



Te Kaunihera-ā-Rohe o Taratahi

**CARTERTON**  
**DISTRICT COUNCIL**

# **AGENDA**

## **Policy and Projects Committee meeting**

**Date: Wednesday, 3 December 2025**

**Time: 9:00 am**

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

Cr R Round (Chair)

Cr S Gallon (Deputy Chair)

Mayor S Cretney

Cr B Deller

Deputy Mayor G Ayling

Cr L Newman

Cr S Laurence

Cr S Casey

Cr J Burns

J Ngātuere - Ngāti Kahukuraāwhitia



**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, 3 December 2025 at 9:00 am**

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## **Order Of Business**

<b>1</b>	<b>Karakia Timatanga .....</b>	<b>5</b>
<b>2</b>	<b>Apologies .....</b>	<b>5</b>
<b>3</b>	<b>Conflicts of Interests Declaration .....</b>	<b>5</b>
<b>4</b>	<b>Public Forum .....</b>	<b>5</b>
<b>5</b>	<b>Discussion of the Public Forum.....</b>	<b>5</b>
<b>6</b>	<b>Reports .....</b>	<b>6</b>
6.1	Review of Information Security Policies .....	6
6.2	Water Operations Report .....	16
6.3	Update on Major Projects.....	20
6.4	Events Centre Activity Report.....	26
6.5	Ruamāhanga Roads and Corridor Access Report .....	32
6.6	Update on Operational Consents .....	51
6.7	Waste Management and Minimisation Update .....	57
6.8	Climate strategy 2025/26 Implementation Plan progress.....	66
6.9	Policy Review Work Plan Update.....	71
6.10	Update on Planning Resource Consents.....	79
6.11	Delegations Manual for 2025-2028 Triennium.....	84
6.12	Advisory Group Updates.....	117
<b>7</b>	<b>Karakia Whakamutunga.....</b>	<b>126</b>





## 1 KARAKIA TIMATANGA

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

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

*Tēnei te hapori awhi ai e Taratahi.*

*Whano whano, haramai te toki*

*Haumi ē, hui ē, tāiki ē!*

## 2 APOLOGIES

## 3 CONFLICTS OF INTERESTS DECLARATION

## 4 PUBLIC FORUM

## 5 DISCUSSION OF THE PUBLIC FORUM

### VIDEOCONFERENCE DETAILS

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## 6 REPORTS



### 6.1 REVIEW OF INFORMATION SECURITY POLICIES

#### 1. PURPOSE

For the Committee to adopt the reviewed Over-Arching Information System Policy and the Artificial Intelligence 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

Councils need information security policies to protect council data from threats, ensure business continuity by preventing disruptions, comply with legal obligations, maintain public trust and reputation, and manage risks associated with information assets. These policies define standards for data handling, employee responsibilities, and safeguarding the confidentiality, integrity, and availability of information for sound decision-making and service delivery.

#### 4. DISCUSSION

##### 4.1 Over-Arching Information System Policy

This is a high-level policy to enforce overall good practice with respect to Information Systems and Digital Networks. The standard that it refers to are in depth and technical standards which the Council would be aiming to achieve to ensure best practice security management.

The standards are based on various International Standards Office measures (ISO 27002, ISO 22313, ISO 27017, ISO 29151 and others). However, the Council is not aiming to be audited against these standards and awarded certification, as the cost of the audit is prohibitive. The Information Systems Team however does look at the IT vendors to confirm that they are working towards these, or have the ISO standards in their operations model.

##### 4.2 Artificial Intelligence Policy

This policy is for the general use of AI Intelligence services within the council. This policy does not implement a ban on the use of the technology. It covers the responsibility of the council employees to ensure that they are complying with all the relevant legislation and practices when using the commonly available technologies.

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

Not applicable with respect to the adoption of these policies.

**5.2 Tāngata whenua**

Not applicable

**5.3 Financial impact**

The adoption of these policies does not have any direct impact on the budgets.

**5.4 Community Engagement requirements**

Not applicable with respect to the adoption of these policies.

**5.5 Risks**

These policies mitigate a reputational risk to the council, as the council would be expected to have these policies in place.

**5.6 Community Wellbeings**

Not applicable with respect to the adoption of these policies.

**6. RECOMMENDATION**

That the Committee:

1. **Receives** the report.
2. **Adopts** the reviewed Over-Arching Information System Policy.
3. **Adopts** the reviewed Artificial Intelligence Policy.

**File Number:** 477173

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

**Attachments:**

1. Over Arching IT Policy [↓](#)
2. Artificial Intelligence Policy [↓](#)



# Over-arching Information Technology Policy

*Document Control Statement – This policy is maintained by Corporate Services. 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.*

## Contents

Purpose .....	2
Scope .....	2
Areas of Responsibility .....	2
Policy .....	2
Exemptions .....	3
Discipline .....	4
Amendments .....	4
Review .....	4

## Purpose

1. To ensure any asset that stores or accesses Council information including but not limited to computer systems, PCs, mobile devices and telephones is secure.
2. To minimise the impact of incidents on the Council's image, reputation, business operations and profitability.
3. To ensure compliance with regulatory requirements
4. To protect information to minimise the risk of financial and other loss to the Council.
5. To establish the accountability for employee actions regarding protecting, disclosing, accessing, destroying and modifying Council information.
6. To support the strategic endeavours of Council by being safe, secure and reliable.

## Scope

1. This policy is applicable to the whole of Council, its employees, contractors, consultants, and any other party given access to Council information technology assets or confidential information.
2. This policy applies to all information technology and physical assets that are owned or leased by Council or in Council's custody and control, and to Council's confidential information.

## Areas of Responsibility

1. The policy owner is responsible for overseeing the implementation, adherence to and review of this policy.
2. System and information owners are responsible for managing the risk associated with relevant systems and information and ensuring compliance with policies, standards, procedures and guidelines. They are also responsible for reporting non compliances and associated actions to the Corporate Services Manager.
3. All Council's permanent and temporary employees, contracted staff, consultants and other workers are responsible for ensuring personal compliance with this policy and related standards and procedures.

## Policy

1. This Security Policy and access to the Security Standards must be available to, understood, formally accepted and adhered to by all Council staff.
2. All Council staff have a responsibility to protect Council and to minimise the risk that might result from inappropriate use of such information.
3. Security standards and procedures must be developed and reviewed annually to ensure they continue to support the objectives of this policy.

4. All information technology and physical assets must be secured in accordance with the relevant information security standards and procedures.
5. Council's assets are to be made available to authorised people only, according to least privilege, and must only be used in accordance with the relevant security standards and procedures. Access must be approved by managers.
6. All Council information rated confidential or internal use only must be protected against intentional or unintentional access or disclosure.
7. All Council information and systems must be protected and maintained to ensure that integrity is assured.
8. All Council information and systems must be protected and maintained to ensure that availability is assured.
9. All access to Council information and systems must be auditable to ensure accountability and non-repudiation of actions.
10. Defence in depth must be applied to the design, development and deployment of all Council systems to ensure a balanced security approach.
11. The design, development, deployment, and maintenance of systems must be done in consultation with the Corporate Services and People Manager and in accordance with the security standards and procedures.
12. All CDC systems and services must comply with relevant national and international standards identified by the Corporate Services Manager in consultation.
13. Security incident management response procedures must be implemented.
14. Information security risks and exemptions must be included in the risk management framework and reviewed at least annually.
15. Management will carry out an annual review of the policy to ensure ongoing compliance with legal and industry requirements.

## Exemptions

1. The policy owner is responsible for approving and monitoring all exemptions to the policy.
2. Exemptions to this policy must be expressly authorised in writing by the Corporate Services and People Manager who will ensure that the channel, system or information owner understands, acknowledges and accepts the risk associated with the exemption.

### Discipline

1. Where a breach of this security policy is identified whether accidental or intentional, individual users, system and information owners are required to notify the Manager Infrastructure immediately and the Corporate Services Manager and/or HR manager if appropriate.
2. Any breach of this policy by staff will be handled within the Council policy and framework for human resources.

### Amendments

1. All amendments to this policy must be approved by the Chief Executive and the Policy and Projects Committee

### Review

1<sup>st</sup> September 2026



# Use of Artificial Intelligence Language Models including ChatGPT

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## Contents

Purpose .....	2
Scope .....	2
Procedure .....	2
Use of AILM .....	2
Copyright .....	2
Accuracy .....	2
Confidentiality .....	2
Ethical Use .....	2
Label .....	3
Risks .....	3
Legal .....	3
Accuracy .....	3
Bias .....	3
Security .....	3
Data sovereignty .....	3
Compliance .....	4
Review .....	4
Acknowledgement .....	4



## Purpose

The purpose of this policy is to establish guidelines for the use of an artificial intelligence language model (AILEM) such as ChatGPT, Bard, Bing or other similar tools, by employees, contractors, temporary staff, or other third parties, hereafter referred to as 'employee' of our Council. This policy is designed to ensure that the use of AI is ethical, lawful, and in compliance with all applicable laws, regulations, and Council policies.

## Scope

This policy applies to all employees, contractors, temporary staff, or third parties with access to AILEM, whether through council-owned or BYOD (bring your own device) in pursuit of Council activities.

## Procedure

### Use of AILEM

Employees are authorized to use AILEM for work-related purposes. This includes tasks such as generating text or content for reports, emails, presentations, images and customer service communications.

### Copyright

Employees must adhere to copyright laws when utilizing AILEM. It is prohibited to use AILEM to generate content that infringes upon the intellectual property rights of others, including but not limited to copyrighted material. If an employee is unsure whether a particular use of AILEM constitutes copyright infringement, they should contact the legal advisor or IT/IM for guidance.

### Accuracy

All information generated by AILEM must be reviewed and edited for accuracy prior to use. Employees using AILEM are responsible for reviewing output, and accountable for ensuring the accuracy of AILEM generated output before use/release. If an employee has any doubt about the accuracy of information generated by an AILEM, they should not use an AILEM.

### Confidentiality

Confidential information must not be entered into an AILEM tool, as information may enter the public domain. Employees must follow all applicable data privacy laws and organisational policies when using AILEM. If an employee has any doubt about the confidentiality of information, they should not use an AILEM.

### Ethical Use

AILEM must be used ethically and in compliance with all applicable legislation, regulations, and organisational policies. Employees must not use AILEM to generate content that is discriminatory, offensive, or inappropriate. If there are any doubts about the appropriateness of using AILEM in a particular situation, employees should consult with their supervisor or Human Resources.

### Label

Content produced via AILM must be identified and labelled or footnoted as containing AILM information.

Footnote example: *Note: This document contains AI generated content.*

### Risks

The use of AILM has inherent risks that employees should be aware of. These risks include, but are not limited to:

#### Legal

Information entered AILM may enter the public domain. This can release non-public information and breach regulatory requirements, customer, or vendor contracts, or compromise intellectual property. Any release of private/personal information without the authorisation of the information's owner could result in a breach of the principles of the Privacy Act 2020, specifically:

- Principle 5 – Storage and security of information
- Principle 9 – Limits on retention of personal information
- Principle 10 – Use personal information
- Principle 11 – Disclosing personal information
- Principle 12 - Disclosure outside New Zealand

Any unauthorised release of public information and records may result in a breach of the principles of the Information and Records Management Standard issued under s27 of the Public Records Act 2005.

- Information and records must be protected from unauthorised or unlawful access, alteration, loss, deletion and/or destruction.
- Access to, use of and sharing of information and records must be managed appropriately inline with legal and business requirements.

#### Accuracy

AILM that relies upon algorithms to generate content. As with AILM technology, there is a risk that AILM may generate inaccurate or unreliable information. Employees should exercise caution when relying on AILM generated content and should always review and edit responses for accuracy before utilizing the content.

If an employee has any doubt about the accuracy of information generated by an AILM, they should not use an AILM.

#### Bias

AILM may produce bias, discriminatory, or offensive content. Employees should use AILM responsibly and ethically, in compliance with Council policies and applicable laws and regulations.

#### Security

AILM may store sensitive data and information, which could be at risk of being breached or hacked.

#### Data sovereignty

While an AILM platform may be hosted internationally, information created or collected in New Zealand, under data sovereignty rules, is still under jurisdiction of New Zealand laws. The reverse also applies. If information is sourced from an AILM hosted overseas for use in New Zealand, the laws of the source country regarding its use and access may apply. AILM

service providers should be assessed for data sovereignty practice by any organisation wishing to use an AILM.

### Compliance

Any violations of this policy should be reported to Human Resources or senior management. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

### Review

Policy and Document to be next reviewed September 2026

### Acknowledgement

By using AILM, employees acknowledge that they have read and understood this policy, including the risks associated with the use of AILM. Employees also agree to comply with this policy and to report any violations or concerns to Human Resources.



## 6.2 WATER OPERATIONS REPORT

### 1. PURPOSE

For the Committee to be updated on the water operations.

### 2. SIGNIFICANCE

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

### 3. SERVICE REQUESTS

A summary of service request activity for the period 1 July to 1 November 2025 is shown below. The number of service requests for leaks has been steady since the peak in summer.

The number of leaks for the 4 month period shown below compares to 220 leaks for the previous financial year.

Request Activity from 01/07/25 to 01/11/25

	opened with		received	completed	closed with	
	current	hold			current	hold
Referred to Potable Water						
Funny Colour	-	-	1	1	-	-
Health - Enquiry	1	-	-	1	-	-
Leaking Water Toby	-	-	15	15	-	-
Line Break	-	-	3	3	-	-
No Water	-	-	4	4	-	-
Odour	-	-	1	-	1	-
On Property Leak	-	-	5	5	-	-
Other	-	-	5	5	-	-
Road Leak	-	-	3	3	-	-
Service Line Leak	-	-	4	3	1	-
Water Quality	1	-	1	2	-	-
Total for Potable Water	2	0	42	42	2	0

### 4. WASTEWATER

#### 4.1 Operations reticulation team

The number of callouts for the 4 month period shown below compares to 41 requests for the previous financial year.

Request Activity from 01/07/25 to 01/11/25

	opened with		received	completed	closed with	
	current	hold			current	hold
Referred to Waste Water						
Line Blockage	-	-	9	7	2	-
Other	-	-	5	5	-	-
Sewage Plant Odours	-	-	1	1	-	-
Sewerage on property	-	-	1	1	-	-
Wet Period Overflow	-	-	1	1	-	-

A design has been prepared for the upgrade at Fisher Place wastewater pump station, and work is planned for early next year.

