



Te Kaunihera-ā-Rohe o Taratahi

**CARTERTON**  
**DISTRICT COUNCIL**

# **AGENDA**

## **Policy and Projects Committee meeting**

**Date: Wednesday, 18 June 2025**

**Time: 9:00 am**

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

Deputy Mayor S Cretney

Cr S Gallon

Mayor R Mark

Cr D Williams

Cr B Deller

Cr R Cherry-Campbell

Cr L Newman

Cr S Laurence

Cr G Ayling





**Notice is hereby given that a Policy and Projects Committee meeting of the  
 Carterton District Council will be held in the Carterton Events Centre, 50 Holloway  
 St, Carterton on:**

**Wednesday, 18 June 2025 at 9:00 am**

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## 1 KARAKIA TIMATANGA

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

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

*Tēnei te hapori awhi ai e Taratahi.*

*Whano whano, haramai te toki*

*Haumi ē, hui ē, tāiki ē!*

## 2 APOLOGIES

## 3 CONFLICTS OF INTERESTS DECLARATION

## 4 PUBLIC FORUM

## 5 DISCUSSION OF THE PUBLIC FORUM

### Video Conference details

#### **Microsoft Teams** [Need help?](#)

#### [Join the meeting now](#)

Meeting ID: 415 194 773 540

Passcode: mH26Sn6N

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#### **Dial in by phone**

[+64 4 280 6232,,100938137#](#) New Zealand, Wellington

[Find a local number](#)

Phone conference ID: 100 938 137#

## **6 CONFIRMATION OF THE MINUTES**



### **6.1 MINUTES OF THE POLICY AND PROJECTS COMMITTEE MEETING HELD ON 9 APRIL 2025**

#### **1. RECOMMENDATION**

1. That the Minutes of the Policy and Projects Committee Meeting held on 9 April 2025 are true and correct.

**File Number:** 453113

**Author:** Katrina King, Democratic Services Officer

**Attachments:** 1. Minutes of the Policy and Projects Committee Meeting held on 9 April 2025

**MINUTES OF CARTERTON DISTRICT COUNCIL  
POLICY AND PROJECTS COMMITTEE MEETING  
HELD AT THE CARTERTON EVENTS CENTRE, 50 HOLLOWAY ST, CARTERTON  
ON WEDNESDAY, 9 APRIL 2025 AT 9:00 AM**

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

**IN ATTENDANCE:** Staff

Geoff Hamilton (Chief Executive), Karon Ashforth (Corporate Services Manager), Solitaire Robertson (Planning and Regulatory Services Manager), Geri Brooking (People and Wellbeing Manager), Johannes Ferreira (Infrastructure Services Manager), Glenda Seville (Community Services and Facilities Manager), Lawrence Stephenson (Water Services Manager), Sarvesh Tiwari (Waste Management and Minimisation Officer), Jeet Kiran (Waters Compliance and Monitoring Officer), Becks Clarke (Community Development Team Leader), Marcus Anselm (Communications and Engagement Manager), Sara Renall (Senior Communications and Engagement Advisor), Katrina King (Democratic Services Officer), Ricky Utting (Climate Change Advisor), Anna Tulloch (Communications and Engagement Advisor)

**1 KARAKIA TIMATANGA**

The meeting opened with a karakia by all members.

**2 APOLOGIES**

**MOVED**

That apologies be received from Cr Dale Williams and Mayor Ron Mark.

Cr L Newman / Cr S Gallon

**CARRIED**

**3 CONFLICTS OF INTERESTS DECLARATION**

There were no conflicts of interest declared.

**4 PUBLIC FORUM**

There was no public forum.

## 5 CONFIRMATION OF THE MINUTES

### 5.1 MINUTES OF THE POLICY AND PROJECTS COMMITTEE MEETING HELD ON 19 FEBRUARY 2025

#### MOVED

1. That the Minutes of the Policy and Projects Committee Meeting held on 19 February 2025 are true and correct.

Cr R Cherry-Campbell / Cr B Deller

#### **CARRIED**

## 6 REPORTS

### 6.1 WASTE MANAGEMENT AND MINIMISATION UPDATE

#### 1. PURPOSE

For the Committee to be updated on Carterton District's Waste Management & Minimisation overview.

#### MOVED

That the Committee:

1. **Receives** the report.

Cr S Laurence / Cr S Gallon

#### **CARRIED**

## 6.2 CLIMATE CHANGE STRATEGY 2025-2030

### 1. PURPOSE

For the Committee to adopt the revised Carterton District Council Climate Change Strategy: 2025-2030.

#### **MOVED**

That the Committee:

1. **Receives** the report.
2. **Adopts** the Carterton Climate Change Strategy: 2025-2030.
3. **Notes** that prior to public release of the Strategy minor editing and changes in formatting may occur if required.

Deputy Mayor S Cretney / Cr R Cherry-Campbell

Against - Cr G Ayling

**CARRIED**

## 6.3 POSITIVE AGEING STRATEGY UPDATE

### 1. PURPOSE

For the Policy and Projects Committee to receive the six-monthly report on Te Hōkai Nuku Wairarapa Region Positive Ageing Strategy for Carterton District Council.

#### **MOVED**

That the Committee:

1. **Receives** the report.

Deputy Mayor S Cretney / Cr R Cherry-Campbell

**CARRIED**

#### 6.4 MĀORI RESPONSIVENESS ACTION PLAN UPDATE

##### 1. PURPOSE

For the Committee to receive an update on the Māori Responsiveness Action Plan 2024/2025.

##### MOVED

That the Committee:

1. **Receives** the report.
2. **Notes** the progress towards the delivery of the Māori Responsiveness Action Plan objectives.

Cr R Cherry-Campbell / Cr L Newman

**CARRIED**

#### 6.5 MAJOR PROJECTS UPDATE

##### 1. PURPOSE

To update the Committee on the progress of major projects.

##### MOVED

That the Committee:

1. **Receives** the report.

Deputy Mayor S Cretney / Cr B Deller

**CARRIED**

#### 6.6 RUAMĀHANGA ROADS AND CORRIDOR ACCESS REPORT

##### 1. PURPOSE

For the Committee to be updated on Ruamāhanga Roads and Corridor Access activities.

##### MOVED

That the Committee:

1. **Receives** the report.

Deputy Mayor S Cretney / Cr R Cherry-Campbell

**CARRIED**



**6.7 WATER OPERATIONS REPORT****1. PURPOSE**

For the Committee to be updated on the water operations.

**MOVED**

That the Committee:

1. **Receives** the report.

Cr R Cherry-Campbell / Cr B Deller

**CARRIED****6.8 UPDATE ON OPERATIONAL CONSENTS****1. PURPOSE**

To update the Committee on the status of the existing consents.

**MOVED**

That the Committee:

1. **Receives** the report.

Deputy Mayor S Cretney / Cr S Gallon

**CARRIED****6.9 CARTERTON DISTRICT COUNCIL SPEED REVIEW****1. PURPOSE**

For the Committee to consider advice on the next steps following receipt of a response from NZTA regarding CDC's Speed Review.

**MOVED**

That the Committee:

1. **Receives** the report.

Deputy Mayor S Cretney / Cr S Laurence

**CARRIED****MOVED**

2. **Notes** the proposed next steps.

Cr R Cherry-Campbell / Cr S Laurence

**CARRIED**

**6.10 UPDATE ON PLANNING RESOURCE CONSENTS****1. PURPOSE**

The purpose of this report is to update the Committee on the resource consents issued since the previous update.

**MOVED**

That the Committee:

1. **Receives** the report.

Cr B Deller / Cr S Gallon

**CARRIED****6.11 ADVISORY GROUP UPDATES****1. PURPOSE**

For the Committee to be updated on activities and highlights from the Advisory Group meetings.

**MOVED**

That the Committee:

1. **Receives** the draft meeting notes from the People and Places, and Rural Advisory Groups.

Cr R Cherry-Campbell / Cr S Laurence

**CARRIED****7 KARAKIA WHAKAMUTUNGA**

The meeting closed with a karakia by all members.

**The meeting closed at 10.51 am**

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

**2025**

**Date: .....**

## 7 REPORTS



### 7.1 COMMUNITY GRANTS AND FUNDING FRAMEWORK AND POLICY

#### 1. PURPOSE

For the Committee to adopt the Community Grants and Funding Framework and Policy.

#### 2. SIGNIFICANCE

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

#### 3. BACKGROUND

Carterton District Council administers and distributes several funding streams that provide significant support to our community. These funds help achieve the outcomes outlined in CDC's Long-Term Plan.

As the funding opportunities available are expanded, the need to better organise funding information and ensure it aligns with our strategic direction and priorities as a Council is recognised.

#### 4. DISCUSSION

A workshop with elected members was held in November 2024, during which the proposal was made to create a unified document: *the Community Grants and Funding Framework and Policy*. Discussions also included making amendments to existing grants policies to better align with the Council's objectives.

This new document aims to enhance the clarity of information and communication regarding the grants that CDC manages and distributes. The consensus was to consolidate all relevant details—policies, eligibility criteria, application information, and grant purposes—into a single resource: *the Community Grants and Funding Framework and Policy*.

A desktop review was conducted to inform this project, examining how other councils communicate their grants and funding programmes. Additionally, we reviewed the various strategies, legislations, and plans that guide our work and shape the services CDC delivers.

#### 5. NEXT STEPS

This document will be on the CDC website alongside other relevant information on grant funding managed by Council.

It will also be distributed to our community database and will be a useful resource for the annual Funders Forum.

## 6. CONSIDERATIONS

### 6.1 Climate change

Through Councils administration of grants, we encourage applicants to have Climate Change consideration, specifically aligning with the Carterton District Council Climate Change Strategy. Council officers provide advice and support to help ensure this alignment.

### 6.2 Tāngata whenua

There are no specific tāngata whenua considerations associated with this report.

### 6.3 Financial impact

Matters in the report are covered by existing budgets or by funds that the Council manages on behalf of external parties.

### 6.4 Community Engagement requirements

The Framework was created with feedback from grant applicants in mind, aiming to provide clear and concise information. The goal is to save applicants time, allowing them to focus on their core activities instead of reading long documents.

### 6.5 Risks

There are no risks associated with this report.

### 6.6 Wellbeings

All funds managed by Council consider the wellbeings and there are a variety of grants to suit the community and the services that are delivered.

## 7. RECOMMENDATION

That the Committee:

1. **Receives** the report.
2. **Adopts** the Community Grants and Funding Framework and Policy.
3. **Notes** that minor editing and changes in formatting may occur prior to public release of the document.

**File Number:** 464228

**Author:** Becks Clarke, Community Development Team Leader

**Attachments:** 1. Community Grants and Funding Framework and Policy [↓](#)



2025/26

# Community Grants and Funding Framework and Policy



Te Kaunihera-ā-Rohe o Taratahi  
**CARTERTON**  
DISTRICT COUNCIL

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## Introduction:

**Carterton District Council is committed to supporting initiatives that enhance the wellbeing, resilience, and vibrancy of our community. Through this Community Grants and Funding Framework and Policy, the Council provides a clear and transparent process for allocating financial support to individuals, groups, and organisations who are working to deliver positive outcomes for the Carterton district.**

This policy outlines the principles, priorities, and procedures for administering funding and other financial contributions made by Council. It is designed to ensure that public funds are distributed fairly, efficiently, and in a way that aligns with Council's strategic goals, Long-Term Plan and community aspirations.

The framework encourages partnership, innovation, and inclusivity by supporting a diverse range of community-led projects, events, and services. It also aims to build capacity within the community and foster collaboration between Council and local stakeholders.

This is guided by the Funding Framework and will support the broader outcomes such as the social, cultural, economic and environmental wellbeing of all our people and places.

This policy applies to all contestable funding programmes administered by Carterton District Council.

By adopting this policy, Carterton District Council affirms its role as a proactive enabler of community development and sustainability and ensures that all funding decisions reflect our values.

**Carterton District Council has many different sources of funding and support to empower organisations to meet their shared goals including, but not limited to:**

- Community Grants
- Waste Minimisation Fund
- Creative Communities Funding
- Rural Travel Fund
- Sport NZ Travel Fund
- RSA Memorial Fund
- In-kind grants
- Extraordinary Grants.





## Funding Covered by this framework:

### Community Grants

- Single year community grant – local
- Single year community grant – regional

### Environmental

- Waste Minimisation Fund

### Arts & Culture

- Creative Communities Funding Scheme

### Education

- RSA Memorial Fund

### Sports and Recreation

- Sport NZ Rural Travel Fund

### General

- In-kind grants
- Extraordinary Grants





## Strategic Alignment

**Our Vision and Outcomes – Hapori – o matou whakakitenga me nga wakataunga**

**“A welcoming and vibrant community where we all enjoy living”**

### **Cultural Well-being**

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

### **Economic Well-being**

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

### **Environmental Well-being**

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

### **Social Well-being**

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

Carterton District Council's core responsibility is to provide services and support that promote the sustainable development of the district, in line with the Local Government Act 2002.

The Community Grants and Funding Framework and Policy outlines how Council will work in partnership with community and voluntary organisations to enhance the wellbeing of Carterton's people, places, and environment.

The Framework provides a clear and consistent approach to how Council allocates funding and support. It actively promotes progress against the priorities and outcomes set out in the Long-Term Plan and Annual Plan and ensures alignment with Council's broader strategies and implementation plans.



## Grants and Funding Principles

Our grant programmes are guided by the following core principles to ensure funding is delivered in a way that supports meaningful, inclusive, and lasting impact:

### 1. Partnership

We value collaboration and shared purpose. We aim to build strong, respectful relationships with communities, organisations, and stakeholders, working together to achieve common goals.

### 2. Equitable Outcomes

We are committed to advancing equity by prioritising access to resources and opportunities for communities who have historically been underserved or disadvantaged, ensuring fair and just outcomes for all.

### 3. Trusting Relationships

We believe in building relationships based on trust, transparency, and accountability. We strive to be responsive, listen openly, and honour the knowledge, expertise, and experiences of those we work with.

### 4. Empowerment

We support initiatives that build capacity and enable communities to lead their own development. Our funding approach seeks to uplift local leadership, foster innovation, and strengthen community resilience.

### 5. Transparency

We are open and honest in our processes, decisions, and communications. We ensure that criteria, decisions, and use of funds are clearly communicated and accessible.



CARTERTON DISTRICT COUNCIL COMMUNITY GRANTS AND FUNDING FRAMEWORK AND POLICY 6



# Rules for Grant Funding

This section sets out the various grants Carterton District Council manage and distribute and their rules.

## Funding Agreements

All funding provided by Council will be formalised through a Funding Agreement. These agreements may include key performance indicators (KPIs), milestones, and clearly defined deliverables.

Each agreement will outline the mutual responsibilities of both the Council and the recipient organisation, as well as the project, service, or activity being delivered to benefit the community. Specifically, the project, service or activity must evidence benefit to the Carterton District.

The type and scope of the agreement will vary depending on the level and nature of support being provided.

Each Council fund or fund administered by Council has its own specific criteria, tailored to the purpose and objectives of the fund. These criteria are outlined in detail later in this document.

Grants are primarily intended to support not-for-profit, charitable, and voluntary organisations, collectively referred to as community organisations, as they exist to provide a public or community good rather than private gain.

There are various categories of applicants eligible for grants and funding from Council. Please note that these vary depending on the grant.

## 1. Community Organisations

Most community organisations have a formal legal structure, including governing documents (e.g. a constitution) that outline their purpose, governance, and management arrangements in line with their charitable mission. Please note that all groups applying for more than \$1000 must be incorporated under the Incorporated Societies Act 1908 or the Charitable Trusts Act 1957, or be a legal entity that is registered for charitable purposes.

Having a recognised legal structure:

- Enables the Council to enter into a formal agreement with the organisation
- Ensures proper accountability and stewardship of public funds.







## 2. Unstructured Groups (using an Umbrella Organisation)

Groups without a formal legal structure may still apply for funding, provided they work with an umbrella organisation.

### The umbrella organisation must:

- Agree to receive and administer the grant on the group's behalf
- Enter into a funding agreement with Council
- Be legally responsible for the appropriate use and reporting of the funding.

## 3. Social Enterprises and Commercial Entities

Council also welcomes applications from commercial entities and social enterprises that deliver strong social, environmental, or cultural outcomes. To be eligible as a social enterprise, the applicant must:

- Operate with a clear community-focused mission
- Demonstrate that most profits or surpluses are reinvested into achieving that mission.

## 4. Individuals

- Some grant funds allow individuals to apply
  - › This is outlined in the eligibility section of each grant.

## 5. Businesses

- Some grant funds allow businesses to apply
  - › This is outlined in the eligibility section of each grant.

## Eligible Applicants must:

- Operate and be based in the Carterton District and deliver benefits to Carterton District residents – local entities (local grant fund)
- Organisations that may be based outside of the Wairarapa (regional entities) must evidence that they deliver services in the Carterton District or that services delivered benefit the District
- Must maintain effective financial management, accounting, monitoring, and reporting practices
- Have strong governance structures and the operational capability and capacity to deliver outcomes
- Submit accountability reports for previously awarded funding by the specified deadline.

## Ineligible Applicants

Grants governed by this framework are not available to the following:

- Political parties
- Schools\*
- Fundraising
- Other local authorities, government agencies, or public sector entities
- Entities with outstanding debts owed to the Council

*\* Schools may be eligible to apply for funding for projects that fall outside the core curriculum, such as community-based or extra-curricular initiatives and at the discretion of the Grants committee.*

**Refer to individual grants information for specific criteria.**



# Grant Programmes

## The Carterton District Council Community Grants Fund

### Overview

Community grants are primarily intended to support not-for-profit, charitable, and voluntary organisations, collectively referred to as community organisations, as they exist to provide a public or community good rather than private gain.

Funding for this grant is primarily set through the Long-Term Plan and adjusted annually for inflation during the budget process.

Council may choose to allocate specific amounts for particular purposes as part of the total amount available for each grants programme.



### Eligible entities must:

- Operate and be based in the Carterton District and deliver benefits to Carterton District residents – local entities (local grant fund)
- Organisations that may be based outside of the Wairarapa (regional entities) must evidence that they deliver services in the Carterton District or that services delivered benefit the District.
- **Community grants governed by this framework are not available to the following:**
  - Political parties
  - Schools\*
  - Internal applicants, including projects, programmes, or facilities managed by Council or its employees
  - Other local authorities, government agencies, or public sector entities.

*\* Schools may be eligible to apply for funding for projects that fall outside the core curriculum, such as community-based or extra-curricular initiatives and at the discretion of the Community grants committee.*



### Eligible Expenses for Grant Funding

Applicants are required to submit a comprehensive budget outlining the costs associated with the project, activity, or service that will deliver the intended community outcomes.

In most cases, Council funding will contribute alongside other funding sources, rather than being the sole source of financial support. This should be clearly reflected in the budget.

- Applicants must clearly indicate how the Council grant will be spent, specifying the project components it will fund or how it will help to offset the total cost of delivery
- Council will work with successful applicants to ensure that appropriate outcomes are agreed in line with the level of funding provided. Any special conditions related to how the grant can be used will be set out in the funding agreement.

### Eligible costs may include, but are not limited to:

- Project wages\* and professional fees, including artists' fees and volunteer reimbursements
- Administration and office expenses
- Accommodation costs, such as rent, lease payments, maintenance, insurance, and utilities
- Costs essential to service delivery, e.g. vehicle expenses for mobile services
- Marketing and communications, including advertising, printing, website development, and promotional materials
- Programme delivery costs, such as materials, equipment or venue hire, and tutor/facilitator fees

*\* Wages must be directly linked to project delivery and clearly connected to specific outcomes.*





### Ineligible Expenses for Grant Funding

While the Community Grants and Funding Framework and Policy offers decision-makers flexibility to support initiatives that achieve positive community outcomes, there are specific expenses and activities that will not be funded.

The following will **not be eligible** for grant funding:

- Debt servicing or repayment
- Legal expenses
- Activities promoting religious, ministry, or political purposes or causes
- Medical expenses
- Public services that are the responsibility of central government, such as core education or primary healthcare
- Commercial or profit making initiatives
- Religious or faith-based instruction, lobbying or education (Church organisations may apply for funds to deliver non-sectarian social services)

- Sports team accommodation, travel or uniforms (except for travel provided by the Rural travel fund pp18)
- Overruns in projects, events or initiatives
- Large physical works (e.g. upgrades to community buildings requiring permits or consents) unless all required consents or approvals have been obtained

*Note: Funding may be awarded in principle but will not be released until all conditions are met*

- Purchase of alcohol
- Retrospective costs, where the activity has already occurred.

### Funding Categories and application information

- Both Local and Regional grant funding is assessed with the same criteria.

#### Application period:

- > Open mid June
- > Close 31 July.



CARTERTON DISTRICT COUNCIL COMMUNITY GRANTS AND FUNDING FRAMEWORK AND POLICY

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## Waste Minimisation Grant

### Overview

The Waste Minimisation Fund has been established to support the implementation of local waste minimisation initiatives that align with:

- The Wellington Region Waste Management and Minimisation Plan (WMMP)
- Te Rautaki Para – A National Waste Strategy

This fund enables our community to take local action that contributes to the Government's priorities for minimising waste and improving waste management. It sets out what we want to achieve, and the tools to help us get there.

Achieving change will include targeted investment and ensuring we have the right legislative tools. It provides financial support for practical and innovative solutions aimed at reducing waste generation and improving resource recovery in the Carterton District.





### Source of Funding

The Waste Minimisation Fund is financed by the Waste Levy, which is distributed to local councils by Central Government under the Waste Minimisation Act 2008.

### Eligible projects can include (but are not limited to):

- Equipment needed to achieve the project outcomes (submit two quotes per item of equipment, where possible)
- Publicity or educational material directly related to the aims of the programme
- New initiatives or improvements/expansions to existing programmes using proven technologies
- Trials and pilot programmes using proven technologies
- Training needs of workers
- Skill development of project participants
- Administration costs related to the project

- Wages directly related to the project
- Travel costs (travel will only be funded if it is essential for the project, and each journey will be evaluated on its individual merit)

### Ineligible projects:

- Feasibility studies
- Waste disposal, treatment, or recycling costs
- Ongoing financial support of existing activities or running costs
- Duplication of other demonstration projects or pilot studies
- Debt servicing
- Retrospective projects/work that has already been completed
- Legal expenses
- Any costs related to preparing the application
- Catering costs.



CARTERTON DISTRICT COUNCIL COMMUNITY GRANTS AND FUNDING FRAMEWORK AND POLICY

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## Funding Categories and application information

The Waste Minimisation Fund offers two distinct funding streams to support a range of project sizes and timelines: the **Rapid Fund** for small-scale initiatives and the **Annual Contestable Fund** for larger or more complex projects.

### 1. Rapid Fund

#### Contestable funding for small-scale projects – up to \$2,000.

The Rapid Fund is designed to support smaller, low-complexity projects that contribute to waste minimisation outcomes throughout the year. This fund enables quick access to financial support for practical initiatives that align with local and national waste reduction goals.

#### Examples of eligible projects include:

- Waste minimisation planning and implementation for community events
- Waste audits for local organisations or groups
- Seed funding for pilot projects or trial initiatives
- Public education and awareness campaigns
- Training or professional development in waste minimisation practices
- Implementation of small-scale waste systems (e.g., composting, reusable alternatives).

#### Key Details:

- **Assessment:** Applications are reviewed by Carterton District Council Community Development staff
- **Funding limit:** Up to \$2,000 per application
- **Application period:** Open from 1 July to 31 May annually
- **Application frequency:** Applications are assessed monthly as received

- **Application deadline:** Applications must be submitted at least six weeks prior to the project start date
- **Decision timeframe:** Applicants will be notified within four weeks of submission.

### 2. Annual Contestable Fund

#### Funding for medium to large-scale projects – over \$2,000.

The Annual Contestable Fund supports larger-scale, strategic projects that place waste minimisation at their core. Successful projects will demonstrate significant impact—either by reducing waste to landfill or by enhancing community knowledge, engagement, and capacity to adopt sustainable practices.

#### Examples of eligible projects include:

- Seed funding for social enterprises or start-ups with a waste minimisation focus
- Community-based resource recovery or reuse centres
- System or process redesigns that reduce waste generation
- Establishment or strengthening of sustainability-focused community networks
- Development of infrastructure or assets that support waste diversion
- Technological or systems-based innovation in waste management.

#### Key Details:

- **Assessment:** Applications are evaluated annually by a designated assessment panel
- **Total funding available:** Up to \$60,000 per financial year
- **Eligibility:** Projects must have waste minimisation as a central objective, not as a secondary or indirect benefit.

#### Application period:

- > Open: 1 July
- > Close: 31 October annually

- **Decision timeframe:** Applicants will be notified following assessment in November.



## Creative Communities Scheme:

### Overview

The Creative Communities Scheme is funded by Creative New Zealand and administered by Carterton District Council. The purpose of the scheme is to support community-based arts activities that engage New Zealanders in local creative experiences.

A wide range of art forms and projects are eligible, provided they align with at least one of the scheme's three key funding criteria:

### Funding Criteria

**Projects must meet at least one of the following:**

#### 1. Participation

To support opportunities for local communities to actively **engage with and participate in the arts**.

##### Examples include:

- Community performances (e.g. choirs, theatre, hip-hop, poetry, music)
- Arts workshops (e.g. printmaking, writing, dance)
- Creation of new tukutuku, whakairo, or kowhaiwhai for a local marae
- Exhibitions by local craft or cultural groups (e.g. weaving, pottery, carving)
- Local arts festivals or community film projects

- Artist residencies involving local communities
- Public artworks created by or with the community
- Seminars and development workshops for local artists.

#### 2. Diversity

To support and celebrate the artistic cultural traditions of local communities.

##### Examples include:

- Arts projects in Māori or Pasifika heritage and contemporary art forms
- Projects led by or involving local migrant communities
- Collaborations between different cultural or community groups
- Projects involving people with lived experience of disability or mental illness.

#### 3. Young People

To enable young people (under 18) to actively engage in and create art.

##### Examples include:

- Youth-led mural or street art projects
- Young people producing films on topics important to them
- Publishing collections of writing by youth
- Youth music or visual art workshops and exhibitions.





### Eligible Expenses

- Funds may be used for the following costs directly related to delivering an arts project:
- Art materials and supplies
- Venue or equipment hire
- Short-term personnel or administrative costs
- Promotion and publicity for the project.

### Ineligible Expenses

The following are **not eligible** for funding under the scheme:

- Fundraising activities
- Development of infrastructure (e.g. galleries, marae, theatres)
- Projects run by local councils
- Projects where the arts component is minor or secondary (e.g. primarily health or education focused)
- Arts projects in schools or educational institutions that are part of the core curriculum or budget

- Ongoing operational or salary costs not tied to a specific project
- Costs for projects already underway or completed
- Travel to attend events or exhibitions outside the area
- Purchase of equipment (e.g. cameras, instruments, uniforms, costumes)
- Competition entry fees, prize money, awards, or judges' fees
- Royalties or copyright costs
- Purchasing artworks for collections
- Debt repayments or interest on loans.

### Application period:

There are two contestable funding rounds each year advertised on the Carterton District Council website.





## Sport NZ Rural Travel Grant

### Overview

The Sport NZ Rural Travel Fund is designed to help subsidise travel for rural junior teams aged between 5–18 years, removing the barrier of travel cost so they can compete in regular sporting competition. Territorial Authorities administer the Rural Travel Fund on behalf of Sport New Zealand.

### Eligible

The fund is available to rural sport club teams or rural school club teams within the participating Territorial Authority (TA) regions who are competing in a regular local competition outside of school time. These teams must consist of members aged between 5 and 18 years.

### Ineligible

- Individual players, coaches or officials
- Rural school or club teams competing in inter school or intra school competition during school time
- Funding will not be provided for, and may not be used for, the purpose of travel to regional or national sports competition.

### Application period:

There is one funding round per year.

- > Open Mid February
- > Close 31 March



## RSA Memorial Grant

### Overview

This grant provides a **Tertiary fund for residents of the Carterton District** who are **direct descendants of veterans and servicemen**.

The grants are provided by the Trust to students under 25 years of age to assist with expenses related to their tertiary education.

The total amount of funding from the Trust to be distributed each year is the annual interest earned on the Trust's principal amount invested.

### Eligible

At the discretion of the Carterton & Districts Returned & Services Memorial assessment committee, grants may be made to students who have been resident in the Carterton district for a minimum of two years.

- Residence within the Carterton district shall be defined as living with a parent or guardian or in a charitable institution in the district (excluding boarding hostels)
- Direct descendants of veterans and servicemen only will be considered (children, grandchildren and great grandchildren)
- Grants shall be made to students undertaking a full-time course of tertiary education
- Applicants must be under the age of 25 at

time of application

- First time applicants will be given preference
- Applicants can apply for a grant each year during their study
- Payment of a grant shall be made to a student following receipt of advice that the course of study has commenced.

### Ineligible

Applications for courses of completed study will not be considered.

### Application period:

There is one funding round per year.

- > Open Mid February
- > Close 31 March







## Extraordinary Grants

### Overview

Extraordinary Grant Funds are allocated from any remaining funds in the Community Grant Fund. The purpose of this fund is to empower communities to deliver small-scale, community-led initiatives—including events, activities, and projects—that primarily benefit the Carterton District's communities of identity, place, or interest.

This fund is designed to support initiatives developed by the community, for the community, fostering local connection, participation, and resilience. It also provides Council with the flexibility to respond to and support emerging grassroots initiatives as they arise throughout the year.

### Eligibility:

Must adhere to the rules for grant funding and eligibility for the Community Grant Fund.

### Application Period:

Applications are assessed on an as-needed basis, and funding is subject to the availability of remaining funds in the Community Grant Fund at the time of application.





## In-kind Grants

### Overview

In-kind support applications are available and may be submitted as a standalone request or as part of a wider funding application. These may include donated goods or services, volunteer time, or the use of equipment, facilities, or venues provided at no cost.

While in-kind support does not involve a financial transaction, it can significantly reduce the overall cost of delivering an initiative. Council may also provide in-kind support where appropriate, such as venue hire waivers, staff time, or assistance with promotion. Applicants are encouraged to clearly identify and quantify any in-kind contributions in their application.

### Eligibility:

Please refer to Community Grants eligibility

### Application Period:

Applications are assessed on an as-needed basis.





## Conflicts of interest

Organisations that have an affiliation with elected members or Council employees may still be eligible to apply for grant funding. However, to maintain transparency and public trust, any actual or perceived conflict of interest must be clearly declared in the application.

This allows Council to take appropriate steps to manage and mitigate any potential conflicts during the assessment process.

Similarly, elected members and Council staff involved in the decision-making process must declare any potential or perceived conflicts of interest.

Where a conflict exists, they will excuse themselves from any assessment, discussion, or decision making related to the relevant application.

### Funding Limitations and Financial Considerations

Council grant programmes are consistently oversubscribed, and it is not possible to approve all funding requests. As part of the decision making process, Council will consider the overall financial situation of each applicant, including their ability to deliver the project or service with support from other funding sources.

This ensures that available funds are allocated fairly and strategically, with a focus on achieving the greatest community impact.

### Assessment

To ensure fair, informed, and transparent decision-making, funding assessment panels are appointed for various Council grant programmes. These assessors will be composed of individuals with a diverse mix of relevant expertise and knowledge aligned to the purpose of the fund.

#### Key points:

- Representation on the panels is dependant on the fund. Some grants require elected members to be on the assessment panel and others, community members
- This approach supports diversity of perspective, allows for continuity, and provides opportunities for new panel members to participate and contribute
- All assessors adhere to Terms of Reference and/or guidelines of the fund they are assessing.

For smaller funding programmes, grant applications may be assessed by Council staff. In these cases, an internal funding assessment group will be formed, selected based on the skills and knowledge required for that specific fund.

- Internal funding assessment groups will consist of a minimum of three members to uphold principles of fairness, consistency, and transparency across all assessments and decisions.



## Grants administrations process roles and responsibilities

### Group Manager Community and Facilities

- Signs off on all funding agreements related to community grants.

### Community Development Team Leader

- Provides oversight of Community Grant applications
- Approves Community Grant recommendations before submission to the relevant subcommittee
- Work with elected members to review grants policies and any other relevant material when needed.

### Community Development Coordinator

- Coordinates and reviews applications for all grants funds
- Ensures all applicants are eligible to apply
- Management of Smartygrants
- Ensures alignment with Council priorities and no duplication or conflict between applications
- Manages relationships with successful applicants.

### Council Staff

- Responsible for reviewing and providing recommendations to the grants assessment committee
- Responsible for adhering to the policy and procedures outlined in this framework.

### Grants Funding Assessor

- Assessors on this committee independently review every application that is submitted
- Assessors then meet at the allocation meeting and collectively assess the applications
- Assessors award funding
- Assessors review grants policies and other relevant material as and when needed
- Ensures due process is followed and applications meet required standards
- Ensures applications align with Council priorities and do not conflict or duplicate other submissions.







## **7.2 CARTERTON DISTRICT COUNCIL CLIMATE CHANGE IMPLEMENTATION PLAN 2025-2026**

### **1. PURPOSE**

For the committee to endorse the 2025/26 climate change implementation plan.

### **2. SIGNIFICANCE**

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

### **3. BACKGROUND**

The Carterton District Council Climate Change Strategy 2025-2030 was adopted in April 2025. The strategy outlines the vision, shifts, objectives and actions for the council over five years. The strategy specifies that it will be supported with annual implementation plans aligned with the Council's financial year, and will build on the feedback received through the engagement process while developing the strategy.

This is the first of the implementation plans and covers the 2025/26 financial year. It is intended as a consolidation of the work already underway by Council as the foundation to enable the Strategy's three shifts to take place.

### **4. DISCUSSION**

As a small district with limited resources, we must be pragmatic and innovative in addressing barriers to climate action.

In this first implementation plan we will focus on Shift One (Enhancing knowledge and understanding) and Shift Two (Organisational direction and building a culture of change), so that by the end of the financial year we will be well progressed against the actions under Objective Three (As an organisation, Council leads by example).

We will do this by recognising and celebrating the climate change adaptation and mitigation work undertaken across the Council, and informing and empowering Council staff to integrate climate change considerations in their work.

We will also compile our emissions inventory reports for 2022 and 2023, and analyse the findings ahead of completing the 2024 emissions inventory report, and implementation plan for 2026/27.

This Implementation Plan is in narrative form, covering all the action areas in the strategy in a way and that enables tracking and reporting against the strategy.

**5. OPTIONS**

Consideration was given to how fast and ambitious the implementation should be. There are many changes being considered to climate related legislation (e.g. Waste Minimisation, Resource Management), a proposed new Wairarapa Combined District Plan, Local Water Done Well, and Council elections in the 2025/26 financial year. These combined suggest a measured approach is taken while still progressing the strategy.

**6. NEXT STEPS**

In the next quarter we intend to:

- Publish the CDC Climate Change Strategy-on-a-page and implementation plan
- Work with CDC managers to support positive climate change in their areas
- Begin work on the 2022 and 2023 emission inventory reports and summary analysis
- Continue climate related community engagement and events

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

The work outlined in the implementation plan should lead to:

- Reduced greenhouse gas emissions by the Council
- An increasingly informed, resilient and adaptive Council staff
- A better informed community

**7.2 Tāngata whenua**

The activities in the implementation plan will indirectly be of interest to local Māori.

**7.3 Financial impact**

The activities in the implementation plan are covered within existing budgets.

**7.4 Community Engagement requirements**

The community was engaged in the development of the Climate Change Strategy.

**7.5 Risks**

There are no additional risks identified in relation to this implementation plan.

**7.6 Wellbeings****Social**

The plan could positively influence social wellbeing, through staff and the community being involved in climate action for their own and wider benefits.

**Cultural**

The plan should bring about a change in the relationship between climate change and the role our people play in their work, and also positively influence the community culture.

**Environmental**

The plan should make a positive change to environmental well-being through actions that value the natural environment.

**Economic**

Economic well-being benefits will be indirect and longer term (e.g. reduced energy usage and costs)

**8. RECOMMENDATION**

That the Committee:

1. **Adopts** the Climate Change Strategy 2025/26 Implementation Plan.

**File Number:** 453297

**Author:** Ricky Utting, Climate Change Coordinator

**Attachments:** 1. Climate Change Implementation Plan 2025\_26 [↓](#)



## Climate Change Implementation Plan 2025/26

Draft V1

CDC's Climate Change Strategy is supported by annual implementation plans. This is the first of the implementation plans for the 2025/26 financial year.

In 2024/25 we will focus on Shift one (Enhancing knowledge and understanding) and Shift two (Organisational direction and building a culture of change) so that by the end of the financial year we will be well progressed with the actions under Objective three (As an organisation, Council leads by example).

We will do this by recognising and celebrating the climate change adaptation and mitigation work undertaken across the Council, and informing and empowering Council staff to integrate climate change considerations in their work.





The [Carterton District Council Climate Change Strategy 2025-2030](#) was adopted in April 2025. The strategy outlines the vision, shifts, objectives and actions for the council over five years. The strategy specifies that it will be supported with annual implementation plans aligned with the council's financial year, and will build on the feedback received through the engagement process while developing the strategy.

This is the first of the implementation plans and covers the 2025/26 financial year. It is intended as a consolidation of the work already underway by council as the foundation to enable the Strategy's three shifts (see appendix B) to take place.

This Implementation Plan is in narrative form, covering all the action areas in the strategy in a way and that enables tracking and reporting against the strategy.

Climate change actions in the Climate Change Strategy cover all aspects of the council's responsibility and operations. We have highlighted six areas of the Council's work in this Implementation Plan given their relevance. The six areas are:

- Parks and Reserves
- Waste minimisation
- Water
- Planning
- Community Development and Facilities
- Emissions reduction

Delivering against the actions provides evidence for the shifts taking place, and progress being made against the objectives.

Note that many areas of Council are facing potential changes in accountabilities, organisational arrangements, and legislative changes over the coming year. This will mean adjustments to the way we work throughout the year.





## Parks and Reserves

Our Parks and Reserves people, being on our frontline, have been among the first to notice changes in the environment as the result of climate change. The team have proactively adapted how they work and what they do as a result, being innovative within limited budgets and empowered to make practical operational decisions. We will continue with:

- Increased planting of drought resilient plants and turf species
- Increased focus on soil health to create more drought resilient gardens and turf
- Increased range of plant species to encourage biodiversity
- Identifying and planting difficult to maintain areas – increasing native canopy and reducing maintenance
- Reduced annual display plantings, turning to alternatives to reduce water and chemical use
- The active management of our increasingly limited water resources in watering and amenities, especially where there are other demands on the water's use
- A reduced petrochemical footprint, changing how we use pesticides, and finding alternatives to petrochemical based chemicals such as Roundup and Simazine herbicides. Using disease resilient plant species and increasing the use of mulch within gardens and tree plantings
- Increased use of re-chargeable battery powered machines when petrol powered machines need replacing
- Offering natural burials
- Purchasing local, with a focus on reducing our carbon footprint and the use of materials that will not end up in landfill
- Using recycled or repurposed materials
- Replacing general waste bins with recycling bins
- Managing pest species within natural environments to support sustainable native ecosystems and biodiversity
- Replacing park electric lighting with solar lights

We will increasingly:

- Plan and manage plantings to absorb water during weather events and provide shade during forecast increasingly hot summers.



- Find ways to support new developments to provide 25% tree canopy within the roading corridor
- Monitor for potential new species coming into the area
- Incorporate the needs of an aging population such as recreational paths, accessibility and shade
- Manage work to avoid our people being outside in the hottest times of the day
- Find ways to promote the value of our Parks and the significant role they play in mitigating and adapting to climate change. Parks provide crucial biodiversity, water filtration, carbon sequestration, acting as natural buffers against flooding, provide urban cooling and make us happy.



## Parks and Reserves

1. Climate change is a core consideration in all council decisions and integrated into council operations	A. We treasure our limited water resources and provide tools for our community to do the same	✓
	B. We use the land we manage to minimise emissions and adapt to the impacts of climate change	✓
	C. We collaborate with landowners and construction companies to develop properties in climate-resilient and sustainable ways	✓
	D. We create conditions needed to encourage more walking, cycling and public transport use in our district	
	E. We advocate to central government and other agencies on the behalf of the unique needs of our community	
2. Council is an enabler of positive change in our community	A. We work alongside and partner with organisations who are sustainability leaders and making a difference	
	B. We provide opportunities for community to build knowledge and learn skills around climate change and sustainability	
	C. We invest in tools and information that support our communities to protect their assets and interests	
	D. We minimise our methane impact at landfill through reducing food waste	
	E. We celebrate the incredible work of climate change champions in our community	
3. As an organisation, Council leads by example	A. We invest in alternatively powered options over fossil fuel powered options where possible	✓
	B. We employ renewable electricity to ensure our operations are powered sustainably	
	C. Our staff are empowered to take climate action in their roles	✓
	D. We innovate and do the simple stuff well at all our work sites and assets	✓
	E. We source goods and services from suppliers that are also committed to addressing climate change	



## Waste minimisation

Our waste minimisation efforts in the past have been effective in diverting material from landfill and engaging the community in managing waste. We deliver solid waste management and minimisation services and activities in alignment with the [Wellington Region Waste Management and Minimisation Plan \(WMMP\)](#), and the Wairarapa Local Action Plan. Most of the actions in the Wairarapa Action Plan are ongoing, though there are some actions are time specific such as *Improve waste diversion facilities at landfill transfer stations by 2026* and *Establish organic food collection service by 2030*.

Planned activities over the 2025/26 year include:

- A soft plastic recycling trial with New World Carterton
- An organics kerbside feasibility study
- Standardising waste bins across council buildings
- Changing domestic rubbish bags to ones with higher recycled content, made with 50% Post Consumer Recycled material (PCR). These are also more durable, holds more rubbish & are not transparent (opaque)
- Community engagement, including campaigns in 'Plastic Free July' and recycling week in October
- Continuing waste reduction efforts at events such as the Daffodil Festival and learning from what we do.

As a region, our recycling and zero waste commitment is to reduce the total quantity of waste sent to class 1 landfills from 660kg to 400kg per person per annum by 2026. Carterton is tracking well below this target.

- We are aiming for an ongoing reduction in waste going to landfills of between 12% and 15% per annum.

Waste minimisation is an excellent way to engage with the community to build knowledge on sustainability. We will continue supporting community waste minimisation efforts through Wairarapa Waste Minimisation Grants.

Note: that there are proposed changes to the Waste Minimisation Act (2008) and the waste levy funding that may bring about changes to the scope of our waste minimisation work and the levy funding levels to support it (a potential increase in scope and levels of levy funding).

Waste minimisation contributes to our regional emissions reduction efforts (refer to the emissions reduction section on p.15).



### Waste minimisation

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## Water

Water will become an increasingly limited resource in coming years according to climate predictions for the Wairarapa. Managing the allocation and use of water will be crucial to all aspects of life and economy in the district.

Discussions are ongoing around creating additional water storage to the north of the district, to provide additional resource and resilience. One example of this is the Waingawa Water Project which is enabling a century-old water race, a repurposed storage tank and a new pump station to deliver process water directly from Waingawa River to local businesses. This project is due for completion in June 2025, and will be operational from the 2025/26 year.

We will continue to:

- Closely monitor water usage, and our water network
- Manage water use closely via water meters
- Continue optimism of water treatment at Kaipaitangata which has a lower energy footprint

Wastewater treatment is the single biggest source of greenhouse gas emissions in the council's emissions inventories. We are exploring ways to reduce these such as:

- An arrangement with the Greater Wellington Regional Council to establish a pole nursery near the waste treatment plant. This is expected to double the amount of treated wastewater diverted from the Mangatārere stream.
- Reducing energy use and utilising the solar array completed in late 2024 (2025/26 will be the first full financial year of its operation) at the Dalefield treatment site.

Reducing energy use is an ongoing consideration across the water network, with gravity-based approaches preferred to both reduce our energy use and improve the resilience of the system in power outages.

Note: there are potential organisational changes around local water done well.

In the longer term, the desludging of the wastewater ponds and composting will be undertaken in the next 3 to 4 years.



## Water

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## Planning

Planning regulations and adaptive land-use planning are critical tools for enhancing community resilience and mitigating climate-related risks. The Proposed Wairarapa Combined District Plan (PDP), notified in 2023 and anticipated to become operative in 2026, reflects this by embedding climate change adaption and risk management as key strategic direction matters.

The PDP has been developed in alignment with recent legislative changes, national and regional policy statements, environmental standards and other related regulations. Throughout the District Plan review process, the three Wairarapa councils (Masterton, Carterton, and South Wairarapa Councils) have been mindful of on-going RMA reforms, aiming to create a modern, responsive plan that addresses community needs and is adaptable to future regulatory changes.

Climate change, natural hazard risk, and resilience are central themes woven throughout the PDP. The Strategic Direction chapter outlines the key matters to guide decision-making and introduces objectives that focus on:

- climate change mitigation
- adapting to climate change
- resilience to natural hazards
- water resilience
- renewable energy.

Additionally, the Natural Environment section of this chapter, promotes integrated environmental management, healthy ecosystems, and the protection of coastal areas from inappropriate use and development.

To align with national direction and reflect Carterton District Council's commitment to building long-term environmental and community resilience, the Natural Hazards Chapter, particularly NH-P11 requires plan users and decision-makers to:

*Ensure a precautionary approach is taken in relation to planning for and adapting to the effects of natural hazards caused by climate change and sea level rise on both the natural environment and existing and future development.*

In support of broader climate resilience objectives, the PDP includes specific provisions such as:





- Rainwater storage tanks required for new residential units in the General Residential zone; and
- Strong supports for safeguarding ecosystems and indigenous biodiversity that encourage protection and restoration.

### Evolving Legislative Context

The Resource Management Act 1991 is set to be replaced by the Natural Environment Act and the Planning Act, which will clearly distinguish between land-use planning and natural resource management. Carterton District Council are committed to ongoing engagement to ensure we understand and meet our obligations under this new legislative framework.

### Other Regulatory Functions Supporting Climate Resilience

From July 2025, all Land Information Memoranda (LIMs) must include a natural hazard section. This requirement ensures greater transparency and public awareness of risks associated with land use and development. The natural hazards section must include

- Relevant information from the district plan, including hazard zones and overlays;
- Details under Building Act 2004 where building consents has been granted on land subject to natural hazards;
- Any other relevant information held by Council relating to natural hazards, including flood risk, erosion, subsidence, landslides, and potential impacts of climate change.



## Planning

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## Community Development, Facilities, and Library

The Community Development team has a history of working with, and engaging the community in programmes and events that raise the awareness of climate change and supporting climate action. Ongoing work includes:

- Supporting Carterton's community gardens, foodbank and composting schemes
- Events and activities with climate education elements targeting youth and older persons
- Supporting cycling initiatives and education in the district
- Distribution of grants to the community, including the waste minimisation grant funding
- Waste minimisation practices at events (e.g. Daffodil Festival) and events in council facilities
- Supporting waste minimisation education
- Encouraging repurposing of materials across Council, such as billboards repurposed into bin covers and tarpaulins.
- Library promotion of environment and climate materials, including displays during Conservation Weeks (happening twice in 2025/26 calendar year)

## Supporting the shifts

To support the organisation to make progress on the two shifts focused on for 2024/25 in this plan ('Enhancing knowledge and understanding', and 'Organisational direction and building a culture of change'), the Climate Change Coordinator will engage across the council to raise awareness of the likely climate disruptions coming, and support council managers and staff to pro-actively adapt to climate change in their work.



### Community Development, Facilities, and Library

1. Climate change is a core consideration in all council decisions and integrated into council operations	A. We treasure our limited water resources and provide tools for our community to do the same	
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## Emissions reductions

CDC is expected to contribute to the goal of net-zero New Zealand greenhouse gas emissions (other than biogenic methane) by 2050, and have regard to the New Zealand Emissions Reduction Plan, and the Regional Emissions Reduction Plan. Under the Local Government Leaders Climate Change Declaration, Council committed to 'Develop and implement plans to reduce emissions'. Credible emissions measurement is needed to understand the Council's emissions.

In the 2025/26 year we will:

- Compile emissions inventory reports for 2022 and 2023 using a process consistent with our earlier inventories.
- Following this, we will compile a summary report, with analysis and recommendations reflecting on the 6 years of emissions reporting. This will include commentary on the impact on our emissions inventory when our forest is planned to be harvested (2030s) and the potential to track a wider scope of our emissions by including the emissions of significant providers of services on our behalf (e.g. waste, roading and local water done well if it goes ahead).
- We will then compile the emissions inventory reports for 2024 with a potentially widened scope, and investigate purchasing/procurement and outsourced work emissions capture.

Reducing emissions is a key target in our Waste Management and Minimisation Plan (WMMP). Activities on the near horizon include:

- Central government regulations for a product stewardship scheme for synthetic refrigerant gases will be drafted in 2025, with implementation to follow.
  - Currently, Earthcare (our waste management provider) outsources de-gassing to a Wellington company that de-gasses and disposes of refrigerants from our transfer station, with costs already built into the waste contract.

## Emissions reductions

1. Climate change is a core consideration in all council decisions and integrated into council operations	A. We treasure our limited water resources and provide tools for our community to do the same	
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	D. We create conditions needed to encourage more walking, cycling and public transport use in our district	
	E. We advocate to central government and other agencies on the behalf of the unique needs of our community	
2. Council is an enabler of positive change in our community	A. We work alongside and partner with organisations who are sustainability leaders and making a difference	
	B. We provide opportunities for community to build knowledge and learn skills around climate change and sustainability	
	C. We invest in tools and information that support our communities to protect their assets and interests	
	D. We minimise our methane impact at landfill through reducing food waste	✓
	E. We celebrate the incredible work of climate change champions in our community	
3. As an organisation, Council leads by example	A. We invest in alternatively powered options over fossil fuel powered options where possible	✓
	B. We employ renewable electricity to ensure our operations are powered sustainably	
	C. Our staff are empowered to take climate action in their roles	✓
	D. We innovate and do the simple stuff well at all our work sites and assets	
	E. We source goods and services from suppliers that are also committed to addressing climate change	✓*

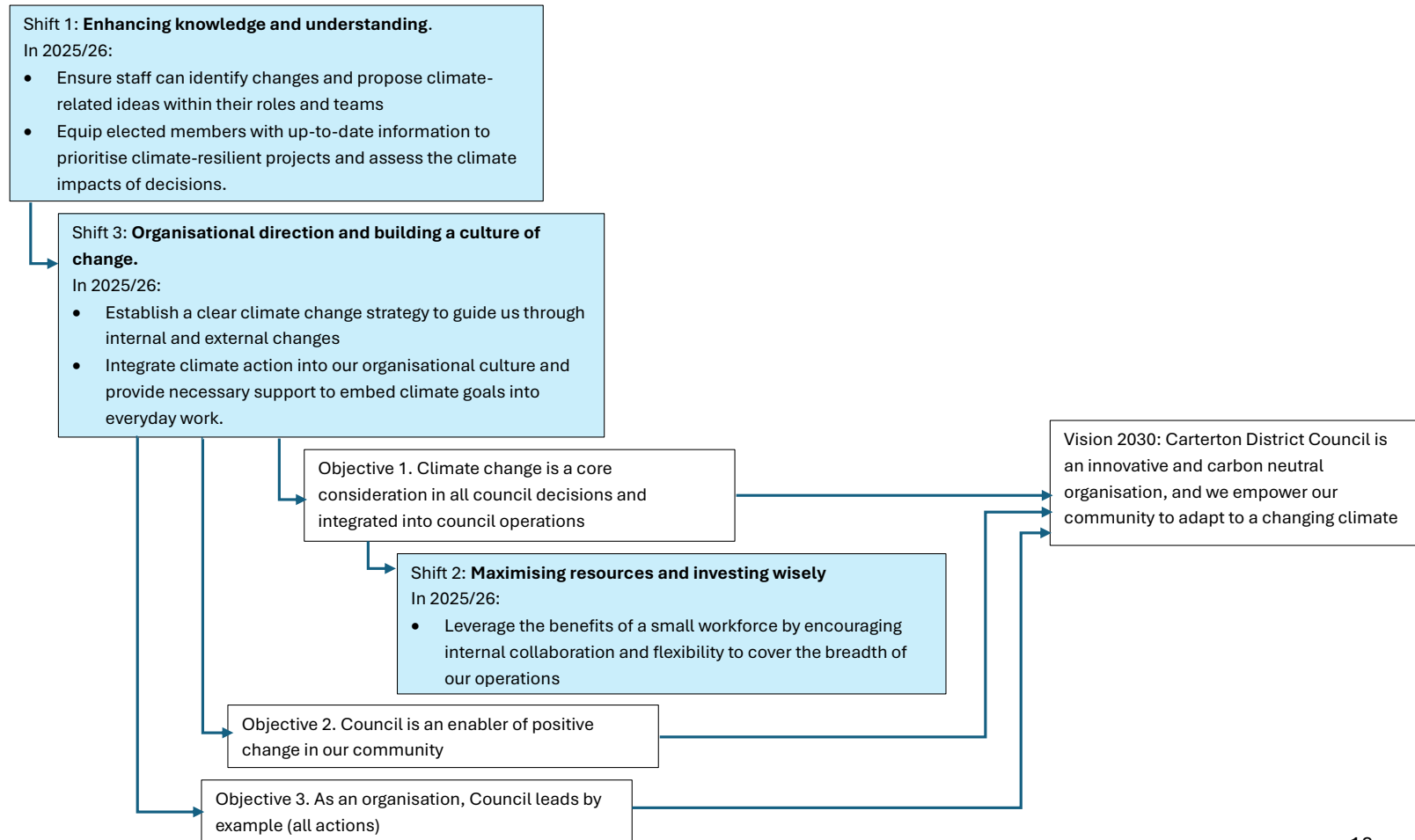
\*potential extension to existing scope

## Combined actions 2025/26

Objectives	Actions	Parks and Reserves	Waste Minimisation	Water	Planning	Community Development and facilities	Emissions reduction
1. Climate change is a core consideration in all council decisions and integrated into council operations	A. We treasure our limited water resources and provide tools for our community to do the same	✓		✓	✓		
	B. We use the land we manage to minimise emissions and adapt to the impacts of climate change	✓		✓	✓		
	C. We collaborate with land owners and construction companies to develop properties in climate-resilient and sustainable ways	✓			✓		
	D. We create conditions needed to encourage more walking, cycling and public transport use in our district				✓	✓	
	E. We advocate to central government and other agencies on the behalf of the unique needs of our community				✓		
2. Council is an enabler of positive change in our community	A. We work alongside and partner with organisations who are sustainability leaders and making a difference		✓			✓	
	B. We provide opportunities for community to build knowledge and learn skills around climate change and sustainability		✓			✓	
	C. We invest in tools and information that support our communities to protect their assets and interests				✓	✓	
	D. We minimise our methane impact at landfill through reducing food waste		✓				✓
	E. We celebrate the incredible work of climate change champions in our community					✓	
3. As an organisation, Council leads by example	A. We invest in alternatively powered options over fossil fuel powered options where possible	✓		✓			✓
	B. We employ renewable electricity to ensure our operations are powered sustainably			✓			
	C. Our staff are empowered to take climate action in their roles	✓	✓	✓	✓	✓	✓
	D. We innovate and do the simple stuff well at all our work sites and assets	✓	✓	✓		✓	
	E. We source goods and services from suppliers that are also committed to addressing climate change						✓*

\*potential extension to existing scope

## Appendix A: Staging of shifts and objectives. Shifts demonstrated by our actions





## Appendix B: The three shifts in full are:

### **Shift 1: Enhancing knowledge and understanding**

In a world of misinformation and competing priorities, it is vital to ensure access to relevant and reliable information. By enhancing knowledge and understanding, we can:

- Ensure staff can identify changes and propose climate-related ideas within their roles and teams
- Equip elected members with up-to-date information to prioritise climate-resilient projects and assess the climate impacts of decisions
- Provide our community with the right advice to make informed, sustainable choices in their homes, businesses, and daily lives.

### **Shift 2: Maximising resources and investing wisely**

We know affordability is a key issue for many households in our district and ensuring no one is left behind during the movement to a climate resilient and low-carbon future is a crucial and equitable transition. With limited funding options, councils must make the most of available resources. By utilising our resources and investing wisely, we can:

- Explore external funding opportunities to reduce climate-related costs for ratepayers
- Leverage the benefits of a small workforce by encouraging internal collaboration and flexibility to cover the breadth of our operations
- Balance resources for immediate needs with long-term needs around asset management and community well-being

### **Shift 3: Organisational direction and building a culture of change**

Addressing climate change will require shifts in how we operate. A clear direction and culture of change and as one participant said “to be frank: balls” are essential for long-term impact. We can:

- Establish a clear climate change strategy to guide us through internal and external changes
- Integrate climate action into our organisational culture and provide necessary support to embed climate goals into everyday work.



## **7.3 UPDATE ON OPERATIONAL CONSENTS**

### **1. PURPOSE**

To update the Committee on the status of the existing consents.

### **2. SIGNIFICANCE**

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

### **3. DISCUSSION**

A resource consent is permission from the Regional Council for an activity that might affect the environment or the community, and that isn't allowed 'as of right' in the regional plan. Councils are required to have resource consents to regulate activities that could potentially impact the environment and the surrounding community.

### **4. CONSENTS**

The main consents currently being worked on are the Water Race consent renewals and the Kaipaitangata water take consent. A new landfill consent is also required for GWRC to process. To achieve this, the advice from GWRC is that a new Assessment of Environmental Effects (AEE) needs to be undertaken.

The waters team manages 8 different consents, summarised in the table below:

Consent	Expiry	Status	Risks
Kaipaitangata Surface Water Take	2013	<p>Updated AEE discussed with GWRC and stakeholders.</p> <p>Ongoing discussion. The submission is planned for this year.</p> <p>Staff started to engage with various stakeholders. The 2012 application is on hold. We are reapplying with updated information for the Natural Resources Plan.</p> <p>Te Tini o Ngāti Kahukuraawhitia engagement is in progress and awaiting response.</p>	<p>Low flow restrictions</p> <p>We are requesting a 20-year consent; however are still awaiting a decision on this.</p>
Carterton Landfill	2016	<p>The 2014 application is on hold.</p> <p>Staff contacted GWRC to discuss the pond desludging requirements over the next 3 years.</p> <p>Communication with GWRC has indicated that an updated AEE is required.</p>	<p>Restrictions on sludge disposal.</p> <p>Unknown risk for unlined cells and what may be required for monitoring.</p> <p>Potentially, a new AEE is required, as the last AEE was undertaken in 2015. The reasons for the new AEE are:</p> <ul style="list-style-type: none"> <li>- Regulatory and Policy Framework Updates since 2015.</li> <li>- Changes in Environmental Conditions and Risks</li> <li>- Best Practice and Technical Advancements.</li> <li>- Actual and potential effects are difficult to ascertain, given the lack of information supplied and the inconsistencies within the 2015 AEE document.</li> </ul> <p>Officers have engaged a consultant; however, their availability to begin work on the AEE is expected to be at least two months away. The preferred approach is not to develop an entirely new AEE from scratch, but to review and update the existing AEE against the now-operational NRP. If feasible, this approach may satisfy GWRC's requirement for a new AEE while avoiding unnecessary duplication of work.</p>

Consent	Expiry	Status	Risks
Taratahi Water Race	30 June 2023	<p>The 2023 application with updated questions has been returned to GWRC officers.</p> <p>Meetings are planned with GWRC to discuss the further information they have requested.</p> <p>Currently in the process of addressing the outstanding information and assessment deficiencies. Discussion with experts is ongoing. A Principal Ecologist (Consultant) has been engaged to conduct ecological surveys of the water races for the purpose of consent renewal.</p> <p>Due to the fact that the budget were set in the previous LTP and increased cost for providing information, officers will have to request an increase in project budget at the next council meeting.</p>	<p>Restrictions during low flow and the amount of monitoring required.</p> <p>We are requesting a 20-year consent and are still awaiting a decision on this.</p> <p>The costs for consenting.</p>
Carrington Water Race	30/6/2023	See above	
Frederick St groundwater take	30/9/2034	Current	Nitrate levels are still within limits. However, a change in legislation could compromise this.
Waingawa swamp cleaning	3/9/2023	Expired; included in the Water Race consent application	

Wastewater discharge	17/1/2053	Current; multiple consents	<ul style="list-style-type: none"><li>• Capacity for population growth</li></ul>
Stormwater	15/8/2027	Current; Monitoring consent to create stormwater management strategy	Roadside run-off treatment

## 5. RENEWAL PROGRESS

There are currently four consents progressing that are in different stages:

- The water race consents (which are consented separately but being processed concurrently) remain on hold under Section 92. The 2023 application, which includes updated questions, has been returned to GWRC officers, and meetings are planned with GWRC to discuss the further information they have requested. GWRC officers have indicated that the effects of the takes from streams and groundwater are likely to be more than minor, and the AEE submitted contains deficiencies and is considered insufficient. The process of addressing the outstanding information and assessment deficiencies is underway, with ongoing discussions involving technical experts. A Principal Ecologist (Consultant) has been engaged to conduct ecological surveys of the water races to support the consent renewal process. The survey is yet to be executed once the desired weather conditions and flow rate are achieved.
- The updated application for the Kaipatangata has been on hold since 2015 while different strategies were considered by the Council on the use of the Frederick St Water Treatment Plant and the Kaipatangata supply. Council staff have drafted a replacement AEE that is evaluated against the objectives, policies, and rules of the Natural Resources Plan. Preliminary discussions with the Regional Council were encouraging, however the last email correspondence indicated the GWRC policy team had advised that because the Mangatarere is over-allocated, that only a 5-year consent is possible. Te Tini o Ngāti Kahukuraawhitia engagement is in progress and awaiting response.
- The landfill consent for the closed landfill relates to monitoring of the groundwater around the site. GWRC has advised that a new AEE is needed for the renewal of the landfill consent. Officers have engaged a consultant; however, their availability to begin work on the AEE is expected to be at least two months away.
- Treated wastewater discharge to the Mangatāre Stream has commenced following the achievement of the required flow rate, which resulted from recent heavy rainfall. Land irrigation has been suspended due to saturated ground conditions. An appropriately qualified and experienced ecologist has been engaged to undertake macroinvertebrate sampling and assess compliance with the receiving water quality standards outlined in the consent. The most recent ecological compliance monitoring survey was conducted on 24 April 2025, and the results confirm compliance with Conditions 11–15 of consent WAR160341, which relates to the discharge of treated wastewater from the Carterton Wastewater Treatment Plant to land adjacent to the Mangatāre Stream. The survey findings demonstrate that the Carterton District Council Wastewater Treatment Plant is meeting its in-stream ecological consent conditions.

**6. CONSIDERATIONS****6.1 Climate change**

N/A.

**6.2 Tāngata whenua**

One important stakeholder is mana whenua. Council officers are engaging with Ngāti Kahukuraāwhitia to arrange a cultural impact assessment for the diversion of water from the Kaipatangata stream for the town supply.

**6.3 Financial impact**

All work relating to the renewal and maintenance of the consents is provided for within approved budgets in the LTP and carry forwards.

**7. RECOMMENDATION**

That the Committee:

1. **Receives** the report.

**File Number:** 453035

**Author:** Jeet Kiran, Waters Compliance and Monitoring Officer

**Attachments:** Nil



## 7.4 WASTE MANAGEMENT AND MINIMISATION UPDATE

### 1. PURPOSE

For the Committee to be updated on Carterton District's Waste Management and Minimisation services.

### 2. SIGNIFICANCE

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

### 3. BACKGROUND

CDC delivers solid waste management and minimisation services and activities in alignment with the Wellington Region Waste Management and Minimisation Plan (WMMP), and the Wairarapa Local Action Plan.

The WMMP outlines how Wellington Councils, mana whenua, community, industry, and businesses can work together to transform how waste is generated, managed, and minimised in the Region. Reflecting this collaboration is the vision for this WMMP, which is "*E mahi tahi ana ki te tiākinahia a mātou rauemi – hei whakaiti para, ā, ki te whakanui ai te wāhi - Working together to care for our resources - for less waste and a greater place*".

The objectives of the WMMP are:

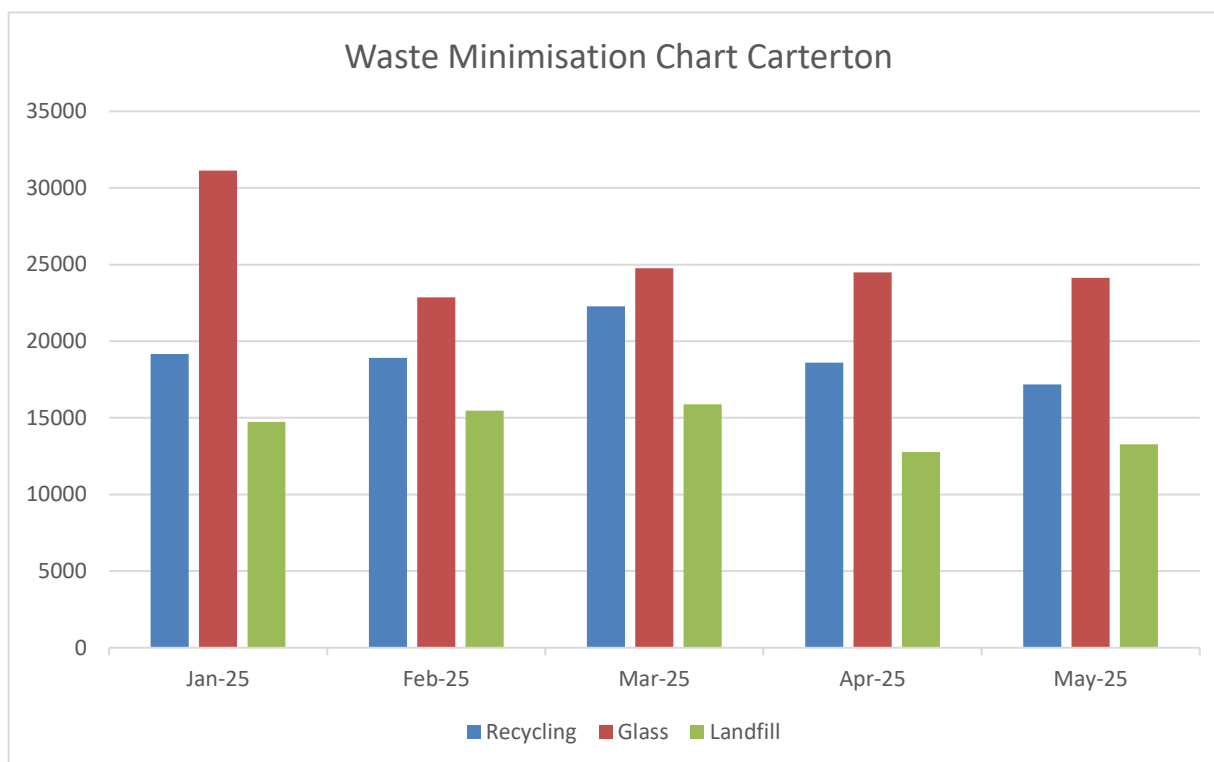
1. Waste and resource recovery systems support a reduction in greenhouse gas emissions from landfills and waste collections.
2. There is collective responsibility within the Wellington region for reducing our resource use and protecting our natural environment.
3. The conditions are in place to support everyone to use fewer resources and minimise waste.
4. Material circularity is increased through reuse, resource recovery, waste infrastructure and services.
5. It is accessible and convenient to reduce waste, reuse materials, and minimise disposal to landfill in line with the waste hierarchy.
6. Waste and resource recovery data systems are in place to track and monitor waste streams.
7. Resource recovery facilities and waste systems are resilient and able to cope with emergency events.
8. Recovery of materials is maximised so that landfills are used as a last resort.
9. Waste that cannot be prevented or diverted from landfill is managed safely and effectively in accordance with best practice.



#### 4. DISCUSSION

##### Waste Summary

Month	Recycling (kerbside and Transfer station)	Landfill	Glass Recycling	E-waste/batteries /other	Metal recycling	Levy (Exc. GST)
Apr '25	18,600 kg	12,765 kg	24,500 kg	1,920 kg	8,980 kg	\$ 2,160.87
May '25	17,190 kg	13,280 kg	24,130 kg	1,400 kg	8,860 kg	\$ 2,341.50



##### Project Update

- Awaiting CE and GM review for Tyrewise Scheme officers' report for initiating the scheme at the Carterton transfer station.
- Tonkin & Taylor are expected to provide the first draft of the organics kerbside feasibility report by the end of June 2025.
- New OfficeMax rubbish bags are expected to go out in the market in July 2025.
- Packaging Forum has been asked to interact directly with New World Carterton for a cost-effective soft plastics scheme installation.
- Fulton Hogan has finished chip sealing of the transfer station side pathways.

- A reminder that from 1 July 2025, the waste disposal levy on the net tonnage of waste disposed facility is increasing as follows:
  - Class 1 Municipal disposal facilities - \$60 per tonne to **\$65 per tonne**
  - Class 2 Construction and demolition disposal facilities - \$30 per tonne to **\$35 per tonne**
  - Class 3 and 4 Managed or Controlled disposal facilities - \$10 per tonne to **\$15 per tonne**

### The Government's waste and resource efficiency strategy

Under the current system, 50% of the total waste levy is returned to councils and distributed based on population. However, the proposed legislation would change this distribution model:

- **20%** of the returned levy would be **split equally among all councils**, and the remaining **80%** would continue to be distributed according to population. If these changes are implemented, smaller councils like CDC & SWDC would receive approximately **\$100,000 more per year**.

Conversely, WCC would see a reduction of around **\$500,000 annually** due to the shift in allocation.

### Service Requests

Service Requests	Request Details	Output	Date
25000596	54B Costley St: Yellow bin for newly built	Bin delivered by Smart Env	02/04/2025
25000600	30 Richmond Rd: Yellow bin for newly built	Bin delivered by Smart Env	03/04/2025
25000614	200 High St N: Damaged Bin	Bin repaired by Smart Env	07/04/2025
25000663	9 Clifton Ave: Missed kerbside collection	Unjustified kerbside week	15/04/2025
25000680	65 Lincoln Rd: Yellow bin for newly built	Bin delivered by Smart Env	17/04/2025
25000689	282 High St S: Damaged bin	Bin repaired by Smart Env	22/04/2025
25000772	55 Lincoln Rd: Yellow bin not emptied	Unjustified kerbside week	06/05/2025
25000885	PO Box 49: Missed Rubbish bag collection	Collections last till 7:00PM, collected later in the day	19/05/2025
25000901	15 Kakariki Cr: Yellow bin for new built	Bin delivered by Smart Env	20/05/2025
25000919	16 Madison St: Yellow bin for new built	Bin delivered by Smart Env	23/05/2025
25000936	3/7 Kent St: Yellow bin damaged	Bin repaired by Smart Env	26/05/2025
25000938	47 Brooklyn Rd: Yellow bin damaged	Bin repaired by Smart Env	26/05/2025

**5. NEXT STEPS**

The following actions are still to be undertaken:

- Tracking waste and data collection from Smart Environmental as per the new rules from the Online Waste Levy System (OWLS).
- Soft plastics trial at New World Carterton.
- Waste-ED with Kate: 2025 Social Media Video Campaign for Carterton.
- Working with the Communications Team for recycling week in September/October 2025.
- Monitoring and reducing illegal litter dumping.

**Carterton Waste Transfer Station Chip Sealing Process:**

*Before Chipseal*



*After Chipseal*

**6. RECOMMENDATION**

That the Committee:

1. **Receives** the report.

**File Number:** 461255

**Author:** Sarvesh Tiwari, Waste Management and Minimisation Officer

**Attachments:** Nil



## 7.5 WATER OPERATIONS REPORT

### 1. PURPOSE

For the Committee to be updated on the water operations.

### 2. SIGNIFICANCE

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

### 3. SERVICE REQUESTS

Please see a summary of the service request activity for the period below. The number of water services for leaks has stabilised after the peak in summer.

There have been a number of leaks recently occurring on the state highway in the live lane. These are significantly more expensive to repair, due to the requirement by Waka Kotahi for night works and that the whole width of the carriage way is reinstated. The water team is also stood-down the next day to manage fatigue.

Request Activity from 01/03/25 to 01/06/25

	opened with				closed with	
	current	hold	received	completed	current	hold
Referred to Potable Water						
Leaking Water Toby	-	-	9	9	-	-
Line Break	-	-	3	3	-	-
No Water	-	-	22	22	-	-
Odour	-	-	1	1	-	-
Other	-	-	6	4	2	-
Road Leak	1	-	14	15	-	-
Service Line Leak	-	-	2	2	-	-
Total for Potable Water	1	0	57	56	2	0

### 4. WASTEWATER

#### 4.1 Operations reticulation team

The wastewater network has been operating well. The recent wetter weather with winter has increased the flows into the treatment plant increasing the average daily flow to 3,000m<sup>3</sup>/d over the last month, compared to an annual daily volume of 2,150m<sup>3</sup>/d.

Request Activity from 01/03/25 to 01/06/25

	opened with				closed with	
	current	hold	received	completed	current	hold
Referred to Waste Water						
Dry Period Overflow	-	-	1	1	-	-
Line Blockage	1	-	3	4	-	-
Odour	-	-	3	3	-	-
Other	-	-	1	-	1	-

A design has been prepared for the upgrade at Fisher Place wastewater pump station. The upgrade will install a standby pump within the wet well and improve access to the valves for maintenance.

#### 4.2 WWTP

The wastewater treatment plant has been operating well. As mentioned above, the daily flows have increased but the water has been easily stored in the reservoirs to ensure supply to the irrigation areas.

The grass re-sown in spring has improved the bailage harvested from the field, increasing weights to 71 Tonnes, compared to 34 Tonnes last year.

### 5. WATER

#### 5.1 Operations Reticulation Team

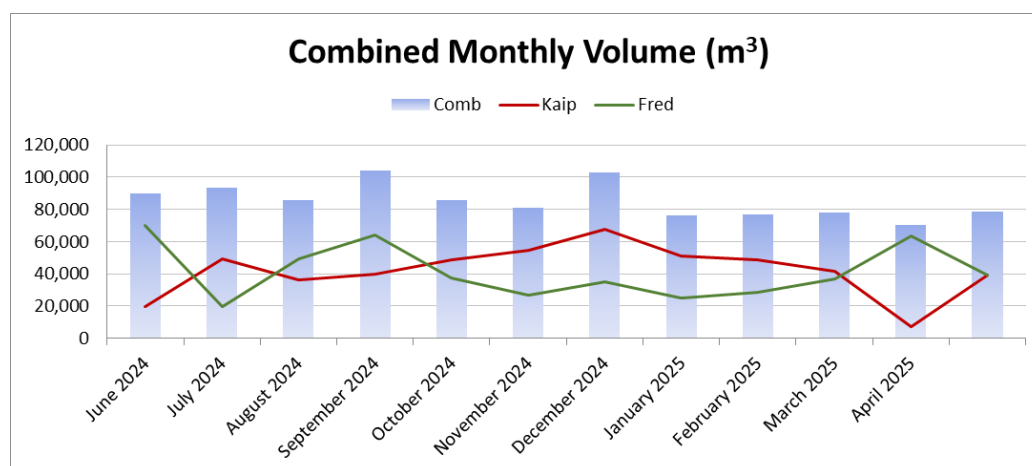
The team has been busy with the number of leaks occurring, though they have been able to efficiently manage the demand. The exception is leaks on the state highway. The water leaks on the SH2 take much longer to repair because of the traffic management and reinstatement requirements. The frequent requirement that the work is undertaken overnight means the team to unavailable the next day to manage fatigue.

#### 5.2 Operational – Water Treatment Plant

Water demand has been below average, helped by the rainfall after Christmas, and water demand has been steadily increasing with the dry February - March. The graph below charts the monthly water demand and the split between the water treatment plants. We have been on water restrictions of alternate days for sprinklers since 10 December 2024, and the current setting is a sprinkler ban, which is reflective of the low river levels at the moment. It is important to note that the water restrictions are a resource consent requirement, though it helps us manage the water demand in the town.

#### Graph of monthly water demand (12 months)

Both the Kaipaitatanga Water Treatment Plant (WTP) and the Frederick St WTP have been running regularly. The Kaipaitangata is preferred because the gravity supply can cope with high fire-fighting flows in an emergency.



## 6. WATER RACES

### 6.1 Operational Update

The water races have been at low flow conditions regularly since the start of the year, but with the higher rainfall at the end of autumn. The overseer and contractor worked hard to maintain flow to the end of the network and there is a section in Kokotau Rd that needs to be piped to stabilise the water race wall.

Request Activity from 01/03/25 to 01/06/25

	opened current	with hold	received	completed	closed current	with hold
Referred to Rural Water						
Other	2	-	3	3	2	-
Waterrace	7	-	11	12	6	-
Total for Rural Water	9	0	14	15	8	0

## 7. CONSIDERATIONS

### 7.1 Climate change

There are no direct climate change issues relating to the decisions in this paper.

### 7.2 Tāngata whenua

There are no issues in this paper that impact on tāngata whenua.

### 7.3 Financial impact

The system is operating within budget and the decisions in this report have no financial impacts.

### 7.4 Community Engagement Requirements

There are no community engagement requirements relating to the decisions in this paper.

### 7.5 Risks

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

### 7.6 Wellbeings

#### Economic Wellbeing

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

#### Cultural Wellbeing

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

#### Social Wellbeing

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

#### Environmental Wellbeing

- Safe and resilient water supply, wastewater, and stormwater systems
- Healthy, sustainable waterways.



**8. RECOMMENDATION**

That the Committee:

1. **Receives** the report.

**File Number:** 461181

**Author:** Lawrence Stephenson, Waters Operations Manager

**Attachments:** Nil



## 7.6 WASTE WATER TREATMENT PLANT SLUDGE REMOVAL PROJECT SCOPE UPDATE

### 1. PURPOSE

For the Committee to be updated on the project scope development of the Wastewater Treatment Plant (WWTP) Sludge removal 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

Officers have been developing the scope of the WWTP Sludge removal project to align with the Long-Term Plan and Infrastructure Strategy:

*“Council's most significant project is the renewal of critical and ageing infrastructure at the Dalefield Wastewater Treatment Plant's intake area and the removal of biosolids (sludge) from the oxidation ponds to improve the quality and efficiency of the treatment output.” - CDC Long Term Plan 2024-2035*

*“A sustainable solution for biosolids management needs to be developed within the next ten years, which is championed district-wide, environmentally sound, economically viable, and socially accepted. This will be a medium to Long-Term focus for Carterton District Council in partnership with various internal and external stakeholders.” - CDC Infrastructure Strategy 2024 – 2054*

### 4. DISCUSSION

The primary challenge councils face with sludge removal from wastewater treatment plants is the final disposal of the sludge, which is commonly dried and then sent to a landfill, or stored on site.

Officers have worked with professional service advisors from Vitruvius to gain a better understanding of the available options and service providers. Additionally, they have collaborated with a local business, Composting NZ, to develop a solution for the de-sludging, treatment, and disposal of the final product.

**At a high level, the proposed solution includes the following steps:**

- a. De-watering of sludge
- b. Removing sludge from the oxidation pond.
- c. Composting biosolids
- d. Compliance testing
- e. Disposal of compliant compost.

*Due to the commercial sensitivity of the solution and the fact that the supplier has not been formally engaged for its delivery, we cannot disclose further details about the process.*

**The proposed solution could deliver the following benefits and possible future opportunities:**

- i. Improvement of health of pond by reducing the sludge content.
- ii. Treatment of sludge through composting.
- iii. AA Grade compost can be applied to agricultural land as fertiliser.
- iv. Potential revenue from the sale of compost to offset treatment cost.
- v. Because of the Council's earlier strategic decisions to acquire Daleton and Matarawa Farm, there is now a new opportunity to accept sludge from other councils in the future, provided the concept is validated. If successful, this initiative could offer the Council an additional source of revenue.

One of the challenges of the project is that the approved project budget will not be sufficient to apply the solution to 100% of the sludge in the pond. Due to the cost of Bio-solid treatment (Composting and Compliance testing), it is estimated that only between 30% and 50 % of the sludge from pond 3 will be dealt with. Note that we are using high level cost estimates with many unknown factors.

**5. OPTIONS**

**Option 1 – Trial the full process cycle (preferred):**

This is the conservative option where the entire batch of sludge extracted will be composted and tested to validate the quality of compost and prove the concept.

If successful, an AA Grade compost can be achieved, and the council will be able to dispose of the compost.

The current approved budget will limit the batch size. Officers estimate that roughly 800 – 1000 tons of sludge will be extracted.

Extracting 30 – 50% of the sludge from the pond will significantly improve the health and effectiveness of the pond.

The trial will provide the Council with valuable information on the future cost of desludging as well as a potential business case to accept sludge from other councils.

**Option 2 – De-sludge only:**

It is possible to extract most of the ~2000 tons of sludge from the pond and stockpile on site. This option will result in even greater improvement of the pond; however, this benefit is challenging to quantify without significant modelling and testing.

Having a 1000 (dried) -2000 ton stockpile on site without a detailed plan of how to dispose is considered to be high risk and not ideal.

**Option 3 – Full de-sludge and apply the full process cycle**

Option 3 is a combination of options 1 and 2, however will require an increase in the project budget, noting that the amount of increase required is unknown without conducting the trial first. There is also a risk that the generated compost does not meet the AA Grade compost, resulting in further disposal costs.

**6. NEXT STEPS**

Council's preferred option is progressing with Option 1 – A trial of the full process cycle. For this option, officers would engage Composting NZ as the subject matter expert and service provider.

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

De-sludging the ponds will improve the treatment process within the ponds, taking the balance more towards an aerobic treatment process, which produces fewer greenhouse gases.

**7.2 Tāngata whenua**

While the current treatment process is effective and produces compliant effluent, de-sludging will further enhance the quality of the treated effluent. Higher quality effluent will lead to less environmental impact, which could be of interest to Māori.

**7.3 Financial impact**

The recommended Option 1 will be delivered within the approved budget, ensuring there is no unplanned financial impact. However, due to the delayed start of the process, the project will have an underspend. At the end of the financial year, officers will request to carry forward the approved budget.

**7.4 Community Engagement requirements**

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

**7.5 Risks**

The desludging process has multiple risks that will be managed throughout the life of the project. The main risks are:

- a. *Odour* – The extraction of sludge could produce odours. This risk will be managed by adding stabilisers as and when required.
- b. *Compost could fail to meet AA Grade quality*. This risk will be managed through blending with stable materials.
- c. *Damage of pond clay liner*. This risk will be managed through on-site supervision and project management.

**7.6 Wellbeings****Social**

- A strong and effective council providing trusted leadership.

**Cultural**

- Māori aspirations and partnerships are valued and supported

**Environmental**

- An environmentally responsible community committed to reducing our carbon footprint and adapting to climate change.

**Economic**

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

**8. RECOMMENDATION**

That the Committee:

1. **Receives** the report.
2. **Endorses** Officers preferred option, namely proceeding with Option 1 – Trial of the full process cycle.

**File Number:** 461239

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

**Attachments:** Nil



## 7.7 MAJOR PROJECTS UPDATE

### 1. PURPOSE

To update the Committee on the progress of major projects.

### 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 Infrastructure Services Team delivers multiple projects as part of the delivery of the Long-Term Plan.

#### LTP Master Programme

▲ Wastewater	755 days	Mon 2/09/24	Fri 23/07/27	16%		Late	
▷ Condition assessment	700 days	Mon 21/10/24	Fri 25/06/27	5%	Proposal under review	Late	
▷ Network Renewal	80 days	Mon 2/09/24	Fri 20/12/24	100%		Complete	
▷ Hydraulic Modelling	390 days	Mon 14/10/24	Fri 10/04/26	9%	Reuested quotes	Late	
▷ Headworks Upgrade	715 days	Mon 28/10/24	Fri 23/07/27	2%	Procurement Started	Late	
▷ Oxidation Ponds Sludge Removal	230 days	Mon 14/10/24	Fri 29/08/25	2%	Defered	Late	
▷ Switch Room upgrade - Stage 2	195 days	Mon 21/10/24	Fri 18/07/25	100%	Complete	Complete	
▷ Wetlands Replanting	100 days	Mon 4/11/24	Fri 21/03/25	0%		Late	
▲ Water Supply	355 days	Mon 3/06/24	Fri 10/10/25	15%		Late	
frederick StreetBuilding	50 days	Mon 3/06/24	Fri 9/08/24	0%	Waiting for building consent	Late	
▷ Kaip Scada and Telemetry	195 days	Mon 13/01/25	Fri 10/10/25	0%		Late	
▷ Fred Scada and Telemetry	195 days	Mon 13/01/25	Fri 10/10/25	0%		Late	
▲ Network renewal	300 days	Mon 3/06/24	Fri 25/07/25	70%		Late	
▲ Brooklyn Road	286 days	Mon 3/06/24	Mon 7/07/25	70%	Construction Started	Late	
Scope Definition	5 days	Mon 3/06/24	Fri 7/06/24	100%		Complete	
▷ Procurement	1 day	Mon 3/06/24	Mon 3/06/24	100%		Complete	
▷ Construction	140 days	Mon 13/01/25	Fri 25/07/25	68%	Started January 2025	Late	
▷ Boundry backflow devices upgrade	95 days	Mon 2/12/24	Fri 11/04/25	0%	Carry forward to start in July 2	Late	
▲ Other Infrastructure Projects	305 days?	Mon 3/06/24	Fri 1/08/25	93%		Late	
▷ Climate Change mitigation – Solar Panel Proc	155 days?	Mon 3/06/24	Fri 3/01/25	100%	Complete	Complete	
▲ Waingawa Process Water	275 days?	Mon 3/06/24	Fri 20/06/25	85%		Late	
▷ Design	105 days	Mon 3/06/24	Fri 25/10/24	100%	Complete	Complete	
▲ Construction	298 days?	Mon 3/06/24	Wed 23/07/25	82%		Late	
▲ Stage 1 - Reticulation	284.8 days	Mon 3/06/24	Fri 4/07/25	86%		On Schedule	
Scope Definition	5 days	Mon 3/06/24	Fri 7/06/24	100%	Complete	Complete	
▷ Procurement	25 days	Mon 3/06/24	Fri 5/07/24	100%	Complete	Complete	
▷ Construction	150 days?	Fri 27/09/24	Thu 24/04/25	80%		Late	
▷ Stage 2 - Pump Station	214 days?	Fri 27/09/24	Wed 23/07/25	80%		Late	
▷ Flat point Resilience	160 days	Mon 2/09/24	Fri 11/04/25	100%	Completed	Complete	
▷ Norman Avenue Road Upgrade	250 days	Mon 3/06/24	Fri 16/05/25	100%	Completed	Complete	
▷ Depot Ablution block	86 days	Mon 3/03/25	Mon 30/06/25	80%	Construction Started	On Schedule	
Waiohine Bridge Design	150 days	Tue 1/10/24	Mon 28/04/25	99%	Waiting for final design	Late	

#### 4. DISCUSSION

##### 4.1 Sewer Network Renewals Lincoln Road

###### 4.1.1 **PROGRESS:**

CCTV footage indicates some stone debris in the pipe. The pipe has been cleaned and another check will be undertaken to ensure all debris has been removed.

###### 4.1.2 **FINANCE**

Final costs were \$2,376,386 (\$102K below estimate of \$2,478,474).

##### 4.2 Waingawa Process Water

###### 4.3.1 **FINANCE**

**TOTAL BUDGET**        **\$2,767,679**

**COST TO DATE**        **\$1,835,105**

###### 4.3.2 **PROGRAM**

▲ Waingawa Process Water	275 days?	Mon 3/06/24	<u>Fri 20/06/25</u>	85%		Late
▸ Design	105 days	Mon 3/06/24	<u>Fri 25/10/24</u>	100%	Complete	Complete
▲ Construction	298 days?	Mon 3/06/24	<u>Wed 23/07/25</u>	82%		Late
▲ Stage 1 - Reticulation	284.8 days	Mon 3/06/24	<u>Fri 4/07/25</u>	86%		On Schedule
Scope Definition	5 days	Mon 3/06/24	Fri 7/06/24	100%	Complete	Complete
▸ Procurement	25 days	Mon 3/06/24	<u>Fri 5/07/24</u>	100%	Complete	Complete
▸ Construction	150 days?	Fri 27/09/24	<u>Thu 24/04/25</u>	80%		Late
▸ Stage 2 - Pump Station	214 days?	Fri 27/09/24	<u>Wed 23/07/25</u>	80%		Late

###### 4.3.3 **Stage 2 - Reticulation**

The Norman Avenue pipe extension has commenced.

###### 4.3.4 **Stage 3 - Pump Station and Reservoir**

Ordish & Stevens have started the pump construction and it is 80% complete.



Image 1 – Pump Station (1)





*Image 2 – Pump Station (2)*



*Image 3 – Pump Station (3)*

**4.3 Flatpoint Flood Mitigation****4.4.1 Finances**

Budget \$410,000

Cost to date \$317,952

**4.4.32 Progress update**

All work has been completed



*Image 4 - Stage 2 Complete*



*Image 5 - Stage 4 Complete*





*Image 6 - Stage 4 Complete with Hydroseed*



*Image 7 - Bund before topsoiling*



*Image 8 - Ford under construction*





*Image 9 - Ford under construction*



*Image 10 - Ford complete*



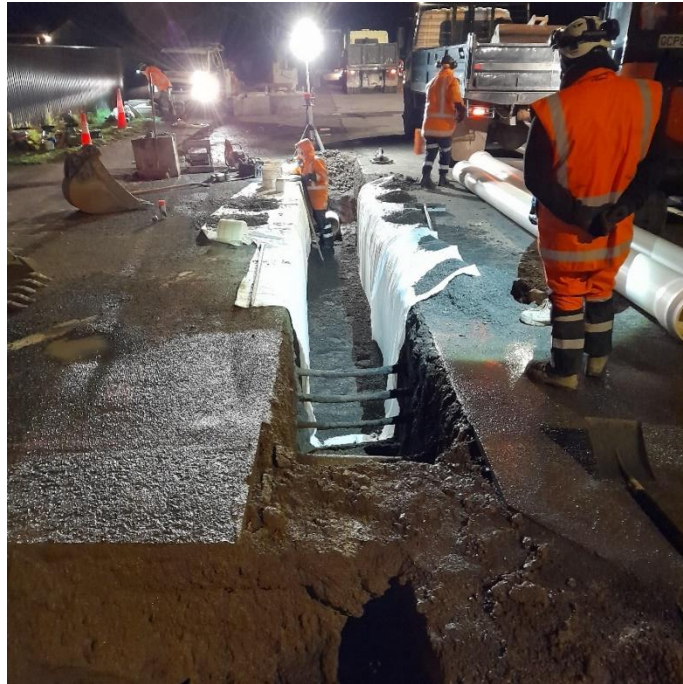
#### 4.4 Brooklyn Road Watermain Replacement

##### *Progress*

The main pipework and rider main have been completed from High Street South to Lincoln Road.

Outstanding items: Lincoln Road crossing and house laterals

Cost to date **\$1,578,268.11**



*Image 11 - Brooklyn Road Water Main Replacement - High Street South Crossing*



*Image 12 - Brooklyn Water Main Replacement - High Street South Crossing*

**4.7 Waiohine Bridge Design**

The final design is expected to be completed 13 June 2025.



*Image 13 - Waiohine Bridge Concept Design*

**4.8 Depot Ablution Block**

A new relocatable ablution block has been installed and is currently awaiting to be connected to the power supply.

**4.9 Frederick Street Treatment Plant Building Upgrade**

The successful tenderer was Riggs-Zschokke for the tender price of \$203,641.68.

We are still waiting for Building consent and as soon as this is granted construction will start.



*Image 14 - Frederick Street Concept*



**5. CONSIDERATIONS****5.1 Climate change**

This report is a regular update which is of interest to all members of our community, including iwi and hapū.

**5.2 Tāngata whenua**

This report is a regular update which is of interest to all members of our community, including iwi and hapū. However, there are no areas of interest or concern contained within this report that require specific iwi or hapū consideration.

**5.3 Financial impact**

The financial matters in the report are covered within existing budgets.

**5.4 Community Engagement requirements**

There are no community engagement requirements required for this report.

**5.5 Risks**

Project risks are being managed and mitigated as and when required.

**6. RECOMMENDATION**

That the Committee:

1. **Receives** the report.

**File Number:** 463998

**Author:** Christo Heyns, Project Manager

**Attachments:** Nil



## 7.8 RUAMĀHANGA ROADS AND CORRIDOR ACCESS REPORT

### 1. PURPOSE

For the Committee to be updated on Ruamāhanga Roads and Corridor Access activities.

### 2. SIGNIFICANCE

The matters for decision in this report are not considered significant under the Significance and Engagement Policy.

### 3. BACKGROUND

Ruamāhanga Roads is a shared service between CDC and SWDC to deliver the Land Transport Programme in partnership with the New Zealand Transport Agency Waka Kotahi (NZTA).

### 4. DISCUSSION

The attached report relates to activities undertaken across the Carterton and South Wairarapa Districts for March-April 2025.

### 5. CONSIDERATIONS

#### 5.1 Climate change

Roading activities have an impact on climate change however through the road maintenance contract, efficiencies are strived for which relate to climate change mitigation. This report does not have any climate change decision implications.

#### 5.2 Tāngata whenua

This report is a regular update which is of interest to all members of our community, including iwi and hapū. However, there are no particular areas of interest or concern contained within this report that require specific iwi or hapū input.

#### 5.3 Financial impact

All of the roading activities are completed under approved budgets, and this report does not have any additional financial impacts.

#### 5.4 Community Engagement requirements

There are no additional community engagement requirements resulting from this report.

**5.5 Risks**

This report is a regular update. It contains no specific or identified decision risks which would require further attention or action.

**6. RECOMMENDATION**

That the Committee:

1. **Receives** the report.

**File Number:** 464248

**Author:** Graham Carson, Roading Manager

**Attachments:** 1. Ruamahanga Road Report June 2025 [↓](#)



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## **Ruamāhanga Roads – Council Report**

**June / 2025**

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### 1. Purpose

The purpose of this report is to update and inform the Committee on roading operations for the period March-April 2025. This report covers the physical work undertaken by **the Contractor Fulton Hogan on Carterton and the South Wairarapa Districts roading network.**

### 2. Finance Summary

	March	April	
	Claimed	Claimed	End of Year Ballance
CDC Local Roads	520,094	302,487	228,611
SWDC Local Roads	795,837	682,623	306,565
SWDC SP Roads	21,420	33,375	42,321

### 3. Health & Safety

The contract monthly report lists no serious incident.

- Nothing to report for both CDC and SWDC.

Ongoing site audits were undertaken by Fulton Hogan and Ruamaganga Roads.

### 4. Work Programme

#### Work Completed

The following major items of work were completed for the period.

- Multiple road reseal and rehabilitation sites across both councils.
- Road edge weed spraying.
- Replacement Bridge at Hikinui, Pahautea Road SWDC.
- Major work to repair concrete culvert on Ahiaruhe Settlement Road CDC.

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## **CDC – Mar and Apr 2025**

### 1. Sealed Road Pavement Maintenance

- Edge break repairs completed = 1.77 km
- Repaired 95 potholes

**2. Unsealed Maintenance**

- Unsealed roads graded = 113.877 km

**3. Drainage Maintenance**

- Carried out 87.83 km of street sweeping
- Cleaned sumps = 12

**4. Structures Maintenance**

- Bridge End marker (Install/Replace) – 4

**5. Environmental Maintenance**

- High cut trimming = 11.350 km
- Tree removal/trimming = 4

**6. Minor Events**

- Nil

**7. Reseals**

- This year's resurfacing programme is 99.5% completed.
- CDC Sites completed were:
  - Armstrong Ave, Carrington Drive, Charles St, Diamond St and Tait Place
  - Carters Line, Haringa Rd, Kokotau Rd, Longbush Rd, Millars and Norfolk Roads
  - Belvedere Rd, Ahumahi Rd, East Taratahi Rd, Gladstone Rd, King St, Moreton Rd
  - Park Rd, Pembroke St, Taylor St, Waingawa Rd and Wilton Rd
- The final site scheduled for this year is the asphalt surfacing at the Carters Line/East Taratahi Road intersection. Originally expected to be completed by April, the contractor, FH, has rescheduled the work for completion in June.

**8. Area Wide Pavement Treatment (AWPT)**

- No updates to the previous report.

**9. Emergency Works**

- Storm damage remedial works took place on Admiral Station, Craiglea, Driscoll, Kaiwhata, Mangaterere and Te Wharau Road from March to May. The under slips/dropouts were repaired by bench and fill using reinforced grid to reinstate the carriageway width.

The fill was sourced locally, taken from bends to improve sightlines.





Reinstate carriageway width Craigielea Road



Reinstate carriageway width Mangaterere Road



Reinstate carriageway width Mangaterere Road



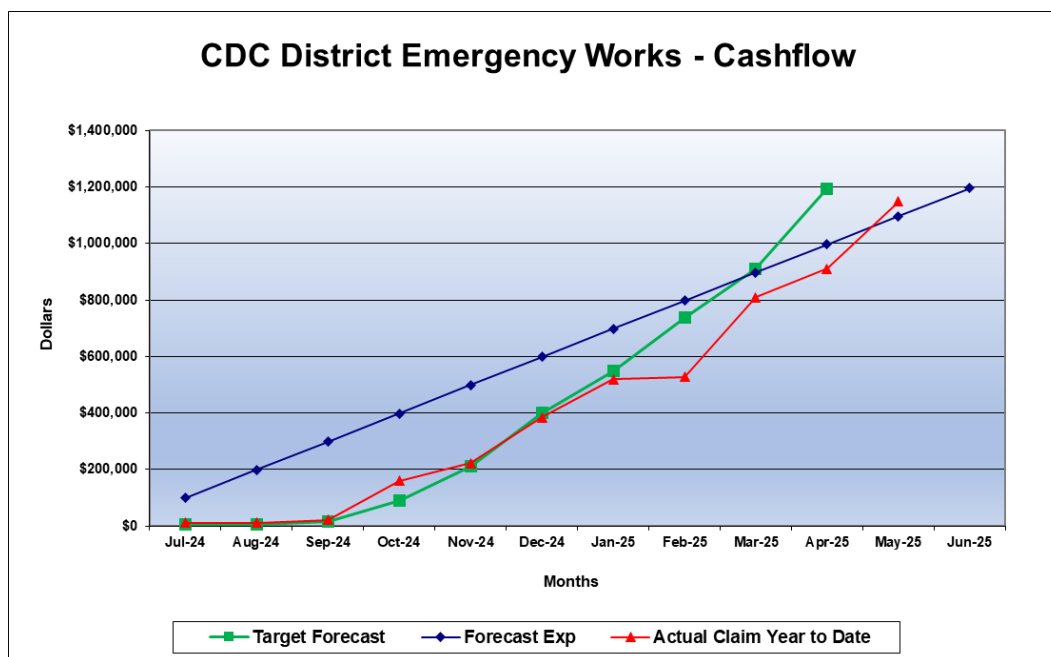
Te Wharau drop out before



After



- Emergency Remedial Works Financial progress  
The emergency remedial works programme is nearing completion.  
Expenditure to May is \$1,147,790 from a total programme of \$1,196,279  
There is \$48,489 to be expended by EOFY June 2025.



## 9. Speed Management Plan

- There are no updates to the previous report.

## 10. Photos

### Edge break repairs



Edge break repairs on Gladstone Road

### Potholes



*Pothole repaired on Watsons Line*

#### **Unsealed Road Maintenance**



*Unsealed road grading and metalling on Camerons Road*

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### **SWDC March and April 2025**

#### **Overview**

- Lake Ferry Road/Whakatomotomo drop out reinstatement started. Work is still under way on this site.
- Sunnyside White Rock Road stabilisation stages one, two and three are now complete. Planning and design work for road surface, drainage and safety barrier began.
- Work and site proposal for additional parking spaces for Mobility users in Greytown.



### 1. Sealed Road Pavement Maintenance

- Edge break repairs completed = 0.305 km
- Repaired 72 potholes
- Shoulder maintenance - 67.48 km

### 2. Unsealed Maintenance

- Unsealed roads graded = 202.989 km

### 3. Drainage Maintenance

- Carried out 78.362 km of street sweeping and cleaned 44.646 km of unlined surface water channels
- Sump Clean – 57 Nos.

### 4. Structures Maintenance

- Bridge inspection – 2 Nos.
- Bridge End marker (Install/Replace) – 5

### 5. Environmental Maintenance

- Tree removal/trimming = 17
- High cut trimming = 69.382 km
- Chemical Control – 35.640 km

### 6. Minor Events

- Nil

### 7. Reseals

- This year's resurfacing programmed is 99.8% completed.
- SWDC Sites completed were:
  - Jellicoe St (AC overlay & Chipseal), East West Access Rd, Lake Ferry Rd, Regent St
  - Kemptons Line, Cape Pallisar Rd, Ruakokoputuna Rd, West St, No 1 Line
  - Bidwills Cutting Rd, Hinekura Rd, Puruatanga Rd, Western Lake Rd
- The asphalt surfacing at the Lake Ferry Road/White Rock Road intersection is the last site scheduled for completion this year. Originally set to finish in April, the contractor, FH, postponed the work to May, with a further delay pushing the expected completion to June.

### 1. Area Wide Pavement Treatment (AWPT)

- AWPT has been undertaken for following sites
  - White Rock Road (1391 m)
    - Site 1 (350m) - Completed
    - Site 2 (223 m) - Completed
    - Site 3 (400 m) - Completed
    - Site 4 (218 m) - Completed





- Site 5 (200 m) - In progress (Pavement rehab works including drainage renewal as a part of emergency work site at Chicane)
- Lake Ferry Road (820 m)
  - Works completed
- Western Lake Road (515 m)
  - Works completed

## 8. Emergency Works

- The Sunnyside site on White Rock Road has been hydroseed on site one, two and three. The Duramesh geosynthetic reinforcement requires vegetation planting on the wall facings to protect the grid from ultraviolet deterioration.
- Emergency Works Programme Financial progress.

The emergency remedial works programme has been expended.

## 9. New Storm Emergency Event

On 1st & 2nd May 2025, the southern coast of the Wairarapa region experienced high winds and heavy sea swells causing damage along Cape Palliser Road at 4 locations.

These locations are:

- Te Kopi known as the DOC Ranger area.
- Whatarangi
- Turners Bay
- Mangatoetoe/Kupe Sail

A road closure was put in place for the safety of road users as the sea waves at high tide were breaking on the road which caused road surface damage in some locations.

It is considered that the rock revetments did perform well in minimising the amount of damage that could have been done to the road carriageway by dispersing the energy of the large swells. As a result of the event there is some rock depletion to the structures.

The replenishment of rock is required to keep the integrity of the revetment structure in tack for future events.

Other damage resulting from the swells and high winds was:

- Road surface damage
- Erosion at the road edge at existing and new locations
- Washouts at creek crossings
- Signage damage
- Culvert clearing

Roads officers have had a joint inspection of the sites with a NZTA representative to assess the damage prior to an application to the agency for funding to do the required remedial works.

Cape Palliser Road is a special purpose road being the only single access to Ngāwi fishing village and sites of special significance which attracts 100% FAR from NZTA.

