

**MINUTES OF CARTERTON DISTRICT COUNCIL
POLICY AND PROJECTS COMMITTEE MEETING
HELD AT THE CARTERTON EVENTS CENTRE, 50 HOLLOWAY ST, CARTERTON
ON WEDNESDAY, 10 SEPTEMBER 2025 AT 9:00 AM**

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

IN ATTENDANCE: Staff

Geoff Hamilton (Chief Executive), Geri Brooking (Group Manager People and Corporate), Solitaire Robertson (Group Manager Planning and Regulatory), Becks Clarke (Community and Partnerships Manager), Lawrence Stephenson (Waters Operations Manager), Jeet Kiran (Waters Compliance and Monitoring Officer), Christo Heyns (Project Manager), Graham Carson (Roading Manager), Ricky Utting (Climate Change Advisor), Sarvesh Tiwari (Waste Management and Minimisation Officer), Anna Tulloch (Communications and Engagement Advisor), Robyn Blue (Democratic Services Officer)

1 KARAKIA TIMATANGA

The meeting opened with a karakia by all members.

2 APOLOGIES

MOVED

That an apology be received from Mayor Ron Mark and Cr Brian Deller.

Cr R Cherry-Campbell / Cr L Newman

CARRIED

3 CONFLICTS OF INTERESTS DECLARATION

There were no conflicts on interest declared.

4 PUBLIC FORUM

There was no public forum.

5 DISCUSSION OF THE PUBLIC FORUM

Not applicable.

6 CONFIRMATION OF THE MINUTES

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

MOVED

1. That the Minutes of the Policy and Projects Committee Meeting held on 18 June 2025 are true and correct subject to the correction on page 2 "They deliver a lot of work that is **goes un-noticed**".

Cr L Newman/Cr R Cherry-Campbell

CARRIED

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.

MOVED

That the Committee:

1. **Receives** the report.

Cr R Cherry-Campbell/ Deputy Mayor S Cretney

CARRIED

2. **Approves** the continued use of the 'control' approach to our emissions reporting.

Cr G Ayling/Cr L Newman

CARRIED

3. **Approves** the inclusion of all 'control' approach activities in our emissions reporting (e.g. travel accommodation, private use mileage).

Cr R Cherry-Campbell/Cr S Laurence

CARRIED

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.

Cr S Laurence/Deputy Mayor S Cretney

CARRIED

7.2 REVIEW OF SENSITIVE EXPENDITURE POLICY

1. PURPOSE

For the Committee to adopt the reviewed Sensitive Expenditure Policy.

NOTED

- Further discussion is needed. This will come back to a workshop after the election before end of the year.

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).

MOVED

That the Committee:

1. **Receives** the report.

Cr R Cherry-Campbell/Cr L Newman

CARRIED

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.

Cr S Laurence/Cr R Cherry-Campbell

CARRIED

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.

MOVED

That the Committee:

1. **Receives** the report.

Cr S Gallon/Cr R Cherry-Campbell

CARRIED

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;

Cr S Laurence/Cr L Newman

CARRIED

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.

Cr R Cherry-Campbell/Cr L Newman

Against - Cr G Ayling

CARRIED

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.

MOVED

That the Committee:

1. **Receives** the report.

Cr L Newman/Cr S Laurence

CARRIED

7.6 BACKFLOW PROJECT UPDATE AND POLICY**1. PURPOSE**

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

MOVED

That the Committee:

1. **Receives** the report.

Cr R Cherry-Campbell/Cr S Laurence

CARRIED**7.7 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.

Cr R Cherry-Campbell/Deputy Mayor S Cretney

CARRIED**7.8 UPDATE ON OPERATIONAL CONSENTS****1. PURPOSE**

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

MOVED

That the Committee:

1. **Receives** the report.

Cr R Cherry-Campbell/Cr L Newman

CARRIED

7.9 UPDATE ON MAJOR PROJECTS**1. PURPOSE**

To update the Committee on the progress of major projects.

MOVED

That the Committee:

1. **Receives** the report.

Cr L Newman/Cr S Laurence

CARRIED**7.10 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.

NOTED

- Funding for bridge maintenance will be tabled as part of the LTP 2026-36.

Cr R Cherry-Campbell/Deputy Mayor S Cretney

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.

Cr L Newman/Cr R Cherry-Campbell

CARRIED

8 KARAKIA WHAKAMUTUNGA

The meeting closed with a karakia by all members.

The meeting closed at 10.53am

Minutes confirmed:

24 September 2025

Date: