Te Kaunihera-ā-Rohe o Taratahi
CARTERTON
DISTRICT COUNCIL

AGENDA

Policy and Projects Committee meeting

Date: **Wednesday, 10 September 2025**

Time: **9:00 am**

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

Deputy Mayor S Cretney
Cr S Gallon
Mayor R Mark
Cr B Deller
Cr R Cherry-Campbell
Cr L Newman
Cr S Laurence
Cr G Ayling

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

Wednesday, 10 September 2025 at 9:00 am

Order Of Business

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

VIDEOCONFERENCE LINK

Microsoft Teams Need help?
Join the meeting now
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Dial in by phone
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Find a local number
Phone conference ID: 782 231 472#
For organizers: Meeting options | Reset dial-in PIN

Te Kaunihera-ā-Rohe o Taratahi
CARTERTON DISTRICT COUNCIL

6 CONFIRMATION OF THE MINUTES

6.1 MINUTES OF THE POLICY AND PROJECTS COMMITTEE MEETING HELD ON 18 JUNE 2025

1. RECOMMENDATION

1. That the Minutes of the Policy and Projects Committee Meeting held on 18 June 2025 are true and correct.

File Number: **465417**

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

Attachments: **1. Minutes of the Policy and Projects Committee Meeting held on 18 June 2025**

MINUTES OF CARTERTON DISTRICT COUNCIL
POLICY AND PROJECTS COMMITTEE MEETING
HELD AT THE CARTERTON EVENTS CENTRE, 50 HOLLOWAY ST, CARTERTON
ON WEDNESDAY, 18 JUNE 2025 AT 9:00 AM

PRESENT: Deputy Mayor Steve Cretney (Chair), Cr Steve Gallon (Deputy Chair), Mayor Ron Mark, Cr Robyn Cherry-Campbell, Cr Lou Newman (via Video Conference), Cr Steve Laurence, Cr B Deller (from 10.50am)

IN ATTENDANCE: Staff

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

1 KARAKIA TIMATANGA

The meeting was opened with a karakia by all members.

2 APOLOGIES

MOVED

That an apology be accepted from Cr Grace Ayling, Cr Brian Deller and Cr Dale Williams.

Cr R Cherry-Campbell / Cr S Gallon

CARRIED

3 CONFLICTS OF INTERESTS DECLARATION

There were no conflicts of interest declared.

4 PUBLIC FORUM

Graham O'Dowd

Graham provided photos from around the district of bridges and culverts that need attention.

Jimmy Haeata

Jimmy Haeata of Ngāti Maahu spoke on his appreciation to the Parks and Reserves team and Sheree Ngātuere, CDC Kaituitui, for building a strong relationship with the Ngā Tawhai Reserve project. He acknowledged the collective efforts to restore, regenerate, and revive the historical significance of the area.

5 DISCUSSION OF THE PUBLIC FORUM

- Mayor Ron raised concerns around the contract with Fulton Hogan. There shouldn't be a need to raise a service request on a contract matter that is routine. Mayor Ron Mark asked the Group Manager Infrastructure, Johannes Ferreira, to monitor bridge and road maintenance.
- Johannes acknowledged that there are issues across the wider network, and advised he is working with the Fulton Hogan team. They deliver a lot of work that is noticed, however, there are constrained budgets and work must be prioritised.

6 CONFIRMATION OF THE MINUTES

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

MOVED

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

Deputy Mayor S Cretney / Cr S Laurence

CARRIED

7 REPORTS

7.1 COMMUNITY GRANTS AND FUNDING FRAMEWORK AND POLICY

1. PURPOSE

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

MOVED

That the Committee:

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

Deputy Mayor S Cretney / Mayor R Mark

CARRIED

7.2 CARTERTON DISTRICT COUNCIL CLIMATE CHANGE IMPLEMENTATION PLAN 2025-2026

1. PURPOSE

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

MOVED

That the Committee:

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

Deputy Mayor S Cretney / Cr R Cherry-Campbell

CARRIED

7.3 UPDATE ON OPERATIONAL CONSENTS

1. PURPOSE

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

MOVED

That the Committee:

1. **Receives** the report.

Cr S Gallon / Mayor Ron Mark

CARRIED

7.4 WASTE MANAGEMENT AND MINIMISATION UPDATE

1. PURPOSE

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

MOVED

That the Committee:

1. **Receives** the report.

Mayor Ron Mark / Cr S Gallon

CARRIED

7.5 WATER OPERATIONS REPORT

1. PURPOSE

For the Committee to be updated on the water operations.

MOVED

That the Committee:

1. **Receives** the report.

Deputy Mayor S Cretney / Cr R Cherry-Campbell

CARRIED

7.6 WASTE WATER TREATMENT PLANT SLUDGE REMOVAL PROJECT SCOPE UPDATE

1. PURPOSE

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

MOVED

That the Committee:

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

Deputy Mayor S Cretney / Cr R Cherry-Campbell

CARRIED

7.7 MAJOR PROJECTS UPDATE

1. PURPOSE

To update the Committee on the progress of major projects.

MOVED

That the Committee:

1. **Receives** the report.

Deputy Mayor S Cretney / Mayor R Mark

CARRIED

7.8 RUAMĀHANGA ROADS AND CORRIDOR ACCESS REPORT

1. PURPOSE

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

MOVED

That the Committee:

1. **Receives** the report.

Mayor R Mark / Cr S Gallon

CARRIED

7.9 CHANGES TO THE DELEGATIONS MANUAL

1. PURPOSE

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

MOVED

That the Committee:

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

Mayor R Mark / Deputy Mayor S Cretney

CARRIED

7.10 REVIEW OF EMERGENCY MANAGEMENT PLANS

1. PURPOSE

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

MOVED

That the Committee:

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

Cr R Cherry-Campbell / Cr B Deller

CARRIED

7.11 UPDATE ON PLANNING RESOURCE CONSENTS

1. PURPOSE

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

MOVED

That the Committee:

1. **Receives** the report.

Deputy S Cretney / Mayor R Mark

CARRIED

7.12 ADVISORY GROUP UPDATES

1. PURPOSE

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

MOVED

That the Committee:

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

Cr B Deller / Cr R Cherry-Campbell

CARRIED

8 KARAKIA WHAKAMUTUNGA

The meeting closed with a karakia by all members.

The Meeting closed at 11.51am

Minutes confirmed: ……

Date: .....

7 REPORTS

7.1 GREENHOUSE GAS EMISSIONS 6 YEAR SUMMARY REPORT

1. PURPOSE

For the committee to be updated on the analysis of Carterton District Council's (CDC) greenhouse gas (GHG) emissions for the six years from 2018 to 2023, and the recommendations for managing our emissions going forward.

2. SIGNIFICANCE

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

3. BACKGROUND

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

CDC has been undertaking greenhouse gas (GHG) emissions inventories and reports since 2018, which is the base year for comparison and analysis. Our inventories are developed to meet the ISO 14064-1 international standard for GHG quantification and reporting, and use emissions factors supplied by the Ministry for the Environment (MfE) to calculate our GHG emissions based on the volumes of different emissions or sequestration sources we use in the year.

4. DISCUSSION

CDC annual net emissions remain negative (a good thing), but we have not made much impact on our gross emissions (the amount of GHG emissions we produce) since we started emissions reporting in 2018.

We also need to consider what the impact from the harvesting of CDC's forest from 2032 onwards will have.

5. NEXT STEPS

We will begin work on the 2024 inventory taking into account the lessons and recommendations in the 6-year summary report.

A Climate Adaptation Plan (including emissions reduction) for CDC will be developed by the end of the 2026/27 financial year.

Greenhouse gas emissions and climate change will be included in the induction for the next Council's elected members.

6. CONSIDERATIONS

6.1 Climate change

This report analyses CDC's climate change mitigation efforts, and recommends approaches to improve performance.

6.2 Tāngata whenua

Changes in climate impact on land, air, sea, water, flora, fauna and resources. All of these are interconnected with mana whenua.

6.3 Financial impact

The report doesn't have any direct financial impacts, though there are potential savings, and failure to act may increase costs.

6.4 Community Engagement requirements

This report did not require community input.

6.5 Risks

Consideration needs to be given on the future of the Kaipaitangata forest within the next three years.

6.6 Wellbeings

Social

Every degree change of climate warming increases the likely disruption to our current lifestyles.

Cultural

Every degree change of climate warming increases the likely disruption to our current lifestyles.

Environmental

Every degree change of climate warming increases the likely disruption to our local environment, plant and wildlife.

Economic

Every degree change of climate warming increases the likely disruption to our current economic and financial base.

7. RECOMMENDATION

That the Committee:

1. **Receives** the report.
2. **Approves** the continued use of the 'control' approach to our emissions reporting.
3. **Approves** the inclusion of all 'control' approach activities in our emissions reporting (e.g. travel accommodation, private use milage).
4. **Notes** further enhancements are planned for our emissions reporting including greater visibility of relevant climate and emissions information.
5. **Notes** that CDC's GHG emissions will become positive in the 2030's under current arrangements.
6. **Endorses** the development of a Climate Adaptation Plan (including emissions management) due for completion by the end of the 2026/27 financial year.
7. **Notes** that Officers will brief incoming Councillors and seek guidance on the management of CDC's carbon offset forests in the new triennium.

File Number: **477200**

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

Attachments: **1. Greenhouse Gas emissions 10 year summary report** ⇩

GHG emissions six-year summary report

Final v1

Contents

Executive summary

Carterton District Council's (CDC's) annual net emissions remain negative (a good thing) but we have not made much impact on reducing our gross emissions (the amount of greenhouse gas (GHG) emissions we produce) since we started emissions reporting in 2018.

We also need to consider what the impact from the harvesting of CDC's forest from 2032 onwards will have.

Key findings on our gross emissions are:

- Wastewater accounts for the greatest proportion of CDC's gross emissions and was over 80% of gross emissions in the 2023 GHG emissions report. The wastewater network is sensitive to rain entering it (pipes are not pressurised like the drinking water network), and this gets reflected in our wastewater volumes, showing a marked increase in 2022 which was a particularly wet year.
- Leaving wastewater emissions aside, our gross emissions have been at a fairly constant level over the six-year period, though costs have risen. We experienced a dip in non-wastewater emissions over 2020 and 2021 which coincided with Covid 19 disruptions across the country

CDC's emissions inventory figures are carbon negative due to sequestration of carbon in growing trees in our Kaipaitangata forest in the Western ranges.

Key findings on sequestration is:

- If CDC continues with its harvesting plans, and we continue at the same level of Gross emissions, then we move from being carbon negative, to carbon positive from 2032.
    - Once trees in our forest reach a certain age, we can no longer count additional growth in our emissions inventories. For pines this is 23 years. The first of our growing pine stands was planted in 2004 and will be 23 years old in 2027 when we will no longer be able to count the sequestration from that stand.
    - When trees are harvested we also need to account for the change in sequestered carbon as it harvesting is the removal of a quantity of sequestered carbon. The removal of grown pine is much higher than we can offset with the remaining growing pine.
    - Even if the forest is not harvested, we will become emissions positive from 2036 at the current rate of gross emissions.

What is this report?

This report is an analysis and synthesis of six years (2018 to 2023 inclusive) of CDC GHG emissions reporting. It is put together to understand our emissions and any reductions in emissions over the 6-year period. It also looks ahead to what options we could consider for the future, and makes recommendations on what changes we could make – both to future emissions reporting, and CDC's emissions reduction efforts.

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

CDC has been undertaking greenhouse gas (GHG) emissions inventories and reports since 2018, which is the base year for comparison and analysis. Our inventories are developed to meet the ISO 14064-1 international standard for GHG quantification and reporting, and use emissions factors supplied by the Ministry for the Environment (MfE) to calculate our GHG emissions based on the volumes of different emissions or sequestration sources we use in the year. These emissions factors (from MfE) can change year to year as more understanding of greenhouse gasses is known, or if in certain years electricity generation in New Zealand uses more or less fossil fuels than previously.

Context

CDC uses calendar years for its emissions measurement.

For context:

- the estimated resident population of the Carterton district grew from 9,510 in 2018, to 10,250 in 2023 (Stats NZ data).
- The number of Full-Time-Equivalents (FTEs) employed by CDC grew from 59.8 in 2018 to 82.3 in 2023.
- The reporting period encompasses the disruptions from Covid 19 in 2020 and 2021.

There are a few terms used in relation to emissions measurement which are useful to understand.

GHG emissions inventories and reports

An inventory is the spreadsheet of the GHG sources and removals, with the documentation of volumes, and calculations of the emissions using the MfE emissions factors.

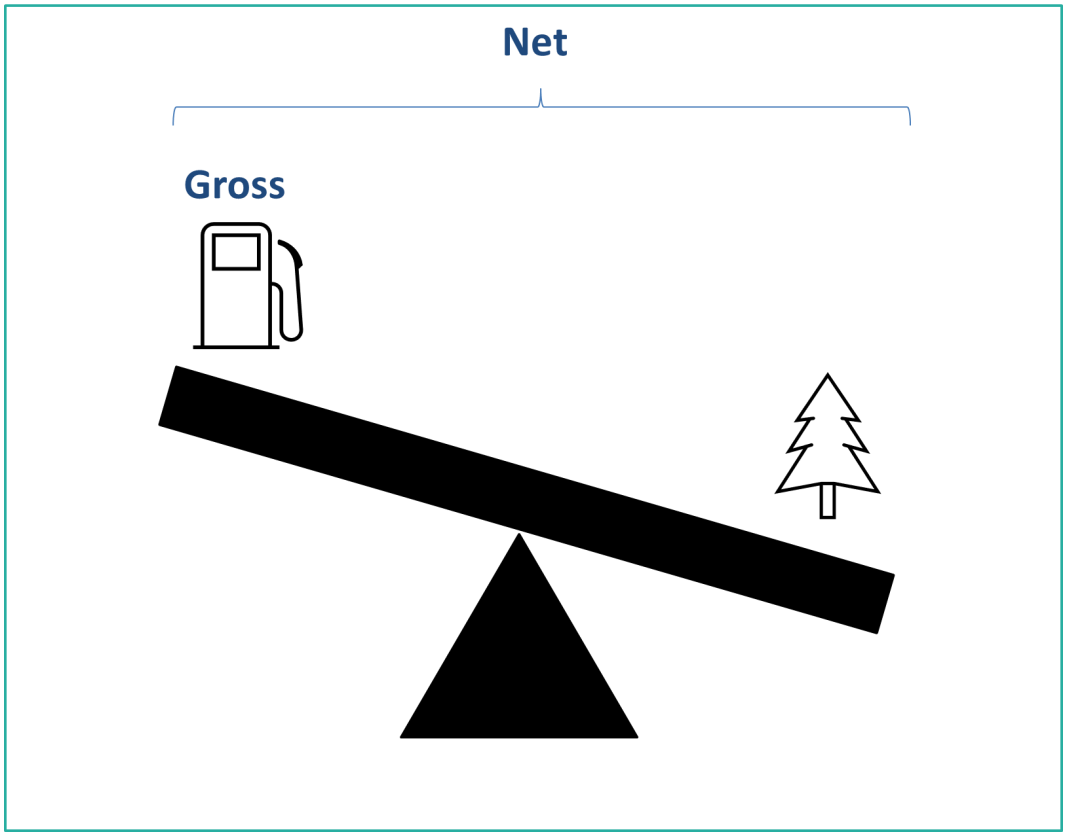
A report is the presentation of the inventory findings in a format that the audience can (hopefully) understand.

Gross and Net emissions

Gross emissions are the quantity of greenhouse gas emissions created by CDC in a year as it goes about its operations. It does not include any GHG removals/offsets such as forestry.

Net emissions are the gross emissions created by CDC in a year, less any emissions removals/offsets such as trees growing in our forest (the forest is a carbon sink).

DIAGRAM 1: GROSS VS. NET EMISSIONS



What we aren't counting but should.

There are two different approaches that organisations can count emissions under the ISO standard:

1. Control: the organization accounts for all GHG emissions and/or removals from facilities over which it has financial or operational control;
2. Equity share: the organization accounts for its portion of GHG emissions and or/removals from respective facilities

CDC has used the first approach consistently since 2018, as do other councils in the Wellington region.

However, there are some things that we haven't been counting, and we should be such as:

- Hotel accommodation used on work trips
- Vehicle milage in private vehicles
- Regenerating native forest in blocks of 1ha or larger
- Electricity generated and returned to our supplier

What we could give greater visibility of.

Although it is not required using the 'Control' approach, we could give greater visibility in our reporting to:

- Key suppliers emissions profiles (e.g. our energy suppliers Mercury and Meridian source electricity from 100% renewable sources)
- Our waste minimisation efforts in diverting volumes from landfill (e.g. recycling)
- Our carbon sinks: mature forest, their scale and location

Recommendations:

1. We continue to use the 'Control' approach to our emissions reporting
   yes/no
2. We include the things we haven't been counting that we should
   yes/no
3. We enhance our reporting with greater visibility of relevant climate and emissions information
   yes/no

Emissions over the past six years

Net emissions remain negative (that's a good thing) but gross emissions, the amount of GHG emissions we produce, has been increasing slightly. The main increase is in wastewater treatment volumes. Wastewater is the highest GHG emitting area of CDC operations by far.

DIAGRAM 2: GROSS AND NET EMISSIONS BY YEAR (IN TONNES OF CARBON DIOXIDE EQUIVALENT)

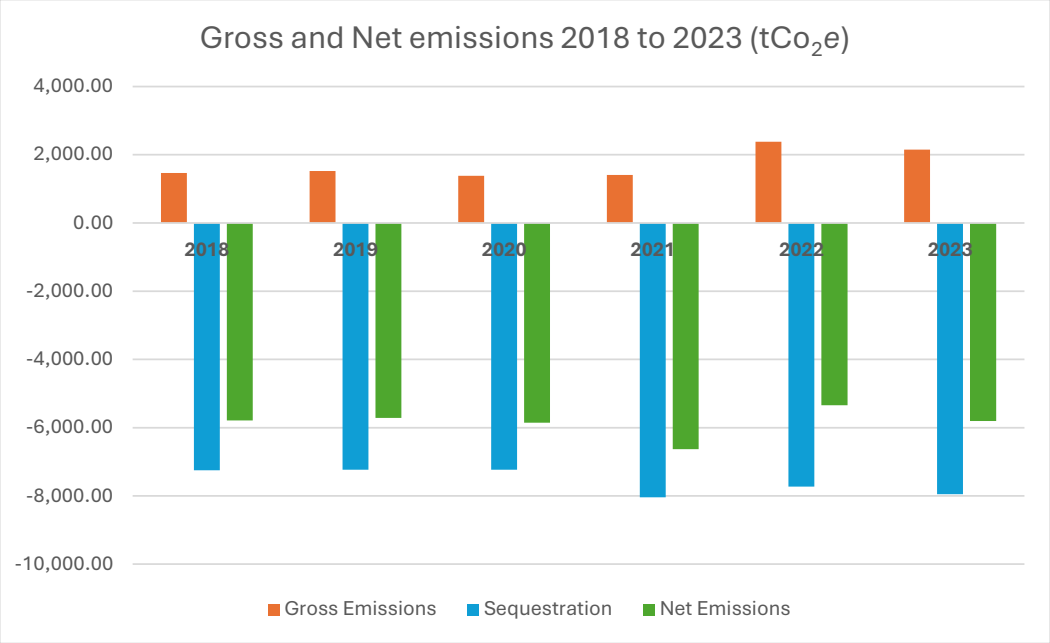


TABLE 1: GROSS AND NET EMISSIONS BY YEAR

	2018	2019	2020	2021	2022	2023
Gross Emissions	1,462.27	1,521.78	1,382.82	1,407.29	2,385.62	2,147.18
Sequestration	-7,249.14	-7,237.39	-7,237.39	-8,039.83	-7,729.08	-7,949.80
Net Emissions	-5,786.88	-5,715.61	-5,854.57	-6,632.54	-5,343.46	-5,802.62

Note that the 2022 and 2023 figures do not yet include refrigerants. They have no impact on this analysis as they round to 0% in all previous years gross emissions.

Diagram 3: Annual emissions by source (in Tonnes of Carbon Dioxide Equivalent)

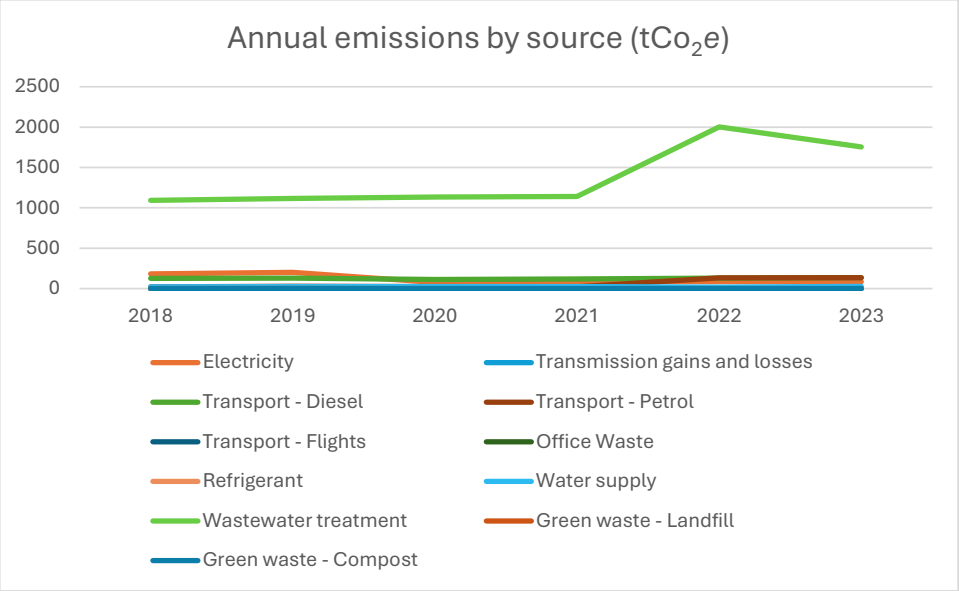


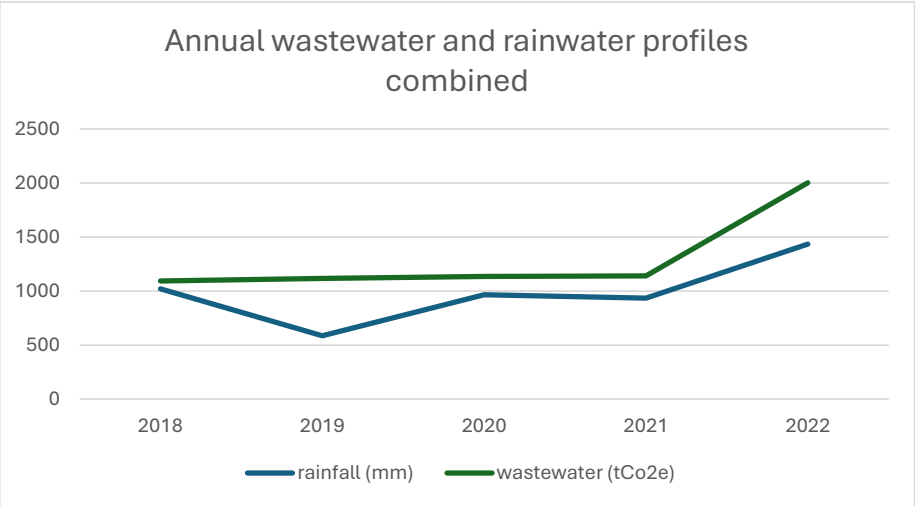
Table 2: Annual emissions by source (in Tonnes of Carbon Dioxide Equivalent)

	2018	2019	2020	2021	2022	2023
Electricity	182.24	201.37	76.41	88.97	87.01	85.78
Transmission gains and losses	13.8	17.27	6.55	8.08	10.08	6.27
Transport - Diesel	127.25	130.47	113.02	119.19	131.01	135.64
Transport - Petrol	21.87	27.27	23.86	21.75	133.28	135.08
Transport - Flights	0.6	0.75	0.83	0.87	1.59	1.17
Office Waste	0.48	0.61	0.78	0.95	1.07	0.37
Refrigerant	0	0	0	0	0	0
Water supply	21.64	24.97	25.55	25.71	18.28	27.41
Wastewater treatment	1,092.83	1,117.08	1,134.95	1,140.91	2002.42	1754.59
Green waste - Landfill	1.55	1.99	0	0	0	0
Green waste - Compost	0	0	0.86	0.86	0.88	0.88
Gross Emissions	**1,462.27**	**1,521.78**	**1,382.82**	**1,407.29**	**2385.62**	**2147.18**
Sequestration	-7,249.14	-7,237.39	-7,237.39	-8,039.83	-7,729.08	**-7949.8**
Net Emissions	**-5,786.88**	**-5,715.61**	**-5,854.57**	**-6,632.54**	**-5,343.46**	**-5,802.62**

Our wastewater network is sensitive to rain entering it (pipes are not pressurised like our drinking water pipes), and this gets reflected in our wastewater volumes. The big spike in wastewater volumes in 2022 coincided with the wettest year recorded in the available records (beginning in 1960, recorded at Masterton). Annual rain records for 2023 are not yet available through the same data source. NIWA's climate projections for the region is for less rainfall in the medium and long term than currently. CDC continues its programme of pipe replacement and management.

We can refine the way we account for wastewater emissions going forward that could bring the figures down a little, and account for sludge removal (in 2025).

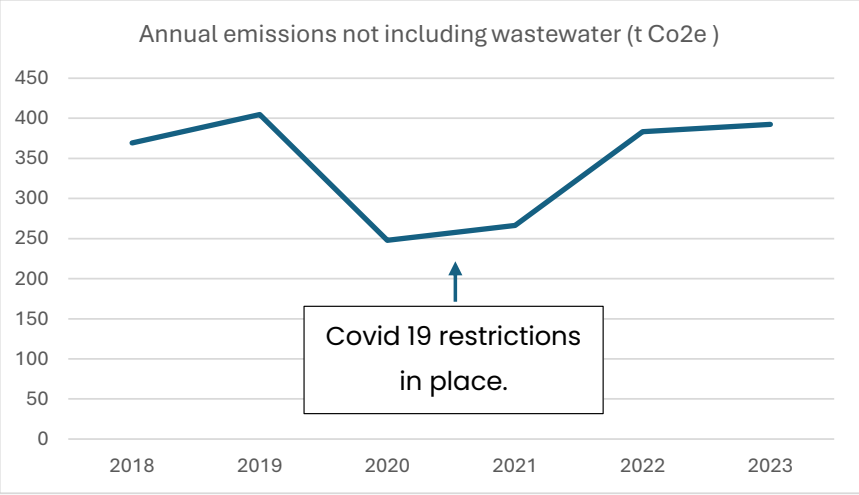
DIAGRAM 4: WASTEWATER AND RAINFALL PROFILES BY YEAR



It is likely that Carterton's water operations will become part of a separate, jointly owned company under *Local Water Done Well* arrangements. If this occurs, we would no longer count water emissions in our inventories and reports, as water would then be outside CDC's direct 'Control' for reporting purposes. It could be reported for greater visibility as suggested in recommendation 3.

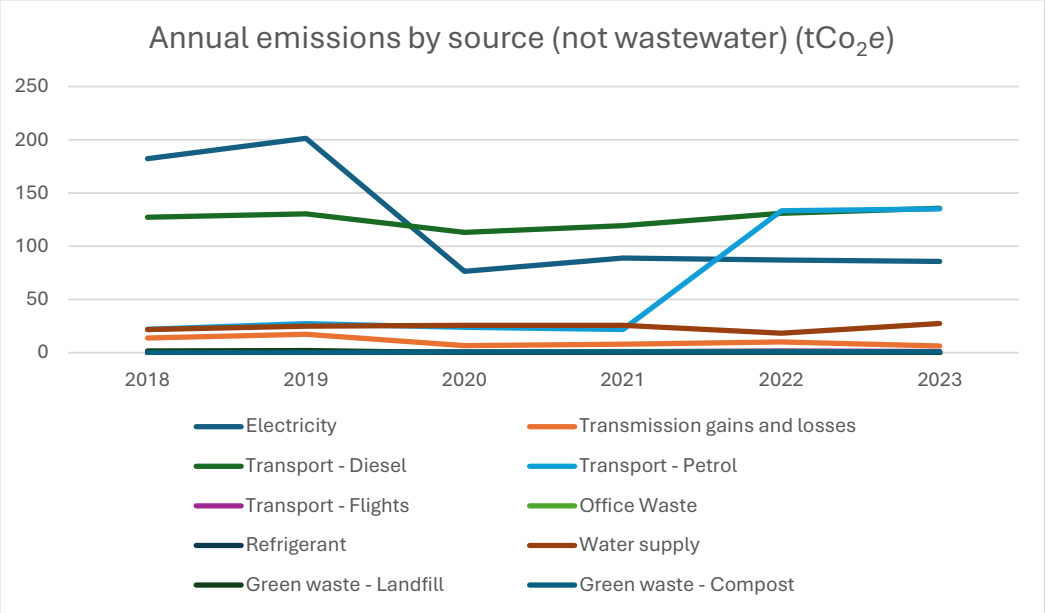
Even without taking wastewater into account, our emissions have been at a fairly constant level over the six year period. We experienced a dip in non-wastewater emissions over 2020 and 2021 which coincided with Covid 19 disruptions across the country

DIAGRAM 5: COMBINED ANNUAL EMISSIONS NOT INCLUDING WASTEWATER (IN TONNES OF CARBON DIOXIDE EQUIVALENT)



Electricity usage has dropped over the 2018 to 2023 period, and petrol use took a big upswing following the Covid 19 restrictions being eased (and more accurate fuel reporting). Although only small in relation to CDC's emissions, we should note the change in treatment of green waste from the Parks and Reserves team. It is now being diverted from the landfill and being composted.

DIAGRAM 6: ANNUAL EMISSIONS BY SOURCE NOT INCLUDING WASTEWATER

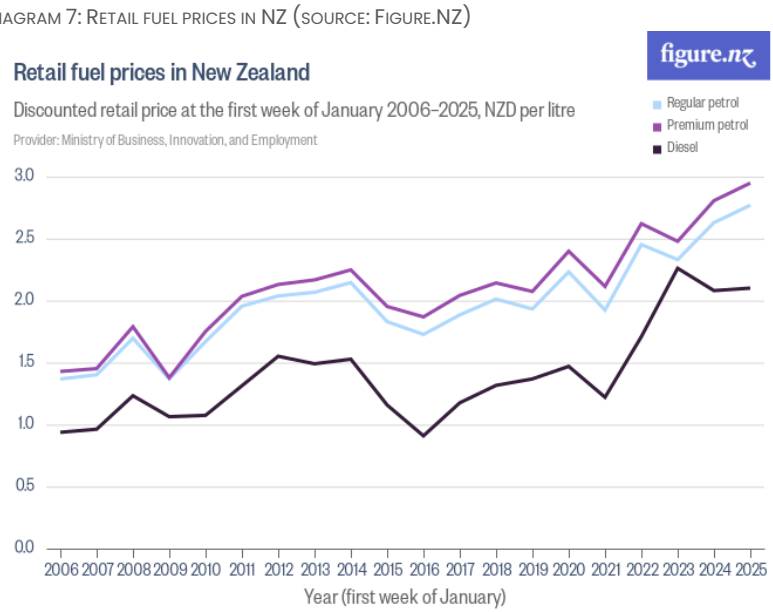


Although our overall emissions are about the same level as they were at the start and end of the analysis period, casting a cost lens over our energy use over the same period gives us another perspective (and incentive for lowering our carbon footprint).

Rising costs

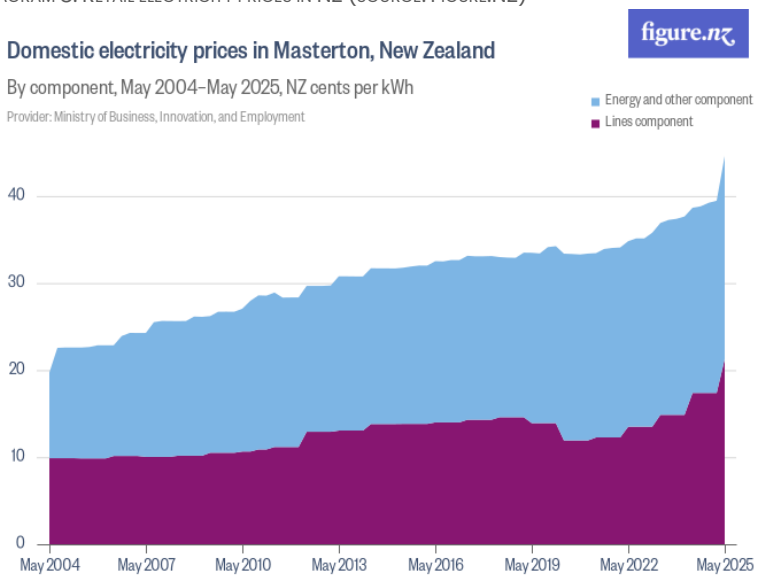
Fuel prices rose considerably between 2018 and 2023, with diesel making a huge leap from $1.37/L in 2018 to $2.26/L in 2023. Our fuel usage also rose over this period. Based on these per litre figures, our fuel cost rose from just under $82,000 in 2018, to over $121,000 in 2023.

Diagram 7: Retail fuel prices in NZ (source: Figure.NZ)



Similarly, the retail cost of electricity has also been rising over the same period, as a commercial user, our cost was less than the chart below indicates, but still rose over the period. Our electricity use reduced over the period.

Diagram 8: Retail electricity prices in NZ (source: Figure.NZ)



Recommendations:

4. We develop a longer term climate adaption plan (including our approach to emissions reduction) in the coming triennium , to deliberately manage a reduction in CDC generated emissions, as opportunities arise over a longer timeframe (e.g. 15 to 20 years). Yes/no

11

Sequestration – looking forward

The reason CDC's emissions inventory figures are carbon negative is due to sequestration of carbon in growing trees in our Kaipaitangata forest in the Western ranges.

As at June 30 2024 this forest contains:

- 210.2 ha of growing pine
- 2.1 ha of growing cypress
- 24.5 ha of growing manuka
- 24.9 ha of older pine planted between 1973 and 1981 – no longer considered a "growing tree" for emissions counting purposes

We count the annual growth of the growing trees at different factor rates (using the MfE emissions factors) depending on the variety. Pine factors are much higher than manuka due to the trees being larger and faster growing.

Once trees reach a certain age, we can no longer count additional growth in our emissions inventories. For pines this is 23 years, and cypress is 29 years (they haven't yet set a limit for the Manuka, which is considered "natural forest"). We don't count the 24.9 ha of older pine as this is all over 23 years old (but it is a carbon sink and we'd need to account for it if we felled it).

The first of our growing pine stands was planted in 2004 and will be 23 years old in 2027, when we will no longer be able to count its sequestration. All our growing pine will reach 23 years old by 2036. At that date we will only be able to count our Manuka stands for sequestration. Our current CDC Gross emissions are greater than the sequestration from the Manuka in our forest.

When trees are harvested we also need to account for the change in sequestered carbon as harvesting is the removal of a quantity of sequestered carbon. The 210.2 ha of growing pine and the 2.1 ha of growing cypress are planned to be harvested from 2032, and all these trees harvested by the end of 2040.

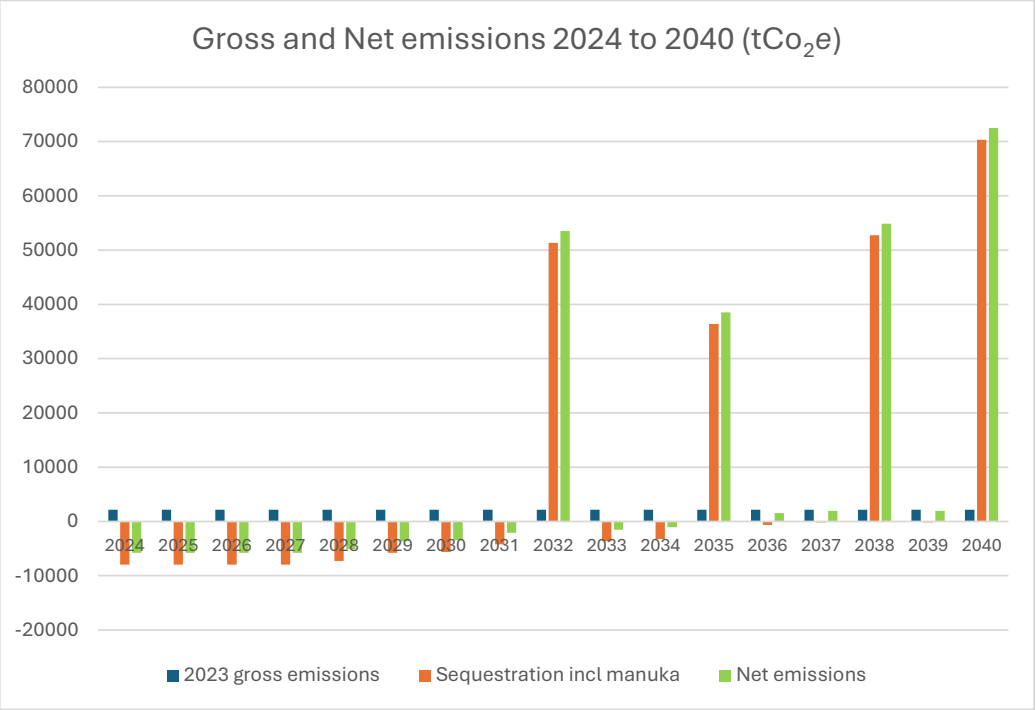
In the annual emissions inventories the removal emissions (the estimated amount of sequestered carbon) are listed as liabilities due to them needed to be accounted for if the trees were removed (or the forest destroyed).

This means that if we continue with our harvesting plans, and CDC continue at the same level of Gross emissions, then we move from being carbon negative, to carbon positive from 2032.

In 2024, the dollar value of the forest when harvested was estimated at just over one million dollars (no value has been put on the manuka).

CDC also holds Emission Trading Scheme (ETS) units relating to the 24.9 ha of older pine. These are treated in the annual report as zero value, and they would need to be surrendered if we ever chose to harvest the older forest (or if it burnt down).

DIAGRAM 9: FORECAST GROSS AND NET EMISSIONS 2024 TO 2040



Harvests are planned to occur in the 2032, 2035, 2038, and 2040 years

TABLE 3: GROSS AND NET EMISSIONS 2024 TO 2040

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
2023 gross emissions	2147.18	2147.18	2147.18	2147.18	2147.18	2147.18	2147.18	2147.18	2147.18	2147.18	2147.18	2147.18	2147.18	2147.18	2147.18	2147.18	2147.18
Sequestration incl manuka	-7944.21	-7944.21	-7944.21	-7944.21	-7271.41	-5790.53	-5615.02	-4225.55	51368.52	-3666.10	-3219.26	36389.03	-630.46	-195.34	52736.77	-195.34	70346.68
Net emissions	-5797.03	-5797.03	-5797.03	-5797.03	-5124.23	-3643.35	-3467.84	-2078.37	53515.70	-1518.92	-1072.08	38536.21	1516.72	1951.84	54883.95	1951.84	72493.86

CDC has a number of options, though most mean there will be some years where we are carbon positive. Options include:

1. Continuing with the forest harvesting, and
    a. Replanting in Pine
    b. Replanting, non-commercial forest (or natural regeneration)
    c. Not replanting (as shown in the table above)
2. Not harvesting the forest

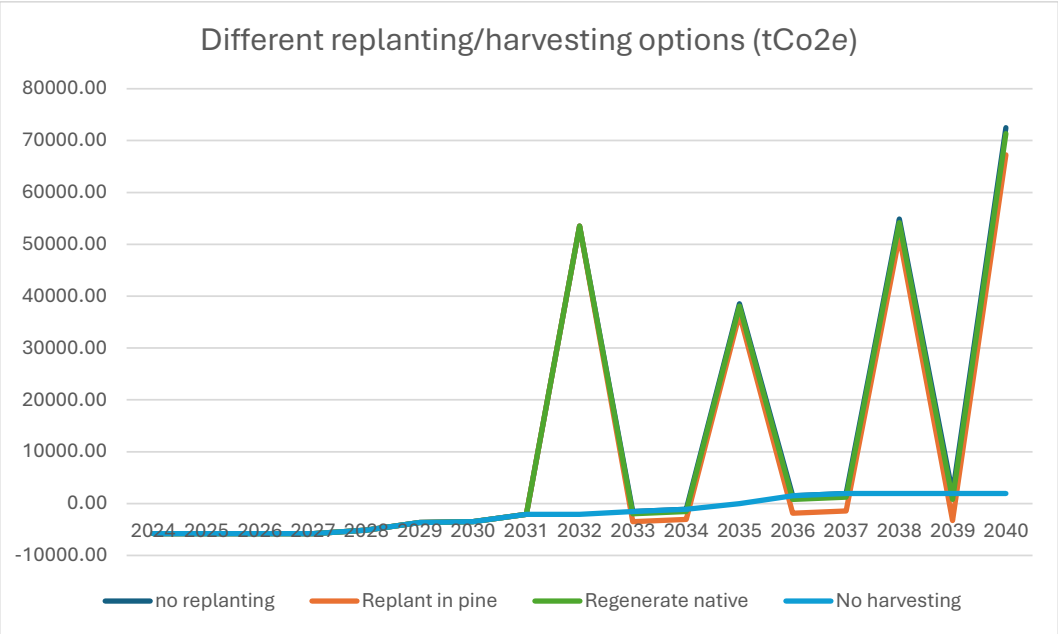
There is also a third option of Council divesting itself of the forest that is not shown here, but it may need to be considered under the proposed central Government's 'Local Government System Improvement' work.

TABLE 4: REPLANTING OPTIONS

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
no replanting	-5797.03	-5797.03	-5797.03	-5797.03	-5124.23	-3643.35	-3467.84	-2078.37	53515.70	-1518.92	-1072.08	38536.21	1516.72	1951.84	54883.95	1951.84	72493.86
Replant in pine	-5797.03	-5797.03	-5797.03	-5797.03	-5124.23	-3643.35	-3467.84	-2078.37	53515.70	-3504.43	-3057.59	36550.70	-1832.68	-1397.55	51534.56	-3287.98	67254.04
Regenerate native	-5797.03	-5797.03	-5797.03	-5797.03	-5124.23	-3643.35	-3467.84	-2078.37	53515.70	-1951.86	-1505.02	38103.27	786.39	1221.51	54153.63	809.31	71351.33
No harvesting	-5797.03	-5797.03	-5797.03	-5797.03	-5124.23	-3643.35	-3467.84	-2078.37	-2078.37	-1518.92	-1072.08	-19.01	1516.72	1951.84	1951.84	1951.84	1951.84

Even if there was no harvesting, we would become carbon positive from 2036 as blocks of trees reach maturity and we can no longer account for them increasing sequestration.

DIAGRAM 10: REPLANTING OPTIONS



There are pros and cons associated with each option, such as the harvest value of the logs (current estimates are at over $1m), the increasing fire risk of pines in a warming environment, and alternative uses of the land for recreational purposes.

There is no hurry to make a decision on how to treat the forest, though it should be discussed and a general direction agreed in the coming Council triennium (2025 to 2028) to allow any planning to be done ahead of 2032 when it is planned to start harvesting the first blocks of trees..

Recommendations:

5. Note: that GHG emissions will become positive in the 2030's

   Noted/not

6. That discussion and direction on future forest use is undertaken in the up-coming Council triennium period.

   Yes/no

Appendix A: greenhouse gasses accounted for

The seven GHG included in the emissions inventories are:

- Carbon dioxide: CO_2
- Methane: CH_4
- Nitrous oxide: N_2O
- Hydrofluorocarbons: HFCs
- Perfluorocarbons: PFCs
- Sulfur hexafluoride: SF_6
- Nitrogen trifluoride: NF_3

These are converted to tonnes of carbon dioxide equivalent (tCO_2e) and then aggregated to produce the emissions levels.

TABLE 5: EMISSIONS FOR ALL SEVEN GHGS

	2018	2019	2020	2021	2022	2023
T CO_2 E	1,462.27	1,521.78	1,382.82	1,407.29	2,385.62	2147.18
T CO_2	354.29	388.88	238.80	258.26	613.70	593.14
T CH_4	859.52	878.83	886.27	890.24	786.98	740.66
T N_2O	248.46	254.08	257.76	259.16	983.87	817.24
T HFCS	0	0	0	0	0	0
T PFCS	0	0	0	0	0	0
T SF_6	0	0	0	0	0	0
T NF_3	0	0	0	0	0	0

Te Kaunihera-ā-Rohe o Taratahi
CARTERTON DISTRICT COUNCIL

7.2 REVIEW OF SENSITIVE EXPENDITURE POLICY

1. PURPOSE

For the Committee to adopt the reviewed Sensitive Expenditure Policy.

2. SIGNIFICANCE

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

3. BACKGROUND

The Council's Sensitive Expenditure Policy **(Attachment 1)** provides guidance to elected members and staff regarding the approach and control of sensitive expenditure. Sensitive expenditure is any spending that could be seen to be giving private benefit additional to the business benefit to the council. It also includes expenditure that could be considered unusual for the council's purpose and/or function.

In June, Audit New Zealand (Audit NZ) undertook a review of the Policy and provided recommendations to improve the policy, and give clarification and guidance managing sensitive expenditure.

The Policy review also includes best practice guidance outlined by the Office of the Auditor General (OAG).

4. PROPOSED AMENDMENTS

Management have reviewed the Policy and propose the following changes which incorporates the recommendations of Audit NZ and guidance by AOG:

- **Policy review and approval**
    - Specification of the review timing, amendment process, and approval.
- **Expenditure approval**
    - Emphasis on ensuring expenditure should be within council's statutory limits, and only made when budgetary provision and delegated authority exist.
- **Use of credit cards**
    - Inclusion of an exception for withdrawal of cash for the provision of koha payments.
    - Clarification outlining the cancellation and destruction of credit cards.

- **Travel, meals and accommodation expenditure**
    - Inclusion of the consideration of technology-enabled solutions instead of travel in person.
    - Clarification of how travel is undertaken and specific approval requirements for the Mayor and CE in certain circumstances.
    - Guidance on elected members and staff taking annual leave and/or staying away over weekends while travelling
    - Clarification of accommodation expenses for elected members or staff that elect to stay with a friend or relative rather than in commercial accommodation.
    - Clarification that expenditure is to be made by credit card, reimbursement or invoicing. No cash advancements are provided by council for payment of expenditure.

- **Entertainment and hospitality expenditure**
    - Guidance on the range of purposes and items included, with explicit exclusion of alcohol.
    - Clarification of the types of meals provided and maximum reimbursement cost.

- **Use of council's assets**
    - Amendment of permission requirements for the use of heavy vehicles and machinery from the Chief Executive, to the staff member's manager and the manager of the equipment.
    - Clarification on the accepted level of personal use of ICT resources, and emphasis that such usage must not be unlawful, offensive, or excessive.

- **Council use of staff assets**
    - Inclusion of the requirements in the unlikely occurrence that the council uses staff private assets.

- **Private use of suppliers of goods and services**
    - Clarification that staff with purchasing privileges cannot make purchases from council's suppliers on behalf of third parties such as families and friends.

- **Gift, prizes and invitations**
    - Clarification that staff receiving cash gifts is unacceptable.

- **Koha**
    - Addition of new section outlining the description and management of koha payments.

5. CONSIDERATIONS

5.1 Climate change

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

5.2 Tāngata whenua

The guidance for the payment of koha has been added to the Policy and is an important and relevant custom for tāngata whenua. Significantly, koha should be viewed as relational, a reciprocal practice through which relationships are built, strengthened, enhanced, and maintained.

5.3 Financial impact

There are no financial impact considerations related to the decisions in this paper however the policy itself ensures council appropriately manages sensitive expenditure, maintains the trust and confidence of the public, and protects council's reputation.

5.4 Community engagement requirements

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

5.5 Risks

The proposed amendments seek to improve and strengthen the approach and control of sensitive expenditure based on guidance from Audit NZ and the OAG. The risk of not adopting any, or all, of the amendments will reduce the effectiveness of the Policy.

5.6 Community wellbeings

- A strong and effective council providing trusted leadership.

6. RECOMMENDATION

That the Committee:

1. **Receives** the report.
2. **Adopts** the revised Sensitive Expenditure Policy.

File Number: **464252**

Author: **Geri Brooking, Group Manager People and Corporate**

Attachments: **1. CDC Sensitive Expenditure Policy ⇩**

Sensitive Expenditure Policy

Purpose

The purpose of this policy is to give guidance to elected members and staff of the Carterton District Council on how to approach and control sensitive expenditure. Where necessary the policy sets out policies and procedures in respect to certain sensitive expenditure.

Definition

Sensitive expenditure is defined as any spending by an organisation that could be seen to be giving private benefit to staff additional to the business benefit to the organisation[1]. It also includes expenditure by a public entity that could be considered unusual for the entity's purpose and/or function.

Principles

The principles applying to sensitive expenditure decisions are as follows:

- Are a justifiable business purpose
- Have considered technology-enabled solutions instead of travel in person
- Preserve impartiality
- Are made with integrity
- Are moderate and conservative, having regard to the circumstances
- Are made transparent
- Are made with proper authority and manager approval in line with financial delegated authority and budgetary provision
- Are appropriate in all respects.

This policy will cover the following sensitive expenditure:

- Use of Credit Cards
- Travel, Accommodation & Meals Expenditure
- Entertainment & Hospitality Expenditure
- Loyalty Reward Scheme Benefits
- Sale of Surplus Assets to Staff
- Private Use of Council's Assets
- Private Use of Council's Suppliers of Goods & Services
- Farewells, Retirements and Recognition of Achievements
- Gifts
- Koha

[1] Office of the Auditor General.2020. Controlling sensitive expenditure: Guide for public organisations. Wellington.

Procedures

Use of Credit Card

Using credit cards is not a type of sensitive expenditure however, it is a common method of paying for such expenditure and therefore it is appropriate that Council has policies and procedures in respect to credit card use.

Policies & Procedures

1. Carterton District Council staff and elected members eligible to be cardholders are the Mayor, Chief Executive (CE), and Executive Managers for official Mayoral and Council business. Credit cards are not supplied to other elected members or staff, with the total number of credit card not exceeding 4.

2. Credit card transactions must be reviewed and approved by a person who is not the cardholder. In respect of use by:
   - the Mayor, this will be the Deputy Chair of the Risk and Assurance Committee, and the CE;
   - the CE, this will be the Mayor and an Executive Manager;
   - the Executive Managers, this will be the CE.

3. Credit cards are not permitted to be used for private expenditure or cash withdrawals, with the exception of cash withdrawn for the provision of koha as outlined below.

4. Lost credit cards must be reported to the issuing credit organisation immediately upon detection of disappearance and to the Group Manager (GM) People and Corporate.

5. Credit cards no longer required as a result of the cardholder leaving the Council, are to be cancelled upon written confirmation of departure and destroyed by physical shredding.

6. Credit card limits are to be set by resolution of Council as appropriate. The general premise to be used when setting limits is that it is the minimum necessary to enable the cardholder to undertake their duties for Council, and within the financial delegation's policy.

7. All expenditure relating to credit cards must be accompanied by supporting documentation, ie. tax invoices or receipts. Documentations must be given to the Finance Department promptly after the expenditure is incurred.

8. Staff requiring the use of a credit card for work purchase must use the online approval process through Flow Details (flowingly.net) which includes the manager's and cardholder's approval prior to the transaction taking place.

9. In the case where regular purchases are going to be made from a supplier requiring the use of the credit card, staff can request approval for continued use, which will be held on file authorising repeated expenditure for a certain purpose. For example, Facebook advertising, NZTA registration and Road User charges, Garmin charges.

10. Credit card transactions made on the internet need to reflect good security practice, such as purchasing from reputable companies known to the Council. The cardholder needs to keep a copy of any on-line order forms when completing purchases. The practice is consistent with the Council's purchasing controls, such as who can use the card, and who approves the purchase.

11. The Council retains the right to discontinue a cardholder's privilege to a credit card, if the card is not being used in compliance with the above procedures or is being used improperly.

Travel, Accommodation & Meal Expenditure

Staff and elected members may from time to time need to incur travel and accommodation costs to carry out their respective roles. Authorised costs include travel (i.e. airfares, train fares, rental cars, taxis and shuttles), accommodation, meals and incidental costs associated with authorised attendance at meetings, seminars, conferences, training courses, and the like.

Policies & Procedures

1. Travel, meal and accommodation costs shall in all instances be reasonable and justifiable.

2. Travel and accommodation is to be carried out on the same day as the relevant activity. There unless significant travel to the destination or other significant reason is requires travel and accommodation prior to the activity.

3. Accommodation and meal expenditure is limited to middle of the range levels of service. Premium levels of service are a matter of personal choice and cost. Should alternative accommodation to commercial accommodation be preferred, such as with a family member or friend, there will be no accommodation cost to the Council.

4. Food is not to be claimed if it is part of another package, for example food is included in a conference.

5. Purchase of alcohol is not permitted. Alcohol purchases are a personal choice and cost.

6. Travel, accommodation and expenses of accompanying spouses, partners or other family members will be the responsibility of the individual they are travelling with, should any additional costs to the Council be incurred.

7. Elected members and staff may claim for additional time required for travel outside of their usual hours of work.

8. Elected members and staff can take annual leave, stay away over weekends, or go on private travel before, during, or at the end of travel paid by the Council, provided there are no additional costs to the Council, and the private travel is secondary to the business purpose of the travel. Any additional costs such as accommodation costs, petrol, car hire or travel insurance, are to be identifiable and are to be paid directly, or as is practicable after they have been incurred.

9. Where air travel is required, this should be booked as far as possible in advance of the travel date in order to get the most cost-effective fare as possible. Air travel is to be limited to discounted economy or economy class. Where another class of travel is required due to health needs or distance, this will be subject to further approval as follows:
    - In respect to staff, approval of the CE;
    - In respect to the CE, approval of the Mayor;
    - In respect of an elected member, approval of the Mayor (or Dep. Mayor in the case of the Mayor).

10. In respect to international travel the individual will require prior written approval as follows:
    - In respect to staff approval of the CE.
    - In respect to the CE approval of the Mayor.
    - In respect of an elected member approval of full Council.

11. Where it is more practical to hire a rental car, the car to be hired should be the most cost effective for the purpose. If a rental car is being used for business, but is used incidentally for a private purpose, it must incur no added cost to the Council, as is reasonable in the circumstances. Should the driver incur any parking or traffic fines while using the rental car, the fines incurred will be the responsibility of the driver.

12. Where it is more practical and cost effective to use a Council car this should occur. Should the driver incur any parking or traffic fines while using the Council car, the fines incurred will be the responsibility of the driver. Refer to Motor Vehicle Usage Policy for policy on use of Council vehicles (doc #47117).

13. Other cost-effective travel options can be considered, such as use of public transport or rideshare options such as Uber.

14. Payment relating to travel, accommodation and meals shall be made by use of credit card in relation to credit cardholders, otherwise by reimbursement or invoicing. No cash advancements are to be provided to elected members or staff to enable payment for these activities.

15. All expenditure relating to travel, accommodation and meals must be accompanied by supporting documentation, i.e. tax invoice or receipt. Documentations must be given promptly to the Finance Department on return to work or after expenditure is incurred whichever action takes place first.

Entertainment & Hospitality Expenditure

Expenditure on entertainment and hospitality is sensitive because of the range of purposes it can serve, the opportunities for private benefit, and the wide range of opinions as to what is appropriate.

Council's expenditure on entertainment and hospitality is limited to the following purposes:
- Building relationships
- Representing the organisation
- Reciprocity of hospitality
- Recognising significant business achievement

Entertainment and hospitality can cover a range of items from tea, coffee and biscuits to meals. It also includes non-catering related items, such as Council funded hosting at a sporting or cultural event. Council will not reimburse the cost of alcohol.

Any expenditure on entertainment and hospitality must be moderate, conservative and appropriate to the circumstances. As a guide, meals may be reimbursed with the following maximum limits per head:
- Breakfast and lunch, up to $30

- Morning and afternoon tea, up to $15
- Dinner, up to $65.

Prior approval is preferred where possible for all entertainment and hospitality expenditure must be obtained from the relevant Departmental Manager or CE.

In all instances appropriate documentation that includes receipts, names of parties entertained and the reasons for entertainment and hospitality to be provided to the Finance Department.

Loyalty Reward Scheme Benefits

Loyalty reward schemes/prizes provide a benefit to the customer for continuing to use a particular supplier of goods and services.

Policies and Procedures

1. In all instances the selection of a supplier of goods and services should be based on the Procurement Policy.

2. Where Council does business with a supplier of goods and services where loyalty rewards/prizes are applicable, the Council as payer of the goods and services will be the beneficiary of the reward or prize. The CE or Manager responsible may decline rewards or prizes.

3. No member of the staff shall benefit from any loyalty reward scheme or prize.

4. Managers who use suppliers who provide loyalty rewards shall provide the Finance Department with a copy of loyalty rewards reports received from the supplier as they are received.

Sale of Surplus Assets to Staff

As part of the normal business Council will from time to time dispose of assets which have become obsolete, worn out or surplus to requirements. To ensure that there is no perceived advantage to staff if assets are sold to them the following policies and procedures will apply.

Policies & Procedures

1. Assets to be disposed of will be valued. If the value of the asset is likely to be $500 or over, a public or in-house tender process or similar will take place at the discretion of the CE.

2. Assets under the value of $500 can be sold to staff. Management of sale of assets to staff shall be arranged by the Departmental Manager from whose department the asset is from. Departmental Manager may not sell assets to themselves without prior approval from the CE.

3. The return to the Council from the disposal of any asset to a staff member will be the maximum which could be expected at the time for the item.

Private Use of Council's Assets

There are some privileges for staff to use Council's plant and equipment. This is limited to the following items:

- Trailers
- Small plant and machinery, i.e. weed eaters, lawn mowers, etc

The use of vehicles, trucks and large machinery is only permitted with the express consent from the staff member's manager, and the manager of equipment required – eg. Parks & Reserves Manager / Fleet Manager. Machinery must be operated by an appropriately trained operator.

Mobile devices and communication systems supplied by the Council are provided to facilitate business activities. Reasonable and appropriate personal use is permitted as follows:

- Minimal calls and text messages
- The data plan must not be exceeded due to personal use
- Personal use must not cause the Council to incur any additional costs or impact system performance or staff productivity
- Personal use must be reasonable and appropriate, and not unlawful, offensive, or bring the council into disrepute.
- A phone supplied by council may not be used in connection with any personal commercial business activities. The number may not be published in any publication or business card that is not related to the Council's business.
- Corporate Services will monitor use and are provided with monthly reports. Personal use may be required to be reimbursed.
- Computer systems are to be used for business purposes in the course of normal day to day operations. Personal use must be reasonable and appropriate and not impact on staff productivity, system performance or bring CDC into disrepute.

These benefits are only available to staff for private use, on property owned and occupied by the staff member.

Policies & Procedures

1. Permission must be obtained from the relevant Departmental Manager.
2. Items to be recorded in logbook for plant and equipment (held at the depot).
3. Where plant and equipment are powered by petrol or diesel, the staff member will replace fuel used.
4. Any damage occurring while in the use of the staff member to be reported to relevant Departmental Manager.
5. The cost of any repairs required as a result of damage or misuse while in the staff members use will be the responsibility of the staff member concerned.
6. The use of Council's assets in any private business the staff member may operate is prohibited.

Council Use of Staff assets

The use of staff assets is highly unusual however should this occur, payment for use may be appropriate for reasons such as cost, convenience, availability or necessity. In this instance, the principles of a justifiable business purpose, preserving impartiality, and integrity are relevant. Reimbursement to the staff member should be of an amount that is moderate and conservative, and does not benefit the staff member inappropriately. Staff members must not approve or administer payments to themselves for the council's use of their private assets.

Private Use of Council's Suppliers of Goods & Services

Staff may take personal advantage of Council's Suppliers' discounts only on payment of cash for goods and services. This benefit does not extend to staff purchasing on behalf of third parties such as family and friends.

Staff are not permitted to purchase goods and services from retailers/distributors using credit to Council's account.

Gifts and Functions for Farewells and Retirements or Recognition of Achievements

Council provides contributions towards gifts and functions for farewells and retirements for elected members and staff, or recognition of significant achievements. The amount of expenditure varies according to the length of service and seniority of the individual concerned, or on the significance of the achievement. In all cases expenditure is to be moderate, conservative and appropriate to the occasion.

The CE or relevant Departmental Manager must approve all expenditure in relation to farewells and retirements.

Gifts, Prizes & Invitations

Council recognises that there are times throughout the year when employees may receive unsolicited gifts or invitations from contacts external to the Council who are or could do business with Council.

While the receiving of gifts is not strictly an issue of sensitive expenditure, Council's position in the community requires employees to retain their integrity and any transaction to be open to public scrutiny. The receiving of cash gifts however is unacceptable in any circumstances, and must be refused and referred to the Departmental Manager.

<u>Policies & Procedures</u>

- Employees who receive gifts or prizes valued less than $100 are entitled to keep them for their personal use.
- Gifts or prizes over $100 in value are to be approved by the staff member's Departmental Manager. If the Departmental Manager does not consider it appropriate for the employee to keep the gift/prize, then it may be raffled by the Social Club or given to a charitable organisation of the staff member's choice.
- Invitations to events or functions that are offered to Council employees by an organisation or individual who may be involved in a negotiation for the supply of goods and services or seeking to secure Council business are to be declined.

From time to time, it may be appropriate that Council give a gift, i.e. Guest to an official event, visiting dignitary, acknowledgement of a job well done. In all cases expenditure is to be moderate, conservative and appropriate to the occasion.

Koha

Koha describes the customary practice of reciprocal gifting between people and groups – which is based on relationships. Koha is an important and relevant custom practiced across Aotearoa today, in a wide range of settings, and for a variety of purposes. Koha may be described as a gift, a token, a present, an offering, a donation, or a contribution however is not to be confused with any other payments made to an entity or organisation. Importantly, koha should be viewed as relational, a reciprocal practice through which relationships are built, strengthened, enhanced, and maintained.

The amount to be given should be appropriate to the occasion and advice should be sought from the CE or GM People & Corporate.

Koha may be given by the council to show respect and value for a relationship or an occasion, acknowledging the importance and significance of the relationship. As koha is usually unreceipted, it should be approved in advance by an appropriate level of authority and in line with financial delegation, and clearly documented with the date, amount, and a description.

Koha should come from the specific budget that the event/project relates to. The request must be made through the credit card use process and include:

- What the koha is for;
- Appropriate manager approval
- Cardholder approval to withdraw cash from their council credit card.

This Policy is to be reviewed by the CE or GM People & Corporate, and adopted by Council every 3 years (or earlier as required).

The Policy was last reviewed September 2025. The next review will be September 2028.

7.3 ADVISORY GROUP STRUCTURE

1. PURPOSE

2. To seek endorsement and a recommendation from the current Council that the incoming Council considers streamlining Advisory Groups by combining the existing *Walking and Wheels Advisory Group* and *People and Places Advisory Group.* into a single, more inclusive *Community Advisory Group* (official name to be confirmed).

3. SIGNIFICANCE

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

4. BACKGROUND

Carterton District Council currently facilitates the *Walking and Wheels* and *People and Places* advisory groups. There are some aspects that are overlapping in areas of focus. For example, accessibility, public space use, placemaking, and community led actions and initiatives.

While each has contributed valuable insights and initiatives, maintaining separate groups limits opportunities for wider community representation and collaboration. There is opportunity for improvement in the effectiveness and influence of the advisory groups.

5. DISCUSSION

Advisory Groups are beneficial and provide an essential bridge between the community and Council, offering a platform for diverse voices to be heard and considered in decision-making. They foster collaboration, support local initiatives, and ensure that projects and policies reflect the needs and aspirations of Carterton's people. By bringing together community knowledge and lived experience, Advisory Groups help create more inclusive, effective, and responsive outcomes for the district.

Creating a single Community Advisory Group by combining the remits of the Walking and Wheels and People and Places advisory groups will improve effectiveness and streamline the resources needed to support and facilitate the group's work. The group will also serve as a hub for community representatives to share updates, present local projects and events, and build connections across different sectors and interests. It will maintain a strong link between Council and the community, while enhancing the effectiveness of engagement and reducing duplication.

Recent Advisory Group meetings held on Wednesday 3 September considered the concept of merging the two groups. Sitting members expressed support for the proposal, noting the benefits of reducing duplication, creating a single community voice, and avoiding conflicting advice to Council. Members also highlighted several

risks and considerations that will need to be addressed as part of the preparatory work for the newly formatted group. Members emphasised the importance of ensuring community perspectives and initiatives are not lost in the process.

Feedback from Advisory Group Members

- The concept was well-received, with members recognising the value of a unified group that promotes collaboration, consistency, and alignment at the local level.
- Acknowledgment was made of the significant time community members contribute, and the need for their voices to be both heard and acted upon.
- It was noted that there needs to be staff presence from relevant departments (e.g., Parks and Roading) to ensure technical input and timely follow-up on community concerns.
- There was strong support for information to be looped up to Council meetings, with feedback provided back down to Advisory Groups to demonstrate accountability and action.

Considerations
For the combined group to be effective, several elements must be addressed:

- **Clear Purpose and Outcomes** – To be defined in updated Terms of Reference.
- **Structured Agendas** – Meetings must have clear agendas, concise presentations, and guided discussions to ensure focus on action and results rather than prolonged debate.
- **Two-Way Communication** – Regular reporting to Council, and feedback from Council to the Advisory Group, to close the loop and maintain trust.
- **Staff Support** – Ongoing attendance and input from relevant Council officers to ensure practical advice and follow-through.

Risks
Without clear purpose and disciplined facilitation, the combined group may risk becoming a “talk fest” with limited tangible outcomes for the community.

Expanded Scope could include:

- Community initiatives
- Updates on local projects, community events, and activities
- Representative voices from across the district (e.g., youth, seniors, Māori, accessibility advocates, environmental groups, representation from those with disabilities)
- A forum for collaborative ideas, partnership opportunities, and shared problem-solving
- Advisory input on relevant Council plans, strategies, and funding opportunities

Benefits:

- Broader Representation: Opportunity to include a wider range of community representatives
- Efficiency: Fewer meetings, improved use of Council and community time, more coordinated input, reduced administrative overhead
- Inclusivity: More diverse representation and broader community voice
- Connectivity: A shared space for updates, announcements, and collaboration

- Impact: Stronger, more unified recommendations and community outcomes
- Stronger Collaboration: Encourages cross-sector discussions and holistic thinking
- Streamlined Reporting: A single advisory group will enable more coordinated and impactful recommendations to Council.

Structure & Membership:
Membership would be in line with Terms of Reference for both groups. These would be reviewed by members of the current Advisory Groups prior to endorsement of the new advisory group.

6. OPTIONS

Option One: That the incoming Council retain the two existing Advisory Groups (Walking and Wheels and People and Places) and continue operating under the current structure (status quo).

OR

Option Two: (Recommend) That the incoming Council considers creating a single Advisory Group to represent the wider community by combining the current *Walking and Wheels* and *People and Places* Advisory Groups.

7. CONSIDERATIONS

7.1 Climate change

The decision to merge the advisory groups does not directly affect climate change, but the new group could support Council by advising on climate-related initiatives and community resilience.

Tāngata whenua

The proposal to merge the two advisory groups may interest Māori as it changes how community voices are represented. There is an opportunity to involve mana whenua and Māori community representatives in shaping the group's Terms of Reference and priorities to ensure their perspectives are reflected from the outset.

Financial impact

Covered within existing budgets.

7.2 Community Engagement requirements

Community representatives have provided initial feedback on the proposal to merge the Walking and Wheels and People and Places Advisory Groups, with broad support expressed at recent meetings. Should Council wish to proceed, there will be further opportunity for wider community input through consultation on the new group's draft Terms of Reference and operating model. Establishing a single Advisory Group also creates an ongoing mechanism for Council–community engagement, ensuring that community voices and initiatives are heard, discussed, and reported back to Council.

7.3 Risks

The risks identified in this report can be effectively managed through a thorough and well-structured planning process.

7.4 Wellbeings

Social
Combining the advisory groups may strengthen community cohesion by providing a single, inclusive forum where diverse voices can be heard and acted upon. It also recognises and values the time and contributions of volunteers.

Cultural
The new group can provide better opportunities to incorporate local knowledge, tikanga, and cultural perspectives, ensuring broader representation across Carterton's community.

Environmental
A single advisory group may improve coordination on projects that affect the natural environment, enabling more holistic approaches to issues such as active transport, green spaces, and resource management.

Economic
Streamlining two groups into one could reduce duplication of effort and associated administrative costs, freeing staff resources for other community priorities.

8. RECOMMENDATION

That the Committee:

1. **Receives** the report.
2. **Endorses** Option Two - combining the *Walking and Wheels* and *People and Places* Advisory Groups.
3. **Instructs** the CEO to draft a purpose statement and updated Terms of Reference for the combined *Walking and Wheels* and *People and Places* Advisory Group for the incoming Council to consider.

File Number: **482051**

Author: **Becks Clarke, Community and Partnerships Manager**

Attachments: **Nil**

7.4 REVIEW OF THE EXTERNAL COMMUNICATIONS, COMMUNITY ENGAGEMENT, AND SOCIAL MEDIA POLICIES

1. PURPOSE

For the Committee to receive and endorse the updated External Communications Policy, the updated Community Engagement Policy, and the new standalone Social Media Policy.

2. SIGNIFICANCE

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

3. BACKGROUND

Communication and engagement are key responsibilities under the Local Government Act 2002, which charges local authorities with enabling democratic and effective governance that reflects the diversity of the community.

The existing External Communications Policy was adopted in 2018 and requires updating to reflect changes in best practice, legislation, and the growing expectation for transparent, inclusive communications from Council.

The External Communications Policy, Community Engagement Policy, and the new standalone Social Media Policy form a refreshed policy suite that ensures Council's communications and engagement are professional, accessible, culturally responsive, and legally compliant.

4. DISCUSSION

Community expectations and communication methods have evolved significantly. Council's communication responsibilities now extend across multiple digital platforms, and the public expects timely, proactive information and opportunities for meaningful engagement.

The revised policy introduces a clearer, more structured approach to communications, placing a strong emphasis on:

- Plain language and accessibility in all formats and channels
- Compliance with NZ Government Web Accessibility Standard 1.2 and WCAG 2.1 (AA)
- Availability of alternate formats (Easy Read, NZSL, audio, large print)
- Inclusiveness and cultural respect, including the use of te reo Māori
- Defined roles and responsibilities, ensuring quality and accountability across Council teams
- Separation of social media guidance, now detailed in a standalone Social Media Best Practice Guide

The update also reflects Council's commitment to ensuring that all communications are fit-for-purpose, audience-focused, and measurable against service delivery outcomes.

5. OPTIONS

Options Available to the Committee include:

Option 1 – Endorse both the updated External Communications Policy and the new Social Media Policy (Recommended)

- Provides Council with a modern, fit-for-purpose communications framework.
- Ensures alignment with legislative requirements (Plain Language Act 2022, WCAG 2.1 AA, Privacy Act 2020, etc.).
- Strengthens cultural responsiveness and links with the Māori Responsiveness Action Plan.
- Clarifies roles and responsibilities for staff, elected members, and contractors.
- Establishes clear governance and compliance for Council's use of social media.
- Risks are minimal and implementation is within existing budgets.

Option 2 – Endorse only the updated External Communications and Community Engagement Policies, and continue to rely on existing internal guidance for social media

- Decision-making is simplified by focusing only on one policy. However, this would leave social media guidance fragmented and potentially inconsistent, as staff would continue to rely on outdated or informal rules.
- Risks are created around accessibility compliance, reputational management, and legal obligations under the Harmful Digital Communications Act and Privacy Act.

Option 3 – Retain the current 2021 External Communications and Community Engagement Policies without adopting updates

- Avoids immediate work in implementation and training. However, the 2021 versions do not reflect current legislative requirements (e.g. the Plain Language Act 2022, accessibility standards) or best practice.
- The risks are non-compliance, reputational harm, and inconsistent staff practice.
- Does not provide a standalone Social Media Policy, leaving a key communications channel under-regulated.

Recommendation:

That the Committee adopts Option 1 – endorsing the updated External Communications Policy, Community Engagement Policy, and the new Social Media Policy, noting that this option best addresses compliance, cultural, and operational needs while strengthening community trust in Council communications.

6. NEXT STEPS

- **Internal Dissemination**
  The updated policy and supporting guidance documents will be circulated to all staff via the intranet, with an internal email and team briefings from the Communications & Engagement team.
- **Training and Induction Updates**
  A short training module and staff quick-reference guide will be developed to support consistent application of the policy, particularly in relation to brand use, social media, and accessibility obligations.
- **Integration with Existing Workflows**
  Approval workflows, communications planning templates, and document checklists will be updated to reflect the revised policy and procedures. These will be integrated into the SharePoint communications toolkit.
- **Monitoring and Continuous Improvement**
  The Communications & Engagement team will review the use and effectiveness of the supporting procedures every 12 months, or as required by legislative changes or organisational priorities.
- **Optional Council Adoption (if required)**
  If the Committee deems it necessary, a recommendation to adopt the revised policy may be forwarded to full Council for endorsement.

7. CONSIDERATIONS

7.1 Climate change

Council's external communications will:

- Link directly to Council's climate change plans, policies, and emissions reduction goals.
- Build climate literacy by explaining local impacts, co-benefits, and Council's role.
- Use low-emission communication methods (digital-first), while ensuring digital inclusion.
- Reflect tāngata whenua environmental values, including kaitiakitanga, guided by *Te Tiriti o Waitangi*, UNDRIP, and the Resource Management Act (Part 2).
- Highlight local climate adaptation actions and invite community input.
- Present climate data using plain language and accessible visuals.
- Coordinate messaging with regional and national partners to avoid duplication.

Legislative and policy frameworks include:

- Local Government Act 2002 (s10, s14)
- Climate Change Response Act 2002
- Zero Carbon Act 2019
- MfE Climate Change Communications Guide
- UN SDG 13 (Climate Action)
- NZ Emissions Reduction Plan 2022
- Wellington Regional Climate Change Strategy & NEMA guidelines

7.2 Tāngata whenua

Carterton District Council acknowledges Te Tiriti o Waitangi and the status of Māori as tangata whenua. The Council's communications must reflect the principles of partnership, participation, and protection by:

- Aligning with the Tangata Whenua Engagement Strategy – A Māori Responsiveness Action Plan, particularly where communications relate to whenua, wai, taonga, or shared decision-making processes.
- Ensuring that messaging is inclusive of Māori worldviews, values such as kaitiakitanga and manaakitanga, and acknowledges whakapapa and mauri where relevant.
- Including te reo Māori and tikanga where appropriate and meaningful, ensuring correct use, pronunciation, and context.
- Supporting kaupapa Māori communication methods, including kanohi ki te kanohi (face-to-face), storytelling, and visual formats.
- Working in partnership with mana whenua to co-develop and approve content where it relates to Māori interests, aspirations, or histories.

All staff involved in communications must seek early advice and input from the Council's Māori Liaison or Kaituitui to ensure cultural safety and responsiveness in public messaging.

7.3 Financial impact

The policies will be implemented within existing operational budgets.

7.4 Community Engagement requirements

Carterton District Council is committed to open, transparent, and meaningful engagement with its community. This policy supports and complements the Council's Community Engagement Policy by ensuring that all external communications:

- Are tailored to the level of significance and community impact of the topic.
- Enable participation by a wide range of residents, including young people, rural households, disabled people, and newcomers.
- Use accessible formats, plain language, and culturally appropriate channels to remove barriers to participation.
- Inform and empower the community by clearly explaining:
    - Why decisions are being made;
    - How people can influence outcomes; and
    - What happens next in the process.

External communications must be coordinated with engagement planning to ensure messages are consistent across channels, reflect the engagement method (inform, consult, involve, collaborate), and support two-way communication.

The Communications & Engagement team will work with relevant staff and stakeholders to ensure communications are part of the planning process for all significant projects and consultation

7.5 Risks

Legal Risks

- Risk: Failure to adopt updated policies could expose Council to breaches of the Plain Language Act 2022, WCAG 2.1 AA, Privacy Act 2020, and the Harmful Digital Communications Act 2015.
- Mitigation: Adoption ensures compliance; The Communications & Engagement team will monitor outputs, carry out annual audits, and update training modules as required.

Reputational Risks

- Risk: Outdated or inconsistent communications, or misuse of social media, could undermine public trust.
- Mitigation: Oversight by the Communications & Engagement team, mandatory content approval for high-impact material, and use of a Social Media Register with monitoring protocols.

Operational Risks

- Risk: Lack of clarity on staff responsibilities, approval processes, or accountabilities may lead to inefficiencies, errors, or duplication.
- Mitigation: Defined responsibilities in the policies, ELT/CE sign-off for sensitive messaging, and quick-reference staff guides integrated into workflows.

Cultural Risks

- Risk: Failure to embed Te Tiriti o Waitangi principles or recognise tāngata whenua perspectives risks damaging Council–Māori relationships.
- Mitigation: Policies require early advice from Pou Tātai Hono, alignment with the Māori Responsiveness Action Plan, and inclusion of te reo Māori and tikanga where relevant.

Environmental Risks

- Risk: Communications that fail to connect to climate commitments, or that rely on high-emission channels, risk community criticism.
- Mitigation: Policies direct digital-first but inclusive methods, mandate climate literacy messaging, and align Council communications with regional and national climate frameworks.

7.6 Well beings

Social

Council has used plain-language notices, radio updates, and the Carterton Crier to ensure residents are informed during events such as water restrictions and road closures. Combining digital and print channels ensured that vulnerable and rural households were not excluded. The updated policies strengthen this by requiring Easy Read formats, NZSL captions, and accessible templates across all communications, ensuring all residents can participate and stay informed.

Cultural

The unveiling of the Ngā Tawhai Pou Whenua Reserve in 2024 included bilingual signage, te reo Māori storytelling, and tikanga processes led by mana whenua. Council's adoption of te reo Māori headings in public notices has become standard practice. The updated policies embed cultural responsiveness requirements,

ensuring Pou Tātai Hono advice, the Māori Responsiveness Action Plan, and kaupapa Māori methods (such as kanohi ki te kanohi hui) are part of all communications.

Environmental

Council runs annual waste and recycling campaigns, including the Binfluencer newsletter, to promote waste minimisation and household recycling. Water conservation updates are regularly posted during summer peaks, helping to manage demand. The policies extend this by requiring climate literacy messaging to explain local impacts and co-benefits, a digital-first but inclusive approach to reduce emissions, and alignment with national frameworks like the NZ Emissions Reduction Plan.

Economic

The 2024/25 Annual Plan consultation provided ratepayers with clear, accessible information on major investments, including water infrastructure and roading, ensuring accountability and transparency in spending. The updated policies ensure future financial and project communications maintain plain language, accessibility, and transparency, supporting public confidence in Council's financial stewardship and in Carterton's long-term economic resilience.

8. RECOMMENDATION

That the Committee:

1. **Receives** the report.
2. **Endorses** the External Communications Policy 2025;
3. **Endorses** the Community Engagement Policy 2025;
4. **Endorses** the new Social Media Policy 2025 as a standalone policy governing the use of Council-managed digital platforms;
5. **Notes** that Brand Guidelines and the Māori Responsiveness Action Plan provide supporting operational documents;
6. **Acknowledges** that the adoption of these policies directly supports the social, cultural, environmental, and economic well-beings of Carterton residents, and mitigates identified legal, reputational, operational, cultural, and environmental risks.

File Number: **481860**

Author: **Marcus Anselm, Communications and Engagement Manager**

Attachments:

1. **DRAFT Communications Policy 2025** ⇩
2. **DRAFT Community Engagement Policy 2025** ⇩
3. **DRAFT Social Media Policy 2025** ⇩

Te Kaunihera-ā-Rohe o Taratahi
CARTERTON DISTRICT COUNCIL

Communications Policy

Adopted 10 September 2025

Communications Policy

This policy is maintained by the Communications & Engagement Team. Any printed copy may not be up to date. Please refer to the electronic version on the Council website or contact Customer Service on 06 379 4030.

Contents

1. Purpose

This policy sets out Carterton District Council's approach to external communications, including digital, media, social media, and print. It aims to ensure content is professional, consistent, accessible, and trustworthy—supporting transparency, accountability, and public confidence.

2. Scope

This policy applies to all Council staff, elected members, and contractors responsible for public-facing communication through:

- Media releases and interviews
- Website and digital content
- Newsletters and email updates
- Public notices and campaigns
- Social media accounts and messaging
- Brand and visual communications
- Print materials and signage

This policy excludes internal communications and formal engagement processes, which are governed under the Significance and Engagement Policy 2024–34 and the Community Engagement Policy.

3. Definition

Refer to the Appendix for a list of definitions.

4. Principles

All external communications by Council must align with the following principles, grouped under three key focus areas:

3.1 Legal and Ethical Foundations

Council communications must:

- **Use plain language** in accordance with the *Plain Language Act 2022*, ensuring content is easy to understand.
- **Meet accessibility standards**, including *WCAG 2.1* and the *New Zealand Web Accessibility Standard*, so all people can access and engage with Council content.
- **Remain politically neutral and non-partisan**, upholding the Council's role as a public service organisation.
- **Honour Te Tiriti o Waitangi**, reflecting the principles of *partnership*, *participation*, and *protection*, and recognising Māori as tangata whenua.

3.2 Integrity and Trust

Council communications must:

- **Be accurate, timely, and complete**, reducing the potential for misinformation and confusion.
- **Reflect cultural diversity and inclusivity**, acknowledging the range of communities that make up the Carterton District.
- **Support open government**, by promoting transparency, accountability, and opportunities for civic participation.
- **Promote public trust**, through honest, respectful, and professional communication.

3.3 C. Effectiveness and Practicality

Council communications must:

- **Be consistent with Council's brand, tone, and values**, to ensure professionalism and recognisability.
- **Be cost-effective and audience-focused**, using the most appropriate channel and style for the intended recipient.
- **Use authentic and culturally safe language**, avoiding jargon or overly technical language.
- **Enable two-way communication**, by supporting opportunities for feedback and dialogue where appropriate.

5. Procedures

4.1 Content Approval

- All public communications must be reviewed by the Communications & Engagement Team or an authorised delegate prior to publication.
- Where a project or initiative includes a **Communications and Engagement Plan**, content approval may occur as part of the plan's development, particularly during **project initiation**. This allows key messages, audiences, and communication methods to be reviewed and agreed in advance.
- High-impact or sensitive content must be approved by the Executive Leadership Team (ELT) or Chief Executive.

4.2 Publishing Standards

- Use **Council templates** and **editorial guidelines**.
- Include **alt text** for all images.
- Avoid inaccessible formats (e.g. scanned PDFs).
- Ensure videos have **captions** and visual content meets **colour contrast** requirements.
- Use bilingual headings or te reo Māori where appropriate.
- Do not release personal information without consent.

4.3 Channel Selection

Choose the most appropriate channel based on the audience and message:

Channel Type	Examples
Digital	Website, email newsletters, social media, video
Print	Flyers, newspapers, signage
In-Person	Meetings, events, pop-ups
Emergency	Facebook, website, email, radio

4.4 Media Enquiries

- Must be coordinated by the Communications & Engagement Team.
- Spokespeople must use agreed key messages.
- All interviews require briefing and media support.

4.5 Elected Member Communications

- Elected members must be informed of public messages relevant to their portfolios or wards.
- Personal views must be clearly distinguished from official Council positions.

4.6 Use of AI

All AI-generated content must comply with the Council's Use of Artificial Intelligence Language Models Policy and must be reviewed by a human editor before publication.

6. Compliance

5.1 Obligation to Comply

All staff, elected members, and contractors must comply with this policy.

5.2 Monitoring and Audit

The Communications & Engagement Team will regularly review Council communications to ensure they meet policy standards, including:

- Brand and style guidelines
- Accessibility standards
- Legislative obligations
- Risk and reputational impact

Any concerns or breaches must be reported to the Chief Executive, HR Manager, or Communications Manager.

5.3 Examples of Non-Compliance

- Publishing inaccurate or misleading content
- Breaching privacy or confidentiality laws

- Failing to use plain language
- Ignoring accessibility requirements
- Using unauthorised platforms or messaging

5.4 Consequences

- Access restrictions
- Internal investigation or HR processes
- Public clarification or correction
- Termination of contract (for third-party suppliers)

5.5 Review

This policy will be reviewed at least once per triennium, or earlier if required due to legislation, organisational changes, or identified risks. The Communications and Engagement Manager is responsible for initiating and managing the review.
Next review due: October 2028

5.6 Acknowledgement

By managing or contributing to Council external communications, employees and contractors acknowledge that they have read and understood this policy and agree to comply. They also accept responsibility for reporting any breaches or concerns to the appropriate authority.

7. Appendix: Legislative and Policy References

Local Government Act 2002
https://www.legislation.govt.nz/act/public/2002/0084/latest/DLM170873.html](https://www.legislation.govt.nz/act/public/2002/0084/latest/DLM170873.html)

Privacy Act 2020
https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html](https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html

Plain Language Act 2022
https://www.legislation.govt.nz/act/public/2022/0030/latest/LMS575405.html](https://www.legislation.govt.nz/act/public/2022/0030/latest/LMS575405.html

Public Records Act 2005
https://www.legislation.govt.nz/act/public/2005/0040/latest/DLM345529.html](https://www.legislation.govt.nz/act/public/2005/0040/latest/DLM345529.html)

Local Government Official Information and Meetings Act [LGOIMA] 1987
https://www.legislation.govt.nz/act/public/1987/0174/latest/DLM122242.html](https://www.legislation.govt.nz/act/public/1987/0174/latest/DLM122242.html

Harmful Digital Communications Act 2015
https://www.legislation.govt.nz/act/public/2015/0063/latest/DLM5711810.html
Te Tiriti o Waitangi / Treaty of Waitangi
https://teara.govt.nz/en/treaty-of-waitangi

NZ Web Accessibility Standard
[https://www.digital.govt.nz/standards-and-guidance/design-and-ux/accessibility/web-accessibility-standard-1-1/]

Web Content Accessibility Guidelines (WCAG) 2.1 AA
(https://www.w3.org/WAI/WCAG21/quickref/)

NZ Government Brand Standards
[https://www.digital.govt.nz/standards-and-guidance/design-and-ux/nz-government-brand/]

- CDC Brand Guidelines(Internal Document)
- CDC Use of Artificial Intelligence Language Models Policy(Internal Document)

Te Kaunihera-ā-Rohe o Taratahi
CARTERTON DISTRICT COUNCIL

Community Engagement Policy

Adopted 10 September 2025

Community Engagement Policy

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Contents

1 Purpose

This policy sets out Carterton District Council's approach to community engagement. It supports democratic decision-making and promotes transparency, inclusion, and trust. Engagement helps ensure Council decisions are informed by the aspirations, concerns, and values of our diverse communities. The policy also supports our obligations under Te Tiriti o Waitangi by ensuring Māori have opportunities to contribute to decision-making and that their perspectives are heard and respected.

2 Scope

This policy applies to:

- All elected members, employees, and contractors of Carterton District Council;
- All engagement activities that involve informing, consulting, involving, collaborating with, or empowering the public;
- Engagement in both formal (statutory) and informal settings;
- All delivery methods, including in-person, digital, targeted outreach, and partnered engagement.

This policy complements Council's:

- Significance and Engagement Policy
- External Communications Policy
- Māori Responsiveness Action Plan
- Positive Ageing Strategy
- Wairarapa Rangatahi Strategy

3 Definition

All key terms used in this policy are listed in Appendix E (Glossary)

4 Principles

Council's engagement practices are guided by the following core principles:

Partnership

We recognise tāngata whenua as partners under Te Tiriti o Waitangi and will engage in ways that reflect whakapapa-based relationships.

Transparency

We will be open and honest about what is being proposed, how decisions will be made, and how public feedback will influence outcomes.

Inclusivity

We will proactively seek out and listen to a wide range of voices, ensuring equitable access and participation across our community, especially from those who are traditionally underrepresented or face barriers to participation.

Proportionality

The scale and scope of engagement will reflect the significance of the issue or decision, with larger and more impactful decisions requiring more extensive engagement.

Early Involvement

We will engage early in the process so community views can genuinely influence the development of options and outcomes.

Respect and Responsiveness

We will treat all participants with respect, acknowledge the value of different perspectives, and be responsive to cultural, social, and accessibility needs.

Continuous Improvement

We will monitor and evaluate our engagement practice, and apply lessons learned to future work.

5 Procedures

Council staff and contractors must follow a structured engagement process aligned with good practice and tailored to each project's scope and impact.

The process includes:

1. Assessing the significance of the matter (guided by the Significance and Engagement Policy).
2. Selecting the appropriate level of engagement using the IAP2 Spectrum (Appendix A).
3. Developing a tailored engagement plan (see Appendix B).
4. Identifying and engaging relevant stakeholders and communities early, especially tāngata whenua.
5. Using appropriate tools and techniques for inclusive engagement (e.g. online surveys, hui, street sessions, focus groups).
6. Providing feedback to participants about how their input influenced decisions.
7. Evaluating the engagement's reach, quality, and effectiveness.
8. Documenting all engagement processes and outcomes for transparency and compliance with legislation.

All formal engagement processes (such as those required under the Local Government Act 2002) must be reviewed by the Chief Executive and/or Communications & Engagement Team. A project-specific engagement plan may also be required for significant decisions.

6 Compliance

All elected members, staff, and contractors must comply with this policy.
Engagement activities must also comply with:

- Carterton District Council Significance and Engagement Policy.
- Local Government Act 2002 (ss.10, 14, 76AA, 81, 82, 83);
- Te Tiriti o Waitangi / Treaty of Waitangi (principles of partnership, participation, protection);
- Privacy Act 2020 (personal data handling and consent);
- Public Records Act 2005 (engagement records must be preserved);
- Local Government Official Information and Meetings Act 1987 (LGOIMA);
- Web Content Accessibility Guidelines (WCAG 2.1) for all digital communications.

6 Review

This policy will be reviewed at least every five years or earlier if:

- Relevant legislation changes;
- Significant feedback from the community or audit recommends revision;
- Internal review or evaluation indicates a need to improve engagement practice.

Next review date: August 2028.

6 Acknowledgement

By leading or participating in community engagement on behalf of Carterton District Council, elected members, staff, and contractors acknowledge that they have read and understood this policy, and agree to apply its principles and procedures in their work.

7. Appendices

Appendix A: IAP2 Spectrum of Public Participation

The **IAP2 Spectrum of Public Participation** is a framework developed by the **International Association for Public Participation (IAP2)** to help organisations choose the appropriate level of public involvement in decision-making. It outlines **five levels of participation**, from simply providing information to fully empowering the public to make decisions.

Level	Goal	Promise to the Public	Example Tools
Inform	Provide balanced and objective information.	"We will keep you informed."	Fact sheets, website updates, social media
Consult	Obtain feedback on analysis and decisions.	"We will listen to your feedback and explain how it was considered."	Surveys, feedback forms, hearings
Involve	Work directly to ensure concerns are understood and considered.	"We will work with you to reflect your input in decisions."	Focus groups, workshops, interactive tools
Collaborate	Partner with the public in developing alternatives and solutions.	"We will seek your input and incorporate it as much as possible."	Co-design forums, joint committees
Empower	Place final decision-making in the hands of the public.	"We will implement what you decide."	Citizen panels, participatory budgeting

Appendix B: 10-Step Engagement Planning Process

1. Define project scope and decision-making context.
2. Identify negotiables and non-negotiables.
3. Determine appropriate level of public participation (IAP2 Spectrum).
4. Identify stakeholders, including iwi, community groups, and internal teams.
5. Define project constraints, timelines, risks, and legislative triggers.
6. Develop an engagement plan including goals, tools, roles, and budget.
7. Implement the engagement plan using inclusive and appropriate methods.
8. Close the loop: provide feedback to participants and the community.
9. Evaluate engagement effectiveness and learn from the process.
10. Store records in accordance with public record and privacy laws.

Appendix C: Roles and Responsibilities

Role	Responsibilities
Project Lead	Initiate and oversee the engagement plan for their project.
Chief Executive / Council	Approval of communication and engagement plans. The Chief Executive can recommend that Council approves a policy rather than the committee responsible for this. Variations to the policy are able to be signed off by the Chief Executive or Council, as necessary
Communications and Engagement Team	Provide advice, reviewing brand and policy alignment, and assisting with delivery.
Community Development Team	Maintain relationships with community groups and networks; advise on outreach methods and inclusive practice; assist with event delivery.
Pou Māori / Māori Liaison	Guide engagement with tāngata whenua; advise on tikanga; facilitate early contact with iwi, hapū, and PSGEs.
Elected Members	Support engagement activities; promote participation; channel community concerns and feedback to Council.
Contractors	Must follow this policy; work with Council staff to ensure compliance and cultural safety.

Appendix D: Guidance for Engagement with Māori

Carterton District Council acknowledges its responsibilities as a Te Tiriti o Waitangi partner. Engagement with tāngata whenua should:

- Begin early and allow for meaningful input;
- Be resourced appropriately, recognising iwi and hapū capacity limitations;
- Be culturally appropriate and responsive to tikanga and kawa;
- Be maintained over time, not only for specific projects;
- Be guided by frameworks such as Te Arawhiti's Māori Crown Relations: Engagement Guidelines;
- Recognise local iwi and hapū within Carterton's rohe and any relevant Treaty settlement legislation.

Appendix E: Glossary

- **Engagement** – A planned process of involving the public in decision-making.
- **Pre-engagement** – Informal discussion before options or proposals are finalised.
- **Hard-to-reach communities** – Groups that may experience barriers due to language, location, disability, income, or access to technology.
- **IAP2 Spectrum** – International framework defining five levels of public participation.
- **Te Tiriti o Waitangi** – The Treaty of Waitangi, NZ's founding document, establishing the relationship between Māori and the Crown.
- **WCAG 2.1** – Web Content Accessibility Guidelines ensuring digital content is inclusive and accessible.
- **PSGE** – Post-Settlement Governance Entity established to represent iwi or hapū after Treaty settlements.

Appendix F: References & Sources

1. **IAP2 Spectrum of Public Participation**
   https://cdn.ymaws.com/www.iap2.org/resource/resmgr/pillars/spectrum_8.5x11_print.pdf
2. **Public Service Commission – Community Engagement Guide**
   https://www.publicservice.govt.nz/publications/community-engagement
3. **DPMC – Inclusive Community Engagement Guide (2023)**
   https://www.dpmc.govt.nz/sites/default/files/2023-10/policy-project-community-engagement-inclusive-guide-oct23.pdf
4. **Te Puni Kōkiri – Crown Engagement with Māori Guidelines**
   https://www.tpk.govt.nz/en/a-matou-whakaarotau/Māori-crown-relations/crown-engagement-with-Māori
5. **LGNZ – Guidelines for Engagement with Māori**
   https://www.lgsectorgoodtoolkit.nz/assets/Uploads/Guidelines-for-engagement-with-Māori.pdf
6. **Carterton District Council Significance and Engagement Policy**
   https://cdc.govt.nz/wp-content/uploads/2021/06/Significance-and-Engagement-Policy_2024-34.pdf

Te Kaunihera-ā-Rohe o Taratahi
CARTERTON DISTRICT COUNCIL

Social Media Policy

Adopted 10 September 2025

Social Media Policy

Document Control Statement – This policy is maintained by Communications & Engagement. Any printed copy may not be up to date, and you are advised to check it against the electronic copy on the Carterton District Council website to ensure you have the most current version. Alternatively, you can contact Customer Service on 06 379 4030.

1. Contents

1. Purpose

This policy sets out Carterton District Council's approach to using social media. It ensures content is professional, accessible, and supports transparent, two-way communication with our community.

2. Scope

This policy applies to:

- All staff, elected members, and contractors managing or contributing to Carterton District Council social media accounts.
- Any content shared on official platforms such as Facebook, Instagram, LinkedIn, YouTube, TikTok and others.

3. Principles

Clarity – All messaging will be easy to understand and accurate.

- Consistency – Messaging will reflect Council's values, brand, and agreed tone of voice.
- Accessibility – All communication will meet WCAG 2.1 standards and NZ Government accessibility requirements, to the best of our ability.
- Cultural Responsiveness – Communication will reflect an inclusive approach.

Public Service Ethos – Information will be non-partisan, balanced, and in the public interest.

4. Procedures

- All official accounts must be recorded in the Council's social media register and approved by the Chief Executive and/or the Communications & Engagement Team.
- Social media use must align with:
    - External Communications Policy
    - Accessibility Guidance
    - Brand Guidelines
- Content must:
    - Use plain English
    - Include alt text for images and captions for videos
    - Avoid inaccessible file types (e.g. scanned PDFs)
- Community comments may be hidden or removed if they violate our moderation policy (hate speech, spam, harassment).
- All official comments must be approved through the Council's internal process.

5. Personal Use

Council employees and elected members must not:

- Share confidential Council information
- Present personal views as Council positions
- Post disrespectful, misleading, or discriminatory content

6. Monitoring and Audit

The Communications & Engagement Team will regularly monitor official social media channels to ensure compliance with:

- This policy
- The External Communications Policy
- Brand Guidelines
- Accessibility requirements (WCAG 2.1, NZ Government Web Accessibility Standard)
- Privacy and content laws (Privacy Act 2020, Public Records Act 2005)

7. Compliance

Obligation to Comply
All Carterton District Council employees, elected members, and contractors must comply with this policy and the accompanying Social Media Terms of Use.

Reporting Non-Compliance
Any actual or suspected misuse of official social media accounts, or breaches of this policy, must be reported immediately to the HR Manager.

Examples of Non-Compliance

- Posting content that misrepresents the Council or its position
- Failing to moderate inappropriate public comments
- Using personal accounts to disclose confidential or non-public information
- Breaching the Privacy Act or image consent requirements
- Ignoring Council's accessibility standards (e.g. no alt text, inaccessible links)

Consequences of Non-Compliance
Breaches may result in:

- Removal of access to social media tools or accounts
- Corrective action under the Council's HR and disciplinary procedures
- Reputational management steps, such as public clarification or apology
- Where appropriate, referral to the Chief Executive or Human Resources for formal investigation

Third-Party Contractors and Agencies
Any third party managing or producing content for Council social media must adhere to this policy and may be held liable for breaches under the terms of their contract.

8. Review

Next review: No later than October 2028.

9. Acknowledgement

By using or managing Carterton District Council social media platforms, employees acknowledge that they have read and understood this policy, including the risks and responsibilities associated with public digital communication. Employees also agree to comply with this policy and to report any breaches, misuse, or concerns to the HR Manager.

10. Appendices

10.1 Legislation and Standards

Council social media content must comply with:

1. *Local Government Act 2002*
Defines obligations for engagement, transparency, and the use of significance and engagement policies.

Key Sections:
s14 – Principles relating to local authorities
s76AA – Significance and Engagement Policy
s81 – Contributions to decision-making by Māori
https://www.legislation.govt.nz/act/public/2002/0084/latest/DLM170873.html

2. *Te Tiriti o Waitangi / Treaty of Waitangi* Public organisations must uphold partnership, participation, and protection in engagement with tangata whenua. Referenced in the Public Service Act 2020 and embedded in local government engagement practice.
https://teara.govt.nz/en/treaty-of-waitangi

3. *Plain Language Act 2022* Requires public service communications to be clear, accessible, and appropriate for their audience.
https://www.legislation.govt.nz/act/public/2022/0030/latest/LMS575405.html

4. *Privacy Act 2020* Sets rules for handling personal information, including in comments, images, videos, and direct messages on social media.
https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html

5. *Public Records Act 2005* Applies to all forms of public communication, including social media posts, which are considered official records. [
https://www.legislation.govt.nz/act/public/2005/0040/latest/DLM345529.html]

6. Local Government *Official Information and Meetings Act 1987 (LGOIMA)* Council communications (including social media comments and DMs) may be subject to OIA requests. https://www.legislation.govt.nz/act/public/1987/0174/latest/DLM122242.html

7. *Harmful Digital Communications Act 2015* Prohibits harmful, misleading, or abusive digital content — both in Council posts and community comments.
https://www.legislation.govt.nz/act/public/2015/0063/latest/DLM5711810.html

8. *New Zealand Web Accessibility Standard (v1.1)* All digital communications must meet WCAG 2.1 Level AA for accessibility. Enforced via the Cabinet Circular CO (13) 17 for public service departments.
https://www.digital.govt.nz/standards-and-guidance/design-and-ux/accessibility/web-accessibility-standard-1-1/

9. *Web Content Accessibility Guidelines (WCAG) 2.1 AA* International standard for digital accessibility, including for social media content, video captions, alt text, and colour contrast. https://www.w3.org/WAI/WCAG21/quickref/

10. *NZ Government Social Media Guide* Best practice guide for managing official government social media accounts, including risk, tone, and moderation. https://www.digital.govt.nz/standards-and-guidance/digital-communications/social-media/

11. New Zealand Government Brand Standards
Council communications must reflect brand consistency and integrity when representing the organisation.
https://www.digital.govt.nz/standards-and-guidance/design-and-ux/nz-government-brand/

10.2 Definitions

Term	Definition
Social Media	Online platforms and applications used for sharing information, content, and communication with the public, including but not limited to Facebook, Instagram, LinkedIn, X (formerly Twitter), TikTok, YouTube, and community forums.
Official Social Media Account	Any social media account created or authorised by Carterton District Council for official communication and engagement purposes.
Personal Social Media Use	Any use of social media in a private capacity, not on behalf of the Council, but where the user may still be identified as a Council employee or elected member.
Authorised User	Any staff member or contractor who has received approval and access rights to post or moderate content on Council-managed social media platforms.
Community Guidelines	Standards that guide public behaviour on Carterton District Council's social media platforms. These are outlined in the Social Media Terms of Use and include expectations for respectful engagement and reasons content may be removed.
Moderation	The process of reviewing and managing user comments or content on Council social media accounts to ensure it aligns with Council values, legal standards, and community guidelines.
Accessibility	The practice of ensuring digital content is usable and understandable by all people, including those with disabilities, and compliant with Web Content Accessibility Guidelines (WCAG) 2.1.
Alt Text	Descriptive text added to images for screen readers and accessibility tools to convey meaning to users who cannot view the image.
Te Tiriti o Waitangi	The Treaty of Waitangi, New Zealand's founding document, which establishes a partnership between Māori and the Crown, and guides Council's commitment to Māori as tangata whenua.

WCAG 2.1	Web Content Accessibility Guidelines – a set of international standards for making web content more accessible, required under the NZ Government Web Accessibility Standard.
Misuse	Any use of social media that misrepresents, damages, or contradicts Council policy, breaches confidentiality or privacy, or misleads the public.

7.5 NON-FINANCIAL PERFORMANCE DATA REPORTING

1. PURPOSE

For the committee to be updated on the enhanced data reporting approach for Council's non-financial performance measures.

2. SIGNIFICANCE

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

3. BACKGROUND

Good quality data is the backbone to robust reporting, performance improvement, and decision making. There are issues when it comes to this. The data must be trustworthy, the presentation of the data to decision makers must not lead the agenda, and the data must be current and relevant to the decisions being made.

In reviewing data across the council, and the collation of it for the non-financial KPIs within the annual reporting, it was determined that there were several areas where the council could improve the collection and the delivery of data for the decision-making process.

However, it should also be recognised that with the presentation of the data, that it might be revised over time. This does not mean that the underlaying data is changed, but rather some data set holes might be filled, or some assumptions that are required for the display of the information are changed, which can lead to a change in numbers (for example, the number of residents of the urban area is an educated assumption that has to be made).

4. THE MAIN PRINCIPLES

The main principles behind the development of this data framework are:

- The council can confirm, and show the source of the data and how it is being ingested into the system
- Improvement of the overall transparency of the services delivered by the council
- The data streams are from as close to the source as possible to reduce the potential for alteration. The council needs to receive the data, irrespective of how it might make the council look.
- The presentation of the data needs to reflect the true story, as "bad news" data lets the council see how it can improve
- The information is for the council; it is not just within the department. Cross department analysis of data could expose areas where service delivery can be improved

- Data collection, processing and presentation should be automated
- The data framework itself does not replace or take ownership of data sources from the relevant departments
- Enable early detection rather than end of year reporting.

5. DEVELOPMENT

The starting point for the data reporting is the Performance Measures developed in the Long Term Plan. At this point that the following can be confirmed:

- Sources of the data
- Regularity of collection
- Data collected match the KPI requirements

The results of investigations into the above have indicated where the automation of the data collection can occur. Some of this depends on the software vendors and the openness of their solutions, to allow for the easy extraction of information, but solutions will be found for the multiple routes that data comes from.

As this is a low budget project, the council is not spending on a complex cloud data warehousing solution and consultants.

However, the concepts are similar with respect to needing to work on the ingesting of the data, the processing (removal of duplication in the data in the main), and then the production of the visualization of the data.

Currently the council does not have the volume of data coming in from many sources that would warrant the complete Big Data modelling approach.

Attached are examples of the wide range of reports that can be generated as the data sets are collected. The figures in the reports should not be considered as the reported numbers as there is still data checking and reviewing being undertaken. They should be considered as a snapshot in time.

6. NEXT STEPS

The work continues to ingest more data from across the council and expand the reporting across more council departments and improve the overall automation within the data stores.

When the data is displayed and presented to the end user, there needs to be some documented understanding of the source data used to enable a clear understanding of the potential errors that may exist. For example, with trying to determine the leak level in the water network, the numbers reported may in fact be the worst possible case situations.

7. CONSIDERATIONS

7.1 Climate change

There are no decisions in this report requiring climate change considerations.

7.2 Tāngata whenua

Council is cognisant of guidance around Māori data sovereignty, and the principles within, and with respect to, access to that data.

7.3 Financial impact

All current development work is being carried out within existing budgets.

7.4 Community Engagement requirements

There are no decisions in this report requiring community engagement considerations.

7.5 Risks

The development of a robust framework is designed to help improve performance measurement and therefore improve council performance overall and reduce the risks in decision making.

7.6 Wellbeings

Ensuring robust reporting supports the measurement of performance towards Council's wellbeing outcomes.

8. RECOMMENDATION

That the Committee:

1. **Receives** the report

File Number: **481826**

Author: **David Johnson, Information Systems Manager**

Attachments:
1. **KPI Reporting Dashboard** ⇩
2. **WaterLoss Visualization** ⇩

Community

metricid	Description	2026	2025 Target	2025	2024	2023
COM1	Residents sense of belonging to area?		65.00	68.9%	0.00	0.00
COM2	Residents feel connected with family and community?		65.00	64.3%	0.00	0.00
COM3	Residents feel safe in public spaces?		65.00	78.9%	0.00	0.00
COM4	Residents level of satisfaction with public facilities including public toilets		75.00	73.3%	0.00	0.00
COM5	Residents level of satisfaction with Events Centre, Library, Swimming Pool		75.00	73.63%	0.00	0.00
COM6	Residents level of satisfaction with the provision of open spaces, parks and gardens		75.00	76.25%	0.00	0.00

Solid Waste

metricid	Description	2026	2025 Target	2025	2024	2023
WASTE01	Residents satisfaction with waste disposal services		75.00	69.58	0.00	0.00
WASTE02	Compliance with resource consent conditions including compliance monitoring		1.00	0.00	0.00	0.00

Governance

metricid	Description	2026	2025 Target	2025	2024	2023
GOV10	Council engagement plans include specific actions for engagement with Maaori		100.00	100.00	100.00	100.00
GOV07	Council agendas are always publicly available three working days or more before the meeting	100.00	100.00	100.00	91.67	90.00
GOV06	Across all activities service requests are acknowledged within 1 working day		95.00	39.00	41.00	46.00
GOV04	Net cash flow from operations: actual-planned variance from budgeted		10.00	-4.00	1.00	-9.00
GOV05	Appropriate risk management systems are in place		1.00	1.00	1.00	1.00
GOV01	Residents' satisfaction with the Council's overall governance and reputation		65.00	51.20	0.00	0.00
GOV02	Percentage of official information requests responded to within statutory timeframes		95.00	100.00	0.00	0.00
GOV03	Annual Report is adopted within statutory timeframes		1.00	0.00	0.00	0.00
GOV08	Local election turn out	0.00	50.00	0.00	0.00	60.70
GOV09	Number of Council meetings with Maaori representation		25.00	16.67	0.00	0.00

Corporate Services Back Office

metricid	Description	2026	2025 Target	2025	2024	2023
RATES01	Rates invoices are delivered at least 14 days before the due date as per the rates resolution	%	100.00	100%	0%	0%

04/09/2025

Notes

Residents for Carterton Urban District is assumed to be 6666 for the purposes of these numbers, in terms water usages

Compliance is either
1 = Yes, or 0 = No

04/09/2025

Planning and Regulatory Information

metricid	Description	2026	2025 Target	2025	2024	2023
RP01	LIMS processed within 10 working days		100.00	98.00	100.00	99.00
RP02	Non-notified and notified resource consents processed within statutory timeframes		100.00	80.88	98.00	98.00
RP03	PIMS and building consents processed within statutory timeframes		100.00	99.43	100.00	92.00
RP04	Building Consent Authority (BCA) Accreditation retention		1.00	1.00	0.00	0.00
RP05	Known food premises in the district have food control measures in place		100.00	100.00	100.00	100.00
RP06	Known liquor outlets in the district have appropriate licences and certificates		100.00	100.00	100.00	100.00

Waste Water Services Information

metricid	Description	2026	2025 Target	2025	2024	2023
WW01	Residents satisfaction with the town's wastewater system		75.00	61.60	0.00	0.00
WW02	The number of dry weather sewerage overflows from the territorial authority's sewerage system expressed per 1000 sewerage connections to the sewerage system.		5.00	0.31	1.07	0.36
WW03	Compliance with the resource consents for discharge from the sewerage system, measured by the number of: Abatement notices, Infringement notices, enforcement orders, and, convictions received by the territorial authority in relation to those resource consents		1.00	0.00	0.00	0.00
WW04	Wastewater system fault median attendance time in minutes		60.00	123.00	82.00	30.00
WW05	Wastewater system fault median resolution time hours		4.00	25.24	2.03	1.00
WW06	Number of complaints about any of the following: the wastewater odour, sewerage system faults, sewerage system blockages, and supplier responsiveness, expressed per 1000 connections to the territorial authority's sewerage system		20.00	12.31	11.30	35.00

04/09/2025

Transport

metricid	Description	2026	2025 Target	2025	2024	2023
TRANS01a	The change from the previous financial year in the number of fatalities and serious injury crashes on local road network, expressed as a number - Fatal		2.00	0.00	-1.00	0.00
TRANS01b	Serious Injuries		4.00	-3.00	-2.00	-1.00
TRANS02	The average quality of ride on a sealed local road network, measured by smooth travel exposure		97.00	96.13	98.00	97.00
TRANS03	The percentage of the sealed local road network that is resurfaced		8.00	5.20	3.05	3.60
TRANS04	The percentage of footpaths that fall within the level of service standard for the condition of footpaths		95.00	80.83	0.00	99.70
TRANS05	The percentage of customer service requests relating to roads and footpaths responded to within 10 days		70.00	81.16	69.00	93.00
TRANS06	Percentage of the sealed local road network that is rehabilitated		1.00	5.40	0.00	0.00
TRANS07	Length(km) of unsealed road network graded		150.00	150.00	0.00	0.00
TRANS08	Regulatory signs repaired or replaced within 2 days of advice of a fault		95.00	100.00	100.00	100.00
TRANS09	Non-regulatory signs repaired or replaced within 21 days of advice of a fault		70.00	80.00	100.00	97.00
TRANS10	Street lighting faults are repaired within 2 weeks		80.00	33.00	57.00	52.00

Stormwater

metricid	Description	2026	2025 Target	2025	2024	2023
SW01	Residents satisfaction with the district's stormwater systems		60.00	52.00	0.00	0.00
SW02	The number of flooding events		1.00	0.00	0.00	1.00
SW03	For each flooding event, the number of habitable floors affected, expressed per 1000 properties connected to the territorial authority's stormwater system		1.00	0.00	0.00	9.20
SW04	Compliance with the territorial authority's resource consents for discharge from its stormwater system received by the territorial authority in relation to those resource consents		0.00	0.00	0.00	0.00
SW05	The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site		3.00	0.00	6.00	1.75
SW06	Total number of stormwater complaints received by a territorial authority about the performance of its stormwater system, expressed per 1000 properties connected to the territorial authority's stormwater system		10.00	1.84	5.20	7.90

Potable Water

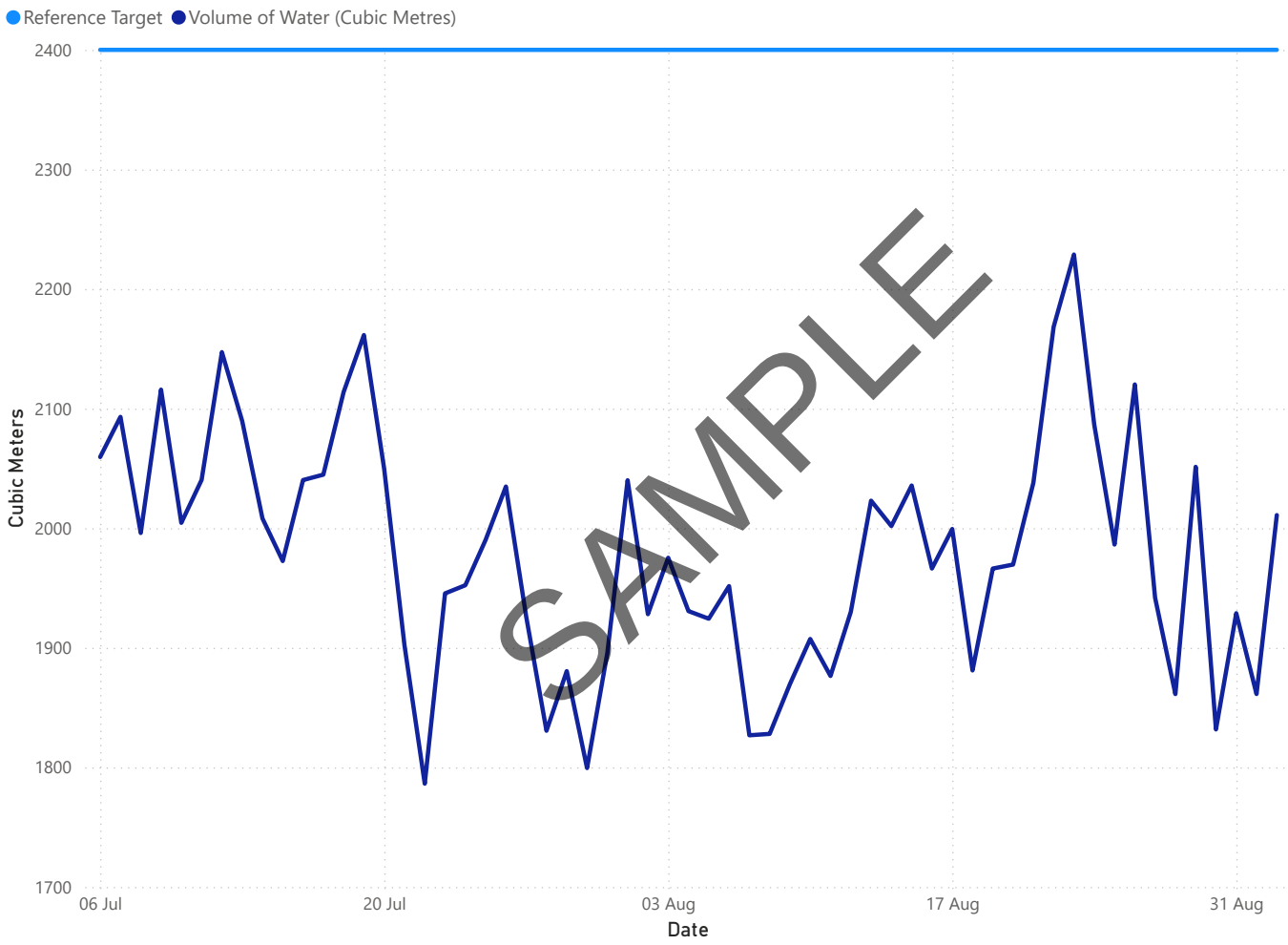
04/09/2025

metricid	Description	2026	2025 Target	2025	2024	2023
POT01	The extent to which the local authority's drinking water supply complies with the following parts of the drinking water quality assurance rules		1.00	1.00	0.00	0.00
POT02	The percentage of real water loss from the local authority's networked reticulation system	26.00	35.00	27.00	13.00	16.20
POT03	Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system -- -- The median response time to attend urgent callouts from the time that the local authority receives notification to the time that service personnel reach the site		2.00	0.00	3.83	3.33
POT04	Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system -- -- The median response time to attend urgent callouts: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption		4.00	2.49	12.17	3.33
POT05	Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system - - The median response time to attend non-urgent callouts: from the time that the local authority receives notification to the time that service personnel reach the site		12.00	3.83	3.97	1.00
POT06	Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system -- - The median response time to attend non-urgent callouts: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption		24.00	38.94	35.98	8.00
POT07	Number of complaints about any of the following: the drinking water's clarity, taste, odour, pressure or flow, continuity of supply, and supplier responsiveness, expressed per 1000 connections to the local authority's networked reticulation system		15.00	2.46	0.00	1.05
POT08	The average consumption of drinking water in litres per day per resident within the territorial authority's district (Amount includes unaccounted water loss)	298.39	400.00	349.56	326.00	435.90
POT09	Residents' satisfaction with their household water supply?		75.00	89.30	0.00	0.00
POT10	Compliance with water resource consent conditions		1.00	1.00	0.00	0.00

Notes

Residents for Carterton Urban District is assumed to be 6666 for the purposes of these numbers, in terms water usage

Compliance is either 1 = Yes, or 0 = No



Date	Volume of Water (Cubic Metres)
2/09/2025	2,010.93
1/09/2025	1,861.31
31/08/2025	1,928.87
30/08/2025	1,831.71
29/08/2025	2,051.30
28/08/2025	1,861.27
27/08/2025	1,941.83
26/08/2025	2,120.20
25/08/2025	1,986.33
24/08/2025	2,086.61
23/08/2025	2,228.83
22/08/2025	2,168.42
21/08/2025	2,037.99
20/08/2025	1,969.57
19/08/2025	1,966.23
18/08/2025	1,881.04
17/08/2025	1,999.32
16/08/2025	1,966.27
15/08/2025	2,035.68
14/08/2025	2,001.77
13/08/2025	2,022.99
12/08/2025	1,929.97
11/08/2025	1,876.42
10/08/2025	1,907.34
9/08/2025	1,869.63
8/08/2025	1,827.97
7/08/2025	1,826.81
6/08/2025	1,951.55
5/08/2025	1,924.29
4/08/2025	1,930.65

Quick measure

7.6 BACKFLOW PROJECT UPDATE AND POLICY

1. PURPOSE

For the committee to be updated on the Backflow Prevention Project.

2. SIGNIFICANCE

The matters for decision in this report are not considered to be of significance under the Significance and Engagement Policy and the project was in the Annual plan consultation for 2025/2026 financial year.

3. BACKGROUND

The Backflow Upgrade project is progressing, with the site surveys and the installation at identified properties. Staff created a Backflow Management Plan in 2022 and started with a desktop study to create a risk rating for all properties within Carterton. The next stage is to confirm these risks and the process to upgrade these premises with the proper devices.

The Water Services Act 2021 was introduced after the publication of the Wairarapa Consolidated Bylaw Part 5: Water Supply (Water Bylaw) in 2019, and is generally in agreement. The Water Services Act states water suppliers have a duty to protect against risk of backflow and need to produce a Backflow Prevention Plan. It should be noted that backflow contamination was a possible cause during the E. coli incident in 2021.

The project for 25/26 has a budget of $500,00 to upgrade our backflow devices for high-risk and medium-risk properties.

Following communication with customers, staff are proceeding under the following basis for the installation and ongoing maintenance of the devices:

- For the installation of any devices installed all costs are recovered from the customer; however, Council-owned properties will be addressed first.
- Property owner will own any device installed and be responsible for maintaining devices in alignment with the Building Act 2004 and Water Services Act 2021. Records will be sent to the Water Authority to ensure protection of the network.

4. DISCUSSION

Staff are refining the risk for properties and are in the process of upgrading these premises with the proper devices, unless the backflow risk is managed within the property as part of an acceptable solution under the Building Act 2004.

A summary of the risks follows:

High Risk: Properties being used as medical facilities, dental clinics, veterinarian practices, industrial and trade waste customers etc can allow backflow of unwanted contaminants into the drinking water system and cause harm to users in the district.

Medium Risk: This includes beauty salons and hairdressers, rainwater supplies, swimming pools, spas, and fountains

Identified risk areas

High Risk Commercial properties in High Street	10-12
Other high-risk properties	87
CDC owned Pump Stations (High Risk)	16
Medim Risk properties	471

Relevant Legislation:

- Water Services Act 2021
- Building Act 2004
- Wairarapa Consolidated Bylaw Part 5: Water Supply (Water Bylaw)

The Water Services Act 2021 is the primary act that now mandates that drinking water suppliers protect a water supply from backflow risks in reticulated systems after the repeal of the sections within the Health (Drinking Water) Amendment Act 2007.

The Water Service Act states that the water supply authority can require the customer to install backflow prevention or install backflow prevention and recover the cost from the customer. This includes all ongoing testing and maintenance of the backflow protection.

The Wairarapa Consolidated Bylaw Part 5: Water Supply (Water Bylaw) section 4.10 states the following:

4.10 Backflow prevention

4.10.1 Customer responsibility

It is the customer's responsibility (under the Health Act 1956, and the Building Act 2004) to take all necessary measures on the customer's side of the point of supply to prevent water which has been drawn from the WSA's water supply from returning to that supply.

These include:

a) backflow prevention either by providing an adequate air gap, or by the use of an appropriate backflow prevention device; and

b) the prohibition of any cross-connection between the WSA water supply and:

(i) any other water supply (potable or non-potable);

(ii) any other water source;

(iii) any storage tank; or

(iv) any other pipe, fixture or equipment containing chemicals, liquids, gases, or other non- potable substances.

NOTE: Fire protection systems that include appropriate backflow prevention measures would generally not require additional backflow prevention, except in cases where the system is supplied by a non-potable source, a storage tank or fire pump that operates at a pressure in excess of the WSA's normal minimum operating pressure.

4.10.2 Unmanaged risk

Notwithstanding clause 4.10.1, the WSA may fit at the customer's expense a backflow prevention device on the WSA side of the point of supply where the customer cannot demonstrate that the risk of backflow is adequately managed.

Estimate Cost per device:

The estimate from the contractor is that the supply and installation cost will be $4,000- $6,000.

5. OPTIONS

Officers are not proposing any alternative options at this time, however the Council or the future Wairarapa Tararua Water Service Entity could consider alternative methods to fund these devices such as a targeted. Officers also anticipate that policies and bylaw should be aligned across the Wairarapa and Tararua in the future.

NEIGHBOURING SUPPLIES

Masterton District Council is currently drafting a policy which replicates customer installation and ownership.

South Wairarapa District Council doesn't have a policy and uses the current bylaw, requiring customers to install their own backflow prevention.

In their bylaw Tararua District Council requires the owners to install and maintain their own backflow prevention, unless the risk is too high, then the Council will install backflow before the point of supply.

Future options could be based on the code of practice from Water New Zealand considerations which are:

Ownership	Issues	Comments
Water Authority	Accepting and vesting of devices. Customers wishing to retain ownership. Possible access issues if existing or new devices inside the boundary. Also, may have private supply pipe in between. Customer resistance to paying for devices they don't own or where one was not previously installed	Water supplier arranges annual testing and also repair and retest of failed devices. Lower risk of devices not being tested annually or non-compliant. Less administration time chasing and auditing test reports.
Customer	Consistent with Building Consent process/ BWoF.	Allows customer choice as per Commerce Act.

	Issue collecting install cost. Flat fee is known cost and may be easier. The collation and maintaining of accurate records for devices and their testing is reliant on customer to provide test reports. Need for water supplier to remind customer to test devices. Non-tested, failed devices or non-compliant devices are a risk to the water supply and enforcement will be required.	The water supplier and building control authority need to work together. Need to reach agreement with new water entity. There are up to 570 properties recovering about 50% of costs at $500.
Combined – project covers installation, customer maintained	Similar issues to above Disputes may arise if the device is not tested or the test is duplicated because the BWoF compliance schedule timeframe differs from water supplier owned programme for testing.	Allows customer and water supplier choice. The water supplier may not wish to own large devices or those with access/shutdown issues.

6. CONSIDERATIONS

There are no matters in the report relate to climate change migration or adaptation issues.

6.1 Tāngata whenua

We believe that the principle of protecting the wider water supply network from backflow contamination, would be of interest and supported by Maori.

6.2 Financial impact

The project will proceed within existing budgets with costs recovered as per the mechanism within the bylaw. Should cost recovery become an issue, the council could consider alternative options such as a targeted rate.

6.3 Community Engagement requirements

High-risk properties are being surveyed by a contractor and the risk will be discussed with property owners.

6.4 Risks

The risks are cost over-runs, however if costs are recovered for the device installation, then it should be minor. Delaying the project risks an outbreak of illness, and prosecution by the regulator for not managing the backflow hazards. Backflow for an unidentified source was a potential cause of the E.coli incident in 2021.

6.5 Wellbeings

Social

A strong and effective council providing trusted leadership.

A caring community that is safe, healthy, happy and connected.

An empowered community that participates in Council and community-based decision making.

Cultural

A community that fosters and promotes our character and creativity.

Environmental

Safe and resilient water supply, wastewater, and stormwater systems.

Economic

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

A vibrant and prosperous business and primary sector investing in and supported by the community.

7. RECOMMENDATION

That the Committee:

1. **Receives** the report

File Number: **481895**

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

Attachments: **1. Section from Water Services Act ⇩**

Extract from Water Service Act 2021

27 Duty to protect against risk of backflow

(1) If a drinking water supply includes reticulation, the drinking water supplier must ensure that the supply arrangements protect against the risk of backflow.

(2) If there is a risk of backflow in a reticulated drinking water supply, the drinking water supplier may—

(a) install a backflow prevention device and require the owner of the premises to reimburse the supplier for the cost of installation, maintenance, and ongoing testing of the device; or

(b) require the owner of the premises to install, maintain, and test a backflow prevention device that incorporates a verifiable monitoring system in accordance with any requirements imposed by the supplier.

(3) A person who installs a backflow protection device must take all reasonable steps to ensure it operates in a way that does not compromise the operation of any fire extinguisher system connected to the drinking water supply.

Compare: 1956 No 65 s 69ZZZ

7.7 WASTE MANAGEMENT AND MINIMISATION UPDATE

1. PURPOSE

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

2. SIGNIFICANCE

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

3. BACKGROUND

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

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

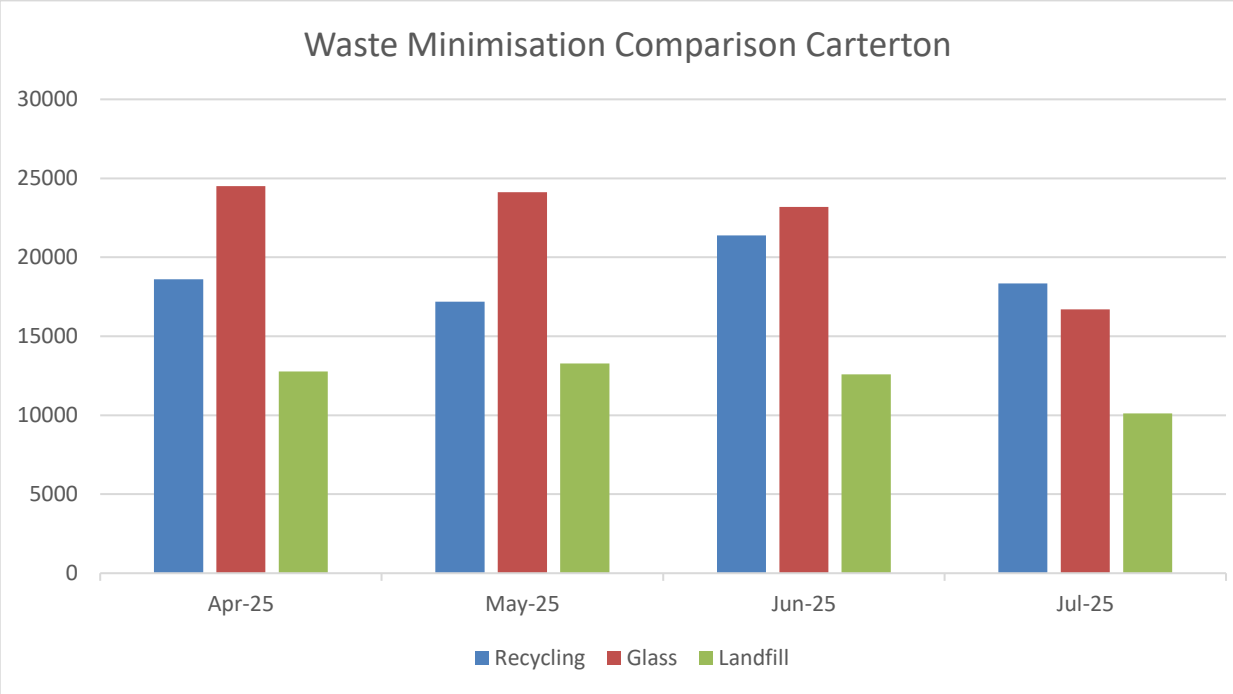
The objectives of the WMMP are:

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

4. DISCUSSION

Waste Summary

Month	Recycling (kerbside and Transfer station)	Landfill	Glass Recycling	E-waste/batteries /other	Metal recycling	Levy (Exc. GST)
June '25	21,390 kg	12,580 kg	23,180 kg	1,500 kg	3,050 kg	$ 2526.59
July '25	18,340 kg	10,115 kg	16,700 kg	1,710 kg	10,250 kg	$2,056.20



Project Update

- Tyrewise product stewardship scheme has now initiated at Carterton Transfer station and residents can drop-off up to 5 tyres (per week) at no cost.
- Council has installed the Soft Plastics Recycling (SPR) bin at New World in mid-August and the responses received from the community have been fantastic.
- New council kerbside rubbish collection bags are out in the market.
- Toimata foundations were no longer in the position to hold contracts for Enviroschools and requested a workshop in August with different council officers and GWRC. Officers agreed to have GWRC take on the TA contracts and employ/contract facilitators for a short time (18 months) until a decision has been made.
- Desludging biosolids trials with Composting NZ have been initiated and the processing operations are streamlined.

Strategic Overview: Organic Materials Feasibility Study (Attachment provided)

This feasibility study assessed the potential for introducing organic materials collection and processing services across the Wairarapa region. Organic waste, including food scraps and green waste, makes up an estimated **25% (7,700 tonnes annually)** of the region's kerbside and transfer station waste—representing a significant opportunity for landfill diversion and emissions reduction. Based on capture rates in Table 4.2 of the attachment, 1,000 tonnes of FOGO PA is likely to be diverted from landfill in the Wairarapa; this is in addition to the green waste already collected.

The study evaluated multiple collection and processing options. A **weekly combined food and green waste collection (FOGO)** emerged as the preferred collection model, with **weekly food-only (FO)** as a viable alternative. For processing, the most suitable options were:

- **Scenario 2C**: Use of existing private processors, with community group involvement where viable.
- **Scenario 4A/4B**: Use of large-scale out-of-region processing facilities.

These options balance environmental impact, cost-effectiveness, and practical implementation

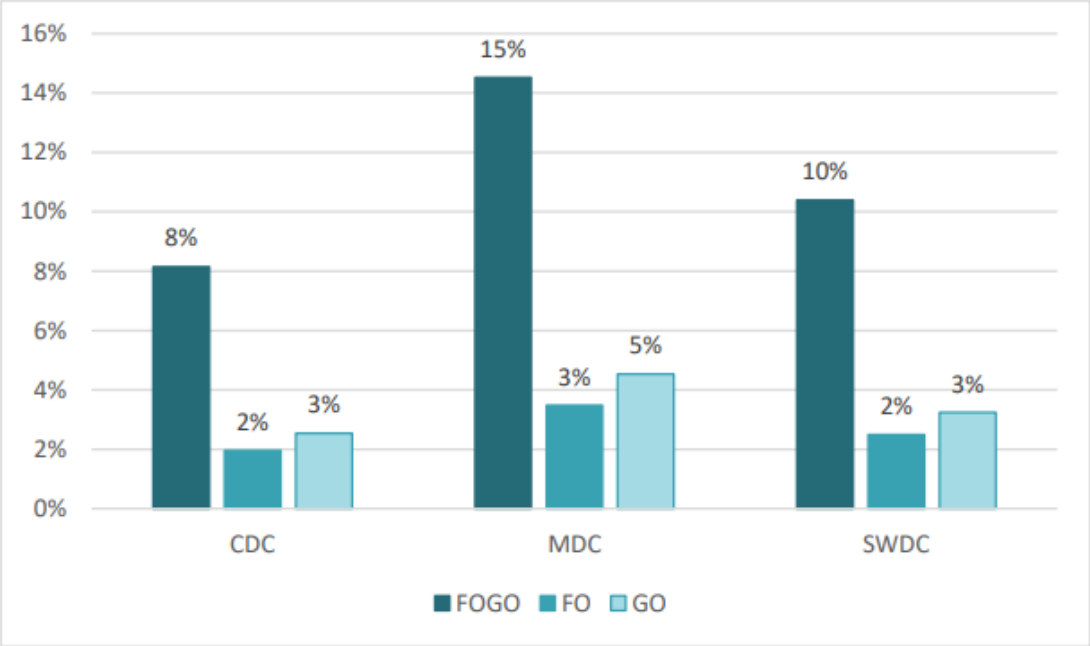


Figure 4.4: Proportion of total organics in 2024/25 potentially diverted through kerbside collection services

Service Requests

Service Requests	Request Details	Output	Date
25001001	6 Georgina Beyer Way: Recycle bin for new built	Bin delivered	04/06/2025
25001003	22 Hereford Dr: Recycle bin for new built	Bin delivered	05/06/2025
25001004	14 Hereford Dr: Recycle bin for new built	Bin delivered	05/06/2025
25001005	20 Hereford Dr: Recycle bin for new built	Bin delivered	05/06/2025
25001012	4 Hereford Dr: Bin wheels damaged	Repaired by Smart Env	05/06/2025
25001038	86 Victoria St: Bin lid damaged	Repaired by Smart Env	10/06/2025
25001076	9E + 9F Victoria St: Recycle bin for new built	Bin delivered	16/06/2025
25001080	15 Hilton Rd: Recycle bin lid damaged	Repaired by Smart Env	16/06/2025
25001098	9 Tararua Cr: Recycle bin for new built	Bin delivered	23/06/2025
25001107	6 Georgina Beyer: Rubbish not collected	Collected later by Smart Env	24/06/2025
25001135	4 Georgina Beyer: Recycle bin for new built	Bin delivered	27/06/2025
25001143	27 Kenwyn Dr: Wheelie bin wheel damaged	Repaired by Smart Env	30/06/2025
25001195	27 Kenwyn Dr: Yellow bin repair request	Bin wheel repaired	03/07/2025
25001238	6B Tait Pl: Yellow bin repair request	Bin wheel repaired	10/07/2025
25001271	469A High ST South: Yellow bin repair request	Bin wheel repaired	15/07/2025
25001297	140 Belvedere Rd: Stolen yellow bin	Bin replaced with new one	18/07/2025

5. NEXT STEPS

The following actions are still to be undertaken:

- Tracking waste and data collection from Smart Environmental as per the new rules from the Online Waste Levy System (OWLS).
- Carterton is pairing up with KEEP NEW ZEALAND BEAUTIFUL group to promote Clean-up Week in September 19-25 September 2025.
- Waste-ED with Kate: 2025 Business waste education breakfast at Carterton Courthouse on 18 September, a CDC and SWDC joint session for making Wairarapa businesses sustainable.
- Working with the Carterton Communications Team for recycling week in October 2025.
- Waste minimisation planning across Carterton for Daffodil Day 2025.
- Include organic waste services as a provisional item in the upcoming waste service procurement process.
- Engage in the market for organics service and present findings to the councils in early 2026.
- Monitoring and reducing illegal litter dumping.

Some glimpses from the New World Soft Plastics Bin Installation

6. RECOMMENDATION

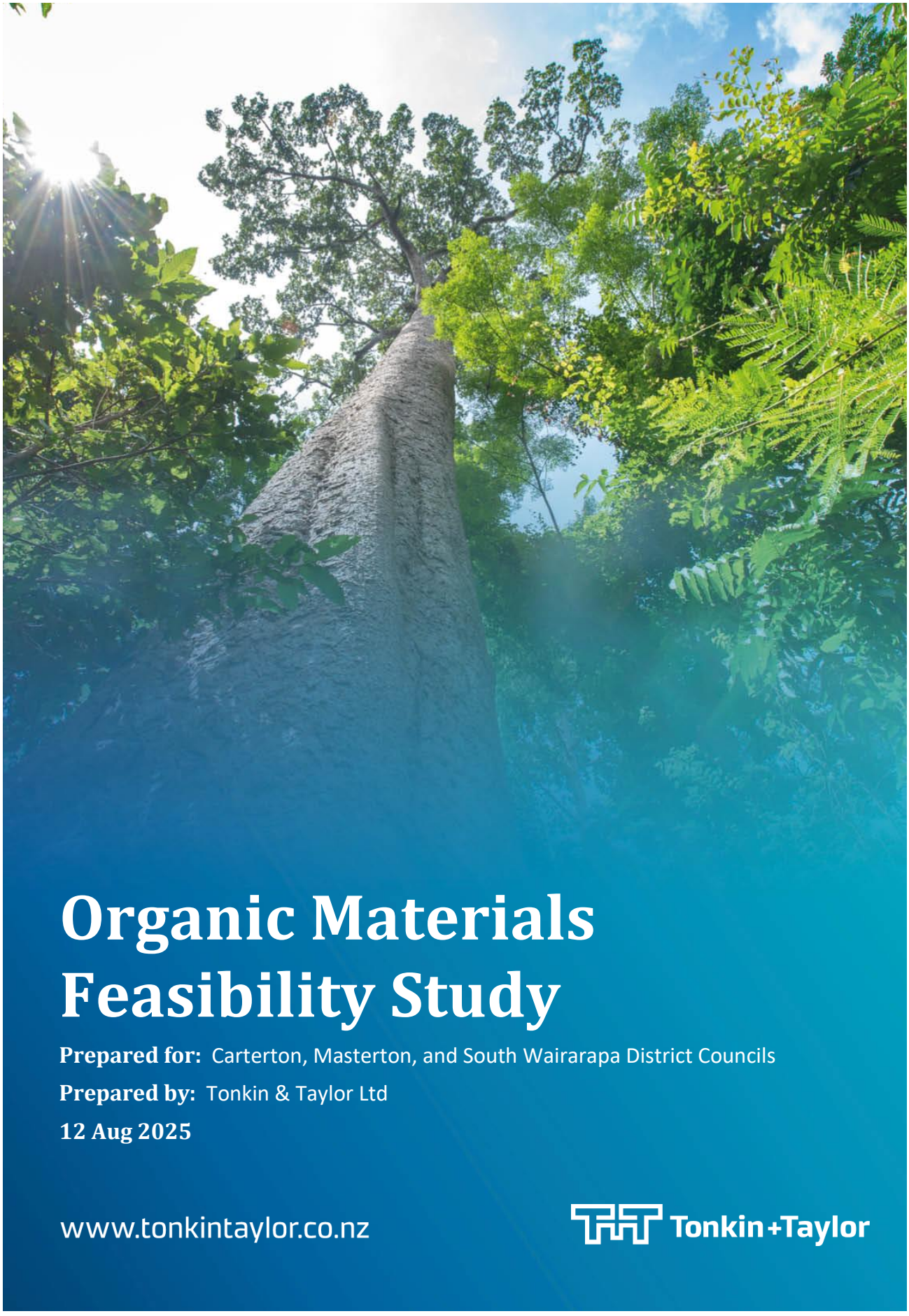
That the Committee:

1. **Receives** the report.

File Number: **481818**

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

Attachments: **1. Wairarapa Organics Kerbside Feasibility Study Report ⇩**



Organic Materials Feasibility Study

Prepared for: Carterton, Masterton, and South Wairarapa District Councils

Prepared by: Tonkin & Taylor Ltd

12 Aug 2025

www.tonkintaylor.co.nz

Tonkin+Taylor

Organic Materials Feasibility Study

Authors:
Adrienne Kozlowski
Kimberley Hope

Approved by:
Chris Purchas

Job Number
1095334.0000

Version 2.1

Tonkin+Taylor

Contents

Executive Summary

This Organic Materials Feasibility Study for Carterton, Masterton, and South Wairarapa District Councils evaluates the potential for implementing organic materials collection and processing services across the Wairarapa region.

Organic materials, including food scraps and green materials, contribute significantly to landfill emissions. In the Wairarapa region, green material drop-off services are available at Council transfer stations, but there is no current large-scale kerbside food scraps collection. Residents can opt in to private green waste collections, and community-led initiatives exist but are small-scale.

Based on the data provided by the Councils, it is estimated that 25% (approximately 7,700 tonnes) of organic materials are potentially divertible from kerbside landfill waste and transfer stations annually.

This study considered:

- Four collection options including status quo, food-only (FO), green-only (GO), and combined food and green (FOGO), and
- Eight processing facility options including composting (static pile, windrow, in-vessel), anaerobic digestion, and landfill with gas capture (status quo).

Multi-criteria assessments identified the preferred collection option as a weekly FOGO collection, with weekly FO collection as a viable alternative.

A second evaluation stage involved taking the preferred collections options and building them into 'local context scenarios.' This allows the report to consider how the collection of organic material might practically be implemented in the region, taking into account current processing activity and community initiatives.

The scenario evaluation resulted in two preferred scenarios:

1. Processing by existing private processors and / or community groups (for FO or FOGO)[1].
2. Use of large-scale out-of-region processing facilities (for FO or FOGO)[2].

This study recommends the Councils:

- Proceed with planning for a weekly FOGO or FO kerbside collection service, including further stakeholder engagement relating to processing options and presenting options for Council approval.
- Incorporate provision for organics collection into the upcoming waste services contract RFP to streamline implementation.
- Engage with private processors and community groups to explore developing local processing capacity for FO or FOGO streams, and the potential for partnerships.
- Present findings to Councillors this year, with a decision paper in early 2026 to decide on the service.

[1] Labelled scenario 2C in the report.
[2] Labelled scenario 4A/4B in the report.

1.0 Introduction

1.1 Background

The Carterton, Masterton, and South Wairarapa District Councils (the Councils) have engaged Tonkin & Taylor Ltd (**T+T**) to produce an organic materials collection and processing feasibility study. The scope of this works aligns with that set out in the deed of funding between the Councils and the Ministry for the Environment (**MfE**).

This study assesses the feasibility of collecting food and/or green organic materials via a separate collection that is in addition to the Councils' existing collection and processing services and infrastructure. The options presented in this feasibility report will inform decision making by the Councils to address management of organic materials in the Wairarapa and any associated funding and capital spend.

1.2 Defining organic materials

An important part of this organics feasibility study has been to define the different types of organic materials that have been considered for collection and processing. The organic materials considered in this feasibility study are defined as:

Organic material: This type of material includes green materials (also known as garden waste) and food scraps as well as other degradable materials such as biological sludges (from wastewater treatment), paper, cardboard, and timber.

Food materials (FO): Food material comes from food that is not eaten. This includes household kitchen scraps and food that is produced but not consumed. It also includes commercial waste created during production, processing, distribution, and the sale of food.

Green materials (GO): Green materials include grass cuttings, hedge clippings, tree trimmings and other vegetation. This is sometimes also referred to as garden waste.

Food and green combined (FOGO): FO and GO that has been collected together.

1.3 The issue/opportunity

Organic materials present a problem when they are deposited in landfill. As organic materials break down in an anaerobic environment (e.g. engineered landfill), leachate and greenhouse gases are produced. The greenhouse gases generated from the breakdown of organic material include carbon dioxide and methane. Modern landfills capture and burn methane, reducing overall emissions from landfill. After accounting for methane removal and treatment, landfill emissions account for around 4% of Aotearoa's total methane emissions, impacting our emissions liability and ability to mitigate climate change[3].

In contrast, organic materials present an opportunity with the potential to generate energy and provide nutrient and soil structure and health benefits for domestic and large-scale growing systems. Not using these materials to deliver these benefits represents a significant missed opportunity. In many cases the alternative is to use products such as natural gas, fertilisers and peat that are costly and have climate impacts in their own right.

Reducing emissions from waste, and in particular, biogenic methane emissions, is a priority acknowledged by the Councils and by central government in Aotearoa's second National Emissions Reduction Plan. However, the benefits of separately collecting organic materials need to be assessed against additional collection and processing requirements. These investments require funding, but also produce greenhouse gas emissions (for example, vehicle emissions from trucks collecting the material and embodied emissions in equipment). This underlines the need for a full assessment of the benefits and costs.

[3] Ministry for the Environment (2023) Measuring emissions: A guide for organisations.

2.0 Background

2.1 Overview of the region

The Carterton, Masterton and South Wairarapa Districts cover a large portion of Aotearoa's Lower North Island. The area covers a range of geographies with a largely rural character, including coastal settlements, vineyards, and farmlands.

The Wairarapa region has a population of 52,000[4]. The majority of the population is centred in Masterton, with other hubs in Carterton, Greytown, Featherston, and Martinborough (Figure 2.1).

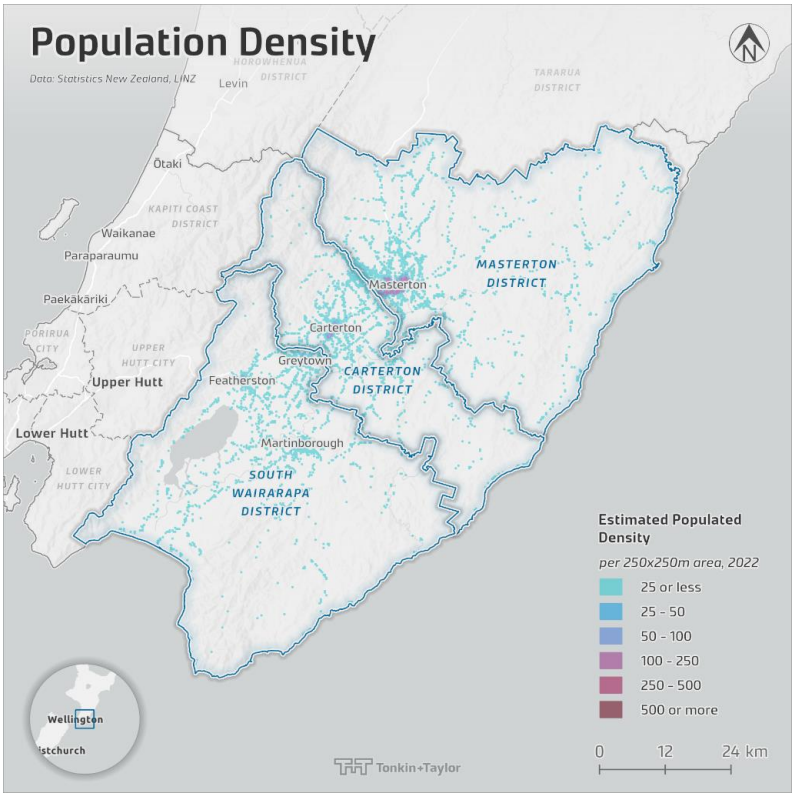


Figure 2.1: Wairarapa population density

2.2 Local, regional, and national policy context

2.2.1 National policies and priorities

Central government guides the direction of waste and resource management within New Zealand. A range of legislation and policy sets the framework for waste management and resource recovery in New Zealand. The purpose of specific components varies, but overall, the intent is to achieve the following outcomes[5]:

- Reduction of waste disposal per person.

[4] Regional economic profile, Infometrics, 2024
[5] The Government's waste and resource efficiency strategy, 2025

- Increasing reuse and recycling of materials and products so that we retain valuable resources in the economy.
- Minimising emissions and environmental harm from waste and litter.
- Ensuring resource recovery and disposal facilities are managed to minimise their environmental impacts.
- Limiting the environmental harm caused by contaminated sites including legacy sites.

Key components of the framework include:

- **Strategy**, including the Waste and Resource Efficiency Strategy (2025).
- **Legislation,** including the Waste Minimisation Act (2008), Litter Act (1979), Resource Management Act (1991), the Climate Change Response Act (2002).
- **Policy tools** under the Waste Minimisation Act 2008 including the Waste Disposal Levy, and the Waste Minimisation Fund.
- **New Zealand's Second Emissions Reduction Plan 2026–30**, prepared under the Climate Change Response Act 2002.
- **The Local Government Act 2002**, setting the framework for local government activity including local government activity related to waste management and resource recovery.

2.2.2 Regional policies and priorities

The Councils and their communities continue to work together to take a region-wide approach to growth and development. Whether this be more broadly in the Wellington region, or more closely working together as the Wairarapa region. Recently, the focus of regional collaboration has been to build a shared understanding of common values across Carterton, Masterton and South Wairarapa including around the environment, people, and enterprise to build an enabling environment for sustainable growth. Regional strategies relevant to this work include:

- **2022 – 2030 Wairarapa Economic Development Strategy (WEDS),** defines a shared direction for future economic development priorities.
- **2024 – 2030 Regional Emissions Reduction Plan (RERP),** guides mana whenua, local government, and central government priorities for reducing greenhouse gas emissions.
- **2023 – 2029 Wellington Regional Waste Management and Minimisation Plan (RWMMP),** coordinates a more efficient and consistent approach to waste management infrastructure, services, and activities to increase reuse, recovery, repurposing, and recycling of waste.

2.3 Considerations to be taken forward

The unique context of the Wairarapa has been considered in this organic materials collection and processing feasibility study. The following sections provide a summary of key considerations resulting from this context that have been considered when developing options for the collection and processing organic materials.

2.3.1 Urbanisation

Wairarapa has historically been a rural region, however, the area is experiencing significant growth in urban-based businesses and occupations[6]. Because of this, any proposed collection for organic materials must not only efficiently serve existing urban areas (and rural where suitable) across the three districts but also be designed with the flexibility to adapt to future urban development. This feasibility study considers population density, housing types (e.g., single-family homes vs. apartments), and projected growth patterns across the Wairarapa.

[6] Thrive Wairarapa (2022) Wairarapa Economic Development Strategy

2.3.2 Demographics

The Wairarapa region's diverse population and varied property usage patterns present unique challenges and opportunities for organic material management. The urban centres across the Wairarapa are characterized by a diverse population, including retirees, holiday homeowners (particularly in areas like Martinborough), and remote workers relocating from larger cities like Wellington. This diverse population leads to variations in household sizes, occupancy rates, and therefore, waste generation. This feasibility study considers options for organic material collections that allow for flexibility.

The Wairarapa region also includes rural and often isolated settlements with low population densities, such as Castlepoint, Gladstone, and Kahutara. Providing equitable organic material collection services to these communities presents a significant logistical challenge. This feasibility study considers alternative collection and processing methods that ensure these populations have access to effective services.

2.3.3 Central government policy

In 2023 the Ministry for the Environment announced the proposed Te Rautaki Para | Waste Strategy 2023 (since superseded). Signalling with it the introduction of:

- Food scraps collections be available to households in all urban areas.
- A standardised set out of recyclable materials would be collected from households in urban areas.
- Minimum standards for diverting waste from landfill would apply to councils, with reporting requirements for private waste companies.
- Businesses would be required to separate food scraps from general waste by 2030.

The announcement was followed by a gazette notice in September 2023. The September gazette notice set out the first tranche of performance standards[7] related to standardising materials collected for recycling at the kerbside. However, in December 2024, the Government announced the additional four policies would no longer go ahead to reduce the cost to councils and allow more flexibility for the introduction of new services.

With the retraction of regulatory requirements to require food scraps collection services, and for businesses to separate food scraps from general waste, any decisions to proceed in this area will be based on what is the best choice for the district or region.

In March 2025, central government released the New Zealand Waste and Resource Efficiency Strategy (**NZWRES 2025**) which presents priorities for minimising waste and improving waste management. The document defines key outcomes relevant to the management of organic material that ends up in landfills:

- Reduce the amount of methane generated in landfill which will reduce our greenhouse gas emissions.
- Reduce the overall volume of waste going into landfills, so that existing facilities can operate for longer.
- Use organic matter more efficiently and waste less, in ways that can retain resource value in the economy.

Although the NZWRES 2025 is less prescriptive for councils than Te Rautaki Para | Waste Strategy 2023, central government continue to support waste diversion efforts through the Waste Minimisation Fund. For councils, this fund enables the delivery of projects that benefit waste minimisation outcomes, including organic material processing. There are incentives to take a regional approach in funding applications and organic waste is a key area of focus for funding.[8]

[7] Standard materials for kerbside collections Notice 2023 (Notice No. 1) [2023-go4222].
[8] https://environment.govt.nz/what-you-can-do/funding/waste-minimisation-fund/#examples-of-what-we-dont-fund

2.3.4 Changes to industry

The Wairarapa region's economy has largely been driven by the primary sector, including sheep and beef farming, dairy farming, and horticulture, in particular, Martinborough's viticulture industry. However, the region is diversifying with growth across a range of sectors. The tourism sector has seen particular growth, largely owing to the wine industry in Martinborough attracting visitors and associated demand for retail, hospitality, and accommodation. In addition to tourism, there are over 6,000 businesses across the region, and a high proportion of these are self-employed workers, or small businesses that do not employ any staff.

Primary sector businesses, where significant amounts of organic material are produced, tend to have processes to manage their own organic waste. Therefore, any organic materials collections and approaches should not rely on the availability of materials from this sector. The solution should also be flexible as the region transitions from primarily rural service towns to emerging hubs for economic activity.

2.3.5 Circular economy

The Regional Waste Minimisation and Management Plan (**RWMMP**) recognises the role of a circular economy in addressing environmental challenges associated with climate change and resource depletion. The RWMMP described a circular economy as:

> **"A circular economy is one where waste and pollution are designed out, resources are highly valued and used for as long as possible, and where possible, products and materials are recovered at the end of their lifecycle."**

The separate collection and processing of organic materials in the Wairarapa provides an outlet to get more value out of organic materials, and to drive innovation and investment that does not increase the regions emissions overall through innovation and design.

3.0 Waste services and infrastructure

3.1 Organic materials drop-offs

3.1.1 Council provided services and infrastructure

The Councils operate eight transfer / recycling stations across the Wairarapa region, shown in Figure 3.1.

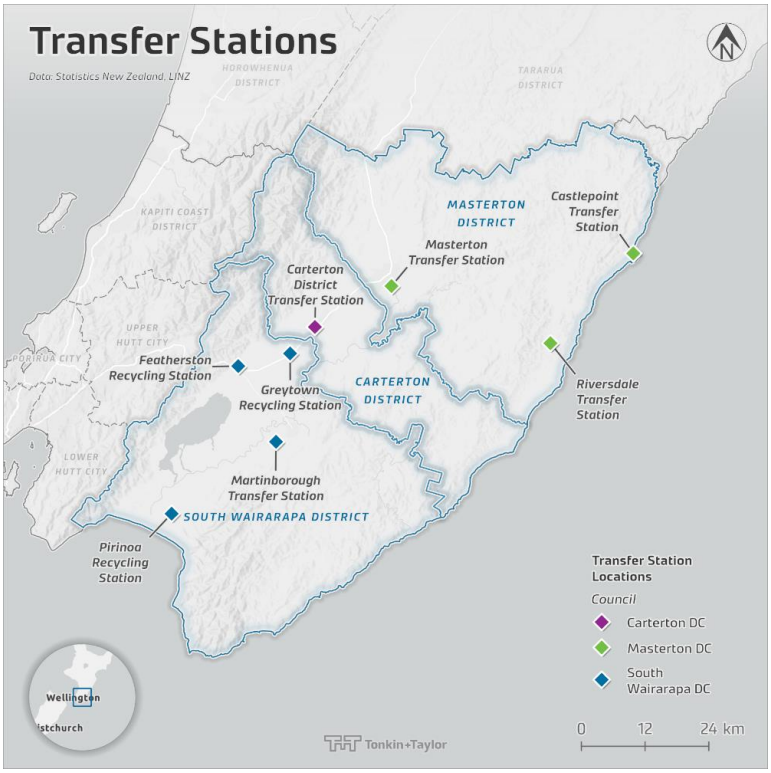


Figure 3.1: Council transfer stations

Table 3.1 below outlines what materials are accepted at each transfer station, and who operates the site. Green materials are accepted at all listed transfer stations.

Table 3.1: Council transfer stations and material accepted

Transfer station site	Council/operator	Materials accepted
Carterton Transfer Station	Carterton District Council / Wairecycle	All kerbside recyclables, refuse, car batteries, green materials (chargeable), scrap metal
Castlepoint Transfer Station	Masterton District Council	General refuse, green materials, compost, whiteware, scrap steel, vehicle tyres, kerbside recyclables, electronic waste, batteries
Featherston Transfer Station	South Wairarapa District Council	Recycling, green materials, electronic waste, soft plastics, whiteware
Greytown Transfer Station	South Wairarapa District Council / Wairarapa Environmental	Recycling, green materials, electronic waste, soft plastics, whiteware
Martinborough Transfer Station	South Wairarapa District Council / Wairarapa Environmental	Refuse, recycling, green materials, electronic waste, batteries, soft plastics, whiteware, gas bottles, tyres, and agricultural recycling once a month
Masterton Transfer Station	Masterton District Council / Wairarapa Environmental	Household and commercial general waste, electronic waste, batteries, green materials, paints, chemicals, sawdust, compost, tyres, gas bottles
Riversdale Transfer Station	Masterton District Council / Wairarapa Environmental	General refuse, green materials, compost, whiteware, vehicle tyres, kerbside recyclables, electronic waste, batteries
Pirinoa Recycling Station	South Wairarapa District Council	Recycling, green materials, electronic waste

3.1.2 Private sector drop-offs

Alongside council-provided green materials drop off services, Composting NZ provides a private drop off service accepting all green materials including flax and bamboo (**Table 3.2**). Composting NZ is based in Masterton but is also present in neighbouring districts.[9]

Table 3.2: Materials accepted and not accepted at Composting NZ

Accepted material	Not accepted
Grass clippings (no dirt attached)	Dirt, turf, or sods (clumps of dirt)
Shrub and yard clippings	Timber
Branches	Logs
Woodchips	Rocks
Bark	Concrete
Palm trees	Stumps
Flax	Plastics
Bamboo	General rubbish
Weeds	Paper or cardboard

3.2 Organic materials collections

3.2.1 Council provided collections

The Council kerbside collection service for rubbish and recycling has been listed in **Table 3.3**. Residents can also opt into a privately provided landfill waste kerbside collection service at their expense.

[9] Kapiti, Plimmerton, and Whanganui.

No organic materials kerbside collection services are provided by the Councils. Households can dispose of green materials at transfer stations, through home composting or by engaging a private collector where these are available (as referred to in **Table 3.4**).

Table 3.3: Overview of Council-provided kerbside collection services

Collection	Bin / bag	Collection frequency
Landfill waste	60 L bags	Weekly
Comingled recycling	240 L wheelie bin	Fortnightly (on alternate weeks to glass recycling).
Glass	50 L crate (up to two crates per household)	Fortnightly (on alternate weeks to comingled recycling).

3.2.2 Private sector provided organic materials collections

Earthcare Environmental and Northland Waste are the private providers of kerbside collection service for green materials within the region (**Table 3.4**). The standard bin size for these collection services is 240 L.

Table 3.4: Service providers

Company	Area serviced	Bin sizes
Earthcare Environmental	Wairarapa (including Carterton and Masterton). The rural locations of Ngawi, Tora, White Rock, Lake Ōnoke (Lake Ferry), Tinui, Castlepoint and Riversdale do not receive a kerbside collection service.	240 L (green materials) wheelie bin, collected from kerbside on a regular 4-weekly cycle
Northland Waste	Wairarapa Region	240 L wheelie bin, choice between fortnightly or monthly collection

3.2.3 Community led organic materials collections

The Wairarapa has one community-led organic collection service run by Te Koru Kai. Te Koru Kai is a Masterton-based Eastside Community Group dedicated to reducing kai waste and promoting sustainability within their community.

Participating households and groups collect food scraps in provided buckets, which are collected weekly. The food scraps collected are fed to a local market gardener's chickens, with the eggs occasionally being distributed to the Te Koru Kai participants. Participants include Makoura Early Learning Centre and Lakeview School, with 11 households currently taking part (as of October 2024).

Initial funding for Te Koru Kai has come from the Masterton District Council's Community Climate Fund. The grant from Masterton District Council helped to fund set-up costs including the cost of the buckets, promotional material, and transport costs for food scraps pick up and egg deliveries. As of January 2025, all spaces are currently full in Te Koru Kai, and parties interested in future collections are waitlisted.

3.3 Organic materials processing

There are a number of existing facilities and methods for processing organic material in the Wairarapa region, discussed in the following sections.

3.3.1 Stockpiling and mulching

Green materials collected at Carterton, Greytown, Featherston and Martinborough are mulched and spread at the Martinborough Transfer Station and over nearby paddocks.

Composting NZ (Masterton) accepts and processes green materials (including grass clippings, shrub and yard clippings, branches, woodchips, bark, palm, trees, flax, bamboo, and weeds). Composting NZ have an industrial mulching unit (Willibald EP 5500 Shark shredding unit) which is available for large commercial shredding and mulching of orchards, vineyards, shelter belts, slash, and any other green material of up to 30mm in diameter. Bark is processed into chips and mulch and is then added to compost.

3.3.2 Community composting

Good Lives Wairarapa run a Community Garden in Carterton. They have recently conducted a pilot programme with one retirement village in the community, where 60 kg of food scraps was collected each week. Good Lives Wairarapa have since received a grant from the Carterton District Council's waste minimisation fund to collect organic waste from the local community and turn it into compost at their community garden.

Pickled Compost provide bokashi systems for workplaces and households, which enables them to process their food scraps at home. They have received funding from the Councils to run pilot composting programmes with community groups and workplaces.

Across the Wairarapa region, EnviroSchools manages nine community gardens with composting.

3.3.3 Open windrow composting

Green materials collected by Earthcare Environmental Services in the Masterton area is processed via static windrow composting. The compost produced is subsequently sold.

Composting NZ (Masterton) utilise an open-air windrow composting operation in Hughs Line that complies with organic standards (but is not yet certified). Composting NZ hold a composting resource consent that allows for a range of composting material to be collected and processed (not excluding food organics). 15 acres are currently consented for use onsite, but the site holds 45 acres in total.

3.3.4 Anaerobic digestion and other advanced processing technologies

There are no advanced processing technologies, such as anaerobic digestors, in the region.

3.3.5 Engineered landfill

There is no current consented landfill within the Wairarapa. Landfill waste collected in the region is taken to Bonny Glen landfill in the Rangitīkei at a 360 km round trip.[10]

[10] What happens to Wairarapa's Waste? October 2024.

4.0 Sources of organic materials

This work has been informed by insights gathered from stakeholder engagement, and by data provided by the Councils. Where required, information gaps have been filled by information in the Wellington Region Waste Assessment (2023)[11].

Population estimates used for forecasting have been sourced from Stats NZ 2023-2048 population estimates and projections for local territorial authority areas[12].

4.1 Stakeholder engagement

To inform this work and gain a deeper understanding of organic material flows in the region, stakeholders were identified and engaged across five online sessions. Each session represented a different stakeholder group including primary sector, existing service provider, community organisations, potential service providers, and local businesses and organisations.

Information provided by stakeholders during the engagement sessions have been used to provide context to the breadth of sources of organic materials within the region.

4.2 Assumptions

Several assumptions underpin the data discussed in the following sections.

Assumption 1: It is assumed that the waste data provided by Councils is consistent for the entire year.

Data provided by the Councils is limited to six months of data (Q4 2024 and Q1 2025). This includes data on green materials dropped at transfer stations, landfill waste collected at transfer stations, kerbside waste collected, and cleanfill collected at transfer stations. Using the data provided, annual waste tonnages have been estimated and used in the analysis of this report.

Assumption 2: The Wellington Region Waste Assessment 2023 has the best estimate for waste composition data.

The Wairarapa Councils have not conducted a Solid Waste Analysis Protocol (SWAP) composition survey for several years, primarily due to there being no change in provision of waste services. Therefore, it has been assumed that the composition of 'General Waste – excludes special waste and cleanfill' from the Wairarapa Councils, within the Wellington Region Waste Assessment (2023) is a good representation of the waste produced for those districts. This is discussed further in Section 4.3.2 and **Table 4.1**. The Councils are intending to conduct a SWAP composition survey in the near future, which will be used to confirm this assumption.

4.3 Council services

4.3.1 Transfer stations

Currently, green materials are dropped off by residents at nominated Council transfer stations located across the region (as listed in Table 3.1). Green materials make up 18% of all waste dropped off at transfer stations (Figure 4.1).

[11] Wellington Region Waste Assessment 2023
[12] Regional Economic Profile | Wairarapa | 2024

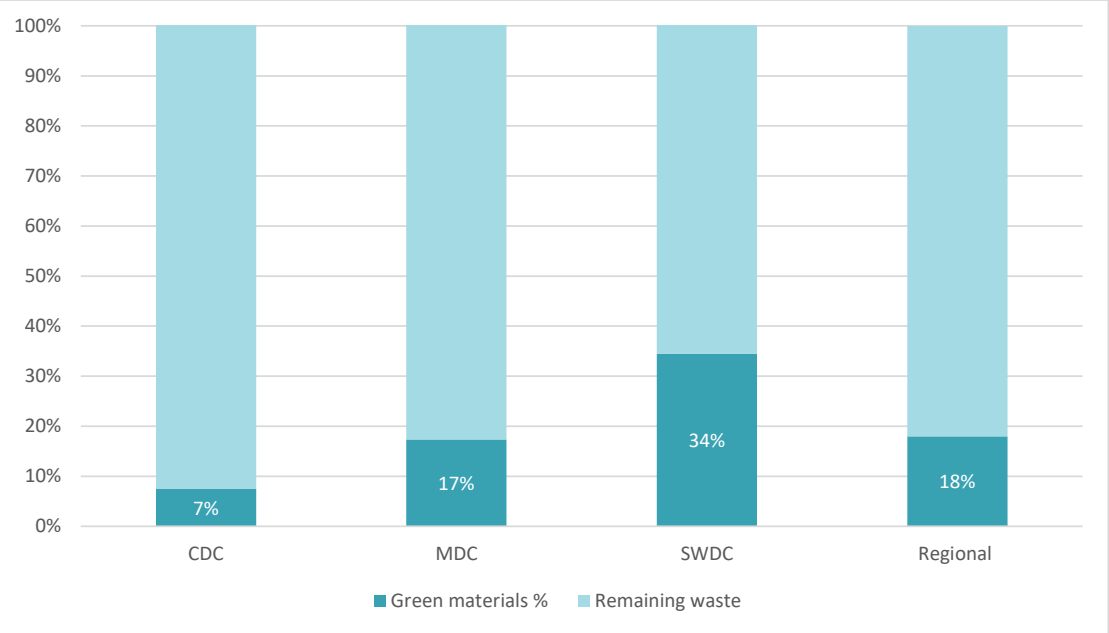


Figure 4.1: Percentage of green materials in total waste at transfer stations

In terms of material tonnages, Masterton District Council receives a significant portion of the region's green materials through their transfer stations, as shown in Figure 4.2. Using data from Quarter 4 2024 (Oct-Dec) and Quarter 1 2025 (Jan-March) 2025, over 5,500 tonnes of green materials are collected via the Council's transfer stations annually. This is predominantly from the Masterton District.

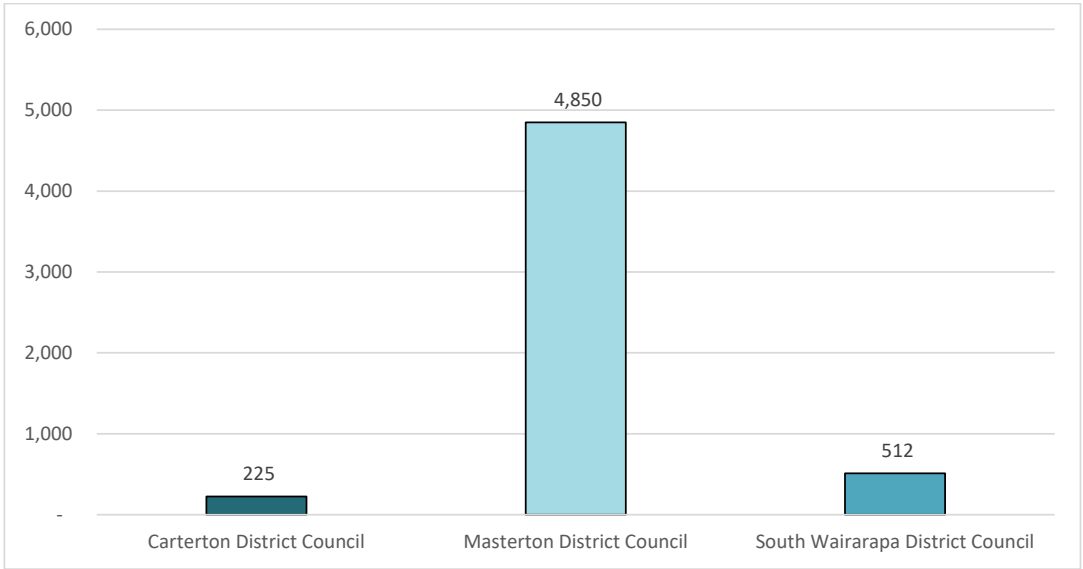


Figure 4.2: Estimated 2024/25 tonnes per annum of green materials disposed of at council transfer stations

4.3.2 Kerbside collections

The composition of kerbside landfill waste collections has been used to estimate potential diversion opportunities of kerbside organic material. Composition estimates have been taken from the Wellington Regional Waste Assessment 2023[13] and applied to overall kerbside landfill waste tonnages (provided by the Councils).

Note, the Wellington Regional Waste Assessment (2023) data used is for the composition of 'General Waste – excludes special waste and cleanfill' from the Wairarapa Councils. Data from elsewhere in New Zealand suggests that kerbside landfill waste has a higher proportion of organic waste than general waste.

