisions.

TAB NZ invites the collective Wairarapa Councils to:

- Allow for the establishment of at least one TAB NZ venue within the Wairarapa District.
- Introduce a suitable relocation policy that strikes a balance between minimising potential gambling harm and allowing a business to adjust to changes that can be outside their control (natural or economic).

## A Capped TAB NZ venue Policy is Reasonable

- A current environment of good Government regulation, including that TAB NZ’s statutory obligations are subject to minimising underage gambling and gambling harm.
- New Zealand’s problem gambling rate (for all forms of gambling) is low by international standards (0.2% of the adult population)
- Restrictions accelerate the migration of the gambling spend to online, offshore based providers that do not meet the policy goals of New Zealand gambling laws:
  - Gambling is only done through trusted and transparent operators
  - Harm from gambling is minimised
  - The returns to the community from the gambling activity is maximised
- TAB NZ contributes to a problem gambling service levy. This levy provides approximately \$20 million per annum to the Ministry of Health to support and treat gambling problems and to increase public awareness of safer gambling through the health promotion agency. The funding is ring-fenced and not able to be redirected to other health areas.



# Harm Minimisation

*TAB has continued to advance its harm minimisation and safer betting approach, while laying the groundwork for further significant improvements to be delivered through its strategic partnership with Entain.*

For retail TAB betting:

- TAB NZ has statutory and regulatory obligations to minimise harm
- All Standalone TAB NZ venues are installed with Facial Recognition Technology, which is the best way to stop excluded persons from accessing in-person gambling services
- TAB NZ provides problem gambling awareness training to all employees
- Automatic teller machines (ATMs) are prohibited in any TAB NZ venues
- All TAB NZ venues have internal CCTV for the security and safety of staff & customers
- TAB NZ venues do not sell or serve alcohol
- TAB NZ venues have modest trading hours

The performance of TAB NZ's harm minimisation programmes and obligations are all agreed by Entain under the strategic partnering arrangement, including that Entain will continue to enhance and deliver a world-class harm minimisation offering to Kiwis.

WAIRARAPA DISTRICT GAMBLING  
POLICY SUBMISSION



# Offshore Gambling

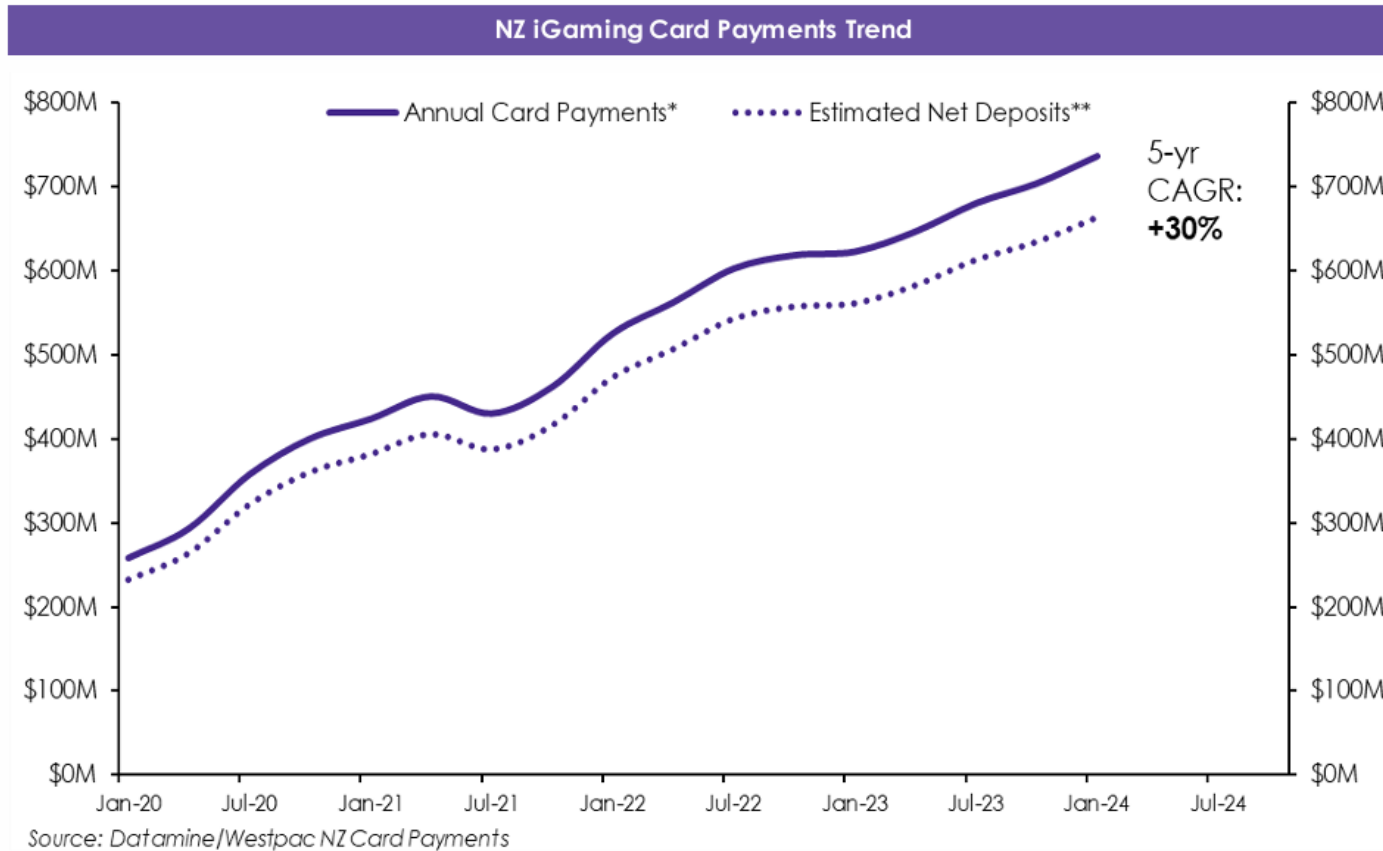


*Modelling shows that up to \$200m is lost by Kiwi punters with offshore betting providers, while \$700m is lost to offshore online casino (“iGaming”) operators.*

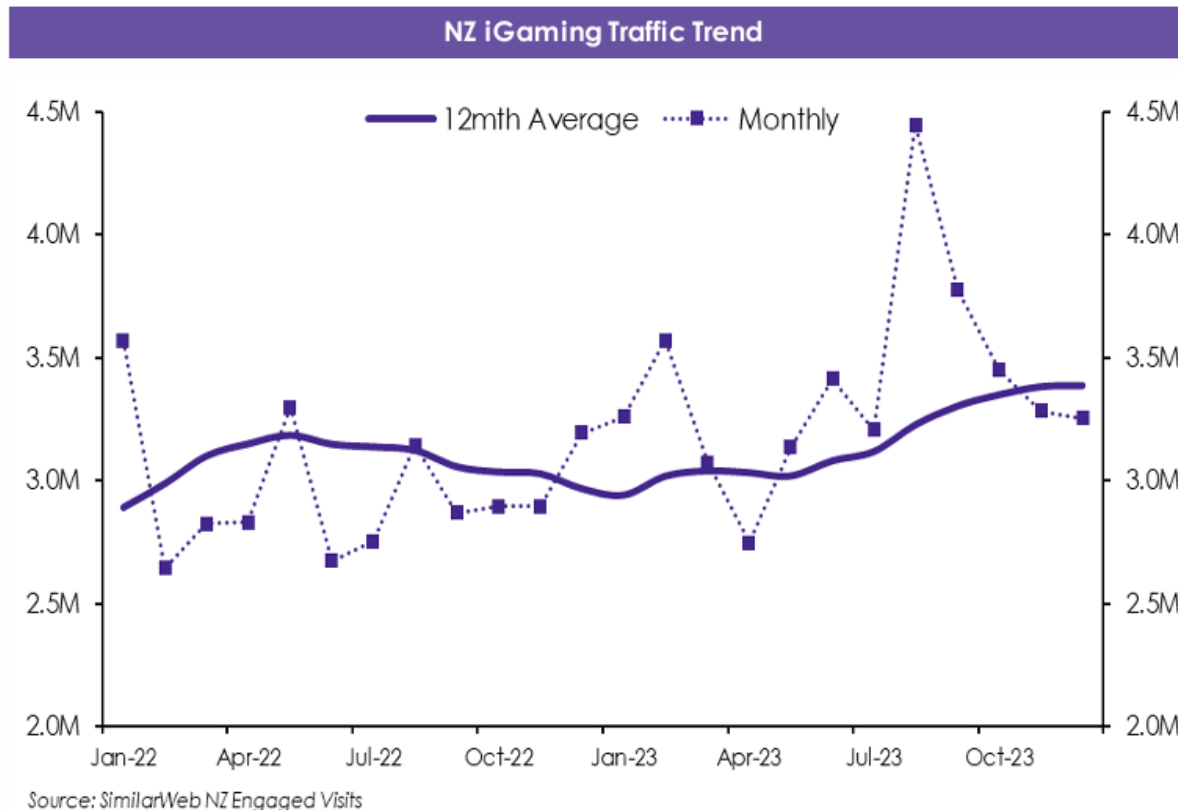
*It is important that any gambling policy decisions understand the growing offshore market, and that local restrictions while the Government develops a regulatory framework for the online gambling market can channel customers to more dangerous environments.*

*Backing trusted domestic operators is the best approach to ensure gambling is done safely and returns to your community are maximised.*

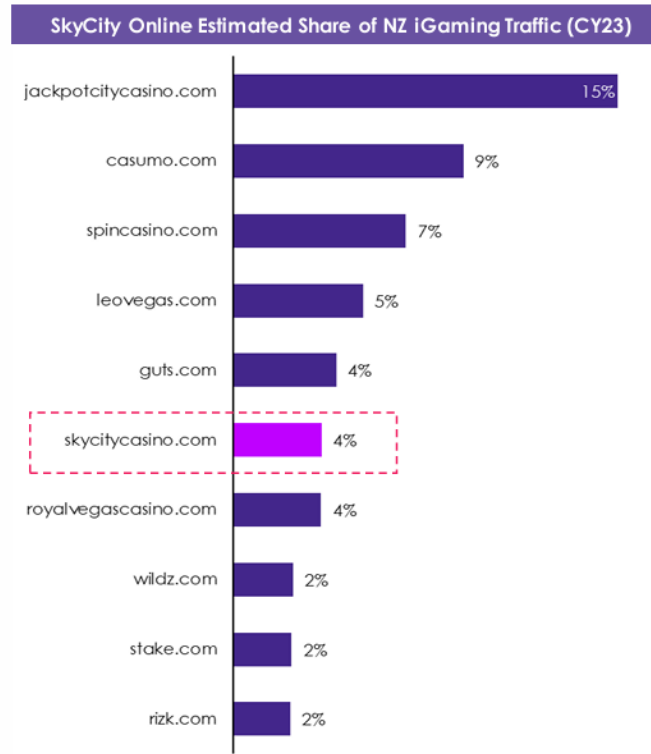
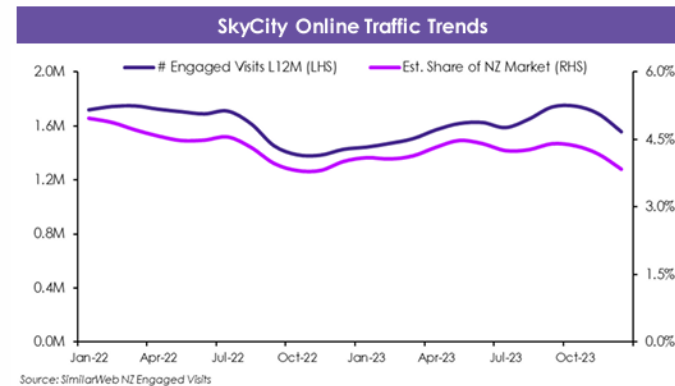
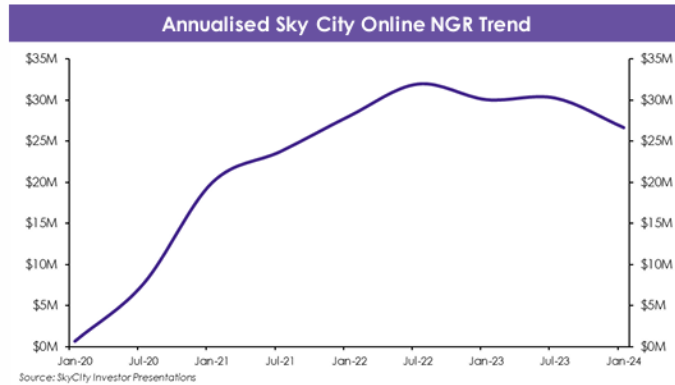
**Card Payments** | New Zealanders card payments to online gaming operators, estimated at over \$700M, grew by 10% during 2023 maintaining growth momentum of the market over the last 5+ years



**web traffic** | in line with growth in card payments, New Zealanders web traffic to offshore Gaming sites grew by 16% during 2023



SkyCity Reports revenue from Sky City's main operation for during 2023, consistent with observations of falling traffic volumes during the second half of 2023 (while market activity grew). Estimate of 4% market share is consistent with a market size of ~\$700M p.a.





