



Te Kaunihera-ā-Rohe o Taratahi

CARTERTON
DISTRICT COUNCIL

AGENDA

Ordinary Council Meeting

Date: Wednesday, 13 August 2025

Time: 1:00 pm

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

Mayor R Mark

Deputy Mayor S Cretney

Cr B Deller

Cr R Cherry-Campbell

Cr S Laurence

Cr G Ayling

Cr L Newman

Cr S Gallon

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

Wednesday, 13 August 2025 at 1:00 pm

Order Of Business

1	Karakia Timatanga	5
2	Apologies	5
3	Conflicts of Interests Declaration	5
4	Public Forum	5
5	Discussion of the Public Forum.....	5
6	Youth Council views on agenda items.....	5
7	Confirmation of the Minutes.....	6
7.1	Minutes of the Ordinary Council Meeting held on 14 May 2025	6
7.2	Minutes of the Extraordinary Ordinary Council Meeting held on 9 July 2025	15
7.3	Minutes of the Ordinary Council Meeting held on 25 June 2025.....	19
8	Reports	28
8.1	Chief Executive Report.....	28
8.2	Water Race Oral History Project.....	50
8.3	Policy and process for CDC Submissions on legislative and regulatory changes.....	63
8.4	Amendment to Fees and Charges 25/26	69
8.5	Proposed District Licencing Committee Transitional Arrangements through the 2025 Triennial Election Period	93
8.6	Statement of Investment Policy and Objectives (SIPO).....	95
8.7	Updated Policy on Elected Members Allowances and Expenses 2025/26.....	105
8.8	Local Government Official Information and Meetings Act Requests	113
8.9	Service Requests and Complaints	118
9	Exclusion of the Public	125
	Nil	
10	Karakia Whakamutunga.....	125

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

6 YOUTH COUNCIL VIEWS ON AGENDA ITEMS

7 CONFIRMATION OF THE MINUTES



7.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 14 MAY 2025

1. RECOMMENDATION

1. That the Minutes of the Ordinary Council Meeting held on 14 May 2025 are true and correct.

File Number: 465405

Author: Robyn Blue, Democratic Services Officer

Attachments: 1. Minutes of the Ordinary Council Meeting held on 14 May 2025

**MINUTES OF CARTERTON DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE CARTERTON EVENTS CENTRE, 50 HOLLOWAY ST, CARTERTON
ON WEDNESDAY, 14 MAY 2025 AT 10:00 AM**

PRESENT: Mayor Ron Mark, Deputy Mayor Steve Cretney, Cr Brian Deller, Cr Robyn Cherry-Campbell, Cr Steve Laurence, Cr Grace Ayling, Cr Lou Newman, Cr Steve Gallon, Joel Ngātūere (Ngāti Kahukuraāwhitia) via videoconference

IN ATTENDANCE: Staff
Geoff Hamilton (Chief Executive), Karon Ashforth (Corporate Services Manager), Solitaire Robertson (Planning and Regulatory Services Manager), Glenda Seville (Community Services and Facilities Manager), Johannes Ferreira (Infrastructure Services Manager), Marcus Anselm (Communications and Engagement Manager) via videoconference, Robyn Blue (Democratic Services Officer)

1 KARAKIA TIMATANGA

The meeting opened with a karakia by all members.

2 APOLOGIES

MOVED

That an apology be received from Cr Dale Williams.

Cr L Newman / Cr B Deller

CARRIED

3 CONFLICTS OF INTERESTS DECLARATION

There were no conflicts of interest declared.

4 PUBLIC FORUM

There was no public forum.

5 YOUTH COUNCIL VIEWS ON AGENDA ITEMS

Nil.

6 CONFIRMATION OF THE MINUTES

Nil.

Speaking notes from the oral submitters are in **Appendix 1**.

1. Amber Craig – Tina te Pu – Rangitāne o Wairarapa
2. Holger Jesson
3. Erica Jar – Sustainable Wairarapa

The meeting went into recess at 10.50 am and reconvened at 11 am.

4. Michael Hewison

The meeting adjourned at 11.20 am and reconvened, 9 am Thursday 22 May 2025.

KARAKIA

The meeting re-opened with a karakia by all members.

APOLOGIES

MOVED

That apologies be received from Cr G Ayling, Cr R Cherry-Campbell and J Ngātūere.

Deputy Mayor S Cretney / Cr S Gallon

CARRIED

7 REPORTS

8.1 HEARING AND DELIBERATIONS – LOCAL WATER DONE WELL CONSULTATION

1. PURPOSE

To provide Council with the feedback received following the public consultation on Local Water Done Well (LWDW) options and advise on the process for finalising a decision of the future delivery of Water Services for the Carterton District.

MOVED

That the Committee:

1. **Received** the report.

Deputy Mayor S Cretney / Cr B Deller

CARRIED

2. **Heard** the submitters.

Deputy Mayor S Cretney / Cr L Newman

CARRIED

3. **Considered** each submission and other feedback received on the LWDW Consultation Document.

Cr B Deller / Cr S Gallon

CARRIED

4. Approves:

- b) delegating authority to the Chief Executive and Mayor to enter into a Commitment Agreement with the three Wairarapa Councils and Tararua District Council to progress the joint WSCCO.

Mayor R Mark / Deputy Mayor S Cretney

CARRIED

- c) the Chief Executive progressing a joint Wairarapa – Tararua Council Owned Organisation Water Services Delivery Plan with Masterton, Tararua and South Wairarapa District Councils, and bring this back for consideration at the 25 June 2025 council meeting.

Cr L Newman / Cr S Gallon

CARRIED

- d) delegating authority to the Chief Executive and the Mayor to negotiate key terms and conditions of a joint Wairarapa – Tararua Council Owned Organisation with Masterton, Tararua and South Wairarapa District Councils and bring this back for consideration at the 25 June 2025 Council meeting, noting the following items must be included:
 - (i) a prohibition on price standardisation between the current territorial authority boundaries for a period of no less than 10 years;
 - (ii) a limit of the maximum amount of debt Councils can transfer to the WSCCO based on a consistent measure (e.g. debt / revenue ratio), and
 - (iii) a limit on, or ringfencing of, each Council's capital requirements relative to that district's ability to fund capital repayments;
 - (iv) fair representation of Carterton District Council on the Shareholder Council based on the number of water user connections;
 - (v) An expectation that Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa are represented on the Shareholder Council.

Cr S Laurence / Cr L Newman

CARRIED

- e) instructing the Chief Executive to develop a standalone Water Services Delivery Plan as a back-up option.

Mayor R Mark / Cr L Newman

CARRIED

- f) a motion of thanks to the management team for the work undertaken to progress the LWDW proposal to this point.

Mayor R Mark / Deputy Mayor S Cretney

CARRIED

Appendix 1 – Notes from the oral submitters

1) Amber Craig – Tina te Pū – Rangitāne o Wairarapa

Amber Craig presented and spoke on behalf of Rangitāne o Wairarapa.

Rangitāne o Wairarapa are kaitiaki for the environment, whose role is to interpret the knowledge of their ancestors. Māori fully understand the holistic nature of the environmental ecosystem. Water is a taonga in te ao Māori, and the concepts of tāpu and noa are intrinsically linked. These concepts relate to water and waste water, and how they are managed. To break tapu is a hara / violation.

CDC needs to ensure the involvement of iwi/hapū and whānau to ensure culturally-appropriate solutions for LWDW. This includes the complete removal of treated wastewater being discharges into streams and waterways.

Rangitāne o Wairarapa supported Carterton remaining as a stand-alone water services provider.

2) Holger Jesson

Holger's background is audit, assurance and risk, and that is the lens he put on the consultation document.

He said that he has two issues with the proposal:

- He challenges the assumptions
- There are significant risks that he believes are not fully understood

The assumptions in the proposal are:

- Efficiency
- Cost savings

All major projects predict efficiency and cost-savings, but the reality is that it may not happen. Health NZ and the school lunch programme are such examples.

Predicting the price for water in 20 years is impossible – we wouldn't be able to predict the price of butter in 20 years. . . Prediction of the cost of water does not predict the cost of rates.

Issues with the assumptions:

- There is misleading pricing. If the cost of water reduces, people may think that the rates may reduce.
- There is an issue of stranded overhead costs that need to be paid for (i.e. operating expenses that remain after the business unit has been fully divested), as well as the additional overhead costs in the CCO. Basically, the Council is paying twice for overhead costs.

He would rather see the money invested in infrastructure than invested in overhead costs.

Risk:

Holger went through four financial statements and compared the amount each Council is spending on water. The table below shows that CDC is spending about 30 cents in every dollar on water, while Tararua is spending about 16 cents/dollar. There may be many reasons for this. However, in terms of an Investment Plan, would the CCO invest in the district that has the best infrastructure in place, or would they try to close the gap where water hasn't had a high priority in the past? Carterton may be at a disadvantage when it comes to the CCO's investment priorities.

	Infrastructure Assets	Water Systems Assets	%
	\$000.000	\$000.000	
Carterton	238.5	70.1	29.4
Masterton	978.1	251.4	25.7
South Wairarapa	512	126.8	24.8
Tararua	1115.8	180.2	16.1

Issues

- Cross Subsidisation – this can be avoided with a very good cost-coding system in place. But if not, then you may have to divide the maintenance cost and overhead costs by 4 and everyone pays their share.
- Shared debt is a risk that needs to be managed. For example, if there is an infrastructure project in Masterton which the CCO has to finance by taking on a loan, Carterton may be responsible for the paying the interest and principle as part of a shared debt agreement.
- Setting priorities at the CCO.
- Managing limited resources at the CCO.

Summary

Holger supports the Carterton only option.

Cons

- We are gifting away \$70M of infrastructure assets
- We may be disadvantaged due to our advanced infrastructure in the Investment Plan in the next 5-10 years
- We have the risk of shared debt
- We are losing the power to make decisions for Carterton and/or set priorities for Carterton
- There is a risk of cross subsidising other regions

Pros:

- Hope of reduced water costs in 20 years – not rates
- There may be promised efficiencies.

3) Erica Jar – Sustainable Wairarapa Incorporated (SWI)

1. For communities to actually understand the complexity of the local proposal and make an informed decision, it is important that all four councils produce one set of metrics that can be directly compared.
2. The creation of a Tararua-Wairarapa CCO will be one of the most complex LWDW operations in the country, with a mix of communities from very small, such as Castle Point and Ngāwi, through to Masterton, a town of approximately 30,000 people. The operation will also manage water for manufacturing, some primary production, and solar farms across the region.

3. Each of these many installations has operating idiosyncrasies, which will make it costly to integrate into a single entity and maintain in the future, potentially limiting the ability to reach the economies of scale required to financially benefit the water users within the proposed CCO.
4. The CCO will be funded by a low population base that is also the poorest in the Wellington region. From this perspective, are the councils confident that the financial forecasts for the proposed CCO will attract and hold onto appropriately qualified and experienced staff and fund the different and varied operations?
5. Is there enough scale to separate ourselves from Wellington in a manner that has suitable staff to manage, plan, and implement a CCO?
6. Only South Wairarapa District Council has identified the level of debt it will be transferring to the proposed Tararua-Wairarapa CCO. This raises two further questions:
 - a. How much debt will the other Councils be transferring to the new entity?
 - b. How much debt will the new entity be carrying before it even starts?
7. The New Zealand Government has stated clearly that these CCOs are its preferred model for LWDW. How is the NZ Government supporting the proposed entity to make it financially viable? Speaking plainly, what money is the NZ Government contributing to get this entity off the ground, and what conditions come with any financial support?
8. In separating water debt out from the rest of the individual Council's operations, all Councils have identified that this will allow the proposed CCO to increase their debt to 500 times their operating revenue, a level of debt that has little chance of ever being paid back, forcing the CCO's customers to servicing the interest through their water invoices. Considering again that Wairarapa has a small population with low-income residents, where is the social equity in invoicing these people for interest on corporate debt?
9. Separating water debt out from the rest of the individual Council's operations, will also reduce their debt initially, but as pointed out in the South Wairarapa District Council's consultation document, this provides the opportunity to borrow for other Council operations, ultimately keeping their debt levels the same, or even increasing them.
10. This doubling down on debt for operations will increase rates by double billing. While all four councils show on a graph that the projected rates with the CCO will be lower than maintaining the status quo, SWI is suspicious of the accuracy of the figures. The only way that ratepayers will know is when we receive our first invoice!
11. SWI is concerned that the environment has not featured in the proposals for the new structure. The LWDW operation has the potential to have a profound effect on the local and regional environment, and any new entity should be working to improve the current situation, for example, where consent extensions allow the discharge of wastewater into rivers beyond publicly and environmentally acceptable quantities. But who will be measuring environmental impact and change?
12. Where do water races fit in the new structure?
13. Where do aquifers fit into the new structure? It is deeply concerning that aquifers are being touted as 'new water' when these are water stores that should be restricted in their use.
14. Where does a potential dam/pond/reservoir for agricultural water storage fit into the new structure?
15. How will the individual Councils work with the proposed CCO? An example of this question can be found in wastewater operations. As oxidation ponds fill with sludge, whose responsibility would it be to solve that issue? The water would be the CCO's, but who owns

the sludge? And who owns the solution to the sludge (for example, a biogas fermenter such as Watercare in Auckland has)?

16. The proposal documents focus little on the makeup of the CCO board. Are the four councils willing to bring in outside expertise to develop the structure to deliver the complex operation? SWI does not support the use of consultants/contractors, as has been the practice in Wellington Water.
17. SWI desires an efficient professional water authority without the petty 'local patch' politics that have plagued the Wairarapa for decades. 'Point scoring' rather than give and take.

In summary:

Sustainable Wairarapa Incorporated (SWI) supports a Tararua-Wairarapa CCO in principle, but there is not enough information about the current proposal to make an informed decision for a new, highly complex entity (financially and structurally).

How can we as a community develop the trust that the CCO will deliver with too little information? If SWI and the populace of our communities knew the principles the CCO was being built on, we would be better able to support or decline specific parts of the proposal.

Our hope in supporting the principle of the CCO is that it will be less bureaucratic and more consultative.

The CCO should deliver better and cheaper water services than the current Council operations.

Moving forward:

For SWI to convert our 'in principle support' to 'confirmed support', our membership needs:

- a. A complete set of information from each authority that is directly comparable. This should include, but is not limited to, the transferable debt on water operations, leakage, and current consent information.
- b. The potential structure of the CCO from Board through to the operational level.
- c. Relatively accurate future operational costs of the CCO.
- d. A working party that represents all four councils, iwi, and environmental watchdogs, to sit down and work to understand the scale of the issue, solutions, and whether the ability to borrow 500 times the operational revenue will be sufficient to implement the solutions. If it is not, then the NZ Government should be approached to provide sufficient funding to ensure the successful transition of water services to the proposed CCO.
- e. The up-front benefits of a CCO to communities – regardless of NZ Government push for a CCO, what is the benefit that will pull a low-income region in? Borrowing and economies of scale have been mentioned, but will the service be demonstrably better than our current offering, and who will measure this proposed improvement?

4) Michael Hewison

Michael is Chairman of the Waiohine River Committee. He has an engineering/ project background. and identified it is extremely important to get this change right.

He identified he supported the joint Wairarapa-Tararua water services option

Key points

- The change needs to be fair, measured, fit-for-purpose, cost effective and efficient, and reflective of the community
 - Costs will quickly become unmanageable with code of practice requirements and monitoring etc
 - His submission highlighted the need for a small team doing the small jobs around town, and contractors managing bigger jobs
- There needs to be a very strong process for board selection, and an ability to easily remove non-performers.
- There need to be very strong guidelines to the board to follow regarding community expectations and levels of service.
- There need to be minimum standards e.g. for water supply, leak testing, repair of mains and laterals leaks, and metering etc.
- There is a need to not only harmonise the 10 year LTP but also to harmonise/optimise the contents of each Council's 10 year LTP to ensure all functions are identified and compared, if necessary using some form of weighted averages or other mechanism – so “apples are being compared with apples”.
- He is concerned there a too many unknowns, and this change has been mandated to move too quickly.
- If Council no longer has technical expertise in house, it may not be able to know how well things are being managed.
- The change must be designed such that it can move as easily and quickly as possible to a Unitary Authority. The economics of moving to this make sense – with 40% of each Council's business being transferred to the CCO.

8 KARAKIA WHAKAMUTUNGA

The meeting closed with a karakia by all members.

The meeting closed at 11.35 am

Minutes confirmed:

Date:



7.2 MINUTES OF THE EXTRAORDINARY ORDINARY COUNCIL MEETING HELD ON 9 JULY 2025

1. RECOMMENDATION

1. That the Minutes of the Extraordinary Ordinary Council Meeting held on 9 July 2025 are true and correct.

File Number: 467939

Author: Robyn Blue, Democratic Services Officer

Attachments: 1. Minutes of the Extraordinary Ordinary Council Meeting held on 9 July 2025

**MINUTES OF CARTERTON DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE CARTERTON EVENTS CENTRE, 50 HOLLOWAY ST, CARTERTON
ON WEDNESDAY, 9 JULY 2025 AT 9:00 AM**

PRESENT: Deputy Mayor Steve Cretney (Acting Chair), Cr Brian Deller, Cr Robyn Cherry-Campbell, Cr Steve Laurence, Cr Grace Ayling, Cr Lou Newman, Cr Steve Gallon (Via Video Conference), Joel Ngātuere (via videoconference)

IN ATTENDANCE: Geoff Hamilton (Chief Executive), Geri Brooking (Group Manager People and Corporate), Solitaire Robertson (Group Manager Planning and Regulatory), Glenda Seville (Group Manager Community and Facilities), Johannes Ferreira (Group Manager Infrastructure), Sara Renall (Senior Communications and Engagement Advisor), Robyn Blue (Democratic Services Officer), Katrina King (Democratic Services Officer)

1 KARAKIA TIMATANGA

The meeting opened with a karakia by all elected members.

2 APOLOGIES

MOVED

That apologies be accepted from Mayor Ron Mark.

Deputy Mayor S Cretney / Cr L Newman

CARRIED

3 CONFLICTS OF INTERESTS DECLARATION

There were no conflicts of interest declared.

4 PUBLIC FORUM

There was no public forum.

5 REPORTS

7.1 LOCAL WATER DONE WELL - JOINT WAIRARAPA & TARARUA WATER SERVICES ENTITY

1. PURPOSE

To provide Council with an update on negotiations regarding a joint Wairarapa - Tararua Water Services Council Owned Organisation (WSCOO) negotiations and consider adopting the Joint Wairarapa - Tararua WSCOO as the preferred approach for the future delivery of Water Services for the Carterton District.

NOTED

- Prior to making the decision on joining a WSCOO, there was robust discussion on a number of issues and risks, including voting, shareholding, iwi representation on the Shareholder Council appointments to the WSE Board, the name of the Shareholder Council, and the effect if Masterton District Council chooses not to join the Wairarapa-Tararua WSCOO.

MOVED

That the Committee:

- a) **Receives** the report.

Cr R Cherry-Campbell / Cr L Newman

CARRIED

- b) **Endorses** Carterton District Council participation in a joint Wairarapa – Tararua Water Services Council Controlled Organisation

Deputy Mayor S Cretney / Cr B Deller

Abstained - Cr S Gallon

CARRIED

- c) **Notes** the key terms that have been negotiated with other Councils as outlined in **Attachment 1**, and that Carterton District Council reaffirms that no organisation has appointment rights to the WSE Board.

Cr R Cherry -Campbell / Cr S Laurence

CARRIED

- d) **Approves** unbudgeted expenditure of up to \$1,250,000 as Carterton District Councils ¼ share of transition and establishment costs.

Deputy Mayor S Cretney / Cr B Deller

CARRIED

- e) **Notes** the unbudgeted expenditure will be capitalised, funded from borrowing and transferred to the WSCOO at Go-Live, with other Council debt.

Cr B Deller / Cr R Cherry-Campbell

CARRIED

- f) **Delegates** authority to the Chief Executive Officer to sign the relevant documents to establish the Wairarapa – Tararua WSCOO including amongst other things Companies Office, Banking authorities and LGFA borrower documentation.

Deputy Mayor S Cretney / Cr L Newman

CARRIED

- g) **Instructs** the Chief Executive Officer to cease development of a stand-alone Water Services Delivery Plan as a backup option.