When compared with regions with a similar population and demographic, the percentage of organic material estimated in this way is relatively low. This low percentage is likely influenced by the composition estimates being taken from a more general waste stream. Horowhenua kerbside waste (2024) has 52% organic materials, and Western Bay of Plenty kerbside waste (2023) has 49% organic materials. The estimated organic material tonnages should be considered with this in mind.

Table 4.1: Wairarapa waste composition compared with kerbside waste composition of similar regions

	Wairarapa Region (all waste to landfill excluding special and cleanfill)	Horowhenua kerbside 2024	Western Bay of Plenty Kerbside 2023
Paper	10%	9%	7%
Plastics	5%	12%	13%
Organic	35%	52%	49%
Ferrous metal	5%	2%	2%
Non-ferrous metals	0%	0%	1%
Glass	10%	5%	3%
Textiles	10%	3%	5%
Sanitary	5%	10%	13%
Rubble	5%	2%	5%
Timber	10%	2%	0%
Rubber	4%	1%	0%
Hazardous	1%	2%	1%
TOTAL	**100%**	**99%**	**99%**

Note: Wellington Region Waste Assessment 2023

For 2024/25, an estimated 6,180 T of kerbside landfill waste was collected across the Wairarapa Region. Composition estimates (**Table 4.1** and Figure 4.3) show that 35% of material found in kerbside landfill waste is organic, which means there are potentially 2,163 T of organic materials that could be diverted from this waste stream annually. Based on the current population and disposal patterns, it is estimated that each person in the Wairarapa region disposes approximately 42 kg of organic materials annually through the Councils' kerbside landfill waste collection services.

[13] Wellington Region Waste Assessment 2023

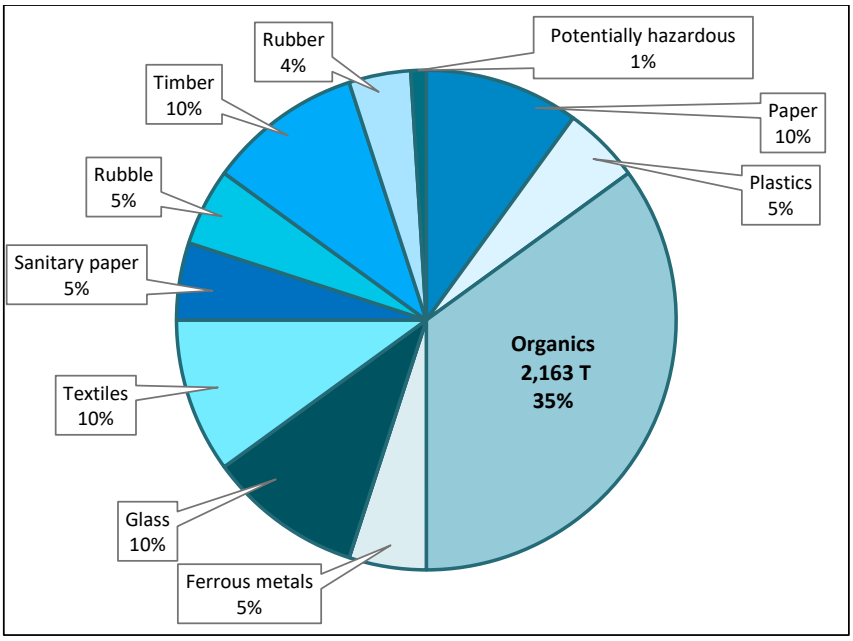


Figure 4.3: Regional kerbside waste composition tonnage 2024/25

Quantities of organic materials, and estimates of diversion potential, are shown in Table 4.2. Our modelling assumes even with an organics collection service in place; not all organic material will be diverted from kerbside landfill waste bags. It is estimated that an organics collection service will have a likely capture rate of

- 30% for GO collection,
- 25% for FO collection, and
- 50% for a combined FOGO collection.

The tonnages of organic materials captured from each service are shown for each district in Table 4.2. These are based on estimates, so in practice the tonnages may be higher.

Table 4.2: Estimated tonnages organic material from kerbside collections captured in an organic collection service

Source	Organic material collected	Total material available (tonnes)	Estimated Capture rate (%)	Total tonnes collected at kerbside
Carterton District Council	FOGO	44	50%	22
	FO	21	25%	5
	GO	23	30%	7
Masterton District Council	FOGO	1,985	50%	992
	FO	953	25%	238
	GO	1,032	30%	310
South Wairarapa District Council	FOGO	134	50%	67
	FO	64	25%	16
	GO	70	30%	21
Regional	FOGO	2,163	50%	1,082
	FO	1,038	25%	260
	GO	1,125	30%	337

Figure 4.4 shows the proportion of total organic material estimated to be diverted through a kerbside collection service for each district. Note, total organic material is where 100% is equal to material found in kerbside and transfer stations. Diversion potential is based on likely capture rates of 30% for GO, 25% for FO, and 50% for a combined FOGO collection.

Figure 4.4 shows that:

- Regardless of the collection service implemented, the service will have a similar diversion benefit for each district proportionally.
- The service which will divert the most organic material is FOGO.

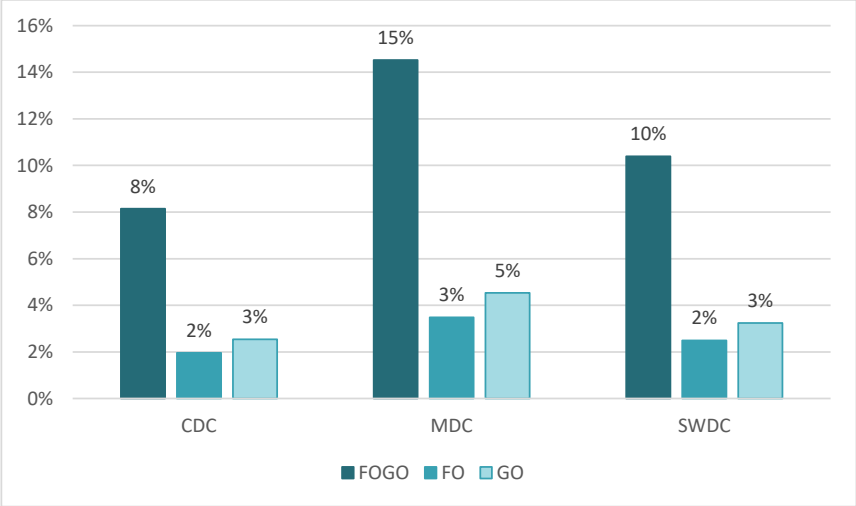


Figure 4.4: Proportion of total organics in 2024/25 potentially diverted through kerbside collection services

4.4 Private sector collections

The private sector collects and processes a significant amount of green materials from the kerbside across the region. Stakeholder engagement indicated approximately 1,000 – 1,300 tonnes of green materials are diverted annually.[14]

4.5 Local industries

In addition to materials collected from households and dropped off at transfer stations or processing facilities there are organic materials generated by primary sector processors in the Wairarapa. This includes wood processing residues (bark, shavings), meat processing residues. There are also organic materials generated by commercial kitchens from restaurants, cafes, schools, retirement villages across the area.

4.5.1 Insights from stakeholder engagement

Discussions with stakeholders highlighted that:

- Currently households can subscribe to kerbside green materials collections throughout the South Wairarapa, Carterton, and Masterton areas.
- Local processing facilities have capacity to accept all green materials including organic industrial waste such as woodchip and timber shavings from Kiwi Lumber, as well as stumps and vegetation removed from rivers as part of flood control measures.

Sources of materials highlighted included:

- Food organics sources from meat processing facilities in the region.
- Food scraps and coffee grounds from cafes, schools, retirement villages, and homes, sourced as a part of a community garden and composting program in Wairarapa.
- Household food scraps (Eastside Community in Masterton for example).

4.6 Future projections

Population growth in the Wairarapa region is steadily increasing by an estimated 1.5% per annum. Figure 4.5 below shows the population projections up to 2048 for the three local territorial authority areas with a forecasted population increase of 4,981 from 2025 to 2048. Based on this growth, the projected total quantity of organics materials being disposed of in a kerbside service (tonnes per annum) is also expected to increase. Tonnage estimates are shown in the green line.

[14] Assuming 3-4 tonnes of green materials are diverted every day, 7 days a week.

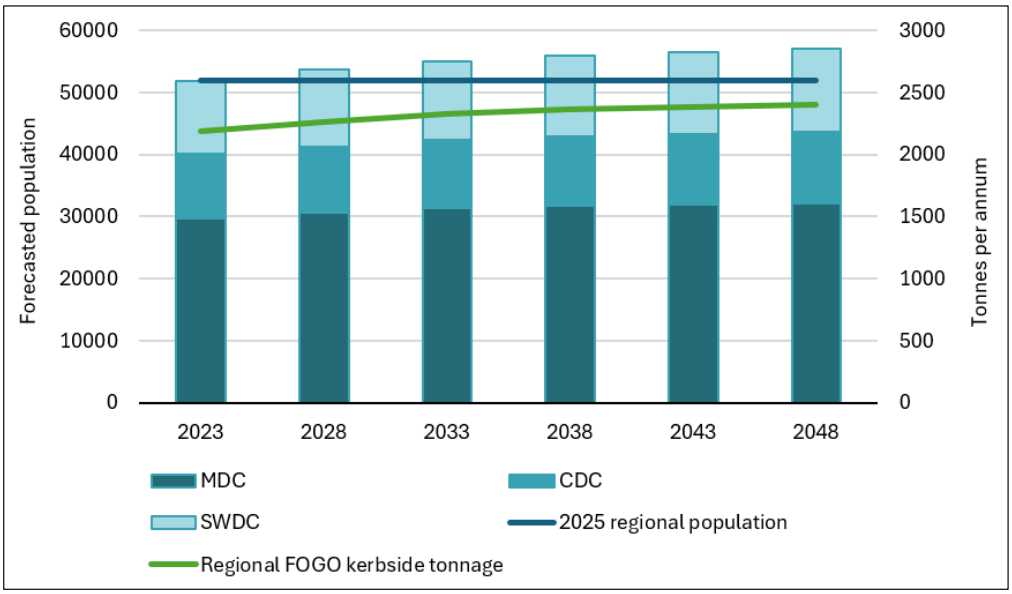


Figure 4.5: Forecasted population projections to 2048 for each local territory authority area within the Wairarapa region. Note: the horizontal line (blue) indicates estimated regional population for 2025, and the green line indicates the estimated kerbside organic material tonnage (FOGO)

5.0 Case studies

It is helpful to use case studies to reinforce understanding of, and to draw insights from, the practical experiences of organic materials collection initiatives.

Before considering options bespoke to the Wairarapa, approaches adopted by local authorities across New Zealand have been considered. This section provides a summary of key insights from case studies:

1 Auckland Council
2 Waimakariri District Council
3 Hutt City Council
4 South Taranaki District Council
5 Timaru District Council
6 Hamilton City Council

An overview of the case studies are shown in **Table 5.1** (page 20) with detailed information provided in 10.0Appendix A.

5.1 Impact on emissions from landfill

While only representing a small percentage of landfill weight, food scraps generate significant landfill emissions. By offering kerbside collections for organic materials, councils can provide opportunities to reduce the amount of organic waste send to landfill. Where processing options are also available for commercial organic materials the net impact on emissions from landfill can be significant.

5.2 Participation rates

One way to gauge participation is by considering percentage of all organic material captured. In 2021/22, South Taranaki District Council kerbside collections captured an estimated 46% of organic material 'available' in South Taranaki. This example shows that offering an organic kerbside collection service does not completely eliminate food scraps reported in landfill waste bins. Not all households use services, and those that do use the service do not always put all suitable materials into the organic materials bin. This means food scraps and green materials are often still found in landfill waste bins in service areas currently offered an organic kerbside collection service.

A trend being observed in organic kerbside collection rollout is an initially high participation in the service, with a decrease in participation over time. This is measured by comparing the number of households that are eligible to participate in the service versus those using the service. A low participation rate by residents may impact the diversion rates seen by councils (e.g., Waimakariri District Council) but may be due to eligible properties using alternative services (e.g., private green materials collection services).

In addition to the above examples, a study commissioned by the Ministry for the Environment in 2023 sought to understand participation of households in food scraps collections (among other research associated with these services). Four councils were involved in the study. Focusing on 23 L bin, weekly FO collections, the study found that approximately 42% of households participated in the collection service, with an average set out rate each week of approximately 29%. The average weight of food scraps collected per participating household was 7.06 kgs/month.

As an example, we can apply this to a Wairarapa context. Based on 2023 figures, there are 19,980 serviceable properties across the Wairarapa region. Applying the 42% participation rate, an estimated 8,391 properties will participate, with 5,794 properties setting a bin out each collection period.

5.3 Collection capacity and frequency

Most councils who provide kerbside collection services offer weekly collection services for organics, with 23 L bins provided for food only collections and wheelie bin services for FOGO collections. In some cases, an optional

green materials collection is also offered. The exception to this is Hutt City Council who offer an optional four-weekly organics collection of a 240 L wheelie bin for green materials only.

5.4 Resident satisfaction

Where resident satisfaction information is available regarding council organic collection services, those who participate in the service generally provide positive feedback. For the 2021/22 year, 92% of residents were satisfied with the FOGO collection service provided by Timaru District Council. The Hutt City Council resident satisfaction survey of 2024 revealed that 79% of residents were satisfied with the green materials kerbside collection service, which was a significant increase from 2023 which had 58% satisfaction. 72% of customers were either satisfied or very satisfied with the kerbside organics collection service offered by Waimakariri District Council according to their 2022 customer satisfaction survey.

5.5 Cost

It can be challenging to get a comprehensive understanding of the full cost of organic waste material collections based on publicly available information, as often these costs are built into a targeted rate fee alongside other waste collection charges. These charges vary from council to council and ultimately impact the final cost to households. Charges are generally built up from service provision, contract arrangements, approach to recovery of general council overhead costs via targeted rate, and other waste charges or subsidies. More specific cost breakdowns of organic services are available for some councils for 2024 which allows us to understand an indicative cost range for organic materials collections.

Targeted rates for organic materials collections are in the ranges shown below (2024/25 costs):

- FO: $80-106/annum for a 23 L bin, collected weekly.
- FOGO: $94-200/annum with bin sizes ranging from 80 to 240 L, but collections remaining weekly.
- GO: $80-200/annum depending on fortnightly or four-weekly collection.

Table 5.1: Waste collection service provision case studies (2024/25)

Local Authority	Landfill waste	Recycling	Organics	Annual cost per household	Funding Model	Cost Assumptions
Hutt City Council	80/120/240 L wheelie bin weekly.	120 L/240 L comingle recycling wheelie bin fortnightly, 45 L glass only crate fortnightly.	240 L green only wheelie bin four-weekly (opt-in).	$437 (GO is $115)	Rates funded.	120 L landfill waste wheelie bin, 240 L comingle recycling wheelie bin, 240 L green only wheelie bin.
Wellington City Council	50 L bag weekly.	70 L comingle recycling bag/140 L wheelie bin fortnightly, 45 L glass only crate fortnightly.	N/A	$374.40	Rates funded. Pay as you throw rubbish bags.	Assuming two landfill waste bags per week.
Waimakariri District Council	140 L wheelie bin fortnightly.	240 L comingle recycling wheelie bin, fortnightly.	80 L food and green bin weekly.	$362.20	Rates funded.	Assuming opted in to all three services.
Christchurch City Council	140 L wheelie bin fortnightly.	240 L comingle recycling wheelie bin, fortnightly.	80 L food and green wheelie bin weekly.	$374	Rates funded.	Assuming opted in to all three services.
Auckland Council	120 L wheelie bin weekly.	240 L comingle recycling wheelie bin, fortnightly.	23 L food only bin weekly.	$425.67	Rates funded.	Does not include user pays refuse service as currently delivered to parts of the region.
Timaru District Council	140 L wheelie bin fortnightly.	140 L comingle recycling wheelie bin, 80 L glass only wheelie bin fortnightly.	140 L food and green wheelie bin weekly.	$378	Rates funded.	Assumes standard service.
New Plymouth City Council	140 L wheelie bin fortnightly.	240 L comingle recycling wheelie bin fortnightly, 45 L glass only crate fortnightly.	23 L food only bin weekly.	$239.13	Rates funded.	

Local Authority	Landfill waste	Recycling	Organics	Annual cost per household	Funding Model	Cost Assumptions
Tauranga City Council	140 L wheelie bin Fortnightly.	240 L comingle recycling wheelie bin, 45 L glass only crate fortnightly.	23 L food only bin weekly, plus 240 L green only bin (fortnightly or monthly opt-in).	$325 - $355 Optional $80 (4-weekly) or $110 (fortnightly) green only.	Rates funded and user pays.	
South Taranaki District Council	120 L wheelie bin, fortnightly.	240 L comingle recycling wheelie bin fortnightly. 60 L glass only crate fortnightly.	240 L green only wheelie bin fortnightly (opt-in). 23 L FO bin weekly	$489 (including opt-in $164 for GO bin)	Rates funded.	Assuming opt-in to green only collection.

6.0 Options considerations

6.1 Organic materials collection considerations

This section provides an overview of options for available containers, typical collection frequencies and how these interact with the materials collected. These options are based on approaches adopted In New Zealand, Australia, and Europe for residential and commercial properties. Consideration will also need to be given to the vehicles required to service different bin types.

6.1.1 Container type

Wheelie bins (80 L – 240 L) and food only containers (23 L) can be used to collect organic materials from the kerbside.[15] Wheelie bins are typically collected via semi or fully automated side loader vehicles, while smaller containers may be manually emptied in a truck by runners.

Typical bins used in New Zealand (FO bins, FOGO bins, and green materials only bins) are shown in **Table 6.1**.

Table 6.1: Container types

Food organics	Food and green organics	Green materials only
 23 L FO food container (ECP Ltd. 2025).[16]	 240 L FOGO wheelie bin (Christchurch City Council 2023).	 240 L GO wheelie bin (Northland Waste 2025).[17]

Note: FOGO wheelie bins may range from 80 L – 240 L

For standalone residential properties, generally 23 L containers (FO) or wheelie bins of 80-240 L (GO and FOGO) are used for collections. 80 L bins are often used for FOGO collections, particularly with a weekly collection frequency. The 80 L bin size provides a balance between sufficient capacity for the materials targeted while limiting the potential for contamination. 80 L is generally considered the smallest wheelie bin suitable for mechanised collection.

The smaller 23 L container is well suited to FO collections. Generally, these bins have a lockable lid to prevent spills should the container be tipped over, and to mitigate the risk of animal strike. The lower capacity also creates a lower weight of these bins when full, which is manageable for most individuals to transport to the kerbside. The 23 L containers are not suitable for mechanised collection as they are too small and can be damaged by the lifting arms.

Providing capacity for organic material collection at the kerbside (providing any container size) creates a risk that households will use the collection system for materials they have previously managed themselves (through home composting, worm farms or similar) or are paying commercial services to manage. This is termed 'induced' waste and can result in an increase in the total amount of material collected (waste, recycling, organic materials) with increased cost, offsetting potential benefits.

[15] Office of the Prime Minister's Chief Science Advisor, 2023
[16] 23 L Kerbside Food Waste Collection Bin – ECP Ltd
[17] Wheelie Bins | General Waste and Garden Waste | Northland Waste

6.1.1.1 Kitchen caddy

To support and encourage best use of food organic collection services, a small plastic kitchen caddy (Figure 6.1) is often provided for use in the kitchen. This caddy (6 – 7 L), once full or when appropriate, is periodically emptied into a larger container (23 L container or 80 L bin, etc) for collection.

This caddy can be used with compostable bin liners; however, this may be dependent on the ability of the end material processing technology to manage such waste streams.

The caddy can effectively support the needs of flats and multi-unit dwellings where there is generally less space for storage of bins or containers within the property. In this case, service users often need to take the caddy to the larger individual or shared bin at ground level.

Figure 6.1: 6 L Kitchen caddy (Sulo New Zealand)[18]

6.1.1.2 Aeration vents for Food Organics (FO) collection

Aeration vents can be built into both wheelie bins and food only containers. The vents can be in the body and/or on the container lid to allow airflow through the container. This airflow enables water to be removed from the contents (reducing weight) and keep the material aerobic, while also helping to mitigate unpleasant odours. Containers used in recently rolled out FO collections in New Zealand (Auckland, Thames Coromandel) do not include aeration vents.

Kitchen caddies, discussed in 6.1.1.1, can also be procured with aerated lids and or/bodies which starts the dewatering / drying process earlier. The reduced weight and volume can have transport and logistics benefits. Put simply, less water within the organic material collected and transported means the collection and transport of FO can be more efficient.

6.1.2 Collection frequency

GO may be collected weekly, fortnightly or on a monthly basis, while FOGO is generally collected more frequently (weekly or fortnightly). FO containers are typically collected weekly.

Weekly collection of organics has a number of advantages over less frequent collections, including giving rise to better nutrient content in the composting end product, and having a lower risk of the bin becoming anaerobic (smelly).[19] In addition to odour issues as bins are emptied, anaerobic material results in a lower quality output of

[18] Kitchen Caddy | Sulo New Zealand

[19] This occurs when the bacteria in the organic material runs out of oxygen.

soil amending materials than if the bin remains aerobic. Anaerobic material also has a higher risk of exposing those undertaking the collection to decomposing food and maggots.

Multi-unit developments and commercial properties may have a need for daily, multiple collections per week, or a weekly collection. This is influenced by availability of storage space.

6.1.3 Transportation

6.1.3.1 Food organics (FO)

FO in 23 L containers will be collected manually, by a runner lifting the container into a custom-built hopper within a custom-built truck shown in Figure 6.2. New Zealand-based examples of the manual lift of source separated FO onto a custom truck include Hamilton City Council and Auckland City Council.

Figure 6.2: Food only collection custom-built truck (Auckland Council)

Wheelie bins are often utilised when collections include commercial volumes of food. Typically, a 120-240 L bin is used to limit the container weight, but sometimes wheeled containers with a larger capacity are used if appropriate to the material collected (360 L, 660 L or 1,100 L). As food materials generally have a high-water content, there is a considerable lifting hazard for these bins. An automated collection should be employed where possible. Side loaders are suitable for up to 360 L containers, but weight restrictions mean 240 L and larger containers are likely to be better suited to collection via rear lift vehicles.

Very large quantities (e.g., from large food processing sites) may be collected in specialised sealed skip bins and gantry trucks.

6.1.3.2 Garden organics (GO) and Food and Garden organics (FOGO)

Green organics contained in a wheelie bin (80 L – 240 L) are well suited to being collected using a side-loader or rear-loader[20] vehicle. This vehicle uses automated / remote lifting systems controlled by a single operative, minimising health and safety risks. Side-loader vehicles typically provide for the material to be compacted in the vehicle, giving higher collection round efficiency than a vehicle without compaction. Rear loader and front loader collection vehicles may be employed for larger containers e.g., bins of 1.5 m^3 - 4.5 m^3 collected from commercial premises.

New Zealand examples of GO, and FOGO collections delivered to households include Timaru District Council, Whakatane District Council, South Taranaki District Council, Hutt City Council, and Waimakariri District Council.

[20] Rear-loaders are currently used by operaters in the region.

6.1.4 Charging and funding

6.1.4.1 Typical waste charging models

Charging models typically utilised for organic waste collections include:

- Rates funded – general rate.
- Rates funded - targeted rate.
- Opt-in/Opt-out - charged via rates for properties that opt in, or properties exempted from rates charge if they opt out.
- User pays - direct payment to service provider for service (private sector or council).

For a targeted rate funded service, all households who are eligible for the kerbside collection are charged a standard annual charge, regardless of how often, or whether they choose to use the service. This approach essentially sets aside funds for dedicated use against this service.

A general rate funded service treats the service as a public benefit. It draws on rates collected based on property value or as a uniform annual charge from households and businesses.

An opt-in/opt-out approach allows residents a choice in whether they want to take part in the service and they will be charged accordingly in their rates. The risk with this approach is that it can impact economies of scale and therefore the overall greater good/outcomes being sought through the service. Some councils introduce an opt in/opt out approach for properties where it would be challenging to introduce an effective service, such as multi-unit developments, rather than use a blanket approach to charging for all residents.

In a user pays system, each household only pays when they use the collection service. A user pays system is typically administered using physical tags, or a radio frequency identification tag (**RFID tag**). This approach is often used for green materials collections, while FO or FOGO collections are typically funded through user charges or a targeted rate when the service is offered by council. The private sector provides services (currently waste collection and green materials in the Wairarapa region) using a user pays approach.

6.1.4.2 Charging to reflect kerbside bin/bag capacity

Further to the standard charge associated with a standard bin, some councils provide a range of bin size options for their kerbside services. In these circumstances, the service charge (usually a targeted rate) is adjusted according to the variation in capacity. This is particularly relevant for households likely to generate larger volumes of waste including households with multiple generations, households with several tenants, or larger properties with gardens.

6.1.4.3 Funding availability

Te Pūtea Whakamauru Para/Waste Minimisation Fund (**WMF**) is a potential funding source to support implementation of organics waste management. The WMF continues to have a focus on funding infrastructure to support diversion of priority materials from landfill, with organic materials highlighted as a key material.[21]

It may be possible for the Councils to access funding to support service implementation should they decide to introduce an organics collection service in the future.

Equipment for collections, such as collection vehicles or containers, may be funded as part of a collection contract payment or purchased (in whole or part) by the Councils. Vehicles are typically purchased by contractors with costs recovered through the life of the contract. Collection containers may be funded in the same way, often with ownership transferring to council at the end of the contract term. Containers may also be purchased and owned by council from the outset. The WMF funding for containers requires council ownership of containers at the outset or contract completion.

[21] MfE Waste Minimisation Fund

6.1.5 Impacts on other collection services

When considering the introduction of an organic material collection service, it is important to consider how such a service may impact the existing kerbside landfill waste collection.

In general, where councils offer a full suite of waste collection services, some choose to reduce the frequency or capacity of the landfill waste collections as an organic material collection is introduced. This aims to reflect the fact that organic materials can be diverted from the general landfill waste bins. These changes often reduce the annual charge of the landfill waste collection service.

The savings in overall service delivery can then be used to offset the costs of introducing an organic material collection service. These savings arise as a result of:

- Reduced collection costs - less landfill waste per household allowing more houses to be serviced before emptying.
- Lower disposal costs per household, as less material is disposed of to landfill resulting in less user charges.

The impact on current landfill waste collectors, through the reduction in material collected and therefore collection frequencies needed, may have consequences to their current business models or contracts.

The Councils have the ability to reduce their landfill waste bag size or collection frequency, which will have some influence on landfill waste at a household level, but not entirely as a household could simply purchase another bag.

6.2 Targeted organic materials considerations (FO vs FOGO)

6.2.1 Materials capture

Given the wider range of materials accepted and typically larger bin capacity in a FOGO collection service, it will capture a larger volume of material compared to a FO collection service. The Council case studies in Section 5.0 show that Councils offering a FOGO collection capture more organic material than those offering other organic material collection services.

However, with a FOGO service there is potential for more contamination compared to that of a FO service. Limiting the bin size (e.g., to an 80 L bin) helps to reduce the contamination risk by ensuring capacity is suitable (i.e., so users do not fill the bin with material that is not accepted in this waste stream). Regardless of the bin size, users of the collection service will need to be closely supported by an information and behaviour change campaign outlining acceptable materials in such bins.

Additionally, where a collection service including green materials is introduced, there is a higher risk of inducing material into the waste system. Green organics currently managed through home composting may now be disposed of via the FOGO bin, thereby adding material into the system that was not previously measured. Induced material can be mitigated through limiting bin capacity and/or providing less frequent collections.

Induced material occurs at a smaller scale for FO services. FO would typically either be in the general waste stream or self-managed through home composting, worm farms or similar. Provision of an easy collection service option, however, may result in some households choosing to reduce or abandon home composting activities thereby also inducing material into the system.

6.2.2 Collection efficiency

FO collections will typically require a bespoke manual collection methodology. This may involve a manual collection requiring either a runner or the driver to step out of the vehicle to empty containers. In the Wairarapa where there are already established commercial green materials collection, this will require the addition of bespoke trucks to complete the same route and distance for collection of lower volumes of material. This is reflected in time, cost, resourcing demands and GHG emissions.

FOGO service collections are comparatively more efficient as they have the ability to collect greater volume with less bespoke collection requirements using automated collections, usually with a single driver. This results in less upfront service costs, resourcing needs and GHG emissions from collections.

6.2.3 Adaptability

Adaptability considerations for collections refers to the ability, and ease of, adjusting to change. Changes might include the type and quantity of organic materials targeted for kerbside collection or regulatory changes.

FO collections have a limited ability to be adaptable and flexibly respond to changes (for example a future ban on the disposal of green materials to landfill). This system only focuses on food organics, which pairs best with a 23 L collection bin. Thus, a FO collections service would not be able to easily expand to include green materials without additional investment in assets (e.g., 80 L wheelie bins).

FOGO collections typically provide a higher ability to adapt across a service. The use of wheelie bins and the associated collection methodology enables flexibility of bin size to ensure customers can use the bin in a way that best suits their needs. For example, households in standalone dwellings can be provided with food and green material collection bins of varied sizes, whereas multi-unit dwellings or commercial customers can be provided with food scraps only collection using the same bins and collection methodology.

In Australia there has been a progression from GO collection to adding food organics i.e., a transition to FOGO with no shift in collection container and potential to increase the collection frequency.

6.2.4 Emissions

While FO has the potential to generate GHG emissions when sent to landfill, FOGO collection services have a higher reduction potential. This is due to a higher quantity of material being able to be diverted from landfill (the key driver of emissions reductions) whilst limiting transport emissions for the quantity of material collected (both food scraps and green materials in one bin). FO does not maximise the potential reduction in landfill based GHG emissions as only food based organic materials are being diverted from landfill.

Taking a whole of kerbside system view is useful when considering the emissions associated with waste services. The increased transport emissions from a new FO/FOGO collection, regardless of the provider, may be offset by the potential to reduce the frequency of other waste collections (i.e., landfill waste or GO collections provided by commercial operators).

There may be potential to offset some of this inefficiency from FO collection by utilising enclosed processing systems, such as in vessel composters or anaerobic digesters. These systems tend to be better suited to FO materials rather than material with a higher green materials percentage,[22] and for some technologies can provide a net positive emissions benefit for processing.

Transport of any organic material collected over long distances can provide access to larger facilities and some economies of scale but have associated transport emissions implications. The high-water content in FO in particular increases the driving weight, and therefore overall emissions. Localised solutions are preferrable to reduce the total emissions related to a collections service, if paired with an effective processing facility. It is important to note that research has shown that emissions created by collection service transportation are minimal compared to the emissions saved from removing organic material from landfill.

6.2.5 Markets

The most suitable end market applications for processing products differs depending on the material inputs and processes used. This is due to their dependence on the nutritional content, structure, moisture retention and other key soil properties. The overarching theme is that quality and uncontaminated feedstock makes the best quality products for end markets.

[22] Green materials tends to be harder to 'digest'.

Physical contamination can be a challenge for FO collections. This is dependent on the approach taken to communications, behaviour change and decontamination. This can be a similar challenge for FOGO due to physical contamination - mostly caused by the presence of harmful garden chemicals such as Clopyralid from grass clippings. This has potential to limit the options for use of the resulting products. This means that compost material can only be used in certain applications.

6.2.6 Health and safety

A standard FO collection service approach relies on a manual collection methodology. This has health and safety implications as this methodology requires manual handling of bins, and movements around active collection activity and vehicles.

FOGO collections can be serviced without relying on manual collections which minimises these health and safety risks.

6.2.7 Affordability

FOGO collection services generally have a higher cost per household and a higher material capture, compared with FO collection services.

When you consider cost per tonne of material, FOGO will likely have a similar or lower cost. The **higher per tonne cost** for FO collections reflect the manual collection methodology. This has potential for higher upfront capital investment into bespoke equipment (if required) vs potentially shared collection assets, and ongoing costs associated with manual handling.

Based on information from councils across New Zealand, FO collections have an indicative cost of $80-$106/annum/household for a weekly collection, whereas FOGO collections have an indicative cost of $94-$200/annum/household for a weekly collection (see Section 5.5).

These cost-ranges are taken from services which are mostly rates funded, so generally reflect a universally provided service. The cost generally includes processing and collection costs but varies depending on the council.

6.2.8 Impact on existing services

Introducing either a FO or FOGO service collection to the Wairarapa region will impact current services already in place.

For households who do not use a home or community compost, the diversion of food organics will result in a reduction in this material being sent to landfill through the landfill waste stream. This has potential to result in the need for smaller landfill waste bags or less frequent collections of their landfill waste bags.

There will likely be a more significant impact on other waste collection services through the introduction of a FOGO collection. Households that subscribe to a private green materials collection service may find this service becomes redundant - assuming the FOGO bin provides adequate capacity to meet their needs. Similarly, the frequency and volume of green materials being dropped off at transfer stations may reduce as households have access to an easily accessible and convenient kerbside service instead. The introduction FOGO collection will create competition for the private green materials collection services. It may present an opportunity for current service providers through potential procurement of these services and increased processing opportunities across the region.

If Council chose to provide an opt-in FOGO service, this would create competition with existing GO services provided by the private sector. This creates a risk regarding price competition, limiting the Council's ability to recover the full cost of providing an opt-in service.

6.2.9 Policy implications

Central government policy has previously signalled a mandated organics collection addressing food organic materials (food scraps) for Councils. In December 2024, this mandate was withdrawn, however, it is possible that it will be required in the future. Both FO and FOGO collection will enable Councils to meet any future statutory obligation regarding the removal and management of food based organic materials from landfill.

7.0 Options development and assessment

7.1 Multi-criteria evaluation framework

Criteria were developed through discussions with Council officers to evaluate the organic material collection and processing options. An evaluation scoring scale was set out, as shown in Table 7.1. Where appropriate, the criteria were aligned with the RWMMP. Discussion centred around five evaluation criteria, with eleven underpinning elements, as shown in Table 7.2.

Table 7.1: Evaluation scoring scale

Scoring	Scale	Overview
1	Very poor	The option fails to address the criteria
2	Poor	The option inadequately addresses the criteria, or there are serious inherent weaknesses
3	Fair	The option broadly addresses the criteria, but there are significant weaknesses
4	Good	The option addresses the criteria well, but a small number of shortcomings are present
5	Very good	The option successfully addresses all relevant aspects of the criteria, any shortcomings are minor

7.2 Approach

The development and assessment of options has been undertaken in two stages:

Stage 1 developed and assessed collections and processing options separately, to ensure scoring was not influenced by other factors. For example, while scoring the collection options it was assumed that an appropriate processing facility was available to accept material collected. This enabled assessment of options based on what would be best for the region.

Stage 2 created 'local context scenarios.' This section starts by identifying 'local context processing options' and assesses these through an MCA. These are then paired with complementary collection options and processing methods, to form the scenarios. This creates a picture of how each scenario might look in the region.

Table 7.2: Evaluation criteria

Criteria	Criteria description	Element	Element description	Priority Y/N	Collections Weighting	Processing Weighting
Economic	A service that is good value for money to ratepayers and is affordable for councils.	**Value for money**	Overall cost viability: considering infrastructure, operations, potential savings of options in comparison to status quo, funding and their impact on costs to users.	Y	13%	15%
		Markets	Availability of end markets for organic material product/s that have been processed to a high standard.	N	7%	7%
Environmental	A service that reduces waste generation, greenhouse gas emissions, impacts on local ecosystems and maximises the value of organic materials in the region.	**Climate change**	The degree to which each option contributes to, or lessens, greenhouse gas emissions at a regional level and the options ability to respond to climate change impacts.	Y	13%	14%
		Diversion	The effectiveness of each option in reducing the amount of waste going to landfill. The ability to retain or enhance the value of organic material through collection and processing in a way that regenerates nature.	Y	14%	15%
Operational	A service that compliments the existing waste management systems infrastructure and capability and can respond to local factors.	**Ease of implementation**	Alignment with existing local systems (collections, processing and markets).	Y	13%	14%
		Flexibility	The flexibility of the system to respond to changes in input quantities and composition.	Y	13%	14%
		Permitting	The ease or difficulty of obtaining necessary permits for each option (processing only)	N	-	7%
Social	A service that is equitable, accepted by the community and improves resilience of the region's waste management systems.	**Social value**	The option contributes to broader outcomes in the region including for people, community and the environment.	N	7%	7%
		Equitable service	Ability for households receiving the service to participate.	Y	13%	-
Strategic alignment	Alignment with waste and resource efficiency strategy and relevant policy requirements as	**Policy compatibility**	Alignment with current and future waste management policies at all levels of governance, across the Region and nationally.	N	7%	7%

Criteria	Criteria description	Element	Element description	Priority Y/N	Collections Weighting	Processing Weighting
	signaled by central government.					

7.3 Organic materials collection options

Four options have been identified for the kerbside collection of organic material, listed below. These are related to what type of organic material is collected.

1. No Council-provided service (status quo).
2. Weekly food only collections, using 23 L caddy.
3. Four-weekly green only collections, using 240 L wheelie bin.
4. Weekly FOGO collections, using 80 L wheelie bin.

These options have the following underpinning assumptions.

- Any collection service will be a universally provided by the Councils, rather than an opt in service or a service provided by the private sector.
- The size of the associated bin has been based on best-practice examples across New Zealand.
- The frequency of the collection service is based on best-practice examples across New Zealand.

7.4 Organic materials processing options

Eight options have been identified for organic material processing options. These options are discussed in more detail in Table 7.5.

1. Engineered landfill with gas capture (out of region)
2. Vermi-composting
3. Static pile composting
4. Aerated static pile composting
5. Open windrow composting
6. In-vessel composting
7. Anaerobic digestion (wet)
8. Anaerobic digestion (dry)

7.5 Options assessment – Stage 1

As described in Section 7.3 and Section 7.4, two discrete Multi-Criteria Assessments were conducted.

The assessments drew on data and information specific to the Wairarapa region where available, and where not available it drew on comparative data and assumptions used for similar studies.

The assessments were discussed with Council officers through two virtual workshop sessions held on 3 April and 29 May 2025. These sessions allowed for Council officers to test the application of the criteria to the local context.

Each option has associated benefits and risks which can be incorporated into decision-making processes. The following sections provide a summary of these benefits and risks for each option. As shown in **Table 7.2**, there are two key differences in the evaluation criteria:

- Collections options were not evaluated on the Permitting criteria.
- Processing options were not evaluated on the Equitable Service criteria.

7.5.1 Collection options

Table 7.3 lists the collection options and the associated service assumptions including bin size and collection frequency, based on the most standard provision of service across the country. It also identifies the benefits and risks associated with each organic material collection option, which have been incorporated into the options assessment process.

7.5.2 Collection options assessment

Collection options were assessed using a multi-criteria assessment tool. A heatmap overview of this assessment is shown in Table 7.4, which gives a high-level perspective of how each option scored against the evaluation criteria. As noted in Table 7.1, the darker the blue, the higher the score, so options that have a lot of light blue are scoring poorly against the evaluation criteria.

Detailed options assessment commentary for each option is located in Appendix B.1.

Table 7.3: Benefits and risks of organic material collection options

Option	Service assumptions	Benefits	Risks
Option 1: No council provided service (status quo)	Service level remains the same. Private sector collections, home composting and green materials collections at transfer stations continue.	Low financial implications. No increase in emissions from fleet. Good scalability and can respond to community needs.	Unlikely to improve diversion of organic materials from landfill. Limited potential in reducing landfill based GHG emissions. Not well aligned to achieve targets or goals set out in the regional WMMP.
Option 2: Weekly food only (FO)	Collections using 23 L caddy. Private sector collections, home composting and green materials collections at transfer stations continue.	Increased diversion potential. Convenient for users (weekly collection provides flexibility to households, 23 L bin is easy to move, greater accessibility and user-friendly). Less likely to induce significant amounts of material into the waste system, compared with a FOGO collection service. Can support local processing facilities or regional anaerobic digestion facilities. Good alignment with the regional WMMP targets.	Increased targeted rate for new collection. Increase in emissions from fleet due to new collection vehicle. FO collections are likely to require complimentary materials or multiple processing steps to be suitable for a range of end markets. Less potential to decrease GHG emissions from landfill compared to FOGO (as only FO materials are being diverted – alongside some GO material via status quo services). Green materials diversion relies on home compost, private sector and transfer station drop offs.
Option 3: Four-weekly green only (GO)	Collections using 240 L wheelie bin. Private sector collections, home composting and green materials collections at transfer stations continue.	Increased diversion potential. Straightforward collection, contamination is typically lower. Processors are accustomed to volume fluctuations from the collections and can handle changes in feedstock more easily than food scraps systems.	Increased targeted rate for new collection. Embodied emissions from new collection vehicle, potentially high emissions per collection considering low frequency. Potential to induce material into collection system that was previously managed on property. Duplicate of private sector service. Four-weekly collection may not be sufficient capacity. Limited potential in reducing landfill based GHG emissions.
Option 4: Weekly Food and Green Organics (FOGO)	Collections using 80 L wheelie bin. Private sector collections, home composting and green	Will meet indicated policy direction (well aligned to regional WMMP targets). Increased diversion (captures larger volume of waste due to wider range of material accepted).	Increased targeted rate for new collection. Increase in emissions from fleet due to new collection vehicle. Embodied emissions from new collection vehicle.

Option	Service assumptions	Benefits	Risks
	materials collections at transfer stations continue.	Maximises GHG reduction potential from landfill. Convenient for users. Weekly frequency provides good flexibility for households.	Potential to induce material into collection system that was previously managed on property.

Table 7.4: Multi-criteria assessment heatmap for collection options

Option	Element	Option 1	Option 2	Option 3	Option 4
Description		**No Council-provided service (status quo)**	**Weekly FO, 23 L caddy**	**Four-weekly GO, 240 L bin**	**Weekly FOGO, 80 L**
Economic	**Value for money**				
	Markets				
Environmental	**Climate change**				
	Diversion				
Operational	**Ease of implementation**				
	Flexibility				
Social	**Social value**				
	Equitable service				
Strategic alignment	**Policy compatibility**				
Score	**(Highest score = 45)**	22	30	29	35
Score with weightings	**Highest score = 5.0**	2.7	3.3	3.2	3.9
Rank		4	2	3	1

7.5.3 Assessment findings summary and preferred option – Stage 1

The preliminary recommendation based on collective MCA scoring shows **Option 2: Weekly FO** and **Option 4: Weekly FOGO** scored highly across the criteria considered. Option 4: Weekly FOGO scored the highest overall.

Option 1: No council-provided service (status quo) scored the lowest of all options considered.