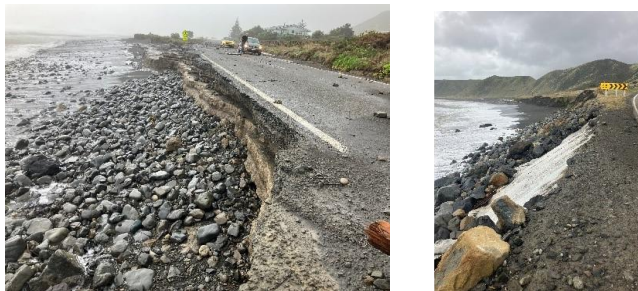


On the recommendation of NZTA additional funding has been applied for to investigate other options to make the sections of road at Te Kopi and Turners Bay more sustainable for these types of events.

The application for \$1,600,000 funding to reinstate the storm damage and investigate other road options is before NZTA for consideration.



Waves breaking on the road at Te Kopi. Carriageway wash out at RP 36926 ford crossing before light house.



Little Turners Bay rock loss

#### 10. Speed Management Plan

- There are no updates to the previous report.





## 10. Photos

### Edge break repairs



*Edge break repairs on Cape Palliser Road*

### Potholes



*Pothole repaired on Cape Palliser Road*

### Unsealed Road Maintenance



*Unsealed road grading and metalling on White Rock Road*

### Drainage Maintenance



*SWC (Unlined) - Clean, Swale Drain around culvert at Underhill Road (Extension@Wakefield)*

## **SWDC and CDC**

### **Developments**

	<b>SWDC</b>	<b>CDC</b>
<b>Subdivisions</b>		
New application	11	3
Engineering approval	11	3
Pre-seal inspection	4	4
S224 sign off	14	3
<b>Vehicle crossing</b>	2	1
<b>Rapid number</b>	2	1

### **On going Vested Road subdivisions**

#### **SWDC**

Brookside Developments Featherston

62 Woodward Street, Featherston

Shooting Butts Road, Martinborough

Orchard Retirement Village, Greytown

#### **CDC**

67 Lincoln Road, Carterton

17 Brown Ave, Carteron



### **Work Programmed for the Current Month**

The following major items of work planned for May and June

- Ongoing road reseal
- Urgent and high priority Bridge maintenance (see report below)

### **Network Management Section**

#### **Bridges**

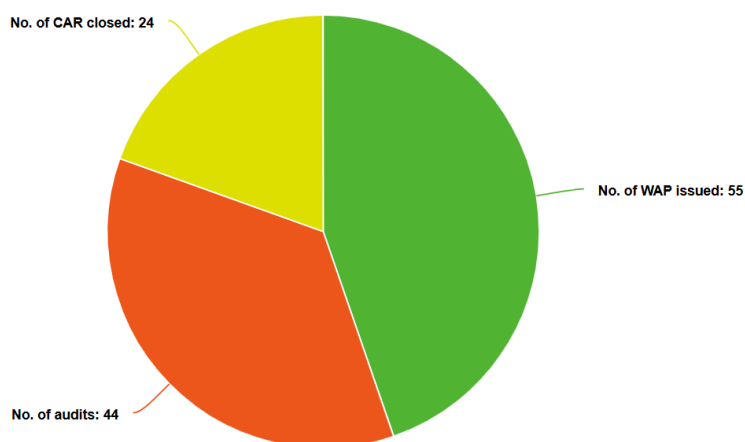
- Riddifords Bridge Te Awaiti Rd pier strengthening work on going.

### **Corridor Management**

Council officers are managing the corridor network through software Submitica Control. The number of Corridor Access Requests (CAR) processed for the period is show by each District below.

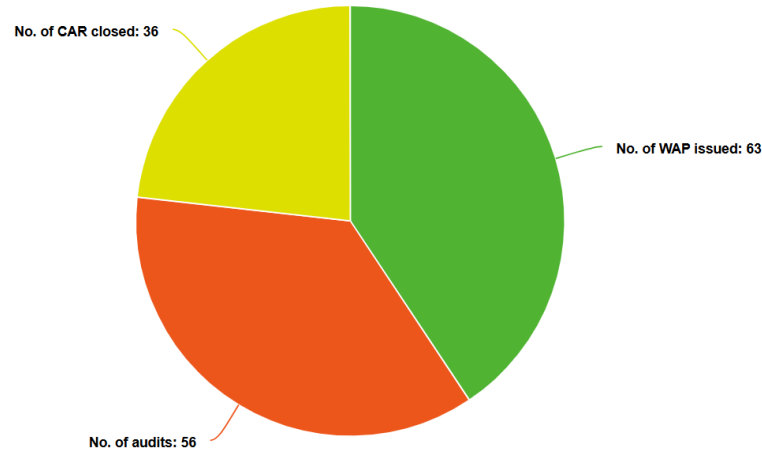
	CDC	SWDC
Number of WAP issued:	55	63
Number of CAR Closed:	24	36
Number of Audits:	44	56
No. Of Non-Conformance notice issued	3	3

#### **CDC:**





SWDC:



#### **Overweight and High Productivity Vehicle permits**

Council officers have reviewed and processed 8 overweight permits for Carterton for the reporting period.

#### **Low Cost Low Risk (LCLR)**

CDC has a LCLR budget of \$50,000. This funding was provisionally set aside for work to improve Norfolk Road, Waingawa Road junction. Improvements for this intersection are required due to the volume of heavy traffic in this industrial area. This work has not been programmed for this financial year, and the funds available are insufficient to complete the job.

The LCLR budget of \$50,000 for safety improvement has now been set aside for new lighting at Somerset Road Carters Line. This is being quoted for this LCLR funding. If this work is not programmed before the EOFY, this LCLR funding will be deferred to next financial year.

SWDC has only recently been awarded new LCLR budget. These funds are to be used for new dedicated projects.

#### **Current ongoing works**

##### **1. Structure Works (Maintenance and Replacement) – Bridges**

- Council recently received WSP Ruamahanga Roads Structural Inspection Report 2023/2024 where WSP conducted 121 structural inspections in 2023/24 across both councils and accordingly priorities maintenance action. Priority of work.
  - CDC Urgent 1. SWDC Urgent 1.
  - CDC High 38. SWDC High 24.
  - CDC Medium 49. SWDC Medium 45.





The WSP consultant raised concerns on the structural conditions of assets and recommended that Urgent items be undertaken as soon as possible and High rated items to be completed within about 1 year as they identified.

- According to the report, below is a summary of bridges requiring urgent attention. These bridges will be the first to be worked on; the remaining high priority bridges will be inspected and prioritised for work.

CDC	SWDC
<ul style="list-style-type: none"> <li>• Urgent Culvert 71 - Ahiaruhe Settlement Road</li> <li>• High Bridge 2 - Greys bush bridge - Park Road</li> <li>• High Bridge 34 – East of railway - Dalefield Road</li> <li>• Bridge 38 – Carrington factory bridge - Mangaterere Road</li> <li>• Bridge 38 – Arawhakatu bridge - Norfolk road</li> </ul>	<ul style="list-style-type: none"> <li>• Urgent Bridge 32 - Hikinui</li> <li>• Bridge 35 – Lower valley - Kahutara</li> <li>• Bridge 52 – Turanganui</li> <li>• Bridge 77 – Lower Cape River</li> <li>• Bridge 78 – Upper Cape River</li> <li>• Bridge 91 – Awheati culvert - Tora Farm Settlement - box culvert per Cape River</li> </ul>

- Raumahanga Roads would like to highlight that the current budget from both councils is insufficient to address all identified work required in 2024/2025. The budget has only allowed a small percentage of the work required to maintain the bridge structures.
- A significant budget will be required for ongoing maintenance for our bridge assets in the future.
- Following recommendations from the WSP consultant, maintenance works have been commenced on these urgent priority bridges as detailed below:

- CDC – Culvert 71 (Ahiaruhe Settlement Road)





○ SWDC – Bridge 32 – Hikinui



**2. SWDC Annual Inspection Report (Resource Consent WAR 090322)**

- The report has been prepared in comparison with last year's report for compliance with consent WAR 090322 monitoring conditions 38 and 39.
- The inspection of rock revetment structures on Cape Palliser Road was carried out on 14th/15th May 2025, following a recent significant storm event on 1 and 2nd May 2025. This was a large sea swell event combined with King tide.
- The purpose of the visit was to record the condition of the rock revetments, identify any work that needs to be done to ensure that the rock revetments continue to protect the road, and identify any changes in erosion at the ends of the revetments.
- The rock revetments were constructed by the South Wairarapa District Council (SWDC) where the road carriageway is continually at risk from coastal erosion.
- The South Wairarapa District Council has applied for additional funding for installing additional ECOREEF. The aim is to have the installation of ECOREEF approved as an option under Resource Consent WAR 090322. The council plans to submit another application for consent to increase the ECOREEF installations, providing further protection to vulnerable road areas

○ SWDC – Cape Palliser Road – Rock Revetments and ECOREEF Works







### 3. Footpath Renewals Works (Forward Works Programming)

- Based on pathway condition rating data from RAMM, the following list of footpaths has been identified for future footpath maintenance renewals.

#### ○ CDC

CARTERSVILLE DISTRICT COUNCIL																										
Asset	Road	Start	End	Offs	Side	Len	Wic	Area	Pathway Survey	Path	Notes	Warnin	Priority	Extern	Se	Bu	De	Cr	Sc	Pa	Pd	Ve	Tri	Pathway Condition		
125	CLIFTON AVENUE	10	378	3.1	Left	368	2.7	993.6	Dec 2024 - Jan 2025	Seal	Vegetation of 6m outside #1.	Vegetation	0	2	0	37	5	1	21	18	0	0	0	0	Very Poor	
19	CLIFTON AVENUE	10	340	3.1	Right	330	2.8	924	Dec 2024 - Jan 2025	Seal	Trip hazard outside #8 and #22a.	Tree root	0	5	0	17	4	2	6	0	2	0	0	0	Very Poor	
129	DAVY STREET	3	94	3.1	Right	91	2.8	254.8	Dec 2024 - Jan 2025	Seal	Tree roots cracking and raising pathway s		0	2	1	24	2	0	10	0	2	0	0	0	Very Poor	
392	FEIST STREET	581	603	4.5	Left	22	1.5	33	Dec 2024 - Jan 2025	Concrete	Trip hazard outside #71.		0	6	1	0	5	0	0	0	0	0	0	0	Very Poor	
59	REXWOOD STREET	10	396	3.1	Left	386	2.5	965	Dec 2024 - Jan 2025	Asphalt	Vegetation of 10m outside #19.		0	0	3	242	0	0	22	10	0	0	0	0	Very Poor	
205	TAYLOR STREET	7	340	3.1	Left	333	2.8	932.4	Dec 2024 - Jan 2025	Seal	Tree roots cracking and raising pathway s		0	3	0	5	4	0	28	0	0	0	0	0	Very Poor	

#### ○ SWDC

Asset	Road	Start	End	Offs	Side	Len	Wic	Area	Path	Pathway Surface Material	Notes	Warnin	Priority	Extern	Se	Bu	De	Cr	Sc	Pa	Pd	Ve	Tri	Pathway Condition
97	JOHNSTON ST	231	441		Left	210	3	630		97 Asphaltic Concrete (Black)	Wooden cover causing trip hazard or		1				8						1	Very Poor
164	STRASBOURG ST	880	993		Right	113	2.7	305.1		164 Asphaltic Concrete (Black)	Boundary trenching along fence line		2			53					2			Very Poor
294	BELL ST	226	384		Right	158	1.4	221.2		294 Concrete							1	10						Poor
268	FOX ST	717	726		Right	9	2	18		268 Seal									3			2		Poor
358	FOX ST	763	958		Left	195	2.9	565.5		358 Asphaltic Concrete (Black)	Tree roots raising and cracking pathway surface						25				2	10	2	Poor
417	FOX ST	973	1134		Right	161	1.7	273.7		417 Asphaltic Concrete (Black)	Tree roots raising and cracking pathv		1			16						1		Poor
70	WATT ST NO1	229	437		Left	208	1.4	291.2		70 Asphaltic Concrete (Black)	Trip hazard outside #63.		2			8		2				4		Poor
324	BROADWAY ST	126	231		Right	105	3	315		324 Asphaltic Concrete (Black)	Trip hazard outside #29 Caused by tr		3			23								Poor
54	JELICOE ST (MARTI	10	95		Left	85	2.7	229.5		54 Asphaltic Concrete (Black)								53						Poor
192	NEW YORK ST	7	232		Right	225	2.6	585		192 Asphaltic Concrete (Black)								48				3		Poor
33	PRINCESS ST	389	423		Left	34	2.4	81.6		33 Seal									5		1	5		Poor
9	THE SQUARE R/A	132	178		Left	46	3.5	161		9 Asphaltic Concrete (Black)	Tree roots raising and cracking pathv		2		1	8								Poor
513	THE SQUARE R/A	10	257		Right	247	1.4	345.8		513 Asphaltic Concrete (Black)								85		4		3		Poor
22	VENICE ST	242	518		Left	276	2.8	772.8		22 Asphaltic Concrete (Black)	Trip hazard outside #21 and 31		2			50						4		Poor
133	BETHUNE ST	6	64		Left	58	1.4	133.2		133 Concrete	Tree roots raising pathway surface		2			2								2 Average



## 7.9 CHANGES TO THE DELEGATIONS MANUAL

### 1. PURPOSE

For the Committee to approve changes to the Delegations Manual for Carterton District Council (Council).

### 2. SIGNIFICANCE

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

### 3. BACKGROUND

The Delegations Manual sets out the Council's delegations to Council standing committees, to the Chief Executive, and to other staff. Its purpose is to clearly define the parameters under which Council committees and officers are able to act and provides a mechanism to give effective management of Council's affairs.

Council's authority to delegate to officers comes from Schedule 7 Clause 32 of the Local Government Act 2002:

*Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business a local authority may delegate to a committee or other sub-ordinate decision-making body, a community board, or member or officer of the local authority any of its responsibilities, duties, or powers.*

The same clause also lists a number of matters that Council cannot delegate. These are detailed in the Delegations Manual.

### 4. PROPOSED CHANGES

The Manual has been reviewed by management, and the following changes are recommended:

- Clause 5.3.3 Purchase Orders
  - Reflect updated processes of the council's automated Purchase Order System.
- Clause 5.3.6 Ruamāhanga Roads Shared Roding Service
  - Remove the specific reference to the 'SWDC Roding Manager' instead using the neutral title of 'Roding Manager' which enables the manager to be employed by either council of the shared service.
  - Remove the CDC Senior Roding Officer which is no longer a position.
- Clause 5.3.7 Financial delegations
  - Changes to the delegation brackets to increase the level for Tier 3 Managers and Team Leaders from \$1,000 to \$5,000.
  - Following an organisational review of the Executive Leadership (ELT) and Finance Teams:

- Include the addition of a Chief Financial Officer position which will assume the finance-related delegations of the current Corporate Services Manager position.
- Include the addition of a Group Manager People and Corporate position which will assume other delegations of the current Corporate Services Manager position.
- Change other ELT manager title roles to Group Managers.
- Remove the Finance Team Leader position to be replaced by a Senior Financial Accountant position.
- Make other additions, deletions and title changes as outlined in the Version Control table.

The recommended amendments are detailed in the Delegations Manual (**Attachment 1**).

## 5. CONSIDERATIONS

### 5.1 Climate change

There are no climate change considerations required.

### 5.2 Tāngata whenua

There are no tāngata whenua considerations required.

### 5.3 Financial impact

There are no financial considerations required.

### 5.4 Community Engagement requirements

There are no community engagement considerations required.

### 5.5 Risks

There are no risk considerations required.

### 5.6 Wellbeings

There are no Community Wellbeings considerations required.

## 6. RECOMMENDATION

That the Committee:

1. **Receives** the report.
2. **Approves** the changes to the Delegations Manual, as outlined in **Attachment 1**.

**File Number:** 464191

**Author:** Geri Brooking, People and Wellbeing Manager

**Attachments:** 1. Delegations Manual updated 18 June 2025 [↓](#)



# Delegations Manual

Adopted by Council on 22 February 2012

**Last amended on 18 June 2025**

**VERSION CONTROL**

Date approved	Paragraph	Change
25/09/2013	8	added Land Transport Act 1998—parking wardens
27/11/ 2013	8	Sale of Liquor Act 1989 replaced with Sale and Supply of Alcohol Act 2012
18/12/2013	8	Amendment to Building Act 2004—section 371 replaces section 229( repealed)
26/03/14	8	Amendment to Sale and Supply of Alcohol Act 2012- delegated authority to Planning and Regulatory Manager and Senior Planner to assign cost/risk rating Regs 5(1), Form opinion on cost/risk rating Regs 5(6) Assign fees Regs 6(1) discretion on assigning fees Regs 6(4) and 10(2)
25/03/2015	3.6	Amendment to Hearing Appointment Committee
25/03/2015	8	Amendments to Resource Managements Act Delegations
24/09/2015	5.3.13	Minor change in “other” column to definition of Librarian and removal of Librarian \$5,000
23/03/2016	8	Inclusion of Acting Planning and Regulatory Manager for delegated authority.
23/11/2016	3.2 5.1, 5.3 5.3  6 8	Review for incoming Council: <ul style="list-style-type: none"> <li>• correct the titles of committees, managers and staff</li> <li>• remove Creative Communities funding decisions</li> <li>• lower threshold for mandatory tendering</li> <li>• remove reporting requirements</li> <li>• remove sensitive expenditure policy</li> <li>• increase financial delegation for Corporate Services Manager</li> <li>• s54 added Revenue Officers</li> <li>• removed Acting Planning and Regulatory Manager</li> </ul>
25/10/2017	5.3.6  5.1.1, 5.3.6 5.3.6	<ul style="list-style-type: none"> <li>• add new roles of Parks and Reserves Manager (amended) and Three Waters Manager and Senior Rooding Officer</li> <li>• upgrade Operations Manager to Infrastructure and Services Manager</li> <li>• add Human Resources Manager</li> <li>• increase financial delegations of Infrastructure and Services Manager</li> <li>• remove some sections to the separate Procurement Policy</li> <li>• remove references to roading contract administration by consultants (now in-house)</li> </ul>
20/06/2018		<ul style="list-style-type: none"> <li>• rename Infrastructure and Services Manager as Infrastructure and Services and Planning and Regulatory Manager</li> <li>• remove Planning and Regulatory Manager</li> <li>• add Operations Manager</li> <li>• rename Three Waters Manager as Water Supply and Reticulation Manager</li> <li>• add Venue Co-ordinator and Community Development Co-ordinator as Team Leaders</li> <li>• remove Team Leader Water Races from Dog Control Act roles</li> <li>• reorder Dog Control Act sections</li> </ul>
07/08/2019	5.3.6	<ul style="list-style-type: none"> <li>• insert Ruamahanga Rooding contract delegated authority for SWDC Rooding Manager</li> <li>• update delegations under legislation for Environmental Health Officer</li> </ul>
20/11/2019	3.4, 3.5	<ul style="list-style-type: none"> <li>• amend delegation of authority for Council Committees.</li> </ul>

	5.3.7	<ul style="list-style-type: none"> <li>• insert financial delegation of \$10,000 for the Accountant, for planned operating expenditure.</li> <li>• increase delegation to write-off additional water usage to \$2,000, for Chief Executive and Corporate Services Manager.</li> </ul>
29/01/2020	3.4	<ul style="list-style-type: none"> <li>• amend delegation of authority for Council Committees.</li> </ul>
12/08/2020	5.3.9	<ul style="list-style-type: none"> <li>• Update job titles for the Infrastructure, Services and Regulatory Manager, and People and Wellbeing Manager.</li> <li>• Update legislative references for the Building Act 2004 and remove reference to the Fencing of Swimming Pools Act 1987 (as this has been repealed).</li> <li>• Add the role of Building Services Team Leader to the list of team leaders.</li> </ul>
9/12/20	8	<ul style="list-style-type: none"> <li>• Add Regulatory and Licencing Administrator to the Food Act delegations</li> <li>• Amend Environmental Health Officer as the Chief Liquor Licensing Inspector under the Sale and Supply of Alcohol Act delegations</li> <li>• Add Regulatory and Licencing Administrator under the Sale and Supply of Alcohol Act delegations</li> </ul>
30/3/22	5-11  5.3.7  5.3.7 5.3.8 8  5.3.9	<ul style="list-style-type: none"> <li>• Replace Infrastructure, Services and Regulatory Manager title with new roles of:               <ul style="list-style-type: none"> <li>○ Planning and Regulatory Services Manager</li> <li>○ Infrastructure Services Manager</li> </ul> </li> <li>• Replace Accountant title with new roles of:               <ul style="list-style-type: none"> <li>○ Project Accountant</li> <li>○ Finance Team Leader</li> </ul> </li> <li>• Replace Financial Services Officer with new role of Senior Financial Services Officer</li> <li>• Add Three Waters Compliance and Monitoring Officer</li> <li>• Replace Operations Manager, and Water Supply and Reticulation Manager titles with Consents, Compliance and Operations Manager</li> <li>• Replace Team Leader – Water Races and Stormwater, with Water Races Overseer</li> <li>• Add Senior Water Supply Treatment Plant Operator</li> <li>• Add Reticulation Service Team Leader</li> <li>• Change job title of Venue Coordinator to Events Centre Coordinator</li> <li>• Change job title of Community Development Coordinator to Community Development Team Leader</li> </ul>
28/09/22	5.3.7	<ul style="list-style-type: none"> <li>• Remove 'Write off additional water usage accounts up to \$2,000' revenue delegation to CE and Corporate Services Manager.</li> <li>• Replace the above by adding 'additional water usage accounts' to existing revenue write-off delegation to CE and Corporate Services Manager.</li> </ul>
26/10/22	3.1.2  10.1.1	<ul style="list-style-type: none"> <li>• Replace the Infrastructure, Services and Regulatory Manager with Planning and Regulatory Services Manager.</li> <li>• Replace the Chair of the Infrastructure and Services Committee with the Chair of the Policy and Projects Committee.</li> </ul>
18/6/25	5.3.7 5.3.8 5.3.9 6 - 11	<ul style="list-style-type: none"> <li>• Increase delegated limit from \$1,000 to \$5,000</li> <li>• Remove delegated range from \$1,000-\$10,000</li> <li>• Amend delegated range from \$10,000 - \$50,000 to \$5,000 - \$50,000</li> </ul>

		<ul style="list-style-type: none"><li>• Remove the following positions:<ul style="list-style-type: none"><li>○ Mechanic</li><li>○ Project Accountant</li><li>○ Finance Team Leader</li><li>○ Reticulation Team Leader</li><li>○ Senior Roading Officer</li></ul></li><li>• Add the following positions:<ul style="list-style-type: none"><li>○ Chief Financial Officer (CFO)</li><li>○ Information Systems Manager</li><li>○ Senior Financial Accountant</li><li>○ Group Manager (GM) People and Corporate</li><li>○ Water Races Overseer</li></ul></li><li>• Change the titles of the following positions:<ul style="list-style-type: none"><li>○ SWDC Roading Manager to Roading Manager</li><li>○ Infrastructure Services Manager to Group Manager (GM) Infrastructure</li><li>○ Consents, Compliance and Operations Manager to Waters Operations Manager</li><li>○ Community Services and Facilities Manager to Group Manager (GM) Community and Facilities</li><li>○ Planning and Regulatory Manager to Group Manager (GM) Regulatory and Planning</li><li>○ Events Centre Coordinator to Events Centre Team Leader</li><li>○ Senior Planning Officer to Planning Officer</li></ul></li></ul>
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## 1. INTRODUCTION

- 1.1 This manual sets out the Council's delegations to Council Standing Committees, the Chief Executive, and sub-delegations to other staff.
- 1.2 Its purpose is to clearly define the parameters under which Council Committees and staff are able to act and provides a mechanism to give effective management of Council's affairs.
- 1.3 Council's authority to delegate to Officers comes from Schedule 7 Clause 32 of the Local Government Act 2002. The matters that Council cannot delegate are also listed in Clause 32 as follows:

*"Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business a local authority may delegate to a committee or other sub-ordinate decision-making body, a community board, or member or officer of the local authority any of its responsibilities, duties, or powers except:*

- a. the power to make a rate; or*
- b. the power to make a bylaw; or*
- c. the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term community plan; or*
- d. the power to adopt a long-term community plan, or annual report; or*
- e. the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan council community plan or developed for the purpose of the local governance statement; or*
- f. the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement"*

- 1.4 It should also be noted that Clause 32(7) states:

*"To avoid doubt, no delegation relieves the local authority, member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty."*

### ***Philosophy of Council on delegations***

- 1.5 The Carterton District Council believes that it is essential, in the interests of good management and effective administration, to encourage a delegation of decision making to the lowest competent level.
- 1.6 Authority and responsibility are inseparable. Those with responsibility for a task or function should always have the authority to carry it out effectively. Those with

authority should always be responsible for its wise use. Delegations should not however remove from the Council Chief Executive and managers ultimate accountability for the affairs of this Council.

- 1.7 People who have delegated authority should willingly accept authority and responsibility for decision making in the certain knowledge that their decisions, if made in a full, fair and objective manner, are unlikely to be reviewed.
- 1.8 The level of delegation is symptomatic of the health and well-being of the Council. Without it, the mutual trust and respect that should exist between members of the Council and its officers, the effectiveness and efficiency of the organisation must be at risk.

***General and specific delegations***

- 1.9 In this Manual, a general delegation implies the granting of authority to determine a range of matters of a similar kind as and when they arise over a period of time without further reference to the delegator.
- 1.10 From time to time the Council may delegate authority to determine a specific issue and this authority will exist only so long as that matter is unresolved and will then lapse. Such a specific delegation could occur outside the normal financial limits for tender acceptance or in any other area where the Council has confidence the correct decision will arise.
- 1.11 This Manual will be updated for general delegations as they are granted, but not those of a specific nature that will be largely historical by the time they are recorded.

***Meaning of delegation***

- 1.12 Delegation in this Manual means the assignment of a duty or power of action to another together with the authority to carry out that duty or complete the action assigned with responsibility for the outcome.
- 1.13 A power merely to consider a proposal is not delegation and is not therefore generally included in this Manual. It is assumed that all committees, subcommittees and officers have authority to consider any matter within their jurisdiction and submit a report or recommendation to a higher authority unless that is prohibited by law.

***What may be delegated?***

- 1.14 The Council itself is, in a sense, a delegatee in that its functions, powers and duties derive from Parliament through empowering legislation under which legislative, judicial and administrative authority is granted to the Council.
- 1.15 The Council is a body corporate and, for the purposes of performing its role, has full capacity to carry on or undertake any activity or business, do any act, or enter into any transaction provided it is not prohibited by legislation.

***The characteristics of delegation***

- 1.16 It is important to understand the following characteristics of delegation:
  - a. The delegator does not lose the functions, power or duty by delegation and may exercise this concurrently with the delegatee.
  - b. A delegation may be revoked at any time without notice.
  - c. The delegatee is acting in his or her own name on behalf of the Council when exercising delegated authority.
  - d. The Council may not rescind or amend a decision made by a committee under a delegation authorising the making of the decision. (Schedule 7 Clause 30 of the Local Government Act 2002).

***Care in defining authority***

- 1.17 The law recognises, in certain circumstances, the right of individuals acting in good faith in reliance of the apparent authority of a delegatee to enforce a decision of a delegatee, whether or not the delegatee in fact had the authority claimed.
- 1.18 Accuracy and precision should always be a feature when defining the scope and limitations of any delegated authority in order to protect the interests of the Council, the delegatee and any interested third party.

***Statutory authority***

- 1.19 The delegations contained in this Manual are made in accordance with the Local Government Act 2002 as amended and any other statutory authority permitting delegation.

## 2 PROCEDURES

**2.1 Extent of delegation** Subject to any specified limitation, term or condition applied by the delegator or by law, a delegatee may exercise the power or authority delegated in the same manner and to the same effect as could the delegator.

2.1.2 Subject to the Local Government Act 2002 and other legislation, every Committee and the Chief Executive may further delegate any power granted to them in this Manual or otherwise by the Council either generally or specifically, and may impose any term or condition upon that sub-delegation.

## 3 GOVERNANCE

**3.1 Delegation to affix Common Seal of Council** In accordance with Schedule 7 Clause 32 Local Government Act 2002 delegated authority is granted to the Mayor and Chief Executive to authorise, sign and affix the Common Seal of Council to documents requiring same.

3.1.2 This delegation extends to the Deputy Mayor and the GM Regulatory and Planning in the Mayor's or Chief Executive's absence.

### **3.2 World War II Memorial Trust**

3.2.1 The World War II Memorial Trust Committee is delegated authority to allocate available funds in accordance with the World War II Trust Deed.

### **3.3 Delegations to commissioners**

3.3.1 Those persons appointed from time to time by the Council as Hearings Commissioner under the Resource Management Act 1991 have the power to either individually or jointly with any other hearings commissioner hear and determine any matter raised under the Resource Management Act 1991, including such functions as Resource Consents, Variations, Plan Changes and Designations, except those functions expressly excluded by section 34A of the Act.

3.3.2 The power to process any of the aforementioned matters includes the power to decide whether to require any further information not already requested by Council staff and whether the application is to be notified or non-notified.

3.3.3 The following members shall be deemed for the purposes of this delegation to be a Hearings Commissioner:

- a. all Council members having passed the relevant qualification to adjudicate on resource consent applications
- b. any independent resource management commissioner that holds current relevant qualifications

- c. for the purpose of adjudicating on a non-complying activity to form part of the Hearings Panel, any member of the Combined Councils Hearings Committee outside of the Carterton District.

### **3.4 Hearings Committee**

- 3.4.1 The primary purpose of the Hearings Committee is to address matters relating to the regulatory and judicial responsibilities of Council.
- 3.4.2 The Hearing Committee will have the authority to act and make decisions in accordance with its Terms of Reference, authorised by the Council.

### **3.5 Other Committees**

- 3.5.1 The Committees of the Council, that may be established by the Council from time-to-time, will have the authority to act and make decisions in accordance with their Terms of Reference, authorised by the Council.

## **4 DELEGATIONS TO CHIEF EXECUTIVE**

### **4.1 Appointment of staff**

- 4.1.1 The Chief Executive is responsible under the Local Government Act for employing, on behalf of the Council, all of the Council's staff and negotiating their terms of employment.

### **4.2 General delegations**

- 4.2.1 The Chief Executive, as head of the Council staff, has delegated responsibility and accountability for managing the administrative affairs of the Council. He or she may exercise any of the powers granted under this Manual to any officer and may without further authority exercise all reasonable powers incidental to the position of Chief Executive. Decisions made by him or her, nevertheless, shall conform with legislation and with Council bylaws, resolutions, policies and plans.
- 4.2.2 The Chief Executive may delegate any powers granted to him or her to any officer of the Council.
- 4.2.3 The Chief Executive may temporarily curtail any authority delegated to any officer or apply any term or condition to its use.
- 4.2.4 Subject only to the ultimate power of the Council to interpret its own delegations, the Chief Executive shall be the principal advisor on the extent and nature of delegated authority granted under this Manual.



- 4.2.5 The Chief Executive may make minor amendments to any Council document or policy where the substance is not modified or altered.
- 4.2.6 The Chief Executive has general delegated authority to take such action as is necessary to implement the decisions of Council, discharge the responsibilities of the position, and promote efficiency.

#### **4.3 Specific delegations**

- 4.3.1 The following delegated authority is specified to provide some control and clarity with respect to identified functions. The exclusion of any particular authority or power from these delegations shall not limit or prevent the Chief Executive from reasonably and effectively carrying out the responsibilities of the position.
- 4.3.2 Authorities delegated by Council:
  - a. The Chief Executive may enter into arrangements for the placement of all the Council's insurance policies.
  - b. The Council authorises the Chief Executive to be the person in lawful occupation of land owned, occupied or controlled by the Council for the purposes of the Trespass Act 1980, and the Chief Executive may make further delegations of this power, as appropriate.
  - c. The Council delegates to its Chief Executive:
    - (i) all of its powers under Carterton District Council Bylaws and Model Standards Bylaws
    - (ii) its powers to appoint authorised officers for the purposes of performing duties under any of the Council's bylaws
    - (iii) its powers to institute any enforcement action, including a prosecution for an offence against any of the Council's bylaws, together with the power to make any decision pertaining to such enforcement or prosecution.
  - d. The Council delegates to the Chief Executive its powers to temporarily close part or all of a recreation reserve (noting that the Chief Executive must seek consent from the Minister of Conservation as required by section 53(1)(d) or 53(1)(e) of the Reserves Act 1977 where it is proposed to close part or all of the recreation reserve).

## **5 FINANCIAL DELEGATIONS**

### **5.1 Delegations**

- 5.1.1 In exercise of the power vested in Council pursuant to Schedule 7(32) Local Government Act 2002 and all other powers enabling it in that behalf, the delegations listed in the schedule hereunder are approved with immediate effect and are subject to the following limitations:
- a. Council or Committee approval is required for any actions exceeding the limits delegated to the Chief Executive.
  - b. No employee shall approve timesheets, leave, expenditure or a benefit that relates to themselves or for the purpose of personal gain. In all such instances the individual's Manager must give approval. The Mayor shall approve the Chief Executive's expenses and leave. The Chief Executive must approve Managers' expenses and leave.
  - c. The procurement and approval of goods and services must be done in accordance with the provisions of the Procurement Policy.

## **5.2 Variation of budgets**

- 5.2.1 "Budget" means the sum represented by any item contained in a significant activity of the budgets adopted by the Council for that financial year.
- 5.2.2 The Chief Executive may vary any budget where the variation will allow the Department concerned to better achieve the purpose or purposes for which the budget was adopted.
- 5.2.3 The Chief Executive may vary the constituent sums that make up a budget where:
- a. the relevant Manager and the Chief Executive confirm that the variation can be appropriately funded or will be funded from savings made on other sums within the same budget
  - b. the variation will allow the Department concerned to better achieve the purpose or purposes for which the budget was adopted.

### 5.3 Financial policy and delegations purpose

- 5.3.1 This policy establishes a set of principles and rules by which the Carterton District Council will manage its finances.

#### ***Commitments***

- 5.3.2 All commitments and payments are to be processed in accordance with the delegations schedules that follow.

- 5.3.3 Where practicable the purchase of goods and services will be secured by a pre-approved Purchase Order, which must be signed off by the Officer approving the purchase, or by an Office who has the financial delegation levels required for that purchase. Prior to payment, all invoices must be matched against the approved purchase order.

#### ***Operational***

- 5.3.4 Delegated staff may enter into contracts for the purchase of materials and works and services (operating budget), subject to the specified amounts in respect of the purchases being provided for in the Long Term Plan or Annual Plan. The dollar amount of the delegations in respect to these individuals is scheduled below.