## 7.7 FLAT POINT FLOOD RESILIENCE PROJECT

### 1. PURPOSE

For the council to consider the Flat Point Flood Resilience project and Council’s 15% co-Investment.

### 2. SIGNIFICANCE

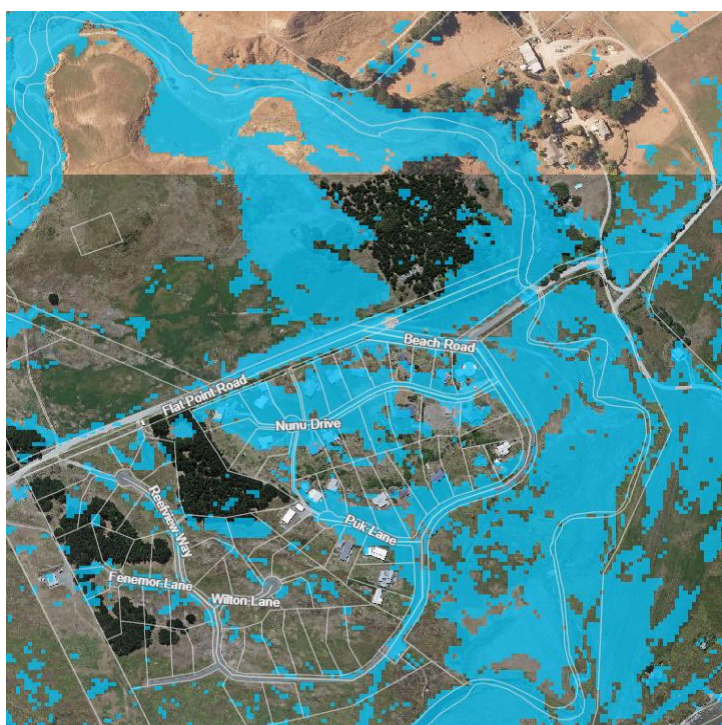
The matters for decision in this report are not considered to be of significance under the Significance and Engagement Policy.

### 3. BACKGROUND

In 2023 cyclone Hale and Gabrielle caused significant flooding in the Flat Point Area, highlighting the vulnerability of the area. In November 2023 Officers submitted applications to the Local Government Flood Resilience Co-investment Fund. In January 2024 the Department of the Prime Minister and Cabinet approved our application for the Flat Point Flood resilience project. The aim of the project is to increase flood resilience of the Flat Point community.

### 4. DISCUSSION

The plan is to work with landowners, Hapu, GWRC, and professional services to develop a design that can redirect floodwater to bypass the Flat point Community.



*Image – GWRC Regional Flood Exposure Model***5. OPTIONS****THE HIGH-LEVEL SCOPE OF WORKS INCLUDE THE FOLLOWING STAGES:**

**Stage 1:** Clear out the existing stormwater drain along Beach Road.

**Stage 2:** Remove debris buildup and potential obstructions from stream bank.

**Stage 3:** Construct a secondary flow path for flooding to the North of the bridge by removing a section of pine trees and installing a concrete ford across the road.

**Stage 4:** Remove silt and debris buildup from under the bridge.

**Stage 5:** Construct an earthen bund, planted with native vegetation, to deter flood waters from the settlement and encourage a flood water to a desired path to the coast.

Noting that steps that will result in changing existing flow paths (i.e. stage 2&5), will be reviewed by professional service advisors to ensure that we do not aggravate the situation for any affected parties.

**6. NEXT STEPS**

a. Discussion with the affected and interested parties:

- Ngāi Tumapuhiārangi
- Greater Wellington Regional Council
- Farm owners
- Flat point community

b. Review and refine proposed scope of work.

c. Deliver stages of work.

**7. CONSIDERATIONS****7.1 Climate change**

It is widely considered that Climate change was a contributing factor in both Cyclone Hale and Gabrielle. We also anticipate similar events in the future. This project, therefore, could be considered to be in response to Climate Change.

**7.2 Tāngata whenua**

Officers consider Ngāi Tumapuhiārangi as the interested Hapu. Officers aim to work with Hapu, to develop the scope of this project.

**7.3 Financial impact**

As this is a co-investment fund Council are required to co-invest. The total estimated project cost is \$410,000.

Funding is broken down as follows:

Crown Infrastructure Partner funding	- \$350,000
CDC co-investment from Roading contribution fund	- \$60,000



#### 7.4 Community Engagement requirements

Community engagements are not required for the decision of this report.

#### 7.5 Risks

There are no risk associated with the decisions of this report. However, the aim of the project is to mitigate flooding risk of Flat point Road and the Flat Point community.

#### 7.6 Wellbeings

##### Social

- A strong and effective council providing trusted leadership
- A caring community that is safe, healthy, happy and connected
- An empowered community that participates in Council and community-based decision making

##### Cultural

Te Āo Māori/Māori aspirations and partnerships are valued and supported

##### Environmental

A resilient community capable of responding and recovering from environmental shocks

##### Economic

Quality, fit for purpose infrastructure and services that are cost-effective and meet future needs

### 8. RECOMMENDATION

That the Council/Committee:

1. **Receives** the report
2. **Endorse** the Flat Point Flood Resilience Project
3. **Approves** the project budget of \$410,000 as unplanned expenditure, funded from \$310,000 unplanned revenue and \$60,000 funded from Roding contribution fund.

**File Number:** 409105

**Author:** Christo Heyns, Project Manager

**Attachments:** Nil



## 7.8 NORMAN AVENUE ROAD UPGRADE

### 1. PURPOSE

For the council to consider the Norman Avenue Road Upgrade Project and make a decision on the recommendation provided at the end of this report.

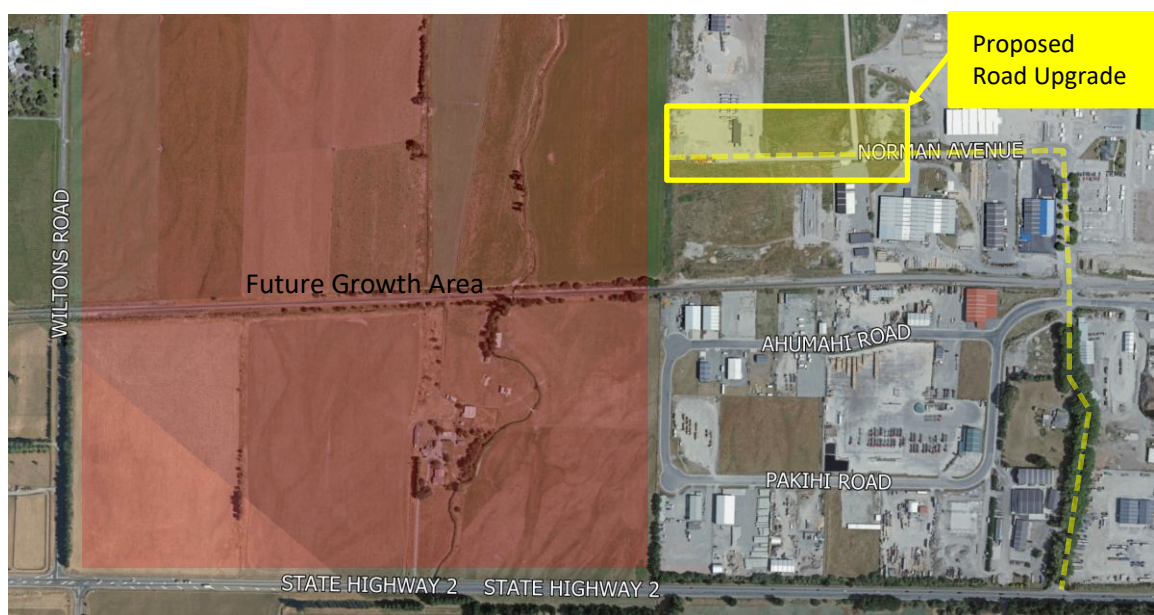
### 2. SIGNIFICANCE

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

### 3. BACKGROUND

Norman Avenue is a road that bisects the Waingawa Industrial Area and intersects with the railway corridor on Waingawa Road.

The area of proposed road upgrade is located on the south-western end of Norman Avenue as shown in Figure 1 below.



**Figure 1 - Location of proposed works**

The objective of this project is to respond to growth and collaboratively work with the relevant landowners responsible for developing the Waingawa Industrial Park. This will ensure that adequate downstream roading infrastructure is provided for the expected traffic volumes, commensurate with the current and predicted future growth.

4. DISCUSSION

Industrial land adjacent to the road corridor on south-western end of Norman Avenue has been recently subject to land use intensification. Furthermore, there is approximately 69 hectares of land south of Norman Avenue that is currently zoned as 'Industrial' to allow further expansion of the industrial park in accordance with the Waingawa Structure Plan. The Waingawa Structure Plan is part of both the Operative and Proposed District Plan and provides the framework for future development in this area.