From an investment and operational perspective, **Option 3: Four-weekly GO** scores highly as there are already GO collection services and processing options in place. As there are well-established green materials collection services, if the Councils were to provide their own green materials collection service this would be in direct competition with current private providers. In addition, this option only scores "fairly" on most other criteria. It also scores poorly in its ability to reduce greenhouse gases which is a priority outcome for the Councils.

On this basis, **Option 1 and 3** have been discounted from further analysis.

Therefore, within the Stage 1 assessment **Option 4: Weekly FOGO** is the preferred option for organic waste collections. **Option 2: Weekly FO** continues to be considered a good option so has been carried forward, along with **Option 4: Weekly FOGO,** into Stage 2, where the local context scenarios are assessed.

A summary of the evidence that informed the analysis of each option against the MCA is provided in Appendix B.

7.5.4 Processing options

The initial options assessment also considered eight organic material processing methods, listed in Table 7.5. The processing methods were considered against the evaluation criteria; however, the appropriateness of a processing method is highly dependent on the material collected by a service.

Thus, a decision was made to evaluate these within 'Local context scenarios' which are explored in **Stage 2**, where processing methods are considered based on their suitability with other preferred options.

An overview of the methods has been provided in Table 7.5, which details a brief description and what organic material is best suited.

Table 7.5: Organic processing facility options and suitability for organic material

Processing method	Description and availability	Suitable for:		
		GO	FO	FOGO
Engineered landfill with gas capture (out of region)	Organic material is collected as part of the general landfill waste stream and disposed of in engineered landfill with gas capture. Available out of region, currently using Bonny Glen in Rangītikei.	Y	Y	Y
Vermi-composting	Vermicomposting involves processing organic materials through an aerobic process using earthworms.	M	Y	M
Static pile composting	Static pile composting operations involve processing organic material in a single 'static' (i.e., unmixed) pile. This process does not involve regular aeration but maintains airflow by adding bulking agents such as wood chips.	Y	Y	Y
Aerated static pile composting	Aerated static composting operations use forced aeration rather than mixing with material laid over pipes which either pump air into or draw air through the piles. The lack of mixing reduces the risk of odour release during mixing.	Y*	Y	Y
Open windrow composting	Windrow composting is an aerobic, hot method of composting, that breaks down organic materials in around 10-20 weeks. Existing private sector and community level options available.	Y	N	N
In-vessel composting (large scale)	In-vessel composting involves an enclosed system; semi-automated aerobic hot composting (mixing and aeration) takes place within a controlled environment and supporting specific bacteria to process the organic material. Not currently available within the region.	M*	Y	Y
Anaerobic digestion wet	In a wet AD process, organic materials in liquid form are fed into vessels to be broken down in the absence of oxygen by microorganisms to produce biogas (a CO_2 and methane mixture) and digestate. Not currently available within the region.	N	Y	M
Anaerobic digestion dry	This is a similar process to wet anaerobic digestion, but the input waste has a lower moisture content (solid rather than liquid), this makes dry digestion suitable for agricultural waste such as grasses, straw, and silage, as well as livestock manure (mixed with suitable materials) and potentially FOGO materials. Dry digestion has not been established in New Zealand.	Y	N	Y

7.6 Local context scenarios – Stage 2

This stage begins by considering local context processing options – i.e., an exploration of the type of processing option that could be well-suited to the region, rather than purely considering processing methods out of context.

Five options have been identified for organic materials local context processing options:

1. Landfill and existing transfer station services (status quo).
2. Small-medium scale community processing options and enabling small-medium scale private processors.
3. Small-medium scale utilising existing private processors.
4. Utilise current large-scale facilities outside of the region.
5. Establish a large-scale processing facility within the region to accept waste from within and out of region.

7.6.1 Local context processing options

To support assessment against each of the local context processing option, **Table 7.6** lists the benefits and risks associated with each.

Table 7.6: Benefits and risks of local context processing options

Option	Benefits	Risks
Option 1: **Landfill + transfer stations (status quo).**	Utilising existing infrastructure avoids the high costs associated with new capital investment. Continue with existing benefits associated with small scale composting efforts (soil health promotes a circular economy) and existing medium scale processors.	Limits potential to reduction GHG emissions at landfill (organic waste transport to and disposal at landfill). Limits potential to divert additional material from landfill. Lost resource landfilled organic material taken out of region.
Option 2: **Small-medium scale community processing options + enabling small-medium scale private processors.**	Upscaling existing composting systems are practical, and more feasible, compared to scaling up to more complex technologies. Supports existing systems in local community which are likely already well established and trusted by locals. Reduces transport emissions and costs associated with long-distance transport (by processing waste in close location to collection services). Creates redundancy in the system. Diverts organic waste away from landfill. Provides opportunities for greater processing of food organics (most current services mainly process green materials).	Potential odour concerns if local processing sites are in close proximity to town. Market for end product (is there enough demand for a greater volume of end products). Challenges of quality control with compost and managing contamination with smaller operations. Requires training and support of staff/community groups to manage operations on a larger scale (most community practices rely on volunteers).
Option 3: **Small-medium-scale utilising existing private processors.**	Private sector has established infrastructure and/or processing practices and has technical expertise and ability to scale relatively quickly. Allows for Council to take on an enabler/regulatory role rather than direct management. Potential for improved service coverage and can potentially fill in gaps where community-led facilities lack capacity. Diverts organic waste away from landfill.	Market dependency (vulnerability to market fluctuations by private providers). Coordination (will need well-established frameworks to manage relationships, contracts, performance monitoring). Risk of contamination in organic waste can impact (collection and) processing at private sites (e.g. for composting). Potential odour concerns if local processing sites are in close proximity to town.
Option 4: **Utilise current large-scale facilities outside of the region.**	Existing/immediate capacity (facilities are already operational and can handle large volumes of waste). Does not require any new infrastructure developments (less infrastructure costs, less risk). Larger-scale facilities have high quality processing and quality control. Existing regulatory compliance. Diverts organic waste away from landfill.	Additional costs and emissions associated with transport of organic waste out of region. Loss of local resource value – takes resource out of region. Dependency on external providers (reliant on continued availability of processing and pricing changes). Limits community engagement in local waste solutions. Limits ability to address local priorities/values in having a local

Option	Benefits	Risks
		processing solution.
Option 5: **Establish a large-scale processing facility within the region to accept waste from within and out of region.**	Potential to promote regional economic development (stimulates investment in Wairarapa). Wairarapa is strategically positioned to serve both local communities and nearby urban areas. Potential of new infrastructure/facilities to scale with demand and can incorporate newer advanced technologies. Potential revenue opportunities (e.g. energy generation, tipping fees, end-product market). Reflects local values/preferences for a local processing solution.	Requires significantly high capital investment and risk. Has a long lead time (would require short-term options if wanting to provide more immediate capacity). Operational complexity (coordination, contamination control, logistics). Market risk (relies on stable demand). Relies on other input organic waste sources from partner councils to feed into a good investment in infrastructure.

7.6.2 Scenarios assessment

To start the scenarios assessment, it was helpful to map out a systems view of what each scenario might look like. The following table sets out the long list of scenarios showing:

1. Collection option
2. Local processing context, and
3. Suitable processing methods / technologies.

Table 7.7: Local context processing scenarios – Community collections

Collection option	Local processing context	Suitable processing option
Community collections	Option 2A: Small-medium-scale community processing options. Assuming existing private GO collections and existing community collections.	P3: Vermicomposting (mainly FO)
		P5: Composting - Aerated static pile (FOGO)
		P7: Composting - in vessel (FOGO)
Collection option	**Local processing context**	**Suitable processing option**
C2: Weekly food only collection, with 23 L caddy.	Option 2B: Small-medium scale community processing options + enabling small-medium scale private processors.	P3: Vermicomposting (mainly FO)
		P5: Composting - Aerated static pile (FOGO)
		P7: Composting - in vessel (FOGO)
	Option 3A: Small-medium scale utilising existing private processors.	P3: Vermicomposting (mainly FO)
		P5: Composting - Aerated static pile (FOGO)
	Option 4A: Utilise current large-scale facilities outside of the region.	P3: Vermicomposting (mainly FO)
		P5: Composting - Aerated static pile (FOGO)
		P8: Anaerobic digestion - wet (FO)
	Option 5A: Establish a large-scale processing facility within the region to accept waste from within and out of region.	P3: Vermicomposting (mainly FO)
		P5: Composting - Aerated static pile (FOGO)
		P7: Composting - in vessel (FOGO)
		P8: Anaerobic digestion - wet (FO)
		P9: Anaerobic digestion – dry (FOGO)
Collection option	**Local processing context**	**Suitable processing option**
C4: Weekly FOGO collection, using 80 L wheelie bin	Option 2C: Small-medium scale community processing options and enabling small-medium scale private processors.	P5: Composting - Aerated static pile (FOGO)
		P7: Composting - in vessel (FOGO)
	Option 3B: Small-medium scale utilising existing private processors.	P4: Composting - static pile (GO)
		P5: Composting - Aerated static pile (FOGO)
		P6: Composting - windrow (GO)
	Option 4B: Utilise current large-scale facilities outside of the region.	P5: Composting - Aerated static pile (FOGO)
		P7: Composting - in vessel (FOGO)
	Option 5B: Establish a large-scale processing facility within the region to accept waste from within and out of region.	P5: Composting - Aerated static pile (FOGO)
		P7: Composting - in vessel (FOGO)
		P9: Anaerobic digestion - dry (FOGO)

7.6.3 Local context scenarios assessment process

An MCA assessment was then applied across the local context scenarios. **Table 7.8** shows this assessment as a high-level heatmap, which indicates where each scenario scored well or not so well. The darker the blue, the higher the score. Refer to Appendix B.2 for more detailed analysis and commentary.

Table 7.8: Heatmap of Local Context Scenario MCA

Option	Element	Scenario 1	Scenario 2A	Scenario 2B	Scenario 2C	Scenario 3A	Scenario 3B	Scenario 4A	Scenario 4B	Scenario 5A	Scenario 5B
Description		Landfill + transfer stations	Small - medium-scale community processing options.	Small - medium scale community processing options + enabling small-medium scale private processors - FO	Small - medium scale community processing options + enabling small - medium scale private processors - FOGO	Small to medium scale utilising existing private processors - FO	Small to medium scale utilising existing private processors - FOGO	Utilise current large-scale facilities outside of the region - FO	Utilise current large-scale facilities outside of the region - FOGO	Establish a large-scale processing facility within the region to accept waste from out of region - FO	Establish a large-scale processing facility within the region to accept waste from out of region - FOGO
Economic	**Value for money**										
	Markets										
Environmental	**Climate change**										
	Diversion										
Operational	**Ease of implementation**										
	Flexibility										
	Permitting										
Social	**Social value**										
Strategic alignment	**Policy compatibility**										
Score	**Highest score = 45**	20	30	32	34.5	31	34	33	33.5	29	30
Score with weightings	**Highest score = 4.4**	1.9	2.9	3.1	3.3	3.0	3.4	3.1	3.1	2.9	3.0
Rank		10	8	3	2	6	1	3	3	8	6

7.6.4 Assessment findings summary and preferred scenario – Stage 2

As shown in **Table 7.6**, many of the Local Context Scenarios would be appropriate for the region.

Based on the overall scoring of these scenarios after the MCA assessment, the highest-ranking scenarios include:

- **Scenario 3B:** Medium-scale private processors (FOGO) *(best)*
- **Scenario 2C:** Small-scale community (FO) and medium-scale private processing (FOGO) *(next best)*
- **Scenario 2B:** Small-scale community (FO) and medium-scale private processing (FO) *(equal third best)*
- **Scenario 4A:** Large-scale facility out of region (FOGO) *(equal third best)*
- **Scenario 4B:** Large-scale facility out of region (FO) *(equal third best)*

Scenario 1: Landfill (status quo) can be discounted from further assessment, as this scored far lower than all of the other scenarios in most criteria.

Other lower scoring scenarios are listed below. Depending on the Councils' appetite for risk, collaboration, and time, they may opt to discount these from further consideration.

- **Scenario 2A:** Small-scale community (FO) and medium-scale private processing (GO)
- **Scenario 5A:** Large-scale facility within region (FO)
- **Scenario 5B:** Large-scale facility within region (FOGO)

7.7 Summary of preferred options and recommendation

As there is no clear preferred scenario, the project team have taken a wide view in the implementation considerations (Section 8.0). This means the discussion in Section 8.0 considers:

1. Both **FOGO** and **FO** as the preferred and next best collection option.
2. Explore several of the highest-ranking scenarios further, taking into account the Councils' appetite for risk, collaboration, and time spent on implementing a service. These scenarios include:
    - S**cenario 2C**: Small-scale community and/or medium-scale private processing.

      Depending on appetite from private processors, the potential for this to become a large-scale facility within region has not been discounted but will not be actively pursued.
    - **Scenario 4:** Large-scale facility outside of the region.

8.0 Implementation considerations

8.1 General implementation considerations

8.1.1 Collaborative approach

Council officers have established an informal collaborative approach to waste services; however, this is not formalised though a contract or agreement across the three councils. While the data shows that Masterton contributes the most organic waste for the region, there are many benefits in continuing to take a collaborative approach to the provision of an organic material collection and processing service, including:

- **Economies of scale** – coordinated planning, such as this feasibility study, allows investment at a regional level, reducing any need for duplicated work and reducing overall costs.
- **Access to more services and markets** – enables smaller councils to benefit from infrastructure and / or services that would not be feasible or affordable individually. For services such as organic material processing, collaborating may increase feedstock available to processing facilities and create opportunities for end markets, or to tap into existing local commercial markets (e.g., market gardens, orchards, viticulture) that might not be commercially sustainable otherwise.
- **Consistency** – a continuation of the proactive collaborative approach between the Wairarapa Councils will help to ensure a consistent service is provided across the region, increasing community engagement and understanding of services available, and creating more efficient and effective services that will provide an overall benefit to the region.

8.1.2 Political context

It is important to note that the year of drafting, 2025, is a local government election year. This impacts on the ability for Councils to approve service level changes. Thus, the Councils will need to consider the best approach for presenting this report to elected members. It is recommended that this paper is presented to newly elected members before the end of this year (2025), and a decision paper is presented in early 2026 to allow progress with this project to be maintained.

8.1.3 Impact on / review of other waste services

A key consideration for the Councils may be whether the roll out of an organic material collection should be best paired with an adjustment to the frequency of landfill waste collection. As discussed in Section 6.1.5, there is potential to reduce the frequency or capacity of the landfill waste collection as an organic material collection is introduced.

This approach generally achieves the highest level of impact when landfill waste is collection in bins rather than bags, as bins limit the waste capacity for households which encourages them to utilise their new organics bin. The Councils currently offer landfill waste bags that residents can purchase as required for their households. They could consider changing the frequency of landfill waste collection, and this could provide an opportunity to optimise the whole kerbside service (review overall service collection frequencies, container types and charging (rates or user pays)). However, Councils should be aware of the following risks:

- The change may have limited impact on the amount of waste being sent to landfill with the current user pays bag service for landfill waste.
- Service changes can receive public resistance during the change.
- It requires residents to become familiar with multiple changes in their waste services at the same time.

With the introduction of an organic material collection, the Councils may find that as residents become familiar with the new service (supported by education and behaviour change campaigns) they reduce the amount of waste they dispose of to landfill. In this scenario, the saving is seen directly by households as they need to buy fewer bags, and also by the Councils who dispose of fewer tonnages of landfill waste.

8.2 Financial considerations

8.2.1 Charging approaches

When funding waste services there is a general principle that the cost of service should, where possible, be funded by the users of the service. This can be achieved through:

- General rate funding – with service funded by all rated properties, regardless of whether they receive a service.
- Targeted rates funding – with serviced properties covering the cost of the service through standardised charges.
- Direct user pays charges – service users paying directly for the service used.

In some cases, there is the additional option to use Waste Levy revenue to offset or subsidise some costs associated with some services. In addition, the reduced amount of waste going to landfill will create ETS savings, which could be used to offset costs of a new service.

For this project, the Councils will need to consider the role they will take in funding household organics collection services and processing infrastructure. For the purposes of the evaluation in this report, the following assumptions have been made:

- The household collection service would be funded by the Councils through targeted rates. This is similar to kerbside recycling in Wairarapa and organic materials collections elsewhere in New Zealand.
- If a commercial collection service were offered, it would be fully funded from user charges covering collection and processing cost.
- If the Councils opt to develop a processing facility, this would be done through a mix of grant funding (e.g., WMF) and debt with processing gate rate reflective of the capital and operational costs.

8.2.2 Potential expenditure

8.2.2.1 Capital expenditure

Any collection service is likely to be delivered under contract to the Councils with vehicles and containers amortised over the life of the contract. The exception to this is where there is grant funding available for the purchase of collection containers which, if accessed, would reduce the Councils' contract costs.

Depending on the collection service provided and capture rates of material, the Councils are expected to have between 5,800 – 7,700 T of organics material from within the region (including green materials dropped off at transfer stations).

For a processing facility with capacity for 10,000 tonnes, the capital costs are estimated to be:

- Composting facility range: $3 - $14M
- Digestion facility range: $6 - $7M

For a processing facility with capacity for 20,000 – 30,000 tonnes, the capital costs are estimated to be:

- Composting facility range: $6 - $43M
- Digestion facility range: $12 - $20M (based on estimates in Table 8.1).

Organic material continues to be the priority material targeted by the Waste Minimisation Fund, which means there is potential to secure 40-50% grant funding for infrastructure investment. For any investment in a new processing facility, it is likely that the Councils will need to secure additional feedstock from outside the region.

Alternatively, the Councils could support the establishment of a private sector facility through provision of land, commitment to supply a specified quantity of material at an agreed gate rate (guaranteed income) or other support.

The costs and revenue generally associated with a processing facility have been mapped out in Figure 8.1.

Table 8.1: Estimated capex for a new processing facility with a capacity of 10,000, 20,000 and 30,000 tonnes

Processing method	Estimated cost range for a 10,000-tonne facility	Estimated cost range for a 20,000-tonne facility	Estimated cost range for a 30,000-tonne facility	Cost Range	Assumptions
Static Pile	4-12M	9-24M	14-35M	9-35M	Costs are based on processing facilities in New Zealand and overseas. For overseas examples, costs have been adjusted based on a currency conversion from the year they were built. A producer price index (construction) was applied to the prices to adjust for inflation to give a capex cost for 2024 (latest producer price index number). Note: Capex costs for vermicomposting do not include land costs.
In-vessel	7-14M	14-28M	21-43M	14-43M	
AD	6-7M	12-13M	18-20M	12-20M	
Windrow	3-5M	6-9M	9-14M	6-14M	
Vermicompost	0.3-0.5M	0.6-0.7M	0.9-1M	0.6-1M	

8.2.2.2 Operational expenditure

Operational costs for an **organic materials collection service** include fuel, labour, and materials processing costs. Adding the amortised capital costs and any internal charges levied by the Councils provides a basis for charge, typically levied as part of a targeted rate by New Zealand councils.

For a **processing facility**, operational expenditure comprises of utilities (power, water), labour and supplementary materials including bulking agents. These costs are offset by revenue (from processing gate rate and sale of product) and then added to amortised capital costs, overheads, and profit margin to derive a viable gate rate.

Where Council is contracting for collection service (including processing), operational expenditure will cover all aspects of providing the service.

Where Council is involved in developing and operating a processing facility, operational expenditure will need to be considered alongside capital costs to fully quantify funding requirements.

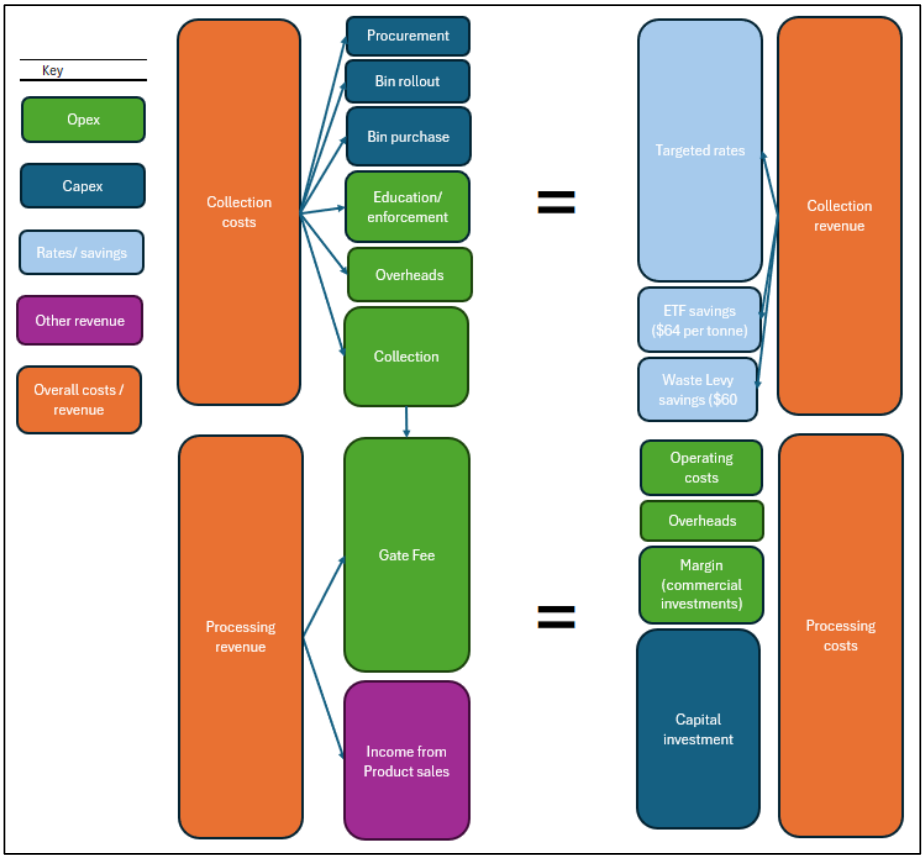


Figure 8.1: Financial structure of costs and revenue for an organic collection and processing facility

8.2.3 Affordability

The funding requirements for a new service and associated processing infrastructure will depend on several factors, including:

- The detailed configuration of the collection service (frequency, container size, areas serviced and contract term).
- The total quantity of material processed per annum.
- The procurement/development approach for processing infrastructure.
- How savings on diverting waste from landfill are accounted for e.g., gate fee avoided, and transport costs and emissions avoided.

8.3 Procurement considerations

Potential procurement activities associated with organic materials collection and processing could include:

- Organic materials collection from households; and
- Processing of organic materials collected from households; and/or
- Development and operation of an organic materials processing facility.

Considerations associated with these activities more broadly are discussed in this section.

8.3.1 Role of the Councils

The Councils need to decide upfront the role they would like to take in delivering the services and infrastructure to provide an organics collection. The scenarios that have been built assume that the Council will provide any collection service implemented. The Councils will need to determine whether they are comfortable with this approach, and how they would like to be involved in the processing of organic materials.

8.3.2 Council service procurement and delivery

The Councils have extended their current waste services contract to 2027 and are currently in the process developing an RFP for a new contract. There is potential to incorporate organic materials collection and processing in the contact scope. This could be part of the core scope or provisional (subject to Council decisions and funding availability). This would smooth any future contract variation and ensure there is some price tension if an organic material collection service were progressed and may streamline the procurement process, providing benefits in cost and time saved. Detail may include:

- The estimated number of serviceable households – relates to a decision on opt in / universal service.
- The estimated tonnages of organic material – relates to organic material being collected.
- Incorporation of processing, either additionally procuring this element of the service itself or including a clause to direct the material to a nominated processing facility at roll out. This might look like asking potential suppliers to provide a 'collections only' price, and also a 'combined collections and processing' price.

Alternatively, once a decision on the organic material collection service has been made, the Councils could then run an open or invited procurement process to appoint one or more suitably experienced contractors to operate the service.

As discussed above, any collection arrangement could incorporate downstream processing, or the processing could be considered a separate component of the overall service.

8.3.3 Processing procurement and delivery

If processing is not incorporated into any collection arrangement, the Councils will need to identify or develop a suitable processing arrangement for organic materials that they control. Regardless of the organic materials processing approach selected, a suitably qualified contractor or contractors are likely to be required to work with the Councils on the development and operation of an organic materials processing facility.

As illustrated by this study, there is no preferred solution for processing that is most appropriate for the district. Thus, the Councils may frame the procurement opportunity to allow for tenderers to offer solutions that address risks and opportunities identified through the evaluation to date, and / or to proactively indicate how they intend to manage key risks. Utilising an Expression of Interest process, or a Request for Information process, is often helpful in understanding the perspectives and key concerns of potential processors.

It is also possible for the Councils to procure the processing of a nominated quantity of organic material. This would, practically, involve Council directing the collection supplier to take the Councils kerbside organic material to a council-nominated processing facility, where council has already negotiated processing rates and acceptance criteria.

8.3.4 Overview of procurement approach

There are a number of considerations for the procurement process, and these will need to be explored in detail in a full Procurement Plan. These include:

- The services to be procured.
  - Collections only.

  - Collections and processing.
  - Processing only (individual / regional / partnership).
    Where processing is to be procured, this could be as a single package (design build operate) or split for example (design build or design, then build, then operate).
- Potential suppliers – local suppliers, national suppliers, international suppliers.
- Contract structures – conventional services contract, collaborative models, design-construct, public private partnership models.
- Procurement risks – preliminary assessment of procurement risks, opportunities, and potential mitigations.

In addition to the above, where appropriate and in line with the Councils' existing procurement policies, some alternative or additional procurement aspects may be worth considering. For example:

- The role of sustainable procurement or community contracts.
- Combined collection and processing contracts.
- Outcomes based grants instead of contract KPIs.

8.3.5 Procurement policy approach and requirements

Any procurement undertaken by the Councils will need to be consistent with their respective procurement policies. This report assumes that any procurement will be undertaken collaboratively. The procurement objectives for each district council have been set out in Table 8.2.

While the objectives for each of the Councils have been phrased differently, they broadly align to focus on value for money rather than cost and supporting local community outcomes.

Table 8.2: Overview of procurement objectives

Carterton (currently under review)	Masterton	South Wairarapa
Objectives are relating to broader outcomes Objective 1 Environmental broader outcome: • Mitigate and adapt to Climate Change • Reduce waste • Increase community resilience Objective 2 Social broader outcome: • Support local employment • Local supplier utilisation Objective 3 Cultural broader outcome: • Supplier diversity and creativity • Support Māori partnerships Objective Economic broader outcome: • Support the best outcome for everyone • Quality employment for everyone • Enhance businesses and employment prosperity	Apply the five principles of Government Procurement (as well as additional principle of Wairarapatanga). 1. Value for money – provide the best value for money, considering whole of life costs and benefits, and sustainable outcomes. 2. Transparency - follow procurement procedures and guidelines and have open, easily accessible, and transparent procurement processes. 3. Accountability – Council takes an active role in monitoring and managing supplier performance. 4. Councils' strategic vision – ensure procurement principles and process are aligned to the Councils' vision and strategic priorities and promote efficient and effective delivery of Long-Term Plan and Annual Plan work programmes and levels of service. 5. Social responsibility - Council is committed to promoting improved outcomes across the community. A focus is placed on those who are underrepresented and people with less opportunity, to help build more resilient communities. Where possible, Council will explore opportunities to engage social enterprises to provide works, goods, and services, while ensuring that the principles of this Policy are met. 6. Environmental sustainability – Councils' procurement activity will recognise proactive strategies that deliver better outcomes for the environment. The Council is committed to exploring opportunities through procurement that conserve resources, save energy, minimise waste, protect human health and enhance environmental safety, while ensuring the principles of this Policy are met. Focus will be given to improving energy and water efficiency, reducing and recycling, and minimising greenhouse gas emissions.	Our procurement objectives are: 1. Delivering value for money – getting the best results from our spending, including sustainable value of money over the lifetime of the goods and services that we procure. 2. Optimising public value – seeking opportunities for procurement activity to enhance the social, economic, cultural and environmental wellbeing of our communities as part of the goods, services or work being delivered. 3. Building capability – raising performance standards through effective management of our suppliers and service providers to get the best public services for the South Wairarapa District. 4. Supporting local – helping South Wairarapa District businesses to grow capability and increase competitiveness.

8.4 Project management considerations

8.4.1 Project activities

To implement an organic material collection and processing service, several activities will need to occur. Depending on the outcomes or decisions taken around these activities, additional steps may be required. Activities may include, but are not limited to:

- Regional collaboration: Define formal or informal collaboration between councils, and other partners.
- Submit proposal in LTP process – this process is specific to each Council but will need to be coordinated if the Councils progress a joint service.
- EOI for external funding e.g. WMF.
- Procurement planning.
- Detailed scope development
    - > Confirm the approach to collections including defining services and area
    - > Confirm approach to processing.
    - > Coordination across Councils to get various approvals.
- Implementation/ roll-out planning e.g. pre-roll out education etc.
- Decision on processing facility.

8.4.2 Project governance

The project will be delivered within the governance arrangements for solid waste and resource recovery activities within the Councils. This includes appropriate arrangements to oversee:

- Procurement (of collection, design, construction, and operations contracts).
- Investment decision making.
- Project development processes including design, consenting and quality assurance.

In developing a governance approach for the project, the Councils will consider a range of questions including:

- What is the Councils' preferred approach for capital delivery projects (to be explored and confirmed alongside procurement planning)?
- Is there a role for iwi to play?
- Is there potential for collaboration with neighbouring local authorities (e.g., Wellington)?
- Is there potential for collaboration with major organic waste generators (viticulture, wood products, meat processing)?

8.4.3 Timeline for implementation

A procurement process timeline of around six to nine months is generally required for a standard collection service procurement process including detailed service design, budget approvals, contract document development and tender/procurement activity.

A general lead in time of at least nine months (preferably twelve months or more) is required to enable collection plant, resources, and equipment mobilisation. This is likely to take longer where specialist equipment is needed.

Establishing processing could take significantly longer with any new facility requiring land purchase, consenting (including baseline environmental assessments and environmental impact analysis), detailed design and construction. A timeframe of 2 – 5 years should be used for planning at this stage and early planning should focus on identifying and mitigating key timelines risks to minimise total time required.

The resource consent process and timeline are highly influenced by the processing technology, the site location, surrounding environment and potentially public acceptance of the proposed solution. Without this detail, the exact timeline and complexity of the process is difficult to predict, however, the implications of a complicated process can be lengthy and expensive. Should the Environment Court become involved this will have a significant impact on timelines.

It is also worth considering the implications of potential consent conditions. Again, these are likely to be highly dependent on processing technology, site location and any public objection. However, as odour, run-off management etc are potential negative consequences from some of the processing options being considered, the ability to effectively and continuously comply with such conditions needs to be well understood.

8.4.4 Roll out process

The new service roll out process is influenced by the scale and complexity of the options. Options that require a higher level of change are likely to be better suited to a staged roll out process.

There is potential to stage a roll out in a few ways, for example by Council area, suburb or urban to rural. Roll out timing may be influenced by availability of suitable processing facilities for the collected materials.

Regardless of the approach, consideration will need to be given to the timeframes and required lead in time (e.g. for contractor mobilisation or manufacturing of any necessary bin assets), the impact on resources and need for temporary resourcing (both for council and contractors), and alignment with other council initiatives or changes.

8.4.5 Constraints and dependencies

Some dependencies to consider include:

- Impact on wider council collections and contracts.
- MfE funding processes and preferences.
- Process timeline – procurement, construction, lead in time.
- Council LTP processes and political decision making.
- Availability of suitable land.
- Identification of suitable and sustainable markets.

9.0 Conclusion and recommendations

9.1 Conclusion and recommendation

This Organic Materials Feasibility Study evaluates the potential for implementing organic materials collection and processing services across the Wairarapa region.

Organic materials, including food scraps and green materials, contribute significantly to landfill emissions. In the Wairarapa Region, green materials drop-off services are available at Council transfer stations, but there is no current large-scale kerbside food scraps collection. Residents can opt in to private green waste collections, and community-led initiatives exist but are small-scale.

Based on the data provided by the Councils, it is estimated that 25% (approximately 7,700 tonnes) of organic materials are potentially divertible from kerbside landfill waste and transfer stations annually.

This study considered:

- four collection options including status quo, food-only (FO), green-only (GO), and combined food and green (FOGO), and
- eight processing facility options including composting (static pile, windrow, in-vessel), anaerobic digestion, and landfill with gas capture (status quo).

The evaluation of these options took place in two stages. Firstly, all options were evaluated through a multi-criteria assessment tool with evaluation criteria based on elements that are important to the Councils. These criteria included value for money, availability of markets, climate change, diversion, ease of implementation, flexibility, permitting, social value and policy compatibility.

The evaluation identified the preferred collections option as a weekly FOGO collection, with weekly FO collection as a viable alternative.

The second evaluation stage involved taking the preferred collections options and building them into 'local context scenarios.' This ensured consideration of how the collection of organic material might practically be implemented in the region, and how this would fit in with current processing activities and community initiatives.

Five core scenarios have been considered, with sub options depending on the organic material:

1. Landfill and transfer stations (status quo).
2. Small – medium scale community processing, plus small – medium scale local processors.
3. Small – medium scale processing, utilising existing private processors.
4. Utilise current large-scale facilities outside of the region.
5. Establish a large-scale processing facility within the region to accept waste from out of region.

The scenario evaluation resulted in two preferred scenarios:

1. Scenario 2C: Processing by existing private processors, with the addition of community group processing if viable (for FO or FOGO).
2. Scenario 4A/4B: Use of large-scale out-of-region processing facilities (for FO or FOGO).

Section 8.0 discusses high level implementation considerations which includes financial, procurement, and management approaches. Once a decision has been made by the Councils, this initial thinking can input directly into a business case for the investment.

9.2 Next steps

To progress the project, the Councils should take action in the following areas in the short term, whilst continuing to progress with this piece of work:

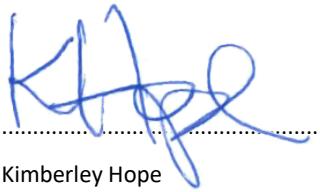
1. Provide for an organic material collection and/or processing (as a provisional scope item) in the waste services procurement process currently in early stages. The Councils are currently preparing to go to tender for their wider waste services and, if progressed, organic material collections would be a part of this process. Incorporating organic material collection and/or processing into this process now will allow for an easier roll out of a service if it is progressed, instead of requiring a significant variation or new contract. This has been discussed in Section 8.3.2.
2. Conduct an Expression of Interest process or a Request for Information process for potential organic material processors, to enable the Councils to gather information on interest from the private sector in Wairarapa or outside the area.
3. Present the findings and recommendations in this report to elected members and request a decision on whether to progress with the service in early 2026 (after election process has concluded).

10.0 Applicability

This report has been prepared for the exclusive use of our clients Carterton, Masterton, and South Wairarapa District Councils and communities, with respect to the particular brief given to us and it may not be relied upon in other contexts or for any other purpose, or by any person other than our client, without our prior written agreement.

Tonkin & Taylor Ltd
Environmental and Engineering Consultants

Report prepared by:



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Kimberley Hope
Principal Waste and Resource Recovery Consultant

Authorised for Tonkin & Taylor Ltd by:

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Chris Purchas
Project Director

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Appendices

Appendix A. New Zealand local authority collections case studies

Appendix A Table 1 Auckland Council

Service configuration		
	Container type	**Collection frequency**
Landfill waste	80 L/120 L/240 L wheelie bin	Weekly
Recycling	240 L wheelie bin	Fortnightly
Organics	23 L caddy (food only)	Weekly
Commentary		
Benefits and considerations	Delay in the food scraps collection rollout has limited Council's potential to reach diversion targets. While only representing 10% of landfill weight, food organics generates 26% of Auckland's landfill emissions, demonstrating its high emissions impact relative to its volume. Following the completion of food organics roll out, Council intends to reduce the landfill waste collection to fortnightly.	
Cost to residents (organics)	$81.90	
Cost to residents (other kerbside services)	$344.00[23]	
Participation rates	Unknown.	
Diversion achieved	6% decrease in food collected in landfill waste bin (2016 to 2022). This service is projected to reduce the amount of food organics in council kerbside landfill waste collections by 45%[24].	
Resident satisfaction	Unknown at time of writing.	

[23] *Assuming collection of a 120 L landfill waste bin.*
[24] *Auckland's Waste Assessment 2023, Auckland Council.*

Appendix A Table 2 Waimakariri District Council

Service configuration		
	Container type	**Collection frequency**
Landfill waste	80/140 L wheelie bin	Fortnightly
Recycling	240 L wheelie bin	Fortnightly
Organics	80 L/140 L/240 L wheelie bin (FOGO) (opt-in)	Weekly
Commentary		
Benefits and considerations	Relatively good participation but limited impact on diversion indicates a low set-out rate (resident satisfaction survey does not provide information on frequency of use for organics). No measurable diversion of food organics and low capture of food organics indicates the need for targeted education.	
Cost to residents (organics)	$127.60[25]	
Cost to residents (other kerbside services)	$268.10[26]	
Participation rates	Over 65% of the households that have kerbside organics services available to them have subscribed to the service.[27] In 2022, there were 12,203 subscribers to the service.	
Diversion achieved	SWAP audit data evidences a 1.4% decrease in total green materials to landfill from 2020 to 2022. There is no measurable difference in food organics to landfill. An average of 10 tonnes of food scraps are collected weekly, representing the capture of 22.4% of food scraps in all kerbside collections (44 tonnes per week). Garden waste collected in kerbside organics service average at 70 tonnes per week, which is 66.4% of garden waste in all kerbside collections (106 tonnes per week).	
Resident satisfaction	72% of customers were either satisfied or very satisfied with the kerbside organics collection service according to Council's 2022 customer satisfaction survey.	

[25] *Assuming collection of a 140 L wheelie bin.*
[26] *Assuming collection of a 140 L landfill waste bin.*
[27] Waimakariri District Council Waste Assessment, 2024, Eunomia Research & Consulting

Appendix A Table 3 Hutt City Council

Service configuration		
	Container type	**Collection frequency**
Landfill waste	80 L/120 L/240 L wheelie bin	Weekly
Recycling	120/240 L wheelie bin 45 L glass only crate	Fortnightly
Organics	240 L wheelie bin (GO)	Four-weekly
Commentary		
Benefits and considerations	Average of 158 t of green materials diverted per month (unclear whether diverted or induced). Four-weekly frequency of green materials collection has been noted to not meet a significant amount of residents' needs. 43% suggested moving to a fortnightly service. 29% suggested four weekly in winter, and fortnightly in summer. There is a still a need to manage food materials with resident feedback noting, "introduce a compost bin as well so the council can compost (similar to Auckland). Home composting is difficult to manage."	
Cost to residents (organics)	$155.00	
Cost to residents (other kerbside services)	$322.00[28]	
Participation rates	29% of residents surveyed utilised the Council service and 14% of residents engaged a private green materials service.	
Diversion achieved	20% increase in diversion between 2020/21 to 2021/22following introduction of new kerbside collection services[29]. An average of 158 t of green material has been diverted per month since July 2021.	
Resident satisfaction	79% of residents were satisfied with the green materials kerbside collection service, which was a significant increase from 2023 (58% satisfaction).[30]	

[28] Assuming collection of a 120 L landfill waste bin
[29] Hutt City Council kerbside rubbish and recycling collection survey, 2023, PublicVoice
[30] Hutt City Council resident satisfaction survey 2024, Hutt City Council

Appendix A Table 4 South Taranaki District Council

Service configuration		
	Container type	**Collection frequency**
Landfill waste	120 L wheelie bin	Fortnightly
Recycling	140 L wheelie bin 60 L glass only crate	Fortnightly
Organics	23 L caddy (food only) 240 L wheelie bin (green only) (opt-in)	Weekly Four-weekly
Commentary		
Benefits and considerations	Kerbside food scraps collections were introduced on 1 October 2024, therefore limited information about the service is available.	
Cost to residents (organics)	$164.00[31]	
Cost to residents (other kerbside services)	$325.00	
Participation rates	31% of eligible properties use the green materials collection service[32].	
Diversion achieved	In 2021/22 kerbside collections captured an estimated 46% of organic waste 'available' in South Taranaki. The organic waste remaining in landfill bins at kerbside is made up of food organics (38% of total waste) and green materials (~10% of total waste).[33]	
Resident satisfaction	Not available.	

[31] For opt-in green only collection. Food scraps collection included in other kerbside services.
[32] South Taranaki District Council long term plan 2024-2034, solid waste supporting documents, South Taranaki District Council
[33] Taranaki Regional Waste Assessment, 2023, Tonkin + Taylor

Appendix A Table 5 Timaru District Council

Service configuration		
	Container type	**Collection frequency**
Landfill waste	140 L/240 L wheelie bin	Fortnightly
Recycling	140 L/240 L wheelie bin 80 L glass only wheelie bin	Fortnightly
Organics	140 L/240 L wheelie bin (FOGO)	Weekly
Commentary		
Benefits and considerations	The FOGO collection service contributes significantly toward the overall diversion rate. Residents are satisfied with the service and considering the capture of materials there is likely high participation and good set-out of FOGO bins.	
Cost to residents (organics)	$257.00[34]	
Cost to residents (other kerbside services)	$692.00[35]	
Participation rates	Not available.	
Diversion achieved	Timaru has achieved a diversion rate of 73% with the current kerbside service, of which is made up of 56% organics (12,693 tonnes diverted, 266 kg per person).[36]	
Resident satisfaction	The latest publicly available is for the 2021/22 year, which showed 92% of residents were satisfied with the FOGO collection service.[37]	

[34] *Assuming collection of 140 L wheelie bin.*
[35] *Assuming collection of 140 L bins for all services, based on extra bin fees for 2023/24*
[36] Timaru District Council Waste Management and Minimisation Plan 2024-2030, Morrison Low
[37] Timaru District Council Resident Satisfaction Survey, 2021, Key Research

Appendix A Table 6 Hamilton City Council

Service configuration		
	Container type	**Collection frequency**
Landfill waste	120 L wheelie bin	Weekly
Recycling	240 L wheelie bin 45 L glass only crate	Fortnightly
Organics	23 L caddy (food only)	Weekly
Commentary		
Benefits and considerations		
Cost to residents	Not available.	
Participation rates	Not available.	
Diversion achieved	Hamilton currently collects between 340 –400 t of food materials each month from the kerbside food scraps bins.[38] Food scraps make up approximately 14% of Hamilton's 44% diversion rate.	
Resident satisfaction	Not available.	