#### ***Capital works and maintenance contracts***

- 5.3.5 Delegated staff may enter into contracts for capital works or for maintenance contracts provided that the contract is within the budget approved in Council's Long Term Plan or an Annual Plan. The dollar amount of the delegations in respect to these individuals is scheduled below.
- 5.3.6 From 1 July 2019, South Wairarapa District Council (SWDC) and Carterton District Council (CDC) have entered a Multi Party Funding agreement creating the Ruamāhanga Roads Business Unit. Staff from CDC and SWDC work as one team to deliver the Roding Asset Management Plan on the principle of a joint network covering the roads in both districts. Delegated authority is given to the Ruamāhanga Roads Roding Manager up to \$75,000 for purchase on behalf of the Ruamāhanga Roads business unit. Anything over this amount will be approved in line with normal delegation policies for each respective council. The purpose of this delegation is to ensure the smooth running of the roading shared service between SWDC and CDC known as Ruamāhanga Roads.

**Financial delegations**

5.3.7 The dollar amount of financial delegations in respect to individuals is scheduled below. It applies to each item of expenditure, excluding GST, at the time a liability is incurred.

Financial delegation	Council	CE	Manager	Team Leader	Other	Comments
<b>Planned operating expenditure</b>						
\$0 to \$5,000		√	√	√	Mechanic Project Accountant	
<del>\$1,000 to \$10,000</del>		<del>√</del>	<del>√</del>		Finance Team Leader	
\$5,000 to \$50,000		√	√		Waters Operations Manager	
\$50,000 to \$200,000		√	Group Manager Infrastructure Chief Financial Officer			
\$200,000 to \$400,000		√				
<b>Planned capital expenditure and maintenance contracts</b>						
Up to \$75,000		√	√		Roading Manager	
\$75,000 to \$500,000		√	Group Manager Infrastructure Chief Financial Officer			
\$500,000 to \$2,000,000		√				
<b>Unplanned expenditure</b>						
Capital expenditure – emergency works up to \$50,000		√				
Unplanned other work up to \$10,000		√				
Unplanned other work greater than \$10,000	√					
<b>Signing authority</b>						
For payment of expenditure and payroll by cheque or electronic transfer. Two signatures, one must be a manager, CFO or CE.		√	√		Senior Financial Accountant	
<b>Sale/disposal of obsolete, surplus or non-repairable fixed assets</b>						
Land and buildings	√					
Vehicles		√	√			
Plant and equipment up to \$2,000 net book value		√	√			
Plant and equipment greater than \$2,000 up to \$50,000		√				
Computer equipment		√	√			

Financial delegation	Council	CE	Manager	Team Leader	Other	Comments
<b>Stock</b>						
Sale of surplus/obsolete or damaged stock		√	√			
Write off stock		√	√ In consultation with CE			
<b>Transfer/Investment of Reserve Funds</b>						
Transfer and payments – approved within the Annual Plan		√	Chief Financial Officer			
Transfers not within Annual Plan	√					
Transfer funds between Council's bank accounts		√	Chief Financial Officer			
Invest surplus funds		√	Chief Financial Officer			
<b>Revenue</b>						
Write off debts including additional water usage accounts, up to \$5000		√	√ In consultation with CE			
Write off debts including additional water usage accounts, excluding rates, greater than \$5,000 up to \$10,000	√					
Write off additional water usage accounts up to \$20					Revenue Officers	

5.3.8 Managers in respect of the above financial delegations are:

- a. Group Manager Community and Facilities
- b. Group Manager Infrastructure
- c. Group Manager Regulatory and Planning
- d. Chief Financial Officer
- e. Senior Financial Accountant
- f. Group Manager People and Corporate
- g. Parks and Reserves Manager
- h. Roading Manager
- i. Waters Operations Manager.

5.3.9 Team Leaders in respect of the above financial delegations are:

- a. Community Development Team Leader
- b. Library Services Manager
- c. Information Systems Manager
- d. Water Races Overseer
- e. People and Wellbeing Manager
- f. Senior Water Supply Treatment Plant Operator
- g. Team Leader – Waste Water Treatment Plant
- h. Events Centre Team Leader

- i. Building Services Team Leader
- j. Parks and Reserves Team Leader
- k. Communications and Engagement Manager

## 6 DELEGATIONS WITHIN LOCAL GOVERNMENT (RATING) ACT 2002

Section	Details of Power	Reasons	Delegations
27(5)	The decision on whether to divide rating units and the methodology for division.	A division may be required where a single rating unit falls into a number of differential categories.	CE GM Infrastructure GM Regulatory and Planning CFO Revenue Officers
28(2)	The decision on whether the disclosure of the name of any person is necessary to identify a rating unit.	The Rating Information Database (RID) may not contain the name of any person unless this is necessary to identify the particular property.	CE CFO Revenue Officers
29	Authority to determine objections to the RID.	An owner has the right to object to any entry in the RID on a number of grounds. Council determines whether the objection is valid and any actions required correcting it.	CE CFO Revenue Officers
35	Authority to remove a name from the RID.	A person's name may be removed from the RID in circumstances outlined in Section 35. Generally this is as a result of a sale or disposal of the property.	CE CFO Revenue Officers
39	Authority to determine objections to rates records.	A ratepayer may object to information contained in the rates records on the ground that the rates are calculated incorrectly or that the rates balance is incorrect.	CE CFO
40	Authority to correct errors in the RID and Rate Records.	Errors in the RID or rate records may be corrected even if there was no objection.	CE CFO Revenue Officers
52	Authority to agreed methods of payments for rates.	The Act allows rates to be paid by any method that is agreed by the local authority.	CE CFO
54	Authority not to collect small amounts, up to \$20.00.	The Act allows the authority to not collect small amounts where, in its opinion, it is uneconomic to do so. It is envisaged that this will only occur where the cost to collect a debt is likely to exceed the amount of the debt due.	CE CFO Revenue Officers
61	Authority to collect unpaid rates from the owner.	Where a ratepayer, other than the owner, is in default, the local authority may collect rates that are in default, from the owner.	CE CFO Revenue Officers
62	Authority to collect unpaid rates from persons other than the owner.	Where the owner is in default of their rates, the local authority may recover the rates from a mortgagee.	CE CFO
63	Ability to commence legal proceedings for the recovery of rates that are in default.	Where rates are in default, the local authority may commence legal proceedings against the owner for recovery of the rates.	CE CFO



Section	Details of Power	Reasons	Delegations
67	Commencement of rating sales or lease provisions.	Once a local authority has received judgement and payment had not been received within the prescribed period, the authority may commence the process to carry out a rating sale or lease of the land to satisfy the level of the debt. <i>Note: This process is carried out by the District Court Registrar and does not apply to Māori Freehold Land.</i>	CE CFO
72	Authority to sell land by private treaty.	If land that was the subject of a rating rate does not sell above the reserve set by the Registrar, the Registrar may, with the consent of the local authority, sell the land by private treaty for any consideration that the Registrar thinks reasonable. <i>Note: This does not apply to Māori Freehold Land.</i>	CE CFO
77–83	Authority to sell abandoned land.	A local authority has the power to commence the process to have land declared 'abandoned' if rates have not been paid on it for three years, and the ratepayer: <ul style="list-style-type: none"> <li>• is unknown, or</li> <li>• cannot be found after due enquiry, or</li> <li>• is deceased and has no personal representative, or</li> <li>• has given notice of the intention to abandon or has abandoned the land.</li> </ul> The process is carried out through the District Court and the Court has to be satisfied the appropriate endeavours have been made to discover the owner. <i>Note: This does not apply to Māori Freehold Land.</i>	CE CFO
85	Authority to administer rate remission and postponement policies.	As defined within the remission and postponement policies.	CE CFO GM People and Corporate
99	Authority to apply for charging orders.	The Act provides that where it has proved impossible to obtain rates on Māori Freehold Land, a local authority may apply to the Māori Land Court for a charging order on the land.	CE CFO GM People and Corporate
135	Authority to sign documents for Court proceedings.	The Act authorises Council to commence legal proceedings. The authority to sign such documents needs to be delegated to appropriate officers.	CE GM Infrastructure GM Regulatory and Planning CFO GM People and Corporate

## 7 WARRANTS OF APPOINTMENT

- 7.1 The Council must approve all warrants for Enforcement Officers pursuant to Sections 171, 172, 174, and 177 and Schedule 7 Clause 32(1)(g) of the Local Government Act 2002.
- 7.2 The Mayor with the Chief Executive has delegated authority to endorse warrants for enforcement officers; and in the absence of the Mayor and Chief Executive, the Deputy Mayor with the **GM Regulatory and Planning**.
- 7.3 “Enforcement Officer” means a person appointed to exercise powers of an Enforcement Officer in relation to offences against, and infringement offences under the Local Government Act including enforcement of bylaws of the local authority.
- 7.4 The Warrant of Appointment shall state the statutory authority able to be exercised by the appointee named in the warrant.
- 7.5 The appointee does not necessarily need to be an employee of Council.

## 8 DELEGATIONS UNDER LEGISLATION

Legislation and delegation to Chief Executive	Power to sub-delegate to	Power delegated by statute
<b>Building Act 2004</b>	<ul style="list-style-type: none"> <li>• <b>GM Regulatory and Planning</b></li> <li>• <b>Environmental Health Officer</b></li> <li>• <b>Building Team Leader</b></li> <li>• Building Control Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Section 371B(1)(2)(3) Authorisation to issue Infringement Notice and Responsibility of Enforcement Officer</li> <li>• Sections 372(1)(a)(b), 372(2)(a)(b), and 372(3) Issue of Infringement Notice</li> <li>• Section 222 Entry on land and/or premises for the purpose of inspection of building and/or building works</li> <li>• Section 224 Holder of Warrant</li> <li>• Section 230 Conditions of Authorisation.</li> </ul>
<b>Building Act 2004 and Regulations made under that Act</b>	<ul style="list-style-type: none"> <li>• <b>GM Regulatory and Planning</b></li> <li>• <b>Building Team Leader</b></li> <li>• Building Control Officers</li> <li>• Administration Officer</li> </ul>	<p>Section 232 Delegation of all functions and powers of the Carterton District Council as a Territorial Authority and Building Consent Authority under the Building Act with the exception of:</p> <ul style="list-style-type: none"> <li>• Section 131 and 132 Adoption, amendment or replacement of Council’s policy on dangerous, earthquake prone and insanitary buildings</li> <li>• Section 213 Making of arrangements to transfer functions to another building authority</li> <li>• Sections 233–236 Transfer of functions, duties or powers of a territorial authority to another territorial authority</li> <li>• Section 219 Setting of fees and charges.</li> </ul>
<b>Burial and Cremation Act 1964 and Burial and Cremation</b>	<ul style="list-style-type: none"> <li>• Parks and Reserves Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Sections 8 and 9 Manage cemeteries</li> <li>• Section 10 Sell burial plots</li> <li>• Section 49 Enable burial of poor persons to take place free of charge</li> </ul>

Legislation and delegation to Chief Executive	Power to sub-delegate to	Power delegated by statute
(Removal of Monuments and Tablets) Regulations 1967		<ul style="list-style-type: none"> <li>Sections 54–57 Prosecute in relation to offences</li> <li>Give notice, advertise and remove dilapidated or neglected monuments or tablets under the Regulations.</li> </ul>
Dog Control Act 1996	<ul style="list-style-type: none"> <li>GM Regulatory and Planning</li> <li>Animal Control Officer</li> </ul>	<ul style="list-style-type: none"> <li>Section 14 Power of entry to land or premises to inspect and/or seize or take custody of a dog</li> <li>Section 15 Power to feed and water dogs and enter a dwelling house (with consent of occupier)</li> <li>Section 17 In relation to protected wildlife</li> <li>Section 19 Power to request information (name, address and date of birth) for persons in charge of dogs or occupiers of land or premises on which a dog is kept</li> <li>Section 20 Enforcement of District Council bylaws</li> <li>Section 21 Classify a person as a probationary owner</li> <li>Section 25 Disqualify a person from being an owner of a dog</li> <li>Section 31 Classify a dog as dangerous</li> <li>Section 33 Provide consent for disposal of dangerous dogs to other persons if satisfied that conditions are met</li> <li>Sections 33A and 33C Classify as menacing by behaviour, characteristic or breed</li> <li>Issue refunds or reduce fees</li> <li>Section 52 Power to seize a dog not under control</li> <li>Section 55 In the case of barking dogs, power to enter land or premises (other than a dwelling house) to inspect conditions under which a dog is kept and give written notice requiring provision to be made to abate the nuisance</li> <li>Section 56 Power to remove barking dogs from land or premises</li> <li>Section 57 Power to seize and destroy a dog for attacking persons, animals or protected wildlife</li> <li>Section 59 Power to seize and destroy a dog in the vicinity of protected wildlife</li> <li>Section 60 Power to seize and destroy a dog running at large amongst stock or poultry</li> <li>Section 66 Authorise persons other than animal control officers to issue infringement notices.</li> <li>Section 69 Impose and subsequently dispose of a dog</li> <li>Section 70 Dispose of or return a dog impounded for barking</li> <li>Section 71 Retain a dog threatening public safety</li> <li>Section 71A Dispose of a dog seized.</li> </ul>
Control of Dogs Bylaw Amendment 2007	GM Regulatory and Planning	Clause 12(1) Issuing of licences to keep three or more dogs on an urban property.
Food Act 2014	<ul style="list-style-type: none"> <li>GM Regulatory and Planning</li> <li>Environmental Health Officer</li> </ul>	<ul style="list-style-type: none"> <li>All powers, requirements and functions of Council under the Act and Regulations made under that Act.</li> </ul>
Food Regulations 2015	<ul style="list-style-type: none"> <li>Environmental Health Officer</li> </ul>	<ul style="list-style-type: none"> <li>Section 54 Power to refuse to process application for registration of food control plan</li> </ul>

Legislation and delegation to Chief Executive	Power to sub-delegate to	Power delegated by statute
		<ul style="list-style-type: none"> <li>• Section 55 Power to require further information and allow further time</li> <li>• Section 56-61 Power to register food control plan or not to register, and impose and vary conditions, and decide duration</li> <li>• Section 62, 63, 65 Power to suspend operations under registered food control plan and give directions</li> <li>• Section 67, 69, 70 Power to cancel registration and give directions</li> <li>• Section 84 Power to refuse application for registration of food business subject to national programme</li> <li>• Section 85 Power to require further information and allow further time</li> <li>• Section 86-89 Power to register business subject to national programme or not to register, and impose and vary conditions</li> <li>• Section 90-93 Power to suspend operations of business subject to national programme and give directions</li> <li>• Section 95-97 Power to cancel registration business subject to national programme and give directions</li> <li>• Section 250 Power to file charging document</li> <li>• Section 331 Power to apply for Compliance Order</li> <li>• Section 355 Reconsider a decision described in s 354(4)</li> <li>• Clause 3, Schedule 4 Renewal of registration.</li> </ul>
<b>Forest and Rural Fires Act 1977</b>	<ul style="list-style-type: none"> <li>• Principal Rural Fire Officer on behalf of the Wairarapa Rural Fire District</li> <li>• <b>GM Regulatory and Planning</b> as Deputy Principal Rural Fire Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Section 19 Publish fire control measures for the district</li> <li>• Section 20 Prohibit fires during periods of extreme fire hazard</li> <li>• Section 21 Prohibit certain operations during periods of extreme fire hazard</li> <li>• Section 23 Issue permits to persons who wish to light fires in open air</li> <li>• Section 24 Issue special permits when lighting of fires in open air is prohibited</li> <li>• Section 27 Issue notices making or clearance of fire breaks and/or to clear land for the purpose of fire control</li> <li>• Section 36 Specific Powers of Fire Officer at fires to by all practical means extinguish the fire and prevent the spread thereof and to save lives and property in danger</li> <li>• Section 38 Issue requisitions of assistance to extinguish fires. To requisition assistance of any fit person over the age of 18 years residing or working within the Carterton district or within 8 kilometres of the boundary thereof to assist in extinguishing a fire.</li> <li>• Section 58 To undertake inspections and have free access at all reasonable times to the area, building, land, premises or property or to any part thereof for the purposes of ascertaining danger of fire or the spreading of fire exists thereon and otherwise for the purposes of the Act</li> <li>• Section 63 Give public notice of the exercise of any powers under this Act.</li> </ul>

Legislation and delegation to Chief Executive	Power to sub-delegate to	Power delegated by statute
<b>Gambling Act 2003</b>	GM Regulatory and Planning	Consider applications for territorial consent for class 4 venue licences in accordance with the Class 4 Venue Policy.
<b>Health Act 1956 and Regulations made under that Act</b>	<ul style="list-style-type: none"> <li>Chief Executive</li> </ul>	<ul style="list-style-type: none"> <li>Section 28 Appoint Environmental Health Officers.</li> </ul>
	GM Regulatory and Planning	<ul style="list-style-type: none"> <li>Section 33 Initiate proceedings in respect of nuisances</li> <li>Section 41 Issue cleansing orders</li> <li>Section 42 Issue repair or closing orders</li> <li>Section 54 Issue consent for the establishment of any offensive trade.</li> </ul>
	<ul style="list-style-type: none"> <li>Environmental Health Officer</li> </ul>	<ul style="list-style-type: none"> <li>Section 81 and 82 Power to enter premises and disinfect</li> <li>Section 83 Power to destroy infected articles</li> <li>Section 128 Entry into dwelling house, building, land, shop or other premises and inspect same and execute works authorised under or pursuant to this Act.</li> </ul>
<b>HSNO Act 1996</b>	<ul style="list-style-type: none"> <li>Environmental Health Officer</li> </ul>	<ul style="list-style-type: none"> <li>Section 103 Entry for inspection.</li> <li>Section 104 Serve a compliance order</li> <li>Section 112 Issue an infringement notice</li> <li>Section 136 Declare a hazardous substance or new organism emergency</li> <li>Section 137 Exercise emergency powers.</li> </ul>
<b>Impounding Act 1955</b>	<ul style="list-style-type: none"> <li>GM Regulatory and Planning</li> <li>Animal Control Officer</li> </ul>	All powers, requirements and functions of Council under the Act including the power to appoint pound keepers, deputies, rangers under Section 8 and Section 9 for the proper carrying out of the provisions of this Act, except the powers contained in Section 14(1) of the Act.
<b>Land Transport Act 1998</b>	<ul style="list-style-type: none"> <li>GM Regulatory and Planning</li> <li>Environmental Health Officer</li> <li>Private contractor</li> </ul>	A parking warden may perform the functions and duties, and exercise the powers, of a parking warden that are conferred or imposed by or under this or any other Act only on a road within the district or region of the local authority that appointed the parking warden.
<b>Litter Act 1979</b>	GM Regulatory and Planning	All powers, requirements and functions of Council under the Act including: <ul style="list-style-type: none"> <li>Section 5 Appoint Litter Control Officers</li> <li>Section 7 Enforcement provisions</li> <li>Section 10 Issue notices in relation to litter</li> <li>Section 11 Make grants or spend money on campaigns for the abatement or prevention of litter</li> <li>Section 13 Issue infringement notices.</li> </ul>
	<ul style="list-style-type: none"> <li>Parks and Reserves Manager</li> <li>GM Regulatory and Planning</li> <li>Team Leaders</li> <li>Water Races Overseer</li> <li>Animal Control Officer</li> <li>Environmental Health Officer</li> </ul>	<ul style="list-style-type: none"> <li>Section 7 Powers and duties of Litter Control Officers.</li> </ul>
<b>Local Government Act 1974</b>	<ul style="list-style-type: none"> <li>GM Infrastructure</li> <li>GM Regulatory and Planning</li> </ul>	<ul style="list-style-type: none"> <li>Section 319B Allocate property numbers.</li> <li>Section 331 Construct footpaths and channels</li> <li>Section 332 Cycle tracks</li> <li>Section 333 Dividing strips</li> <li>Section 334 Monuments</li> <li>Section 334A Lights</li> </ul>

Legislation and delegation to Chief Executive	Power to sub-delegate to	Power delegated by statute
		<ul style="list-style-type: none"> <li>• Section 335 Vehicle crossings</li> <li>• Section 356 Remove abandoned vehicles from roads</li> <li>• Section 337 Require alterations to pipes and drains and apparatus on or under roads</li> <li>• Sections 509–511 Make and maintain drainage channels.</li> </ul>
	<ul style="list-style-type: none"> <li>• Animal Control Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Section 353(c) Determine properties with substandard roadside fences and give details to the <b>GM Infrastructure and GM Regulatory and Planning Manager</b>.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>GM Infrastructure</b></li> <li>• <b>GM Regulatory and Planning</b></li> </ul>	<ul style="list-style-type: none"> <li>• Sections 319 and 319A Repair and naming of local roads</li> <li>• Section 324 Contribute to an adjoining district road maintenance</li> <li>• Section 326 Seek payment for betterment</li> <li>• Section 327A Cancel building line restrictions</li> <li>• Sections 342 and 345 Stop roads and dispose of surplus land</li> <li>• Sections 347–349 Impose conditions and approve any right of way plans</li> <li>• Section 353(c) Service and legal follow-up of notices to property owners where roadside fences have been determined to be substandard and notices not complied with</li> <li>• Section 357 Prosecute in relation to penalties for damage to roads</li> <li>• Section 338 Grant rights to lay pipes</li> <li>• Section 344 Enable gates and cattle stops</li> <li>• Section 346A Declare roads to be limited access roads</li> <li>• Section 461(1) To furnish certificate of land served by a private drain</li> <li>• Section 514 Make allowances (grants) to the owner of land to enable work to keep drainage channels clear</li> <li>• Schedule 10 clause 11 Authorise road closures</li> <li>• The making of submissions in respect of any matter arising under the Act.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>GM Infrastructure</b></li> <li>• <b>GM Regulatory and Planning</b></li> <li>• Parks and Reserves Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Section 355 To give notice requiring the removal of overhanging trees</li> <li>• Section 468(1) Give notice to occupier to remove tree roots obstructing public drains.</li> </ul>
<b>Local Government Act 2002</b>	<ul style="list-style-type: none"> <li>• <b>GM People and Corporate</b></li> <li>• <b>GM Infrastructure</b></li> <li>• <b>GM Regulatory and Planning</b></li> <li>• <b>Waters</b> Operations Manager</li> <li>• Parks and Reserves Manager</li> <li>• <b>GM Community and Facilities</b></li> <li>• <b>CFO</b></li> </ul>	<ul style="list-style-type: none"> <li>• Implement any proposal or decision within Council's Long Term Plan or Annual Plan except: <ul style="list-style-type: none"> <li>– the powers set out in Schedule 7 Clause 31(1)(a)–(f)</li> <li>– any matter expressly reserved to a Committee or the Council.</li> </ul> </li> <li>• Commit Council expenditure for any contract up to the value as defined under the financial delegation schedule for any one contract, subject to the Chief Executive being satisfied that the proposed expenditure is in an approved budget.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>GM People and Corporate</b></li> <li>• <b>GM Infrastructure</b></li> <li>• <b>GM Regulatory and Planning</b></li> </ul>	<ul style="list-style-type: none"> <li>• Section 241 Laying an information for a summary offence under this Act.</li> </ul>



Legislation and delegation to Chief Executive	Power to sub-delegate to	Power delegated by statute
	<ul style="list-style-type: none"> <li>• GM People and Corporate</li> <li>• GM Infrastructure</li> <li>• GM Regulatory and Planning</li> <li>• Parks and Reserves Manager</li> <li>• Environmental Health Officer</li> <li>• Building Control Officer</li> <li>• Animal Control Officer</li> <li>• Noise Control Officer</li> </ul>	Appointment of Enforcement Officers and Authority to Act under Sections 171, 172, 174, and 177.
Local Government Official Information and Meetings Act 1987	<ul style="list-style-type: none"> <li>• GM People and Corporate</li> <li>• GM Infrastructure</li> <li>• GM Regulatory and Planning</li> <li>• Waters Operations Manager</li> <li>• Parks and Reserves Manager</li> <li>• GM Community and Facilities</li> <li>• CFO</li> </ul>	Section 42 All powers, requirements and functions of Council under Parts 2 to 4 of the Act.
	<ul style="list-style-type: none"> <li>• GM Regulatory and Planning</li> </ul>	Section 44A Issue Land Information Memoranda.
Machinery Act 1950 and Amusement Devices Regulations 1978	<ul style="list-style-type: none"> <li>• Environmental Health Officer</li> </ul>	Section 21a and Amusement Devices Regulations 1978 Authorise, permit, and carry out inspections in relation to amusement devices.
Privacy Act 1993	<ul style="list-style-type: none"> <li>• GM People and Corporate</li> <li>• GM Infrastructure</li> <li>• GM Regulatory and Planning</li> <li>• Waters Operations Manager</li> <li>• Parks and Reserves Manager</li> <li>• GM Community and Facilities</li> <li>• CFO</li> </ul>	Section 124 Administer all powers, requirements and functions of Council under the Act.
Public Works Act 1981	<ul style="list-style-type: none"> <li>• Parks and Reserves Manager</li> <li>• GM Infrastructure</li> <li>• GM Regulatory and Planning</li> </ul>	<p>All powers, requirements and functions of Council under the Act, including:</p> <ul style="list-style-type: none"> <li>• Sections 133–135 Deal with trees on roads</li> <li>• Section 234 Emergency entry onto land to repair public works</li> <li>• Section 237 Control excavations near public works</li> <li>• Section 238 Bring action for damages for public works</li> <li>• Section 239 Remove property abandoned on land for a public work</li> <li>• Section 240 Recover land from persons holding illegal possession</li> <li>• To prosecute in respect of offences against the Act.</li> </ul>
	<ul style="list-style-type: none"> <li>• GM Infrastructure</li> <li>• GM Regulatory and Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Section 23(1)(c) and First Schedule To sign notices of intention to take land for essential work</li> <li>• Section 107 To execute certificates of grants for land</li> <li>• Section 115(9) To sign certificate or notice of discharge.</li> </ul>
Rates Rebate Act 1973	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	All powers, requirements and functions of Council under the Act.
Rating Valuations Act 1988	<ul style="list-style-type: none"> <li>• CFO</li> </ul>	Section 50(1) All powers, requirements and functions of Council under the Act.

Legislation and delegation to Chief Executive	Power to sub-delegate to	Power delegated by statute
<b>Reserves Act 1977</b>	<ul style="list-style-type: none"> <li>• Parks and Reserves Manager</li> <li>• Environmental Health Officer</li> </ul>	<p>All matters of administration enabling the Council to perform all functions of an Administering Body (including those delegated from the Minister of Conservation) under the Act and management plans with the exception of the power to:</p> <ul style="list-style-type: none"> <li>• declare land to be a reserve under Section 14</li> <li>• exchange reserve land for other land under Section 15</li> <li>• make bylaws under Section 106.</li> </ul>
<b>Resource Management Act 1991</b>	<ul style="list-style-type: none"> <li>• <b>GM Infrastructure</b></li> <li>• <b>GM Regulatory and Planning</b></li> <li>• Parks and Reserves Manager</li> <li>• Environmental Health Officer</li> <li>• Building Control Officer</li> <li>• Team Leaders</li> <li>• Enforcement Officer appointed under s38 (except for sections 330, 331 and 336)</li> </ul>	<ul style="list-style-type: none"> <li>• Sections 315, 316, 320 and 321 Ensure compliance with an Enforcement Order, apply for an interim order and change or cancel an enforcement order</li> <li>• Section 322 Service of abatement notices.</li> <li>• Section 323-324 Power to enter premises for compliance with an abatement notice and form and content of abatement notice</li> <li>• Sections 327–328 The functions and powers relating to excessive noise</li> <li>• Section 330 Power to undertake emergency works or remedial action</li> <li>• Section 331 Reimbursement or compensation for emergency works</li> <li>• Section 332 Power of entry onto any place or structure (except dwelling) for inspection and/or to take samples</li> <li>• Section 333 Power of entry (except dwelling house) to carry out survey investigations, tests or measurements.</li> <li>• Section 336 Return of property seized under s323 and s328</li> <li>• Section 343C Power to prepare and deliver infringement notice</li> </ul>
	<ul style="list-style-type: none"> <li>• Environmental Health Officer</li> <li>• Private contractor</li> </ul>	<p>Sections 327–328 Functions and powers relating to excessive noise.</p>
	<ul style="list-style-type: none"> <li>• <b>GM Infrastructure</b></li> <li>• <b>GM Regulatory and Planning</b></li> <li>• <b>Planning Officer</b></li> </ul>	<ul style="list-style-type: none"> <li>• Section 10 Power to determine the existing use rights apply to a proposal</li> <li>• Section 20A Power to evaluate effects of activity and period of discontinuance</li> <li>• Section 32 Consideration of alternatives, benefits and costs</li> <li>• Section 34A Power to appoint independent Commissioner or panel of independent Commissioners</li> <li>• Section 34A Power to appoint extra Commissioner/s to assist the panel in determining application</li> <li>• Section 36 Require additional and administrative charges</li> <li>• Section 36 Remission of charges on application</li> <li>• Section 37 and 37A Power to waive or extend time periods</li> <li>• Section 38 Enforcement powers</li> <li>• Section 42 Authority to respond to requests to protect sensitive information and to make orders prohibiting or restricting publication and communication</li> <li>• Section 42A Power to require or commission report on information</li> <li>• Section 73 Write reports for the preparation and changes to District Plan</li> <li>• Section 87D Request for application to go directly to Environment Court</li> </ul>

Legislation and delegation to Chief Executive	Power to sub-delegate to	Power delegated by statute
		<ul style="list-style-type: none"> <li>• Section 88 Power to determine on initial receipt of an application the adequacy of an application and whether or not it should be accepted for further processing as a complete and valid application</li> <li>• Section 91 Deferral of application pending additional applications</li> <li>• Section 92 Request for further information</li> <li>• Section 92 Power to commission a report on any matters raised in relation to the application</li> <li>• Sections 95A–C Decisions on public notification, limited notification and notification</li> <li>• Sections 95D–F Decisions relating to adverse effects and affected persons</li> <li>• RMA Regulations - Public display of application notices</li> <li>• Section 96 Making submissions on applications</li> <li>• Section 98 To provide applicant for resource consent with a list of submissions received</li> <li>• Section 99 Power to initiate pre-hearing meetings</li> <li>• Section 99A Power to mediate</li> <li>• Section 100 Power to determine that a formal hearing is not needed</li> <li>• Section 101 Power to set hearing date and inform all parties</li> <li>• Section 102 Decision to waive the need for a joint hearing by agreement with the applicant</li> <li>• Section 103 Decision to waive the need for a combined hearing by agreement with the applicant</li> <li>• Section 104A–D To process applications for resource consents, including determining conditions</li> <li>• Section 106 Authority to decline subdivision</li> <li>• Section 108 Authority to impose conditions on consents</li> <li>• Section 108A Power to impose bonds</li> <li>• Section 109 Special provisions in respect of bonds or covenants</li> <li>• Section 110 Refund of money and return of land if activity does not proceed</li> <li>• Section 111 Power to impose financial contributions</li> <li>• Section 113 Write decisions on applications for resource consent</li> <li>• Section 114 To arrange notification of such decisions to appropriate parties</li> <li>• Section 120 Right of Appeal of a Decision of a consent authority</li> <li>• Section 125 Power to extend the period in which a resource consent lapses</li> <li>• Section 126 Power to cancel unexercised consents</li> <li>• Section 127 Power to change or cancel a consent condition</li> <li>• Section 128–132 Power to review consent conditions</li> <li>• Section 133A Power to make minor corrections to resource consents</li> </ul>

Legislation and delegation to Chief Executive	Power to sub-delegate to	Power delegated by statute
		<ul style="list-style-type: none"> <li>• Section 136 To authorise transfer of holder's interest in a water permit (other than for damming or diverting water)</li> <li>• Section 138 Decisions in relation to the surrender of consent</li> <li>• Section 139 Power to issue Certificates of Compliance</li> <li>• Section 139A Power to issue Existing Use Rights Certificates</li> <li>• Sections 142–149, 149E, 149F, 149I, 149K, 149M, 149Q, 149V Consent authority's obligations as to proposals of national significance.</li> <li>• Section 149G Provision of report to EPA</li> <li>• Section 149ZD Power to recover costs of processes from applicant</li> <li>• Sections 168A, 169, and 171 To receive, request additional information, notify, make reports and recommendations for Council</li> <li>• Section 172 Decision of Requiring Authority</li> <li>• Section 173 Notify decisions</li> <li>• Section 174 Appeals against a decision of a requiring authority</li> <li>• Section 175 Provisions of designation in combined district plan</li> <li>• Section 176 Effect of Designation</li> <li>• Section 176A Approval of outline Plans and requests for changes</li> <li>• Section 181(3) Minor alteration of designation</li> <li>• Section 182 Removal of designation on request of Requiring Authority</li> <li>• Section 184 Lapsing of designations which have not been given effect to</li> <li>• Section 189 Notice of Requirement (Heritage Order) to the Council</li> <li>• Section 189A Powers to decide whether to notify a notice of requirement for a heritage order</li> <li>• Section 190 Procedural matters relating to notice of requirement (Heritage Orders).</li> <li>• Section 191 Consideration of Notice of requirement (Heritage Order).</li> <li>• Section 192 Consideration of application for Heritage Order</li> <li>• Section 195A Minor alteration of Heritage Order</li> <li>• Section 196 Removal of Heritage Order on request of Heritage Protection Authority</li> <li>• Section 198C Territorial authority's decision on request</li> <li>• Section 198D Preparation of report regarding request in relation to Heritage Order</li> <li>• Section 198H–198M Procedures and requirements under section 168A or 189A</li> <li>• Section 220 Authority to impose conditions on subdivision consent</li> <li>• Section 221 Power to issue consent notice</li> <li>• Section 222 Power to issue completion certificate</li> </ul>

Legislation and delegation to Chief Executive	Power to sub-delegate to	Power delegated by statute
		<ul style="list-style-type: none"> <li>• Section 223 Power to approve a survey plan</li> <li>• Section 224 Power to issue a completion certificate that all conditions of subdivision consent are complied with</li> <li>• Section 224(f) Power to issue a completion certificate confirming that every building or part of a building complies with Section 46(4) of the Building Act 1991</li> <li>• Section 226(1)(e) Power to issue a certificate confirming allotments are in accordance with the provisions of the relevant district plans and statutory documents</li> <li>• Sections 230, 232, and 234 Power to require an esplanade reserve or strip or access strip, to vary or cancel them</li> <li>• Section 235 Creation of esplanade strips by agreement</li> <li>• Section 237B Access strips and conditions of use of such easement, variation and cancellation of conditions</li> <li>• Section 237C Closure of strips to public and erection of signs</li> <li>• Section 240 Power to endorse or cancel a covenant against transfer of allotment</li> <li>• Section 241 Power to cancel conditions relating to amalgamation of allotments</li> <li>• Section 243 Power to grant, surrender, transfer, vary or cancel easements</li> <li>• Section 245 Power to approve a plan or survey for a reclamation</li> <li>• Section 267 Appearance at Environment Court Conference</li> <li>• Section 268 Authority to accept, on behalf of the Council, any decision reached as a result of alternative dispute resolution</li> <li>• Section 281 Authority to make application to Environment Court for waiver or direction</li> <li>• Section 294 Review of decision by Environment Court</li> <li>• Section 299 Appeal to High Court on question of law</li> <li>• Section 311–312 To apply for a declaration notification of an application</li> <li>• Section 316–317 To seek an enforcement order and notify same</li> <li>• Section 322 To serve an abatement notice</li> <li>• Section 325A To cancel an abatement notice</li> <li>• Section 325B Restrictions on certain applications for enforcement orders and abatement notices</li> <li>• Section 355 Vesting of reclaimed land</li> <li>• Section 357 Right of objection against certain decisions.</li> <li>• Section 388 Requirement to supply information for transitional resource consents</li> <li>• To make submissions in respect of any matter arising under the Resource Management Act 1991.</li> <li>• To enter into negotiations about, and agreeing to, costs, consent orders, withdrawals and modifications which may arise during the course of any appeal or other matter relating to a Resource Consent decision before the Environment Court</li> </ul>

Legislation and delegation to Chief Executive	Power to sub-delegate to	Power delegated by statute
Sale and Supply of Alcohol Act 2012  Sale and Supply of Alcohol (Fees) Regulations 2013	<ul style="list-style-type: none"> <li>• <b>GM Regulatory and Planning</b></li> <li>• Environmental Health Officer</li> </ul>	As Secretary to do all things necessary for administration of the Act including: <ul style="list-style-type: none"> <li>• Section 103 authority to appoint inspectors.</li> <li>• Section 5(1) Assign cost/risk rating</li> <li>• Section 5(6) Form opinion on cost/risk rating</li> <li>• Section 6(1) Assign Fees</li> <li>• Section 6(4) and 10(2) Discretion to assign fees</li> </ul>
	• Environmental Health Officer	Section 197 Appointment of Chief Licensing Inspector
	• Planning and Regulatory Administrator	Section 197 Appointment of Licensing Inspector
Statutory Land Charges Registration Act 1928	<ul style="list-style-type: none"> <li>• <b>GM Regulatory and Planning</b></li> </ul>	Sections 6(1) and 7(2) To sign notice of a statutory land charge and to sign releases of such charges.