Deputy Mayor S Cretney / Cr B Deller

For the motion – Cr R Cherry-Campbell / Cr B Deller / Deputy Mayor S Cretney

Against the motion – Cr G Ayling / Cr L Newman / Cr S Laurence / Cr S Gallon

MOTION LOST

6 KARAKIA WHAKAMUTUNGA

The meeting closed with a karakia by all elected members.

The meeting closed at 10.18am

The minutes of this meeting were confirmed at the Ordinary Meeting of the Carterton Council held on 6 August 2025.

.....
CHAIRPERSON

.....
DATE



7.3 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 25 JUNE 2025

1. RECOMMENDATION

1. That the Minutes of the Ordinary Council Meeting held on 25 June 2025 are true and correct.

File Number: 468054

Author: Robyn Blue, Democratic Services Officer

Attachments: 1. Minutes of the Ordinary Council Meeting held on 25 June 2025

**MINUTES OF CARTERTON DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE CARTERTON EVENTS CENTRE, 50 HOLLOWAY ST, CARTERTON
ON WEDNESDAY, 25 JUNE 2025 AT 1:00 PM**

PRESENT: Mayor Ron Mark, Deputy Mayor Steve Cretney, Cr Brian Deller, Cr Robyn Cherry-Campbell, Cr Steve Laurence, Cr Lou Newman, Cr Steve Gallon

IN ATTENDANCE: Staff

Geoff Hamilton (Chief Executive), Geri Brooking (Group Manager, People and Corporate), Solitaire Robertson (Group Manager Planning and Regulatory), Glenda Seville (Group Manager Community and Facilities), Johannes Ferreira (Group Manager Infrastructure, Odell Sugrue (Parks and Reserves Planner), Megan Pullin (Youth Development Coordinator), Lawrence Stephenson (Waters Operations Manager), Sara Renall (Senior Communications and Engagement Advisor), Robyn Blue (Democratic Services Officer), Katrina King (Democratic Services Officer)

Other

Stuart Taylor and Matt Carrere (WellingtonNZ)

1 KARAKIA TIMATANGA

The meeting opened with a karakia by all members.

2 APOLOGIES

MOVED

That apologies be accepted from Cr Dale Williams and Cr Grace Ayling.

Cr R Cherry-Campbell / Cr B Deller

CARRIED

3 CONFLICTS OF INTERESTS DECLARATION

There were no conflicts of interest declared.

4 PUBLIC FORUM

There was no public forum.

5 DISCUSSION OF PUBLIC FORUM

Not applicable.

6 YOUTH COUNCIL VIEWS ON AGENDA ITEMS

Megan Pullin, Youth Development Coordinator, identified that the Youth Council had strong interest in the Carrington Park paper in the agenda. They supported investment on the park in the playground area and skate park, rather than CDC paying to fix or replace old equipment.

7 CONFIRMATION OF THE MINUTES

7.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 14 MAY 2025

NOTED

- In future, Cr Newman identified she is happy to have her name recorded if she is against a motion.

MOVED

1. That the Minutes of the Ordinary Council Meeting held on 14 May 2025 are true and correct.

Deputy Mayor S Cretney / Cr S Laurence

CARRIED

7.2 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 11 JUNE 2025

MOVED

1. That the Minutes of the Ordinary Council Meeting held on 11 June 2025 are true and correct.

Deputy Mayor S Cretney / Cr L Newman

CARRIED

8 REPORTS

8.1 WELLINGTON NZ QUARTERLY REPORT

1. PURPOSE

For the Council to receive a report of activities for the quarter ending March 2025 on the delivery on the Wairarapa Economic Development Strategy.

NOTED

- Mayor Ron Mark identified that WellingtonNZ could improve promotion of major events in the Wairarapa, such as the Balloon Festival, Wings over Wairarapa, and Golden Shears.

MOVED

That the Council:

1. **Receives** the Wellington NZ quarterly report.

Deputy Mayor S Cretney / Cr B Deller

CARRIED

8.2 CHIEF EXECUTIVE REPORT

1. PURPOSE

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

NOTED

- That the Annual Plan 25/26 was approved on 11 June (not 11 July 2025).
- Councillors complimented Council on the Ngā Tawhai Reserve Unveiling on Saturday 21 June, the Neighbourhood Support newsletters, and Animal Control and Regulatory and Planning activities (building consents issued within 5 days).

MOVED

That the Council:

1. **Receives** the report.

Cr R Cherry-Campbell / Cr B Deller

CARRIED

8.3 WATER RACE CAPITAL PROJECTS

1. PURPOSE

To consider increasing the current budgets for the capital projects of the Water Races to complete the scope of work.

MOVED

That the Council:

1. **Receives** the report.
2. **Approves** that the Water Race Capital Projects Budget be increased by \$254,294.00 and be funded from the Water Race Reserves.

Cr B Deller / Cr S Gallon

CARRIED

8.4 CARRINGTON PARK PLAY SPACE UPGRADE PROPOSAL

1. PURPOSE

For the Council to consider the Carrington Park Upgrade proposal and approving funds from the Reserves Contribution Fund to start this project.

MOVED

That the Council:

1. **Receives** the report.

Cr L Newman / Cr B Deller

CARRIED

2. **Agrees** to progress a refined Stage 1A and 1B of Carrington Park Upgrade project.

Cr R Cherry-Campbell / Cr L Newman

CARRIED

3. **Approves** up to \$2,000,000 unbudgeted expenditure for a refined Stage 1A and 1B of the Carrington Park project, to be funded from Reserves Contributions Fund and Parks & Reserves depreciation reserves as appropriate.

Mayor R Mark / Cr R Cherry-Campbell

CARRIED

4. **Instructs** officers to present the revised Stage 1A and 1B plans for the Carrington Park Project to the Policy and Projects Committee prior to construction.

Deputy Mayor S Cretney / Cr B Deller

CARRIED

8.5 WAIRARAPA CONSOLIDATED BYLAW (PART NINE)

1. PURPOSE

The purpose of this report is to seek Council adoption of the draft Part Nine: Water Supply Bylaw Wāhanga Iwa: Kohinga Wai and Ngā Ture ā-Rohe Tōpu o Wairarapa Wairarapa Consolidated Bylaw Statement of Proposal for consultation.

MOVED

That the Council:

1. **Receives** the report.
2. **Adopts** the revised Draft Part Nine: Water Supply Bylaw and the Statement of Proposal for consultation.
3. **Notes** the consultation for Part One - Part Ten of the Consolidated Bylaw will take place 25 June – 25 July 2025, and that consultation for Part Eleven: Trade Waste is currently open, closing on 25 July 2025.

Deputy Mayor S Cretney / Cr R Cherry-Campbell

CARRIED

8.6 COMMITTEE MEMBERSHIP

1. PURPOSE

For Council confirm replacements on Committees with the resignation of Cr Dale Williams.

MOVED

That the Council:

1. **Receives** the report.

Cr R Cherry-Campbell / Cr L Newman

CARRIED

2. **Agrees** to not undertake a by-election with the resignation of Cr Williams.

Deputy Mayor S Cretney / Cr L Newman

CARRIED

3. **Agrees** to allocate the additional remuneration pool funding on the basis of Option A.

Mayor R Mark / Cr S Gallon

CARRIED

4. **Agrees** to appointing Deputy Mayor Cretney as the Chair, and Cr Ayling as Deputy Chair on the Chief Executive Employment Review Committee.

Mayor R Mark / Deputy Mayor S Cretney

CARRIED

5. **Agrees** to appointing Cr Newman on to the Risk and Assurance Committee.

Mayor R Mark / Cr S Laurence

CARRIED

6. **Agrees** to appointing Cr Gallon on to the Community Grants Committee.

Mayor R Mark / Cr R Cherry-Campbell

CARRIED**8.7 LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT REQUESTS****1. PURPOSE**

To inform the Council of the number of requests under the Local Government Official Information and Meetings Act (LGOIMA) 1987 (the Act) 2 May 2025 to 17 June 2025.

MOVED

That the Council:

1. **Receives** the report.

Deputy Mayor S Cretney / Cr B Deller

CARRIED**8.8 SERVICE REQUESTS AND COMPLAINTS****1. PURPOSE**

For the Council to be informed on Service Requests received in May 2025 to 17 June 2025, and Complaints received from May 2025 to 17 June 2025.

MOVED

That the Council:

1. **Receives** the report.

Cr L Newman / Cr S Gallon

CARRIED

9 EXCLUSION OF THE PUBLIC

RESOLUTION TO EXCLUDE THE PUBLIC

MOVED

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Confirmation of the public-excluded minutes of the Council meeting 14 May 2025	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.2 - Confirmation of the public-excluded minutes of the Council meeting held 11 June 2025	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

Deputy Mayor S Cretney / Cr S Laurence

CARRIED

MOVED

That Council moves out of Closed Council into Open Council.

Mayor R Mark / Cr R Cherry-Campbell

CARRIED

10 KARAKIA WHAKAMUTUNGA

The meeting closed with a karakia by all members.

The meeting closed at 12.25 pm

Minutes confirmed:

Date:

DRAFT

8 REPORTS



8.1 CHIEF EXECUTIVE REPORT

1. PURPOSE

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

2. SIGNIFICANCE

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

3. COMMUNITY SERVICES

Community Development

Community Funding and Support

Waste Minimisation Grant

The final Waste Minimisation application received for 2024 FY was assessed on 1 July 2025 by Council Officers and funding approved. Hockey Wairarapa are installing recycling bins to ensure more user-friendly recycling and reduce waste.

The 2025 - 2026 Waste minimisation 'Annual Contestable Fund' and 'Rapid Fund' were opened for applications on 1 July. The Annual Contestable Fund will be open from July – 31 October 2025 and welcomes applications for funding over \$2,000. The Rapid Fund will be open from July 2025 – 31 May 2026 and is for funding amounts less than \$2,000.

Community Grant 2025 applications:

The 2025 Community Grant applications opened on 15 June and have been advertised in the Carterton Crier, Wairarapa Times Age, the Carterton Neighbourhood Support newsletter and Facebook page. Applications closed on 31 July 2025, with the Grants Committee meeting later this month to allocate funds.

Community Events

Citizenship Ceremony

The next Citizenship Ceremony is scheduled for Wednesday 20 August 20.

Carterton Daffodil Festival

Planning is underway for the Carterton Daffodil Festival to be held on Sunday 14 September. The festival has gone through a rebrand, and new promotion material will be rolling out as part of advertising for the festival.



Other Community Events Information

The Community Events information page on the Carterton District Council website outlines information about the Events Approval Process. Community Events | Carterton District Council (cdc.govt.nz)

Community Support and Promotion

Wairarapa Walking Festival 2025

The Wairarapa Walking Festival celebrates walking of all kinds, cultural, heritage, at the coast, up a hill or around urban environments each November. This year's festival is 14 – 23 November.

Elder Abuse Awareness Day

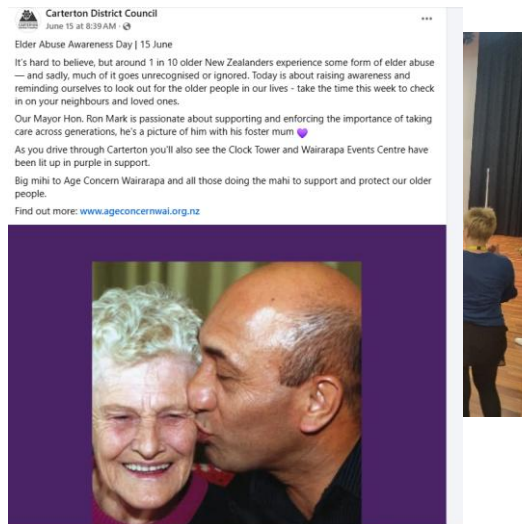
Elder Abuse Awareness Day was on 15 June, with each Mayor doing a social media post.

Over the Fence/Kei tua o te taiapa

Over the Fence/Kei tua o te taiapa is having another season. Two more models will be used for new stories. This will be accompanied by a video. The messaging of this project is to support and encourage neighbourliness and the strength of our older persons.

Connections project

August will see the production of the Connections project – a pocket-sized resource outlining activities available to Carterton older persons. The intention of this project is to encourage Carterton's older persons to make connections.



StoryWalk®

Story walk was updated in June to align with Matariki. The new story is Twinkle, Twinkle Matariki.

Neighbourhood Support

Weekly newsletters with community updates and NZ Police crime reports are shared with Neighbourhood Support groups. New groups have been established in several areas including Park Road, Mill Grove, Brooklyn Road and Hilton Road.

Life Education Workshop

On 16 July, Year 7 and 8 students from Carterton schools took part in an engaging interactive theatre workshop led by the Life Education team. The workshop explored the impacts of vaping and social media, and there were dynamic performances and discussions that empowered rangatahi to think critically and make informed choices. Feedback was overwhelmingly positive, and Harold's appearance was a highlight.

St Johns Mentoring

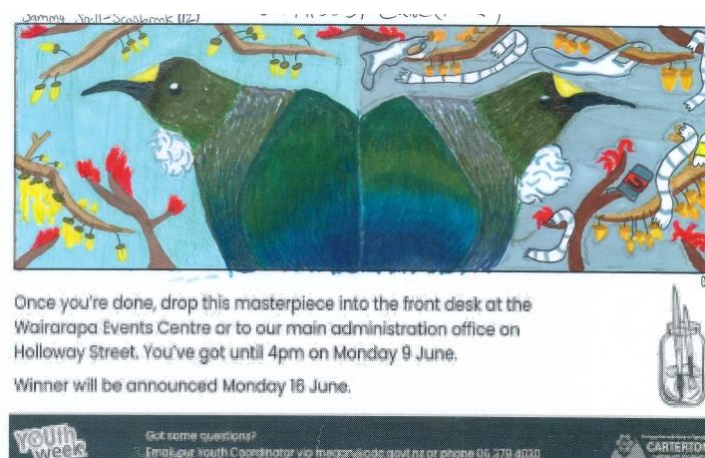
Last month, St John ran two interactive sessions at the Events Centre for Carterton Year 7 students, focusing on leadership, first aid, and wellbeing to help prepare and empower them as future school and community leaders.

Next month, St John will be facilitating two sessions of "Harnessing Potential: Leadership, First Aid, and Wellbeing Day" for the Year 7 students of Carterton at the Events Centre. These sessions are designed to support our younger leaders, who will be seniors next year, by equipping them with the skills and confidence to support and encourage other rangatahi (young people). Through interactive activities and practical training, students will learn essential leadership qualities, first aid techniques, and strategies for maintaining their wellbeing. This initiative aims to empower our future leaders to make positive contributions to their schools and communities.



Youth Week

To support Youth Week this year CDC ran a mural competition, supporting the theme of youth week whai wahitanga (take our place). The winner of this competition will have their design put on the walkway entry to Howard Booth Park.



Emergency Preparedness and community emergency hubs

Emergency preparedness and community emergency hubs was a feature promo in the July edition of the Carterton Crier. This also included a section on Grab-bags and joining Neighbourhood Support.

Emergency preparedness: Get ready at home

It's never been more important to make sure your home is prepared for an emergency. Use this guide to help make sure you and your family are ready and know what to do should an emergency situation occur.

Make sure you check out all of the resources available through the Wellington Region Emergency Management Office at wrems.nz.

Stay informed
National AM 1071 or FM 101.5 are good sources of information in a Wairarapa emergency.

Know your tsunami zone
If you're near the coast during an earthquake and the shaking is either LONG or STRONG, then GET GONE!

Grab bag
A grab bag is a small backpack full of emergency supplies that you can grab if you need to evacuate your home in a hurry. See checklist!

Practice 'Drop, cover, hold'
If it's hard to move quickly, brace yourself the best you can and try and find a way to protect your head and neck. If you're in bed and there is a big shake, stay in bed and pull the cover over your head.

Plan
Make a plan with people in your support network about who will check on you if there is an emergency. This could be neighbours, friends and family. The plan can involve how you contact each other.

Find your nearest Community Emergency Hub
Your Community Emergency Hub is a place where people in your neighbourhood can support each other and work out what to do next.

Home safety
Check the roof, walls, furniture and foundations are safe and securely attached. A builder can help with this.

What is a Community Emergency Hub?

What is a Community Emergency Hub?
In a disaster, official services will be stretched to a point where they must prioritise the most urgent call-outs.

We will all have to pitch in and help each other.
When you have checked on your household and your neighbours, you and your family can go to your local Community Emergency Hub to:

- Ask for and offer help by sharing skills and resources among your community.
- Share and find information about what is happening in your area/suburb.
- Start organising the clean-up in your community.
- Be in the company of others facing a similar situation - support one another.

More info is available at: wrems.nz/get-ready/community-ready/community-emergency-hubs

Community Emergency Hub objectives:
A hub aims to be a place where the community can come together to coordinate their efforts to help each other during a disaster. This includes:

- Providing information so that your community know how to help each other and stay safe.
- Understanding what is happening
- Solving problems using what your community has available
- Providing a safe gathering place for members of the community to support one another.

What will I find at the Hub?
Each Hub has a guide and box of resources that mean community members can set up and get underway without any official assistance. Essentially, this is a place for neighbours to help each other in a coordinated way - working out what resources are available and matching them with those in need.

GRAB BAG CHECKLIST

Remember: Don't include so many items that your bag becomes too heavy to carry!

<input type="checkbox"/> Comfortable backpack	<input type="checkbox"/> Medication & prescriptions
<input type="checkbox"/> Water and snacks	<input type="checkbox"/> Portable phone charger
<input type="checkbox"/> Walking shoes	<input type="checkbox"/> Tutorials
<input type="checkbox"/> First aid kit	<input type="checkbox"/> Baby supplies
<input type="checkbox"/> Emergency blanket	<input type="checkbox"/> Pet supplies
<input type="checkbox"/> Torch	<input type="checkbox"/> Notebook & pen
<input type="checkbox"/> Bottle (batteries/food)	<input type="checkbox"/> Copies of important documents
<input type="checkbox"/> Hand sanitizer	<input type="checkbox"/> Space covering/mask
<input type="checkbox"/> Rain jacket or poncho	<input type="checkbox"/> Spare underwear
<input type="checkbox"/> Warm jacket	<input type="checkbox"/> Pet/cum protection
<input type="checkbox"/> Cash	<input type="checkbox"/> Other items you rely on

Find out more at wrems.nz/grab-bags

Would you like to join Neighbourhood Support?

Kia haumaru, kia kaha, kia kōwhiri heki ngā. Creating safe, resilient, and connected communities. Would you like a Neighbourhood Support Group for your street or road? Contact Sandra@cdc.govt.nz.

Why join?

- Have opportunities to connect with those around you.
- Receive emails with what's happening in your community.
- Get tips to improve the safety of your home and your community.
- Learn how to get prepared for emergencies.
- Be invited to attend community events organised by Neighbourhood Support.
- And more!

Scan the QR code to learn more or visit neighbourhoodsupport.co.nz

Climate Change

Carterton's Climate Change Strategy Implementation Plan for 2025/26 was agreed in the Policy and Projects committee meeting on 18 June 2025. The Strategy on a page document was also finalised in June and is now on the CDC website.

The Carterton District Council Climate Change Strategy 2025-2030

Climate change is a growing challenge that will disrupt many parts of our everyday lives. We know that climate change will have significant impacts on lives within the Carterton District – not just those who reside here, but also those who work in and visit our district. While reducing greenhouse gas emissions is crucial, ensuring our communities are prepared and able to adapt to the impacts of climate change is closely aligned with the core functions of local government. As a small district with limited resources, we must be pragmatic and innovative in addressing barriers to climate action.

Shifts

- Enhancing knowledge and understanding
- Maximising resources and investing wisely
- Organisational direction and building a culture of change

Objectives

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



CARTERTON DISTRICT COUNCIL

In line with the Implementation Plan's emission reduction section, the CDC Emissions Reports for 2022 and 2023 have been drafted, as well as the draft Six Year Emissions Analysis Report. We are planning to take the Six Year Emissions Analysis Report to the Policy and Projects committee meeting on 10 September. Analysis shows that there has been little impact on reducing CDC's emissions over the six-year period, and recommends more deliberate action be taken to reduce our emissions.

Examples of other activities in the implementation plan during the last period include displays in the library in support of Plastic Free July organic waste collection (and composting) from Council's Holloway Street offices, and the change in Carterton's rubbish collection bags to higher recycled content.