[38] Fight the landfill, Hamilton City Council, 2025

Appendix B. Multi-criteria assessments

B.1 Collection options

Appendix B Table 1 Option 1: No council provided service (status quo)

Criteria	Score	Evaluation
Value for money	Good	No new costs associated with transportation and collection outside of BAU. Unlikely to be any substantial costs at the drop-off sites as services are already operating. Potentially some costs in response to improving contamination issues at some sites. User pays gate fee for disposal of green materials will go some way to offset the processing costs. This option does not reduce landfill volumes or help meet emissions reduction targets, so there is potential for higher landfill levies. Residents have the opportunity to divert green materials if they choose through transfer stations and private green materials collections and food scraps through community organizations, alongside having access to information for how to compost food scraps if it is applicable to them. However, if they are unable to compost at home, they are required to dispose of food scraps in the landfill waste bin which comes at a cost.
Markets	Very poor	Current markets are working well to process green materials collected. Existing markets being accessed for the material produced. With no source separation, organic waste remains in landfill-bound waste.
Climate Change	Poor	Private GO services do not maximise the potential reduction in landfill based GHG emissions as only a portion of organic materials have potential to be diverted from landfill. Organic waste in landfill generates methane, a potent GHG. With no diversion, this option contributes significantly to emissions. Even with landfill gas capture, large volumes of food and green materials still decompose anaerobically, worsening climate outcomes. However, status quo means that no additional or new collection is required, therefore limiting any emissions associated with new collections. Some emissions from domestic vehicle transportation of material.
Diversion	Fair	Diversion and re-use of material is consistent with current diversion so very limited ability to improve tracking against or to meet any future diversion targets. GO limits processing opportunities, unless combined with other feedstocks. The potential for contamination, and current processes used, limits the potential markets being accessed. However, this is currently managed well by an educational approach by current provider.

Criteria	Score	Evaluation
		Green materials collected are utilised in a circular way (applied to land, mulched and sold). This approach misses out on circular economy opportunities and loses organic material as a resource.
Ease of implementation	Very good	Status quo so will work within existing system. No additional or specialist equipment or resource required. Good scalability and can respond to community needs. This option requires no change to current systems—no new contracts, infrastructure, or behaviour change. However, it delivers no new environmental or compliance benefits. It is the easiest path but not future proof.
Flexibility	Poor	Inconsistent volumes of material capture (as reliant on users and their frequency of drop-off) may impact ability to maintain a consistent processing option/output, unless combined with other feedstocks. Potential for contamination limits reprocessing and end market, and therefore resource recovery, opportunities. However as restricted to garden-based organics only cannot easily accept food organics / putrescibles if needed to respond to any future requirements regarding management / disposal of all organic materials.
Social value	Very poor	The current system is well established with some job creation. There are community led efforts across the districts which add community value. Offers minimal contribution to broader social or environmental outcomes. It perpetuates a “take-make-dispose” model and may disproportionately impact vulnerable communities located near landfills.
Equitable service	Poor	Simple to use but reliant on residents transporting materials to the drop off or arranging a private collection so some limitations on potential user uptake. Choice of green materials bin size makes it accessible to those who choose it, and it does not need to be regularly cleaned as garden-based organics have less odour problems than food organics. The current services available may not be easily accessible by all residents (e.g. renters unable to compost, or rural residents with fewer options). There is no targeted service for organics, so all households continue to rely on landfill disposal.
Policy compatibility	Poor	Is unlikely to have a significant impact on achieving targets or goals set out in the RWMMP.

Appendix B Table 2 Option 2: Weekly food only collections; using 23 L caddy

Criteria	Score	Evaluation
Value for money	Fair	Based on information from councils across the country FO collections have an indicative cost of $80-106/annum/household for a weekly collection if it is rates funded. The higher per tonne cost for FO collection reflects the typical collection methodology with higher upfront capital investment (in bespoke equipment vs potentially shared collection assets) and ongoing costs associated with manual handling. The strong emissions and landfill diversion benefit justifies the investment long term if supported by central government funding. Residents have the opportunity to divert green materials if they choose via the status quo services, and food organics through a FO collection (introduced service). This comes at additional cost - both financial and time as residents could have two different organics bins. However, diverting food organics from the landfill bin will create some opportunity for savings from landfill disposal depending on existing contractual or collection arrangements for that service. Changes (reduction) to collection frequency of landfill waste could also result in savings.
Markets	Fair	To be suitable for a range of end markets, FO are likely to require complimentary materials or multiple processing steps, e.g., pasteurisation or additional carbon inputs. FO are suitable for wet digestion or composting when combined with other materials. Digestate will require specific end markets or further processing to be suitable for some markets - potential outlets are not yet consistent or widespread, particularly in urban markets or where land application regulations are strict. Separated FO can enable more controlled mixing with other materials.
Climate Change	Fair	Diverting FO from landfill has the strongest impact on GHG reduction, as food organics are wet, rapidly decomposing, and highly methane-producing. While a FO collection will support diversion of food organic material from landfill it does not maximise the potential reduction in landfill based GHG emissions as only food-based organic materials are being diverted (alongside some garden based organic material via status quo services). A new collection will be required and thus will result in new transport-related emissions. Assuming a weekly collection service, there is a high frequency of collections for a smaller volume of organic materials being collected for FO collections, compared to a FOGO collection. There may be potential to offset some of this inefficiency from FO collection through the use of enclosed processing systems such as in vessel composters or anaerobic digesters, or reduced collection frequency of other waste streams.
Diversion	Good	A FO collection service will capture a larger volume of organic material compared with status quo. This service is less likely to induce significant amounts of material into the waste system, compared with a FOGO collection service. 'Food only' limits processing options, but opportunities are expanded when paired with garden waste feedstock. Physical contamination can be a challenge for FO collections. Paired with an effective behaviour change campaign and education resources, and decontamination approaches, the FO service is less likely to have contamination compared

Criteria	Score	Evaluation
		with a FOGO service.
Ease of implementation	Poor	Potential to be integrated into the current domestic collection and charging system, however alternative collection vehicles may be required (due to manual collection methodology) and will need to be captured as part of procurement. Runners are also likely to be needed, and H&S and resourcing availability will need to be considered. Note diversion of food organics material will likely impact landfill waste volumes being disposed and frequency of bin placement for those services. This may have consequential impacts on existing landfill waste collection contracts or disposal contracts. Depending on the processing solution, consolidation points may be required - while there is a good overall network of facilities and infrastructure, some may not be suitable or may need adjustment to be utilised for this use. Behaviour change (e.g. storing food scraps, odour concerns) can also be an initial challenge. Weather (wind) may be an issue with smaller bins.
Flexibility	Fair	FO collections' ability to flexibly respond to changes (for example a future ban on the disposal of green materials to landfill) is very limited. Specifically limited by volume and bin type. However, food organics volumes are relatively consistent year-round, allowing for more predictable collection and processing. Scaling up is possible but requires planning and infrastructure capacity.
Social value	Good	Current situation plus: Ability to also support business/hospitality and events FO collections alongside a residential service. Can support local processing facilities or regional anaerobic digestion facilities, which offer employment and potentially renewable energy. Potential to raise awareness of food scraps for individuals and families. Risk of negating the need community led initiatives, but this can be mitigated. Helps councils meet environmental and wellbeing goals.
Equitable service	Good	Food scraps are generated by all households, regardless of size, location, or housing type. This option is highly equitable, as it enables urban, apartment, and lower-income households — often without composting space — to divert food scraps. Requires careful service design for multi-unit dwellings and rural properties but has the greatest potential to level the playing field. The weekly frequency provides good flexibility and minimises the risk of odour and pest problems. The small capacity is easy to move and light. While 23 L bins on a weekly collection frequency is generally a sufficient capacity for most households, larger households may struggle with this bin size. Due to the manual nature of this collection methodology

Criteria	Score	Evaluation
		the only option for increased capacity is additional 23 L bins. Use of this type of bin will be new for most residents and will involve some degree of behaviour change but should not be less easy than home composting. For those new to separating food scraps there is the added challenge of dealing with an 'ick' factor. Residents will need to continue to manage green materials in other ways. Potential for additional complexities depending on how the service is charged for, but this would not be dissimilar to a) GW private service or b) recycling service.
Policy compatibility	Good	Good alignment with the RWMMP targets. There will be increased diversion of organic material from landfill but limited as only FO being targeted. Enables some flexibility to respond to any potential future changes in direction (i.e. removal of food organics from landfill). Potential to contribute to wider council visions through continuing to allow private sector collections for green materials.

Appendix B Table 3 Option 3: Four-weekly green only collections, using 240 L wheelie bin

Criteria	Score	Evaluation
Value for money	Fair	Based on information from councils across the country, a four-weekly GO indicative cost is $115 annum/household if it is rates funded. The lower frequency required for GO reduces the service cost. The provision of this service means that more residents have access to green materials diversion but may lead to more material being induced into the system that was previously dealt with on the property. It may reduce the use of drop-off locations. Some savings in landfill disposal likely but could be offset by increased processing cost of GO. Diversion of green materials alone offers limited emissions reduction, and diverting food organics would still be necessary to meet climate and waste minimisation targets.
Markets	Good	Clean green materials are readily compostable and there is well-established demand for the resulting mulch and compost, particularly in agriculture, viticulture, and landscaping. There are currently markets in place that are working well to process green materials collected and have capacity to accept more material. This stream has the strongest and most mature end markets, especially when contamination is low and processing is local.
Climate Change	Poor - Fair	GO does not maximise the potential reduction in landfill based GHG emissions as only garden based organic materials are being diverted from landfill. Green materials in landfill are less potent than food organics, as it breaks down more slowly and with less methane output. Diverting green materials does help, especially when used to create carbon-rich compost, but the climate impact is modest compared to food organics diversion. Limited additional or new collection is required, as this would likely be an expansion of a current service. This therefore limits any emissions associated with new collections. Some emissions from domestic vehicle transportation of material.
Diversion	Fair - Good	Diversion and re-use of material has ability to increase as no additional materials are being collected. Likely will induce more waste into the system that is currently being managed elsewhere. Therefore, limited ability to improve tracking against or to meet any future diversion targets. 'Garden organics only' limits processing opportunities, unless combined with other feedstocks, but separate collection allows controlled mixing of feedstocks. The potential contamination can be managed effectively via educational approach.
Ease of implementation	Fair	Green materials systems are relatively easy to roll out, especially where opt-in or user-pays services already exist. Collection is straightforward and contamination is typically lower. Infrastructure and processing facilities are more commonly available, making this option comparatively simple.
Flexibility	Good	Inconsistent volumes of material capture (as reliant on users and their frequency of drop-off) may impact ability to maintain a consistent processing option/output, unless combined with other feedstocks. Potential for contamination

Criteria	Score	Evaluation
		limits reprocessing and end market, and therefore resource recovery, opportunities. Has capacity to manage seasonal surges (e.g. spring pruning). Processors are accustomed to volume fluctuations and can handle changes in feedstock more easily than food organics systems. However, restricted to garden-based organics only cannot easily accept food organics if needed to respond to any future requirements regarding management / disposal of all organic materials.
Social value	Fair	Current situation plus: Added competitiveness with private sector provided service. Some potential job creation but likely overlap with existing services. Supports composting and local use of mulch/soil improvers, however, misses key opportunities linked to food organics, such as addressing food insecurity, reducing climate impact, and stimulating wider community change.
Equitable service	Fair	Simple to use but reliant on residents transporting materials to the drop off or arranging a private collection so some limitations on potential user uptake. If this is a council offered universally provided service would increase user uptake. Choice of green materials bin size makes it accessible to those who choose it, and it does not need to be regularly cleaned as garden-based organics have less odour problems than food organics. A universally provided service may just include those self-managing green materials. They may not include others who actually want the service (i.e., rural roads not likely to be included due to H&S). Seasonal changes in green materials volumes may not be catered for in bin sizes, but excess can be addressed through existing drop-off services. Green materials services typically benefit households with gardens, which skews access toward homeowners, suburban areas, and higher-income groups. Apartment dwellers and many renters are excluded by design.
Policy compatibility	Fair	Is unlikely to have a significant impact on achieving targets or goals set out in the RWMMP but may have some additional progress. Potential to contribute to wider council visions if working with private sector to offer collections for green materials. May provide additional local employment opportunities through larger contract for service if delivered by council.

Appendix B Table 4: Option 4: Weekly FOGO collections, using 80 L wheelie bin

Criteria	Score	Evaluation
Value for money	Good	Based on information from councils across the country FOGO collections have an indicative cost of $94-200/annum/household for a weekly collection if it is rates funded. FOGO collection service costs appear to be higher at a cost per household rate; however, material capture is higher than FO collection services so will likely be a similar or even lower cost per tonne overall. Depending on collection model selected, may be required to purchase new collection vehicles and ongoing costs associated with this. Additional cost pressures include the need for extensive processing infrastructure (e.g. anaerobic digestion), contamination risks, and bin provision. Residents have the opportunity to divert most of their organic waste in the same bin. The efficiency of this service is of notable benefit with minimal non-financial cost. If the resident already had a GO bin, it would be a similar routine, and if it is a new service for the resident, they are only taking on a single bin. Diverting food organics from the landfill bin will create some opportunity for savings depending on existing contractual or collection arrangements for that service.
Markets	Fair	When contamination is actively managed, FOGO material has potential to produce high-quality material when has adequate demand across the region. However, the presence of harmful chemicals, such as Clopyralid from grass clippings, will limit the options for output material use. Less control or flexibility in processing options where mixed FOGO inputs into process. Compost markets exist for landscaping, horticulture, and land rehabilitation, but oversupply and contamination can constrain uptake. Reliable end markets require investment in education and processing standards.
Climate Change	Very good	GHG reduction potential from FOGO collection service is understood to be higher than FO as the quantity of material diverted from landfill is maximised. While a new collection will result in new emissions, the higher volumes associated with a FOGO service will mean a greater decrease in emissions overall due to better efficiencies in collection of FOGO than FO - especially if materials are also processed in low-emissions, well-managed composting or digestion facilities. However, a universal collection risks replicating some existing services or approaches (i.e. home composting or commercial collections), so while there is potential for more material to be collected through such a service, this is not necessarily 'new' diverted material.
Diversion	Good	A FOGO collection service will capture a larger volume of material compared to a FO collection service given the wide range of material accepted in such collections and the larger bins used. However, with a FOGO service there is potential for more contamination compared to a FO service, such as clopyralid from glass clippings and other harmful chemicals which may impact potential end markets or use of material thereby limiting re-use opportunities across the district. Generally meaning that any compost material can only be used in certain applications such as non-edible

Criteria	Score	Evaluation
		applications. This option may induce material into the system that was previously managed outside of the system (i.e. reduced home composting of green or garden material) and may encourage the generation of more organic waste.
Ease of implementation	Fair	For FOGO collections the impact on other services is likely to be more significant. Where households currently utilise a private garden waste collection service this offering may become redundant (or undermined) if the FOGO bin provides adequate capacity to meet the household's needs. Similarly, the frequency and volume of material moving through the RRCs may change as households prefer to use the more convenient kerbside service instead. A FOGO collection will create competition for the private users but may also present an opportunity for service providers to expand their offering. FOGO typically provides more adaptability across a service. Would require a full system overhaul, significant infrastructure investment, and high operational costs. Managing contamination from co-collected streams would also be difficult.
Flexibility	Fair	The use of wheelie bins and the associated collection methodology enables flexibility of bin size to ensure all customers can use the bin in a way that best suits their needs e.g. households in standalone dwellings can be provided with food and garden material collection of varied sizes, whereas multi-unit dwellings or commercial customers can be provided with food organics only collection using the same bins and collection methodology. While it captures a broad range of material, this system is sensitive to changes in both volume and composition. Green materials have strong seasonal peaks, and co-collection increases the risk of contamination or imbalanced feedstock for composting. Scaling or modifying this service is complex and costly unless well-designed from the outset.
Social value	Good	Current situation plus: Added competitiveness with some overlap with private sector provided service. Some potential job creation. Risk of negating the need community led initiatives, but this can be mitigated. Supports the development of local composting hubs, enterprise partnerships, school and marae gardens, and broader community involvement. Strong alignment with Te Tiriti-based outcomes, regenerative land use, and circular economy development.
Equitable service	Good	The weekly frequency provides good flexibility. The FOGO wheelie bin removes the lifting hazard for the contractor but may be heavier than the alternative food only caddy for households to manoeuvre. Risk that excess capacity leads to less frequent presentation resulting in odour i.e. people will not fill 80 L weekly and opt to present the bin fortnightly. However, the mixture of food and green organics (rather than just food) helps to mitigate some odour potential from longer frequency collections.

Criteria	Score	Evaluation
		Use of this type of bin will be new for most residents and will involve some degree of behaviour change. For those new to separating food scraps there is the added challenge of dealing with an 'ick' factor. This type of bin will be harder to clean than a 23 L FO bin. Potential for additional complexities depending on how the service is charged for, but this would not be dissimilar to a) GW private service or b) recycling service. Equity depends on service flexibility — e.g., allowing food-only options or targeted support to ensure inclusion.
Policy compatibility	Very good	Well aligned to the RWMMP targets. There will be increased diversion of organic material from landfill with a broad range of organic material being diverted. Enables good flexibility to respond to any potential future changes in direction (i.e. removal of food, garden, or commercial organics from landfill). Potential to contribute to wider council visions if working with private sector to offer collections. May provide additional local employment opportunities through larger contract for service if delivered by council.

B.2 Processing option MCAs

Appendix B Table 5 Option 1 (status quo): Landfill + transfer stations. Assumes existing private GO collection

Criteria	Score	Evaluation
Value for money	poor	Currently, landfill waste is transported to be disposed of out of region, so this approach requires transport and gate-rate costs. Utilising existing infrastructure avoids the high costs associated with new capital investment.
Markets	Very poor	Not applicable for this processing option - additional or new end markets needed. Markets exist for organic material that is currently diverted.
Climate Change	Poor	No additional diversion of organics from landfill so no offsetting of emissions. Bonny Glen landfill in Rangitikei (where Wairarapa general waste is disposed) has an engineered landfill gas capture system that was upgraded in 2020. This means that some landfill-based GHG emissions are captured, but there are still transport based emissions from the round trip.
Diversion	Poor	No opportunity for resource recovery or re-use of organic material. No new diversion potential. Organics in the landfill will be taking up valuable space for other materials/wastes that cannot be diverted from landfill. This is likely to be a long-term challenge as the landfill capacity becomes more limited, thereby limiting landfill market/use. There are currently some benefits associated with small scale composting efforts (soil health promotes a circular economy) and existing medium scale processors. Organic material that is disposed of through kerbside landfill waste service is a lost resource, landfilled organic material taken out of region. This approach misses out on circular economy opportunities and loses organic material as a resource.
Ease of implementation	Very good	This fits into the current system (status quo) but is not ideal due to transport out of region. High investment would be required for this to be an option for in-region. Status quo fits within existing system. No additional or specialist equipment or resource required. Good scalability and can respond to community needs. This option requires no change to current systems—no new contracts, infrastructure, or behaviour change. However, it delivers no new environmental or compliance benefits. It is the easiest path but not future-proofed.
Flexibility	Very poor	Does not future proof local region for diverting new organic waste streams.
Permitting	Good	This fits into the current system (status quo), but landfill disposal is out of region and higher disposal volumes would

Criteria	Score	Evaluation
		consume landfill air space faster, leading to earlier landfill expansion and associated permits.
Social value	Poor	Limited potential to add social value, removes the possibility of using the soil enhancing properties of organic material Some job creation / retention for transport of material, but minimal.
Policy compatibility	Poor	Limited potential to meet current and future waste management goals / targets or contribute to wider council visions and priorities.

Appendix B Table 6 Processing – Option 2A: Small-medium scale community processing options. Assuming existing private GO collections and existing community collections

Criteria	Score	Evaluation
Value for money	Good	Upscaling existing composting systems is practical, and more feasible, compared to scaling up to more complex technologies (e.g. anaerobic digestion or WtE). Provides good community and social benefit, and financial support can be capped. This might look like supporting community collections with expanded infrastructure, or to set up a business FO collection. This approach would likely have capacity to manage within region organic waste diverted from kerbside landfill waste collections.
Markets	Fair	Potential challenges of quality control of compost and managing contamination with smaller operations. Market for end product (greater production of compost/end-product - is there enough demand/need for this locally). Likely small scale so could sell within the network / offer discounts to those in the community.
Climate Change	Poor	Processing organic material in close location to collection services reduces the transport emissions and costs associated with long-distance transport (e.g. to a processing facility outside of the local area). Emissions can only be reduced by limited community composting tonnages. Potential to expand collection area or include businesses, but this would impact processing facility.
Diversion	Fair	Supports existing systems in local community (e.g. local gardens, composting hubs, local composting facilities) which are likely already well-established and trusted by locals. Keeps the resource in the region. Diversion of FO tonnages from community collection. Current diversion of GO via transfer stations + private collections expected to remain. Potential to divert business FO to community composting initiatives. May only be able to process small volumes of FO, with less overall capture of organic waste (compared with larger scale processors / paired with local processors).
Ease of implementation	Good	High alignment with existing local systems. Relies on buy in from community groups. May require training and support of staff/community groups to manage operations effectively on a larger scale (H&S compliance, staffing) - majority of community practices rely on volunteers and funding/grants.

Criteria	Score	Evaluation
Flexibility	Fair	Flexibility is built into this option - working with community and private processors. Combination of community groups to take food scraps / green materials. Flexible as small scale but would be limited in the number of total tonnages that could be processed.
Permitting	Good	Resource consenting may be required for certain sites / to enable acceptance of food organics. If local processing sites are in close proximity to town there may be odour concerns from community - potential challenge if these services are upscaled).
Social value	Good	Creation of local employment opportunities + investment in skill and knowledge. Prioritises community composting groups, and local processors. Stakeholder engagement with community organisations highlighted the collective agreement / support for Councils to look at industrial scale solutions as well as community-based solutions. A wish for Wairarapa to retain the benefits of such an operation (e.g. soil enhancement, job creation, emissions reduction).
Policy compatibility	Fair	Resilience - by diversifying local waste processing infrastructure there is reduced reliance on larger, more centralised systems (increases infrastructure resilience locally).

Appendix B Table 7 Option 2B: Small-medium scale community processing options. Assumes FO collection service

Criteria	Score	Evaluation
Value for money	Good – very good	Upscaling existing composting systems are practical, and more feasible, compared to scaling up to more complex technologies (e.g. anaerobic digestion or Waste to Energy). Provides good community and social benefit, and financial support can be capped. This might look like supporting community collections with expanded infrastructure, or to set up a business FO collection. Private processors could be supported to gain resource consent to process food (assuming residential FO collection is in place). This approach would likely have capacity to manage within region organic waste diverted from kerbside landfill waste collections.
Markets	Poor	Potential challenges of quality control of compost and managing contamination with smaller operations. Market for end product (greater production of compost/end-product - is there enough demand/need for this locally). Stakeholder engagement indicates markets are available. May also need to source more carbon-based product to mix with FO.
Climate Change	Fair	Processing organic material in close location to collection services reduces the transport emissions and costs associated with long-distance transport (e.g. to a processing facility outside of the local area). Emissions from processing solutions provided by existing private operators would be lower than landfill (but not net positive) and less embodied carbon as no significant new infrastructure needed. FO collection supports diversion of food organics from landfill but does not capture / divert garden organics. Relies on GO feedstock. Having two collections (FO + GO) creates higher transport emissions, with two (likely different) collection vehicles required. Weekly FO collection requires higher frequency than GO, with lower quantity of material being collected.
Diversion	Good	Supports existing systems in local community (e.g. local gardens, composting hubs, local composting facilities) which are likely already well-established and trusted by locals. Keeps the resource in the region. Enables private processors to expand into new markets. Diversion of FO tonnages from residential collection. Current diversion of GO via transfer stations + private collections expected to remain.

Criteria	Score	Evaluation
		Potential to divert business FO to community composting initiatives. May only be able to process small to medium volumes of FO, with less overall capture of organic waste (compared with larger scale processors / paired with local processors). Relies on what infrastructure is in place for local processors.
Ease of implementation	Fair	High alignment with existing local systems. Relies on buy in from community groups + processors. May require training and support of staff/community groups to manage operations effectively on a larger scale (H&S compliance, staffing) - majority of community practices rely on volunteers and funding/grants. May require upgrades to manage FO within existing processing system.
Flexibility	Fair – good	Flexibility is built into this option - working with community and private processors. Food organics volumes are relatively consistent year-round, allowing for more predictable processing. Scaling up is possible but requires planning and infrastructure capacity.
Permitting	Fair	Resource consenting may be required for certain sites / to enable acceptance of food organics. If local processing sites are a close proximity to town there may be odour concerns from community - potential challenge if these services are upscaled. Existing local processing site may have difficulty obtaining consent due to location in flight path and risk of bird strike.
Social value	Very good	Creation of local employment opportunities + investment in skill and knowledge. Prioritises community composting groups, and local processors. Stakeholder engagement with community organisations highlighted the collective agreement / support for Councils to look at industrial scale solutions as well as community-based solutions. A wish for Wairarapa to retain the benefits of such an operation (e.g. soil enhancement, job creation, emissions reduction).
Policy compatibility	Good	Resilience - by diversifying local waste processing infrastructure there is reduced reliance on larger, more centralised systems (increases infrastructure resilience locally). Good alignment with the RWMMP targets. There will be increased diversion of organic material from landfill but limited as only FO being targeted. Enables some flexibility to respond to any potential future changes in direction (i.e., removal of food organics from landfill). Potential to contribute to wider council visions through continuing to allow private sector collections for green materials.

Appendix B Table 8 Option 2C: Small-medium scale community processing options. Assumes FOGO collection service

Criteria	Score	Evaluation
Value for money	Good	Upscaling existing composting systems are practical, and more feasible, compared to scaling up to more complex technologies (e.g. anaerobic digestion or Waste to Energy). Provides good community and social benefit, and financial support can be capped. This might look like supporting community collections with expanded infrastructure, or to set up a business collection. Private processors could be supported to gain resource consent to process food (assuming residential FOGO collection is in place). This approach would likely have capacity to manage within region organic waste diverted from kerbside landfill waste collections.
Markets	Fair	Potential challenges of quality control of compost and managing contamination with smaller operations. Market for end product (greater production of compost/end-product - is there enough demand/need for this locally). Stakeholder engagement indicates markets are available. By collecting FOGO, carbon source is available to manage ratio of FO to GO.
Climate Change	Good	Processing organic material in close location to collection services reduces the transport emissions and costs associated with long-distance transport (e.g. to a processing facility outside of the local area). Emissions from processing solutions provided by existing private operators would be lower than landfill (but not net positive) and less embodied carbon as no significant new infrastructure needed. A universal FOGO collection risks replicating some existing services or approaches (i.e. home composting or commercial collections), so while there is potential for more material (and related emissions reduction) to be collected through such a service this is not necessarily 'new' diverted material.
Diversion	Good – very good	Supports existing systems in local community (e.g. local gardens, composting hubs, local composting facilities) which are likely already well-established and trusted by locals. Keeps the resource in the region. Enables private processors to expand into new markets. Diversion of FOGO tonnages from residential collection. The current diversion of GO via transfer stations drop off is expected to shift to FOGO bin + private collections expected to remain but capture in FOGO bin. Potential to divert business FO to community composting initiatives. Risk of inducing additional material into the system. May only be able to process small to medium volumes of FOGO, with less overall capture of organic waste (compared

Criteria	Score	Evaluation
		with larger scale processors / paired with local processors). Relies on what infrastructure is in place for local processors.
Ease of implementation	Fair	High alignment with existing local systems. Relies on buy in from community groups + processors. May require training and support of staff/community groups to manage operations effectively on a larger scale (H&S compliance, staffing) - majority of community practices rely on volunteers and funding/grants. May require upgrades to manage FO portion of FOGO within existing systems.
Flexibility	Fair	Flexibility is built into this option - working with community and private processors. Scaling up is possible but requires planning and infrastructure capacity. Seasonal variability in FOGO volumes but well known and managed within existing systems.
Permitting	Fair	Resource consenting may be required for certain sites / to enable acceptance of food organics. If local processing sites are in close proximity to town there may be odour concerns from community - potential challenge if these services are upscaled. Existing local processing site may have difficulty obtaining consent due to location in flight path and risk of bird strike.
Social value	Very good	Creation of local employment opportunities + investment in skill and knowledge. Prioritises community composting groups, and local processors. Stakeholder engagement with community organisations highlighted the collective agreement / support for Councils to look at industrial scale solutions as well as community-based solutions. A wish for Wairarapa to retain the benefits of such an operation (e.g. soil enhancement, job creation, emissions reduction).
Policy compatibility	Very good	Resilience - by diversifying local waste processing infrastructure there is reduced reliance on larger, more centralised systems (increases infrastructure resilience locally). Well aligned to the RWMMP targets. There will be increased diversion of organic material from landfill with a broad range of organic material being diverted. Enables good flexibility to respond to any potential future changes in direction (i.e. removal of food, garden, or commercial organics from landfill). Potential to contribute to wider council visions if working with private sector to offer collections. May provide additional local employment opportunities through larger contract for service if delivered by council.

Appendix B Table 9 Option 3A: Small to medium scale utilising private processors. Assumes FO collection service

Criteria	Score	Evaluation
Value for money	Fair - good	Private sector has technical expertise, operational efficiency, and ability to scale relatively quickly (and already have established infrastructure and/or processing practices). Allows for Council to take on an enabler/regulatory role rather than direct management e.g., support to get correct consenting / funding for expanded infrastructure. Financial support can be capped. This approach would likely have capacity to manage within region organic waste diverted from kerbside landfill waste collections but may lose community network.
Markets	Fair	Market dependency - vulnerability to market fluctuations by private providers may affect viability long-term/throughout different periods. Relies on arrangement with local processors to ensure there is a reliable processing facility. Markets are outside of control of Council - they do not take on risk. Council could support this market by using this compost product in their parks.
Climate Change	Good	Diverting FO from landfill has the strongest impact on GHG reduction, as food organics are wet, rapidly decomposing, and highly methane-producing. Will likely require pairing with GO as existing local processors are better suited to GO/FOGO. Emissions from processing solutions provided by existing private operators would be lower than landfill (but not net positive) and less embodied carbon if no significant new infrastructure is needed. There may be potential to offset some inefficiencies from FO collection through the use of enclosed processing systems such as in vessel composters, or reduced collection frequency of other waste streams.
Diversion	Fair – good	Keeps the resource in the region. Enables private processors to expand into new markets. Diversion of FO tonnages from residential collection. Current diversion of GO via transfer stations + private collections expected to remain. Less potential to divert business FO to community composting initiatives. May only be able to process small to medium volumes of FO, with less overall capture of organic waste (compared with larger scale processors / paired with local processors). Relies on what infrastructure is in place for local processors.
Ease of	Fair – good	Issues with contamination in organic waste such as food scraps can be a challenge that impacts successful collection

Criteria	Score	Evaluation
implementation		and processing at private sites (e.g. for composting). High alignment with existing local systems. Relies on buy-in from processors. May require upgrades to manage FO within the existing processing system.
Flexibility	Fair	Coordination - will need well-established frameworks to manage relationships, contracts, performance monitoring.
Permitting	Fair	Resource consenting may be required for certain sites / to enable acceptance of food organics. Odour (if private processing sites are in close proximity to town there may be odour concerns from community - potential challenge if these services are upscaled further). Existing local processing site may have difficulty obtaining consent due to location in flight path and risk of bird strike.
Social value	Good	Creation of local employment opportunities + investment in skill and knowledge. Prioritises local processors but does not support community processing options. Stakeholder engagement with community organisations highlighted the collective agreement / support for Councils to look at industrial scale solutions as well as community-based solutions. A priority for Wairarapa to retain the benefits of such an operation (e.g. soil enhancement, job creation, emissions reduction).
Policy compatibility	Fair – good	Good alignment with the RWMMP targets. There will be increased diversion of organic material from landfill but limited as only FO being targeted. Enables some flexibility to respond to any potential future changes in direction (i.e., removal of food organics from landfill). Potential to contribute to wider council visions through continuing to allow private sector collections for green materials.

Appendix B Table 10 Option 3B: Small to medium scale utilising existing private processors. Assumes FOGO collection service

Criteria	Score	Evaluation
Value for money	Good	Private sector has technical expertise, operational efficiency, and ability to scale relatively quickly (and already have established infrastructure and/or processing practices). Allows for Council to take on an enabler/regulatory role rather than direct management. Financial support can be capped. This approach would likely have capacity to manage within region organic waste diverted from kerbside landfill waste collections but may lose community network.
Markets	Fair	Market dependency - vulnerability to market fluctuations by private providers may affect viability long-term/throughout different periods. Relies on arrangement with local processors to ensure there is a reliable processing facility. Markets are outside of control of Council - they do not take on risk. Council could support this market by using this compost product in their parks.
Climate Change	Very good	FOGO service captures the widest range of organics, maximising landfill diversion and associated emissions. Emissions from processing solutions provided by existing private operators would be lower than landfill (but not net positive) and less embodied carbon if no significant new infrastructure is needed. A universal FOGO collection risks replicating some existing services or approaches (i.e. home composting or commercial collections), so while there is potential for more material to be collected through such a service, this is not necessarily 'new' diverted material.
Diversion	Good	Keeps the resource in the region. Enables private processors to expand into new market. Diversion of FOGO tonnages from residential collection. The current diversion of GO via transfer stations drop off is expected to shift to FOGO bin + private collections expected to remain but capture in FOGO bin. Less potential to divert FO via community systems. Risk of inducing additional material into the system. May only be able to process small to medium volumes of FOGO, with less overall capture of organic waste (compared with larger scale processors / paired with local processors). Relies on what infrastructure is in place for local processors.
Ease of implementation	Fair – good	Issues with contamination in organic waste such as food scraps can be a challenge that impacts successful collection and processing at private sites (e.g. for composting).

Criteria	Score	Evaluation
		High alignment with existing local systems. Relies on buy-in from processors. May require upgrades to manage FO portion of FOGO within existing systems.
Flexibility	Fair – good	Coordination - will need well-established frameworks to manage relationships, contracts, performance monitoring.
Permitting	Fair	Resource consenting may be required for certain sites / to enable acceptance of food organics. Odour (if private processing sites are in close proximity to town there may be odour concerns from community - potential challenge if these services are upscaled further). Existing local processing site may have difficulty obtaining consent due to location in flight path and risk of bird strike.
Social value	Fair – good	Creation of local employment opportunities + investment in skill and knowledge. Prioritises local processors but does not support community processing options. May also impact private green materials collectors if a council service is introduced. Stakeholder engagement with community organisations highlighted the collective agreement / support for Councils to look at industrial scale solutions as well as community-based solutions. A wish for Wairarapa to retain the benefits of such an operation (e.g. soil enhancement, job creation, emissions reduction).
Policy compatibility	Good – very good	Well aligned to the RWMMP targets. There will be increased diversion of organic material from landfill with a broad range of organic material being diverted. Enables good flexibility to respond to any potential future changes in direction (i.e. removal of food, garden, or commercial organics from landfill). Potential to contribute to wider council visions if working with private sector to offer collections. May provide additional local employment opportunities through larger contract for service if delivered by council.

Appendix B Table 11 Option 4A: Utilise current large-scale facilities outside of the region. Assumes FO collection service

Criteria	Score	Evaluation
Value for money	Fair – good	Facilities are already operational and can handle large volumes of waste (i.e. existing/immediate capacity). Vs cost of transport + disposal fee. This would vary depending on the chosen processing solution. May require investment in local consolidation infrastructure for bulk transport. No CAPEX infrastructure investment required for processing. Dependency on external providers (reliant on continued availability of the processing and pricing changes). Lose ability to keep resources in region.
Markets	Very good	Larger-scale facilities have high quality processing and quality control, and established end markets for product. Councils do not take on this market risk.
Climate Change	Good	Additional transport emissions for taking organic material to the site. Reduced emissions from organic material going to landfill. Emissions from processing solutions provided by existing out-of-region solutions would be lower than landfill and potentially net positive (i.e. Anaerobic Digestion) and less embodied carbon if no significant new infrastructure needed. May be some embodied carbon associated with new local consolidation facility for bulk transport. There may be potential to offset some inefficiencies from FO collection using enclosed processing systems such as in vessel composters or anaerobic digesters, or reduced collection frequency of other waste streams.
Diversion	Fair – good	Loss of local resource value (does not provide new opportunities for community hubs and systems, local nutrients/soil health) and takes the resource out of the region. Will be able to process larger volumes of FO but does not maximise diversion potential of GO through local systems. So less overall capture and processing of organic material compared to FOGO. Potentially higher quality end products produced and returned back to organic circular systems (although not local).
Ease of implementation	Fair	May require negotiation with large scale facility to agree price per tonne. May require coordination / new infrastructure for consolidation for bulk haul transport out of region.
Flexibility	Fair – good	Flexibility in processing options is limited to those available in other regions. More processing options available for FO c.f. FOGO. This option does not have a lot of resilience within Councils control.
Permitting	Very good	Have existing regulatory compliance (already hold consents and are compliant with environmental regulations).
Social value	Poor	Limits community engagement in local waste solutions (e.g. local education, job creation).

Criteria	Score	Evaluation
		Limits ability to address local priorities/values in having a local processing solution, which were highlighted during the stakeholder engagement period.
Policy compatibility	Fair – good	Good alignment with the RWMMP targets. There will be increased diversion of organic material from landfill but limited as only FO being targeted. Enables some flexibility to respond to any potential future changes in direction (i.e., removal of food organics from landfill). Potential to contribute to wider council visions through continuing to allow private sector collections for green materials. Less resilience through use of out-of-region facility.

Appendix B Table 12 Option 4B: Utilise current large-scale facilities outside of the region. Assumes FOGO collection service

Criteria	Score	Evaluation
Value for money	Fair – good	Facilities are already operational and can handle large volumes of waste (i.e. existing/immediate capacity). Vs cost of transport + disposal fee. This would vary depending on the chosen processing solution. May require investment in local consolidation infrastructure for bulk transport. No CAPEX infrastructure investment required for processing. Dependency on external providers (reliant on continued availability of the processing and pricing changes). Lose ability to keep resources in region.
Markets	Very good	Larger-scale facilities have high quality processing and quality control, and established end markets for products. Councils do not take on this market risk.
Climate Change	Fair – good	Additional transport emissions for taking organic material to the site. Reduced emissions from organic material going to landfill. Emissions from processing solutions provided by existing out of region solutions would be lower than landfill, however processing options have less potential to be carbon neutral or net positive. And less embodied carbon if no significant new processing infrastructure is needed. May be some embodied carbon associated with new local consolidation facility for bulk transport. A universal FOGO collection risks replicating some existing services or approaches (i.e. home composting or commercial collections), so while there is potential for more material to be collected through such a service this is not necessarily 'new' diverted material.
Diversion	Good	Loss of local resource value (does not provide new opportunities for community hubs and systems, local nutrients/soil health) and takes the resource out of the region. Will be able to process larger volumes of FOGO, maximising diversion potential. Higher overall capture and processing of organic material compared to FO or smaller private local processors. Potentially higher quality end products produced and returned back to organic circular systems (although not local).
Ease of implementation	Fair	May require negotiation with large scale facility to agree price per tonne. May require coordination / new infrastructure for consolidation for bulk haul transport out of region.
Flexibility	Fair	Flexibility in processing options is limited to those available in other regions, with less processing options available compared to FO. This option does not have a lot of resilience within Councils control.
Permitting	Very good	Have existing regulatory compliance (already hold consents and are compliant with environmental regulations).

Criteria	Score	Evaluation
Social value	Poor	Limits community engagement in local waste solutions (e.g. local education, job creation). Limits ability to address local priorities/values in having a local processing solution, which were highlighted during the stakeholder engagement period.
Policy compatibility	Good – very good	Well aligned to the RWMMP targets. There will be increased diversion of organic material from landfill with a broad range of organic material being diverted. Enables good flexibility to respond to any potential future changes in direction (i.e. removal of food, garden, or commercial organics from landfill). Potential to contribute to wider council visions if working with private sector to offer collections. May provide additional local employment opportunities through larger contract for service if delivered by council. Less resilience through use of out-of-region facility.

Appendix B Table 13 Option 5A: Establish a large-scale processing facility within the region to accept waste from out of region also. Assumes FO collection service

Criteria	Score	Evaluation
Value for money	Fair – good	Wairarapa is strategically located/positioned to serve both local communities and nearby urban areas (Wellington, Hutt Valley, Manawatu-Whanganui, etc.). New facilities/infrastructure has potential to scale with demand and can incorporate newer advanced technologies (e.g. in-vessel composting). Requires significant investment in infrastructure - could utilise WMF funding and get buy in from out-of-region users. Potential revenue opportunities (e.g. tipping fees, end-product market for compost or biofertiliser, energy generation). Lower transport costs as it is an in-region solution.
Markets	Poor – fair	Larger-scale facilities have high quality processing and quality control. Councils will need to confirm established and resilient markets for output. Greater diversity for processing solutions for FO resulting in more options for markets. Councils hold the risk.
Climate Change	Good – very good	Reduced transport emissions for Wairarapa Councils as organic material remains in the region, however, will lead to additional emissions from material being brought in from out of region. The ability to choose processing facility that best reflects priorities and desires of the region. Scale allows potential to offset inefficiency through enclosed processing systems. There may be potential to offset some inefficiencies from FO collection using enclosed processing systems such as in vessel composters or anaerobic digesters, or reduced collection frequency of other waste streams.
Diversion	Good	Keeps the resource, and brings in additional resources, into the region. Enables private processors to expand into new markets. Will be able to process larger volumes of FO but does not maximise diversion potential of GO through local systems. So less overall capture and processing of organic material compared to FOGO. Potentially higher quality end products produced and returned back to organic circular systems locally.
Ease of implementation	Poor	Challenging to implement processing solutions in-region. Requires significantly high capital investment and risk - could utilise WMF funding. Has a long lead time (planning, consents, building/development). Would require short-term options in the meantime

Criteria	Score	Evaluation
		if wanting to provide organic processing soon. Operational complexity (coordination with multiple councils, contamination control, logistics). Relies on other inputs organic waste sources from partner councils to feed into a good investment in infrastructure.
Flexibility	Fair	Relies on other input organic waste sources from partner councils to feed into a good investment in infrastructure. Able to design a purpose-built facility that could future proof changes in material streams, but depending on processing solution may not enable separately collected GO to be processed (i.e., vermiculture or anaerobic digestion).
Permitting	Poor	Extensive planning / consents / building development required. Odour (if private processing sites are in close proximity to town there may be odour concerns from community - potential challenge if these services are upscaled further).
Social value	Good	Potential to promote regional economic development (creates local jobs, stimulates investment in Wairarapa). Reflects priorities/general support raised during stakeholder engagement period (preferably for a local processing solution).
Policy compatibility	Fair – good	Good alignment with the RWMMP targets. There will be increased diversion of organic material from landfill but limited as only FO being targeted. Enables some flexibility to respond to any potential future changes in direction (i.e., removal of food organics from landfill). Potential to contribute to wider council visions through continuing to allow private sector collections for green materials. Improved resilience through local facility.