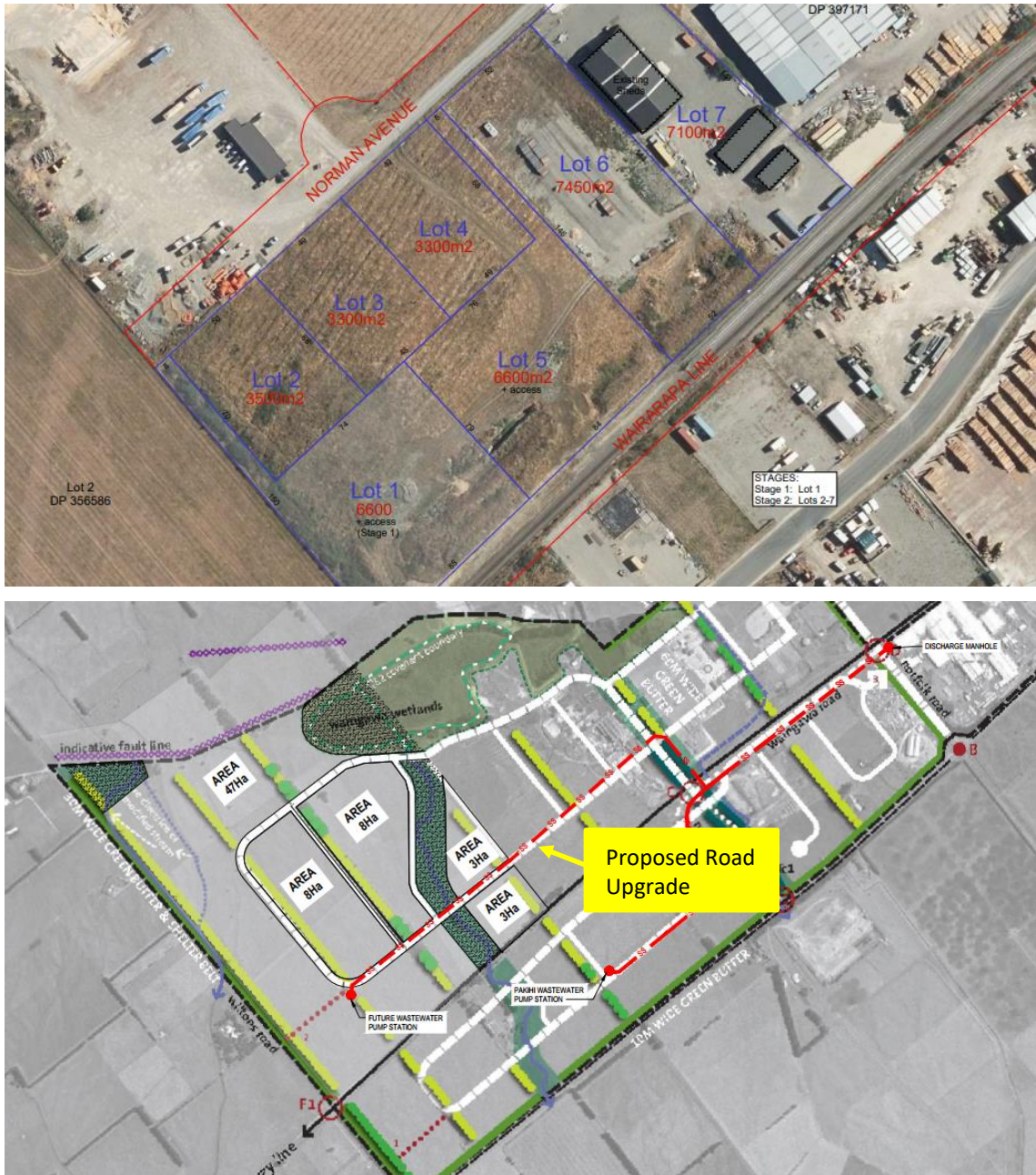


Figure 2 - Planned growth adjacent Norman Avenue

The policies set out in the Operative District Plan, section 7.3.11 (c) and (d) requires the Council to ensure efficient provision of services that meet the likely long-term needs of industry and provide safe and efficient link to the District’s transportation network. To that effect, Officers recently sought professional advice to assess the existing road geometry and underlying pavement structure on Norman Avenue for its ability to sustain long term traffic volumes induced by growth.



Following a thorough site investigation and predictive modelling of future traffic volumes, the assessment concluded that the existing road geometry and the underlying road foundation is inadequate to meet the likely long-term needs of the industrial area in this part of Waingawa.

**4.1 Road Geometry**

In terms of road geometry, the existing road width is insufficient to allow safe thoroughfare of heavy vehicles. As shown in Figure 3 below, the proposal is to widen the deficient area by projecting the existing 9m road width all the way to the southern end of the road corridor.

The legal width of the road corridor is approximately 20m in this section and therefore does not require purchase of any additional land area for the purposes of this upgrade.

The new road width allows for safe passage of heavy vehicles and extends the provision for car parking on the eastern side of the road corridor. The proposed upgrade works will also ensure provision of adequate turning areas with suitable surfacing for heavy industrial traffic.



**Figure 3 - Proposed road widening**

The proposed design alters the road geometry to ensure effective management of stormwater drainage, especially near the entranceway to Go-Zone (45A Norman Avenue) where ponding/pooling of rainwater has been observed in historic wet weather events. This alteration will also help protect the underlying road foundation layers from damage caused by water seepage, thus giving Council the ability to maximise the life expectancy from its road asset.

The design improves drainage by ensuring that the length of the road slopes down consistently towards the south end of Norman Avenue, thus creating adequate water flow paths and increases the number of stormwater collection points via sumps to minimise ponding/pooling of surface water during storm events.

Furthermore, the road geometry and drainage are also improved by partial introduction of a transverse slope (crossfall) from the centre to both sides of the road as opposed to the status quo (slope to one side). This allows an even distribution of rainwater that falls directly on the road, thus minimising the risk of overburdening the collection system from the concentration of rainwater on one side of the road.

## 4.2 Road Foundation

Following intrusive site investigations, the assessment of results revealed that the existing road surface and the underlying foundation are not only in poor condition, but also unsuitable for long term future traffic volumes. Advice from professional service providers recommend a full reconstruction of the road foundation and surfacing as opposed to opting for short term upgrades such as surface treatment or overlay on the existing foundation.



*Figure 4 - Existing road foundation on Norman Avenue*

Two options considered for the reconstruction of the existing road foundations include

- Structural Asphalt foundation (Recommended)

A deep layer of variable mix of asphalt placed on improved subgrade, similar to the recently concluded upgrade works on High Street North (SH2).

- Granular foundation

Traditional road foundation made up of crushed aggregate (rock) from a quarry

A Structural Asphalt foundation has been recommended over a granular foundation based on the following key factors

- lesser total foundation depth (450mm structural asphalt v/s 600mm granular foundation)
- better waterproof surface (asphalt v/s chip seal)
- greater chance of exceeding the 25-year asset life expectancy even under future heavy traffic volumes.
- Lesser use of quarry based granular material (road aggregate) to construct the foundation. Noting there is currently a known shortage in the supply of suitable granular material in Wairarapa thus reducing the risk of paying inflated material costs with structural asphalt.
- greater productivity i.e. likely to take less time to construct.

The foundation has been designed to withstand the current and predicted future traffic volumes. Provided the construction quality is adequate, the rate of pavement deterioration is likely to be low in the initial years until the industrial area is fully developed, occupied and used.

Council through its procurement process for a construction contractor will encourage submission of alternative design solutions that are either unknown or not currently considered, thus allowing Council to ensure the most optimum and efficient solution is ultimately implemented.

#### **4.3 Proposed Scope**

The scope of works for the proposed road upgrade on Norman Avenue includes the reconstruction of approximately 600m of the existing road corridor on Norman Avenue in accordance with the Engineer's design details. Some minor road shoulder improvements will be made on the western side of the road corridor to protect the road edge and new surface.

Construction activities shall include the following but not limited to

- Establishment of site facilities and disestablishment upon completion.
- Set up of temporary road closure, with access for affected businesses only. Traffic associated with critical businesses such as Go Zone and its customers, Quality Demolition Services and Martinborough Transport will be managed appropriately to ensure the disruption to the business is kept to a minimum. Council is likely to request a high-level traffic management methodology and construction programme from its tenderers during the procurement of contractor services to get an early indication of the magnitude of disruption.
- Excavation of existing ground to the base of the new road foundation for the length and proposed width of the road.
- Undertake inspection and testing of the native ground at the base of the foundation. Further excavation may be required if ground is weaker than expected.
- Construction of new road edges as per the Engineer's design.
- Construction of new rainwater collection points i.e. sumps and associated soakage pits.
- Construct the structural asphalt foundation in agreed stages as per the Engineer's design.
- Inspection and testing of the road foundation at the completion of each stage of construction for quality assurance.
- Reconstruction of existing vehicle crossings affected by construction.
- Reinstatement of all disturbed surfaces.

The developer of the 7 Lot industrial subdivision on 45A Norman Avenue, as shown in Figure 5, is required to form part of the road corridor on Norman Avenue as a condition of the subdivision resource consent. The condition of consent is to ensure that vehicle access to the new industrial lots is connected to a road corridor with sufficient strength, area and capacity to accommodate the expected type and volume of heavy traffic.

Carterton District Council proposes to take this opportunity to simultaneously upgrade the existing road corridor with other land development works in the area.

The scope of the road upgrade has been therefore apportioned in accordance with the condition of the resource consent and is diagrammatically shown in Figure 5 below.

1. Developer’s Portion

This portion of the road upgrade is approximately 200m in length starting downstream of the turning area outside 134 Norman Avenue and terminating at the end of the existing road corridor. The construction activities for this portion of the proposed road upgrade will be completed in accordance with the design approved by Council, however, the activity will be funded by the developer.

2. Council’s Portion

This portion of the road upgrade is approximately 400m in length starting from the entranceway to 45 Norman Avenue and terminating at the end of the new turning area outside 134 Norman Avenue.

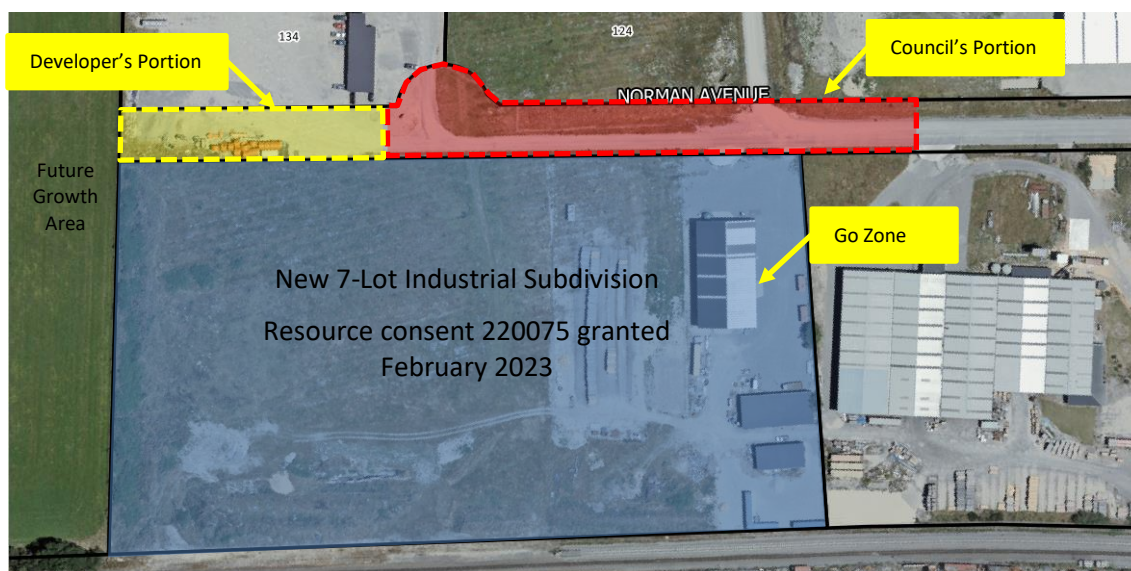


Figure 5 - Portions of proposed road upgrade

4.4 Estimated Capital Costs – Recommended solution

The capital cost estimate for the Council’s portion of the proposed road upgrade is **\$1,155,000** excluding GST. Further breakdown of capital costs is provided in the table below.

Item	Estimated Capital Cost	% of total cost
<b>Procurement for Contractor Services</b>	<b>\$15,000</b>	<b>1%</b>
<b>Construction Supervision and Quality Assurance</b>	<b>\$50,000</b>	<b>5%</b>
<b>Construction</b>		
Preliminary and General	\$260,000	25%
Earthworks	\$20,000	2%
Roading and Pavement	\$615,000	59%
Stormwater	\$45,000	4%

Utilities	\$35,000	3%
Fencing at 134 Norman Avenue (50% of total)	\$10,000	1%

<b>Project Sub-Total</b>	<b>\$1,050,000</b>	<b>100%</b>
<b>Project Contingency (+10%)</b>	<b>\$105,000</b>	
<b>Total estimated capital costs</b>	<b>\$1,155,000</b>	

Capital cost estimates for construction are based on the design produced by a professional service provider and are commensurate with the current market conditions. Accuracy may be affected by unpredictable influences in market conditions and/or unforeseen physical conditions that cannot be reasonably foreseen at design stage. A nominal contingency sum equating to 10% of the overall project cost has been included to cover for such circumstances.