The Climate Change Coordinator is in discussion with local sustainability groups about their suggestion of running a regular climate cafe in Carterton. This was done in the past and seen as a useful way to coordinate between the groups. It also has the potential to support interest in grant applications.

Mayor's Taskforce for Jobs Wairarapa

The Contractual Outcome Target for FY 24/25 was 58. At the end of the contract the team placed 66 people into permanent employment. In total 114 people have been placed into work during the past financial year.

The previous contract for 1 July 2024 to 30 June 2025 has now concluded and we have begun delivery on the F26 contract.

About Mayors Taskforce for Jobs

MTFJ is a movement of mayors around Aotearoa who advocate for a bottom-up approach to employment solutions to deliver the Community Employment Programme (CEP) along with broader initiatives. In particular, CEP is a nationwide partnership between Local Government New Zealand (LGNZ) and the Ministry of Social Development (MSD) that is delivering great outcomes in rural and provincial communities. It's championed by mayors who are working together towards the vision of all young people 16-25 engaged in employment, education, or training in their communities.

<https://www.lgnz.co.nz/local-government-in-nz/mayors-taskforce-for-jobs/>

Wairarapa Events Centre

In June we hosted our first Mixtape event which was great fun and thoroughly enjoyed by staff and patrons alike. Inspired by the popular 'Home by Ten' events and themed club nights in Wellington, this is a dance party aimed at over 30's, full of throwback bangers that's all over by 10PM. This event created a lot of online engagement and buzz in the community, and we've had predominantly great feedback on the event itself, with patrons saying they would likely attend a similar style of event 2-4 times a year. It was also a commercial success, with strong results in box office takings and Food & Beverage spend. The event is relatively cheap and simple to run and gives us a good option moving forward to plug gaps in our programme when we have cancellations or quiet booking periods.

In July we had a full programme for kids over the school holidays with Kitchen Chaos, The Home Inside and the return of the Pantaloons with Little Red Riding Hood. Nearly 400 tamariki and their caregivers attended shows at the centre over this school holiday period. We also delivered the annual Wairarapa Rockquest regional final.

We also hosted Mr & Mrs Alexander, an old timey illusion and circus show, a matinee of Operatunity for our older audiences, and the sold-out immersive theatre work Before We Slip Beneath the Sea which was performed in the Rangatahi Hub. The team also delivered the Wairarapa Times-Age (WTA) Sports Awards and gala dinner. WTA staff said:

"A massive thank you for your team's contribution towards making last night's Wairarapa Times-Age Sports Awards a huge success. Everything went smoothly, and I couldn't fault your team. They were extremely accommodating with any requests we had...We truly value your ongoing support in celebrating the Wairarapa's sporting

achievements in our region. We are very proud of yet another successful evening, and your contribution certainly helped make it an event to remember."

The events calendar continues to ramp up in the second half of the year. In the next six weeks we will host the Wairarapa Business Summit, The Fleetwood Mac experience, The Annual Rotary Club Book Fair, The Kuranui College Ball, Wairarapa Bride of the Year and a concert from the Wairarapa Youth orchestra.

Statistics

June 2025

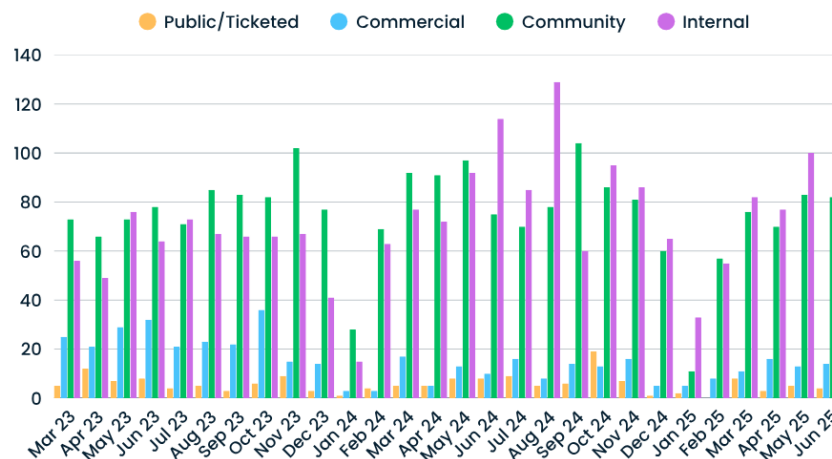
Total Audience of public events	696
Public/ticketed events held	4
Commercial Meetings/Events held	14
Community Meetings/Events held	82
Internal/local govt Meetings/Events held	83

Geographical spread of audience surveyed for events during period:

Masterton	57%
Carterton	40%
Greytown	3%

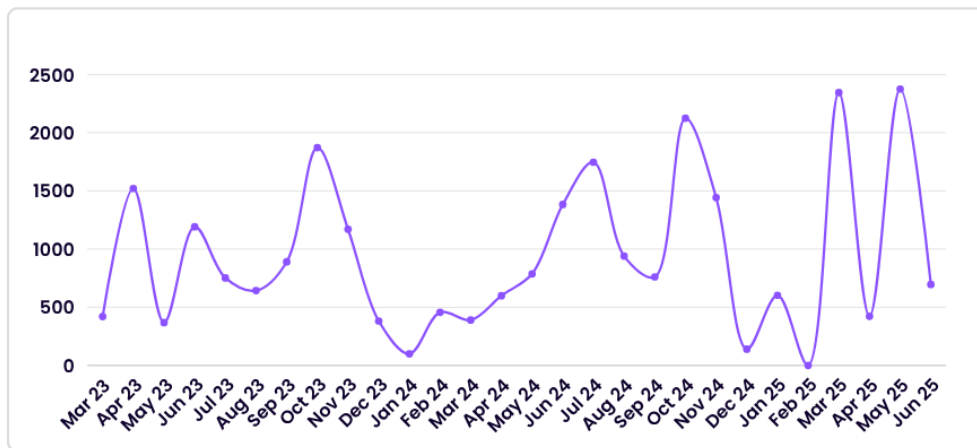
EVENT CATEGORY STATS

Meeting and events held at the Event Centre



Event Numbers Percentage Change MoM						Event Numbers Percentage Change YoY				
Month	Public/ Ticketed	Commercial	Community	Internal	total	Public/ Ticketed	Commercial	Community	Internal	total
Mar-23										
Apr-23	140%	-16%	-10%	-13%	-7%					
May-23	-42%	38%	11%	55%	25%					
Jun-23	14%	10%	7%	-16%	-2%					
Jul-23	-50%	-34%	-9%	14%	-7%					
Aug-23	25%	10%	20%	-8%	7%					
Sept-23	-40%	-4%	-2%	-1%	-3%					
Oct-23	100%	64%	-1%	0%	9%					
Nov-23	50%	-58%	24%	2%	2%					
Dec-23	-67%	-7%	-25%	-39%	-30%					
Jan-24	-67%	-79%	-64%	-63%	-65%					
Feb-24	300%	0%	146%	320%	196%					
Mar-24	25%	467%	33%	22%	37%	0%	-32%	26%	38%	20%
Apr-24	0%	-71%	-1%	-6%	-9%	-58%	-76%	38%	47%	17%
May-24	60%	160%	7%	28%	21%	14%	-55%	33%	21%	14%
Jun-24	0%	-23%	-23%	24%	-1%	0%	-69%	-4%	78%	14%
Jul-24	13%	60%	-7%	-25%	-13%	125%	-24%	-1%	16%	7%
Aug-24	-44%	-50%	11%	52%	22%	0%	-65%	-8%	93%	22%
Sept-24	20%	75%	33%	-53%	-16%	100%	-36%	25%	-9%	6%
Oct-24	217%	-7%	-17%	58%	16%	217%	-64%	5%	44%	12%
Nov-24	-63%	23%	-6%	-9%	-11%	-22%	7%	-21%	28%	-2%
Dec-24	-86%	-69%	-26%	-24%	-31%	-67%	-64%	-22%	59%	-3%
Jan-25	100%	0%	-82%	-49%	-61%	100%	67%	-61%	120%	9%
Feb-25	-50%	60%	418%	67%	137%	-75%	167%	-17%	-13%	-13%
Mar-25	700%	38%	33%	49%	46%	60%	-35%	-17%	6%	-7%
Apr-25	-63%	45%	-8%	-6%	-6%	-40%	220%	-23%	7%	-4%
May-25	67%	-19%	19%	30%	21%	-38%	0%	-14%	9%	-4%
Jun-25	-20%	8%	-1%	-17%	-9%	-50%	40%	9%	-27%	-12%

Total Audience of Public Events



Note: Precise audience numbers are only available for events ticketed by the Events Centre. Numbers for Public events with no admission fee/tickets or events ticketed externally are not always recorded by the hirer. We make best endeavours to include these statistics when we can but the true attendance number for some months will be higher than reported.

Ticket sales Percentage Change			
	Audience	MoM % change	YoY % change
Mar-23	420		
Apr-23	1521	262%	
May-23	368	-76%	
Jun-23	1191	224%	
Jul-23	752	-37%	
Aug-23	644	-14%	
Sept-23	890	38%	
Oct-23	1872	110%	
Nov-23	1171	-37%	
Dec-23	382	-67%	
Jan-24	100	-74%	
Feb-24	457	357%	
Mar-24	390	-15%	-7%
Apr-24	599	54%	-61%
May-24	787	31%	114%
Jun-24	1383	76%	16%
Jul-24	1747	26%	132%
Aug-24	940	-46%	46%
Sept-24	761	-19%	-14%
Oct-24	2125	179%	14%
Nov-24	1443	-32%	23%
Dec-24	140	-90%	-63%
Jan-25	603	331%	503%
Feb-25	1	-100%	-100%
Mar-25	2345	234400%	501%
Apr-25	423	-82%	-29%
May-25	2376	462%	202%
Jun-25	696	-71%	-50%

Sales and Marketing

Facebook and Instagram – Reporting period 1 - 30 June 2025.

Wairarapa Events Centre Page Insights

- **Reach:** The number of people who saw content from our Wairarapa Events Centre pages was 23.3k on Facebook and 1.7K on Instagram
- **Page and profile views:** The number of times our page was viewed on Facebook was 124.4K and 5.3K views on Instagram.
- **New likes and follows:** We've increased our Facebook page follows by 50 followers this month and 17 followers on Instagram

Mailchimp

1 - 30 June

We achieved an average open rate of 42.2% across the newsletters and feedback forms sent during this period. During this period we gained 35 new subscribers.

This is a great result from our newsletter subscribers with EDM open rates across all industries typically averaging between 15-25%

Summary

With several straight hire events occurring through late July/early August it is typical to see a drop in reach and views as we tend to do less sponsored advertising for straight hire contracts. Therefore the distribution of our posts and advertising differs somewhat to if they were joint ventures. Our eDMs are still proving to be a strong communication channel with solid and consistent open rates.

*Audience Feedback:*Mixtape: 90s Nightclub

Great event will definitely keep an eye out for the next dance party.

I really really really loved this event. I would make sure to share this more from my social media in the likelihood this happens again. I would be keen for an 80's, 90's or 2000's remix. The DJ was awesome and really interactive. If something like this was on every month I would attend. I haven't smiled so much for years!

So so so primo!!!!

Mr & Mrs Alexander

It was great, we drove over from Wellington city for the show. The venue was awesome, parking was easy

Considering it was a Tuesday night - it was good to see a reasonable number of people out

Kitchen Chaos

Kitchen Chaos was a perfect show for our 6 yr old granddaughter.

My 5yr old granddaughter giggled and laughed throughout the Kitchen Chaos show. She talked about sneaker juice for the rest of her stay with me. Great entertainment.

The Home Inside

Well done. Great show. My daughter enjoyed all of it.

I loved that we were encouraged to talk through the show, discussing certain concepts with my daughter.

The Pantaloons: Red Riding Hood

Great venue on your doorstep

Always love taking my children to see the Pantaloons. We have a great time and are never disappointed.

It was a great show not only for the kids but adults as well can't wait now for Cindarella

Carterton Library*Circulation*

June 2025

Hard copy items issued	9,030 (WLS) 3,697 (Carterton)
E-books, audiobooks and e-magazines	4,538 (WLS)
New users joined	16 (Carterton)

Programming

Wā Kōrero continues to be held weekly, drawing strong attendance from local daycare centres and preschools.

A highly successful Teddy Bear Sleepover took place on 10 July as part of the school holiday programme. Children enjoyed an early evening of crafts and story time before leaving their teddies and toys for a special overnight stay in the library.

Divine River is once again delivering Connected Creativity courses throughout Term 3.

Code Club for 8–13-year-olds has also resumed for Term 3.



RFID Project

RFID tagging continues with completion now estimated for August.

Workroom/Layout

The new workroom has been installed, providing a private, efficient, and productive space for staff while preserving the building's heritage aspects.

The children's picture book collection has been reorganised and displayed in new shelving for increased discoverability.

Parks and Reserves

Spraying and general town maintenance activities, including mowing, are ongoing as part of regular service schedules.

Rural Reserves

New playground-safe bark has been added to ensure a safer environment for children at the Longbush Hall.

Parks and the CBD

Refurbishment and replacement of CBD rubbish bins are underway, with completed units returned as they become ready.

An accessible drinking fountain has been installed at the Carrington Park Pavilion, improving amenities for all park users. Graffiti removal has been completed at the Carrington toilets, addressing vandalism both on the concrete outside and throughout the toilet block.

A community noticeboard has been installed at Wild Oats, providing a new channel for public information sharing. This work has been in collaboration with a community led group.

Swimming Pool

The pools continue to receive infrastructure upgrades, including the relocation and improvement of the waste pump system, ensuring more efficient operation. The team is beginning to prepare the pool for the upcoming summer season.

Cemetery

New gardens are currently being developed at the Clareville Cemetery, specifically around the RSA memorial area, contributing to the site's overall appearance and sense of respect.

The team have been working on developing a concept plan for the future development of Clareville Cemetery.

4. REGULATORY AND PLANNING**Regulatory and Planning****Farewell and Best Wishes to Brett and Kathy**

It is with sincere regret that we announce the departure of two valued members of our team.

Brett Rudman, our dedicated Building Control Officer, has made the exciting decision to pursue a new career path with the New Zealand Fire Service. His commitment and expertise have been instrumental in our operations, and while we will greatly miss his presence, we applaud his courage and wish him every success in this new chapter.

Kathy Dhamodharan, our talented Environmental Health Officer, will be relocating to Melbourne with her family. Kathy's professionalism and warmth have left a lasting impact on both our team and the community. We are sad to see her go, but we send our heartfelt best wishes as she embarks on this new journey.

Both Brett and Kathy have contributed immensely to our organisation, and their absence will be deeply felt. Please join us in thanking them for their service and in wishing them all the very best for their futures.

Building services

Resource content decisions are reported at the Policy and Projects Committee and we have 13 active consents at the time of writing.

The building comparison table is shown below, and despite an increase in the value of construction in June 25 vs June 24, overall volumes remain very quiet.

	Number of Consents	Value of Building Work	Number of Consents	Value of Building Work	Number of Consents	Value of Building Work	Number of Consents	Value of Building Work
	June 2024	June 2024	June 2025	June 2025	July 2024	July 2024	July 2025	July 2025
New (& prebuilt) House, Unit, Bach, Crib	2	1,050,000	8	4,114,000	5	2,346,000	1	600,000
New Education Buildings – Other							1	200,000
New Offices			1	95,000				
New Industrial Buildings, eg foundry	1	700,000			1	500,000		
New Other Buildings	2	597,000	1	35,000	1	100,000		
New Offices/Warehouse Buildings					1	500,000		
Dwellings – New Foundations Only					1	20,000		
Dwellings – alterations & additions	1	4,000	2	140,000			4	596,000
Domestic Fireplaces	6	51,700	1	7,500	6	33,500	3	18,600
Re-sited Houses	1	80,000			1	32,000	1	37,000
Domestic only – garages		1	55,000					
Other outbuildings e.g. shed, workshop, sleep-out					4	606,000	4	313,000
Other Buildings – alterations & additions					1	10,000		
Swimming Pools & Spa Pools					1	68,000	2	115,000
TOTAL	14	2,537,700	13	4,391,500	22	4,215,500	16	1,879,600

Despite government's view, Council is not the sole barrier to quick consenting times. The quality of plans and specifications contribute to the Council's ability to process consents quickly.

Generally speaking, 99% of our local designers do a fantastic job of providing quality building consent applications with all of the relevant information at consent time.

This means we can pick up the consent, understand what is being built, and with what, on what way, and get the consent out the door quickly.

The reason we average 6 day turn arounds for consents is because of the great work of our local designers. The building team congratulate these local firms - well done!

There have been discussions in the press around councils having to undertake inspections within 3 days (80% of time). It appears that this requirement will be put into Regulation, not the Building Act, as the Act doesn't require councils to do inspections anyway.

It is unlikely to be an issue in Carterton at the moment, however we encourage consent holders and builders that they still need to plan ahead and take responsibility for managing work-flow and inspection requirements. We work closely with all our customers, but it is difficult to expect our team to cancel booked inspections, to cater for an urgent client deadline that was never advised to Council.

We are also now required to do additional reporting to MBIE on a range of functions every three months (as well as other surveys). The reporting currently takes one of our team a day to get all the information together and populate MBIE's new spreadsheet surveys.

Animal Control

At the time of writing animal control has seen an increase in activity related to Dog Registrations and is directly attributable to the impending deadline for dog registration payments due to the 31 July deadline for avoiding the 50% late penalty. Special recognition is given to Erin and the Customer Service team for their diligent efforts in managing the increased volume and ensuring efficient processing.

Environmental Health

Noise

In June, there was a significant increase in after-hours noise control complaints, with 17 call outs attended by Armourguard. Each call out incurs a fixed fee charged to Council.

Of these 17 call outs, only 3 resulted in an Excessive Noise Direction (END) notice being issued. Under Council's Fees and Charges Policy, we are able to recover the cost of the call out only when an END notice is served. Unfortunately, the cost cannot be recovered when Armourguard attends and assesses the noise as not excessive.

In order to improve transparency and provide a clearer picture of ratepayer funding versus service outcomes, Council will begin reporting regularly on the number of noise control call outs and the number of END notices issued. This will assist in identifying trends and ensuring effective use of resources.

Complaints judged to be frivolous or fanciful may result in Council considering cost recovery from the complainant. In these cases, Council will keep a register of serial complainants whose complaints repeatedly lead to no enforcement or are deemed base-less, so cost recovery for investigations is possible.

In preparation for the upcoming summer and holiday season, Council will be including communications about noise control and responsible behaviour in an upcoming edition of the *Carterton Crier*. The aim is to raise community awareness around acceptable

noise levels, the impacts of excessive noise, and the potential consequences of non-compliance.

By getting this messaging out early, we hope to reduce the number of after-hours complaints and promote a respectful, considerate environment for all residents during the busy holiday period.

5. INFRASTRUCTURE SERVICES

Asset Management

On 18 May, 2025, we experienced a significant water main burst on High Street North. During the repair, our team recovered a section of the damaged pipe for further destructive condition assessment. This assessment will help us gather information to improve and calibrate our asset management database and plan. We take advantage of these incidents to learn more about our network to assess and refine the estimated lifespan of our assets.



Image: High Street Water Main burst



Image: Pipe Samples at WSP Laboratory

According to the WSP Condition Assessment Report, the burst was likely caused by the surrounding environment and does not necessarily indicate a problem with the entire section of AC pipe or with other pipes in the network that share similar characteristics. As a result of the Destructive Condition Assessment, our asset data has been updated from a classification of “Very Poor Condition” to “Poor Condition.” This revision also changes the required renewal date from “urgent” to a range of 2039 to 2044.

6. MAJOR PROJECT UPDATES**Waingawa Process Water Project**

We are pleased to report that the physical works for the Waingawa Process Water Project have been completed. At time of writing, the team was in the final stages of programming and general housekeeping. A formal opening of the project is planned by the end of September.



Image: New intake installed in the Water Race Dam



Image: James Grant A.D. Reilly finalising the programming for the pump station



Ordish and Stevens Staff inspecting the new intake to the concrete storage



Image: New pump stations in the final stages of assembly

Operations Depot Ablution Upgrade

The new portable ablution building has been successfully installed at the operations depot. The new ablutions facility includes toilets, hand basins, and showers. The only work outstanding for this project is to remove the old toilets and repurpose the area as much-needed office space. All works are being completed under the original approved budget.