Appendix B Table 14 Option 5B: Establish a large-scale processing facility within the region to accept waste from out of region also. Assumes FOGO collection service

Criteria	Score	Evaluation
Value for money	Fair – good	Wairarapa is strategically located/positioned to serve both local communities and nearby urban areas (Wellington, Hutt Valley, Manawatu-Whanganui, etc.). New facilities/infrastructure has potential to scale with demand and can incorporate newer advanced technologies (e.g. in-vessel composting). Requires significant investment in infrastructure - could utilise WMF funding and get buy in from out-of-region users. Potential revenue opportunities (e.g. tipping fees, end-product market for compost or biofertiliser, energy generation). Lower transport costs as it is an in-region solution.
Markets	Poor	Larger-scale facilities have high quality processing and quality control. Councils will need to confirm established and resilient markets for output. Markets for FOGO likely restricted to composting processing solutions, but markets for these are well tested in NZ. Councils hold the risk.
Climate Change	Good	Reduced transport emissions for Wairarapa Councils as organic material remains in the region, however, will lead to additional emissions from material being brought in from out of region. Ability to choose processing facility that best reflects priorities and desires of the region. Scale allows potential to offset inefficiency through enclosed processing systems. A universal FOGO collection risks replicating some existing services or approaches (i.e. home composting or commercial collections), so while there is potential for more material to be collected through such a service this is not necessarily 'new' diverted material.
Diversion	Good – very good	Keeps the resource, and brings in additional resources, into the region. Enables private processors to expand into new markets. Will be able to process larger volumes of FOGO, maximising diversion potential. Higher overall capture and processing of organic material compared to FO or smaller private local processors. Potentially higher quality end products produced and returned back to organic circular systems locally.
Ease of implementation	Poor	Challenging to implement processing solution in region. Requires significantly high capital investment and risk - could utilise WMF funding.

Criteria	Score	Evaluation
		Has a long lead time (planning, consents, building/development). Would require short-term options in the meantime if wanting to provide organic processing soon. Operational complexity (coordination with multiple councils, contamination control, logistics). Relies on other input organic waste sources from partner councils to feed into a good investment in infrastructure.
Flexibility	Fair – good	Relies on other input organic waste sources from partner councils to feed into a good investment in infrastructure. FOGO as feedstock reduces potential processing options but able to design a purpose-built facility that could future proof changes in material streams and flexibility in material streams accepted.
Permitting	Poor	Extensive planning / consents / building development required. Odour (if private processing sites are in close proximity to town there may be odour concerns from community - potential challenge if these services are upscaled further).
Social value	Good	Potential to promote regional economic development (creates local jobs, stimulates investment in Wairarapa). Reflects priorities/general support raised during stakeholder engagement period (preferably for a local processing solution).
Policy compatibility	Good – very good	Well aligned to the RWMMP targets. There will be increased diversion of organic material from landfill with a broad range of organic material being diverted. Enables good flexibility to respond to any potential future changes in direction (i.e. removal of food, garden, or commercial organics from landfill). Potential to contribute to wider council visions if working with private sector to offer collections. May provide additional local employment opportunities through larger contract for service if delivered by council. Improved resilience through local facility.

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7.8 UPDATE ON OPERATIONAL CONSENTS

1. PURPOSE

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

2. SIGNIFICANCE

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

3. DISCUSSION

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

4. CONSENTS

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

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

Consent	Expiry	Status	Risks
Kaipaitangata Surface Water Take	2013	Updated AEE discussed with GWRC and stakeholders. Ongoing discussion. The submission is planned for this year. Staff started to engage with various stakeholders. The 2012 application is on hold. We are reapplying with updated information for the Natural Resources Plan. Te Tini o Ngāti Kahukuraawhitia engagement is in progress and awaiting response.	Low flow restrictions We are requesting a 20-year consent; however are still awaiting a decision on this.
Carterton Landfill	2016	The 2014 application is on hold. Staff contacted GWRC to discuss the pond desludging requirements over the next 3 years. Communication with GWRC has indicated that an updated AEE is required.	Restrictions on sludge disposal. Unknown risk for unlined cells and what may be required for monitoring. Potentially, a new AEE is required, as the last AEE was undertaken in 2015. The reasons for the new AEE are: - Regulatory and Policy Framework Updates since 2015. - Changes in Environmental Conditions and Risks - Best Practice and Technical Advancements. - Actual and potential effects are difficult to ascertain, given the lack of information supplied and the inconsistencies within the 2015 AEE document. Officers have engaged a consultant to review and update the existing Assessment of Environmental Effects (AEE) to ensure it aligns with the now-operative Natural Resources Plan (NRP). A meeting with the consultant has been scheduled for next week to discuss key matters before further work is advanced. The consultant has indicated that while initial progress has been made, some aspects of the draft AEE require clarification and refinement to ensure accuracy and robustness. They have also signalled that certain assumptions in the draft may need to be reconsidered to better reflect their potential effects. The preferred approach remains to review and update the existing AEE rather than prepare a completely new assessment. It is expected that this will satisfy Greater Wellington Regional Council's (GWRC) requirement for a new AEE while avoiding unnecessary duplication of work.

Consent	Expiry	Status	Risks
Taratahi Water Race	30 June 2023	The 2023 application with updated questions has been returned to GWRC officers. Meetings are planned with GWRC to discuss the further information they have requested. Currently in the process of addressing the outstanding information and assessment deficiencies. Discussion with experts is ongoing. A Principal Ecologist (Consultant) has been engaged to conduct ecological surveys of the water races for the purpose of consent renewal. This survey is scheduled to be carried out in the second week of September. Given that the budget was set in the previous LTP and the increased cost of providing information, officers will need to request a budget increase at the next council meeting.	Restrictions during low flow and the amount of monitoring required. We are requesting a 20-year consent and are still awaiting a decision on this. The costs for consenting.
Carrington Water Race	30/6/2023	See above	
Frederick St groundwater take	30/9/2034	Current	Nitrate levels are still within limits. However, a change in legislation could compromise this.
Waingawa swamp cleaning	3/9/2023	Expired; included in the Water Race consent application	
Wastewater discharge	17/1/2053	Current; multiple consents	• Capacity for population growth
Stormwater	15/8/2027	Current; Monitoring consent to create stormwater management strategy	Roading run-off treatment

5. RENEWAL PROGRESS

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

- The water race consents (which are consented separately but being processed concurrently) remain on hold under Section 92. The 2023 application, which includes updated questions, has been returned to GWRC officers, and meetings are planned with GWRC to discuss the further information they are requesting. GWRC officers have indicated that the effects of the takes from streams and groundwater are likely to be more than minor, and the AEE submitted contains deficiencies and is considered insufficient. The process of addressing the outstanding information and assessment deficiencies is underway, with ongoing discussions involving technical experts. A Principal Ecologist (Consultant) has been engaged to conduct ecological surveys of the water races to support the consent renewal process. The survey is scheduled to be carried out in the second week of September 2025.
- The updated application for the Kaipatangata has been on hold since 2015 while different strategies were considered by the Council on the use of the Frederick St Water Treatment Plant and the Kaipatangata supply. Council staff have drafted a replacement AEE that is evaluated against the objectives, policies, and rules of the Natural Resources Plan. Preliminary discussions with the Regional Council were encouraging, however the last email correspondence indicated the GWRC policy team had advised that because the Mangatārere Stream is over-allocated, that only a 5-year consent is possible. Te Tini o Ngāti Kahukuraawhitia engagement is in progress and we are awaiting aresponse.
- The landfill consent for the closed landfill requires renewal, with GWRC advising that a new AEE is needed. Officers have engaged a consultant to review and update the existing AEE in line with the operative Natural Resources Plan (NRP). Work is underway, with a meeting scheduled next week to progress key matters.
- As storage volumes approached capacity, CDC was required to consider emergency discharge options in the absence of rainfall sufficient to lift the Mangatārere Stream to the consented flow rate. Officers proactively engaged with GWRC in advance, outlining the operational constraints and seeking advice on the appropriate course of action should an emergency discharge become necessary. GWRC confirmed that land irrigation was the preferred initial option, with discharge to water permissible if site conditions gave rise to adverse effects such as ponding or odour. Acting on this guidance, CDC commenced land irrigation in a controlled manner while closely monitoring conditions on site. Following significant rainfall, flows in the Mangatārere Stream subsequently rose well above the required dilution threshold, enabling discharge to water to resume in full compliance with consent conditions.

6. CONSIDERATIONS

6.1 Climate change

N/A.

6.2 Tāngata whenua

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

6.3 Financial impact

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

7. RECOMMENDATION

That the Committee:

1. **Receives** the report.

File Number: **480945**

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

Attachments: **Nil**

7.9 UPDATE ON MAJOR PROJECTS

1. PURPOSE

To update the Committee on the progress of major projects.

2. SIGNIFICANCE

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

3. BACKGROUND

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

4. DISCUSSION

4.1 Waingawa Process Water

4.1.1 FINANCE

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

ACTUAL COST **$2,725,000**

All major construction has been completed, and practical completion was achieved on Wednesday, 20/08/2025 and pumps were commissioned on the same day. The grand opening and ribbon-cutting ceremony is planned for the 22nd of September 2025.

Officers are very pleased with the performance of all suppliers involved in delivering this landmark project on time and on budget.

There are already 4 process water connections in the Waingawa Industrial Park. The completion of this project opens many opportunities for the future of the industrial park.

Image 1 - Pump Station (1)

Image 2 – Pump Station (2)

Image 3 - Pump Inlet System (3)

Image 4 - Pump House

Image 5 - Inlet pipe to reservoir

4.2 Brooklyn Road Watermain Replacement

4.2.1 FINANCE

TOTAL BUDGET **$2,430,000.00**
COST TO DATE **$2,039,014.16.**

Officers are waiting for final claim, however is confident, that the work was completed withing the approved budget.

Progress

This contract has been completed and Practical Completion achieved on Thursday, 28/8/2025.

Image 6 - Brooklyn Road Water Main Replacement Linking to old main

Image 7 - Brooklyn Water Main Replacement – Linking to old main

4.5 Depot Ablution Block

The old toilets in the depot offices have been removed.

We await a quote to refurbish the inside to create more office space.

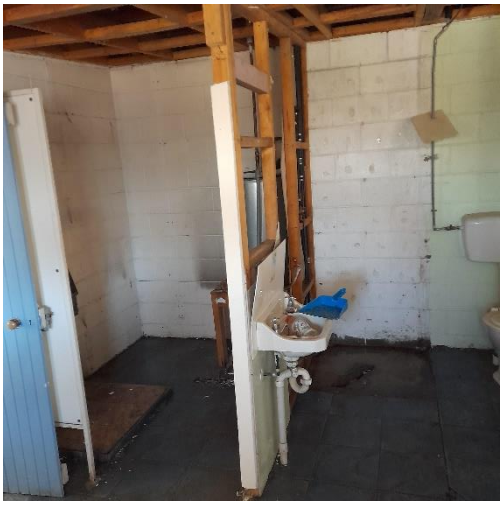


Image 8 - Demolition Process

4.6 Frederick Street Treatment Plant Building Upgrade

The foundations and floor have been installed, and the wall construction is in process.

Image 9 - Frederick Street Treatment Plant Building Upgrade (1)

Image 10 - Frederick Street Treatment Plant Building Upgrade (2)

Image 11 - Frederick Street Treatment Plant Building Upgrade (3)

4.7 Waste Water Treatment Plant: Sewage Sludge Composting Pilot Programme - Pond 3

The first Phase of the Sludge Removal has been completed. 600 Tonnes of sludge were removed from Pond 3 and mixed with 500m^3 mulch. This material was stacked into windrows on site and is now in the process of being allowed to compost. This is a three month process whereafter testing will be done to establish the progress and feasibility of the composting process.

Image 12 - Sludge Removal (1)

Image 13 - Sludge Removal (2)

Image 14 - Sludge Removal

Image 15 - Composting Process

4.8 Backflow Prevention

G&C Diggers is about to start installing backflow preventers in the area to bring CDC in line with The Water New Zealand Backflow Prevention for Drinking Water Supplies Code of Practice.

The council has to decide how the backflow preventers will be funded.

4.9 New Toilets

A Streamline roof canopy was successfully installed in the depot between the old office building and the new toilet block. We are also in the process of demolishing the old toilets to create more office space. All of these works are being delivered under the approved budget for the toilet upgrade.

Image 16 - Canopy over the backyard

4.10 High Street South Water Renewal

Egis has been instructed to start the design for the renewal of the water main and rider main in High Street South.

Construction of the replacement main is planned for January 2026.

If the work is undertaken based on the current yearly budgets (stop-start fashion), the pipework will be completed in 2030.

If budgets can be brought forward and construction executed continuously, the pipework can be completed in 2027.

4.11 Brooklyn Road Waste Water Renewal

Egis has been requested to quote for the sewer pipe design on Brooklyn Road.

5. CONSIDERATIONS

5.1 Climate change

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

5.2 Tāngata whenua

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

5.3 Financial impact

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

5.4 Community Engagement requirements

There are no community engagement requirements required for this report.

5.5 Risks

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

6. RECOMMENDATION

That the Committee:

1. **Receives** the report.

File Number: **480781**

Author: **Christo Heyns, Project Manager**

Attachments: **Nil**

7.10 RUAMĀHANGA ROADS AND CORRIDOR ACCESS REPORT

1. PURPOSE

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

2. SIGNIFICANCE

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

3. BACKGROUND

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

4. DISCUSSION

The attached report relates to activities undertaken across the Carterton and South Wairarapa Districts for May to July 2025.

5. CONSIDERATIONS

5.1 Climate change

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

5.2 Tāngata whenua

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

5.3 Financial impact

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

5.4 Community Engagement requirements

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

5.5 Risks

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

6. RECOMMENDATION

That the Committee:

1. **Receives** the report.

File Number: **482016**

Author: **Graham Carson, Roading Manager**

Attachments: **1. Ruamahanga Rd Report Sept 2025** ⇩

Ruamāhanga Roads – Council Report

September / 2025

1. Purpose

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

2. Finance Summary

	FY 24/25	July	Total Remaining
CDC Local Road (LR)	Closed	$375,814	$3,730,550
SWDC LR	Closed	$470,611	$4,273,101
SWDC Special Purpose Rd (SPR)	Closed	$36,340	$746,616

The figures above show expenditure in the month of July and the total remaining shows what is remaining after the future work programme has been removed.

3. Health & Safety

The Fulton Hogan maintenance contract monthly report lists no major incidences for the period.

One near miss was reported to Ruamāhanaga Roads. This was reported by Premier Beehive on Morton Road. The incident reported was the result of a driver using excessive speed over 50km/h to overtake. Premier Beehive NZ have requested several occasions that a new footpath be constructed on Morton Road from the town boundary to the factory. The speed at this part of the road is 50km/h.

The CDC has a very little budget for new and maintenance of footpaths.

Points:

1. The current Level of Service for rural roads is there is no footpath infrastructure on rural roads.
2. We currently do not have a footpath extension programme due to a lack of funding.
3. Enforcement of speed and driver behaviour is not a CDC roading function.
4. Council has higher roading priorities. Bridges and road maintenance are currently our focus.

4. Work Programme

Work Completed

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

- Road re-sealing and rehabilitation future works programme completed for Summer 25/26.
- Professional services tender for annual bridge inspections completed.
- Two urgent bridge repairs completed - Pahautea Rd SWDC and Ahiaruhe Settlement Rd CDC.
- Roadside vegetation management.
- Road remarking over both networks.
- Completion of all NZTA end-of-year summary of work reports for both councils.

CDC May, June and July 2025

1. **Sealed Road Pavement Maintenance**
   - Edge break repairs completed = 69 m
   - Repaired 313 potholes
2. **Unsealed Maintenance**
   - Unsealed roads graded = 165.74 km
3. **Drainage Maintenance**
   - Carried out 123.93 km of street sweeping and cleaned 41.40 km of unlined surface water channels
   - Cleaned sumps = 30
4. **Structures Maintenance**
   - Bridge End marker (Install/Replace) – 13
   - Deck Clean = 73 Sqm; Deck Repair – two bridges.
5. **Environmental Maintenance**
   - High cut trimming = 7.43 km
   - Tree removal/trimming = 377
   - Chemical Control – 404.32 km
6. **Minor Events**
   - Nil
7. **Reseals**
   - The 2024/25 resealing programme concluded in June with the completion of asphalt resurfacing works at Carters Line and the East Taratahi Road intersection.
     - Total resealing length – 15.4 km
   - The 2025/26 resealing programme will start a month earlier this year, commencing on 1 September instead of 1 October.
     - Target resealing length - 19.2 km
8. **Area Wide Pavement Treatment (AWPT)**
   - The 2025/26 AWPT Programme covers pavement renewal for the following sites:
     - Chester Road (567 m)
     - Norfolk Road (475 m)
     - Park Road (553 m)
     - Ahiaruhe Settlement Road (300 m)
9. **Emergency Works**

- Repairs to a small dropout, slips and culverts after weather events.

10. Photos

Edge break repairs

Edge break repairs on Carters Line Road

Potholes

Pothole repaired on Hururua Road

Unsealed Road Maintenance ‘

Unsealed road grading and metalling on Kaiwhata Road

Drainage Maintenance

Drain cleaning on Blakes Road

Structures Maintenance

Kourarau Bridge Te Kopi Road

SWDC May, June and July 2025

1. **Sealed Road Pavement Maintenance**
   - Edge break repairs completed = 429 m
   - Repaired 223 potholes
   - Shoulder maintenance - 8.53 km
2. **Unsealed Maintenance**
   - Unsealed roads graded = 325.47 km
3. **Drainage Maintenance**
   - Carried out 112.38 km of street sweeping and cleaned 15.17 km of unlined surface water channels
   - Cleaned sumps = 131
4. **Structures Maintenance**
   - Bridge inspection – three bridges.
   - Bridge End marker (Install/Replace) – 13
5. **Environmental Maintenance**
   - High cut trimming = 51.18 km
   - Tree removal/trimming = 105
   - Chemical Control – 87.73 km
6. **Minor Events**
   - Remove tree on Millers Rd = 1
7. **Reseals**
   - The 2024/25 resealing works completed in June with the completion of AC resurfacing works at White Rock Rd/Lake Ferry Rd/ Jellicoe St intersection.
     - Total resealing length – 22.1 km
   - The 2025/26 resealing programme will start a month earlier this year, commencing on 1 September instead of 1 October.
     - Target resealing length - 24.6 km

8. **Area Wide Pavement Treatment (AWPT)**
   - The 2025/26 AWPT Programme covers pavement renewal for the following sites:
     - Bidwells Cutting Road (600 m)
     - Ponatahi Road (460 m)
     - White Rock Road (577 m)
     - Number 1 line (875 m)

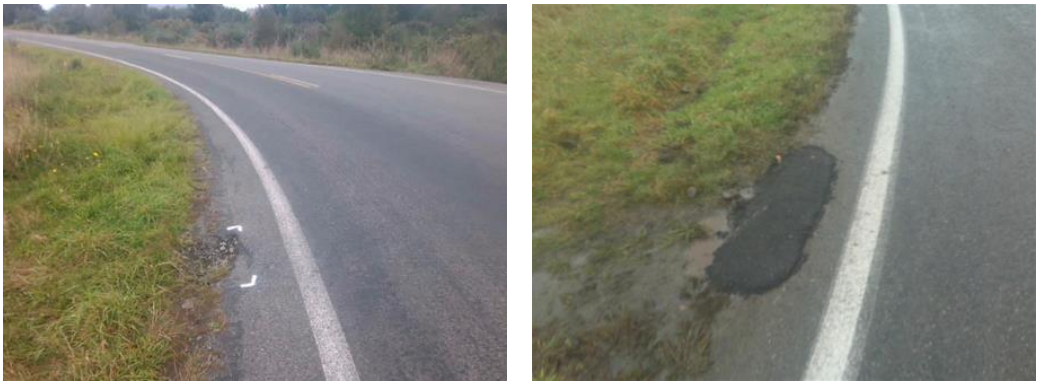
Emergency Works

In early May 2025, a significant heavy swell event, with strong winds and rain, affected the Wairarapa region. This led to coastal hazards and disruptions to roads and posing risk to infrastructure, particularly along Cape Palliser Road.

Ruamāhanga Roads made a claim to NZTA for $1.8m for additional funding for the damage to the SPR after the May event, Remedial works are now underway by Fulton Hogan. These include revetment rock protection at Te Kopi and Mangatoetoe, as well as repairs to ECCO Reef damage at Whatarangi and Turners Bay.

Photos

Edge break repairs



Edge break repairs on Greytown Woodside Road

Potholes

Pothole repaired on White Rock Road

Unsealed Road Maintenance ‘

Unsealed road grading and metalling on Tora Road

Drainage Maintenance

SWDC (Unlined) - Lagoon Hill Road

Structure's Maintenance

Deck Replacement (Hikinui Bridge) – Pahautea Road

SWDC and CDC

Developments

	SWDC	CDC
Subdivisions		
New application	15	4
Engineering approval	11	5
Pre-seal inspection	8	
S224 sign off	11	2
Vehicle crossing	2	1
Rapid number	7	3

On going Vested Road subdivisions

SWDC

Brookside Developments Featherston

62 Woodward Street, Featherston

Shooting Butts Road, Martinborough

Orchard Retirement Village, Greytown

CDC

67 Lincoln Road, Carterton

17 Brown Ave, Carterton

Stage 3- Peaks Ave Carterton

Outstanding Work

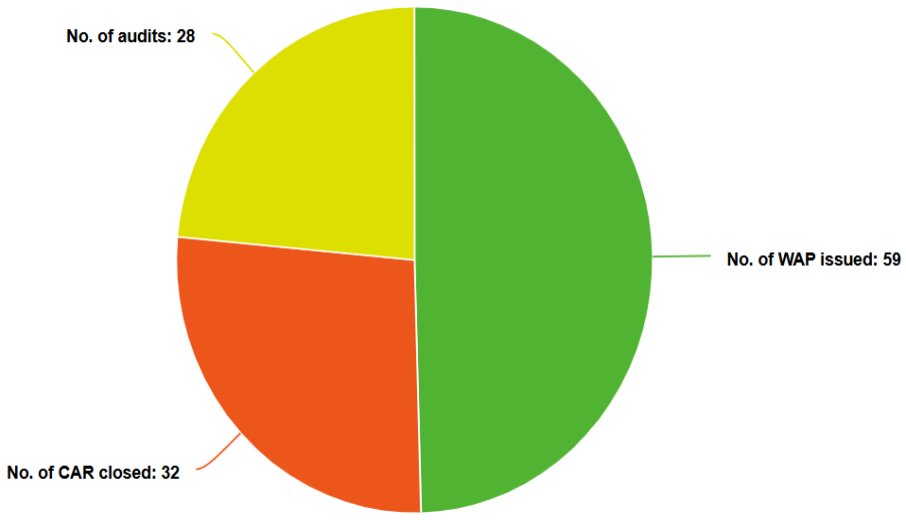
Item No.	location	Description	Planned completion date
1	Lake Ferry Road	Drop out. Currently being discussed with FH and Geo tech Eng	Summer 25/26
2	Sunny Side	Re seal Sunny side Hinakura Rd	Oct 25

Corridor Management

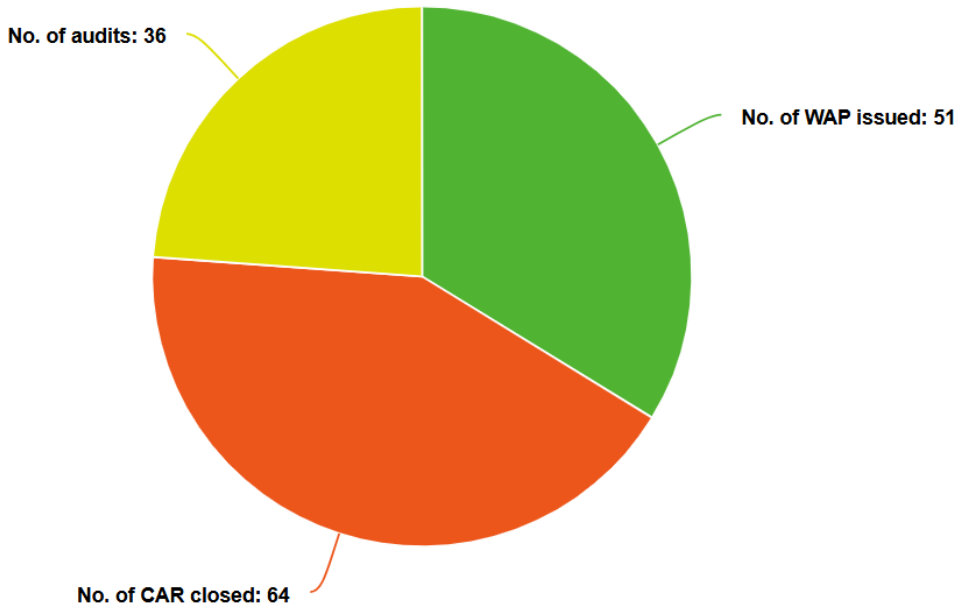
Council officers are managing the corridor network through software Submitica Control. The number of Corridor Access Requests (CARs) processed for the period is show by each District below.

	CDC	SWDC
Number of Work Access Permits (WAPs) Issued:	59	51
Number of CARs Closed:	32	64
Number of Audits:	28	36

CDC:



SWDC:



Overweight and High Productivity Vehicle permits

Between May and July, Council officers processed a total of 9 overweight permits for Carterton.

Low Cost Low Risk (LCLR)

CDC, Road junction safety at Somerset Rd / Carters Line. This junction is having the solar-powered light removed, and a mains power light is being installed.

Performance Monitoring

The Ruamāhanga Roads Network maintenance contract uses Performance and Contractor Evaluation (PACE) for monitoring this contract.

PACE has been completed for July. Fulton Hogan is working on all matters highlighted in the PACE.

School Variable Speed Management Signs

The school variable speed management project is underway. Ruamāhanga Roads are establishing the options to meet the requirements. There are six schools in CDC and eight in SWDC that require variable speed signs. Two options are available, a static analogue speed sign or a solar/mains powered electronic controlled sign. The data below highlights the cost for each option. It should also be noted the through life cost and replacement cost for the electronic sign option will be higher than the static analogue sign option. This project is to be completed by July 2026.

Static School VSL Sign

Electronic VSL

	No of Schools	No of Signs required
Carterton District	6	13
South Wairarapa District	8	21
Total	14	34

Carterton Schools

	Schools	Road	Proposed Signs	VSLs
1	*Carterton School*	Dixon	30/50	1
		Holloway	30/50	1
		Nelson Cres	30/50	1
		Tyne St	30/50	1
2	*Ponatahi Christian School*	Howard	30/50	1
		Deller	30/50	1
3	*St Mary School*	King Street	30/50	1
		Deller street	30/50	
4	*South End School*	High Street (SH2)		
		Brooklyn Road	30/50	1
5	*Dalefield School*	Dalefield rd	60/100	2
		Waterson	60/100	1
		Thomas	60/100	1
6	*Gladstone School*	Te Whiti	60/100	1
			Total	13

South Wairarapa District Schools

	Town	Schools/Maraes	Road	Proposed Signs	VSLs
1	Greytown	Kuranui College	Arbor Place	30/50	1
			Bidwills Cutting Road	30/50	2
			East Street	30/50	1
2		Greytown School	East Street	30/50	2
			Reading Street	30/50	2
3	Featherston	St Teresa's School	Bell Street	30/50	2
			Birdwood Street	30/50	2
4		Featherston School	SH 2		
			SH 53		
			Lyon Street	30/50	2
5		South Featherston School	South Featherston Road	40/50	2
6	Martinborough	Martinborough School	Dublin Street	30/50	2
			Roberts Street	30/50	1
7	South Wairarapa	Pirinoa School	Lake Ferry Road	40/70	2
8		Kahutara School	Kahutara Road	60/100	2
				Total	21
			Existing signs		

Estimated Cost

	Unit Price by FH	No of Signs	Total Cost
Static VSL Signs	457.92	34	$15,569.28
Electronic VSL Signs	8108.7	28	$227,043.60

Please note that this estimate is from a desktop study, and the final cost may vary slightly after a detailed site inspection.

Current ongoing works

1. **Structure Works (Maintenance and Renewal) – Bridges and Geotechnical Structures**
   - The tender process for bridge and geotechnical structure maintenance is currently underway, with a new consultant expected to be appointed by the end of August 2025.
   - Until the latest inspection report for 2025 is received following the consultant's appointment (anticipated by the end of November 2025), the maintenance contractor will continue to plan and carry out work based on recommendations from the previous 2024 year's report, prioritizing accordingly.

   Work Prioritisation Summary:
   - **CDC:** High – 38 | Medium – 49
   - **SWDC:** High – 24 | Medium – 45
   - The previous consultant has raised concerns regarding the structural condition of several assets. They recommended that urgent items be addressed immediately and high-priority items be completed within approximately one year.
   - **Urgent Bridges Identified for Immediate Attention:**
     - These bridges will be addressed first. Remaining high-priority bridges will be inspected and scheduled accordingly.

CDC	SWDC
• High Bridge 2 - Greys bush bridge - Park Road • High Bridge 34 – East of railway - Dalefield Road • Bridge 38 – Carrington factory bridge - Mangaterere Road • Bridge 38 – Arawhakatu bridge - Norfolk Road	• Bridge 35 – Lower valley - Kahutara • Bridge 52 – Turanganui • Bridge 77 – Lower Cape River • Bridge 78 – Upper Cape River • Bridge 91 – Awheati culvert - Tora Farm Settlement - box culvert per Cape River

   - **Budget Constraints:**
     - Ruamāhanga Roads would like to highlight that the current budget allocated by both councils is insufficient to cover all identified maintenance needs for 2024/2025. Only a small portion of the required work can be undertaken with the available funding. A significantly increased budget will be necessary to ensure the ongoing maintenance of bridge assets.
   - **Resource Consents:**
     - **Existing Consent:**
       GWRC Consent No. WAR 170016 – Discharge and Coastal Permit for bridge beam painting. This covers the global discharge of contaminants to water and the coastal marine area during bridge cleaning, and discharge to air during spray painting of 75 bridges.
     - **Retrospective Consent:**
       An application is in progress for work completed in previous years, in line with GWRC recommendations and reviews.

- **Additional Consent Requirements:**
  The Regional Council has raised concerns regarding rock protection and other maintenance activities near rivers and streams. According to GWRC, such work is only permitted if classified as a permitted activity or within permissible limits under the Natural Resources Plan.
- To prevent future disruptions, Ruamāhanga Roads is preparing a new resource consent application aligned with the latest consultant recommendations and forward work planning. This application will broadly cover:
  - Rock protection works along bridge abutments and banks
  - Clearance of gravel and flood debris
  - River crossings
  - Construction of access ramps
  - Disturbance or deposition of bed material during works
  - Water permits for temporary stream flow diversion during bridge and culvert maintenance
- The Resource consent application process has become an issue for Ruamahanaga Roads. The cost, time delays, and manpower required has impacted on the department. Ruamahanaga Roads continues to work along side and establish a better working relationship with GWRC.

2. Appendix 7 – GWRC Resource Consent Status Overview

- GWRC Consent No. WAR 130295 – Land Use (Gravel Extraction)
  Status: Expired (12 September 2024)
  This consent permitted disturbance of the beds of six rivers located in the eastern hills and south coast, including the adjacent Coastal Marine Area, for gravel extraction to support roading and coastal erosion protection works.
- GWRC Consent No. WAR 090322 – Coastal Permit (Cape Palliser Road)
  Status: Active (Valid until 30 September 2046)
  This consent allows for the construction of multiple boulder beaches along approximately 25 km of coastline for coastal erosion protection.
  Note: A proposed amendment to this consent is currently in progress to incorporate the use of ECOREEF.

3. **Footpath Renewals Works** (Forward Works Programming)
   - Based on pathway condition rating data from RAMM, the following list of footpaths has been identified for future footpath maintenance renewals.
   - However planned work would be limited and prioritised based on available funding

     - CDC

CARTERTON DISTRICT COUNCIL

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

     - SWDC
       Worked Completed - Strasbourge Street

SOUTH WAIRARAPA DISTRICT COUNCIL

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

     - SWDC - Additional Funding for $100,000 granted to lift Ratepayer Satisfaction and reflecting the outgoing council's achievements. Work planning is in progress in coordination with Fulton Hogan to achieve this by end of December 2025.

7.11 UPDATE ON PLANNING RESOURCE CONSENTS

1. PURPOSE

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

2. SIGNIFICANCE

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

3. BACKGROUND

The Terms of Reference for the Policy and Projects Committee include oversight of implementation of the Wairarapa Combined District Plan. The resource consents issued since the last report to 3 September 2025, are included in **Attachment 1.**

4. CONSIDERATIONS

4.1 Climate change

N/A

4.2 Tāngata whenua

N/A

4.3 Financial impact

N/A

4.4 Community Engagement requirements

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

4.5 Risks

N/A

5. RECOMMENDATION

That the Committee:

1. **Receives** the report.

File Number: **481965**

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

Attachments: **1. Consent update ⇩**

Te Kaunihera-ā-Rohe o Taratahi
CARTERTON DISTRICT COUNCIL

RESOURCE CONSENT DECISION SUMMARY REPORT for the period 10/06/2025 to 3/09/2025

SUBDIVISION CONSENT DECISIONS:

1. RM250036– date of decision 17/06/2025

3-Lot Residential Subdivision	Discretionary (ODP)	5 Danske Close
Consent was sought for a 3-lot subdivision of the residential property at 5 Danske Close, Carterton. The site is currently located within the Medium Density Character Area, which remains operative, however under the Proposed District Plan, this character area will be removed. No submissions have been made in response to this and therefore the overlay is essentially temporary in nature. The proposed lots are between 547-652m^2 which exceeds minimum lot size requirement of the Residential Zone in both the ODP and PDP. All lots have sufficient access, services, and will be consistent with existing and anticipated environment. All potential adverse effects are considered to be less than minor. **Consent was granted with conditions**		

2. RM250043 – date of decision 18/06/2025

2-Lot Residential Subdivision	Discretionary (ODP)	45 Philip Street
Consent was sought for a 2-lot subdivision of the large residential property at Philip Street, Carterton (area of 8,096m^2). The site is currently located within the Low Density Character Area, which remains operative, however under the Proposed District Plan, this character area will be removed. No submissions have been made in response to this and therefore the overlay is essentially temporary in nature. The proposed lots are 975m^2 and 2,070m^2 (+ amalgamated with remaining 5,000m^2). A Discretionary status was triggered as Low Density requires a 2,000m^2 lot size. Given the temporary nature of the overlay, the resulting large sections, the proposed subdivision was considered consistent with the existing and anticipated environment. All potential adverse effects are considered to be less than minor. **Consent was granted with conditions**		

3. RM250044 – date of decision 18/06/2025

2-Lot Residential Subdivision	Discretionary (ODP)	18 Dalefield Road
Consent was sought for the 2-lot subdivision of a large residential property (3,964m^2) at Dalefield Road. The property falls within the Low Density Character Area, which remains operative, however under the PDP, this character overlay will		

be removed. No submissions have been made in response to this and therefore the overlay is essentially temporary in nature.

The proposed lots are 1,570m^2 and 2,390m^2 of which easily exceed standard residential minimum lot sizes. A Discretionary status was triggered as Low Density requires a 2,000m^2 lot size. Given the temporary nature of the overlay, the resulting large sections, the proposed subdivision was considered consistent with the existing and anticipated environment. All potential adverse effects are considered to be less than minor.

Consent was granted with conditions

4. RM250037 – date of decision 18/06/2025

10-Lot Rural Subdivision	Non-Complying (ODP) Controlled (PDP)	260 Wiltons Road
Consent was sought for a 10-lot rural subdivision and amalgamation of 5 titles on Wilton Road. The subdivision will amalgamate all proposed lots, sized between 1.2-2ha, into one single record of title. The existing lots were all below 4ha and so the applicant utilised the new <4ha rule, triggering a Controlled Activity under the PDP, and naturally a Non-Complying Activity under the ODP. The subdivision consistent in relation to the existing land use patterns of the area and what is anticipated under the PDP. There would be one additional rural-residential site per existing title. Each site could easily accommodate a complying building area for a dwelling, associated services and accessory buildings, consistent with the surrounding rural amenity and character. **Consent was granted with conditions**		

5. RM250045 – date of decision 18/06/2025

2-Lot Rural Subdivision	Non-Complying (ODP) Discretionary (PDP)	391 Belvedere Road
Consent was sought for the 2-lot rural subdivision of 391 Belvedere Road. The proposal utilises the <4ha subdivision rule but given the site is located on Highly Productive Land, and has some Flood Hazard Areas, the consent triggered a Discretionary Activity under the PDP and Non-Complying under the ODP. An assessment of the productive capacity of the land was undertaken by EcoAgricLogic which determined that the site had limited to no productive potential under the NPS-HPL due to the original subdivision that created the site. The assessment concluded that Clause 3.8 and 3.10 of the NPS-HPL was met. The Flood Hazard Area covered the western portion of the site, adjacent to the Mangatarere Stream. Designated no build zones will be put on the title. The overall risk of the Flood Hazard is considered to be minor and sufficiently mitigated through conditions and consent notices.		

Consent was granted with conditions

6. RM250046 – date of decision 18/06/2025

2-Lot Rural Subdivision	Non-Complying (ODP) Controlled Activity (PDP)	46 Jordan Road
Resource consent was sought for the subdivision of 46 Jordan Road. The subdivision will separate the house from a vacant paddock with its own access to Maungahau Road. Lot 1 will be 1.52ha containing the existing house, and Lot 2 will be 1.59ha. The proposal utilises the <4ha rule and meets all relevant controlled standards under the PDP; naturally, due to the proposed lot size the subdivision was Non-Complying under the ODP. **Consent was granted with conditions**		

7. RM250048 – date of decision 26/06/2025

2-Lot Subdivision (Boundary Adjustment)	Restricted Discretionary Activity (ODP + PDP)	664 and 774 Westmere Road
Consent was processed by Masterton District Council as the majority of the subject site fell within their rohe. Consent was for a boundary adjustment at 664 Westmere Road, Masterton and 774 Westmere Road, Carterton. The purpose was to separate the existing dwelling and associated buildings from the remainder of the farm to redistribute the two titles into areas of 253.5 and 0.73ha. The remainder of the farm is to continue primary production activity. A Restricted Discretionary status was triggered under both the ODP and PDP due to buildings not meet setback standards. Due to extensive landscaping and existing fencelines effects of these setback non-compliances are considered to be minor. **Consent was granted with conditions**		

8. RM250042 – date of decision 27/06/2025

2-Lot Rural Subdivision and Amalgamation	Controlled (ODP + PDP)	939 Kaiwhata Road
Consent was sought for a 2-lot rural subdivision and amalgamation of a large forestry block on Kaiwhata Road. The resulting lots will be 152ha (Lot 1) and 220ha (Lot 2), with Lot 2 being amalgamated with a neighbouring122ha title. No development is proposed and the site will remain in primary production use. The subdivision meets all relevant standards, objectives, and policies of the District Plan. **Consent was granted with conditions**		

9. RM250050 – date of decision 29/07/2025

2-Lot Residential Subdivision	Controlled (ODP + PDP)	129A & B Kent Street
Consent was sought for a 2-lot Residential subdivision of the property at Kent St. The site already contains two existing dwellings and the subdivision simply separates the dwellings onto separate titles (Lot 1 being 4640m^2 and Lot 2 being 2740m^2). New lots easily exceed minimum lot size requirements and meet all relevant standards, objectives and policies. No further development is proposed. **Consent was granted with conditions**		

10. RM250051 – date of decision 30/07/2025

2-Lot Rural Subdivision	Non-Complying (ODP) and Restricted Discretionary (PDP)	126 Norfolk Road
Consent is sought for a two-lot subdivision at Norfolk Road, creating Lots of 1.1ha and 1.5ha. While non-complying under the ODP, the proposal meets minimum lot sizes under the PDP. An access non-compliance arises as the shared access will remain metalled and not meet required 10m width requirements (being 6m formed, 8m legal width). Noise and dust effects will be mitigated by a 2m planting buffer secured by covenant. Traffic generation is limited to three properties. A passing bay will be required to ensure vehicle safety. Overall, effects on rural character and amenity are considered less than minor, and the subdivision maintains surrounding values. **Consent was granted with conditions**		

LAND USE CONSENT DECISIONS:

11. RM250049 – date of decision 18/06/2025

Remove windows from heritage building	Discretionary (ODP)/ Restricted Discretionary (PDP	205 High Street South
Consent was sought for the removal of the statue and windows from St Marys Church at 205 High Street South, Carterton. The church is a listed Heritage Building on both the Operative and Proposed District Plan Heritage Schedule (Hc006). Any external alteration or partial demolition of a heritage building is a Discretionary Activity under Rule 21.6(f) of the ODP, or Restricted Discretionary under HH-R3(2) of the PDP. As per the RMA, Historic Heritage chapter has immediate legal effect upon notification of the PDP however considering this chapter has been submitted on and the ODP has a higher activity status, the consent was processed as a Discretionary Activity. It has become clear that demolition of the church is sadly required. In order to protect these special features from continued vandalism and damage, the applicant sought to remove the windows/statue and place these in storage until		

the outcome of future demolition consent is determined. This will allow window to be protected and upcycled or returned to building. **Consent was granted with conditions**

12. RM2250052 – date of decision 30/07/2025

Relocate dwelling	Controlled (ODP)	374 Matarawa Road
Consent was sought to relocate a two-storey 1890s villa, known as the Eparaima Homestead (Historic Heritage Building), from Riversdale to 374 Matarawa Road, Carterton. The dwelling meets ODP and PDP bulk, height, and setback standards, with a 12m side boundary setback. Its siting behind existing trees will maintain rural character and amenity, with effects considered less than minor. The building is structurally sound, requiring maintenance and repairs to windows, decking, and exterior cladding, to be completed within 12 months. The relocation preserves a scheduled heritage building, avoiding demolition and ensuring its reuse within the Wairarapa region, providing positive cultural and sustainability benefits. **Consent was granted with conditions**		

13. RM250055 – date of decision 1/09/2025

Construction of non-residential, non-primary production building	Restricted Discretionary (ODP)	50 Moreton Road
Premier Beehive NZ seeks consent to construct a 769m² dry-goods storage building with a 225m² canopy and connecting concrete apron at its Moreton Road site. The building, 8.9m high and setback 18m and 40m from southern and eastern boundaries respectively, will adjoin the existing factory within the Rural (Primary Production) Zone. As a non-primary production building over 25m², it triggers Rule 4.5.5(c). Located at the rear of the site, the extension is consistent with the existing factory scale and character. With separation distances over 150m to nearby dwellings, effects on amenity, noise, traffic, servicing and infrastructure are less than minor. **Consent was granted with conditions**		

8 KARAKIA WHAKAMUTUNGA

Kia whakairia te tapu

Kia wātea ai te ara

Kia turuki whakataha ai

Kia turuki whakataha ai

Haumi ē, hui ē, taiki ē