#### 4.2 WWTP

The Wastewater Treatment Plant has been operating well. As mentioned above, the daily flows have increased but the water has been easily stored in the reservoirs to ensure supply to the irrigation areas. The wastewater network has been operating well. There have been a few wetter weather conditions over spring but generally lower than normal. The treatment plant has decreasing average daily flows to 2,4600m<sup>3</sup>/d over the last month, compared to an annual daily volume of 2,150m<sup>3</sup>/d.

The irrigation season is starting with the storage reservoir levels being managed to supply the pivot and nursery. There have been difficulties with the nursery as a result of damage from the winds in November. A significant portion of the wind break has been damaged and the Regional Council is discussing with the supplier and their insurance company the best remedial work needed. The compound project is delayed and watering regimes being trialled to ensure to minimise stresses to the plantings.

The new wastewater standards from Taumata Arowai have been finalised and come into effect on 19 December 2025. The Standards prescribe a streamlined consenting pathway for wastewater networks within treatment levels for key parameters, such as E.coli and Total Suspended Solids. They aim to drive efficiencies in the consenting (and re-consenting) of wastewater networks by recognising the similar characteristics of wastewater treatment plants and setting rules at a national level.

The standards are expected to have a minor effect for Carterton. The wastewater discharge consent is 35 years, which expires in 2052 but it will have an effect on several areas.

- The consenting pathway for expanding the land discharge area is easier, but the details of any further expansion will need to be investigated.
- The discharge for the composted biosolids and the current Natural Resources Plan rules are similar, so there will be no expected change for the end product.

## 5. WATER

### 5.1 Operations Reticulation Team

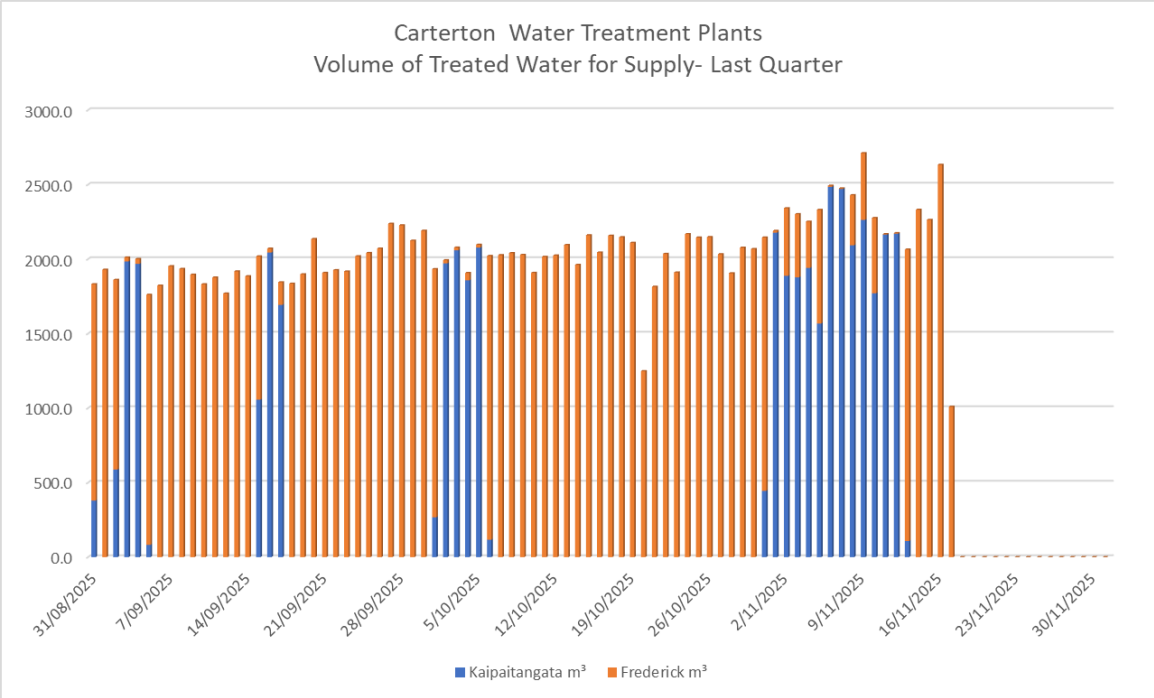
The team has been busy with the number of leaks occurring, though they have been able to efficiently manage demand. The exception is leaks on the state highway. The water leaks on SH2 take much longer to repair because of traffic management and reinstatement requirements. The frequent requirement that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

### 5.2 Operational – Water Treatment Plant

Water demand has been below average over winter, helped by rainfall early November, but water demand has been rapidly increasing. The graph below charts the monthly water demand and the split between the water treatment plants. In early December we are looking to advertise water conservation of alternate days for sprinklers. This is reflective of the decreasing river flows. It is important to note that the water conservation is a resource consent requirement, though it helps us manage the water demand in the town.

Graph of monthly water demand (12 months)

Both the Kaipaitatanga Water Treatment Plant (WTP) and the Frederick St WTP have been running regularly. The Kaipaitangata is preferred because the gravity supply can cope with high fire-fighting flows in an emergency, with the Frederick St booster pumps limited to 50L/s.



6. WATER RACES

6.1 Operational Update

The overseer and contractor have been working hard to clear blockages. There is a section in Kokotau Rd that needs to be piped to stabilise the water race wall when dry condition suit. The number of callouts for the 4 month period shown below compare to 113 requests for the previous financial year.

Request Activity from 01/07/25 to 01/11/25

	opened with current	hold	received	completed	closed with current	hold
Referred to Rural Water						
Other	1	-	2	2	1	-
Waterrace	5	-	12	11	6	-
Total for Rural Water	6	0	14	13	7	0

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

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

**7.2 Tāngata whenua**

There are no direct impacts on tāngata whenua relating to the contents of this report.

**7.3 Financial impact**

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

**7.4 Community Engagement Requirements**

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

**7.5 Risks**

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

**7.6 Wellbeings****Economic Wellbeing**

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

**Cultural Wellbeing**

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

**Social Wellbeing**

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

**Environmental Wellbeing**

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

**8. RECOMMENDATION**

That the Committee:

1. **Receives** the report.

**File Number:** 494237

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

**Attachments:** Nil



## 6.3 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 DEPOT TOILET CONVERSION TO OFFICE SPACE

The old toilets were demolished and are being converted into office space. This process is 80% complete. Doors and windows need to be fitted and plastering and paintwork need to be completed.

Major leaks were found in the roof and work had to be delayed to repair these leaks before the building process could continue.



*Image 1: Toilet Conversion*



#### 4.2 FREDERICK STREET TREATMENT PLANT BUILDING UPGRADE

Building work is nearing completion. All bathroom fittings are complete and the front roller door needs to be installed.



*Image 2: Frederick Street Treatment Plant Building Upgrade*

#### 4.3 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<sup>3</sup> mulch. This material was stacked into windrows on site and is now in the process of being allowed to compost. This is a nine-month process and testing will follow to establish the progress and feasibility of the composting process. The programme is shown on Figure 1.



*Image 3: Composting Process*

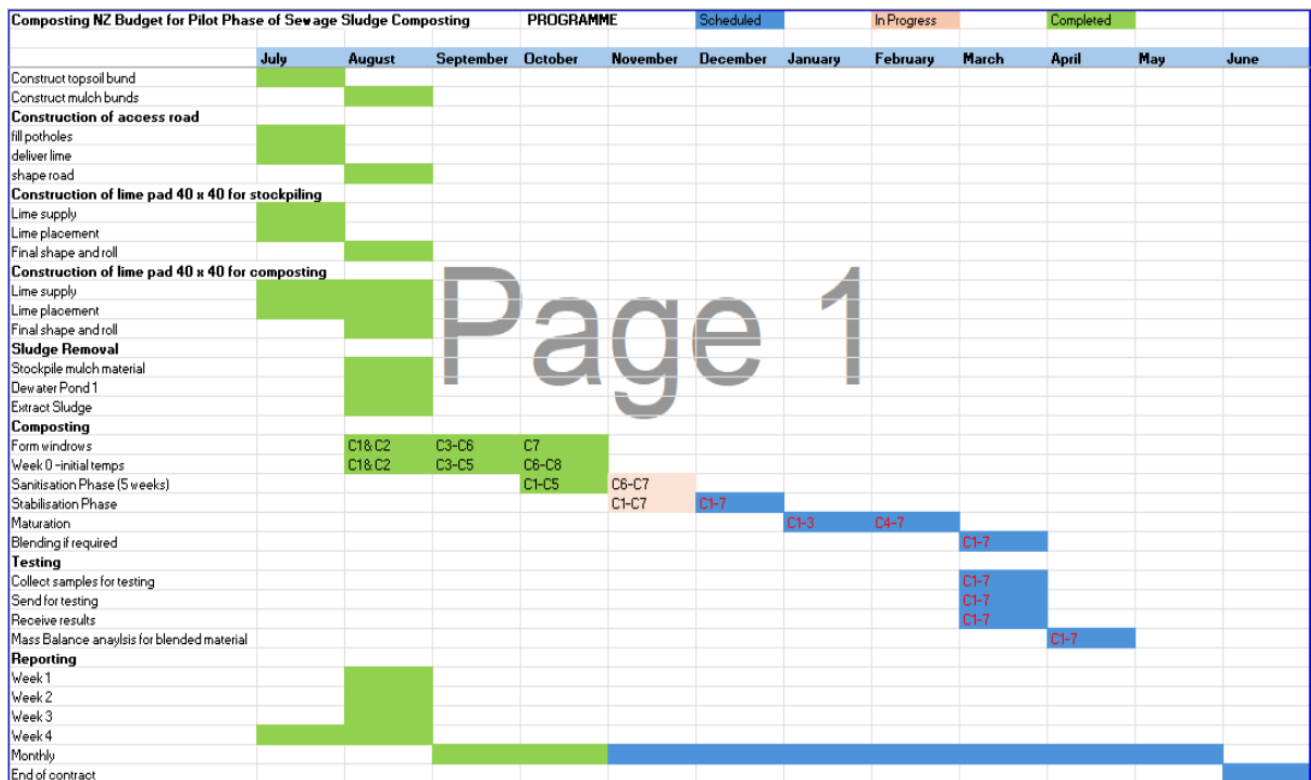


Figure 1: Composting Programme

#### 4.4 BACKFLOW PREVENTION

G&C Diggers has completed installing backflow preventers to 17 CDC pump stations in line with the Water New Zealand Backflow Prevention for Drinking Water Supplies Code of Practice.

Some businesses will be contacted to inform them of their obligation to comply with the updated Code and be given the opportunity to use their own suppliers.



Image 4: RPZ Backflow Preventers being installed

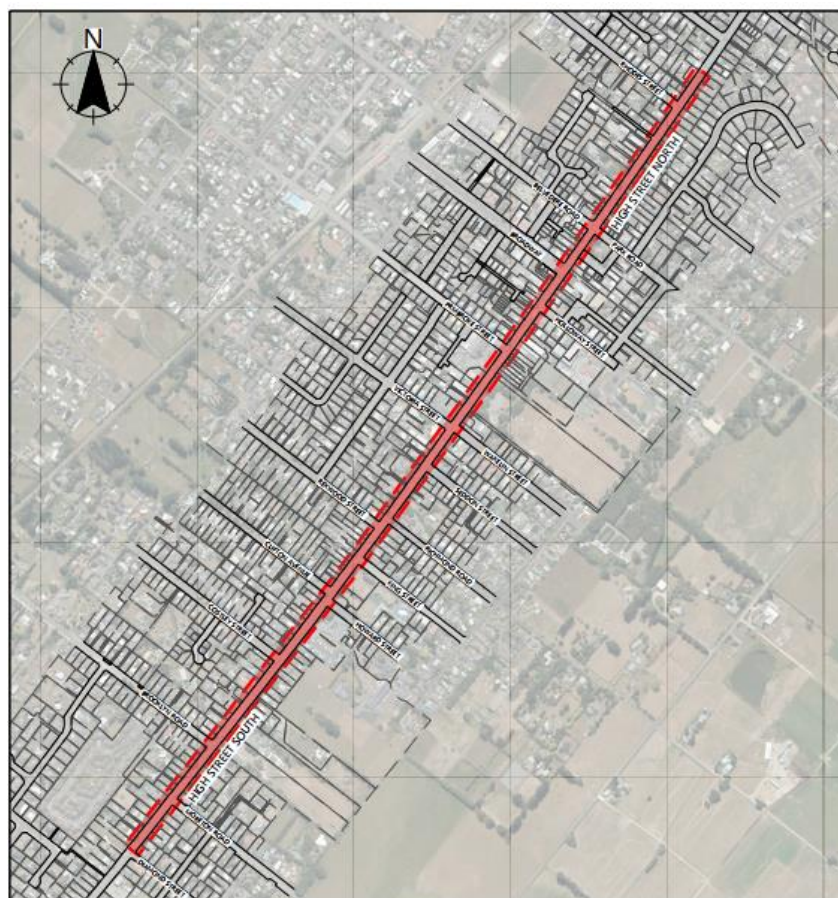




*Image 5: New RPZ installed*

#### **4.5 HIGH STREET SOUTH WATER RENEWAL**

The design for the renewal of the water main and rider main in High Street South has been completed. 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.



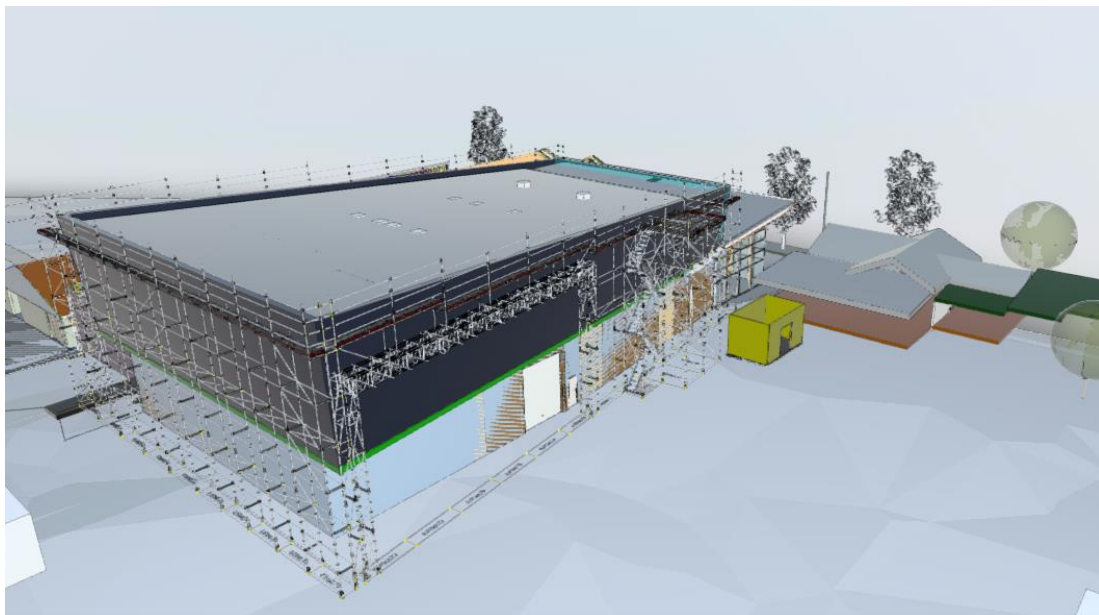
*Image 6 – Water main renewal High St South*

**4.6 EVENTS CENTRE: ROOF STORM DAMAGE**

Recent high winds have caused damage to the roof covering of the auditorium. A new Enviroclad layer will be installed with the old one removed. Wellington Scaffolding is currently installing the scaffolding in preparation for a full encapsulation to be completed before Christmas. The roof repair will start in January and is expected to take 4 to 6 weeks.



*Image 7: Damage to roof*



*Image 8: Scaffolding Plan*

**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:** 495203

**Author:** Christo Heyns, Project Manager

**Attachments:** Nil



## 6.4 EVENTS CENTRE ACTIVITY REPORT

### 1. PURPOSE

For the committee to receive the activities report for the Wairarapa Events Centre.

### 2. SIGNIFICANCE

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

### 3. DISCUSSION

The Event Centre is proud to share that we were successful at the EVANZ Awards this year, receiving the award for Small Venue of the Year 2025, supported by Ticketmaster. This achievement represents a long-held goal for the Centre and is a testament to the hard work and dedication of the team, as well as the innovation and accomplishments delivered over the past 12 months.



In September, the Event Centre's waterproof membrane roof sustained significant damage during high wind events. Temporary repairs were carried out between September and November, and our insurance claim has now been approved for full restoration. Scaffolding is under construction with the goal to be completed by Christmas, with the replacement of the entire roof membrane scheduled to begin on 5 January and expected to be completed by the end of the month.

As we enter our busiest period of the year, the Centre has hosted a wide range of events over recent months. These have included the South Wairarapa Kapa Haka Festival, Wairarapa Youth Orchestra, Wai Art, The Mountain Film Festival, GOMIL, Space Week, The Pantaloons, Avenoir, Harvest Moon, Only Bones, Operatunity, Out The Gate, the Transit Anniversary Gala Dinner, Jacqui Murray School of Dance, IDEA Service Kapa Haka



Festival, and Celtic Christmas. In addition, the team provided technical event support offsite for the Martinborough Music Festival, a Kapa Haka Festival in Masterton, and Chanel College for their production.

In October, worsening roof conditions led to significant water ingress into the auditorium, which required the relocation of the Geraldine Inder School of Dance performances. The team acted quickly to move these events to the Wairarapa College Auditorium and provided off-site technical and lighting support to ensure their successful delivery.

In staff news, Event Centre Team Leader Erin Banks has announced her resignation and will be taking up a new position as Manager of Venues and Events at Whanganui District Council in January 2026. Erin's last official day with CDC will be 23 January 2026.

### Facility Maintenance

We have recently completed an Asset Management audit with SPM assets, including a survey, planned maintenance schedule and forecast to help with our maintenance budgeting and planning.

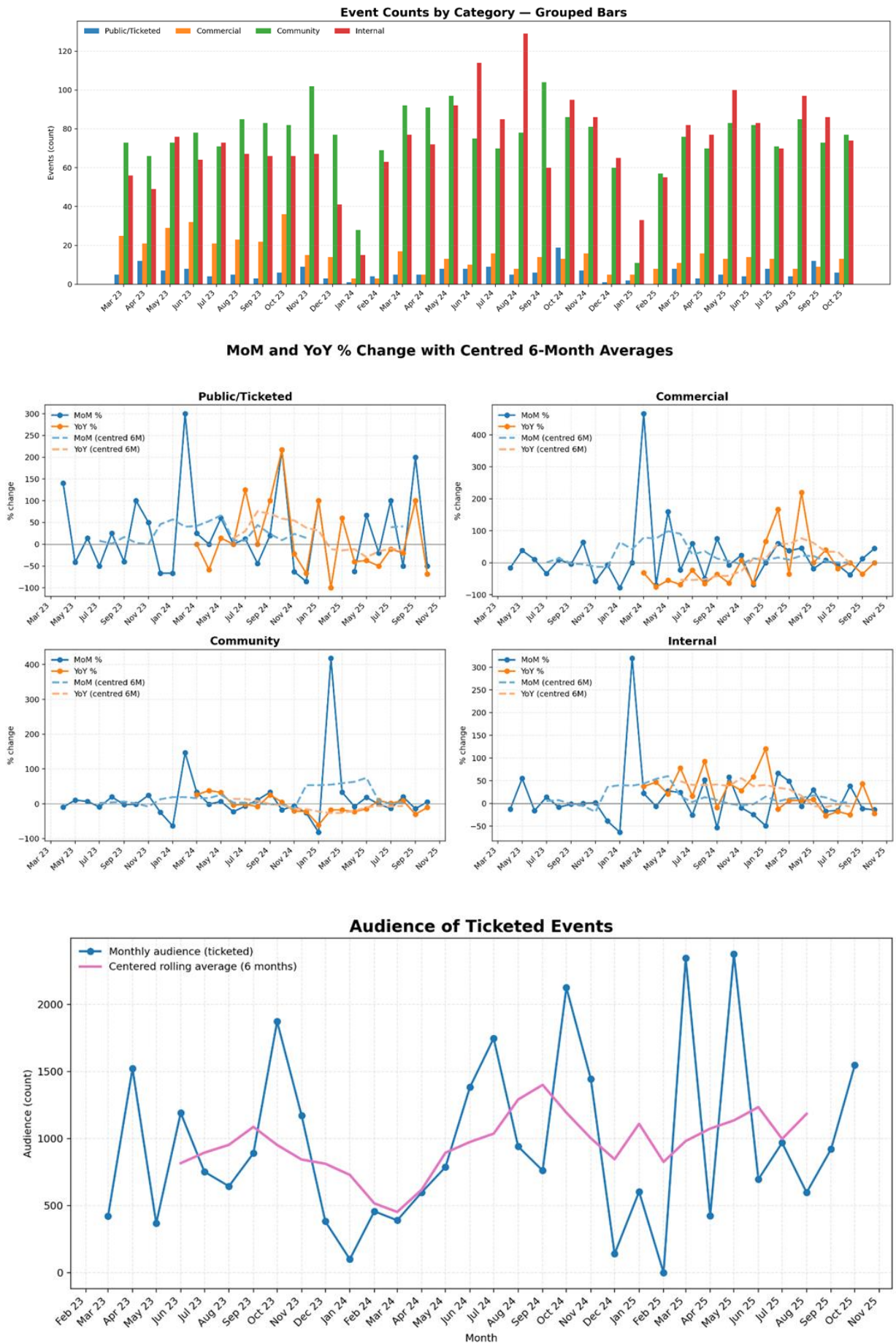
Working with Good Systems Aotearoa on a Health & Safety audit for the Event Centre, to identify any process and knowledge gaps, ensure compliance with current legislation, and increasing engagement from staff moving forward.