## 9 PLANNING AND REGULATORY

### 9.1 Where no hearing is required

9.1.1 Council grants delegated authority to the Planning and Regulatory Services Manager to:

- a. grant or decline applications for resource consent for controlled activities or discretionary activities for which a hearing need not be held, except in the case of an application for a resource consent that has been previously determined by a hearing, in which case a hearing will be held unless after consultation with the Chairperson, or in his or her absence, the Deputy Chairperson, of the Hearings Committee, that person agreed that the matter should be dealt with under delegated authority.
- b. grant or decline applications for non-complying activities where notification is not required or a hearing is not needed.

### 9.2 Relocated and reconstructed dwellings

9.2.1 The **GM Regulatory and Planning** may approve routine straightforward, non-notified applications for dwelling relocation/reconstruction, either not requiring deposit or bond or requiring maximum deposit or bond, up to \$50,000.



### **9.3 Revocation of health licence registration**

- 9.3.1 The Hearing Panel and Chief Executive are the Council's nominated representatives for attending health licence revocation hearings. In the absence of the Chief Executive, the **GM Regulatory and Planning** will replace the Chief Executive, in all cases with the power to act.

### **9.4 Approve applications to lay pesticides**

- 9.4.1 Authority is granted to the **GM Regulatory and Planning** to consider applications from Greater Wellington and the Department of Conservation for consent to lay pesticides for control of Bovine Tuberculosis. Any such approval is subject to the approval of the Medical Officer of Health.

### **9.5 Hawkers licences**

- 9.5.1 The **GM Regulatory and Planning** is given delegated authority to issue hawkers licences and, in his absence, the Environmental Health Officer. If any conditions pertaining to such licences are breached, approval is withdrawn immediately.

## **10 ROADING**

### **10.1 Road closures where objections are received**

- 10.1.1 The Chair of the Policy and Projects Committee is given delegated authority to decide upon road closures in the event of objections being received.

### **10.2 Stock grazing**

- 10.2.1 The bylaws pertaining to the grazing of stock on residential land shall be enforced as they read with a permit being required from Council to keep stock on such land.
- 10.2.2 Further the **GM Regulatory and Planning** is given delegated authority to grant such permits imposing such conditions as applicable to the application.
- 10.2.3 The **GM Regulatory and Planning** is authorised to sub-delegate this authority to the Animal Control Officer.

## 11 WATER

### 11.1 Water restrictions

- 11.1.1 The **GM Infrastructure**, in consultation with the Chief Executive, has delegated authority to impose water restrictions when and as required.



## 7.10 REVIEW OF EMERGENCY MANAGEMENT PLANS

### 1. PURPOSE

For the Committee to be updated on the Business Continuity Plan and new Crisis Management Plan.

### 2. SIGNIFICANCE

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

### 3. BACKGROUND

It is essential that CDC can effectively respond to and manage crisis events, such as a natural disaster or severe weather incident, and continue to deliver critical functions and operations in the event of these, or any other type of disruption to our services.

### 4. DISCUSSION

#### 4.1 Business Continuity Plan (BCP)

Management and staff have reviewed the existing BCP (**Attachment 1**) and, together with general updates, a number of areas were identified for development.

Traditionally the BCP has included specific crisis management processes. The plan was also very heavily focused on managing the delivery of services during the various phases and restrictions of the COVID-19 pandemic.

The BCP has now been broadened to capture disruption caused by any type of event rather than the narrow focus of natural disaster and COVID-19. Potential disruption may include cyber security attack, power outages, building closure or damage, and staff shortages. Additionally, the specific crisis response and management processes have been developed into a Crisis Management Plan as outlined below.

The BCP will be a living document that evolves as different circumstances and disruptive situations occur. Further review of the individual business unit plans and procedures that support the BCP is now required to be completed by management.

#### 4.2 Crisis Management Plan (CMP)

The CMP (**Attachment 2**) has been developed to guide staff on effective management of crisis events. A crisis event is that which requires an elevated level of response and coordination above the capacity of business as usual (BAU) activities. These types of events may impact, disrupt or harm Council's reputation, service delivery, or operational capability and capacity, and require management through the coordinated Crisis Management Team (CMT).

The CMP also provides the link to escalated levels of response that require external support including the activation of the Wairarapa Emergency Operations Centre (EOC).

As this is a new emergency plan, processes will continue to be reviewed and refined as we undertake training and exercises to implement the Plan with council staff.

## **5. CONSIDERATIONS**

### **5.1 Climate change**

The increasing frequency of severe weather events due to climate change means we are more likely to experience local environmental events such as weather events and flooding.

### **5.2 Tāngata whenua**

Council's Kaituitui has been added to the Crisis Management Team to ensure any considerations for tāngata whenua are included in responses and plans.

### **5.3 Financial impact**

There are no budgetary decisions required in this report.

### **5.4 Community Engagement requirements**

There are no community engagement requirements required in this report.

### **5.5 Risks**

There are no risk considerations required in this report.

### **5.6 Wellbeings**

Effective emergency management plans support the following community wellbeing outcomes:

#### **Social**

- A strong and effective council providing trusted leadership
- A caring community that is safe, healthy, happy and connected
- Fit for purpose public facilities, spaces, parks and rural reserves

#### **Cultural**

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

#### **Environmental**

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

#### **Economic**

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

**6. RECOMMENDATION**

That the Committee:

1. **Receives** the report.
2. **Endorses** the Business Continuity Plan and Crisis Management Plan.

**File Number:** 454225

**Author:** Geri Brooking, People and Wellbeing Manager

**Attachments:**

1. CDC Business Continuity Plan [↓](#)
2. CDC Crisis Management Plan [↓](#)



## Business Continuity Plan

### 1. Purpose – Te Kupu Arataki

This plan provides contingency arrangements to deliver continuity of critical functions and services in the event of disruption to Council's day-to-day operations. This is not an emergency management plan which is outlined in the CDC Crisis Management Plan (DOC ID #438994).

The objectives of this plan are to:

- define the Council's essential and critical functions and set out measures to ensure those critical functions continue despite the occurrence of a potentially disruptive event;
- outline plans to maintain all other services if facilities and buildings are not available to occupy, or for other reasons, staff cannot work as usual;
- minimise impacts on service delivery levels.

This plan should be read in conjunction with the Council's HR, IT and other relevant policies (e.g. Infectious Disease and Pandemic Policy) and will continue to evolve as required.

### 2. Guidelines – Te Kaupapa Here

#### 2.1. Critical functions

The following are the critical functions of the Council. These are the functions which the Council will always aim to continue to provide and will prioritise over all other activities.

- Provision of potable water
- Provision of reticulated wastewater and continued wastewater treatment plant operation
- Operation of essential roads
- Rubbish collection
- Burials
- Building control functions for dangerous, insanitary, affected and earthquake prone buildings
- Dangerous and menacing dogs control
- Data security and availability/access to support other critical functions
- Communications
- Payroll
- Emergency management response
- Mayoral support



## 2.2. Critical roles and responsibilities for delivering critical services

Service	Manager responsible for provision of service	Critical roles
Provision of potable water	Waters Operations Manager	Plant operators Reticulation staff Consenting staff Environmental Health Officer
Provision of reticulated wastewater and continued wastewater treatment plant operation	Waters Operations Manager	Treatment plant operators Reticulation staff
Operation of essential roads	Roading Manager, Ruamāhanga Roads	Ruamāhanga Roads staff Fulton Hogan
Rubbish collection and Transfer Station operation	GM Infrastructure	Earthcare Waste Management and Minimisation Officer
Burials	Parks and Reserves Manager	Parks & Reserves Team Leaders Burials staff
Building control functions for dangerous, insanitary, affected and earthquake prone buildings	Team Leader Building Services	Building Control Officers
Dangerous/menacing dog control	GM Regulatory & Planning	Animal Control Officers
Data security and availability/access to support other critical functions	Information Systems Manager	Information Systems Administrator
Provision of Council communications	Chief Executive	Communications and Engagement Manager Communications and Engagement Advisor
Payroll	People & Wellbeing Manager	People and Wellbeing Administrator Finance Officers
Emergency management response	Chief Executive	GM People & Corporate GM Infrastructure GM Regulatory & Planning

Service	Manager responsible for provision of service	Critical roles
Environmental Health service	GM Regulatory & Planning	Environmental Health Officer
Mayoral support	Chief Executive	GM People & Corporate Democratic Services Officers Communications and Engagement Manager

### 3. Maintaining Council functions

During a disruptive event the Council will prioritise the critical services listed above. For all other services and functions the Council will endeavour to keep these operating in the event of disruption.

Detailed response plans for Council's critical and non-critical functions are in Section 5 below.

The following arrangements will be considered and/or put in place to enable the continuation of services.

#### 3.1. Relocation options

Buildings	Primary alternative location	Secondary alternative location
Wastewater plant buildings	No alternative	
Supplementary water supply buildings	Frederick St Water Treatment Plant	
Central administration building	Events Centre	Rangatahi Hub
Operations office building	Events Centre	Rangatahi Hub
Garage	Commercial workshop	
Nursery	N/A	
Events Centre – administration and meeting rooms	Carterton Courthouse	Rangatahi Hub Rent of available floor space
Events Centre – Auditorium and Rangatahi Hub	Rent of available floor space	Rent of available floor space
Library	Other Wairarapa libraries	Events Centre Rent of available floor space

### 3.2. Working remotely (including from home)

Where possible, if staff cannot carry out their work from a Council building, they will be enabled to work from home. For staff whose work is normally in the field (e.g. the gardening and burials staff) will be called into undertake their roles as and when required during normal work hours.

### 3.3. Reassignment of tasks

Where staff cannot carry out their normal work all effort will be made to reassign them other tasks. The decision on reassignment will be made by the relevant managers.

### 3.4. Records management

Regular backing up of records will continue. The location for the saving of most of documents for most of the processes are now cloud based and can be accessed if an internet connection is available.

If documents are created remotely and cannot be saved directly into the document management system, these will need to be managed so that once access to the filing system is available, documents are appropriately saved.

### 3.5. Insurances

The Council will carry the following insurances:

- Business interruption insurance
- Public liability
- Contents insurance
- Professional Indemnity Insurance.

## 4. Contact Details

A hard copy and electronic copy of the contact details of staff will be held by:

- The Chief Executive (all staff)
- The People and Wellbeing Manager (all staff)
- Managers (all their key staff).

Electronic copy held in Magiq, Human Resources Library, restricted DOC ID#110417

Two hard copies of all staff contact details will be held:

1. Events Centre, manager's locked filing cabinet
2. Administration office, vault locked filing cabinet

Managers must ensure their team contact details are on their mobile phones.

## 5. Continuity Plans

- 5.1. Provision of potable water
- 5.2. Provision of reticulated wastewater and continued wastewater treatment plant operation
- 5.3. Operation of essential roads
- 5.4. Rubbish collection and Transfer Station operation
- 5.5. Burials
- 5.6. Building control functions for dangerous, insanitary, affected and earthquake prone buildings
- 5.7. Dangerous/Menacing dog control
- 5.8. Data security and availability/access to support other critical functions
- 5.9. Provision of Council communications
- 5.10. Payroll
- 5.11. Emergency management response
- 5.12. Environmental health service
- 5.13. Mayoral support
- 5.14. Council buildings and power
- 5.15. Regulatory services functions
- 5.16. Community services functions (including parks and reserves functions)
- 5.17. Corporate services functions
- 5.18. Rural water supply
- 5.19. People and wellbeing functions

### 5.1 Provision of potable water

Manager responsible for provision of service	Critical roles	1 <sup>st</sup> line Equipment/supply requirement	Alternative process/equipment	Related policies and MoUs
Waters Operations Manager	Plant operators Reticulation staff Environmental Health Officer	- Generator - Vehicles - Fuel - Chemicals Carterton Plumber tanker	Hire generator and/or vehicle  Gray Bros water tanker Greytown	Motor Vehicle Use Policy includes direction for vehicle fuel to always be above mid-point in vehicle  1100 litres of diesel available in Operations Yard for generator use

- Standard operating procedures documented in MagiQ with Doc ID and regularly reviewed.

#### **Frederick Street bore fields**

- Water Testing – 41445
- Lime tank top up – 41452

#### **Kaipaitangata water treatment plant**

- Starting plant to fill reservoirs – 111549
- Supply town water from tanks - 111550
- Chlorine Gas Cylinder change – 41459
- Screen Chambers, weekly procedure – 41443
- Changing bag filters – 41451

Water sample run – 68505

#### Generators

- Regular testing of operation including ability of generator to provide sufficient power to critical water plant and equipment
  - Testing and stock of batteries
  - Regular testing and replacement of fuels
- Operational procedures are kept at the treatment plants

#### Key staff identified

- Identified qualified staff to run the potable water supply are briefed on potential escalation scenarios
- Adequate number of staff holding the relevant qualifications for potable water delivery
- Adequate number of staff holding the relevant qualifications for water sampling

## 5.2 Provision of reticulated wastewater and continued wastewater treatment plant operation

Manager responsible for provision of service	Critical roles	1 <sup>st</sup> line Equipment/supply requirement	Alternative process/equipment	Related policies and MoUs
Waters Operations Manager	Treatment plant operators Reticulation staff	<ul style="list-style-type: none"> <li>- Generator</li> <li>- Vehicles</li> <li>- Fuel</li> </ul>	Hire generator and/ or vehicle  Can gravity feed through to Ponds	Motor Vehicle Use Policy includes direction for vehicle fuel to always be above mid-point in vehicle

Manager responsible for provision of service	Critical roles	1 <sup>st</sup> line Equipment/supply requirement	Alternative process/equipment	Related policies and MoUs
				1100 litres of diesel available in Operations Yard for generator use

- Standard operating procedures documented in Magiq with Doc ID
  - Wastewater treatment plant – 39840
  - WWTP and landfill sample collection – 68504

Key staff identified

- Identified trained staff to run the wastewater treatment plant briefed on potential escalation scenarios
- 3 staff suitably trained to run the plant

### 5.3 Operation of essential roads

Manager responsible for provision of service	Critical roles	1 <sup>st</sup> line Equipment/information supply requirement	Alternative process/equipment	Related policies and MoUs
Roading Manager, Ruamāhanga Roads	Ruamāhanga Roads staff Road maintenance contractor	Road maintenance contractor Engineering consultancy	Local contractors as required	Motor Vehicle Use Policy includes direction for vehicle fuel to always be above mid-point in vehicle



Manager responsible for provision of service	Critical roles	1 <sup>st</sup> line Equipment/information supply requirement	Alternative process/equipment	Related policies and MoUs
				1100 litres of diesel available in Operations Yard for generator use

- Shared roading service with South Wairarapa District Council provides access to additional resourcing.
- Road maintenance contractor has a Business Continuity Plan in place to manage their day-to-day operations.
- All Ruamāhanga staff able to work remotely in any location including from home if required.
- Ruamāhanga Roding staff are mobile and on call as required.
- Maintenance contractor has established emergency team on call 24/7. Contact through council enquiries via diverted phone line or direct call to Fulton Hogan.
- Ruamāhanga Roads has a fleet of five cars, (2 x CDC and 3 x SWDC) available for site visits each car to be issued to a staff member as required.
- Ruamāhanga Roads Dalefield building has limited kitchen facilities, shower and toilet facilities for prolonged work hours if required.
- Dalefield site has large internal and external storage facilities if required.

#### 5.4 Rubbish collection and Transfer Station operation

Manager responsible for provision of service	Critical roles	1 <sup>st</sup> line Equipment/supply requirement	Alternative process/equipment	Related policies and MoUs
GM Infrastructure	Waste Management and Minimisation Officer Waste collection contractor Parks & Reserves staff	Waste collection contractor Rubbish collection vehicles	Operations staff	Motor Vehicle Use Policy includes direction for vehicle fuel to always be above mid-point in vehicle  1100 litres of diesel available in Operations Yard for generator use

- Earthcare waste collection contractor is currently updating their business continuity plan and will report
- Parks & Reserves staff all trained to continue town, parks and reserves collections

## 5.5 Burials

Manager responsible for provision of service	Critical roles	1 <sup>st</sup> line Equipment/supply requirement	Alternative process/equipment	Related policies and MoUs
Parks and Reserves Manager	Burials staff	Diggers Fuel Truck Tractor		Motor Vehicle Use Policy includes direction for vehicle fuel to always be above mid-point in vehicle  1100 litres of diesel available in Operations Yard for generator use  Additional 200 litres of diesel available at cemetery

### **BURIALS and CEMETERY OPERATIONS**

- All Parks and Reserves staff are familiar with the burial process, requirements and digger operation, several of the Operations team are familiar with the process as well.
- Plotbox system in place to manage administration, three staff trained to manage.
- Cemetery capacity - land available to cater for additional 10500 burials at the present time. There are approximately 80 burial berm plots and 150 cremation plots available at the present time.
  - o **Mass Graves** - After discussing the current circumstances with the local funeral director we are unlikely to be dealing with a mass grave scenario. The current trend of 60%+ cremation vs burial ratio is most likely to continue. The crematorium can

accommodate up to 4 cremations per day. The cremation process and the subsequent handling of the ashes and urns is not expected to place undue pressure on our resources as the ashes can be safely stored for some time. We have the ability to deal with up to 3 burials at any one time, and anticipated worst case scenario we could accommodate up to 12 burials in a day. Mass graves present risks to our staff in that we have had no experience or training with that type of internment and what a mass grave burial is likely to look like is an unknown to us at the present time

### 5.6 Building control functions for dangerous, insanitary, affected and earthquake prone buildings

Manager responsible for provision of service	Critical roles	1 <sup>st</sup> line Equipment/supply requirement	Alternative process/equipment	Related policies and MoUs
Team Leader Building Services	Building Control Officers	Vehicle Laptops – internet connectivity Mobile phones		Motor Vehicle Use Policy includes direction for vehicle fuel to always be above mid-point in vehicle  1100 litres of diesel available in Operations Yard for generator use

- Staff trained in rapid building assessment
- Access to mobile building tools and applications including EOC information systems

### 5.7 Dangerous/menacing dogs control

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Manager responsible for provision of service	Critical roles	1 <sup>st</sup> line Equipment/supply requirement	Alternative process/equipment	Related policies and MoUs
GM Regulatory & Planning	Animal Control Officers	Animal control appropriate vehicles Animal pound	Alternative/additional holding facilities Other Councils/ AMP show grounds / Private kennels	

- Two staff have the correct training to undertake animal control work when limited to responses for potentially dangerous or menacing dog call outs.
- All animal control staff from all three Councils are warranted to work across the Wairarapa to provide cover.
- New pound has comfortable capacity for 7 dogs, relationship arrangement with other councils to use their pounds if available.

### 5.8 Data security and availability/access to support other critical functions

Manager responsible for provision of service	Critical roles	1 <sup>st</sup> line Equipment/supply requirement	Alternative process/equipment	Related policies and MoUs
Information Systems Manager	Information Systems Administrator	<ul style="list-style-type: none"> <li>- Server on-site</li> <li>- Hardware (computers)</li> <li>- All staff access and logged in to Microsoft Teams</li> <li>- Audio (Voice) through Teams</li> </ul>	<ul style="list-style-type: none"> <li>- Secondary server located in the Events Centre, with offsite data backup</li> <li>- Off-site access provided for all roles where access</li> </ul>	Working from home (set-up procedures see #39902)

Manager responsible for provision of service	Critical roles	1 <sup>st</sup> line Equipment/supply requirement	Alternative process/equipment	Related policies and MoUs
		<ul style="list-style-type: none"> <li>- Phone connectivity to the council now cloud based</li> <li>- Majority of processes are now cloud based, (location of staff independent)</li> </ul>	<ul style="list-style-type: none"> <li>is required to complete the role</li> <li>- All staff access to Microsoft Teams</li> </ul>	

- Confirmation that the relevant staff have internet access for remote working. Council supplied cellphones can provide hotspot access for all the functionality work.
- Continued work to remove the requirement to print out paperwork.
- Continued work to remove need for a dial in access to council servers, enabling work from anywhere model.
- Staff can login into team on both computer and cellphones. Maintaining their login into Teams enforces communications across the majority of the council staff.

## 5.9 Provision of Council communications

Manager responsible for provision of service	Critical roles	1 <sup>st</sup> line Equipment/supply requirement	Alternative process/equipment	Related policies and MoUs
Communications and Engagement Manager	Senior Communications and Engagement Advisor	Cellphones and laptops Access to Teams messages and calling for communications purposes	Working from home or from office	Communications Strategy

### Planning

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DOC 111398

- Establish a support system for the Communications coordinator for the increase in communications required
- Additional staff identified and trained to support communications needs
- BAU and non-critical functions to be assigned to other staff
- Utilise and support the communications from the lead agency including EOC if activated

### 5.10 Payroll

Manager responsible for provision of service	Critical roles	1 <sup>st</sup> line Equipment/supply requirement	Alternative process/equipment	Related policies and MoUs
People & Wellbeing Manager	People and Wellbeing Administrator Finance officers	Laptops and cellphones with internet connection	Magiq system operative and capable of running payroll  Manual payment through the bank if internet connectivity	List of standard hours – ID30571 Timesheets – Employee Checklist  ID 30483 Timesheets – Councillor Remuneration

- Maintain hard copy instruction sheets for processing and approving payroll
- Maintain a list of all standard hours for all employees.
- Access to payroll system and bank file by 6 staff
  - Remote access to Magiq payroll system, and timesheet information.
  - Remote access to online banking.
  - Remote access to download of payroll bank files.



### 5.11 Emergency management response

Manager responsible for provision of service	Critical roles	1 <sup>st</sup> line Equipment/supply requirement	Alternative process/equipment	Related policies and MoUs
Chief Executive	Crisis Management Team GM People & Corporate GM Regulatory & Planning - Alternate controller GM Infrastructure – Recovery Manager Communications and Engagement Manager	Laptops and cellphones with internet connection	EOC activated Other councils' support WREMO	

- Maintain relevant policies and procedures eg. Crisis Management Plan, site SOPs, evacuation procedures
- Ensure training and capacity of staff
- Staff enabled to respond remotely including from home location

### 5.12 Environmental health service

Manager responsible for provision of service	Critical roles	1 <sup>st</sup> line Equipment/supply requirement	Alternative process/equipment	Related policies and MoUs
GM Regulatory & Planning	Environmental Health Officer	Vehicle Testing equipment Mobile phone and laptop with internet connectivity	Contract to neighbouring Councils  Manual paper-based reading	

### 5.13 Mayoral support

Manager responsible for provision of service	Critical roles	1 <sup>st</sup> line Equipment/supply requirement	Alternative process/equipment	Related policies and MoUs
GM People & Corporate	Chief Executive Democratic Services Officers Communications and Engagement Manager	Meeting room  Mayor's mobile phone Laptops and cellphones with internet connection		

#### 5.14 Council buildings and power

Manager responsible for provision of service	Key roles	1 <sup>st</sup> line Equipment/supply requirement	Alternative process/equipment	Related policies and MoUs
GM Community & Facilities	Team Leader Building Services Facilities and Maintenance Officer	Alternate locations Fixed generators Mobile generators Solar power		1100 litres of diesel available in Ops Yard for generator use

#### 5.15 Regulatory services functions

Manager responsible for provision of service	Key roles	1 <sup>st</sup> line Equipment/supply requirement	Alternative process/equipment	Related policies and MoUs
GM Regulatory & Planning	Team Leader Building Services Regulatory Services Administrators	Laptops and cellphones with internet connection		

- Planning, admin and building staff have remote working capability.

### 5.16 Community services functions (including parks and reserves functions)

Manager responsible for provision of service	Key roles	1 <sup>st</sup> line Equipment/supply requirement	Alternative process/equipment	Related policies and MoUs
GM Community & Facilities	Parks and Reserves Manager Community Development Team Leader Events Centre Team Leader Library Services Manager	Laptops and cellphones with internet connection		

- Planning for Library in the event it keeps going and in the event it closes. We will be guided by Public Libraries NZ (PLNZ) so we have a consistent approach
- Planning for redeployment of Events Centre staff affected by event and meeting cancellations
- Regional staff – core services and whether they can be redeployed to assist other areas

### 5.17 Corporate services functions

Manager responsible for provision of service	Key roles	1 <sup>st</sup> line Equipment/supply requirement	Alternative process/equipment	Related policies and MoUs
Chief Financial Officer	Senior Finance Accountant Senior Rates Officer Finance staff Customer services staff	Functional internet connectivity Computer hardware Front counters Functional EFTPOS	Off-site back up Manual paper-based recording	

- Ensure all procedures and SOPs are up to date – creditors, debtors, direct debits.
- Flowingly and Purchase Order systems operating electronically.
- Determine back up for key roles.
- PBX solution is cloud based,
- Customer services staff can all function remotely as required.

### 5.18 Rural water supply

Manager responsible for provision of service	Key roles	1 <sup>st</sup> line Equipment/supply requirement	Alternative process/equipment	Related policies and MoUs
Waters Operations Manager	Water Races Overseer Water Races maintenance contractor	Water Races maintenance contractor  Mobile phone	CDC plant and equipment	

- Staff and contractor enabled to work remotely including from home location.

**5.19. People and wellbeing functions**

Manager responsible for provision of service	Key roles	1 <sup>st</sup> line Equipment/supply requirement	Alternative process/equipment	Related policies and MoUs
People and Wellbeing Manager	Health, Safety and Wellbeing Advisor People & Wellbeing Administrator Kaituitui	Laptops and cellphones with internet connection		

- Staff enabled to work across all activities remotely including from home location.
- Personnel systems and records available to be accessed through cloud-based systems.



## Crisis Management Plan

### 1. Purpose – Te Kupu Arataki

This plan provides guidance on the management of crisis events that require an elevated level of response and coordination above the capacity of business as usual (BAU) activities. A crisis event is that which may impact, disrupt or harm Council's reputation, service delivery, or operational capability and capacity, and requires management through a coordinated Crisis Management Team (CMT).

The plan should be read in conjunction with:

- Council's Business Continuity Plan (BCP) (DOC ID#111398)
- Wairarapa Emergency Operations Centre (EOC) Concept of Operations (DOC ID#371094).

### 2. Principles – Ngā Mātāpono

The principles of this plan are to ensure that:

- staff and public safety and wellbeing are protected
- maximum possible service levels are maintained
- the council's operations and services recover from interruptions as quickly as possible
- staff have a clear understanding of roles and responsibilities in the event of a crisis
- stress and disruption for staff and customers is minimised
- all necessary resources are available and deployed effectively and efficiently.

### 3. Guidelines – Te Kaupapa Here

#### 3.1 Incident levels

##### 3.1.1 BAU Event

- Typically, a singular Level 1<sup>1</sup> incident where the impacts may be significant, but are not experienced widely, either internally and/or externally
- Can be managed though BAU, may also require some advice or guidance from ELT or other business units
- A light touch activation of a CMT may be used to ensure a comprehensive response
- Impacts may be felt in the short term or over a prolonged period.

##### 3.1.2 Crisis Event

- A Level 1-2 event requiring response beyond BAU capacity and/or capability
- Coordination by a CMT based on the Coordinated Incident Management System (CIMS) structure is needed to understand and respond effectively

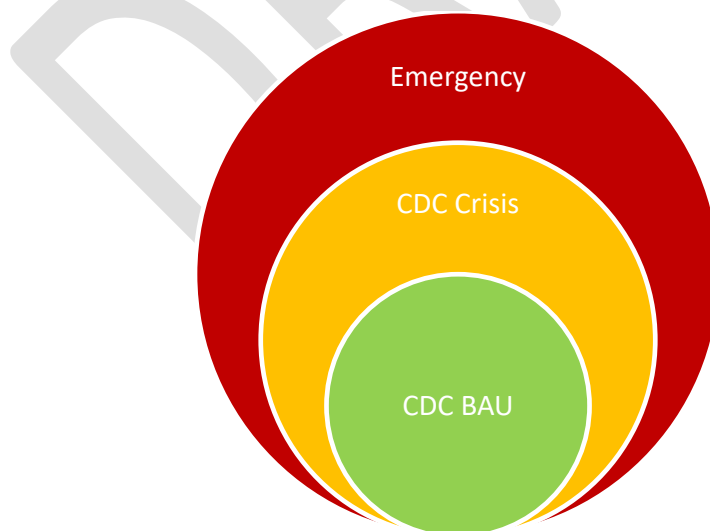
<sup>1</sup> Level 1 – Level 4 response activities as described in the Wairarapa EOC Concept of Operations



- Has the potential for considerable impact on services both internally and externally, and/or community or reputational impacts
- Effects are experienced over the short to medium term
- May also pose a risk of escalating into an 'emergency event'.

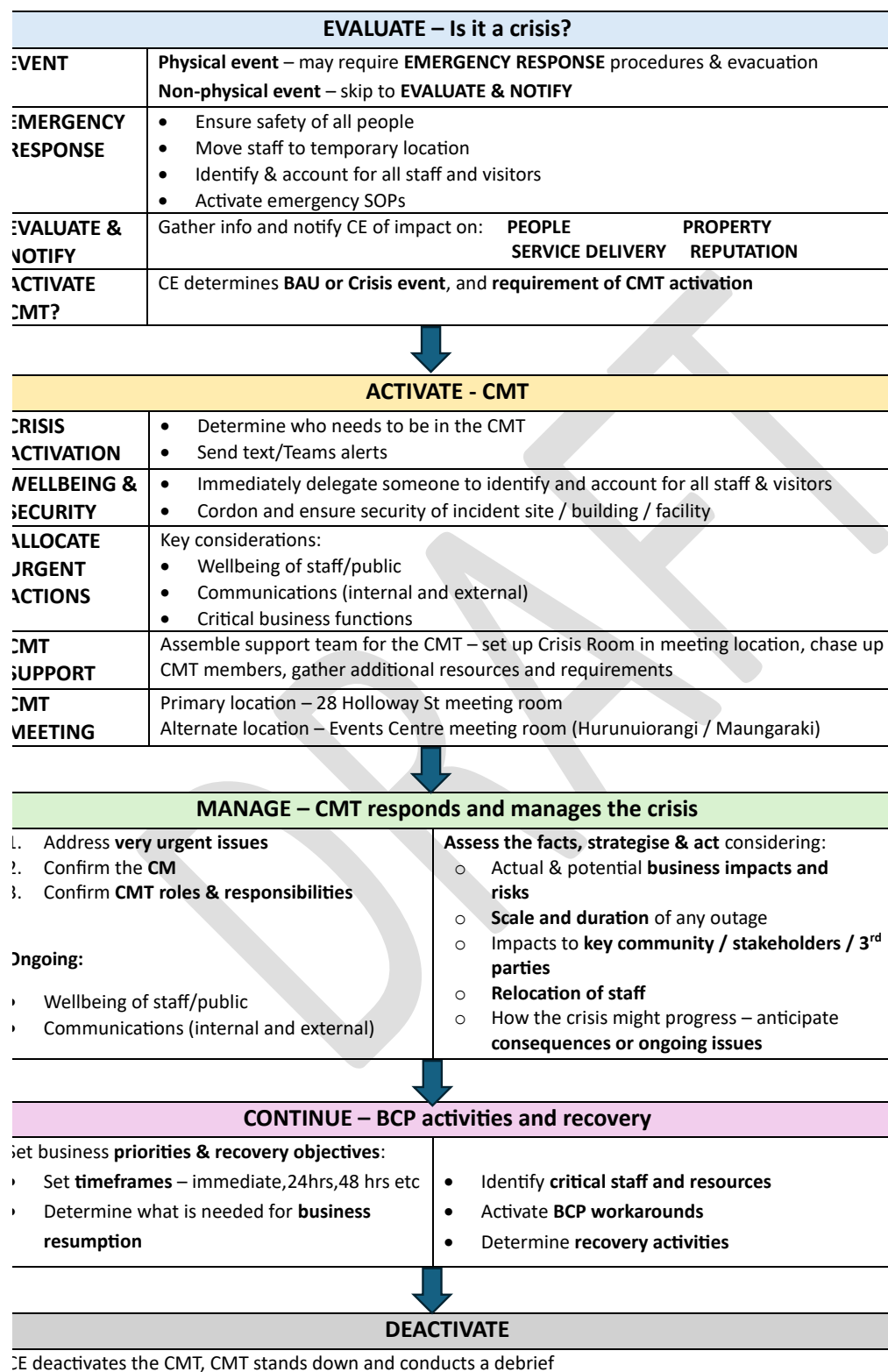
### 3.1.3 Emergency Event

- A Level 3-4 event requiring additional support, coordination with external emergency services and stakeholders, multi-agency support, or a regional wide response
- Usually involves the activation of the Emergency Operations Centre (EOC) to draw upon the support of the Wellington Region Emergency Management Office (WREMO), and resources from across the three Wairarapa District Councils and Greater Wellington Regional Council.
- May include a declaration of a State of Emergency
- The definition of an emergency from the Civil Defence Emergency Management Act 2002 is:
  - (a) the result of any happening, whether natural or otherwise, including, without limitation, any explosion, earthquake, eruption, tsunami, land movement, flood, storm, tornado, cyclone, serious fire, leakage or spillage of any dangerous gas or substance, technological failure, infestation, plague, epidemic, failure of or disruption to an emergency service or a lifeline utility, or actual or imminent attack or warlike act; and*
  - (b) causes or may cause loss of life or injury or illness or distress or in any way endangers the safety of the public or property in New Zealand or any part of New Zealand; and*
  - (c) cannot be dealt with by emergency services, or otherwise requires a significant and co-ordinated response under this Act.*



Event Level Impact Type	Harm To People	Damage To Property	Loss of Business Capability and Service Delivery	Damage To Reputation
<b>Incident</b> BAU response  Executive Leadership Team informed	<ul style="list-style-type: none"> <li>• Illness or injuries of a minor nature</li> <li>• Significant near miss</li> </ul>	<ul style="list-style-type: none"> <li>• Minor damage to facilities and/or equipment</li> <li>• Rectification able to be dealt with internally</li> </ul>	<ul style="list-style-type: none"> <li>• Minor disruption impacting one or two services for less than 8 hours</li> </ul>	<ul style="list-style-type: none"> <li>• Minor local community or media interest / impact</li> </ul>
<b>Crisis</b> CMT activation  Coordination response to match scale & severity of incident	<ul style="list-style-type: none"> <li>• Significant risk of actual harm or serious injury/injuries</li> <li>• Evacuation from Council facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Impact or damage to facilities and/or equipment that requires operations to cease</li> <li>• Alternate means of operations need to be enabled</li> <li>• Significant time delay for reinstatement</li> <li>• Relocation of key service delivery personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Disruption impacting multiple operations</li> <li>• Critical service delivery failure greater than 24 hours</li> </ul>	<ul style="list-style-type: none"> <li>• Local community interest / impact</li> <li>• Local and/or national media interest</li> </ul>
<b>Emergency</b> Escalation to EOC  CMT continuing to operate in parallel as needed	<ul style="list-style-type: none"> <li>• Life and/or property at risk</li> <li>• Large geographic area risk or impact</li> <li>• Single or multiple injuries or fatalities</li> <li>• Mass illness</li> </ul>	<ul style="list-style-type: none"> <li>• Significant damage to structures, facilities and/or equipment</li> <li>• Significant damage to utilities and critical infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of capability to perform critical operations and service delivery</li> <li>• External support required to provide critical functions</li> </ul>	<ul style="list-style-type: none"> <li>• Significant community interest / impact</li> <li>• National and/or international media interest</li> </ul>

### 3.2 Crisis Activation Guide



Decision Tree  
(Page 5)



CMT Members  
(Page 7)  
(Appendix 1)



CMT Checklists  
(Appendix 3)



CMT Meeting Guide  
(Appendix 2)



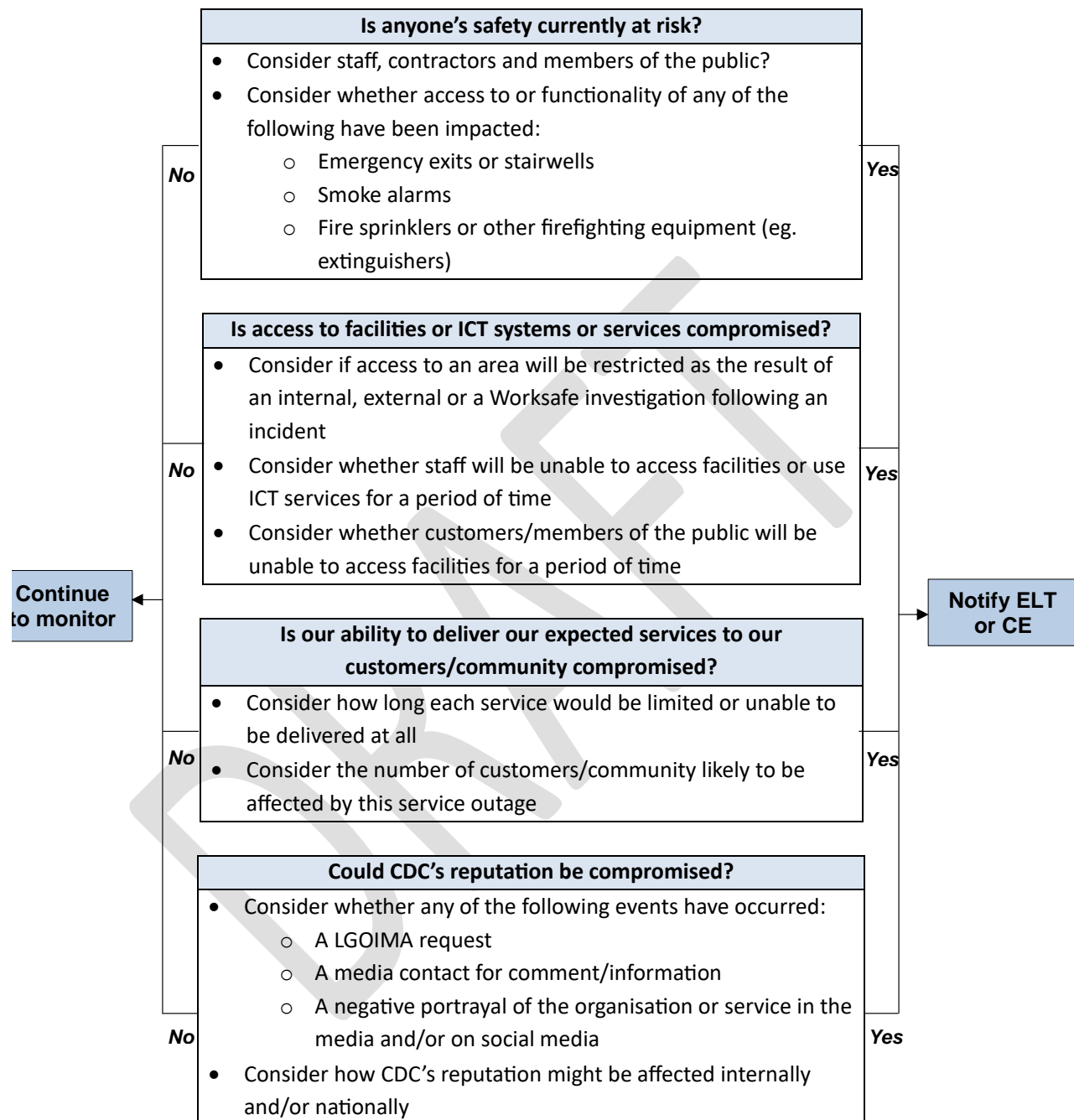
Template Docs  
(Appendices 4 - 8)



EOC Escalation  
if required

Business continuity  
strategies assessed  
and plans activated

### 3.3 Decision Tree



### 3.4 Crisis Management Team Activation

#### 3.4.1 CMT Responsibilities

The CMT:

- Is activated by the Chief Executive or designate (may be any level of event)
- Is led by the Crisis Manager (CM)
- In liaison with the Chief Executive, ensures the Council's response meets statutory requirements
- Ensures, as far as possible, council operations and services continue to be delivered
- Allocates resources to enable the activation of BCPs including setting priority operations and services
- Receives and disseminates information to/from
  - Council business units
  - Customer liaison (impacts provided to customer liaison from the community)
  - EOC Controller or WREMO EM Advisor (if activated)
  - Emergency Services (if EOC is not activated).

#### 3.4.2 CMT Activation

The CMT should be activated for an event with the following characteristics which may have a major impact on Council's business:

- an event resulting in the activation of a BCP that may impact other council services
- an event that has escalated beyond a single business unit's ability to control
- events that pose one or more of:
  - significant health risk to staff, contractors or the public
  - significant financial risk
  - reputational risk
  - risk of denial of facility
- an event that requires activation of the EOC.

The following criteria should be considered on activation:

- Key safety
  - Protection of Council personnel
  - Minimisation of health risk exposure to all council staff
  - Ensure Council contractors are not put at risk in delivering contracted work
  - Management of council-owned risks that threaten the safety of council customers (the community).
- Key business
  - Minimisation and response to *direct* financial impacts on the council as an entity (e.g. loss of Council assets, litigation, etc.)

- Minimisation and response to *indirect* financial impacts on the council as an entity
- Minimisation of reputational risk to the council
- Participation in EOC response (if activated).

### 3.4.3 CMT Members

The following may be called upon as members of the CMT. The team make-up will be determined, dependent on the event, by the Chief Executive in consultation (where required) with the Executive Leadership Team (ELT).

A CM will be nominated by the Chief Executive dependent on the event. Other members are:

- Chief Executive
- Group Manager People and Corporate (ELT)
- Group Manager Community and Facilities (ELT)
- Group Manager Infrastructure (ELT)
- Group Manager Regulatory and Planning (ELT)
- Chief Financial Officer (ELT)
- Information Systems Manager
- Communications and Engagement Manager
- People and Wellbeing Manager
- Health, Safety and Wellbeing Advisor
- Environmental Health Officer
- Kaituitui
- Admin Support
- EOC/WREMO/CDEM Liaison

In addition, other managers, team leaders and specialist subject matter experts (SME) from within or external to the council may be required.

**Appendix 1** details CMT Member contact details.

### 3.4.4 CMT Meeting Locations

CRT Meeting Location	Details	CMT Room Kit Location
Main Office Meeting Room	28 Holloway St	Emergency Management Room, Rangatahi Hub, Events Centre
Events Centre	Maungaraki or Hurunuiorangi Meeting Room, 50 Holloway St	

### 3.4.5 Key CMT Member responsibilities

The following table outlines key members' responsibilities.

<b>Chief Executive</b> <ul style="list-style-type: none"> <li>• Provide overall guidance, strategic overview and leadership</li> <li>• Determine the potential impacts and the level of response required</li> <li>• The primary interface between the ELT, Elected Members and the Public</li> <li>• The approver of media releases and primary media spokesperson</li> <li>• Change delegations and authorities as required</li> <li>• Monitor business response and recovery process</li> </ul>	<b>ELT Managers</b> <ul style="list-style-type: none"> <li>• Ensure ongoing staff welfare is provided</li> <li>• Provide support to business teams</li> <li>• Assist in strategic decision making</li> <li>• Support to Chief Executive/CM</li> <li>• Activate Business Continuity Plans (BCP) for business units</li> <li>• Consider any financial risk or requirements</li> <li>• Consider any risk and legal implications</li> </ul>	<b>Crisis Manager</b> <ul style="list-style-type: none"> <li>• Ensure immediate safety of all staff</li> <li>• Assess the size, scale and scope of the situation</li> <li>• Determine appropriate response and recovery objectives</li> <li>• Ensure critical functions/processes are undertaken</li> <li>• Assess causes and potential consequences</li> <li>• Liaise with Chief Executive on key decisions and provide regular updates</li> <li>• Ensure all staff are kept up to date on the situation</li> <li>• Liaise with WREMO and EOC as required</li> </ul>	<b>People &amp; Wellbeing Manager</b> <ul style="list-style-type: none"> <li>• Coordination of staff welfare and health and safety</li> <li>• Responsible for the reporting, monitoring and liaison of casualties</li> <li>• Work with communications and key spokesperson to distribute key messages to staff</li> <li>• Provide and manage HR information and advice</li> <li>• Provide support and counselling to impacted and non-impacted staff</li> <li>• Monitor welfare of Crisis Management Team</li> <li>• Ensure payroll continuation</li> </ul>
<b>GM Community and Facilities</b> <ul style="list-style-type: none"> <li>• Provide an impact assessment on facilities</li> <li>• Activate BCP response</li> <li>• Arrange for security for council facilities</li> <li>• Notify insurance company</li> <li>• Identify alternate premises and resources for relocation (short and long term)</li> <li>• Organise repairs, clean up, procurement</li> </ul>	<b>GM Infrastructure</b> <ul style="list-style-type: none"> <li>• Provide an impact assessment on affected infrastructure</li> <li>• Activate BCP response</li> <li>• Notify insurance company</li> <li>• Organise repairs, clean up, procurement</li> </ul>	<b>Information Systems Manager</b> <ul style="list-style-type: none"> <li>• Assess impact on systems and provide advice on availability</li> <li>• Advise users of specific actions regarding access to systems (e.g. cyber event)</li> <li>• Recover and restore any impacted mission critical IT services</li> <li>• Recover, restore and provide access to IS systems and telecommunications</li> </ul>	<b>Communications &amp; Engagement Manager</b> <ul style="list-style-type: none"> <li>• Develop and provide key messages for external/internal stakeholders</li> <li>• Serve as a point of contact for media</li> <li>• Monitor and update social networking sites and platforms</li> <li>• Liaise with WREMO and external agencies comms as required</li> </ul>



<b>Other Managers/Team Leaders</b> <ul style="list-style-type: none"> <li>• Ensure safety and welfare of staff</li> <li>• Provide status report updates to the CMT</li> <li>• Implement BCPs to ensure critical functions/processes are undertaken</li> </ul>	<b>Admin Support</b> <ul style="list-style-type: none"> <li>• Set-up and provide ongoing support to the Business Response Centre</li> <li>• Maintain log of event</li> <li>• Manage status report completion and distribution</li> <li>• Manage status boards</li> <li>• Arrange for resources as required e.g. catering, stationery etc.</li> </ul>	<b>WREMO/CDEM Liaison</b> <ul style="list-style-type: none"> <li>• Liaison between WREMO, EOC and CMT</li> <li>• Provide EOC situation reports to the CMT</li> <li>• Provide CDC situation reports to EOC</li> <li>• Advise on EOC priorities and timeframes</li> </ul>	
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### 3.6 Crisis Closure/Deactivation

#### 3.6.1 Termination of Crisis Event

The event may be terminated once the Chief Executive, CMT and the affected business units agree that the situation can be managed through normal business operations. The CMT will issue communications to all staff and key stakeholders advising them of the status.

#### 3.6.2 Post Crisis Evaluation

As soon as possible following the termination of the event, a debrief and evaluation with relevant staff and stakeholders should be undertaken by the Chief Executive and CMT to:

- Review the circumstances leading to the event
- Conduct an overall post event impact analysis
- Coordinate any communications to staff, media and stakeholders
- Identify any remedial action required
- Endorse and enable any ongoing BCP activities
- Evaluate the overall response to the event.
  - Impressions on the management of the event
  - Reflections on strategies
  - What worked well
  - What could have been done better
  - Any revisions required to existing plans and policies.

**This Plan was developed in May 2025.**

**This Plan will next be reviewed in May 2028.**

### Appendix 1: CMT Contact List

Private and home contact details are held in Magiq DOC ID#111638.

ROLE		NAME	MOBILE	WORK EMAIL
Chief Executive	Primary	Geoff Hamilton	0274872099	<a href="mailto:geoffh@cdc.govt.nz">geoffh@cdc.govt.nz</a>
	Alternate			
People & Wellbeing	Primary	(Vacant)		
	Alternate			
Corporate	Primary	Geri Brooking	0278654007	<a href="mailto:geri@cdc.govt.nz">geri@cdc.govt.nz</a>
	Alternate	Kyra Low	0272139645	<a href="mailto:kyra@cdc.govt.nz">kyra@cdc.govt.nz</a>
Infrastructure	Primary	Johannes Ferreira	021955170	<a href="mailto:johannes@cdc.govt.nz">johannes@cdc.govt.nz</a>
	Alternate	Lawrence Stephenson	0274441526	<a href="mailto:lawrence@cdc.govt.nz">lawrence@cdc.govt.nz</a>
Regulatory & Planning	Primary	Solitaire Robertson		<a href="mailto:solitaire@cdc.govt.nz">solitaire@cdc.govt.nz</a>
	Alternate	John Tait	0274441785	<a href="mailto:johnt@cdc.govt.nz">johnt@cdc.govt.nz</a>
Community & Facilities	Primary	Glenda Seville	0275555684	<a href="mailto:glenda@cdc.govt.nz">glenda@cdc.govt.nz</a>
	Alternate	Becks Clarke	0273112833	<a href="mailto:becks@cdc.govt.nz">becks@cdc.govt.nz</a>
Information Systems	Primary	David Johnston	0274910408	<a href="mailto:davidj@cdc.govt.nz">davidj@cdc.govt.nz</a>
	Alternate	Gavin Masters	0274443779	<a href="mailto:gavin@cdc.govt.nz">gavin@cdc.govt.nz</a>
Communications	Primary	Marcus Anselm	0274441519	<a href="mailto:marcus@cdc.govt.nz">marcus@cdc.govt.nz</a>
	Alternate	Sara Renall	0274443859	<a href="mailto:sarar@cdc.govt.nz">sarar@cdc.govt.nz</a>
Health, Safety & Wellbeing	Primary	Jody Dalziel	0274441958	<a href="mailto:jody@cdc.govt.nz">jody@cdc.govt.nz</a>
Environmental Health	Primary	Kathy Dhamodharan	0272445491	<a href="mailto:kathyd@cdc.govt.nz">kathyd@cdc.govt.nz</a>
Kaititui	Primary	Sheree Ngātūere	0274443864	<a href="mailto:sheree@cdc.govt.nz">sheree@cdc.govt.nz</a>
Admin Support	Team member	Robyn Blue	0274441561	<a href="mailto:robynb@cdc.govt.nz">robynb@cdc.govt.nz</a>
	Team member	Serah Pettigrew	0274441586	<a href="mailto:serah@cdc.govt.nz">serah@cdc.govt.nz</a>
	Team member	Katrina King		<a href="mailto:katrina@cdc.govt.nz">katrina@cdc.govt.nz</a>
EM Office/EOC	Primary	Simon Taylor	0279449019	<a href="mailto:simont@cdc.govt.nz">simont@cdc.govt.nz</a>
WREMO/CDEM Liaison	Primary	Jane Mills	0274781792	<a href="mailto:jane.mills@wremo.nz">jane.mills@wremo.nz</a>
	Alternate	Melanie Arcus	021672924	<a href="mailto:Melanie.Arcus@wremo.nz">Melanie.Arcus@wremo.nz</a>

## Appendix 2: CMT Meeting Guide

Meeting Etiquette
<input type="checkbox"/> Set rules of meetings: <ul style="list-style-type: none"> <li>• Mobile phones on silent</li> <li>• Meetings to start promptly</li> <li>• Set agenda for each meeting</li> <li>• Keep to schedule, do not allow general discussion</li> <li>• Actions/decisions to be recorded</li> <li>• Clear diaries for appropriate period</li> </ul>
Agenda
<input type="checkbox"/> Confirm roles and responsibilities of team. Ensure they are the right people with the right level of experience for this incident. <input type="checkbox"/> Review and confirm facts of incident – ask each team member for an update <input type="checkbox"/> Discuss actual and potential business impact, consider: <ul style="list-style-type: none"> <li>• People – casualty status, accounting of staff and public, assess health risks, immediate support needed</li> <li>• Business impact</li> <li>• Damage assessment – what is lost, remaining</li> <li>• Customer/media pressure and coverage – is media coverage accurate?</li> <li>• Impact to customers/stakeholders</li> <li>• Systems/network impact</li> <li>• Workplace losses – documents, files, equipment</li> <li>• Infrastructure required to be protected</li> <li>• Environmental risk</li> </ul> <input type="checkbox"/> Ensure all appropriate upwards communication has occurred <input type="checkbox"/> Identify and address urgent issues <input type="checkbox"/> Review priorities and responsibilities (provide clear direction, objectives/action plan and timeframes) <input type="checkbox"/> Request HR to consider any issues with staff e.g. moving to alternate locations or working from home. <input type="checkbox"/> Assess likely changes that may further impact (anticipate how the crisis might progress)
Recovery Strategy
<input type="checkbox"/> Set overall business priorities and recovery objectives to ensure one common view. <input type="checkbox"/> What is needed, e.g. business resumption from external perspective by “date/time” ... <input type="checkbox"/> How quickly – immediate, 24 hours, 48 hours etc. <input type="checkbox"/> Brainstorm required action for urgent and critical issues: <ul style="list-style-type: none"> <li>• Staff support</li> <li>• Relocation</li> <li>• Media response – what is our stance, reactive vs proactive</li> <li>• Health and safety issues</li> <li>• Communications</li> <li>• IS Recovery</li> </ul> <input type="checkbox"/> Setup/discuss different scenarios and establish clear scenario (forward) planning priorities and allocate tasks to the team and other staff as necessary
Actions & Deadlines
<input type="checkbox"/> Complete CMT status report. <b>Refer to Appendix 4.</b> <input type="checkbox"/> Ensure tasks and responsibility for completing these tasks are logged. <b>Refer to Appendix 5.</b> <input type="checkbox"/> Record media and communications activities. <b>Refer to Appendix 8.</b> <input type="checkbox"/> Establish timeline for reporting back as information is gathered and tasks are completed <input type="checkbox"/> Reconfirms actions and deadlines for team <input type="checkbox"/> Determine time and agenda for next meeting

### Appendix 3: CMT Member Checklists

CHIEF EXECUTIVE
Actions
<input type="checkbox"/> Confirm the immediate safety and wellbeing of all staff (and other persons on site) <ul style="list-style-type: none"> <li>• If evacuated, arrange for the relocation of staff to a safe and secure alternate location, where support, refreshments and communication updates can be provided</li> </ul>
<input type="checkbox"/> Determine whether the event requires activation of all, or part, of the CMT. If the potential for response is great, it is better to overstaff initially than to try to “catch up” to the needs of the situation <ul style="list-style-type: none"> <li>• Designate the CM most appropriate to manage the event <b>NB:</b> The CM should <b>not</b> be from the most affected area of the event</li> </ul>
<input type="checkbox"/> Determine frequency and time of status update(s) from the CMT
<input type="checkbox"/> Determine if event requires the notification to Elected Officials of the situation
<input type="checkbox"/> Act as key spokesperson for the Council and approve media releases
<input type="checkbox"/> In liaison with Communications Lead ensure ongoing communications is provided to staff and community
<input type="checkbox"/> Provide regular updates to Elected Officials and key stakeholders
<input type="checkbox"/> Determine if any changes are required to the financial authority and emergency delegations as per the delegation framework to support the event
<input type="checkbox"/> Provide ongoing support to the CM and team
<input type="checkbox"/> Monitor the situation and minimise any potential issues which may result in reputational damage to the Council
<input type="checkbox"/> In liaison with emergency services establish protocols in notifying next of kin due to serious injury or fatality
<b>CDEM EVENT (EOC activated):</b> <ul style="list-style-type: none"> <li>• Liaise with CDEM Manager/Controller to ensure adequate resources are available, ensuring Council's own business response is not compromised</li> <li>• Liaise with other local authorities to arrange for support as required</li> <li>• Ensure the Mayor or Deputy are aware of their role in a CDEM event and maybe called upon to make a civil defence declaration</li> <li>• Act as representative of Council</li> <li>• Assist with decision making (as required by the Controller) if CDEM event compromises the ability of Council's ability to function albeit at a reduced capability</li> <li>• Assess and take action on political issues</li> </ul> <b>NB:</b> The Chief Executive and Mayor need to maintain a distance from the detailed and intensive role of the Controller (if EOC is activated).

ELT MANAGERS	
Actions	
<input type="checkbox"/>	Contact your managers & team leaders to arrange for an initial status update to be completed and sent to the CMT. <b><i>Refer to Appendix 6</i></b> <ul style="list-style-type: none"><li>• understand staff, contractors and public onsite/offsite, status and immediate support required</li><li>• immediate impacts / damage</li><li>• business continuity activation as required</li></ul>
<input type="checkbox"/>	Report to the CMT meeting as required <ul style="list-style-type: none"><li>• provide strategic advice/technical knowledge to support the Chief Executive and/or CM on key decisions and actions</li><li>• Business continuity status</li></ul>
<input type="checkbox"/>	Endeavour to keep unaffected parts of the organisation running to the fullest possible extent
<input type="checkbox"/>	Provide continuing support to your business teams

CRISIS MANAGER	CIMS = CONTROLLER & INTELLIGENCE
<b>Actions</b>	
<input type="checkbox"/> Obtain as much information as possible about the event. Request a status report from each business area to identify the following. <b>Refer to Appendix 6.</b> <ul style="list-style-type: none"> <li>• primary event or cause of the emergency</li> <li>• safety and wellbeing of staff and visitors</li> <li>• status of facility and impact on business services</li> <li>• current overall situation</li> </ul> <input type="checkbox"/> Delegate CMT (e.g. Admin support) to collate status reports from each business area into overall Council status report	
<input type="checkbox"/> In liaison with the Chief Executive ensure that the CMT has been activated including additional support and other key staff from other areas of business (dependent on the event)	
<input type="checkbox"/> Conduct a briefing with CMT to determine Council's overall response and strategy. <b>Refer to Appendix 2.</b> <input type="checkbox"/> Confirm all team members and their families are not compromised by the event. If so, identify an alternate team member and instruct the Admin Support team to contact them to attend the meeting. <input type="checkbox"/> Undertake an assessment of the situation, determine: <ul style="list-style-type: none"> <li>• Key issues, objectives and strategies for response</li> <li>• Business continuity needs including decisions for continuity of critical business processes e.g. immediate resources required</li> <li>• Length of the crisis situation</li> <li>• IS restoration and whether IS Disaster Recovery Plan is to be activated (ensure that the full impact of DR is understood)</li> <li>• Communication (staff, stakeholders, media)</li> <li>• Work prioritisation</li> <li>• Relocation options and actions</li> <li>• Legal and financial implications</li> </ul> <input type="checkbox"/> Establish action priorities: <ul style="list-style-type: none"> <li>• Immediate / Next hour / Short term</li> </ul> <input type="checkbox"/> Delegate tasks. Split into 2 streams of activity: <ul style="list-style-type: none"> <li>• Immediate - staff welfare and communications</li> <li>• Business Recovery – requirements and business recovery support</li> </ul> <input type="checkbox"/> Appoint CDEM / Lifelines Liaison (if CDEM EOC is activated) <input type="checkbox"/> Develop CMT status report and Action Plan covering key actions and priorities. <b>Refer to Appendix 4.</b> <input type="checkbox"/> Ensure the Admin support team record meeting minutes, keep a log of events and capture key information on to whiteboards. <b>Refer to Appendices 5, 7 &amp; 8.</b>	
<input type="checkbox"/> Establish a process and schedule for conducting further briefings	
<input type="checkbox"/> Report to the Chief Executive with single sitrep, list of directives required, and communications required. Ensure that all subsequent sitreps are uniquely identified and reported (i.e. Sitrep 1, Sitrep 2, Sitrep 3, etc).	
<input type="checkbox"/> Provide logistical support/resources for affected business units (as required)	
<b>Actions ongoing</b>	
<input type="checkbox"/> Determine timings for next Crisis Response meeting	
<input type="checkbox"/> Raise key decisions with the Chief Executive when necessary	
<input type="checkbox"/> Ensure processes are in place to monitor wellbeing of the CMT	
<b>Recovery</b>	
<input type="checkbox"/> In liaison with the Chief Executive, determine recovery activities and needs required by affected business units <ul style="list-style-type: none"> <li>• Additional resources</li> <li>• Legislative requirements</li> </ul>	
<input type="checkbox"/> In liaison with Chief Executive, declare end of crisis and arrange for debrief with the CMT, affected staff/ business units	

PEOPLE AND WELLBEING MANAGER	CIMS = WELFARE & SAFETY
<b>Actions - People</b>	
<input type="checkbox"/> Confirm people accounted for (staff, contractors, visitors) <ul style="list-style-type: none"> <li>Communicate with managers to provide information</li> </ul>	
<input type="checkbox"/> Locate staff contact list	
<input type="checkbox"/> Maintain a list of casualty details and provide support: <ul style="list-style-type: none"> <li>hospitalised, gone home</li> <li>arrange for a representative from Council to provide support to persons in hospital</li> <li>provide Emergency Services with next of kin contact details</li> <li>confirm family liaison person is available to provide support</li> </ul>	
<input type="checkbox"/> Monitor progress of casualties	
<input type="checkbox"/> Provide support and advice on People & Wellbeing requirements to CM	
<input type="checkbox"/> Arrange for refreshments and support for staff if relocated to temporary location	
<input type="checkbox"/> Determine when Police have notified next of kin and follow through as Council's representative: <ul style="list-style-type: none"> <li>contact/visit next of kin</li> <li>offer counselling/support</li> <li>return personal possessions</li> <li>assist with any cultural requirements</li> <li>determine any immediate financial requirements</li> </ul>	
<input type="checkbox"/> Determine if payroll is due and possible impacts. Liaise with Finance and CM on alternate options as per payroll business continuity workarounds	
<input type="checkbox"/> Advise the CM on all employment related matters arising throughout the emergency	
<input type="checkbox"/> Monitor stress levels of the CMT	
<input type="checkbox"/> Consider whether any cultural observance is required prior to return to site.	
<input type="checkbox"/> Assist with determining staff issues and requirements: <ul style="list-style-type: none"> <li>undertaking critical processes at temporary location(s)</li> <li>additional staff to be called upon</li> <li>staff not required or required to assist in other areas</li> <li>negotiate special conditions / allowances / reimbursements in liaison with Finance</li> </ul>	
<input type="checkbox"/> In liaison with Health & Safety Advisor, co-ordinate and respond to matters that involve staff welfare or safety (see H&S actions below) <ul style="list-style-type: none"> <li>arrange if EAP or other support is required for family. Set up 'buddy system' if required</li> </ul>	
<b>Recovery</b>	
<input type="checkbox"/> Monitor workloads and stress levels once the event is over and when the problem can be handled as normal business activity (BAU) to ensure that all staff have recovered from working in event mode	
<b>Actions – H&amp;S</b>	
<input type="checkbox"/> Determine any Health & Safety actions to be undertaken. Notify the CM	
<input type="checkbox"/> Identify any PPE requirements, procure and distribute	
<input type="checkbox"/> Work with Communications on any H&S messages to be distributed to staff and contractors	
<input type="checkbox"/> Notify the CM of any immediate issues	
<input type="checkbox"/> Ensure incident reporting process is undertaken and Worksafe has been notified, notify legal of any issues	
<input type="checkbox"/> Ensure any information required for investigation is captured e.g. photos, reports	
<input type="checkbox"/> Determine any or potential environmental issues arising from the event determine response required and advise the CM	



GM COMMUNITY & FACILITIES	CIMS = OPERATIONS & WELFARE
<b>Actions</b>	
<input type="checkbox"/> Maintain a list of public casualty details and provide support: <ul style="list-style-type: none"> <li>• hospitalised, gone home</li> <li>• arrange for a representative from Council to provide support to persons in hospital</li> <li>• provide Emergency Services with next of kin contact details</li> <li>• confirm family liaison person is available to provide support</li> </ul> <input type="checkbox"/> Monitor progress of casualties	
<input type="checkbox"/> Provide advice on public safety and support requirements to CM	
<input type="checkbox"/> Arrange for refreshments and support for public if required	
<input type="checkbox"/> Provide property/building/utility/security information/floor plans to emergency services	
<input type="checkbox"/> Dependent on event, provide additional security at main access points to council facilities	
<input type="checkbox"/> Determine immediate actions required to secure buildings and facilities	
<input type="checkbox"/> Provide an initial damage assessment report and actions undertaken to the CMT <ul style="list-style-type: none"> <li>• Impact/ consequences to:               <ul style="list-style-type: none"> <li>○ Council buildings – condemned, restricted or full access</li> <li>○ disruption to utilities</li> <li>○ priority issues</li> </ul> </li> </ul>	
<input type="checkbox"/> In conjunction with CM negotiate limited access to the site with Emergency Services. Determine access timeframes and safety of the environment	
<input type="checkbox"/> Insurance <ul style="list-style-type: none"> <li>• Notify and liaise with Council's Insurance Advisor through the Finance Team</li> <li>• Record all damage for insurance purposes</li> </ul>	
<input type="checkbox"/> Determine requirements/practicality of relocating: <ul style="list-style-type: none"> <li>• timing: when, how long for, days per week</li> <li>• number of staff to relocate</li> <li>• resources required e.g. workstations, phones, files (liaise with IS)</li> <li>• access to alternate site: security, parking, facilities</li> </ul>	
<input type="checkbox"/> Relocation logistics <ul style="list-style-type: none"> <li>• IS prerequisites: resources / telecommunication connectivity</li> <li>• Sustainability issues</li> </ul>	
<input type="checkbox"/> Determine ongoing security requirements (static guards etc)	
<b>Recovery</b>	
<input type="checkbox"/> Organise restoration / recovery: <ul style="list-style-type: none"> <li>• repairs</li> <li>• trades liaison</li> <li>• procurement – replacement</li> <li>• removal / disposal of damaged property</li> <li>• clean-up / restoration</li> </ul> <input type="checkbox"/> Insurance claims in liaison with the Finance Team	

GM INFRASTRUCTURE	CIMS = OPERATIONS & LOGISTICS
<b>Actions</b>	
<input type="checkbox"/> Provide site/property/building/utility/security information/floor plans to emergency services	
<input type="checkbox"/> Dependent on event, provide additional security at main access points to council operational sites/facilities	
<input type="checkbox"/> Determine immediate actions required to secure equipment, buildings and facilities	
<input type="checkbox"/> Provide an initial damage assessment report and actions undertaken to the CMT <ul style="list-style-type: none"> <li>• Impact/consequences to: <ul style="list-style-type: none"> <li>○ Council buildings – condemned, restricted or full access</li> <li>○ disruption to utilities</li> <li>○ priority issues</li> </ul> </li> </ul>	
<input type="checkbox"/> In conjunction with CM negotiate limited access to the site with Emergency Services. Determine access timeframes and safety of the environment	
<input type="checkbox"/> Insurance <ul style="list-style-type: none"> <li>• Notify and liaise with Council's Insurance Advisor through the Finance Team</li> <li>• Record all damage for insurance purposes</li> </ul>	
<input type="checkbox"/> Determine requirements/practicality of relocating: <ul style="list-style-type: none"> <li>• timing: when, how long for, days per week</li> <li>• number of staff to relocate</li> <li>• resources required e.g. workstations, phones, files (liaise with IS)</li> <li>• access to alternate site: security, parking, facilities</li> </ul>	
<input type="checkbox"/> Relocation logistics <ul style="list-style-type: none"> <li>• IS prerequisites: resources / telecommunication connectivity</li> <li>• Sustainability issues</li> </ul>	
<input type="checkbox"/> Determine ongoing security requirements (static guards etc)	
<b>Recovery</b>	
<input type="checkbox"/> Organise restoration / recovery: <ul style="list-style-type: none"> <li>• repairs</li> <li>• trades liaison</li> <li>• procurement – replacement</li> <li>• removal / disposal of damaged property</li> <li>• clean-up / restoration</li> </ul>	
<input type="checkbox"/> Insurance claims in liaison with the Finance Team	

INFORMATION SYSTEMS MANAGER	CIMS = LOGISTICS
<b>Actions</b>	
<input type="checkbox"/> Establish and confirm data and telecommunication methods that are available and determine if additional equipment for key personnel is required	
<input type="checkbox"/> Assist in the establishment/set-up of IS requirements for the CMT crisis room	
<input type="checkbox"/> Undertake a damage assessment to systems / servers	
<input type="checkbox"/> Update the CMT on the state of the IS infrastructure: <ul style="list-style-type: none"> <li>• possible/actual loss of data</li> <li>• system functionality</li> <li>• key services impacted</li> <li>• impacts to key stakeholders &amp; third parties</li> </ul>	
<input type="checkbox"/> In liaison with the CM and Chief Executive determine if the IS Disaster Recovery Plan (DRP) is to be implemented: <ul style="list-style-type: none"> <li>• if DRP activation is a possible option, advise the CM and Chief Executive to consider future consequences that will need to be taken in to account e.g. restoration priorities</li> <li>• Systems will be restored based on the timeframes (MTOL). Confirm with business units there are no current activities which may require higher priority.</li> </ul>	
<input type="checkbox"/> Notify all users on actions to take e.g. log off and/or power down computers, remote access availability etc.	
<input type="checkbox"/> Determine what hardware/resources are required/available for staff to work from home to undertake critical processes in the interim (and plan for longer term requirements)	
<input type="checkbox"/> Notify and request assistance from vendors/suppliers/contractors	
<input type="checkbox"/> Provide regular status updates to the CMT on restoration progress and issues	
<input type="checkbox"/> In liaison with Communications provide staff with regular progress updates on IS services	
<input type="checkbox"/> Ensure regular IS updates are provided to impacted third parties/customers	
<input type="checkbox"/> Liaise with Property to collaborate in getting office equipment and IS equipment to temporary site (if required)	
<b>Recovery</b>	
<input type="checkbox"/> Ascertain what IS equipment can be salvaged and by when. Specify equipment replacement with the CM	
<input type="checkbox"/> In accordance with the recovery plan, prioritise re-establishment of IS services: <ul style="list-style-type: none"> <li>• based on the recovery strategy, availability of IS staff and the event, consider the &gt;1-week processing schedules for critical systems and determine whether critical processing runs can be set up or deferred</li> </ul>	
<input type="checkbox"/> Liaise with CMT on restoration priorities. Confirm there are no current activities which may require higher priority.	