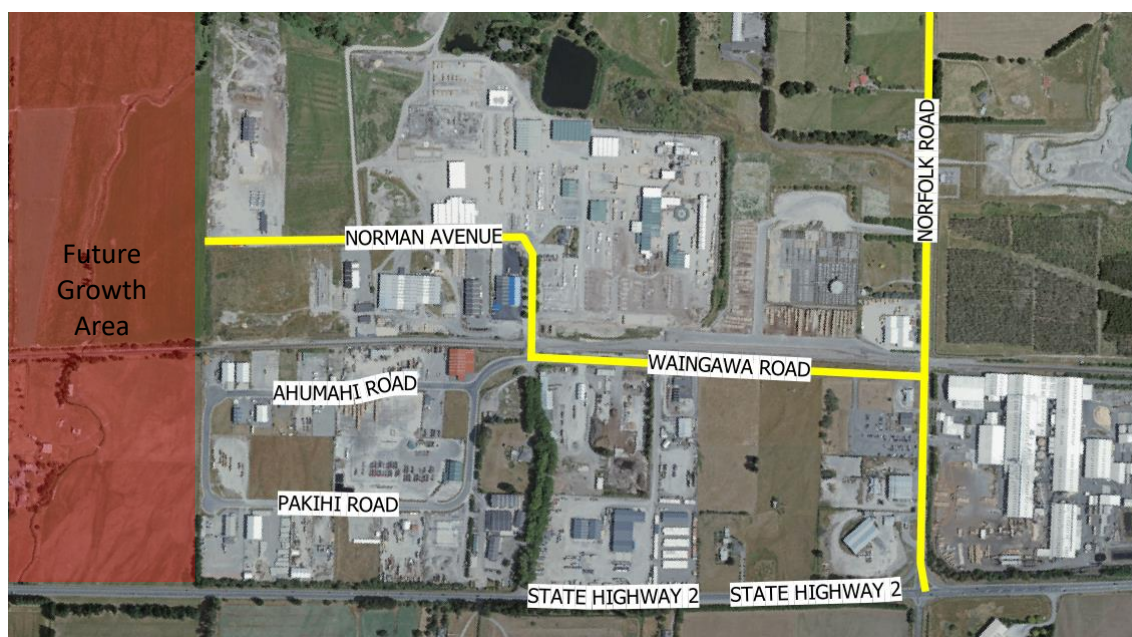


**4.5 Future considerations**

Council as part of its asset management services, will continue to perform similar condition assessment and capacity modelling. Investigations similar to that undertaken for this project may be required for the other remaining sections of Norman Avenue, Waingawa Road and Norfolk Road to proactively find deficiencies in the network.

It is likely that more parts of the network would need to be upgraded to meet the likely long-term needs of the industrial area in Waingawa. Financial contributions through resource consent process for subdivision would facilitate the funding for such upgrades.

The asset management plan for roading infrastructure and the overarching infrastructure strategy outlines how the Council intends to respond to growth across the district.



*Figure 6 - Other section of the Waingawa Industrial Area*

**5. OPTIONS**

**5.1 Do nothing**

This option is based on accepting the existing conditions i.e. status quo for the road corridor and the risks associated with premature failure of the asset induced by growth. Irrespective of the chosen option, the developer of the 7-lot industrial subdivision on 45A Norman Avenue will be required to upgrade the section road in accordance with the resource consent albeit connected to a road that is grossly deficient in strength and safe geometry.

The condition of the existing road corridor has been identified to be poor and is likely to be exacerbated by higher use resulting from consented land use intensification. The existing asset condition makes the likelihood of failure high under this option.

The option of doing nothing or deferring such upgrades is likely to result in a high financial risk from increased operational expenditure to reactively repair or contain any associated damages. Deferment of works for a significant period, could result in Council incurring an inflation premium, thus depleting the contribution reserves prematurely. Lack of financial contributions for undertaking upgrades on other

deficient parts of the network would then need to be supplemented by other funding sources such as term loans.

There is also a risk of damage to Council's image and reputation where the optics of doing nothing is likely to result in concerns of performance raised by stakeholders or the community in Waingawa. The risks simply outweigh the benefits of this option and is therefore not recommended.

## **5.2 Short term upgrade**

Short term upgrades would include the essential widening of the existing road corridor and surface treatment (resealing) without any significant reconstruction of the road foundation. This option would enable the construction of a road corridor that could potentially meet the short-term needs of the industrial area and defer the reconstruction of road foundation until a large-scale change in land use i.e. subdivision occurs south of Norman Avenue.

This option does not remove the need to reconstruct the road foundation; it simply defers it to a point until the growth in traffic volumes significantly impact the existing road corridor. Deferment of capital upgrades for a prolonged period will have unfavourable financial implications similar to those described in Section 0 above.

The benefit of a lower upfront capital cost offered by this option is likely to be diminished by associated operational expenditure to maintain and perform isolated treatment (patches) on areas damaged by the increased traffic volumes. The total expenditure over the life of the asset is likely to be higher than the recommended option. Whole of life cost comparison between various options can be presented upon request.

The proposed activity is likely to be fully funded from the existing financial contributions reserves without impacting rates. For short term benefits, compromising on the likely long-term infrastructure needs of the Waingawa industrial area is therefore not recommended.

## **5.3 Proposed upgrade (Recommended)**

The recommended scope of works described in Section 0 is the recommended option as it meets the policies and objectives set out in the District Plan.

## **6. NEXT STEPS**

Should the Council decide to accept the recommendation contained in this report, the following shall be the next steps (not limited to)

- Procurement of professional and construction contractor services in accordance with Carterton District Council's current procurement policy. This is expected to take between 6-8 weeks to complete.
- Develop a communications plan and potentially engage with landowners that will be affected by the proposed road works on Norman Avenue.
- Commence with the construction activity. This is expected to take up to 6 months to complete.

**7. CONSIDERATIONS**

**7.1 Climate change**

The impact of stormwater on roading infrastructure and private property is widely considered as being exacerbated by Climate Change. The scope of the project aims to improve the stormwater management in the road corridor.

**7.2 Tāngata whenua**

Officers do not consider the subject of decision to have an impact on Tāngata whenua.

**7.3 Financial impact**

The estimated cost of the project is \$1,155,000. Officers propose that the budget be funded through Roding contribution fund. As such, apart from future depreciation, the capital investment will not have any impact on rates.

**7.4 Community Engagement requirements**

When the project proceeds, affected parties (as mentioned before) will considered in construction process. However, the decision of this report do not require community engagement under the Significance and Engagement Policy.

**7.5 Risks**

The key risks associated the proposed activity for which Council decision is being sought is listed in the table below.

Risk Description	Consequence	Likelihood	Risk	Proposed Control
Significant disruption and potential loss of business for owners affected by the proposed road upgrade	Significant	Possible	Significant	Works to be undertaken in stages to ensure any proposed road closures do not impede access to all owners and its customers concurrently
Tender prices for construction exceed approved project budget	Moderate	Possible	Moderate	A detailed design has been prepared for the proposed works to reduce the uncertainty of scope. Cost estimates include a contingency sum of 10% has been made for unknown conditions.

## 7.6 Wellbeings

*Outline any wellbeings considerations associated with any decision the Council is being asked to make, legal, social, environmental. Please delete as appropriate.*

### Social

- A strong and effective council providing trusted leadership
- A caring community that is safe, healthy, happy and connected

### Cultural

- A community that fosters and promotes our character and creativity

### Environmental

- Safe and resilient water supply, wastewater and stormwater systems
- A resilient community capable of responding and recovering from environmental shocks

### Economic

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

## 8. RECOMMENDATION

That the Council/Committee:

1. **Receives** the report
2. **Endorses** the Norman Avenue Road upgrade project.
3. **Approves** the project budget of \$1,155,000 as unplanned expenditure, funded from the Roading contribution fund.

**File Number:** 409445

**Author:** Ruslaan Riyaz, Asset Development Engineer

**Attachments:** Nil



## 7.9 LOCAL WATER DONE WELL

### 1. PURPOSE

For the council to be update on Carterton District Council's approach to Local Water Done Well and the Wairarapa and Tararua Joint Council Project.

### 2. SIGNIFICANCE

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

### 3. BACKGROUND

As reported to Council on 27 June 2024 – Water Reform Update, once adopted, under new legislation, Territorial Authorities (TA) will be required to develop a Water Services Delivery Plan (WSDP).

Critical information to the WSDP is *“the anticipated or proposed model or arrangement for delivering water services (including whether the TA is likely to enter into a joint arrangement under or will continue to deliver water services in its district alone”* – Local Government (Water Services Preliminary Arrangements) Bill - Part 2 cl.11(1)(j).

The proposed model will influence the entire WSDP, therefore, TA's will have to “decide” on a preferred model or option, prior to developing a WSDP.

### 4. DISCUSSION

#### Multi Criteria Analysis:

CDC is in a favourable position in that we have 3 plausible Water Service Delivery options to consider.

To make a recommendation on a preferred option, Officers will assess various risks and benefits associated with each option.

Officers are in the process of developing a Multi Criteria Analysis (MCA) which will ensure an objective assessment of the potential options.

The MCA development and implementation process can be summarised in 5 steps:

- a. Identify assessment criteria – What is important to us?
- b. Assess criticality of criteria – High, Medium and Low – to influence weighting of criteria in final assessment.
- c. Define criteria and develop anchored scales – What does “good or poor” look like?
- d. Investigate criteria – Gather data that can inform a position on each criteria and make/record critical assumptions based on advice and experience.

- e. Analysis of multiple water service delivery options using agreed weighted MCA process.

**Wairarapa and Tararua Joint Council project:**

The purpose of the Wairarapa and Tararua Joint Council project is to enable the councils and communities of South Wairarapa, Carterton, Masterton and Tararua - or any combination of these four Councils - to make an informed decision on the arrangements under which they will deliver a Water Services Delivery Plan. This is in preparation for the expected legislative requirement for a WSDP under the Local Government (Water Services Preliminary Arrangements) Bill.

Even though Officers are actively working across all 3 options, the MCA are being developed from within the Wairarapa and Tararua Joint Council Project team.

**To date the joint council project team has:**

- Agreed the delivery of the project through will occur through a layered approach of a:
  - Dedicated Project Team Lead (Robyn Wells from SWDC), supported by
  - Project Team (a Senior Manager from each participating Council),
  - Project Steering Group (the respective Council CEO's), and finally an
  - Advisory Oversight Group (one Elected Member from each participating Council and 2 Iwi representatives).
- Since formation in early June the project team has met weekly (eight times to end of July) and, also met with the Water Services Plan team from Wellington twice.
- Met with the Tararua CE and Chief Advisor which resulted in TDC joining the project (25th June).
- The Rangitāne member of our Wairarapa + Tararua Advisory Oversight Group (WTAOG) has also been brought up to speed and introduced to the project team and purpose.
- Made a written submission on Bill #2, including an oral presentation on 24th June.
- Finalised the project Terms of Reference which have been signed by the four CEs included as **Attachment 1**.
- A two-page FAQ sheet has been prepared and sent out for posting on council websites.
- An update summary from the Wellington Regional Team has been sent through to all councillors along with a brief update on this project for context.
- A Position Description has been agreed for the Project Lead secondment position and SWDC have successfully found a replacement to backfill her role who starts on 23rd July.
- Presentations on how other council groupings are approaching the decision have been sought and received (Waikato, Hawkes Bay).
- Workshops have been held to develop a MCA framework for consideration of all practicable options for a Water Services Delivery Plan arrangement. This MCA will be shared with the Steering Group, the AOG and Councils once the framework has been completed.