### Financial Reporting

This financial year we have separated the Events Centre into its own cost centre. This enables us to provide more accurate, transparent reporting on the centre's operating performance and track both income and expenditure directly attributable to Events Centre activities. The Income and Expenditure report is included as Attachment 1 to this report.

## 4. STATISTICS

AUGUST 2025		
	Total Audience of public events	597
	Public/ticketed events held	4
	Commercial meetings/events	8
	Community meetings/Events	85
	Internal/local govt Meeting/Events	97
SEPTEMBER 2025		
	Total Audience of public events	921
	Public/ticketed events held	12
	Commercial meetings/events	9
	Community meetings/Events	73
	Internal/local govt Meeting/Events	86
OCTOBER 2025		
	Total Audience of public events	1547
	Public/ticketed events held	6
	Communcial meetings/events	13
	Community meetings/Events	77
	Internal/local govt Meeting/Events	74





**5. SALES AND MARKETING****Facebook & Instagram – Reporting period 1<sup>st</sup> August to 31<sup>st</sup> October****Wairarapa Events Centre Social Media Insights**

Facebook	Reach	Page Views	New Likes & Follows
August 1 <sup>st</sup> to August 31 <sup>st</sup>	80000 (down 21%)	14500 (Same)	18
Sep 1 <sup>st</sup> to Sep 30 <sup>th</sup>	135000 (up 74%)	26000 (up 87%)	35
October 1 <sup>st</sup> to October 31 <sup>st</sup>	147000 (up 4.9%)	26000 (down 3.3%)	29

Instagram	Reach	Page Views	New Likes & Follows
August 1 <sup>st</sup> to August 31 <sup>st</sup>	1000 (down 32%)	5600 (up 8%)	13
Sep 1 <sup>st</sup> to Sep 30 <sup>th</sup>	3300 (up 234%)	11600 (up 113%)	10
October 1 <sup>st</sup> to October 31 <sup>st</sup>	2200 (down 37%)	10400 (down 15%)	16

**Mailchimp Analytics**

Instagram	Reach
August 1 <sup>st</sup> to August 31 <sup>st</sup>	41.1% Open Rate
Sep 1 <sup>st</sup> to Sep 30 <sup>th</sup>	40.6% Open Rate
October 1 <sup>st</sup> to October 31 <sup>st</sup>	40.5% Open Rate

Summary: Our eDMs are still proving to be a strong communication channel with solid and consistent open rates exceeding typical expectations. It is above the general average and within the excellent range for many industries.

**Patron feedback from events over the period:****GOMIL**

*"Absolutely love having this facility so nearby. I've already bought five tickets for the Tribute to Taylor Swift."*

*"The show was brilliant - the writing was on point and the actor playing so many different characters demonstrated so much talent. Both my husband and I thought this was an excellent piece of theatre."*

*"It's a great venue to have."*

**The Pantoloons: Cinderella**

*"Went with daughter and granddaughter from Carterton so age and location only relates to me. Great show, excellent rapport with the children and content appealed to all age groups. Great entertainment."*

*"Well organised. Easy to book. Children catered for. Good facilities."*

*"Great interactive show. Granddaughters loved it."*

**Avenoir 10th October**

*"Great having the tiered seating. My daughter and I really enjoyed our evening."*

**Harvest Moon – 11th October**

*"The event was fantastic. Well priced and I would certainly recommend to others. And would return to see them again."*

*"Harvest Moon was a great show -- it's a treat to see a fully live band these days (rather than one using backing tracks), and their standard and selection of music is so very good!"*

*"Great event and venue. "*

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

There are no immediate climate-related considerations arising from this report.

Longer-term considerations relate to the energy use of the Events Centre. As a high-consumption facility, ongoing monitoring of heating, cooling, and lighting systems continues to identify opportunities for improved energy efficiency.

**6.2 Tāngata whenua**

There are no specific issues affecting Tāngata whenua arise from this report.

**6.3 Financial impact**

The matters covered in the report are within existing budgets and no additional funding is required at this time.

**6.4 Community Engagement requirements**

There are no matters in this report require community engagement.

**6.5 Risks**

There are no specific risk issues identified.

**6.6 Wellbeings**

The Events Centre contributes positively to broader wellbeing outcomes

Social and cultural wellbeing, Economic wellbeing.

**7. RECOMMENDATION**

That the Committee:

1. **Receives** the report

**File Number:** 495587

**Author:** Erin Banks, Events Centre Coordinator

**Attachments:** 1. WEC quarterly financial report [↗](#)

**Carterton DC  
Events Centre**

**Income and Expenditure report for the period ending 30 September 2025**

Summary Account	2025/26 YTD Actuals September	2025/26 YTD Budgets September	2025/26 YTD Variance September	2025/26 Full Year Budget
<b>Income</b>	<b>(447,693)</b>	<b>(461,015)</b>	<b>(13,322)</b>	<b>(1,844,066)</b>
Rates	(334,698)	(333,506)	1,192	(1,334,026)
Rates - General	(334,698)	(333,506)	1,192	(1,334,026)
Internal Recoveries	(6,348)	(3,750)	2,598	(15,000)
Internal Recoveries	(6,348)	(3,750)	2,598	(15,000)
Other Income	(106,647)	(123,759)	(17,112)	(495,040)
Event income	(66,949)	(84,999)	(18,050)	(340,000)
Miscellaneous Income	0	(9,999)	(9,999)	(40,000)
Rentals Received	(39,699)	(28,761)	10,938	(115,040)
<b>Expense</b>	<b>416,505</b>	<b>413,133</b>	<b>(3,372)</b>	<b>1,652,506</b>
Internal Recovery	215	0	(215)	0
Internal Recovery	215	0	(215)	0
<b>Operating</b>	<b>287,621</b>	<b>333,192</b>	<b>45,571</b>	<b>1,332,736</b>
Administration	12,303	21,975	9,672	87,884
Contracted Services	190	1,506	1,316	6,020
Depreciation	101,117	97,749	(3,368)	390,995
Event related	57,406	62,502	5,096	250,000
Finance	0	21,456	21,456	85,824
Maintenance	19,510	15,114	(4,396)	60,460
Operational Expense	5,178	17,334	12,156	69,336
Personnel	91,917	95,556	3,639	382,217
<b>Support</b>	<b>128,669</b>	<b>79,941</b>	<b>(48,728)</b>	<b>319,770</b>
Community Services Support	57,442	13,380	(44,062)	53,524
Corporate Services	71,227	66,561	(4,666)	266,246
<b>Grand Total</b>	<b>(31,189)</b>	<b>(47,882)</b>	<b>(16,693)</b>	<b>(191,560)</b>



## 6.5 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 August to October 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:** 495210

**Author:** Graham Carson, Roding Manager

**Attachments:** 1. Ruamāhanga Roding Report Nov 2025 [↓](#)



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## **Ruamāhanga Roads – Council Report**

**August, September, October / 2025**

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## 1. Purpose

The purpose of this report is to update and inform the Committee on roading operations for the period of August, September, and October 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

	October	Total Remaining
CDC Local Road (LR)	\$3,893,841.95	\$2,482,686.05
SWDC LR	\$4,972,715.62	\$4,108,286.38
SWDC Special Purpose Rd (SPR)	\$1,466,663.45	\$1,342,002.55

The figures above show expenditure to the month of October and the total remaining shows what is left after the current work programme has been removed.