COMMUNICATIONS & ENGAGEMENT MANAGER	CIMS = PIM
<b>Actions</b>	
<b>NB: All crisis messaging must be consistent and timely across all channels</b>	
<input type="checkbox"/> Ensure all members of the team are present in the initial communications workstream meeting <input type="checkbox"/> Determine who will be the Communications Lead and other roles: <ul style="list-style-type: none"> <li>• staff, social media monitoring, TV/radio/net</li> <li>• liaison with emergency services regarding media releases</li> </ul>	
<input type="checkbox"/> Develop a holding statement to be distributed no later than 1 hour following the event	
<input type="checkbox"/> Develop crisis communications plan for the event: <ul style="list-style-type: none"> <li>• establish the facts</li> <li>• identify who will be the key spokesperson for media and stakeholders (based on the type of event and availability of senior management)</li> <li>• develop key messages to all external/internal parties <b>Refer to Appendix 8</b></li> <li>• prepare instructions and a statement for Customer Liaison to respond to any queries</li> <li>• prepare regular media statements that can be posted on the website and social media sites and email directly to media list matrix</li> <li>• social media monitoring</li> </ul>	
<input type="checkbox"/> In liaison with People & Wellbeing Manager ensure staff are aware of the company policy regarding contact with and comments to the media.	
<input type="checkbox"/> Have Chief Executive review key messages	
<input type="checkbox"/> Ensure Elected Officials and Local Government are kept informed of the situation (event dependent)	
<input type="checkbox"/> On-going discussions with the Chief Executive on negative or inaccurate reports and whether it is necessary for the council to respond to, or correct the information	
<input type="checkbox"/> In liaison with the Chief Executive (as spokesperson) schedule media briefings as required	
<input type="checkbox"/> Review contingencies for external/internal audience management in the upcoming days	
<input type="checkbox"/> Maintain close liaison with the CM for situation updates	
<b>Media response at scene:</b> In a significant event, media will approach the relevant scene/facility. The first media response maybe by the lead agency who has responded to the event and they may become the primary media spokespeople at the scene by default. Initial council messaging may have to consider what emergency services personnel have said to media.	
<b>Media briefing:</b> Media updates will be determined by the circumstances and it may be realistic to aim to conduct a media briefing within one to two hours but this may be reduced to four to eights hours once more clarity is available around the situation. <ul style="list-style-type: none"> <li>• Advise media of establish times and length of briefing</li> <li>• Confirm who will deliver the briefing – Chief Executive/Mayor</li> <li>• Identify suitable location for the briefing – offsite</li> <li>• Confirm key facts with spokesperson(s) before the briefing. The briefing may require the Chief Executive/ CM and an operational/technical person</li> <li>• Be aware of possible FAQ's that have an element of risk to Council's reputation.</li> </ul>	
<b>Recovery</b>	
<ul style="list-style-type: none"> <li>• Support the transition to recovery as needed by communicating with internal and external agencies</li> </ul>	

MANAGERS/TEAM LEADERS	CIMS = OPERATIONS
<b>Actions</b>	
<input type="checkbox"/> Advise Chief Warden if any staff are unaccounted for or injured in the event of an evacuation	
<input type="checkbox"/> Gather initial information – what's happened and record details (or verbally depending on the situation) <ul style="list-style-type: none"> <li>• Facts</li> <li>• Immediate safety and welfare of staff</li> </ul>	
<input type="checkbox"/> Provide the CMT with an initial status report (hard copy, email or verbally) as soon as possible	
<input type="checkbox"/> Notify your ELT manager immediately if the magnitude or duration of the event is beyond the means of your business units' control (depending on event)	
<input type="checkbox"/> Assess the impacts to your business unit's services / processes <ul style="list-style-type: none"> <li>• Identify critical services/processes and workarounds to be undertaken</li> <li>• Resources available to undertake critical workarounds</li> <li>• Additional resources required</li> </ul> <input type="checkbox"/> Complete status report and provide update to CMT	
Note: IS applications will be restored in line with the timeframes (MTOL) nominated for critical activities	
<input type="checkbox"/> Monitor staff welfare and advise People & Wellbeing on any staffing issues e.g. support, counselling	
<input type="checkbox"/> Provide CMT with updates as determined by the CM	
<input type="checkbox"/> If any major changes to the situation notify the CMT immediately	
<input type="checkbox"/> Ensure staff are kept informed of the situation	

CMT ADMIN SUPPORT	CIMS = LOGISTICS
<b>Actions</b>	
<input type="checkbox"/> Ensure that the Centre is adequately resourced (as per list below) including refreshments	
<input type="checkbox"/> Liaise with IS to ensure connectivity with servers, Wi-Fi, printers etc	
<input type="checkbox"/> Setup audio and physical location meetings for the CMT	
<input type="checkbox"/> Compile the CMT status reports <i>Refer to Appendix 4</i>	
<input type="checkbox"/> Maintain a log of key decisions (electronically and hard copy). <i>Refer to Appendix 5</i>	
<input type="checkbox"/> Record minutes of team meetings and disseminate as advised	
<input type="checkbox"/> Maintain up to date information on maps, status boards, location board for key personnel and other visible displays e.g. whiteboards <i>Refer to Appendix 7</i>	
<input type="checkbox"/> Arrange catering requirements for the team	
<input type="checkbox"/> Arrange any travel or accommodation as required	
<input type="checkbox"/> Ensure that the resources including backup communication capability within the Business Response Centre, is maintained and ready for use	

CRISIS ROOM KIT	
Stationery items	Technology items
Whiteboard markers & erasers	Wi-Fi hotspot
Crisis room signs	Power adaptors
Notepads	Network hubs
Pens	Standalone Wi-Fi enabled Printer
Stapler & staples	Phone chargers (apple and chargers)
White boards	Flash drives
Post its	Extension cords
Highlighters	
3M Butcher papers and boards	
Crisis Plans x 6	
Blue tack	
A1 laminated visual display templates	
Panadol	
Sellotape	
Clear folders	
Scissors	
Box of labels	
Duct tape	

**Appendix 4: CMT Status Report**

STATUS REPORT	
CRISIS NAME, DATE & TIME:	ACTIVATION STATUS:
	<i>Activated / Exercise / Stand-down</i>
SUMMARY OF CRISIS:	
<i>What, when, where</i>	
SUMMARY OF RESPONSE SO FAR:	
<i>Brief summary of actions</i>	
IMPACT ON PEOPLE:	
<i>Evacuations, injuries, fatalities</i>	
IMPACT ON BUSINESS:	
<i>Critical business activities &amp; services</i>	



<b>KEY RISKS:</b>			
<i>Identify key risks now and projected</i>			
<b>KEY COMMUNICATIONS:</b>			
<i>What is currently being communicated? To whom?</i>			
<b>OTHER INFO / RESOURCES REQUIRED:</b>			
<b>RESPONSE PRIORITIES / ACTIONS:</b>			
<b>Who</b>	<b>What</b>	<b>When</b>	<b>Done?</b>

Appendix 5: CMT Activity Log

CMT Activity Log							
Date	Time (24hr Clock)	Task / Decision / Incident	Allocated to/Passed onto:		Remarks/Actions Taken	Priority	Status/ outstanding actions
			Name	Organisation and contact details (if external)			

**Appendix 6: Business Unit Status Report**

STATUS REPORT			
CRISIS NAME, DATE & TIME:		ACTIVATION STATUS:	
		<i>Activated / Exercise / Stand-down</i>	
IMPACT ON BUSINESS:			
<i>Critical business activities &amp; services</i>			
IMPACT ON PEOPLE:			
<i>Evacuations, injuries, fatalities</i>			
KEY RISKS:			
<i>Identify key risks now and projected</i>			
OTHER INFO / RESOURCES REQUIRED:			
RESPONSE PRIORITIES / ACTIONS:			
Who	What	When	Done?

### Appendix 7: Whiteboard Templates

ACTION BOARD		
Action	Responsibility	Time Frame

STATUS BOARD	
Time /date of incident	Time of update
Event Description	
Current Impacts	
Key risks	
Key Communications	

PLANNING BOARD	
Immediate	
2 – 6 hours	
6 – 12 hours	
12 – 24 hours	
➤ 24 hours	

GROUP	IMPACTS		PRIORITIES
	People	Business	
Infrastructure			
Finance & Corporate			
Information Services			
Planning & Regulatory			
People & Wellbeing			

KEY CONTACTS		
Name	Organisation	Contact Details

## Appendix 8: Communications Message Mapping

Communication Message Map				
Stakeholder	Message	By Who e.g. Chief Executive	How e.g. Phone, email, intranet, social networks	Frequency e.g. after CMT meetings or as contractually required
Staff	<ul style="list-style-type: none"> <li>Overview of situation.</li> <li>Instructions re attending work.</li> <li>Instructions re health &amp; safety.</li> </ul>			<ul style="list-style-type: none"> <li>Within 1 hour of incident.</li> <li>Updates must go to staff before any media release.</li> <li>Set expectation for next update e.g. every 4 hours.</li> </ul>
Elected Officials	<ul style="list-style-type: none"> <li>Overview of situation.</li> <li>Impact on business.</li> <li>Impact on community</li> </ul>			<ul style="list-style-type: none"> <li>Within 1 hour of incident.</li> <li>Updates prior to any media release.</li> <li>Set expectation for next update e.g. every 4 hours.</li> </ul>
Media	<ul style="list-style-type: none"> <li>Confirm facts of situation.</li> </ul>	Communications	Email	<ul style="list-style-type: none"> <li>Within 1 hour of incident.</li> <li>Set expectation for next update e.g. every 4 hours.</li> </ul>
Local & National bodies	<ul style="list-style-type: none"> <li></li> </ul>			<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>			<ul style="list-style-type: none"> <li></li> </ul>



## 7.11 UPDATE ON PLANNING RESOURCE CONSENTS

### 1. PURPOSE

The purpose of this report is to update the Committee on the resource consents issued since the previous update.

### 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 Terms of Reference for the Policy and Projects Committee include oversight of implementation of the Wairarapa Combined District Plan. The resource consents issued since the last report, from 2 April to 10 June 2025, are included in **Attachment 1**.

### 4. CONSIDERATIONS

#### 4.1 Climate change

N/A

#### 4.2 Tāngata whenua

N/A

#### 4.3 Financial impact

N/A

#### 4.4 Community Engagement requirements

Not applicable as consultation requirements for resource consents are prescribed under section 95A-95B of the Resource Management Act 1991.

#### 4.5 Risks

N/A

### 5. RECOMMENDATION

That the Committee:

1. **Receives** the report.

**File Number:** 461236

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

**Attachments:** 1. Resource Consents update to 10 June 2025 [↓](#)

**Attachment 1: Resource Consent Decisions Summary for the period 2/04/2025 to 10/06/2025****SUBDIVISION CONSENT DECISIONS****1. 240010: Discretionary, 7-lot subdivision – staged via amalgamation****Date of decision – 3/04/2025**

Resource consent was sought to undertake a 7-lot residential subdivision at 229 Belvedere Road, Carterton. Lots will be between 573-6100m<sup>2</sup>. The proposed subdivision meets minimum lot sizes however due to Flood Hazard Area across half of the site (developed portion) the activity is elevated to a Discretionary Activity under Rule 20.1.5(i)(iii) the Operative Wairarapa Combined District Plan (2011). The site is also subject to flood hazard mapping in accordance with the Proposed District Plan maps, this mapping does not yet have effect however a consent notice will be issued on new titles to restrict dwellings within Proposed High Hazard Areas and that floor levels for dwellings within Moderate-Low Hazard Areas shall be in accordance with advice from Greater Wellington Regional Council. Aside from the two vacant front lots (Lots 1 and 2) all lots will be held in amalgamation by way to stage the development. Assessment of all relevant environmental effects concluded that any adverse effects are considered to be less than minor.

Consent was **granted** with conditions.

**2. 250024: Non-Complying (ODP)/Discretionary (PDP), subdivision of rural site less than 4ha, within HPL, and internal setback non-compliance.****Date of decision – 26/04/2025**

Resource consent was sought to undertake a 2-lot subdivision at 246 Tiffin Road, Carterton. The proposed lots will be 7,000m<sup>2</sup> and 1.6ha respectively. The proposal is naturally non-complying under the Operative District Plan due to not meeting lot size requirements but is a Discretionary Activity under the Proposed District Plan (which has legal effect) as it meets lot size requirements but it located on Highly Productive Land. The area subject to Class III soil is only 3,000m<sup>2</sup> and is contained within the larger lot (Lot 2). The support NPS-HPL assessment concluded that the subdivision meets the exception clause.

The dwelling will also be setback 12m from the shared internal boundary. Currently, the ODP requires 25m setback however the applicant has sought that given the PDP requires 10m that this non-compliance is accepted. The only affected party of this non-compliance is the applicant themselves. Assessment of all relevant environmental effects concluded that any adverse effects are considered to be less than minor.

Consent was **granted** with conditions.



**3. 250028: Controlled, staged subdivision 2-lot rural subdivision****Date of decision – 6/05/2025**

Resource consent was sought to adjust the boundary the properties at 512 and 428 Mangatarere Valley Road, Carterton in stage 1; and to subdivide the balance into to lots. This is to firstly 'tidy' the boundaries, given the road and hydro parcels bisecting the property; and to then subdivision the forestry block into 65ha and 40ha lots respectively. There is no intention to develop but rather a 'tidying' exercise to better reflect the existing rural-residential development and forestry activity. Both the boundary adjustment and subdivision are Controlled Activities under both Operative Wairarapa Combined District Plan (2011) and Proposed District Plan (2023).

Assessment of all relevant environmental effects concluded that any adverse effects are considered to be less than minor.

Consent was **granted** with conditions.

**4. 250019: Discretionary, 3-lot industrial subdivision within the Waingawa Structure Plan Area****Date of decision – 8/05/2025**

Resource consent was sought to undertake a 3-lot subdivision at 9 Pakihi Road, Waingawa, Carterton. The subdivision created lots between 2,416 - 3,797m<sup>2</sup> in area. Access width does not meet required width by approximately 5m triggered a Restricted Discretionary status under Rule 20.1.3(b) but any subdivision within the Waingawa Structure Area is immediately elevated to a Discretionary status under Rule 20.1.5(d). All minimum standards were met aside from the access. The requirement of a give-way sign and limiting access to rear lot for medium-sized trucks only will adequately provide safe and efficient access. Assessment of all relevant environmental effects concluded that any adverse effects are considered to be less than minor.

Consent was **granted** with conditions.

**5. 250029: Discretionary, 2-lot residential subdivision****Date of decision – 8/05/2025**

Resource consent was sought for the 2-lot subdivision of the residential property at 19 Madison Street, Carterton. The site is currently located within the Medium/Low Density Character Area, which remains operative, however under the Proposed District Plan this character area will be removed. No submissions have been made in response to this and therefore the character area is essentially temporary in nature. The proposed lots are both 649m<sup>2</sup>, which

exceeds minimum lot size requirements of the Residential Zone in both the ODP and PDP. Both lots have sufficient access, services, and will be consistent with existing and anticipated environment. All potential adverse effects are considered to be less than minor.

Consent was **granted** with conditions.

**6. 250030: Discretionary, 2-lot residential subdivision**

**Date of decision – 8/05/2025**

Resource consent was sought for the 2-lot subdivision of the residential property at 21 Madison Street, Carterton. The site is currently located within the Medium/Low Density Character Area, which remains operative, however under the Proposed District Plan this character area will be removed. No submissions have been made in response to this and therefore the character area is essentially temporary in nature. The proposed lots are both 708m<sup>2</sup>, which exceeds minimum lot size requirements of the Residential Zone in both the ODP and PDP. Both lots have sufficient access, services, and will be consistent with existing and anticipated environment. All potential adverse effects are considered to be less than minor.

Consent was **granted** with conditions.

**7. 250033: Controlled (PDP)/Discretionary (ODP), rural boundary adjustment**

**Date of decision – 26/05/2025**

Resource consent was sought for boundary adjustment and amalgamation of the property at 77 Taumata Island Road and 450 Waihakeke Road, Carterton. The boundary adjustment was sought to separate the unused dwelling at 77 Taumata Island Road, from the remaining farmland and to consolidate this farmland with the owners other farm property (100ha) at 450 Waihakeke Road via amalgamation. All potential adverse effects are considered to be less than minor.

Consent was **granted** with conditions.

**8. 250032: Discretionary, 24-lot residential subdivision and one road lot to vest.**

**Date of decision – 4/06/2025**

Resource consent was sought for a 24-lot residential subdivision and one lot to vest as road at 5A and 17 Brown Ave. This subdivision is Stage 2 of the extension to Brown Avenue. A Discretionary status is triggered under Rule 20.1.5(a) as it does not meet lot size requirements as half the site falls within the Carterton Character Area. The character area is essentially temporary in nature and Stage 2 has been discussed between Council and the applicant for someone.

The proposal meets standard Residential Zone lot size requirements and all other minimum requirements. Substantive conditions around servicing and roading will cover the development of the site. All potential adverse effects are considered to be less than minor.

Consent was **granted** with conditions.

**9. 250035: Discretionary (PDP)/Discretionary (ODP), 2-lot rural boundary adjustment**

**Date of decision – 4/06/2025**

Resource consent was sought for boundary adjustment and amalgamation of the property at 1142 Longbush Road, Carterton. The boundary adjustment was sought to separate the dwelling (8,010m<sup>2</sup>) from the remaining farmland (69ha). A discretionary status is triggered under both plans due to non-compliance with roading standards. The ODP requires the existing agricultural standard access to the farm lot (Lot 2) to be upgraded however as there is no intention to develop this lot for the foreseeable future, as it will continue to support primary production activity, a consent notice will be placed on the title to require any necessary upgrading at time of a building consent. The PDP requires access to Lot 1 to be 10m wide to service 1-15 lots whereas the existing sealed access is 6m wide. Considering the driveway will be utilised by the already developed lot it is considered an appropriate width which enables cars to pass safely and no upgrade or widening necessary. All potential adverse effects are considered to be less than minor.

Consent was **granted** with conditions.

**LANDUSE CONSENT DECISIONS**

**1. 250021: Restricted Discretionary, onsite storage of vehicle associated with quarrying activity and earthworks exceeding 20m<sup>3</sup> within a 12-month period within a Flood Hazard Area.**

**Date of decision – 14/04/2025**

Land use consent was sought for the onsite storage of a vehicle (excavator) associated with quarrying activity at 228 Norfolk Road, Carterton. The activity triggers Rule 4.5.5(c)(b) of the Operative Wairarapa Combined District Plan (2011) for the external storage of a vehicle. The site is currently being quarried by Kieran Oliver Contracting Ltd and to avoid numerous vehicle movements to transport the excavator to and from the site daily, consent is sought to keep the excavator onsite.

In addition to this, the applicant seeks consent for extraction of materials (earthworks) exceeding 20m<sup>3</sup> within 12-month period and within a Flood

Hazard Area – this triggers Rule 21.4.7 of the ODP. A total extraction area of 13ha with a total of 170,000m<sup>3</sup> of material across an estimated time period of 2 years. No more than 2.0ha will be exposed at any one time. Operation hours are restricted to 7:30am – 5:00pm on weekdays. Work is to be undertaken in accordance to numerous conditions as well as the Erosion and Sediment Control Plan prepared by Ridley Dunphy Environmental.

Overall, with the appropriate conditions, any adverse effects generated by the activity are considered to be no more than minor.

Consent was **granted** with conditions.

**2. 250027: Restricted Discretionary, construct office and workshop for nursery within Flood Hazard Area**

**Date of decision – 14/04/2025**

Resource consent was sought to construct a portcom and a poleshed within a Flood Hazard Area to support the Greater Wellington Regional Council nursery activity at Carterton District Councils Daleton Farm site (CDC-C-08) at 3 Dalefield Road, Carterton. Buildings exceed 25m<sup>2</sup> within a Flood Hazard Area triggers an RD activity under Rule 21.4.7. The building will be located above flood levels and is not a habitable building. Water displacement will be effectively managed on site and is not located near to any residential development. Construction is to be conducted in accordance with the supporting Construction Management Report, Infrastructure Report, and Geotechnical Report prepared by CF Projects. Adverse effects are less than minor.

Consent was **granted** with conditions.

**3. 250025: Discretionary, operation of wine bar at existing dwelling**

**Date of decision – 30/04/2025**

Resource consent was sought for the operation of a wine bar at 47 Holloway Street, Carterton. As the site is zoned Residential, the activity is captured under the Discretionary catch-all rule for the zone (Rule 5.5.5(a)). The activity also triggered Rule 5.5.4(a) for noise limit and signage non-compliance, as well as Rule 21.4.14(a) for no on-site parking and loading. Written approvals were obtained by adjoining neighbours.

Given the environmental context of the site – located by carpark, commercial zone, and Wairarapa Events Centre – the scale and luminance of the proposed sign is considered appropriate. The lack of on-site parking and loading is also mitigated by the proximity to the carpark on the corner of Holloway St and Nelson Crescent and use of loading zone outside the Events

Centre. Traffic generation from the proposed activity can be accommodated by existing parking availability in town and also along Dixon St.

An acoustic assessment, prepared by Marshall Day Acoustics, modelled that with mitigation measures (acoustic fencing) and proffered conditions, noise limits could be met.

Overall, the proposal is considered to be complimentary to the existing Holloway Street environment and contribute positively to the vitality and vibrancy of Carterton.

Consent was **granted** with conditions.

**4. 250020: Restricted Discretionary, develop seven pensioner units on site**

**Date of decision – 6/05/2025**

Resource consent was sought for the development of seven pensioner units on the site at 43 Fisher Place, Carterton. The proposal triggered Rule 5.5.4(a) for an activity that does not meet one or more permitted or controlled standards; this being access. The legal width of the access leg to the site is 3.94m, not meeting the required 9m. NZS4404:2010 requires 4.5m for access to 6 dwellings, and 9m for 20 dwellings. Considering the units are 1.5-2 bedroom units and will generate less traffic (when calculated in accordance with NZTA's Planning Policy Manual) than four standard residential dwellings (3-4 bedroom) that could be permitted on the site without resource consent, it is considered that the access is safe and efficient to all users. The proposal aligns with the Council's Positive Aging Strategy and Housing Action Plan, and will provide much need housing options.

Consent was **granted** with conditions.

**5. 250038: Controlled, relocate dwelling and garage**

**Date of decision – 13/05/2025**

Resource consent was sought for the relocation of a dwelling and garage to 135 Lincoln Road, Carterton. The buildings are in sound condition with minor works required once on site. All permitted standards under the Operative District Plan are met and any effects are considered to be less than minor.

Consent was **granted** with conditions.

**6. 250040: Controlled, relocate dwelling**

**Date of decision – 9/06/2025**

Resource consent was sought for the relocation of a dwelling to 17 Brown Ave, Carterton. The building is in sound condition with minor works required once on

site. All permitted standards under the Operative District Plan are met and any effects are considered to be less than minor.

Consent was **granted** with conditions.



## 7.12 ADVISORY GROUP UPDATES

### 1. PURPOSE

For the Committee to be updated on activities and highlights from the Advisory Group meetings.

### 2. RECOMMENDATION

That the Committee:

1. **Receives** the draft meeting notes from the Walking and Wheels and Rural Advisory Groups.

**File Number:** 464187

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

**Attachments:**

1. DRAFT meeting notes Walking & Wheels Advisory Group 4 June 2025 [↓](#)
2. DRAFT meeting notes Rural Advisory Group, 4 June 2025 [↓](#)



**DRAFT**

**Carterton District Council  
Walking and Wheels Advisory Group Meeting Notes  
4 June 2025**

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**Present**

Cr L Newman (Acting Chair), Cr S Laurence, Deputy Mayor S Cretney, Cr S Gallon, Cr B Deller, Ruth Carter, Alice Horsham, Martin Gould (videoconference), Holly Hullena (videoconference), Peter Jones, Tanya Riley Ferguson, Cimone Grayson, Tanya Riley-Ferguson

*Staff* – Glenda Seville, Becks Clarke, Sandra Burles (videoconference), Lisa Matthews, Katrina King, Anna Tulloch

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**1. Karakia**

The meeting opened with a karakia.

**2. Apologies**

Apologies were received from Mayor Ron Mark, Matt Head and Matt Wills

**3. Notes from the last meeting and matters arising**

No changes.

**4. New business**

**4.1 Update from the Walking & Cycling Coordinator**

Sandra Burles, Walking and Cycling Coordinator provided an update of current projects:

1. **Tanya Riley-Ferguson** – Carterton Kindergarten –Tanya spoke about placing Core Boards into public spaces in Carterton. The boards are a communication strategy for children who are non-verbal or have speech language delays, and are used in schools/ ECEs and homes. Tanya is seeking support to have them available in parks/playgrounds/public spaces in Carterton.
2. **Road Safety week** – Reflective backpack covers and hi-vis vests have been distributed to libraries as a giveaway.
3. **Story Walk, Carrington Park** – Helen Dew’s book was featured in April, and Carterton Kindergarten children walked and read along with Helen. The schedule for the Story Walk has been developed for the rest of the year.
4. **Pedal Ready** – Lisa Matthews, Positive Ageing Strategy Coordinator gave group members an overview of Pedal Ready. The first Cycling Training for Older Persons was held in Carterton with a lot of positive feedback. More cycle training is planned in other towns in spring.
5. **Nuku Ora Green Prescription** – The Green Prescription walks were held over 6 weeks in Feb/March. These walks were in Carrington Park and were well attended by Carterton residents.

6. **Parks Week** – Sandra worked with Megan Pullin, Youth Coordinator, to encourage people to enjoy our parks. Prizes were given to those who sent in entries for the interactive acrobatic moves copying the posters that were created by the Communications Team.
7. **Cycle Map** – The new Wairarapa Cycle map has been printed and is available in the foyer of the Events Centre.
8. **Wairarapa Walking Festival (WWF)** – The WWF is to be held 14-23 November 2025. Walk leaders have been invited to a hui on 1 June to discuss plans for the festival.

#### 4.2 Group updates

##### Peter Jones

Peter outlined his concerns regarding over-hanging branches around Carterton streets. Peter suggested another dog walking group for Wairarapa Walking Festival.

##### Cimone Grayson – Five Towns Trails

Five Towns Trails are onboarding new trustees and launching the refreshed organisation on a new website.

##### Glenda Seville – Waiohine Bridge Design

The design work for Waiohine Bridge is scheduled to be completed by the end of this month and will be going to Council for final sign-off.

##### Holly Hullena – Wairarapa Road Safety Council

Holly provided an update on school parking congestion. Holly is working on a project to get school parking signs into Wairarapa schools. Holly will trial them throughout the region.

##### Becks Clarke – Community Grants

The Community Grants round opens again late June and closes in July. The grants are for any community initiatives and projects. Contact Sandra Burles for further information.

5. Karakia – The meeting closed with a karakia.
6. Next meeting: 9 am, Wednesday 3 September 2025

**DRAFT**

## **Rural Advisory Group Meeting Notes**

**1pm, Wednesday 4 June 2025**

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**Present:**

**Rural Advisory Group members:** Cr Brian Deller (Chair), Mayor Ron Mark, Cr Grace Ayling, Cr Steve Gallon, Deputy Mayor Steve Cretney, Sarah Donaldson, Gary Daysh, John Booth, David Hayes, Willy Bosch

**CDC Council staff:** Johannes Ferreira (Infrastructure Services Manager), Solitaire Robertson (Planning and Regulatory Services Manager), Serah Pettigrew (Democratic Services Officer)

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**1. Karakia**

The meeting opened with a karakia.

**2. Apologies**

An apology was received from John McFadzean, Mike Ashby, and Geoff Hamilton

**3. Notes of the last meeting**

Matters arising

The action carried forward is the climate change workshop involving GWRC, and the MDC and CDC Rural Advisory Groups.

LWDW was added as an item 4.5 – Johannes will provide an update.

**4. New Business**

**4.1 Fensham Reserve on the Cobden Road Corner**

Gary Daysh spoke on the lack of parking and warning signs at Fensham Reserve. As a result of not enough off-road parking, people are parking on both sides of the road.

Tankers have difficulties going around the corner when cars are parked on the road, and also vehicles speed around the corner, which is a risk for children and others crossing the road.

Fensham Reserve is privately owned, and the parking area is an informal car park not maintained by CDC.

Suggestions discussed were:

- Council could consider having yellow signs of children walking across the road, or a stop sign, and a speed limit in the area.
- Fensham Reserve owners could consider adding additional car parks.
- Johannes also spoke about the speed review (an update provided in Item 4.3). This could be an area where the speed could be recommended to be reduced.

Action - Set up a meeting with the Fensham Reserve owners to discuss safety issues with the car park and potential solutions including the CDC Speed Review.

#### 4.2 Update on WCDP

Planning and Regulatory Services Manager, Solitaire Robertson provided an update on review of the Wairarapa Combined District Plan (WCDP), and acknowledged the work that Cr Deller has done on this as one of CDC's two representative (a Commissioner) on the WCSP Hearings Panel. The Review has been a huge undertaking and started in August 2024.

Of interest to the Rural Advisory Group is the Rural Zone chapter, and the Subdivision chapter.–

The Panel is now deliberating on the submissions.

Cr Deller acknowledged the work that Solitaire and Becca Adams (from the CDC Planning Team) had done for the hearings.

#### 4.3 Update on the Speed Review

Johannes provided an update on re-consultation of the draft Speed Management Plan. The report to the Council meeting on 14 May 2025 had been provided to the Advisory Group as background reading.

#### 4.4 Climate Change discussion – checking on areas Rural Advisory Group is interested in

In his absence, Brian spoke to an email from John McFadzean on climate change. In his view, councils need to actively work on measures to reduce carbon emissions. He indicated his concern about the unforeseen consequences of legislation, e.g. the planting of productive farmland into pine trees in return for carbon credits, and the ongoing effects in terms of income and spend in our community.

##### *Discussion*

- Mayor Ron Mark identified that the issue of climate change is much bigger than just Carterton, and that the rural community needs to be involved. The rural sector needs to keep an eye on work being undertaken by GWRC, as this area is driven by them.
- The Advisory Group needs to be firm about how climate change is impacting on the agricultural sector and how it is also impacting productivity and financial returns.
- Cr Deller identified that Geoff Hamilton is progressing a targeted forestry rate.

#### 4.5 LWDW update

Johannes provided an update on Local Water Done Well (LWDW). Consultation has closed, and also the hearings and deliberations for each Council. All four Councils have agreed to enter into negotiation with the other three Councils.

Negotiations are to be completed by 3 September 2025.

#### 4.9 Other business

Sarah Donaldson – spoke on the Wairarapa Recovery Office (WRO) and cyclone recovery. The office will finish at the end of the month. The outcome of the debriefing in terms of the whole response was that they felt like there was too big a gap between the initial response in the recovery, and they a recovery manager was not appointed for six months.

Simon Taylor, who has been in the role of Wairarapa Recovery Manager at the WRO, has been appointed to lead the Emergency Management Wairarapa Office, and will transition into the role while winding up the WRO by 30 June 2025.

**Karakia**

The meeting closed with a karakia.

**Meeting Finished:** 2.30 pm

**Next meetings**

- 1 pm, 3 Wednesday September 2025
- 1 pm, 19 November 2025

Who	Action	Status
Robyn	Set up a climate change workshop involving GWRC and the MDC and CDC Rural Advisory Groups, and Federated Farmers.	In progress – Two emails sent to GRWC and discussions with MDC Rural Advisory Group. GWRC can assist with this workshop, and are interested to know the areas that the Advisory Group is interested in.
Johannes	Set up a meeting with the Fensham Reserve owners to discuss safety issues with the car park and potential solutions including the CDC Speed Review.	In progress

## 8 KARAKIA WHAKAMUTUNGA

*Kia whakairia te tapu*

*Kia wātea ai te ara*

*Kia turuki whakataha ai*

*Kia turuki whakataha ai*

*Haumi ē, hui ē, taiki ē*