Image: New portable ablution building.

WWTP Sludge Composting Trail

Composting NZ were established on site in July and started with the construction of a temporary bunded lime pad. The composting operation will be completed on the bunded lime pad to ensure a firm working platform. The pad is being constructed as close as practically to Pond 3 to reduce sludge handling costs.

Pond 3 will be de-watered following the completion of the lime pad after which the desludging process will start. The desludging will be achieved through the addition of an organic bulking agent and then removing a workable mixture. We are planning to have Pond 3 offline for about 10 days. During this time we will rely on Ponds 1 and 2 for WWTP operations. The process of isolating Pond 3, has been done in the past, and was trialed at the beginning of August without any issues.



Image: bunded lime pad 50% complete



Image: Aerial description of location of the lime pad

7. PEOPLE AND CORPORATE

Our People

The focus of the reporting period July - August has been filling vacant positions, ongoing organisational reviews, and maintaining staff wellbeing.

Our current staffing level is at 82 people (74FTE). We have recently appointed to three key roles, Chief Financial Officer, People & Wellbeing Manager, and Water Races Overseer Assistant 2IC. Currently, we have no vacancies that we are recruiting for.

We continue with a phased approach to reviewing the Council's organisational structure. During June and July we confirmed a change in the Community Development Team, now renamed as the Community and Partnerships Team. Three positions were disestablished, and three new positions created including two for the new in-house delivery of the Mayor's Taskforce for Jobs contract.

Some of our teams have been affected by winter illnesses which is a seasonal hazard for the organisation. Staff have done well to continue to maintain levels of service while managing absences, adverse weather conditions and weather-related service requests.

Health & Safety (H&S)

For the period June-August we have received 9 incident reports:

- 3 near miss reports
- 2 injury reports
- 2 Incidents

The graph below is taken from our new health and safety platform, Assura. Reporting in Assura started on 23 June. One near miss and one damage report were reported prior to Assura going live.



Our Induction Tour for new staff was held in June. This gives new staff an opportunity to visit CDC working sites and understand the wider Council functions and responsibilities.



Māori Liaison

On Saturday 21 June, Council staff and hapū gathered at dawn at Ngā Tawhai Reserve, Te Wharau, to unveil a new tomokanga (entrance). The name of the tomokanga, *Te Tātau o Ngā Pekapeka o Te Wharau*. Symbolises all the hapū connected to Te Wharau.

Unveiled during Matariki, a time of reflection, remembrance, and renewal, the tomokanga and its design embodies the enduring presence of hapū and their deep ties to Te Taiao. This kaupapa was a collaborative effort between hapū and Council, bringing life, visibility, and wairua back to the space.

The event reflects Council's commitment to its Māori Responsiveness Action Plan and to honouring the aspirations of Te Ao Māori. It also strengthened connections within the Te Wharau community.



Group photo on the day of the Unveiling, Council staff, Te Wharau community and hapu members



Pou whakairo / Carver – Wayne Pitau of hapū Ngāti Maahu

Local Body Elections 2025

Nominations have now closed for the 2025 Carterton District Council elections.

A very late rush in the last week of registrations saw two-thirds of nominations being recorded which placed election staff under significant pressure. However the result is fantastic with 3 candidates standing for Mayor, and 18 candidates standing for the eight At-Large Councillor positions.

Registered voters will receive voting papers from 9 September, ahead of Election Day on Saturday 11 October. Council events are planned to provide opportunities for voters to register and/or place special votes if required.

Full Election details including Candidate information is available on the Council website.

Information Systems (IS)

Information Services continues to provide and support the underlying technology that enables the services provided across the council. In the last reporting period, we have been ensuring the deployment of network connectivity, and integration into the overall council environment, for new infrastructure projects such as Waingawa Process Water.

IS has also been an active part of the deployment of the Health and Safety solution Assura, and is currently involved in the change in structure of the library services, and the on boarding of the MTFJ contract.

We are also actively working to produce a framework for the delivery of regular and robust reporting on the council performance overall. The framework will be used for the completion of the Annual Report.

Customer Services

July has been an extremely busy time at the front counter with a triple-whammy clash of annual Dog registrations, annual Rates Rebates applications, and six-monthly Water Rates billing and remission applications. As well as the usual enquiries and activities, this has placed significant pressure on the team who have worked hard to manage the increased workload, including those that have provided back up support. As of 4th August the team have processed 253 Rate Rebates applications following their availability from 10 July.

Rates

The start of the new Rating Year, Rates Rebates applications, and the issue of Rates Instalment 1 have resulted in a flurry of requests to move to direct debit payments and email billing over the last few weeks. Our team continue to encourage these processes as they increase the timeliness of invoicing and ease of payments for ratepayers and reduce the manual paperwork and postage cost for the council.

Communications and Engagement

This report summarises Carterton District Council's communications and engagement activities for July 2025 across email, social media, and internal campaigns. Key highlights include strong performance from the Vote and Dog Registration campaigns, consistent engagement via Binfluencer emails, and strategic planning initiatives aligned with organisational KPIs and community wellbeing outcomes.

Activity	Description	Next steps	Channels	Linked KPIs	Community Wellbeing Outcomes	Progress
Annual Report	Draft phase	Awaiting edits	Internal	Governance; Resident satisfaction; Transparency	Social, Cultural	35%
Dog Registration	Engaging posts featuring dog names. Jul 29 post reached 3,654 users.	Evaluate for 2026	Facebook, Instagram, Print	Community Support; Satisfaction with public facilities	Social	100%
Binfluencer	Email reminders for waste collection and sustainability.	Ongoing	Mailchimp (Email)	Environmental Management - Waste services engagement	Environmental	Ongoing
Vote 2025: Stand	Leadership messages and personal stories. Jul 24 LinkedIn video: 674 views.	Evaluate	Facebook, LinkedIn, Print	Governance; Civic engagement; Māori representation	Social, Cultural	100%
Vote 2025 Campaign	Jul 31 video reached 800 users with 363 clicks.	Ongoing	Facebook, Instagram, Print	Governance; Participation in elections	Social	30%
Residents Guide	Planning phase initiated. Engage community for input.	Draft content	Internal Planning	Community Support - Accessibility of public information	Social	5%
Communications & Engagement Policies	Policy updates in progress.	Share draft policies for feedback ahead of committee consideration.	Internal Planning	Governance; Transparency; Responsiveness	Social, Cultural	60%

8. CONSIDERATIONS

8.1 Climate change

Considerations have been noted in the report, as appropriate.

8.2 Tāngata whenua

Considerations have been noted in the report, as appropriate.

8.3 Financial impact

Considerations have been noted in the report, as appropriate.

8.4 Community Engagement requirements

Considerations have been noted in the report, as appropriate.

8.5 Risks

Considerations have been noted in the report, as appropriate.

9. RECOMMENDATION

That the Council:

1. **Receives** the report.

File Number: 438542

Author: Geoff Hamilton, Chief Executive

Attachments: Nil



8.2 WATER RACE ORAL HISTORY PROJECT

1. PURPOSE

For the Council to consider approving unplanned expenditure for the Water Race Oral History 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

A proposal was tabled at the Water Race Committee meeting on 6 August 2025 to formally record the history of the Taratahi and Carrington Water races. This report summarises the discussion and recommendations from the committee.

4. DISCUSSION

The proposal outlined a project to officially document the history of the Carterton District Council Water Races, primarily through oral histories (interviews), supported by archival research. The main goal of this project is to capture the stories and experiences of individuals closely connected to the water races before these accounts are lost.

The project will be broken into three phases to create a richly illustrated legacy book that brings this heritage to life, along with the secure archiving of collected materials for future accessibility.

- Phase 1 will focus on archival research to establish historical foundation and identify key themes and narratives.
- Phase 2 will involve the recording of oral histories to capture personal and community perspectives that enrich the archival findings.
- Phase 3 is optional and will consist of synthesising the collected materials into a final output. This may take the form of either a comprehensive academic report or a legacy publication intended for a general audience, aiming to convey the historical significance and cultural value of the water races in an accessible and engaging format.

At their meeting on 6 August, the Water Race Committee passed the following recommendation:

“That the Committee – Recommends Council approves unplanned expenditure for the Water Race Oral History Project.”

5. NEXT STEPS

The Council is asked to consider the recommendation from the Water Race Committee to approve unplanned expenditure within the Water Race budget of \$14,400 + GST for Phases 1&2 of the project.

Following the completion of phases 1&2, the Water Race Committee will consider whether they wish to proceed to phase 3 of the project.

6. CONSIDERATIONS**6.1 Climate change**

The effects of climate change will be discussed as part of the interview process.

6.2 Tāngata whenua

There are no risks associated with any decision the Council is being asked to make, legal, social, environmental.

6.3 Financial impact

The financial impact of the project was discussed at the Water Race Committee meeting, and the Committee approved the resolution as recorded above.

6.4 Community Engagement requirements

The committee was elected to represent the Water Race users.

6.5 Risks

There are no risks associated with any decision the Council is being asked to make, legal, social, environmental.

6.6 Wellbeings

There are no wellbeings considerations associated with any decision the Council is being asked to make, legal, social, environmental.

7. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Approves** unplanned expenditure within the Water Race budget of \$14,400 + GST for Phase 1 and 2 of the proposed Water Race Oral History Project.

File Number: 478232

Author: Lawrence Stephenson, Waters Operations Manager

Attachments: 1. Carterton Water Race Oral History Project Proposal [↓](#)

Proposal Outline: Carterton District Water Races, Oral History Project

This proposal outlines a project to officially document the history of the Carterton District Water Races, primarily through oral histories (interviews) and supported by archival research. The main goal of this project is to capture the stories and experiences of individuals closely connected to the water races before those accounts are lost. The project envisions the creation of a richly illustrated legacy book that brings this heritage to life, along with the secure archiving of collected materials for future accessibility.

Why This Project?

“Carterton holds the oldest and one of the most extensive water race systems in the country.¹” The reality is that most people are unaware of this feature of national significance right in our midst. Water races have played a vital role in shaping the landscapes, livelihoods, and communities of the Wairarapa. Engineered to support agriculture and settlement, these networks represent not only technical ingenuity but also evolving relationships between people and water. Yet, despite their significance, the lived experiences of those who built, maintained, and relied on these systems remain largely absent from formal archives and historical accounts.

This project will aim to address that gap by recording and preserving oral histories from individuals and communities with direct connections to Carterton District's water races. These personal narratives will provide valuable insight into the social, cultural, and environmental contexts in which the races operate; shedding light on rural innovation, community cooperation, and ecological adaptation over time.

While previous research in New Zealand has examined water races through ecological and policy lenses, a focused oral history project capturing the voices of those directly involved remains missing. Many of these firsthand accounts are at risk of being lost. This research is a timely act of preservation; ensuring that the human stories behind these enduring water systems are documented, honoured, and made available for generations to come.

1. Water, Water Everywhere and Carterton Knows Where It Is. (2020, September 17). NZ Herald.

www.nzherald.co.nz/nz/water-water-everywhere-and-carterton-knows-where-it-is/VTZTZHKU2CB2WOCFAUGKPAIMU/

Benefits:

- **Showcase the Value of the Carterton Water Races**
- **Understand Rural Development and Innovation**
Reveal how rural communities engineered, governed, and adapted water systems through informal knowledge and cooperation.
- **Document Environmental Change**
Record long-term observations of changing waterways, water quality, and ecological impacts from those living on the land.
- **Inform Contemporary Water Debates**
Ground modern policy discussions in historical and personal narratives to offer context for current debates.
- **Celebrate the Strong Relationship between Local Farmers and Mana Whenua**
Document how water races intersected with traditional waterways and values (e.g., *kaitiakitanga*, *wai tapu*), acknowledging Māori relationships with water.
- **Capture Disappearing Voices**
Preserve memories from older generations before they are lost—along with their unique knowledge of water race systems and rural life.

Researcher Background and Motivation:

I grew up in Vaalharts, an arid region in the heart of South Africa, home to the Vaalharts Irrigation Scheme; the largest of its kind in the Southern Hemisphere. This extensive network of canals channels water from the Vaal and Harts rivers to the dry Northern Cape, irrigating over 39,000 hectares of farmland. It has transformed what was once an inhospitable landscape into a thriving agricultural region through innovative engineering and water management.

My earliest memories involve playing in the farm's hand-dug irrigation channels, gradually moving on to the larger, concrete-lined canals, and eventually exploring the deep, fast-moving waterways. These experiences fostered a strong personal connection to the land, farming, and the human ingenuity that enables productive landscapes to emerge in the most unlikely places.

This upbringing, combined with my background in water engineering and a longstanding interest in landscape, biodiversity, and the ecologies that develop in human-altered environments, has led me to pursue this research proposal into Carterton District's Water

Races. I am particularly interested in how these systems function not only as infrastructure but also as cultural and ecological assets within the broader rural landscape.

Project Structure and Phases

The project will be conducted in three distinct phases, each followed by a review workshop. At the conclusion of each phase, a brief presentation will be delivered to share key findings. This will be followed by a discussion session during which the project committee will assess the outcomes and determine whether or not to proceed to the next phase. These workshops will also serve as opportunities for committee members to provide feedback and contribute to the planning of subsequent stages.

Phase 1 will focus on archival research to establish historical foundation and identify key themes and narratives.

Phase 2 will involve the recording of oral histories to capture personal and community perspectives that enrich the archival findings.

Phase 3 will consist of synthesising the collected materials into a final output. This may take the form of either a comprehensive academic report or a legacy publication intended for a general audience, aiming to convey the historical significance and cultural value of the water races in an accessible and engaging format.

Project Deliverables

Phase 1

- Summary report of preliminary archival research and emerging themes

Phase 2

- 15 (or the number of interviews agreed) high-quality interview recordings
- Abstract & summary of each interview

Phase 3 (Optional; pending approval)

- Thematic analysis of all oral and archival material
- Academic Report *or...*
- *Carterton District Water Race Legacy Book* – a professionally designed, illustrated publication telling the story of the races through historical records, environmental insight, and community voices

Preliminary Project Time Estimate and Budget (only phases 1-2)

In accordance with National Oral History Association of New Zealand (NOHANZ) guidelines:

- Preparation and setup: 1-2 hours (research, scheduling, consent forms) per interview
- Interview: 1-3 hours
- Post-interview processing: 4 hours per recorded hour (abstracting)
- Archiving and follow-up: 1-2 hours per interview

This project has been scoped to ensure sufficient time is allocated for high-quality oral history research, including preparation, interviewing, and documenting. The following time and budget estimates apply to **Phases 1 and 2**, with **Phase 3** to be confirmed upon approval and review. Estimates are based on **the assumption of 15 interviews of 2 hours each**.

Estimated Time Commitment (Phase 1)

<u>Task</u>	<u>Estimated Hours</u>
Archival research	60
Report	20
Total Estimated Hours	80

Estimated Time Commitment (Phase 2)

<u>Task</u>	<u>Estimated Hours</u>
8hrs per one recorded interview hour	
<u>If there are 15 interviews of 2hrs each (15x2x8)</u>	<u>240</u>
Total Estimated Hours	240

Preliminary Budget (Phase 1)

<u>Item</u>	<u>Estimated Cost</u>
Research hours (80 hrs @ \$45/hour)	\$3,600.00 + GST

Preliminary Budget (Phase 2)

<u>Item</u>	<u>Estimated Cost</u>
Research hours (240 hrs @ \$45/hour)	\$10,800.00 + GST
Total Estimate (Phase 1 & 2)	\$14,400.00 + GST

A Phase 3 budget (book design, editing, printing, and community engagement) will be developed upon completion of Phases 1 and 2.

Conclusion:

This oral history project directly supports the goals of the Carterton District Water Race Committee by preserving the lived experiences, local knowledge, and cultural significance of the water race systems. Through interviews with farmers, iwi, and community members, the project captures how water races have been used, valued, and adapted across generations. These stories offer crucial insights that complement environmental monitoring and inform sustainable management. By fostering community engagement and documenting a unique part of Wairarapa's heritage, the project will not only support long-term planning but also help ensure that future decisions reflect both historical context and the voices of those most affected.

This investment supports cultural heritage preservation, community storytelling, intergenerational knowledge transfer, and historical research. Without timely support, many of these firsthand memories, particularly from older rural residents, risk being permanently lost. This work ensures their voices are preserved for future generations and contributes meaningfully to New Zealand's evolving relationship with land, water, and community.

Appendix

Phase Description

PHASE 1: Archival Research

Archival research will be conducted to gather primary historical data necessary for the initial phase of thematic analysis. These sources will provide historical context and a foundational dataset for identifying patterns and gaps that will inform subsequent research phases.

PHASE 2: Oral History Research

Oral history research will be undertaken to capture personal narratives and lived experiences. Ensuring a good sample of oral history interviewees for researching water races in New Zealand requires **diversity, relevance, and representativeness**—as well as cultural sensitivity and regional balance. Participants will be purposively selected based on their relevance to the study, and informed consent will be obtained prior to interviews.

Interviewees will be selected on the following criteria:

1. Individuals with *firsthand experience, generational knowledge, or professional involvement* with water races.

- Farmers and landowners (especially multigenerational)
- Irrigation scheme workers or council staff
- Retired engineers or race managers
- Local historians, archivists, or oral history collectors
- Māori kaitiaki or iwi members with knowledge of traditional waterways & races

2. Ensure Geographical Representation

Cover diverse geographies within both the Carrington & Taratahi catchments.

3. Incorporate Demographic and Cultural Diversity

- Age: Include elders for memory depth, but also younger generations maintaining or inheriting water race systems.
- Gender: Water races affected whole households - women's and community roles should be documented too.

- Ethnicity and cultural lens: Ensure Māori voices are included.

4. Use Snowball Sampling & Strategic Outreach

Start with known contacts and ask each for 1–2 recommendations.

5. Screen for Relevance

During initial conversations, short screening questions will be used to prioritise depth and narrative potential.

6. Track and Adjust During Collection

A participant log will be kept, tracking age, region, role, main themes etc. Recruiting strategy will be adjusted as gaps appear.

Oral History Methodology:

The interviews will be semi-structured, allowing for flexibility in exploring themes while ensuring consistency across responses. Working with individuals and their personal, often sensitive, information requires a high standard of ethical and professional care. To ensure this, the project will follow the ethical guidelines and best practices set out by NOHANZ (National Oral History Association of New Zealand).

1. Contact the potential interviewees from an approved short-list.
2. Confirm list of interviewees, arrange timeframes and travel as required.
3. Compile standard interview questions.
4. Undertake the interviews and documentation:
 - Contact individuals to arrange a pre-interview meeting to:
 - establish a level of rapport before the interview;
 - discuss what the interview would involve (equipment, duration etc) and agree on the venue (often the person's own home);
 - discuss the individual's wishes about access to and archiving of the recorded material;
 - discuss the Oral History Agreement form in which the interviewee will be able to specify any conditions or restrictions;
 - gather biographical information to guide the actual interview (e.g. life,

education and career milestones) and possibly a few photos of key events / personalities.

- Prepare specific interview plan/questions:
 - Based on the standard questions mentioned above but tailored to the person, their background and particular involvement with the races.
- Conduct interview:
 - Conducted in one or two sessions depending on the interviewee.

5. Abstract:

- Prepare the abstract; a summary of the interview content (usually at 2-3 minute intervals), with key words highlighted and reference points noted to enable researchers to easily locate topics of interest.

6. Post-interview administration:

- Documentation to accompany the audio recording, including a brief overview description of the interview, the Interview Agreement Form and brief biographical details about the interviewee. Note: The Agreement Form is approved by the National Oral History Association of New Zealand (NOHANZ).

PHASE 3: Thematic Analysis & Synthesising Materials into chosen Final Output

The research will employ a two-phase thematic analysis to identify and interpret patterns across both archival and oral history data.

a. Archival Data Analysis

The initial thematic analysis will focus on the archival material, identifying key themes within the broad upper-level applied categorisation and any recurring narratives and gaps in the historical record.

b. Oral History Data Analysis

In this phase, a data-driven grounded theory approach will be used to analyse the abstracted oral histories, allowing themes to emerge inductively. This method ensures that the findings are both empirically grounded and analytically rigorous. The analysis will compare these oral history themes with those identified in earlier archival research, confirming existing patterns or revealing alternative emergent themes. This inductive approach will ensure that this analysis remains open to unexpected insights, allowing for a more nuanced understanding of the narratives and their broader contextual significance.

Preserving the Story of Carterton's Water Races Through Visual History:

As an optional phase of the project, I propose creating a high-quality legacy book that brings together the oral histories, archival images, and ecological insights from our research on the Carterton District water races. This visually rich and accessible book will tell the story of the races through personal memories and historical context, honouring the people and landscapes involved. It will preserve this unique Wairarapa heritage for future generations and help the wider public appreciate the value of rural water systems.

As mentioned, the output of phase three may also take the form of a comprehensive academic report.

Archiving and Access

As the primary funder, the Carterton District Water Race Committee will retain ownership of all research outputs. However, it is recommended that the completed materials, such as interview recordings, abstracts, and summary findings, also be donated to an archive. This would ensure long-term preservation and public access, allowing future generations to benefit from the historical, cultural, and environmental insights captured through the project.

Risks and Mitigation**1. Participant Recruitment Challenges**

There is a potential risk in securing a diverse and representative group of interviewees. To mitigate this, the research team will work closely with the Water Race Committee and local community networks to identify and approach suitable participants. Snowball sampling will also be used to expand outreach.

2. Ethical Considerations and Confidentiality

To ensure ethical integrity, the project will adhere to the **National Oral History Association of New Zealand (NOHANZ)** guidelines. Informed consent will be obtained for all interviews, and participants will have the opportunity to review and approve their transcripts before final archiving.

3. Technical and Storage Issues

Equipment failure or data loss is a known risk in oral history projects. To reduce this risk, all interviews will be recorded using high-quality digital recorders with immediate backup to

secure cloud and external drives. A secondary device will be kept on hand in case of equipment failure.

4. Backup Interview Plan

If a scheduled participant withdraws or becomes unavailable, a shortlist of alternative interviewees will be maintained to ensure continuity of the research. This list will be developed during the early recruitment phase in collaboration with local contacts.

THANK YOU!

Michelle Ferreira
027 260 5556
mljsferreira@gmail.com



8.3 POLICY AND PROCESS FOR CDC SUBMISSIONS ON LEGISLATIVE AND REGULATORY CHANGES

1. PURPOSE

This paper proposes the development of a framework for CDC submissions on legislative and regulatory changes.

2. SIGNIFICANCE

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

3. BACKGROUND

Central Government frequently proposes changes to legislation, regulation, and policy. These changes can significantly affect local government responsibilities, roles, and operations. As part of the democratic process, Government agencies and departments invite public feedback on many of these changes. Often, agencies specifically seek feedback from Local Government where the changes affect role and responsibilities of Territorial Authorities, such as the Building Act, Transportation, or the RMA.

Currently, CDC operates an ad-hoc process for identifying areas of interest in proposed legislative and regulatory changes. Once identified, the response or submission is usually the responsibility of the area most affected (e.g. Infrastructure Services has made submissions on Local Water Done Well). Sometimes other parts of our organisation have a particular interest in a subject being consulted on (e.g. climate change impacts of RMA changes), resulting in different more comprehensive feedback than just the affected specialist area.

The challenges with the current process include:

1. The sheer number of legislative changes targeting Local Government in particular makes it difficult for staff to be across all the proposed changes, and the impacts of these changes for Carterton District Council. Just keeping up with proposed legislative and regulatory changes can absorb significant amount of staff time, leading to questions of priority.
2. Any submission is made on behalf of Council, and needs to be circulated to Council for feedback and endorsement preferably before a submission is made, or ratified by Council after the submission is lodged.

Obtaining Council feedback can be very challenging given the growing trend of Government to reduce submission timelines.

3. The effort of making, and potentially speaking to a submission needs to be weighed against the potential to influence change. In some case (e.g. Granny Flats) the Government position is clear, and feedback provided by our Building Team is likely to be disregarded, given Councils have been

unfairly labelled as a contributor to the affordable housing problems facing the country.

This paper proposes a framework to ensure that CDC's responses are well-coordinated, reflect the perspectives of both elected members and council officers, and align with the council's strategic priorities.

4. DISCUSSION

This paper seeks Council's approval for the development of a formal policy and process to guide this involvement, ensuring consistency, transparency, and effective contributions to consultations that directly or indirectly impact Council operations and local governance.

While Government's legislative and regulatory changes may be brought to the attention of council officers or elected members, CDC has responded in an ad-hoc manner. This can lead to inconsistent feedback, missed opportunities, or misaligned priorities.

Any process would need to consider the interests and perspectives of Elected Members as consider feedback from Local Government New Zealand, subject matter experts and council officers. Depending on the change, some form of community engagement may also be desirable (e.g. Local Water Done Well).

It is expected there may be times when less significant feedback is sought. In these situations it may be entirely appropriate for the submission to come directly from a council officer - such as when the feedback is consistent with the way we operate.

Often the timeframes given for responses can be very short, so processes need to be flexible enough to enable rapid approaches, if needed.

The organisational appetite for making responses, submissions and feedback also needs to be considered, and a reasonably high level of impact or concern would be needed before entering the process.

Key Considerations

1. Stakeholder Involvement:

Responses and submissions must reflect both the political perspectives of elected members and the expertise of council officers. A collaborative approach is necessary to ensure submissions are comprehensive and represent CDC's interests.

2. Community Engagement:

In some cases, especially when legislative changes have a direct impact on the community, it may be appropriate to engage with the public before finalising CDC's submission. This could take the form of a formal consultation process or informal feedback mechanisms, depending on the nature of the change.

3. Timeframes:

Legislative changes are often announced with short consultation periods, which can make it difficult to develop detailed and thoughtful submissions. Any process must be flexible enough to accommodate rapid responses when required, ensuring CDC can meet deadlines while still producing quality submissions.

4. Organisational Impact:

The level of CDC's involvement in the submission process should be aligned with the potential impact of the proposed change. While some legislative

changes may require a substantial response, others may be less significant and may not warrant a formal submission. A threshold should be established to help determine when CDC should engage in the submission process.

Our organisational approach to making submissions and providing feedback could either be permissive or constrained. We recommend adopting a constrained approach, which reflects that engaging in submissions and feedback should be an exception rather than a routine part of council officers' work.

Submissions or feedback should only be considered when there is a substantial level of concern or impact, ensuring that resources are directed towards matters of significant importance to CDC and the community.

The proposed policy and process will ensure that CDC is able to respond to legislative and regulatory changes in a timely, consistent, and effective manner. By formalising the approach, CDC will be in a stronger position to influence decisions that impact the community and local government operations.

Council's approval of the work to be undertaken on this framework will enable a structured and strategic approach to submissions that have Elected member support and feedback.

5. OPTIONS

Option One: (Recommended)

Council agrees to the development of a framework which includes a formal policy and process for submissions, feedback and responses to legislative and regulatory responses.

Option Two:

Council retains an ad-hoc approach to making submission on Government legislative and regulatory changes.

Next Steps

That Council approves the development of detailed policy and process documentation for consideration at Policy and Projects Committee on 10 September 2025.

6. CONSIDERATIONS

6.1 Climate change

This paper is neutral about the considerations, however enabling submissions empowers the considerations. Furthermore, considerations will be included in the policy and process outlined in the document attached.

6.2 Tāngata whenua

This paper is neutral about the considerations, however, enabling submissions empowers the considerations. Furthermore, considerations will be included in the policy and process outlined in the document attached.

6.3 Financial impact

No financial impact.

6.4 Community Engagement requirements

This paper is neutral about the considerations, however, enabling submissions empowers the considerations. Furthermore, considerations will be included in the policy and process outlined in the document attached.

6.5 Risks

The development of a framework will strengthen the democratic process and reduce organisational risk by establishing an agreed-upon approach that captures the voices of both elected members and staff. This will enable CDC to speak with one voice on matters of importance.

6.6 Wellbeings

This paper is neutral about the considerations, however, enabling submissions empowers the considerations. Furthermore, considerations will be included in the policy and process outlined in the document attached.

7. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Instructs** officers to draft a Legislative and Regulatory Submissions Policy and associated process for Council to consider adopting.
3. **Notes** the draft Submissions Policy and associated process will be presented for consideration at the Policy and Projects Committee meeting on 10 September 2025.

File Number: 477915

Author: Becks Clarke, Community Development Team Leader

Attachments: 1. Proposed Framework - Policy and process for submissions [📄](#)

CDC submissions on legislative and regulatory changes**Proposed Policy Framework**

DRAFT

Policy Objectives

- Ensure that CDC's submissions are consistent, timely, and reflect the views of both elected members and council officers.
- Provide a clear process for determining when and how CDC should make a submission or provide feedback.
- Ensure that submissions are made within the context of CDC's strategic priorities and objectives.
- Ensure that community engagement is considered when relevant, particularly when legislative changes have direct local impacts.

Process for Submissions**Step 1: Identification and Initial Assessment**

Council officers will monitor proposed changes in legislation, regulation, and policy at local, regional, and central government levels. When a proposal is identified that may impact CDC, it will be assessed for relevance, significance, and potential impact.

Step 2: Internal Consultation

If the proposal is deemed significant, a collaborative process will begin. Relevant council officers will be consulted to gather expert feedback, and elected members will be briefed on the potential implications.

Step 3: Drafting the Submission

Based on internal consultations, a draft submission will be prepared. For significant legislative changes, elected members will have the opportunity to review and provide input into the submission.

Step 4: Approval Process

The draft submission will be reviewed and approved by senior leadership or the appropriate committee (depending on the nature of the consultation). In urgent cases, the Chief Executive may be authorised to approve the submission on behalf of CDC.

A timeline will be included in the framework along with alternative options for processing if submission timing falls outside of regularly scheduled Council meetings.

This may involve elected members appointed to specific portfolios acting as the point person, with the option for submissions to be circulated and approved via email.

Step 5: Submission and Post-Submission Monitoring

Once approved, the submission will be sent to the relevant authorities. Following submission, CDC will track the progress of the proposal, and any changes made in response to feedback. If CDC's submission results in changes, these will be reported back to elected members.

Criteria for Submission Involvement:

A set of criteria will be developed to help determine when CDC should engage in a submission processes:

1. The legislative or regulatory change directly impacts CDC's functions, responsibilities, or budget.
2. The change has significant implications for the local community, which CDC represents.
3. The proposal aligns or conflicts with CDC's strategic goals and objectives.
4. The proposal is expected to have a significant impact on local governance, the environment, or public services.

Community Engagement Process (if applicable):

In cases where the proposal is likely to affect the community, CDC may initiate community consultation to gather public input before submitting feedback. The approach will depend on the size, scope, and nature of the change.

Rapid Response Process:

In cases where timeframes are short, a streamlined process will be followed to allow for a rapid response. This process may involve a more limited review and consultation with elected members and officers, with the Chief Executive having authority to approve urgent submissions.



8.4 AMENDMENT TO FEES AND CHARGES 25/26

1. PURPOSE

For Council to approve the amendments to the Fees and Charges for 2025/26 document.

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 Fees and Charges for 25/26 were approved at the Council meeting held on 11 June 2025.

As the new financial year has commenced, officers have identified small errors in the document that require adjustment to ensure accurate charging of fees for this financial year. These changes will bring the schedule of Fees and Charges in line with our Annual Plan budgeting assumptions.

The proposed changes are as follows:

- Corridor Access Fees (Page 17) Currently recorded as exclusive of GST. The correction is to record these as inclusive of GST.
- Cemetery Fees (Page 10) The Lawn Plot fee did not include the 2025/26 increase. This omission also affected the Natural Burial Plot fee.
- Cemetery Fees: Minor amendments are required to the Out of District fee and the Whenua/Placenta fees.

The amended document has been marked up to show the proposed changes to the document.

4. DISCUSSION

Officers had identified the oversight in Cemetery Fees soon after the adoption of the Schedule of Fees and Charges. In this case, the fees published were lower than the proposed fees, and it was decided to accept the error, charge lower fees for this year, and correct the mistake in 2026/27.

However, unlike the minor issue in Cemetery Fees, the incorrect GST status of the Corridor Access fees has the potential to overcharge customers. This is both unfair and unintended. Given this, officers recommend Council reconsider the Schedule of Fees and Charges for 2025/26 and correct both errors at the same time.

The updated Schedule of Fees and Charges would become effective from the date of adoption, meaning if adopted, the old charges would be used between 1st July 2025 and 12th August 2025. Officers will use discretion when applying charges, to ensure customers are not disadvantaged.

5. CONSIDERATIONS

5.1 Climate change

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

5.2 Tāngata whenua

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

5.3 Financial impact

Corridor Access Fees were adjusted in line with the annual inflation rate of 2.3%. An error in the Fees and Charges Schedule adopted by Council for 2025/26 shows Corridor Access fees as exclusive of GST, rather than inclusive of GST. The consequence of this is Corridor Access Fees would increase by 17.3% in 2025/26 when compared to 2024/25, rather than the 2.3% as intended.

The Annual Plan (budget) for Corridor Access Fees has assumed a 2.3% increase in fees. This proposed change will not affect the budget.

To date, the financial impact of this error has been immaterial for both Corridor Access Fees and Cemetery Fees.

5.4 Community Engagement requirements

There are no community engagement requirements.

5.5 Risks

There is minimal risk to council in relation to these changes. It is noted that the Fees are already a public document. Therefore, officers will need to advise businesses affected by the changes.

However, officers believe Council may face reputational risk should the error in Corridor Access Fees not be corrected. Therefore officers recommend proceeding with updating the Fees and Charges schedule as soon as possible.

6. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Approves** the updated Carterton District Council Fees and Charges for 2025/26.

File Number: 478196

Author: Natascha Anderson, Financial Accountant

Attachments: 1. Schedule of Fees & Charges 2025/26 [↓](#)



Carterton District Council

Schedule of Fees and Charges 2025/26

From 1 July 2025

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



This proposal summarises the key changes to user fees and charges proposed for the year beginning 1 July 2025.

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

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

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

In general, the fees and charges have been reviewed and adjusted in line with inflation at 2.3%. Excluded from this CPI increase are Animal Control and Community fees.

All fees are GST inclusive, unless otherwise stated.

Table of Contents

Food Act 2014	4
Public Health (Health Act 1956, Health Registration Regulations 1966).....	4
Resource Consent Fees (deposit only)	5
Transfer Station Entry Fees	7
Dog Registration Fees (before 1 August)	8
Water Supply.....	9
Waingawa water and reticulated supply	9
Urban water, reticulated supply	9
Water Race.....	9
Waingawa Process Water	9
Outdoor Swimming Complex	10
Cemetery.....	10
Park Fees	11
Library Fees.....	11
Official Information Request charges	12
Services not listed in this schedule	12
Building consent and PIM fees	13
Trade waste.....	16
Corridor Access.....	17
Community Rental Fees	18
Events Centre	19

Food Act 2014

	2025/26 incl GST
Verification of template Food Control Plan. Includes: booking appointments, checking prior history, travel time, actual time on- site, completion of reports, lodging of results to MPI and Council database and follow up on Corrective Action Requests (first 2 hours)	\$420.00
Additional hours	\$172.00
Renewal of registration for food premises	\$145.00
Amendment to registration	\$102.00

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

Annual Registration and Inspection	2025/26 incl GST
Hairdressers	\$215.00
Motels/Boarding Houses	\$215.00
Itinerant trader – annual registration including inspection	\$301.00
Camping Grounds/Motor Home Parks	\$269.00
Hawkers licence	\$162.00
Hairdressers, beauticians, tattooists, skin piercers	\$269.00
Funeral directors	\$269.00
Offensive trades – septic tank services, waste or refuse cartage	\$269.00
Saleyards	\$269.00
Street stall licence	\$33.00 per week
Health inspection for events where food will be sold, or inspection on request	\$162.00
Noise control – recover all reasonable costs associated with second and subsequent noise complaints investigated from the same property	
Noise/health-related complaints under the RMA and Health Act 1956 – recover all reasonable costs associated with investigating/resolving the matter	
Gambling venue applications	\$645.00
Removal of abandoned vehicles	Actual cost-plus 10%
Alcohol hearing administration fee + cost of commissioners	\$1,611.00
Officer consultation, investigation	\$215.00

Resource Consent Fees (deposit only)

	2025/26 incl GST
Controlled activity (other than minor land use)	\$1,290.00
Restricted Discretionary – non-notified	\$1,610.00
Discretionary activity	\$2,150.00
Permitted boundary activity	\$345.00
Non-complying	\$5,115.00
Heritage items	Free
Additional Charges	
Public notification	\$5,370.00
Limited notification	\$2,685.00
Pre-hearing	\$570.00
Post decision – requested changes	\$645.00
Additional processing time above 5 hours (per hour)	\$215.00
Section 127 variation to consent	\$1,610.00
Section 223 RMA certificates	\$537.00
Section 224 RMA certificates	\$700.00
Any other certificate	\$700.00
Monitoring compliance with resource consents – cost, with maximum of:	\$2,150.00
District Plan changes – deposit only (applicants are required to meet the full cost of processing applications)	\$20,460.00
Land Information Memorandum (LIM) *refund less \$50 admin fee, if cancelled within 1-2 working days	\$256.00
Land Information Memorandum (LIM) - urgent service *no refund if cancelled	\$460.00
Charges between \$150-\$300 per hour	
Other external reports, e.g. engineers, commissioners, solicitors, special advisors (indicative charges between \$150-\$300 per hour)	Actual cost
Hearing administration fee + cost of Commissioners	\$1,610.00

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

Infrastructure Contribution	2025/26 incl GST
Wastewater	\$2,300.00
Water	\$2,300.00
Stormwater	\$1,150.00
Infrastructure Contribution – Waingawa Industrial Zone	
Wastewater	\$2,990.00
Water	\$2,990.00
Stormwater	\$1,495.00
Roading Contribution – Residential, Commercial and Industrial Zones	2% of land value + GST
Roading Contribution – Rural Zone	3% of land value + GST
Reserve Contribution - Residential, Commercial and Industrial Zones	3% of land value + GST
Reserve Contribution – Rural Zone	2% of land value + GST
Monthly building consent lists	\$27.00
Officer consultation	\$215.00 per hour

Service Fees	2025/26 incl GST
Water / Wastewater/ Process water Standover	\$130.00 per hour
Administration fee	\$102.00
Applications for new water / wastewater / Process water connection	\$242.00 per application
Application for disconnection of existing water / wastewater / Process water connection	\$242.00 per application
Applications for water race draw off	\$172.00 per application
Applications for piping or relocating water race (plus expenses)	\$172.00 per application
Clearing public wastewater main or lateral pipe, damaged as a result of private fault (fat/rags or similar)	Actual cost
Damage to road reserve	Actual cost

Transfer Station Entry Fees

General refuse	2025/26 incl GST
Car boot or SUV - up to 100kg (incl GST)	\$37.00
Small trailer, van or ute up to 1.8m x 1.2m x 0.4m high or up to 250kg (incl GST)	\$88.00
Large trailer - up to 1.8m x 1.2m x 0.8m high or up to 500kg (incl GST)	\$117.00
Weigh in/out (minimum \$20.00) per tonne (excl GST)	\$320.00 per tonne
Green waste	
Car boot or SUV - up to 100kg (incl GST)	\$7.00
Small trailer, van or ute up to 1.8m x 1.2m x 0.4m high or up to 250kg (incl GST)	\$18.00
Large trailer - up to 1.8m x 1.2m x 0.8m high or up to 500kg (incl GST)	\$24.00
Weigh in/out (minimum \$20.00) per tonne (excl GST)	\$78.00 per tonne
Tyres	
Car and 4WD tyres – up to 4 tyres on rims (each) (incl GST)	\$7.00 each
Car and 4WD tyres – over 4 tyres (each) (incl GST)	\$5.50 each
Car and 4WD tyres (incl GST)	\$760.00
Truck tyres (incl GST)	\$760.00 per tonne
Truck tyres (each) (incl GST)	\$10.40 each
Cleaning of tyres	\$25.00 each
E-waste (electronic waste)	
Mobile phones, GPS, digital cameras, computer mice	No charge
Small/Medium items (such as keyboards, docking stations, modems, routers, gaming consoles)	\$5.00
Computer monitors, computer peripherals (incl speakers), DVD/VCR/CD player, stereo equipment	\$21.00
TV's, printers, scanners, fax machines, stereo/hi-fi speakers	\$32.00
Photocopiers	\$53.00

Dog Registration Fees (before 1 August)

From 1 August – 50% of the fee will be added as penalty. For certified seeing eye or hearing dogs, a fee of 50% of those stated below.	2025/26 incl GST
Urban – entire dogs	\$110.00
Urban – spayed/neutered dogs	\$85.00
Over 65 canine companion* *Over 65 fee is only for Urban dog owners. Owners will have to apply for the Over 65 fee and provide proof of their age.	\$75.00
Rural – non-neutered and neutered dogs – first 2 dogs	\$75.00 per dog
Rural – non-neutered and neutered dogs – all remaining dogs	\$40.00 per dog
Dog classified as dangerous	\$165.00
Other Fees	
Urban – application to keep more than 2 dogs	\$75.00
Replacement Tag	\$10.00
Housing dog at other facilities (if required)	Actual costs
Rehoming fee – sustenance, administration, registration, microchip (if required) and property suitability inspection	\$50.00
Costs associated with vet treatment/supplementary feeding	Actual costs
Euthanise dog	Actual cost
Voluntary handover (surrender dog)	\$50.00
Impounding Fees	
Dogs, sheep, goats	\$150.00
Second time impounding (dogs)	\$200.00
Third and subsequent impounding (dogs)	\$250.00
Cattle, deer, horses and all other animals	\$200.00
Droving charge – calculated on actual cost including labour and plant hire	Actual cost
Sustenance fee – all animals	\$20.00 per day

Water Supply

*Water rates are set under the Local Government (Rating) Act 2002 Section 16(3)(b), Section 19(1), Section 19(2)(a) and Section 19 (2)(b). The following is an extract of the Funding Impact Statement from the Long-Term Plan 2024-34 for information only.

Waingawa water and reticulated supply

	2025/26 incl GST
Metered water*	\$3.22 per m ³
Metered water - high volume > 50,000 cubic meters per year*	\$2.78 per m ³
Draw water from Council fire hydrant *	\$3.22 per m ³

Urban water, reticulated supply

	2025/26 incl GST
Extraordinary use > 225 cubic meters per year *	\$2.10 per m ³
Metered water (Commercial and Industrial use) * Large or temporary connections	\$3.20 per m ³
Draw water from Council metered hydrant	\$3.20 per m ³

Water Race

	2025/26 incl GST
Water race - metered - for principally commercial/industrial use - per cubic metre taken	\$2.30 per m ³
Water race - metered - for principally horticultural use per cubic metre taken	\$1.40 per m ³

Waingawa Process Water

	2025/26 incl GST
Metered Process water	\$1.25 per m ³

Outdoor Swimming Complex

	2025/26 incl GST
Entry fee adult/child – per person	Free
Schoolgroups – per child per season (schools are responsible for lifeguard arrangements and associated costs)	Free

Cemetery

NOTE - No burials on public holidays

	2025/26 incl GST
Plot Fees	
Lawn	\$1,200.00 \$1,560.00
Lawn - Child under 1 year old	\$265.00
Lawn – Child over 1 year old and below 10 years old	\$500.00
Cremation - berm	\$385.00
Whenua/Placenta	\$152.00
Extra depth charge	\$493.00
Interment Fees	
Lawn	\$1,200.00
Lawn – Child under 1 year old	\$270.00
Lawn – Child over 1 year old and below 10 years old	\$545.00
Cremation	\$400.00
Servicemen	Free
Whenua/Placenta	\$152.00
Saturday/Sunday burials	Actual Cost
Disinterment	Actual cost
Natural Burial	
Plot (2x standard fee)	\$2,415.00 \$3,120.00
Interment (as above)	\$1,200.00
Costs:	
Compost (cost includes topping-up within first 3 years)	\$336.00
Tree (cost includes planting)	\$168.00
Natural burial fee (at cost)	\$268.00

Out of District fee	\$1,323.00
Additional Fees	
Out of District fee	\$1,323.00
Out of town burial fee	\$500.00
Out of town District cremation fee	\$250.00
Headstone permit (approved stonemason exempt)	\$44.00
Family back-fill	\$441.00
Chapel fee	\$68.00

Park Fees

	2025/26 incl GST
Commercial hire of park or Reserve incl filming	\$350.00
Park or Reserve Event bond	\$2,000.00 - \$5,000.00
Additional rubbish bins	Actual Cost
Additional toilet cleaning/stocking	Actual Cost
Staff call out (per call out per hour)	\$150.00
Mobile trader/Hawkers within Park or Reserve	\$30.00 per day

Library Fees

Rentals (per issue)	2025/26 inc GST
Fiction books (including re-issues)	Free
Magazines	Free
DVDs – children's (one week)	Free
DVDs – adult (one week)	\$2.00
Fines	
Adult book – first week	Nil
Per week thereafter	Nil
Children's books – first week	Nil
Per week thereafter	Nil
Reserves	Nil
Inter-loans	
Per book, article or subject request	\$10.00

Charges from other libraries	Actual cost
Other	
Lost library book	Replacement Cost

Photocopying – per page	2025/26 incl GST
A3 black and white	\$0.40
A4 black and white	\$0.20
Double sided - black and white	\$0.30 per page
Double sided - colour	\$0.50 per page
A3 colour	\$0.50
A4 colour	\$0.30
Double sided – black and white	\$0.80 per page
Double sided - colour	\$1.00 per page
Laminating per page	
A4	\$2.00
Rubbish bags	\$4.00
Replacement/additional recycling bins	\$16.00
Replacement yellow-lid recycling wheelie bin	\$82.00
Rating information schedule	\$21.00

Official Information Request charges

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

	2025/26 incl GST
Staff time (in excess of one hour)	\$66.00 per half hour or part thereof

Services not listed in this schedule

	2025/26 incl GST
For any services provided not listed elsewhere in this schedule	\$256.00 per hour

Building consent and PIM fees

(all amounts include GST)

Classification *All fees are based on a maximum number of hours for processing. Consents that go over the maximum hours (shown in brackets) will be charged additional processing fees.	PIM only fee 2025/2026	When included with other work (excl. BRANZ and MBIE levies) 2025/26	Total stand- alone fee (excl. BRANZ and MBIE levies) 2025/26
Minor Work			
Solid fuel heater (1)*	\$54.00	\$134.00	\$409.00
Minor plumbing and drainage work, e.g. fittings, drain alteration (1)*	\$54.00	\$134.00	\$462.00
Minor building work (1)*	\$54.00		\$462.00
Drainage work, e.g. new minor subdivision services, and common drains (2)*	\$54.00		\$1,236.00
Drainage work, e.g. new effluent disposal system (1)*	\$54.00	\$376.00	\$559.00
Wet area shower (tile floor) (1)*	\$54.00	\$269.00	\$570.00
Private marquee >100m2 – professional assembly only (no inspection) (1)*	\$54.00		\$194.00
Public marquee > 100m2 and <50 people – professional assembly (no inspection) (1)*	\$54.00		\$199.00
Public marquee >100m2 and >50 people (with inspection) (2)*	\$54.00		\$397.00
Private marquee >100m2 (with inspection) (2)*	\$54.00		\$397.00
Sheds / Garages / Conservatories etc.			
Swimming pool 1200mm above ground and pool fencing (2)*	N/A		\$167.00
In-ground swimming pools (includes fence) (2)*	\$51.00		\$571.00
Garden sheds/retaining walls/carports/conservatories/other minor works (1)*	\$51.00		\$677.00
Minor farm buildings (hayshed covered yards 1-6 bays, etc.) (2)*	\$102.00		\$951.00
Larger farm buildings (covered yards, wool sheds) – no plumbing or drainage (3)*	\$102.00		\$1,353.00
Larger farm buildings (covered yards, wool sheds) – with plumbing or drainage (3)*	\$102.50		\$1,719.00
Proprietary garages standard (2)*	\$107.00		\$988.00
Proprietary garages with fire wall (2)*	\$107.00		\$1,021.00

Page 13 of 22

Classification *All fees are based on a maximum number of hours for processing. Consents that go over the maximum hours (shown in brackets) will be charged additional processing fees.	PIM only fee 2025/2026	When included with other work (excl. BRANZ and MBIE levies) 2025/26	Total stand- alone fee (excl. BRANZ and MBIE levies) 2025/26
Proprietary garages with plumbing and drainage (2)*	\$107.00		\$1,240.00
Proprietary garages including sleepout no plumbing or drainage (2)*	\$107.00		\$967.00
Proprietary garages including sleepout with plumbing or drainage (2)*	\$107.00		\$1,580.00
Garages custom design including plumbing and drainage (3)*	\$107.00	\$236.00	\$1,859.00
Garages, simple custom design, single level (3)*	\$107.00		\$1,054.00
Residential re-pile (1)*	\$56.00		\$677.00
Residential Dwellings – New <i>NB double units charged at single unit rate + 50%</i>			
Single storey value <\$500k (4)*	\$422.00		\$5,586.00
Complex -Single Storey value >\$500k and Multi storey (6)*	\$631.00		\$6,767.00
Transportable dwelling (yard built) (4)*	\$107.00		\$3,545.00
Relocated residential dwelling (if applicable, add alteration fee) (4)*	\$530.00		\$2,041.00
Residential Dwellings — Additions and Alterations			
Alterations (minor) up to 3 inspections plus processing time (2)*	\$56.00		\$1,289.00
Alterations (major) up to 8 inspections plus processing time (8)*	\$107.00		\$3,545.00
Plumbing and drainage (2)*		\$236.00	\$1,342.00
Commercial/Industrial			
Commercial demolition (1)*	\$56.00		\$687.00
Single storey shop fitouts (3)*	\$107.00		\$1,396.00
Multi-storey shop fit-outs (3)*	\$107.00		\$1,719.00
Single storey, multi-unit apartments/motels (5)*	\$677.00		\$2,580.00 plus \$510.00 per unit
Multi-storey, multi-unit apartments/motels (6)*	\$1015.00		\$3,115.00 plus \$849.00 per unit
Minor commercial work e.g. signs/shop fronts/minor fit outs (no plumbing or drainage) (2)*	\$282.50		\$879.00
Commercial/industrial ≤\$50,000.00 (4)*	\$564.00		\$2,707.00
Commercial/industrial \$50,000.01– \$100,000.00 (5)*	\$755.00		\$3,760.00

Classification *All fees are based on a maximum number of hours for processing. Consents that go over the maximum hours (shown in brackets) will be charged additional processing fees.	PIM only fee 2025/2026	When included with other work (excl. BRANZ and MBIE levies) 2025/26	Total stand- alone fee (excl. BRANZ and MBIE levies) 2025/26
Commercial/industrial \$100,000.01–\$150,000.00 (6)*	\$959.00		\$4,834.00
Commercial/industrial \$150,000.01–\$250,000.00 (7)*	\$1,241.00		\$5,865.00
Commercial/industrial \$250,000.01–\$350,000.00 (8)*	\$1,466.00		\$6,875.00
Commercial/industrial \$350,000.01–\$500,000.00 (9)*	\$1,692.00		\$8,056.00
Commercial/industrial \$500,000.01–\$1,000,000.00 (10)*	\$1,805.00		\$8,755.00
Commercial/industrial/agricultural >\$1,000,000.00 (10)*	\$1,558.00		\$8,754.00 plus \$483.00 per \$100,000 value

Other charges	2025/26 incl GST
Processing hard copy certificate applications	\$107.00
Pool inspections	\$162.00 per hour (this includes travel time to the site and any associated research or administration relating to the inspection)
Pool inspections – assessment of independent audit	\$70.00
BRANZ levy for work \$20,000.00 or more, a stand-alone fee of \$1.00 per \$1,000 for the total project value	\$1.00 per \$1,000.00
MBIE levy for work \$65,000.00 or more including GST, a stand-alone fee of \$1.75 per \$1,000 for the total project value	\$1.75 per 1,000.00 (for work \$65,000.00 or more)
Structural engineering or fire engineering assessment/peer review (the building consent fee does not include the cost of any structural or fire engineers' assessments that may be required)	Cost plus 10%
Compliance schedule application (includes inspection, 12A and BWoF administration & auditing)	\$215.00 per hour
Inspection hourly rate	\$236.00 per hour
Certificate of acceptance—building consent fee for the applicable building plus actual costs, payable on issue of certificate	\$236.00 per hour for inspections plus applicable building consent fees
Registration of certificates under the Building Act	\$699.00
Reassessment fee (amended plans or specifications)	\$241.00 per hour

Certificate of title	\$54.00
Vehicle crossing bonds will be assessed for each application where required	\$586.00
Street, crossing, footpath, and berm damage bond for buildings moved to/from site	\$1,773.00
Property search fee (includes download, scanning documents, email, or writing to disc)	\$54.00 per file (covers the search and the first file – every file thereafter \$10.00)
Officer consultation	\$215.00 per hour

Trade waste

Under Wairarapa Consolidated Bylaw 2019 – Part 9

(all amounts exclude GST)

Category	Description	2025/26 excl GST
Compliance monitoring	The cost of sampling and analysis of trade waste discharge	At cost
Trade waste application fee	Payable on application for a trade waste discharge	Small business (1-5 staff) \$183.00 Medium business (6-15 staff) \$344.00 Large business (16+ staff) \$666.00
Re-inspection fee	Payable for each re-inspection visit by the Waste Water Authority where a notice served under the bylaw has not been complied with by the trade waste discharger	\$161.00 per hour
Annual trade waste charges	An annual management fee for a trade waste discharge to cover the Waste Water Authority's costs associated with for example: a) Administration b) General compliance monitoring c) General inspection of trade waste premises d) Use of the sewerage system The charge may vary depending on the trade waste sector or category of the discharger	Small Permitted \$226.00 per annum. Conditional \$451.00 per annum
		Medium Permitted \$773.00 per annum Conditional \$1,236.00 per annum
		Large Permitted 1,773.00 per annum Conditional \$2,471.00 per annum

Rebates for trade premises within the District	Reduction in fees provided for in Section 150(2) of the Local Government Act. Section 150(4) states that the fees prescribed by the Council to recover more than the reasonable cost incurred by the Council for the matter for which the fee is charged. In no event shall the resultant charge be less than the Council's sewerage charge for the equivalent period	Discretion of Council As calculated by Council
New or additional trade premises	Pay the annual fees and a pro rata proportion of the various trade waste charges relative to flows and loads	As per charges outlined below
B1 Volume	Payment based on the volume discharged	\$1.00 per cubic metre
B3 Suspended solids	Payment based on the mass of suspended solids \$/kg	\$1.00 per kilogram
B4 Organic loading	Biochemical oxygen demand or chemical oxygen demand \$/kg	\$2.00 per kilogram
B5 Nitrogen	Payment based on the defined form(s) of nitrogen \$/kg	\$12.00 per kilogram
B6 Phosphorus	Payment based on the defined form(s) of phosphorus \$/kg	\$18.00 per kilogram
B7 Sodium	Payment based on the defined form(s) of sodium \$/kg	\$1.00 per kilogram
C1 Tankered waste	Set as a fee(s) per tanker load, or as a fee(s) per cubic metre, dependent on trade waste category	\$86.00 per cubic metre

Corridor Access

(all amounts exclude GST)

Category	Description	2025/26 excl GST incl
Corridor Access	Minor Corridor Access Request (CAR)	\$193.00
	Major CAR/Project	\$430.00
	CAR with TMP (12 months) and generic	\$1,074.00
	TMP third submission fee	\$537.00
	Work Access Permit (WAP) extension	\$81.00
	CAR/WAP warranty close off	\$54.00
	Temporary Road Closure	\$430.00
Corridor Access Enforcement	Non notification fee	\$376.00
	Issue Stop work notice	\$1,611.00

	Non-conformance notice	\$806.00
Corridor Access Staff Fees	TTM auditors per hour	\$134.00
	Corridor officer per hour	\$124.00
	Engineer per hour	\$199.00
	Travel costs per km	\$1.20
Permits	Generic Overweight Permit	\$107.00
	Individual Overweight Permit	\$107.00
	Vehicle Crossing Application	\$242.00
No Spraying Fees	Install 2 pegs	\$64.00
	Install additional pegs (per peg)	\$27.00
Infringement / Fines	Damage to road reserve	Actual cost
	Damage to road corridor infrastructure	Actual cost
	Trimming of encroaching vegetation	Actual cost
	Tipping of waste within the road corridor	\$2,685.00

Community Rental Fees

(all amounts exclude GST)

Description	Cost	Cost Community/ Charity Rate	Bond
BBQ Trailer	\$150.00 per day	No charge	\$300.00
Gas Bottle refill	\$46 per fill	\$46 per fill	\$25.00
Gazebo 3m x 3m	\$60 per day	No charge	\$300.00
Hydration Station	No charge	No charge	\$300.00
Play Trailer	\$100.00 per day	No charge	\$300.00
Event Minimisation Signage set	\$100.00 per day	No charge	\$200.00
Other Event Signage	\$5 per sign	\$2 per sign	\$100.00
Signage Poles, Fairy Lights, Litter pickers, Bunting, Waratahs, Pigtails	\$2 per item per day	No charge	\$20 per item
Play gear	\$5 per day per game	No charge	\$50 per item

Events Centre

NB All amounts include GST

		Hurunui o rangi meeting room	Maungaraki meeting room	Taratahi Auditorium	Te Mahau Foyer	Civic Plaza	Ron Wakelin Plunket rooms	Diva Rooms	Rangatahi Hub	Library
Commercial Rates										
Full day (8.30am-5pm OR 5pm-12am)	25/26	\$430.00	\$430.00	\$900.00	\$430.00	\$290.00	\$290.00	\$290.00	\$430.00	\$290.00
Half day (4 hr)	25/26	\$215.00	\$215.00	\$450.00	\$215.00	\$145.00	\$145.00	\$145.00	\$215.00	\$145.00
Entire venue full day (8.30am-5pm OR 5pm-12am)	25/26	\$2,100.00								
Community Rates										
Full day (8.30am-5pm OR 5pm-12am)	25/26	\$170.00	\$170.00	\$340.00	\$170.00	\$116.00	\$116.00	\$116.00	\$170.00	\$116.00
Half day (4 Hr)	25/26	\$85.00	\$85.00	\$170.00	\$85.00	\$58.00	\$58.00	\$58.00	\$85.00	\$58.00
Per hour	25/26	\$22.00	\$22.00	\$43.00	\$22.00	\$15.00	\$15.00	\$15.00	\$22.00	\$15.00
Staff rates (commercial/community)										
After-hours function (per staff member)	25/26	\$42.00 per hour								
FOH Staff	25/26	\$32.00 per hour								
Pack-in/out assistance (per staff member)	25/26	\$37.00 per hour								
Bar Manager	25/26	\$57.00 per hour								

Commercial Rates – equipment										
		Hurunui o rangi meeting room	Maungaraki meeting room	Taratahi Auditorium	Te Mahau Foyer	Civic Plaza	Ron Wakelin Plunket rooms	Diva Rooms	Rangatahi Hub	Library
Social Event Bond (repayable)	25/26	\$170.00	\$170.00	\$340.00	\$170.00				\$170.00	\$170.00

Pack in/rehearsal (full day rate)	25/26			\$450.00						
Seating block – to erect and dismantle	25/26			\$2,250.00						
Easy lift scaffold	25/26			\$33.50						

	2025/26
Staging and set-up	POA
Lighting	POA
Sound System	POA
AV	POA
Exclusive use of kitchen	\$170.00
Tea and coffee facilities	\$2.60 per person
Flip Chart	\$25.00
Piano	Tuning at hirer's cost
WIFI	No charge
Electronic White board	No charge
Round tables	\$25.00
Round tablecloths	\$18.00
Social functions cleaning fee	\$335.00
Foyer Plinths (for sale of goods)	\$35 per day / \$200 per week

Community Rates – equipment										
		Hurunui o rangi meeting room	Maungaraki meeting room	Taratahi Auditorium	Te Mahau Foyer	Civic Plaza	Ron Wakelin Plunket rooms	Diva Rooms	Rangatahi Hub	Library
Social Event Bond (repayable)	25/26	\$170.00	\$170.00	\$340.00	\$170.00				\$170.00	\$170.00
Pack in/rehearsal (full day rate)	25/26			\$170.00						
Seating block – to erect and dismantle	25/26			\$2,000.00						
Easy lift scaffold	25/26			\$25.00						

	2025/26
Staging and set-up	POA
Lighting	POA
Sound System	POA
AV	POA
Exclusive use of kitchen	\$85.00
Tea and coffee facilities	\$2.60 per person
Flip Chart	\$18.00
Piano	Tuning at hirer's cost
WIFI	No charge
Electronic White board	No charge
Round tables	\$25.00
Round tablecloths	\$18.00
Social functions cleaning fee	\$335.00
Foyer Plinths (for community initiatives or information)	No charge



8.5 PROPOSED DISTRICT LICENCING COMMITTEE TRANSITIONAL ARRANGEMENTS THROUGH THE 2025 TRIENNIAL ELECTION PERIOD

1. PURPOSE

To seek Council's agreement to appoint commissioners who can serve as chairperson and deputy chairperson of the Carterton District Council District Licensing Committee (DLC) until 30 June 2026 to ensure continuity throughout the election period and allow the incoming Council adequate time to review and consider these appointments.

2. SIGNIFICANCE

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

3. BACKGROUND

A territorial authority may appoint an elected member to be a chairperson or deputy chairperson of the DLC. The deputy chairperson may act as the chairperson of the DLC if the chairperson is unable to act because of illness, absence from NZ, or for other sufficient reason. The appointment of a deputy chairperson will allow for decisions on alcohol matters to continue, with the absence of the chairperson.

Cr Brian Deller is currently the Carterton District Council DLC Commissioner and chairperson, and has agreed to continue on in this role until 30 June 2026 should Council recommend to reappoint him to this position. Cr Robyn Cherry-Campbell is also a current Wairarapa wide DLC commissioner.

Given the upcoming elections it is considered prudent to formally record and instruct the Chief Executive Officer to appoint Cr Deller and Cr Cherry-Campbell as commissioners, appoint Cr Deller as chairperson and appoint Cr Cherry-Campbell as deputy chairperson in order to ensure that Council can undertake its alcohol licencing requirements during the election period and post-election up until such time as new formal appointments are made post-election, or a further decision is resolved by Council.

The timeframe also allows for any required training to be undertaken for new appointments if required. Commissioners can continue to carry on the work they are appointed to undertake without having to hold the office of an elected member.

4. COMMISSIONER

The Chief Executive of a territorial authority may, on the recommendation of the territorial authority, appoint a Commissioner for a term of up to five years¹.

5. CONSIDERATIONS**5.1 Climate change**

N/A

5.2 Tāngata whenua

N/A

5.3 Financial impact

N/A

5.4 Community Engagement requirements

No community engagement is required. This is a precautionary decision to ensure council can continue its regulatory functions throughout and after the 2025 election period.

5.5 Risks

No identified risks.

.

6. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Recommends** that the Chief Executive appoints Cr Brian Deller as Commissioner and Chairperson and Cr Cherry-Campbell as Commissioner and Deputy Chairperson for the District Licencing Committee, until 30 June 2026.

File Number: 478142

Author: Solitaire Robertson, Planning and Regulatory Services Manager

Attachments: Nil

¹ Refer section 193 of the Sale and Supply of Alcohol Act 2012, Appointment of Commissioners.



8.6 STATEMENT OF INVESTMENT POLICY AND OBJECTIVES (SIPO)

1. PURPOSE

For Council to approve the updated Statement of Investment Policy and Objectives (SIPO) used by the Investment Committee.

2. SIGNIFICANCE

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

3. BACKGROUND

The long-term investment fund has been established to generate income and grow the reserve assets in order to provide funding in real terms for community outcomes. The fund is expected to augment Council's income and reduce the burden on ratepayers.

The Terms of Reference for the Investment Committee identifies that a specific responsibility of the Committee is to review the Statement of Investment Policy and Objectives (SIPO) annually, including instructions to the Investment Consultant and Investment Managers, and recommending changes to the SIPO for review and approval by Council.

4. STATEMENT OF INVESTMENT POLICY AND OBJECTIVES

Following annual review of the SIPO, several minor changes have been made:

1. Noting that the industry standard name for a SIPO is 'Statement of Investment Policy and Objectives', rather than 'Statement of Investment Principles and Objectives' – this has been updated in the attached policy.
2. Updating the SIPO to note that Direct Equity investments are permitted investment able to be approved by Council. The Castlerock Investment in Council's current investment portfolio is an example of this type of investment.
3. Updating the schedule of assets in the Appendix.

At the Investment Committee held on 6 August 2025 the Committee agreed to remove the table on Community Outcomes on page 2.

This information has been updated in the SIPO (outlined in red lettering) in **Attachment 1**.

On 6 August the Investment Committee endorsed these amendments. Council now needs to formally approve the updated policy.

5. CONSIDERATIONS**5.1 Climate change**

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

5.2 Tāngata whenua

There are no impacts on tāngata whenua relating to the decisions in this report.

5.3 Financial impact

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

5.4 Risks

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

5.5 Community Engagement requirements

There are no community engagement requirements relating to the decision in this report.

6. RECOMMENDATION

That the Committee:

1. **Receives** the report.
2. **Approves** the updated the Statement of Investment Policy and Objectives.

File Number: 477058

Author: Geoff Hamilton, Chief Executive

Attachments: 1. Updated Statement of Investment Policy and Objectives 13 Aug 2025 [↓](#)



SIPO

Statement of Investment **Policy** and Objectives (SIPO)

Updated 13 August 2025





Carterton District Council is responsible for developing and maintaining a wide range of public services and facilities to provide a quality lifestyle for people living in the district.

This includes infrastructure such as roading, water supplies, sewerage and wastewater disposal, parks, and street lights.

The Council also plans for and manages land use and subdivision activity.

The Council has established a long-term investment fund to provide an additional income stream to achieve its community outcomes and reduce the burden on ratepayers.

(Community Outcomes table removed)

PURPOSE OF THE FUND

The purpose for which the Long-Term Investment Fund has been established is to generate income and grow the Reserve Assets in order to provide funding in real terms for community outcomes.

The Fund is expected to augment Council's income and reduce the burden on ratepayers

NATURE OF THE FUND

Carterton District Council:

- Is a Local Authority under the Local Government Act 2002.
- Is tax exempt.
- Has a website [Carterton District Council \(cdc.govt.nz\)](http://cdc.govt.nz).
- Has a Balance Date of 30 June.

The Fund:

- Is a portion of the Reserve Assets held on the Council's accounts.
- Ultimately belongs to the Ratepayers of the Carterton District.
- Exists in perpetuity.

Governance

The **Council** will be responsible for the following:

- Reviewing and approving this SIPO, including the instructions to the Investment Consultant and Investment Managers.
- Reviewing the asset allocations and investment performance on at least a quarterly basis.

The **Investment Committee** will be responsible for:

- Reviewing this SIPO, including the instructions to the Investment Consultant and Investment Managers and providing changes to the SIPO to the Council for their review and approval.
- Determining the allocation of funds to the Long-Term Investment Fund
- Determining the appropriate number of Investment Managers for the Long-Term Investment Fund and selecting and changing those managers as appropriate on the advice of the Investment Consultant.



- Providing cash flow information to each Investment Manager with respect to future deposits and redemptions when requested.
- Reporting to the Council on at least a quarterly basis.

The **Investment Consultant** will be responsible for providing the following services as per any agreement with the Council:

- Proactively advising the Council of events and changes that may affect the manner in which the assets should be invested.
- Evaluating the appropriateness over time of the long-term asset allocation policy based on an annual review of capital market assumptions. If warranted, the Investment Consultant will advise of the need for a review.
- Monitoring the asset allocations between investment managers, against the ranges specified in this SIPO, based on market values at quarter end and advising the Council whenever the Monitored Portfolio requires rebalancing.
- Drafting necessary correspondence to enact the necessary rebalancing with the Investment Managers.
- Meeting with the Investment Committee to present investment monitoring reports and to discuss topical investment issues quarterly or as required.
- Assisting the Council in allocating new money or making redemptions from the Investment Managers by advising which Investment Manager(s) to deposit/redeem money from and drafting the necessary correspondence to the Investment Managers.
- Participating with the Council and the Investment Committee in the annual review of this SIPO.

Each **Investment Manager** of the Monitored Portfolio will be responsible for the following:

- Managing the funds allocated to them in accordance with the investment management agreements and/or governing documents referred to in the application form(s).
- Selecting securities within each asset class, subject to the constraints imposed in this document or by the policies advised by the Council and any applicable legislation.
- Where the Investment Manager's portion of the investment fund consists partly or wholly of a portfolio of individual securities, the Investment Manager's investment management agreement with the Council shall include explicit reference to the constraints or guidelines referred to in this SIPO as these relate to the Investment Manager.
- Where the Investment Manager's portion of the investment fund consists wholly of units in a pooled fund or funds, the Investment Manager shall undertake to advise the Council of any variations that may arise from time to time between the operation of such pooled fund(s) and the constraints or guidelines in this SIPO as these relate to the Investment Manager.
- Supplying to the Council and the Investment Consultant any reports of the fund's performance results in advance of regular meetings and on request, participating in those meetings to review the written reports. The reports shall contain such information and in such format as agreed with the Council and the Investment Consultant but must contain



sufficient information to enable the annual accounts and any necessary tax calculations to be produced.

- Managing the investment fund in a manner that is consistent with the tax status of the Council.
- Participating, when required by the Council and the Investment Consultant in the annual review of this SIPO.

INVESTMENT BELIEFS

The Council believes:

- Strong governance leads to better investment decisions.
- Higher returns are associated with greater risk.
- Prudent diversification within a portfolio may reduce volatility if diversification opportunities are available otherwise risk must be managed.
- Asset allocation is important and is a major determinant of portfolio returns.
- Active management may return a premium over time but requires skill and information.
- Markets have a strong behavioural element.
- Historical performance is a poor guide to future performance.

In situations requiring direct investment, the following matters are important:

- To understand value and how it will be created.
- To understand how the investment will be protected if events unfold differently to that expected or priorities change.
- Thinking and acting like an investor and considering the following key elements:
 - Understanding the likely future outcomes.
 - Understanding cash flows as indicators of economic reality. ○ Consideration of acceptable risk levels.
 - Estimation of the value of money over time.
 - Consideration of the next best alternative to the investment on offer.
 - The value of the information they have about the potential investment.
 - The potential to reduce risk through diversification.



INVESTMENT RISK

A risk profiling exercise has been conducted by the Council to determine the range of outcomes the Council are most comfortable with. This has allowed a consistent risk adjusted approach to investment decisions. Initially the Council has adopted a **Moderate Risk Profile**, which will result in a portfolio with broadly one third growth funds and two thirds multi-asset income funds.

Risk and return are related. When investing, the more risk you accept, the more return you should require from an investment. Conversely, the more return you seek the greater the risk that needs to be taken.

The risk of each individual investment situation should be measured separately, but it should also be measured against a budget of risk for the total fund. Before entering into any investment opportunity, it is important to have a clear exit strategy.

All business ventures entail risk of loss. It is important to understand how much risk of loss exists and whether this will improve over time. Equity investors who own shares in a venture take the most risk, and they can expect to reap the greatest reward over time. However, equity investors are last in line when things do not go as planned.

The core idea of diversification is that spreading wealth amongst lowly or uncorrelated assets reduces the risk of loss.

The portfolio's capital and income returns will fluctuate. For the fund, capital and income can be considered collectively as the Total Return that is available for distribution. The initial capital base and any revenue reserve will also be affected. Recipients of distributions and project funding will therefore be subject to investment risk.

Key risks include:

- *Market* – the risk of market downturns. Mitigated by diversification and active management.
- *Inflation* – the loss of purchasing power. Mitigated by growth assets and reserves.
- *Interest rates* – loss of capital through rising rates income being eroded when rates fall. Mitigated by diversification and active bond management.
- *Currency* – Loss of value through the NZD appreciating against foreign currencies. Mitigated by limiting currency exposure through hedging strategies.
- *Credit* – Risk of loss through default or partial default of debt securities. Mitigated by diversification, investment grade credit and active management.
- *Financial* – Risk of loss through company failures. Mitigated by diversification, active management and direct involvement in Private Equity.
- *Liquidity* – Risk of not being able to cash in investments. Mitigated by investing in managed funds holding largely liquid securities and sound budget forecasting.
- *Operational* – The risk of losing money through errors or fraud. Mitigated by doing due diligence on operational aspects (e.g. custody arrangements) of external managers and ensuring managers have appropriate professional indemnity insurance in place.



INVESTMENT OBJECTIVES

The broad investment objectives for the investment portfolio are to achieve a level of return that is needed to meet the operating and distribution requirements as per the Long-Term Plan.

More specifically, the fund's investment policy aims to:

- Earn **returns** after expenses and inflation but before any taxes of 2% p.a. over rolling 3-year periods.
- Keep the **volatility** of returns in normal market conditions less than 5% p.a.

Volatility is measured as the annualised standard deviation of returns. For an expected return of 4.5% and volatility of 5% the annual return for the investment portfolio is expected to range between -0.5% and 9.5% two thirds of the time.

INVESTMENT POLICY

The Council has approved the following asset allocations and ranges for the management of the assets:

Asset Class	Target	Range
Private Equity	33%	0%-40%
Multi-Asset Income	67%	60%-100%
Direct Investment	0%	0-10%

Permitted investments include:

- Investment funds invested primarily in liquid securities.
- Private Equity funds recommended and monitored by the Investment Consultant.
- Active multi-asset funds.
- Active single sector funds.
- Passive funds.
- Direct investments **including Direct Equity investments** approved by Council from time-to-time.

REBALANCING POLICY

The portfolios will be monitored against the asset allocation targets and ranges on a monthly basis. Should a range be breached the Council, in consultation with the Investment Consultant, will rebalance the portfolio to be within the ranges. Factors considered will be the impact of transaction costs, specific risks in the portfolio and liquidity. Rebalancing should not be used by the Council for tactical positioning.



RESPONSIBLE AND IMPACT INVESTMENT

The Council expects the Investment Managers to incorporate Environmental, Social and Governance (ESG) factors into investment decisions.

As a guide, the Council believe that the Principles for Responsible Investment (PRI) and the principles of the UN Global Compact are a good guide to its expectations on ESG.

In addition, the Council support considering 'impact investments' that promote positive cultural, social or environmental outcomes. The Council acknowledge that such investments may provide a lower expected financial return.

DERIVATIVES POLICY

The use of derivatives is permitted subject to effective exposures being fully collateralised by cash and the gross exposure of any particular fund not exceeding the value of its physical holdings.

PORTFOLIO MONITORING

The Council expect the Investment Committee, with assistance from the Investment Consultant, to monitor the investment portfolio and report to the Council at least quarterly.

The principal goals of performance monitoring are to:

- Assess the extent to which the Council's investment objectives are being achieved.
- Continually assess the ability of each asset manager to successfully meet the Council's objectives.

Returns on the assets will be monitored quarterly by the Council in relation to the investment objectives detailed in this SIPO.

Asset managers' performance will be monitored monthly by the Investment Committee, with the assistance of the Investment Consultant, with a view to an annual evaluation of rolling three-year annualised results.

Asset managers' roles will be reviewed by the Council in conjunction with the investment consultant on a regular basis. Factors taken into account in these reviews will include investment style, resources, organisational strength, investment performance relative to objectives/benchmarks, and any other factors considered relevant to the asset managers' continuing ability to meet the applicable investment objective.

The Investment Consultant will report at least quarterly in accordance with a format agreed with the Council.



VERSION HISTORY

Version	Date Adopted	Title
1	14 September 2022	Original SIPO
2	6 August 2025	Updated SIPO <ul style="list-style-type: none"> • Removed the Community Outcomes table on page 2 • Amended the title of the Policy • Included Direct Equity Investments as a permitted investment • Updated the asset allocation of the Investment Portfolio in the Appendix

APPENDIX – CURRENT HOLDINGS

At the date of adoption of this SIPO, the Council had the following assets:

Monitored Portfolio

Fund	Asset Values \$	Asset Allocation %	Category
Castle Point 5 Oceans Fund	1,522,449	26.8	Income – Multi-Asset
Harbour Income Fund	1,599,630	28.1	Income – Multi-Asset
Milford Diversified Income Fund	1,570,547	27.6	Income – Multi-Asset
Castlerock	997,395	17.5	Growth – Private Equity
Total	5,690,321	100.0	



8.7 UPDATED POLICY ON ELECTED MEMBERS ALLOWANCES AND EXPENSES 2025/26

1. PURPOSE

For the Council to adopt the updated Elected Members' Allowances and Expenses Policy effective from 1 July 2025 to 30 June 2026.

2. SIGNIFICANCE

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

3. BACKGROUND

Each year council receives updated information from the Remuneration Authority on elected members allowances and expenses for local authorities, local boards and community boards. The annual Determination includes updates on remuneration, and other allowances including communications, childcare and travel.

The Local Government Members (2025/26) Determination is available on the Remuneration Authority website - remauthority.govt.nz/local-government-members/local-government-members-remuneration.

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

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

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

4. AMENDMENTS

The Local Government Members 2025/26 Determination has been reviewed, and the policy has been updated with regard to the changes:

1. Increased maximum childcare allowance payable
2. Increased fees related to elected members attending external hearings
3. Increased kilometre allowance (effective from 1 September 2025)

The updated Policy is in **Attachment 1**.

5. ADDITIONAL AMENDMENT CONSIDERATIONS

5.1 Travel time allowance

Council may choose to adopt a travel time allowance policy for elected members with the exclusion of the Mayor who is deemed by the Authority to hold a full-time position.

The allowance is available each day for any business on behalf of the council, or for travel between the member's residence (within the Carterton District) and an office of the council.

A claim can be made if the journey is 1 – 9 hours within a 24-hour period, however the first hour of the journey is not covered, which will preclude most eligible travel within Wairarapa. The allowance is also not available for overseas travel.

The current rate is \$41.30 per hour for eligible travel that meets the criteria.

5.2 Security system allowance

The Remuneration Authority has introduced an allowance to cover the purchase, installation and monitoring of a security system at an elected member's primary place of residence within the council's area.

The payment of this reimbursement allowance, following the completion of an authorised threat and risk assessment, is at the discretion of the council up to:

- Purchase and installation up to \$4,500
- Monitoring up to \$1,000 per year including call-outs and repairs.

Council must have the Authority's approval before making any reimbursements above the specified maximum amounts, and should it wish to reimburse elected members for any supplementary security measures recommended by the threat and risk assessment.

6. CONSIDERATIONS

6.1 Climate change

No specific climate change considerations.

6.2 Tāngata whenua

No specific tāngata whenua considerations.

6.3 Financial impact

There is no financial impact of the proposed changes to allowances and expenses which are included in the Governance budget as part of the Annual Plan.

The addition of the Travel Time and Security System allowances will require an increase in budget. While no significant threats or risks to elected members have been identified to date, if all elected members were to be assessed as requiring security systems, this would be at an approximate cost of \$40,000 for purchase and installation, and ongoing cost of \$9,000 per year.

6.4 Community Engagement requirements

No community engagement requirements.

6.5 Risks

No specific risks identified.

6.6 Wellbeings

Not applicable.

7. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Adopts** the outlined amendments in the Elected Members' Allowances and Expenses Policy 2025/26.
3. **Agrees** to the addition of the Travel Time Allowance and / or the Security System Allowance to the Policy.

Or

Does Not Agree to the addition of the Travel Time Allowance and / or the Security System Allowance to the Policy.

File Number: 452424

Author: Geri Brooking, Group Manager People and Corporate

Attachments: 1. CDC Policy EM Allowances and Expenses 2025-2026 [↓](#)



Policy on Elected Members' Allowances and Expenses

For the period beginning on 1 July 2025 and ending on 30 June 2026

1. Introduction

In addition to determining the remuneration of elected members, the Remuneration Authority outlines allowances and expenses payable to elected members. Council, however, has the discretion whether or not to adopt these benefits with key factors being fairness to elected members and ratepayers, and administrative efficiency.

Should Council wish to make any changes to, or exceed maximum limits, they would require the Remuneration Authority's approval to do so. The policy should also be read in conjunction with Council's Sensitive Expenditure Policy.

2. Allowances and expenses

2.1. Travel

An Elected Member's travel is eligible for allowances if the member:

- is not provided with a motor vehicle by the local authority,
- is travelling in a private vehicle,
- is on local authority business, and
- is taking the most direct route that is reasonable in the circumstances.

2.1.1 Parking

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

2.1.2 Use of public transport

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

2.1.3 Vehicle kilometre allowance

Subject to the interpretation and exceptions listed below, elected members are entitled to a per kilometre allowance in accordance with the Inland Revenue guidelines when using a private vehicle for Council business. The below rates are outlined in the Remuneration Authority's Amendment effective from 1 September 2025.

- Where an elected member travels in a petrol vehicle, the rate payable is \$1.17 cents per kilometre for the first 14,000 kilometres of Council travel in a financial year, and \$0.37 cents thereafter.



- Where an elected member travels in a diesel vehicle, the rate payable is \$1.26 cents per kilometre for the first 14,000 kilometres of Council travel in a financial year, and \$0.35 cents thereafter.
- Where an elected member travels in a petrol hybrid vehicle, the rate payable is \$0.86 cents per kilometre for the first 14,000 kilometres of Council travel in a financial year, and \$0.21 cents thereafter.
- Where an elected member travels in an electric vehicle, the rate payable is \$1.08 cents per kilometre for the first 14,000 kilometres of Council travel in a financial year, and \$0.19 cents thereafter.

2.2 Childcare allowance

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

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

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

Total childcare allowances paid to an elected member will not exceed \$7,500 per annum, per child.

2.3 Information or Communication Technology (ICT)

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

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

- \$400 for the use of a personal computer, tablet, or laptop, including any related docking station
- \$50 for the use of a printer
- \$200 for the use of a mobile phone



- Up to \$200 for the use of information or computer technology (ICT) consumables
- \$800 for using own internet service for the determination term
- \$500 for council-related toll and mobile phone charges for the determination term (or reimbursement of the actual costs of telephone calls made on local authority business on production of the relevant telephone records and receipts).

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

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

2.4 Conferences, courses, seminars

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

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

3 Payment

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

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

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

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

4 Fees related to attending external hearings

An elected member who acts as the chairperson of a hearing external to Carterton District Council is entitled to be paid a fee of up to \$130 per hour of hearing time related to the hearing.



An elected member who is not the chairperson of a hearing external to Carterton District Council is entitled to be paid a fee of up to \$104 per hour of hearing time related to the hearing.

5 Taxation

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

6 Interpretation

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

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

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

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

7 Exceptions

- 'Council business' does not include events where the primary focus is on social activity.
- If the Council is providing transport, and an elected member chooses for personal reasons to travel separately, they will not be entitled to a vehicle allowance.
- If an elected member travels from a place where the member permanently or temporarily resides that is outside the local authority area, the member is only



eligible for a vehicle kilometre allowance for eligible travel after the member crosses the boundary of the local authority area.

- Where an elected member chooses for personal reasons to travel by private vehicle to an approved conference or seminar outside of the Wellington region, they will be entitled to no more than the cheapest equivalent air fares available for the day(s) of travel, where such fares are less than the kilometre allowance.

8 Policy review

This Policy was adopted by Council on 13 August 2025, and will be reviewed as amendments are required, or annually in line with Remuneration Authority Determinations.



8.8 LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT REQUESTS

1. PURPOSE

To inform the Council of the number of requests under the Local Government Official Information and Meetings Act (LGOIMA) 1987 (the Act) 17 June 2025 to 23 July 2025.

2. SIGNIFICANCE

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

3. BACKGROUND

The Act allows people to request official information held by local government agencies. It contains rules of how such requests should be handled and provides a right to complain to the Ombudsman in certain situations.

The purpose of the Act is to increase the availability of official information held by agencies and promote the open and public transaction of business at meetings.

The purposes of LGOIMA are specified in Section 4 which can be viewed here:

<https://legislation.govt.nz/act/public/1987/0174/latest/DLM122283.html>

The information is not limited to documentary material, and includes material held in any format such as:

- written documents, reports, memoranda, letter, notes, emails and draft documents
- non-written documentary information, such as material stored on or generated by computers, including databases, video or tape recordings
- information, which is known to an agency, but which has not yet been recorded in writing or otherwise (including knowledge of a particular matter held by an officer, employee or member of an agency in their official capacity)
- documents and manuals which set out the policies, principles, rules or guidelines for decision making by an agency
- the reasons for any decisions that have been made about a person.

It doesn't matter where the information originated or is currently located, if it is held by the council, it must be provided if requested, unless there is reason to withhold the information, as specified in Section 7 which can be viewed here:

<https://legislation.govt.nz/act/public/1987/0174/latest/DLM122287.html>

Councils must respond to a requester 'as soon as reasonably practicable' and no later than 20 working days after the day on which the request was received. Our practice is to acknowledge receipt of the request within the first working day. We respond promptly to requests and generally well ahead of the 20 working days.

Where a person requesting the information indicates urgency, we can prioritise our response ahead of other work. This mainly relates to requests from the media. Not all media requests for information are treated as LGOIMA requests.

All requests are recorded in a register and saved in our document management system.

The Council proactively publishes official information responses on our website. As such, the Council may publish the response on the CDC website after five working days. The requestor's name and contact details will be removed. Proactive release of information to the public promotes openness and transparency and fosters public trust and confidence in Council. There are administrative benefits for the Council, such as reducing requests for information which is publicly available and allowing for greater ease of handling of the requests that are received.

Published LGOIMAs can be viewed here: <https://cdc.govt.nz/your-council/official-information/lgoima/>

Most requests for information are supplied free of charge. Councils are entitled to charge for requests for information. Charging is based on the hours spent on a request, which includes the processing of files or any copying that is required. Councils charging policy is based on the Ministry of Justice Guidelines.

4. REPORTING LGOIMA REQUESTS TO COUNCIL

Attachment 1 contains the requests received from 17 June 2025 to 23 July 2025 as well as 4 requests received, one in the month of May 2025, and three in the month of June 2025, which were open at the time of the 25 June 2025 report to Council.

As of 23 July 2025, there is 1 open request.

The table below shows total numbers of requests received from the year 2023 to 23 July 2025.

Number of requests received 2023-2025			
	2023	2024	2025
January	10	4	0
February	5	7	7
March	5	5	5
April	7	7	7
May	11	7	5
June	6	0	6
July	7	3	2
August	16	3	
September	10	9	
October	4	5	
November	12	5	
December	5	1	
Total	98	56	32

5. OMBUDSMAN

There have been no LGOIMA complaints to the Ombudsman.

6. RECOMMENDATION

That the Council:

1. **Receives** the report.

File Number: 466796

Author: Serah Pettigrew, Democratic Services Officer

Attachments: 1. LGOIMA requests from 17 June 2025 to 23 July 2025 [↓](#)

LGOIMA: 17 June 2025 - 23 July 2025

Requests received	Responses to requests	Requests resulting in a complaint to ombudsman	Average number of working days to respond
9	8	0	10.75

Date Received	Organisation	Subject	Working Days to respond
27/05/2025	Crossdale Dairies	We request the following information held by Carterton District Council relating to the building project at 1 Beach Road, Flat Point: 1. All correspondence between Council and any parties regarding this property/project from 1 January 2024 to present 2. All complaints or concerns received by Council regarding this property/project (including complainant details unless privacy exemptions apply) 3. All legal advice sought or received by Council regarding this matter, including advice on: o Council's jurisdiction and enforcement powers o Interpretation of building platform requirements o Relationship between resource consent conditions and private covenants 4. All internal communications between Council officers regarding this property/project 5. All records of Council's approach to similar building projects in the Flat Point Beach subdivision BACKGROUND This request relates to ongoing discussions about a building extension and questions regarding Council's jurisdiction over resource consent conditions versus private restrictive covenants.	18
2/06/2025		I request a comprehensive, exhaustive, and complete list of all roads within the jurisdiction of your agency, as a Road Controlling Authority (RCA), where: 1. The term "road" shall be defined in accordance with the Land Transport Rule: Setting of Speed Limits 2024, which adopts the same definition as the Land Transport Act 1998. 2. For each such road (or part thereof), there is a sign-posted speed limit in effect as of 2 June 2025, where the sign: o Complies with all requirements specified in section 8 of the Land Transport Rule: Setting of Speed Limits 2024; and o Displays a speed limit that is lower than the legal or default speed limit for the same section of road, as recorded in the National Speed Limit Register (NSLR) as at 2 June 2025. 3. The information should specify, for each road (or section of road) identified: o The legal speed limit (as per the NSLR) for that road section, as at 2 June 2025. o The sign-posted speed limit displayed on the relevant speed limit sign(s), as at 2 June 2025. o Any supporting information or explanations the RCA holds regarding the discrepancy between the legal speed limit and the sign-posted speed limit. o Any information held by the RCA regarding the number of speed limit infringements, of any kind, that have been issued to road users on the identified roads (or sections of roads).	17
4/06/2025	Taxpayers Union	This is request 2 of 2 in preparation of the Taxpayers' Union Ratepayers' Report for the 2023/24 financial year. This is a request for information under the Local Government Official Information and Meetings Act 1987. Please use GST inclusive figures where applicable. I request the following information for the 2023/24 Financial Year: 1. Personnel a. The total number of staff dismissed due to poor performance in the last financial year. b. If applicable, the FTE number of staff employed by council-controlled organisations. c. The total number of staff including those employed by council-controlled organisations receiving remuneration in excess of \$100,000. d. The total number of staff including those employed by council-controlled organisations receiving remuneration in excess of \$200,000. e. The mean and median remuneration for the Council, and its CCOs. 1.1 Management a. The FTE number of managers employed b. The Taxpayers' Union defines a manager as : any staff member who is responsible for a team of staff, or who has an employees reporting to them and organises them to achieve their department's or organisation's specified goal. c. The ratio of management to total staff numbers d. The average and median salary of a manager 1.2 Communications a. The FTE number of communications and marketing staff employed b. The average and median salary of communications and marketing staff 1.3 Core services a. The FTE number of staff employed to work on the delivery and/or maintenance of local infrastructure. b. The Taxpayers' Union defines infrastructure FTE as hours worked by staff who are directly responsible for maintaining council assets and services, including physical involvement in environmental services, stormwater, roading, water supply, wastewater, and solid waste management. c. The FTE number of staff of staff employed to provide regulator functions d. The Taxpayers' Union defines Regulatory FTE as hours worked by staff who are directly responsible for upkeeping and enforcing council functions and income, including parking, democracy services, rates collection, building and planning consents, and health licencing. e. The FTE number of staff employed in customer-facing roles f. The Taxpayers' Union defines Customer Service FTE as hours worked by staff who are directly responsible for communication and providing aid for members of the public, such as libraries, pools, art galleries, venues and events, and customer service, whether in person or by phone. 2. Payments to third parties a. The total payments made by the Council (or any council-controlled organisation) to any Chamber of Commerce, including GST. b. The total payments made by the Council (or any council-controlled organisation) to Local Government New Zealand (LGNZ), including GST. c. The total payments made by the Council (or any council-controlled organisation) to the New Zealand Society of Local Government Managers (SOLGM), including GST. 3. Audit and Risk Oversight a. How many members are on the Council's Audit and Risk Committee (or equivalent)? b. Does the Council have independent members on the Committee? c. Is the Chair of the Committee an independent member? d. Does the Council have a lawyer (with a current practising certificate) on the Committee? e. Does the Council have an accountant (with a current practising certificate) on the Committee? f. Does the Council have a code of conduct requiring political neutrality from Council staff? 4. Payments to third parties a. The total payments made by the council or any CCO to any Chamber of Commerce, including GST b. The total payments made by Council or its any CCO to Local Government New Zealand (LGNZ), including GST c. The total payments made by the Council or any CCO to the New Zealand Society of Local Government Managers (SOLGM) including GST	16
9/06/2025		Can you please provide me with the following details for Dates between 1st May – 1st June 2021, 1st May – 1st June 2022, 1st May – 1st June 2023, 1st May – 1st June 2024, 1st May – 1st June 2025 If the testing of these substances are not captured between these dates please specify why they were not and the alternative consistent dates they were tested, and provide that data. The test point location should be clearly identified and an indication that this point remained unfiltered or screened prior to testing. Show where the publicly accessible common tap furthest downstream, from the Water treatment facility while still within the CBD Area (WS) a Surface Water Site (SW) and Well Site (MW) near the Water Treatment Facility. All data needs to be reported in Micro Grams per Liter ug/L in an editable Excel format as shown here:	0
16/06/2025	Physicians and Scientists for Global Responsibility	Requestor requesting information on Councillors opinions on the Gene Technology Bill.	6
19/06/2025	Rapidqs	Please provide a list of all construction-related projects approved, commissioned, or completed by your council between 1 January 2020 and 1 July 2025 with a total cost under \$500,000 NZD. This includes: • Residential building projects • Public retaining walls • Public bathroom blocks • Road or pathway construction • Public furniture installation (e.g. benches, bike racks, shade structures) • Fencing or minor boundary structures • Small-scale bridges or culverts	3
25/06/2025	https://localaotearoa.substack.com/	"I'm currently working on a story for Local Aotearoa (localaotearoa.substack.com) around how generative AI is being used by councils in Aotearoa with a view to try to highlight the innovative ways the local government sector is using and responding to the availability of generative AI to support its work and how councils are managing the associated risks and transparency concerns that arise. With that in mind, under the Local Government Official Information and Meetings Act, I would like to please request the following: • Does your council currently have a policy governing the use of generative AI by staff? • If so, can I please have a copy of the policy? • If not, are you in the process of developing such a policy? I'd also welcome any examples of innovative uses of generative AI by your council to support the work it does."	20
1/07/2025	ACT Caucus Support Centre	What advice has the Council had and provided to members on the costs and impacts on local roads associated with the increased weight of electric and EV buses, particularly with the government mandates for full fleet electrification.	6
15/07/2025		"I am requesting information on construction projects that your organisation has been involved with. The data requested is for all construction projects which are over ten million dollars in price and which have achieved practical completion in the last 5 years. The list below captures data which I am requesting for projects that meet the criteria described. • Client Name. I.e., Kiwirail • Contract/Project Name. I.e., City Rail Link • Name of Design Consultant(s): I.e., BECA • Design Spend. I.e., Total amount spent with design consultants • Name of Contractor(s). I.e., Fletcher Building • Contract Type. I.e., NZS 3910:2013 • Initial Contract Price I.e., Agreed contract value • Final Contract Price. I.e., Value from final payment schedule • Contract Start Date. I.e., Date of contract signing • Due Date for Completion. I.e., Intended completion date • Date of Practical Completion. I.e., 22nd March 2023 • Scope overview statement ... Reasoning I am completing a creative challenge project as a part of my MBA studies. The problem which I will try to address is that despite the prevalence of project delays and cost overruns, no central database tracks estimated versus actual costs and completion times on New Zealand's publicly funded construction projects. I will test two hypothesis. Hypothesis 1: Recording project performance data (comparing estimated vs. actual cost and time) will help improve productivity within New Zealand's construction sector. Hypothesis 2: Publishing project performance scores will increase the likelihood of future projects being completed on time and within budget. The scope of the project is to build a prototype on a small-scale which is capable of collecting and analysing data from a number of publicly funded construction projects in New Zealand. Projects assessed within the prototype will be over \$10 million in value and will have been	

		completed in the last 5 years."	
Requests not closed yet.		1	



8.9 SERVICE REQUESTS AND COMPLAINTS

1. PURPOSE

For the Council to be informed on Service Requests received in June 2025 to 31 July 2025, and Complaints received from June 2025 to 16 July 2025.

2. SIGNIFICANCE

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

3. BACKGROUND

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

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

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

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

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

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

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

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

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

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

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

4. SERVICE REQUEST REPORTING

For the year 2025, **Attachment 1** contains the list of the 14 Business Activities and the number of Service Requests received covering the month of June 2025 to 31 July 2025. Depending on the circumstances of the request within each activity, some requests may take longer to complete and, in the case of Roading and Waters, can be affected by weather conditions.

For the year 2023, 1243 requests were opened and closed.

For the year 2024, 1333 requests were opened, and 1289 were closed.

As of 31 July 2025, 196 Service Requests are open, and 129 closed.

The table below shows total numbers of service requests received from January 2024 to July 2025.

Number of service requests received		
Row Labels	Opened Tickets	Closed Tickets
2024	1333	1310
Jan	133	131
Feb	130	127
Mar	119	118
Apr	114	111
May	103	102
Jun	80	79
Jul	123	121
Aug	107	107
Sept	128	126

Number of service requests received		
Row Labels	Opened Tickets	Closed Tickets
Oct	127	124
Nov	93	91
Dec	76	73
2025	425	354
Jan	127	122
Feb	92	86
Mar	106	92
Apr	94	51
May	6	3
June	25	7
July	196	129
Grand Total	1979	1800

5. REPORTING ON SERVICE COMPLAINTS

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

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

Where the information has been withheld under section 7(2)(a) of the Local Government Official Information and Meeting Act 1987 (the Act), the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.

Records of numbers of complaints received began in October 2023.

The table below shows total numbers of complaints received from the year 2023 to 16 July 2025.

Number of complaints received			
Month	Year		
	2023	2024	2025
January		5	0
February		6	5
March		6	0
April		1	0
May		4	7
June		1	3
July		3	2
August		5	
September		8	
October	3	3	

Number of complaints received			
November	7	3	
December	6	0	
Total	16	45	17

6. RECOMMENDATION

That the Council:

1. **Receives** the report.

File Number: 466797

Author: Serah Pettigrew, Democratic Services Officer

Attachments:

1. Service Requests received covering the month of June 2025 to 31 July 2025 [↓](#)
2. Service Complaints covering the period June 2025 to 16 July 2025. [↓](#)

The 14 Business Activities and the number of Service Requests received covering the month of June 2025 to 31 July 2025

Row Labels	Total Opened Tickets	Total Closed Tickets
Roading	91	49
Road Sign Down	12	10
Roading - Enquiry	24	14
Tree Issue	1	0
Other	29	11
Foot Path/s	3	0
Rubbish Collection	5	4
Weeds	3	2
Roading Street Lighting / Under veranda lights	12	7
Abandoned Car	1	0
State Highway -- Roding Issues	1	1
Potable Water	27	25
Service Line Leak	3	3
Road Leak	1	1
Leaking Water Toby	9	9
Other	4	3
On Property Leak	3	2
No Water	4	4
Water Quality	1	1
Dirty Water	1	1
Line Break	1	1
Solid Waste	12	11
Kerbside Collection	11	10
Information Request	1	1
Animal Control	31	25
Dog Found	4	4
Dog Barking	3	2
Dog Roaming	7	6
Complaint	1	1
Dog Rushing	2	2
Dog Attack on Animals	4	2
Stock On Road	2	2
Lost Dog	3	3
Animal Control Misc	2	1
Stock On Highway	1	1
General Enquiry	2	1
Parks and Reserves	19	14
Tree Issue	1	0
Other	8	7
Parks and Reserves	9	7
Cut Back	1	0
Waste Water	1	1
Line Blockage	1	1

The 14 Business Activities and the number of Service Requests received covering the month of June 2025 to 31 July 2025

Management	8	2
Complaint	8	2
Rural Water	4	2
Other	1	1
Waterrace	3	1
Storm Water	2	0
Stormwater	1	0
Soakpit overflow	1	0
Health	1	0
Other	1	0
Grand Total	196	129

Service Complaints Report: 17 June 2025 to 16 July 2025

Complaints received	Responses to complaints	Complaints resulting in a review	Average number of working days completed
4	2	0	8.67

Date Received	Organisation	Subject	Working Days completed
16/06/2025		Complaint about the state of the road where a driver frequently has to drive through cow effluent where stock crossing the road had no mats to cross on.	18
23/06/2025		'People are finding it difficult to find The Hub at the Events Centre. If council would consider making an after-hours route to The Hub and signposting it? Or having a sign outside the Events Centre with a mini-map on it?	
24/06/2025		'Complaint about the Carterton Clock Tower Chimes. Concern regarding the excessive noise levels and frequency of the Carterton Clock Tower chimes. The persistent chimes have led to the loss of tenant.	5
10/07/2025		The potential road safety issue with vehicles entering / exiting the Tim Spec driveway	3
Complaints not closed yet		2	

9 EXCLUSION OF THE PUBLIC

Nil

10 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