## 3. Health & Safety

The Fulton Hogan (FH) maintenance contract monthly report lists no major incidences for the period. Where minor safety issues have been highlighted, they have been addressed by FH. All H&S matters are highlighted in the monthly PACE report.

## 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 and inspections underway.
- Roadside vegetation management.
- Road remarking over both networks.

## CDC August, September, October 2025

### 1. Sealed Road Pavement Maintenance

- Edge break repairs completed 143 m
- Repaired 134 potholes

### 2. Unsealed Maintenance

- Unsealed roads graded 197.58 km



### 3. Drainage Maintenance

- Carried out 59.40 km of street sweeping and cleaned 40 km of unlined surface water channels
- Cleaned sumps x 9

### 4. Structures Maintenance

- Deck Clean x 2 bridges; Deck Repair on one bridge
- Side rails repair 6 m

### 5. Environmental Maintenance

- High cut trimming 6 km
- Tree removal/trimming x 11 trees

### 6. Minor Events

- Fallen trees emergency work during high wind storm event on Norfolk Rd, Dalefield Rd, Para Rd and Mangatarere Rd

### 7. Reseals

- This year's resealing programme commenced in the first week of September and has already achieved 85% progress within two months.
  - Target resealing length - 17.452 km
  - Completed length (September - October) – 14.830 Km
- Completed sites include:
  - Dalefield Rd, Arcus Rd, Chester Rd, Cobden Rd, East Taratahi Rd, Gladstone Rd, Longbush Rd, Millars Rd, Masson St, Matarawa Rd, Stubbs In, Thomas Rd, Waterson Line and Pakihi Rd.

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

- This year's AWPT Programme covers pavement renewal for the following four sites:
  - Chester Road (567 m) - In progress
  - Norfolk Road (475 m)
  - Park Road (553 m) - Completed
  - Ahiaruhe Settlement Road (300 m)

### 9. Speed Management Plan

- Carterton District Council's School Zone speed review has been completed in line with the Land Transport Rule: Setting of Speed Limits 2024. The proposed changes were submitted to the Ministry of Transport and have now been approved by the Director.
- Official approval documentation can be viewed on the NZTA Waka Kotahi website under [Speed limit approvals | NZ Transport Agency Waka Kotahi](#).





- A summary of the speed reviews for schools in Carterton is provided below:

Name of School	Road/s outside the school (Include the start and end locations)	Category 1 or 2	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Operational times
Carterton School	Dixon St, Holloway St, Nelson Cres, Tyne St.	1	50	50/30	Variable	8:55 - 3,00 <b>8.25 - 9.10am</b> <b>2.45 - 3.30pm</b>
Ponatahi Christian School	Howard St.	1	50	50/30	Variable	8:25 – 2:50 <b>7.55 – 8.40 am</b> <b>2.40 - 3.20 pm</b>
St Mary School	King St (by NZTA)	1	50/30	-	Variable	8:55-2.50
South End School	High Street ((by NZTA)) Brooklyn Road (by NZTA)	1	50/30	-	Variable	9:00 – 3:00
Dalefield School	Dalefield Rd. Waterson line Thomas Rd.	2	100	100/60	Variable	9:00 – 3:00 <b>8.30 – 9.10 am</b> <b>2.50 - 3.30 pm</b>
Gladstone School	Te Whiti Rd.	2	100	100/60	Variable	9:00 - 3:00 <b>8.30 – 9.10 am</b> <b>2.50 - 3.30 pm</b>

#### 10. Photos

##### Edge break repairs



Edge break repairs



### Potholes



*Pothole repairs*

### Unsealed Road Maintenance ‘

#### **SWDC August, September, October 2025**

##### **1. Sealed Road Pavement Maintenance**

- Edge break repairs completed 1257 m
- Repaired 161 potholes
- Shoulder maintenance 11.37 km

##### **2. Unsealed Maintenance**

- Unsealed roads graded 348.74 km

##### **3. Drainage Maintenance**

- Carried out 121.58 km of street sweeping and cleaned 5.43 km of unlined surface water channels
- Cleaned sumps & grates 59

##### **4. Structures Maintenance**

- Bridge inspection three bridges.

##### **5. Environmental Maintenance**

- High cut trimming 108.59 km
- Tree removal/trimming 30
- Chemical Control/ Noxious plants spraying 68.97 km

##### **6. Minor Events**

- Fallen trees 4
- Slip clear 8
- Spillage 1



## 7. Reseals SWDC

- This year's resealing programme commenced in September and has already achieved 59.7% progress within two months.
  - Target resealing length – 21.368 km
  - Completed length (September - October) – 12.756 Km
- Completed sites include:
  - Brandon St. Daniel St. Hart St. Hickson St. Humphries St. Kahutara Rd. Lake ferry Rd. Longwood Rd. East, Murphys line, No1 Line, Oakview place, Renall St. South Featherston Rd. Wallace St. Wood St. and Cape Palliser Rd.

## 8. Area Wide Pavement Treatment (AWPT)

- This year's AWPT Programme covers pavement renewal for the following four sites:
  - Bidwells Cutting Road (600 m) - In progress
  - Ponatahi Road (460 m)
  - White Rock Road (577 m) - Completed
  - Number 1 line (875 m)

## Emergency Works

Update on May 2025, heavy swell event, along Cape Palliser Road.

Ruamāhanga Roads made a claim to NZTA for \$1.8 m for additional funding for the damage to the SPR after the May event, Remedial works valued 1.25 m are currently underway over the past three months by Fulton Hogan. These include rock revetment protection at Te Kopi and Mangatoetoe, as well as repairs to ECCO Reef damage at Whatarangi and Turners Bay.

Current financial progress of recovery programme is 81.47%.

## Photos

### Edge break repairs



*Edge break repairs*





### Potholes



*Pothole repaired*

### Unsealed Road Maintenance



*Unsealed road grading and metalling*

### Drainage Maintenance



*SWDC (Unlined)*



## **SWDC and CDC**

### **Developments**

	<b>SWDC</b>	<b>CDC</b>
<b>Subdivisions</b>		
New application	28	6
Engineering approval	11	11
Pre-seal inspection	7	2
S224 sign off	15	1
<b>Vehicle crossing</b>	5	0
<b>Rapid number</b>	14	0

### **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

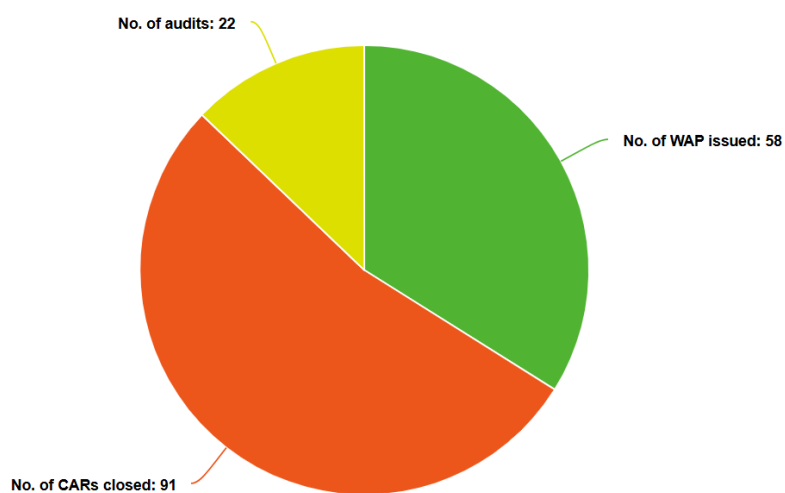


### Corridor Management

Corridor officers manage Corridor Access Requests (CARs) using the Submitica software and issue work access permits. Once the work is completed, officers carry out inspections to ensure the reinstatement meets Council standards before signing off and closing the CAR. Officers also conduct Traffic Management (TTM) audits while the work is in progress. The table below summarises the number of CARs processed during the reporting period in each of the two districts.