## Financial Modelling

The legislation as drafted (Bill 2) requires a WSDP must show how the plan - amongst other things – maintains (or achieves) drinking water compliance; maintains (or achieves) regulatory compliance; supports housing growth and is financially sustainable.

Councils are required to show financial prudence benchmarks in our Annual Reports. However, Councils have not previously been required to show delivering three waters services is financially sustainable separately from Council. Separating out three waters revenue, costs and debt and ensuring this is financially sustainable is proving to be a significant hurdle for some Councils.

Financial modelling for the three Wairarapa Councils has been provisionally completed using the Funding and Pricing Path (FPP) model. This has also been completed in draft form for the four councils and is currently being updated with CDC information from our LTP.

Agreement has been received from the financial consultant to give CDC full access to his modelling and to enable an update of CDC data and the terms of this are being confirmed.

Economic network modelling has also been completed for the wider Wellington Region LWDW project by Gravel Road. This incorporates the three Wairarapa councils into the Wellington Region group at a high level and this has been presented to officers, CEs and the Wellington AOG.

We have obtained agreement from the Wellington Regional LWDW project to leverage the Gravel Road modelling for the Wairarapa project work.

We have agreed the process of bringing the two financial models together conceptually to confirm the results and assumptions of each model.

## Options

There are 3 plausible options being considered by CDC:

2. **Status quo** – CDC to continue to deliver water services independently.
3. **Provincial Option** – Joint Wairarapa District Councils and Tararua District Council.
4. **Wellington Regional Option** – Joint Wellington Regional councils including Kapiti and Horowhenua District Councils.

## 5. NEXT STEPS

1. Complete the MCA definitions and anchored scales.
2. AOG to endorse MCA criteria and definitions
3. Investigation of criteria
4. Analysis of criteria
5. Recommendation of preferred option to AOG.
6. Workshop MCA recommendations with individual councils.

## 6. CONSIDERATIONS

### 6.1 Climate change

There are no specific climate change considerations to this report.

### **6.2 Tāngata whenua**

Tāngata whenua participation has been incorporated into the Wellington Region Advisory Oversight Group with the appointment of Jo Hayes representing Rangitane o Wairarapa and Ngāti Kahungunu ki Wairarapa.

The Terms of Reference for the Wairarapa and Tararua Joint Project provides for two mana whenua appointments alongside the three Council appointments on the Wairarapa Advisory Oversight Group. These appointments have not yet been finalised by the AOG.

### **6.3 Financial impact**

Costs for the work are being funded from former Three Waters Transition funding, which has been reallocated by the DIA towards Local Water Done Well.

### **6.4 Community Engagement requirements**

The update to Council does not require public engagement at this time. The proposed legislation indicates a requirement for public engagement prior to Council undertaking a decision regarding a WSDP. We are seeking legal advice to confirm the most appropriate time for public engagement to occur.

### **6.5 Risks**

There are no risk associated with the decision of this report at this time.

Risks associated with the individual options and how that relates to this council will be communicated, when the relevant decision is tabled.

## **7. RECOMMENDATION**

That the Council/Committee:

1. **Receives** the report

**File Number:** 410153

**Author:** Johannes Ferreira, Infrastructure Services Manager

**Attachments:** 1. **LWDW Wairarapa Tararua Joint Terms of Reference** [↓](#)





# LOCAL WATER DONE WELL – WAIRARAPA & TARARUA

## Project Terms of Reference

July 2024

## **Local Water Done Well – Wairarapa and Tararua Joint Council Project**

### **Terms of Reference**

#### **Purpose**

The purpose of the project is to enable the councils and communities of South Wairarapa, Carterton District, Masterton District and Tararua, or any combination of these four Councils, to make an informed decision on the arrangements under which they will deliver a Water Services Delivery Plan (WSDP), as required under the Local Government (Water Services Preliminary Arrangements) Bill.

The project is scoped to provide sufficient supporting evidence and a decision-making framework to enable evaluation of a joint operating model (including all or some of the named councils) against other options for the delivery of water services (including the status quo).

The evidence provided will be of a quality that if chosen, the joint arrangement will be taken through as the alternative option in the consultation process with the community and into the development of a WSDP to be submitted to the Secretary for Local Government.

#### **Scope**

Under the Local Government (Water Services Preliminary Arrangements) Bill a key decision required of councils when preparing a WSDP is whether to continue delivering services as usual (whether under an existing CCO arrangement or alone) known as the 'status quo', or enter a joint arrangement with other councils, whether this be via a water services Council Controlled Organisation (CCO), Council Owned Organisation (COO) or other suitable model, for example shared services.

The scope of this project is to develop a joint arrangement option encompassing the Wairarapa and Tararua councils that is sufficiently detailed to enable it to be compared against other options.

Although the development of a Wellington Regional joint arrangement option is out of scope as this is being led out of a different project team under a different MOU and funding mechanism, it is in scope to assess the option derived from that process with the Wairarapa and Tararua Joint Council option.

Similarly, out of scope also is development of the status quo / existing approach option for each individual council which will remain the responsibility of the respective council but must be compared against the joint council option as required by Part 3, clause 51. 2. a. (i).

#### **Dependencies**

This project is dependent on two other processes being run concurrently:

1. The introduction and passage of the second and third pieces of Local Water Done Well legislation.
2. The progress of the Water Services Delivery Planning project for Wellington Region and Horowhenua.

This means that project deliverables and sub-deliverables will need to align to key milestones incorporated into these other two processes.

Of key importance are the designated 'off-ramps' designed within the Wellington Region and Horowhenua project to enable progressive decision making by councils on a preferred future delivery model.

This project feeds into but is not driven by those decision-making points. It is important however, that ultimately, all councils involved can progress on a timely basis to satisfy the requirements of the government to submit a WSDP to the Secretary for Local Government within twelve months of Royal Assent being given to the Local Government (Water Services Preliminary Arrangements) Bill therefore, decisions will need to be signalled and made on a timely basis across the two (regional and provincial) projects.

### **Membership**

Council Advisory Oversight Group (AOG) will be the Wairarapa appointees to the Wellington Regional WSDP AOG, the Mayor or an Elected Member of Tararua District Council, and an appointee from each of Rangitāne and Ngāti Kahungunu iwi authorities (six members in total).

The Project Steering Group (PSG) will be the Chief Executive Officers of the participating Councils.

The Project Team will be made up of Infrastructure Managers of the Masterton, Carterton and Tararua Councils.

The Project Lead will be Robyn Wells from South Wairarapa Council.

Support for the Project Team from internal and external consultants will be on an as required basis.

### **Specific responsibilities of the Project Team**

1. Production of a fact summary sheet for CEs and AOG to be updated as milestones are met
2. Prepare detailed scope of work and project plan to deliver on the purpose statement
3. Development of a Project Budget for the period up to the decision to either proceed as a collective, thereby taking an offramp of the Wellington Regional model
4. Establish assessment criteria to enable options analysis and confirm work plan
5. Engage external expertise as required
6. Prepare stakeholder/engagement framework ensuring all appropriate parties are included
7. Deliver work plan in the form of a report and slide pack
8. Workshop options with elected members
9. Prepare consultation pack in collaboration with individual councils (for status quo)
10. Run consultation
11. Develop a framework for a Water Services Delivery Plan in the event the option to proceed excludes continuing with the Wellington Regional WSDP

Note – Should the preferred option become clear throughout the above work package the PSG may redirect the project team to commence work on that option in parallel. This will trigger an updated Terms of Reference.

### **Specific Responsibilities of the PSG and AOG Groups**

1. Appoint membership to the project team

2. Ensure the team members can be committed to the project
3. To keep informed through information provided from the project team

### **Funding**

Participating Councils agree to fund the costs of this project in equal parts, i.e., Four Councils = 25%, Three Councils = 33.3%

Participating Councils will fund all project expenditure on the above proportions, unless otherwise agreed.

The project budget estimate will be approved by the PSG. Project expenditure will include all forecast external costs for the duration of this work.

The cost of backfilling the Project Lead for the duration of the project will be included as an approved cost. Except for the Project Lead, staff and Elected Member costs incurred by Councils will not be charged to this project. Iwi members on the AOG will be eligible for payment in line with existing Council policies. Where there is a conflict the most substantial policy payments will be applied by the project team.

South Wairarapa District Council will manage project expenditure and charging, through the Project Lead.

The Project Team will have delegated authority to spend up to \$30,000 in line with the approved budget. Approval of costs above \$30,000 requires the endorsement of all members of the PSG.

### **Term and Termination**

The Project will be funded to the point of a decision on the operating model to be included within the required WSDP. Post that point, a new Terms of Reference will be drafted.

Participating Councils may exit the project at any time. If a participating Council leaves the project, they remain liable for their share of all costs incurred up to that date, including committed costs unable to be avoided.

### **Decision Making**

Each Council will be responsible for their own decision-making using the project team's advice and assistance. The AOG, PSG, and Project team will make decisions on a consensus basis. Where consensus is not possible decisions will be made via majority, or alternatively escalated to the next level of oversight.

### **Meeting frequency**

The Project Team will meet weekly. The Steering Group and AOG will meet at least monthly based on the pace of decisions and / or updates required

### **Review of ToR**

To be reviewed at any time at the request of the PSG.

**SIGNED** for and on behalf of  
**CARTERTON DISTRICT COUNCIL**  
by its authorised signatory



.....

Signature

Geoff Hamilton  
Chief Executive Officer

Date: 5 July 2024

**SIGNED** for and on behalf of  
**MASTERTON DISTRICT COUNCIL**  
by its authorised signatory



.....

Signature

Kym Fell  
Chief Executive Officer

Date: 5 July 2024

**SIGNED** for and on behalf of  
**SOUTH WAIRARAPA DISTRICT COUNCIL**  
by its authorised signatory



.....

Signature

Janice Smith  
Chief Executive Officer

Date: 5 July 2024

**SIGNED** for and on behalf of  
**TARARUA DISTRICT COUNCIL**  
by its authorised signatory



.....

Signature

Bryan Nicholson  
Chief Executive Officer

Date: 5 July 2024



## 7.10 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

##### Grants

##### *Waste Minimisation Grant*

Preparing to open the Waste minimisation 'Annual Contestable Fund' and 'Rapid Fund' for 2024. The Annual Contestable Fund will be open from July – October 31st 2024 and welcomes applications for funding over \$2000. The Rapid Fund will be open from July 2024 – May 31st 2025 and is for funding amounts less than \$2000.

##### *Community Grant acquittal forms*

Of the 39 applicants that received Community Grant funding through the annual allocation process, 3 have not yet submitted acquittal documents.

##### *Community Grant 2024 applications:*

The 2024 Community Grant applications opened on 17th June and have been advertised in the Crier, Wairarapa Times Age, the Carterton Neighbourhood Support newsletter and Facebook page. Applications close on the 31st July 2024.

##### Community Events

June saw the return of the Charles Rooking Carter Awards which provided an opportunity to celebrate our district and the people within it. The evening also showcased our Event Centre and the whole team pulled together to deliver a fantastic night.

We had help from the Parks team; the Building Team; People and Wellbeing; Community Development and of course our Event Centre staff.

**Results:**

Carterton District Council Supreme Award – Cimone Grayson  
Bay Irrigation Business Award – Clareville Bakery  
WCM Legal – Entrepreneurship Award – A Very Carterton Christmas  
MTFJ Youth2Work Award – Jessie Fryer  
Carterton Events Centre

- Volunteer Service Award (Group) - Cimone Grayson
- Volunteer Service Award (Individual) - Nelly Kendall-Carpenter

**Recognition of Long Service** – Barry Pragnell; Gordon Taylor; Ronny Tankersley;  
Pool Construction



*Daffodil Festival – 15<sup>th</sup> September*

We are well into planning for the Daffodil Festival which is on Sunday the 15<sup>th</sup> September. Stalls are selling well, and we are looking forward to a nice sunny day.

*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. [Community Events | Carterton District Council \(cdc.govt.nz\)](https://www.cdc.govt.nz/Community-Events)

Older persons

With the confirmation of Masterton District Council’s funding of the implementation of the Positive Ageing Strategy, the three Councils have been meeting to plan the year ahead and look at ways that the implementation can be maximised. The focus of the planning will be both internal and external opportunities and barriers.

*Encouraging connections*

As part of the World Elder Abuse Awareness Day Carterton District Council held a number of events including Clothes swap and purple lunch, the Positive Ageing Strategy Co-ordinator also asked staff to donate goodies for Age Concern Wairarapa coffee morning raffles. Age Concern hold a monthly coffee morning in Carterton – this is an opportunity for participants to meet new people and share some time together with morning tea and speakers. A box of treats gifted by staff was given to the Co-ordinator of the coffee mornings.



*Carterton Community Craft Group*

A new craft group has started in Carterton meeting the second and fourth Thursday. The Positive Ageing Strategy Co-ordinator has supported the group with a donation of morning tea supplies and printing. The Co-ordinator and the Neighbourhood Support Co-ordinator visited the group to drop off information and to introduce themselves. About 14 – 20 people attend fortnightly.



People over 65 are the second highest demographic group to experience loneliness. As loneliness is considered as dangerous as smoking for people, then it is very important to support opportunities for connection in Carterton.



*Older persons and emergency*

The Positive Ageing Strategy Co-ordinator in conjunction with St Johns, Neighbourhood Support Carterton and Masterton, Featherston Community Centre and WREMO are progressing work on the Older Persons and Emergency project. The plan is trial the giveaway of 50 “Grab and Go” Bags to older persons that might experience barriers in being able to assemble the equipment needed. St Johns local committee has recently donated 50 first aid kits.

Youth

The youth council hosted a very informative session with the knowledgeable Stephen Hill from elections NZ. He took us through a fantastic PowerPoint where we got a good grasp on what a representation review is, why we do it and the different pathways taken to get to the final steps. This will help us with our submission and our knowledge of happenings within the local government sector.

*Pop up Play sessions*

We held a mini pop-up play session on the 15th of July. We turned the foyer and auditorium into a play space and had many happy, competitive children come in and visit!



*Upskilling youth kaimahi*

The three youth development coordinators from CDC, MDC and SWDC supported a young kaimahi workshop which has held at the Events Centre. We had 23 attendees under the age of 24 attend the workshop, where we grew their knowledge of the youth development principles of Mana Taiohi and how to develop effective youth mentoring skills to support other rangatahi amongst themselves.



*Festival for the Future*

Festival for the Future was attended by 4 of our Youth Councillor’s on the 17th and 18th of July. It was a huge 2 days of incredible speakers and workshops in Wellington at the TSB bank arena. Key speakers included Tory Whanau, Mike Smith,

Shaneel Lal and Tame Iti speaking on the panels and two breakout sessions per day to upskill our kete's. We soaked in the knowledge and the privilege to be in the same room as some incredible leaders and the inspiration of other young leaders doing moving things has given us no limits to ourselves!



Walking and cycling

*Wairarapa Walking Festival*

The steering group held meetings in May and June with progress made on the list of walks across the regions for 2024. Collaboration with Festival Partners Metlink and Tranzit is occurring to ensure transport for some of the walk destinations. The landing page on the Carterton Events Centre website has been updated. Dates for 2024 are Friday the 8th November – Sunday 17th November.



CDC nominated Metlink for a Golden Foot award – to improve the walking and wheelchair access at the Carterton Railway station for the Bus Replacement service.

**Carterton BRT Stop & Park and Ride Project**

**Project Description**  
This project will see the construction of a new dedicated Bus Replacing Trains (BRT) stop for use by Metlink Customers during trains replacement services. Part of this project includes improvements to the Park and Ride specifically customer access. Overall, this will improve safety and accessibility in Carterton Station.  
The project will:  

- Carry out civil infrastructure improvements to construct the new bus stop, raised pedestrian crossing, and kerbs.
- Install new bus shelter infrastructure with tactile pavers for mobility impaired customers
- Install new bus stop signage
- Produce 3x accessible parking spaces.

**Customer Benefits**  
This project will improve customer experience by providing a new purpose designed BRT stop for the Carterton Station as well as improving safety & accessibility of the Park and Ride to enhance priority for public transport.

**Design**  
[Architectural site plan showing the layout of the BRT stop, parking spaces, and pedestrian crossing.]

**Timeline**

Phase	Start Date	End Date
Phase 1	22 April 2024	14 May 2024
Phase 2	15 May 2024	23 May 2024
Phase 3	24 May 2024	06 June 2024
Phase 4	07 June 2024	10 June 2024

Project work is in four phases.  
The timeline above corresponds with the work zones in the site plan on the right.

**Project Location**  
[Map showing the location of Carterton Station 'The Site' near the Levenhor station.]

Neighbourhood Support

Sign installation project: Making Neighbourhood Support groups visible! The Council Parks team have made more progress with the new logo sign installation.



Climate change

*Healthy Homes Competition*

In June, we finalised the winners for the Healthy Homes Competition and were able to distribute three prizes: a tower fan heater (best rated on ConsumerNZ), window vacuum, and 2 m3 of firewood. All prizes were sourced from Carterton-based business, and prizes benefitting Carterton residents to have a warmer, drier winter season.



*Events & Training*

The Climate Change Advisor was able to support and attend several events over the past month. Firstly, Girls Who Grow had their Wellington Region roadshow promoting the roll out of their education programme encouraging young wāhine



into climate positive, agricultural careers. The roadshow visited four high schools in the Wairarapa region, and provided a few scholarships to attend the programme at each school.

Secondly, the Regional Kai Network held a hui at the Shady Mellow in Masterton, bringing together food growers, distributors and waste reduction people from across the Wellington Region. This session focussed on composting and the potential for community-based composting schemes to reduce food waste going to landfill.

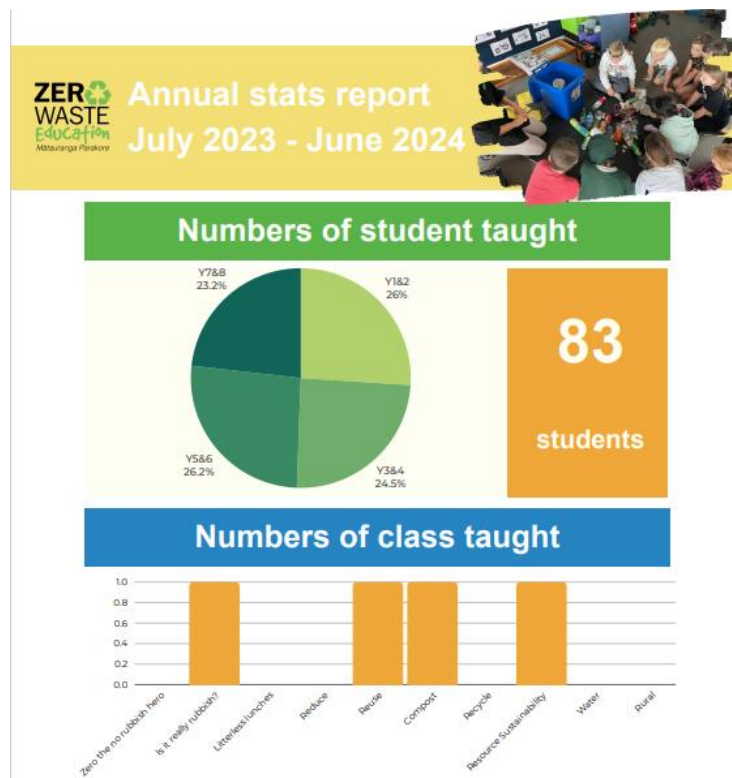
Another positive event attended was the Climate Tech Summit, held at the St. James Theatre in Wellington. This summit featured pitches from various ‘clean-tech’ companies aiming to raise capital to support their businesses. Clean technology (also known as clean-tech or climate-tech) is any process, product, or service that reduces negative environmental impacts through significant energy efficiency improvements, the sustainable use of resources, or environmental protection activities.

Finally, the Climate Change Advisor was able to attend a one-day training in Psychological First Aid, organised through the Red Cross. This is particularly relevant in the case of climate-related natural disasters and being able to assess and support people in distressing times. This Psychological First Aid training is obtained alongside the regular First Aid Training and ongoing. Emergency Operations Centre training.

Zero Waste

*Zero Waste Education in Schools*

The Zero Waste Education programme has been successfully delivered again over the past year in the Carterton District. The delivery of this programme in schools has ongoing success educating children. This waste minimisation education programme is free to schools and is funded from Waste Levy Funds.



Paper4trees is a waste minimisation and tree planting programme for New Zealand schools and preschools. The programme encourages schools to recycle their paper and cardboard by providing 30 litre classroom recycling bins (free of charge) for every room that generates paper and cardboard waste. When these bins are full, the contents then need to be emptied into the schools main kerbside recycling collection bin, or taken to the local recycling centre.

As an incentive to divert as much paper and cardboard from landfill as possible, the programme rewards each school with one native tree/plant for every two cubic metres of paper and cardboard recycled. Trees are dependent on funding grants.



**Events**

Events Centre Activities

June was a great month for ticket sales with audience numbers up 75% on the month previous and 16% year on year, and total Box office takings up 35% MoM and 5% YoY.

There was a good mix of community and commercial events with Talent Wairarapa, The Wairarapa Youth Orchestra, WastED with Kate workshop, a youth Disco and the Wairarapa Kids choir. Commercial hires included the always popular Operatunity and a sold-out performance from the NZ Highwaymen.

In June we were also delighted to host the Charles Rooking Carter Awards. A true cross council team effort, it was a brilliant collaboration that was a great showcase for what the event centre can do and be with a bit of imagination and creativity and we've received great feedback on the event from the community.

July saw a Pictionary quiz night from perennial favourites Laser Kiwi, and Puss in Boots from The Pantaloons and The Glow Show performances of Bad Jelly the Witch well attended by Children and caregivers on school holidays.

We also hosted a performance from Irish dance and music company Taste of Ireland. There has been a wave of negative feedback from attendees on social media and via direct contact with Event Centre staff about the visibility of the show as the full tiered seating block wasn't booked by the show. The tiered seating block takes five people a day and a half to set up, and the same again to take down. Using

tiered seating also reduces the number of seats that can be sold by around 100. Both of these factors impact the decisions external shows like Taste of Ireland make when booking their event.

We have had a conversation with the producer this week and we going to revisit the seating arrangement if/when they rebook a tour with us. We will work with them to make sure we a providing a great experience next time around. While we would love to have the seating block in all the time for performances, as it makes for a much better viewing experience, it has many implications in terms of cost, time and capacity, and this investment is largely the decision of the producer rather the Event Centre team.

The Event Centre team also need to consider the logistics around bookings, as we host a lot of events that require the floor to be fully flat. We go to great lengths attempting to book events that require the tiered seating block together, limiting the need for a team of five people spending a day and half to construct, and then deconstruct the seating block. Unfortunately, in this case there simply wouldn't have been time to have the tiered seating block available for this performance and retain the adjacent bookings.

Feedback on the visibility for performing arts and dance shows being poor has increased significantly this year. We've been trying to leave the full seating block in for longer periods whenever we can, or if we can't, there are occasions where we can construct a mini seating block so that at least a portion of the audience can be elevated, however this effectively halves the capacity of the auditorium, and still takes time and resource to construct.

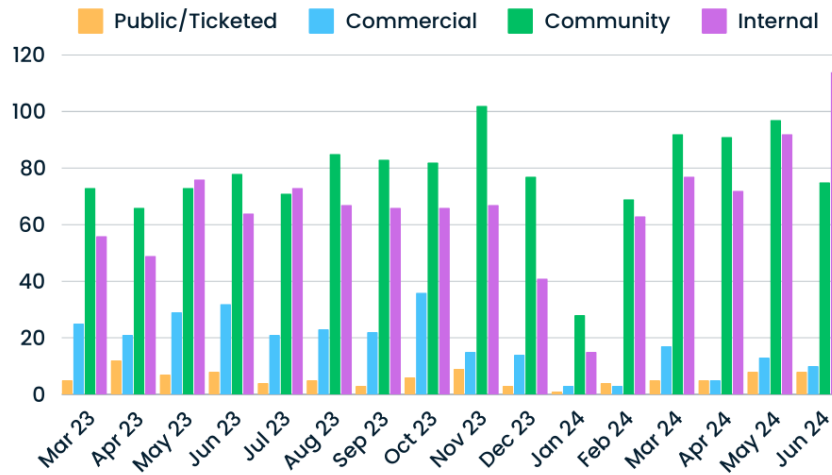
We have recently started collecting economic impact data from show-goers and it's encouraging to see patrons are going to Carterton or Wairarapa hospitality businesses pre-show. For example, of the surveyed respondents to Taste of Ireland, 32% went out prior to the show for dinner and/or drinks (28% of those in Carterton). As a group they spent a conservative estimate of \$2,400 total at Carterton and Wairarapa based eateries and bars.

**June 2024:**

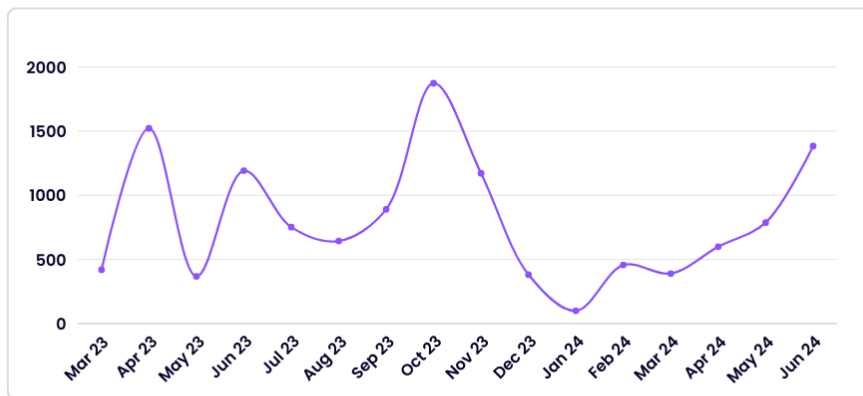
Total Audience of ticketed events	1383
Public/ticketed events held	8
Commercial Meetings/Events held	10
Community Meetings/Events held	75
Internal/local govt Meetings/Events held	114

# EVENT CATEGORY STATS

Meeting and events held at the Event Centre



## Total Audience of Ticketed Events



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 & Instagram – Reporting period 14th June – 21st July 2024

- **Reach:** The number of people who saw content from our Carterton Events Centre pages was down 33% on Facebook (reach of 33.2K) and up 148% on Instagram (reach of 2.2K) when compared to our previous report period (ending June 13<sup>th</sup> 2024).

- **Page and profile visits:** The number of times our page was visited (i.e. searched) has increased by 7.7% on Facebook and increased 132% on Instagram.
- **New likes and follows:** We've increased our Facebook page likes by 29 (down by 27.5% on last period) Followers on Instagram are up 16.7% on last period with a total of 21 new followers this period.

#### *Mailchimp*

Our audience has grown by 20 subscribers since 14th June. Across the newsletters and feedback forms sent in the past 30 days we achieved an average open rate of 38%.

#### Patron Feedback on events:

**Laser Kiwi Sketch Game** - *It was such a fun night!*

**Taste of Ireland** - *It was a brilliant show.*

*Keep up the great work your staff do on the night. Very organized.*

*Such a beautiful show.*

#### **The Glow Show: Bad Jelly The Witch**

*We took my grandchildren to the Glow Show. We all thoroughly enjoyed it.*

*The story was close to the original classic book which pleased me. My 5 yo grandson loved it. The audience seemed to be having a great time. Good range of seating.*

*Glow show effects were well done. Thanks.*

#### **Carterton Library – Wairarapa Library Service**

##### *Staffing*

South Wairarapa District Council (SWDC) has recruited three new permanent WLS staff. The full-time Library Assistant starts their 37.5 hours per week role on Tuesday 23 July, and the two permanent part-time Library Assistants will start their roles the week of Monday 12 August. Once the new staff have been trained, Featherston, Martinborough, and Greytown Libraries will reopen for five and a half days a week to bring them in line with Carterton Library. This is expected to be in late September or early October 2024.

##### *Spydus 11 Upgrade*

The library management system upgrade to Spydus 11, coordinated with SMART consortium partners and system providers CIVICA, went live on Friday 28 June. The process went smoothly and the enhanced system is working well.

##### *RFID*

Plans are progressing for the introduction of RFID technologies at WLS libraries in late 2024. This will be a two year project to move towards self-issue and complete technical integration with the SMART consortium. No formal commitments will be made before the Long-Term Plan is considered and adopted.

##### *Circulation*

During June 2024 a total of 9,124 print items were issued across the WLS network. Of these Carterton Library issued 4,189 print items.



74 new members joined the WLS during June 2024 with 32 of these joining at Carterton Library.

3,284 e-book, audiobook, and e-magazine items were borrowed through WLS online platforms during June 2024.

#### *Programming*

WLS libraries continued to be busy with activities during June and the first half of July 2024. Carterton Library held regular children's sessions of Wā Kōrero and Build with Bricks. Knit & Give, the Carterton Morning Book Club, and the WLS Evening Book Club were among the adult programmes offered at Carterton Library. The July School Holidays were also busy at the Carterton Library with free art and craft events.

Adult programmes were busy in Carterton Library over the last six weeks and included Digital Seniors and the Evening Book Club hosted by Carterton Branch Librarian Andrea Darbyshire. An author event with writer Katharine J Adams, held in conjunction with Wai Word, attracted a crowd of 50 people.

#### **Parks and Reserves**

On the 3rd of July we celebrated our Parks and Reserves Manager; Clinton Thompson's 35th Anniversary working for Carterton District Council.

Clint started at council (a few years ago) as a general labourer, his work over the years has had a significant impact on the Carterton District. Congrats Clint on reaching this milestone, Carterton is very lucky to have you!



#### *Street Reserves*

The shrubby garden beds throughout town have been given some attention with weeding trimming and mulching which was a focus for the parks team in June.

The Kowhai trees that were planted last winter on Rexwood Street have been re-staked and tied they have now been mulched and a missing specimen was replaced.

The Broadway centre garden bed that had been planted with a new suite of shrubs has been visited by plant thieves with several plants disappearing soon after being planted.

Bollards were installed at the esplanade reserve in Fiest Street to restrict access to adjacent farmland after several complaints from residents were received about the reserve being damaged by this activity.

#### *Parks*

The decision to close Sparks Park for maintenance on Monday morning has been well received by the community and park users, with positive feedback received from many of the frequent users.



**We're formalising our maintenance period at Sparks Park**

**TEMPORARY CLOSURE PERIOD**

- Every Monday
- 7.30am to 9.30am
- Beginning 15 July

From 15 July, our team will carry out mowing and maintenance work at Sparks Park between 7.30am to 9.30am each Monday morning. This means users will be unable to access Sparks Park during this period.

To date, our mowing and maintenance work at Sparks Park has always been delivered without set times and days.

Having a regular, planned maintenance period means all park users can plan their visit without interruption. It also helps us ensure the safety of park users, Council staff, families and pets.

**Why Monday mornings?**  
Monday's rubbish & recycling programme makes mowing in town impractical, but it's a good time to sort our parks.

**Why close the park completely?**  
It is safer to isolate the park when heavy machinery is present.

**Will everything be done on Monday mornings?**  
There may be a need for work at other times but, weather and capacity permitting, Monday morning will be a work day at the park.

Work may be delayed by weather, but we'll provide any updates as soon as practical.

We'll notify the community of any substantial changes in advance, via our Carterton District Council Facebook page.

**CONTACT US**

info@cdc.govt.nz  
06 379 4030

Find out more about this closure and how it aligns with our Reserve Management Plan and Bylaws here:



*Swimming Pool*

Preparations for the upcoming swimming season have begun. With the emptying of the toddler's pool, so a fresh coat of paint can be applied. The pumps have been started and circulation of the water through the filters has begun.

*Cemetery*

- Maintenance is ongoing.
- Extra resources continue to be employed at the cemetery while our caretaker is on light duties.
- Tree maintenance and attention to the mulch around the trees was a focus in June.
- The Plotbox cemetery management system is now operational, and it remains a WIP as we begin to add data into the new system.
- KCBG are currently working up at the cemetery on Fridays as they embark on their yearly leaf clearing activities.
- A new suite of garden plants were planted in the main drive garden to enhance the space.

*Rural Reserves*

The Gladstone reserve camping area entrance has had several applications of base course as maintenance and the access gate/chain was locked to prevent the reserve being damaged over the wetter months. However recently vandals have broken through the chain gate access at Gladstone reserve damaged the posts and ripped up the reserve. They have left the reserve in a damaged condition. We will be upgrading the fence and gate which will ensure better security for this reserve.

#### 4. INFRASTRUCTURE SERVICES

##### Water Operations

Sickness has been causing a few issues, however despite the water team almost all off for a week, the team has worked hard and caught up with the water leaks, clearing the back log over a couple weeks.

The reservoirs are operating well with the operators getting used to the new operation. It will be good to have the additional irrigation area available next summer with the Regional Council's contractor is progressing well with the installation.

The inlet pump station at the front of wastewater is a different issue, with the old equipment failing. Temporary repairs are being installed to keep it operating, but the newer equipment is sized different requiring modification of pipework to fit them in. This highlights the need for the inlet works upgrade project.

##### Roading

The roading team is progressing well on preparation for this year's surfacing renewal and pavement rehabilitation program. The preparation also known a "pre-seal" treatment includes activities such as edge-break repairs and potholes. A more detailed roading report will be presented at the Policy and Projects committee.

#### 5. CORPORATE SERVICES

##### Annual Report

The finance team has started preparation of the 2023/24 Annual Report. as required under the local Government Act 2022 this will be required to be adopted by the end of October

#### 6. PEOPLE AND WELLBEING

##### Our People

Winter illness and COVID-19 has contributed to a significant increase in staff sickness across the council over the past 6 weeks. While core service delivery has been maintained, and despite some unwell staff still managing to work from home, many teams have been working under pressure to cover gaps left by sick members.

Additionally, the delay in the adoption of the Long-Term Plan (LTP) has created added workloads and changed priorities for already busy staff, particularly across the Rates, Democratic Services, Finance, and Communications Teams. The completion of the LTP process will enable staff to address other demands and resume work programmes.

In August, the council is partnering with Kuranui College to give some Year 11 students the chance for workplace experience. They will have an opportunity to spend a day in a chosen industry, seeing firsthand the work related to the industry, and allowing them to consider what type of work they may enjoy in the future. Council placements have been offered in the Library, Infrastructure, Building, and Communications and Engagement Teams. Students will be able to experience the many different activities of the teams, and generally understand more about the

world of work. This is a great opportunity to promote Local Government as a career option and encourage students to join the sector in the future.

#### Māori Responsiveness Strategy

CDC celebrated Matariki (the Māori New Year) on Thursday, July 27th, ahead of the public holiday on July 28th. Embracing this year's theme, Matariki Heri Kai, staff and councillors came together to share a waiata (song) and kai (food). The event was warmly received, fostering a deep sense of togetherness and unity among staff, while also educating attendees on the profound significance of Matariki for Māori.



Increasing staff capability in Te Reo Māori continues, most recently supported by installing kupu (words) with the English translation in staff workplaces which strengthens everyday visibility and helps staff towards proficiency in the language. We are eagerly preparing staff and the community activities for Te Wiki o Te Reo Māori (Māori Language Week) 14th to 21st September. Plans include the release of a daily "Te Waiata o te Rā" (song of the day), promotional signage at front counters, and lamp post banners. Staff in front-facing roles will greet the public with a warm "kia ora."

#### Health & Safety (H&S)

For the reporting period 18 June - 22 July, we received the following incident reports:

- 3 near miss reports
- 1 report of damage

Staff continue to experience instances of adverse customer behaviour with 2 of the incident reports involving the use of abusive language.

Our staff safety alert messaging for July is focused on the dangers of working while fatigued. We have covered the signs, symptoms and potential consequences of fatigue, and provided information on how staff may manage fatigue safely. 'Working alone and remotely' is one of our five biggest H&S risks. We are currently in the process of updating our lone worker monitoring system which involves reviewing policies and processes, and trialling new devices that will improve staff safety and enable us to meet our legislative obligations.

**7. MAJOR PROJECT UPDATES**

For this council meeting the Infrastructure Teams reporting was focussed around LWDW, Flat Point Flood Resilience project and Norman Avenue Upgrade Project. A detailed major project report will be presented at the Policy and Projects committee.

**8. CONSIDERATIONS****8.1 Climate change**

Considerations have been noted in the report, as appropriate.

**8.2 Tāngata whenua**

Considerations have been noted in the report, as appropriate.

**8.3 Financial impact**

There are no financial decisions required as part of this report.

**8.4 Community Engagement requirements**

There are no community engagement requirements needed as a consequence of this report.

**8.5 Risks**

Risks have been identified in the body of this report. No further additional risks have been noted.

**9. RECOMMENDATION**

That the Council:

1. **Receives** the report.

**File Number:** 386792

**Author:** Geoff Hamilton, Chief Executive

**Attachments:** Nil



## 7.11 SERVICE REQUESTS AND COMPLAINTS

### 1. PURPOSE

For the Council to be informed on Service Requests received in June 2024 and Complaints received from 7 June to 12 July 2024.

### 2. SIGNIFICANCE

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

### 3. BACKGROUND

Customer Service Requests and Complaints come to Council through many avenues. It is preferred that the Service Requests and Complaints are in writing, however, Council will accept these via telephone, people who come into the Council office, or by letter, email, and through our Social Media channels.

The local government legislation sets out specific responsibilities for functions and activities to be delivered by Council. Council's obligation under the legislation is to meet the Department of Internal Affairs (DIA) performance measures that are reported on quarterly and annually. The key performance is to acknowledge the Service Requests and Complaints within the first 24 hours.

Council has an obligation to respond within 10 working days of receiving the Service Request or Complaint to inform if any additional time is required to resolve the issue.

All requests are recorded in a Service Request Management system register and saved in the Council's document management system.

Service Request Management is the operational system for the management of all requests for Council action excluding information requests, progress on consent/licence applications, and library/Event Centre activity. Such requests essentially cover the following business activities:

- Animal control
- Health
- Parks and Reserves
- Potable Water
- Waste Water
- Storm Water
- Rooding
- Rural Water

- Solid Waste
- Building Services
- Operations
- Management
- Infrastructure
- Communications Team

Council officers consider these to be service-related, that is, Council responding to a resident or community request.

A Service Request is any notification received from a customer, client, contractor or member of the public regarding a fault, a breakdown in service, or investigation of issues and concerns.

A Complaint is an expression of dissatisfaction with a CDC decision, process followed, outcome, employee or contractor action, or quality of service.

A person can log a service request or a complaint or report a fault online which can be viewed in the Carterton District Council website on this link: <https://cdc.govt.nz/service-request/>.

**4. SERVICE REQUEST REPORTING**

**Attachment 1** contains the list of the 14 Business Activities and the number of Service Requests received covering the month of June 2024. Depending on the circumstances of the request within each activity, some request may take longer to complete and can be affected by weather conditions.

As of 12 July 2024, there were no service requests open.

The table below shows total numbers of service requests received from January to June 2024.

Number of service requests received	
Month	Year
	2024
January	132
February	130
March	119
April	114
May	93
June	8
July	
<b>Total</b>	<b>668</b>

**5. REPORTING ON SERVICE COMPLAINTS**

As per Council’s obligations under the Local Government Act 2002, Council must respond to Service Complaints within 10 working days of receiving a complaint.

What Constitutes a complaint is an expression of dissatisfaction, from our customers, with a CDC decision, process followed, outcome, employee or contractor action, or quality of service.

Where the information has been withheld under section 7(2)(a) of the Local Government Official Information and Meeting Act 1987 (the Act), the withholding



of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.

**Attachment 2** contains the Complaints received from 7 June to 12 July 2024.

As of 12 July 2024, there is one open complaint.

Records of numbers of complaints received began in October 2023.

The table below shows total numbers of complaints received from the year 2023 to 2024.

Number of complaints received		
Month	Year	
	2023	2024
January		5
February		6
March		6
April		1
May		4
June		1
July		
August		
September		
October	3	
November	7	
December	6	
<b>Total</b>	<b>16</b>	<b>23</b>

**6. RECOMMENDATION**

That the Council:

**Receives** the report.

**File Number:** 406577

**Author:** Serah Pettigrew, Democratic Services Officer

- Attachments:**
1. Service Requests received covering the month of June 2024 [↓](#)
  2. Service Complaints covering the period from 7 June to 12 July 2024 [↓](#)



**The 14 Business Activities and the number of Service Requests received covering the month of June 2024**

Department	June 2024	
	Incident Opened	Incidents Completed
<b>Animal Control</b>	<b>12</b>	<b>7</b>
Stock	3	3
Lost Dog	1	1
Dog Roaming	2	1
Dog Found	2	1
Dog Barking	2	0
Dog Attack on Animals	1	0
General Enquiry	1	1
<b>Parks and Reserves</b>	<b>13</b>	<b>13</b>
Parks and Reserves	4	4
Other	7	7
Rubbish Collection	2	2
<b>Potable Water</b>	<b>10</b>	<b>9</b>
Other	1	0
Service Line Leak	2	2
Leaking Water Toby	5	5
Line Break	2	2
<b>Storm Water</b>	<b>4</b>	<b>3</b>
Stormwater	2	2
Other	1	0
Blockage	1	1
<b>Roading</b>	<b>31</b>	<b>4</b>
Roading - Enquiry	13	0
Foot Path/s	2	1
State Highway -- Roding Issues	1	0
Other	9	1
Tree Issue	2	1
Rubbish Collection	2	1
Road Sign Down	2	0
<b>Rural Water</b>	<b>2</b>	<b>2</b>
Waterrace	2	2
<b>Solid Waste</b>	<b>4</b>	<b>3</b>
Kerbside Collection	4	3
<b>Building Services</b>	<b>1</b>	<b>1</b>
Information Request	1	1
<b>Management</b>	<b>1</b>	<b>1</b>
Complaint	1	1
<b>Comms Team</b>	<b>2</b>	<b>2</b>
Website issue	2	2
<b>Grand Total</b>	<b>80</b>	<b>45</b>

**Service Complaints Report: 7 June 2024 – 12 July 2024**

Complaints received	Responses to complaints	Complaints resulting in a review	Average number of working days completed
0	4	0	14.75

Date Received	Organisation	Subject	Working Days completed
6/05/2024		Natural Burial site Clareville Cemetery. Visiting s7(2)(a) grave, Family member is a tree expert and believes mulch is piled to high around totara trees. They don't look healthy. Tree also needed stronger stakes. Family removed old stake, left this by the gate and put in 2 new stakes and also clear mulch from round base of tree.	51
20/05/2024		Up stairs on 2 <sup>nd</sup> row from the top there is a bit of metal sticking it out. People are tripping over it.	1
24/05/2024		With all the road works to improve safety across the district, perhaps Council could also ensure that its own staff actually follow the road rules, especially for safety. Thursday afternoon outside South End school, there was a CDC ute rego GBE106 parked on broken yellow lines (=no stopping, no parking) right next to the pedestrian crossing. Thus reducing visibility while schools turned out and loads of children were crossing the road.	2
6/06/2024		s7(2)(a) rang and emailed through invoice for blockage clearance linked to 26 April - SR24	5
Complaints not closed yet		0	



## 7.12 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) 7 June 2024 to 12 July 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 7 June 2024 to 12 July 2024 as well as two requests received in May, which was open at the time of the June 2024 report to Council.

As of 12 July 2024, there is one open requests.

The table below shows total numbers of requests received from the year 2022 to 12 July 2024.

Number of LGOIMA requests received 2022-2024			
	2022	2023	2024
January	4	10	4
February	4	5	7
March	14	5	5
April	5	7	7
May	6	11	7
June	8	6	0
July	1	7	1
August	7	16	
September	7	10	
October	6	4	
November	8	12	

Number of LGOIMA requests received 2022-2024			
	2022	2023	2024
December	3	5	
<b>Total</b>	<b>73</b>	<b>98</b>	<b>31</b>

**5. OMBUDSMAN**

There have been no LGOIMA complaints to the Ombudsman.

**6. RECOMMENDATION**

That the Council:

1. **Receives** the report.

**File Number:** 406578

**Author:** Serah Pettigrew, Democratic Services Officer

**Attachments:** 1. LGOIMA requests from 7 June 2024 to 12 July 2024 [↓](#)

LGOIMA: 7 June 2024 – 12 July 2024

Requests received	Responses to requests	Requests resulting in a complaint to ombudsman	Average number of working days to respond
3	2	0	17.00

Date Received	Organisation	Subject	Working Days to respond
22/05/2024	New Zealand Taxpayers' Union	The Taxpayer's Union is in the process of collating data for the publishing of its yearly Ratepayer's Report soon. Based on data we have sourced from you through LGOIMA requests, we have summarised data that we will publish in the attached council profile for 2022/2023. Would it be possible for your council to read and confirm the data that we have sourced, and if there are irregularities, let us know so that we can provide a correction? Similarly, if the data is correct, we would appreciate you letting us know, but if we do not hear a response back, we will assume it is correct. We would appreciate a response by Thursday 20 June.	14
30/05/2024	New Zealand Taxpayers' Union	Exclusion of Councillor Ayling from Long Term Plan 2023-2034 Hearings	20
2/07/2024	Office of Francisco Hernandez MP, Green Party	(i) What was your council spend on emergency management capability, and how many staff members did you have within emergency management roles, for the previous 3 financial years (1 July 2021 – 30 June 2022, 1 July 2022- 30 June 2023, 1 July 2023- 30 June 2024) (ii)How much is your council budgeting to spend on emergency management capability, and how many staff members will you have within emergency management roles, for the current financial year (1 July 2024- 30 June 2025)	
Request not closed			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
<p><b>8.1 - Confirmation of the public-excluded minutes of Council meeting 26 June 2024</b></p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p>	<p>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</p>



**9 KARAKIA WHAKAMUTUNGA**