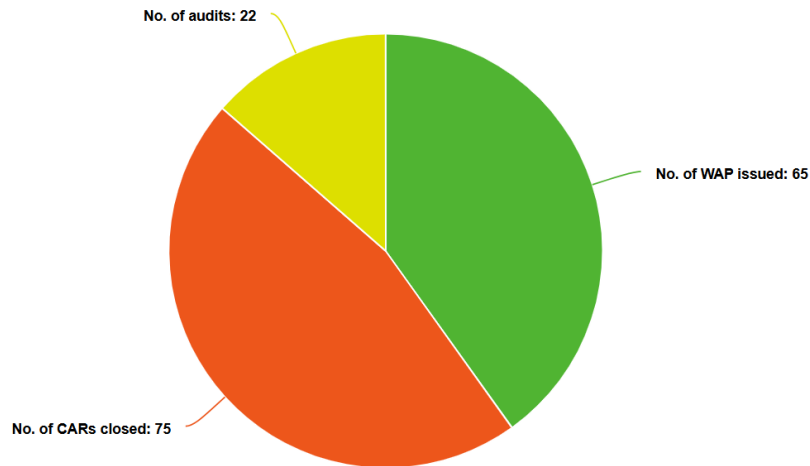
	CDC	SWDC
Number of Work Access Permits (WAPs) Issued:	58	65
Number of CARs Closed:	91	75
Number of Audits:	22	22

### CDC:





SWDC:



### Current ongoing works

#### 1. Structure Works (Maintenance and Renewal) – Bridges and Geotechnical Structures

- The tender process for the maintenance of bridge and geotechnical structures has been successfully completed. Following a competitive procurement process, **Stantec** has been appointed as the new consultant responsible for delivering these services. This appointment marks a significant step toward ensuring the continued safety and reliability of critical infrastructure across both councils.
- As part of their scope, Stantec has assumed responsibility for **routine annual inspections** of bridges and geotechnical structures. These inspections are essential for identifying potential risks, prioritizing maintenance activities, and ensuring compliance with safety standards.
- For the current year, inspections are actively underway. The process includes detailed structural assessments, geotechnical evaluations, and condition rating of assets to inform future maintenance planning. The final inspection report, which will outline findings, recommendations, and any urgent remedial actions, is expected to be delivered by **the end of November 2025**.
- This initiative reinforces our commitment to proactive asset management and long-term infrastructure resilience.
- **Posted Bridges: HMV Regulation 11 and their certification**
  - Stantec is currently reviewing the existing list of posted (restricted) bridges across both councils. This list will soon be updated to reflect the actual status of these bridges in accordance with the Heavy Motor Vehicle Regulations 1974, specifically Regulation 11 on the 'Protection of Bridges.' This regulation covers requirements for posted bridges, including their inspection, certification, and public notification. Once



updated, these details will be shared with NZTA to ensure the 50MAX Book of Maps is current for overweight permit applications.

- **Bridge Strength Assessment - Arawhakatū Bridge #92 (CDC):**
  - Safety concerns were identified by a previous consultant during recent inspections of Arawhakatū Bridge #92 on Norfolk Road. This bridge is heavily used, and to ensure its structural integrity, we are undertaking a comprehensive bridge load rating assessment. This includes a full HPMV (High Productivity Motor Vehicle) evaluation for all vehicles crossing the bridge and a detailed written HPMV report. The outcome of this assessment will provide a clear action plan, outlining the necessary maintenance options and cost estimates required to complete the works. The inspection is planned to take place in the next two months
- **Bridge Strengthening Program SWDC:**
  - LCLR SWDC funding was received to carry out this work. Our proposed **Bridge Strengthening Program (TF-LR)** aims to remove weight restrictions on collector roads by assessing and upgrading key bridges to enhance resilience and sustainability.
  - This initiative supports our strategic goal of making efficient investments in the land transport system — enabling safer, faster movement of people and freight, while fostering economic growth and improving access to development areas.
  - **Strategic Importance.** These bridges form critical links in the alternative route network to and from Martinborough in the event of a State Highway 53 closure caused by flooding at the Ruamāhanga River. The alternative routes include:
    - Western Lake Road, East-West Access Road, Kahutara Road, Bidwills Cutting Road, Longbush Road
    - Together, these routes connect Martinborough with Featherston, Greytown, and Carterton, ensuring continuity of access during emergencies.
  - **Vendor Engagement**
  - We are currently engaging a specialist vendor for diving a inspections of Lower Valley Bridge. This inspection was highly recommended by **Stantec**, our bridge and geotechnical consultant, who is presently conducting inspections across the Ruamāhanga roads network.
  - This engagement aligns with our approved **Low Cost Low Risk (LCLR)** funding program for bridge strengthening works throughout South Wairarapa. The primary objective is to improve bridge ratings and maintain reliable alternative routes to Martinborough during potential SH53 closures caused by flooding.

SWDC - Bridges (AMDS)										
Bridge Structure Number	Asset	Name	Road	Start	End	Name	Bridge Type	A <sub>1</sub> - Axle Weight Limit	Gross Weight	Bridge Strengthening Selected Bridges
2	2	KAITARA CULVERT	BIDWILLS CUTTING ROAD (2)	5789	5769	KAITARA CULVERT	Box Culvert	65	8	44000
108	126	HAKAHERA	HINEKURA RD	2884	2884	HINEKURA	Concrete	57	8	44000
55	61	LOWER VALLEY	KAHUTARA RD	19872	19865	ADDER VALLEY	Concrete	65	8	44000
52	175	TURANGANUI	LAKE FERRY RD	29089	29134	TURANGANUI	Concrete	65	8	44000
112	128	TAYLORS	MARTINBOROUGH / MASTERTON RD	2240	2276	TAYLORS	Concrete	63	8	44000
26	57	TAWAHIA	TE MAIRE RD	515	525	TAWAHIA	Twin Box Culvert	94	8200	49000
20	85	WAIKONGAMAI	WESTERN LAKE RD	21852	21859	WAIKONGAMAI	Concrete	65	8	44000





#### Work Prioritization Summary:

- o Until the latest Bridge inspection report currently being carried out 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.
  - **CDC:** High – 38 | Medium – 49
  - **SWDC:** High – 24 | Medium – 45
- o 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:**
  - o Stantec has also been engaged to conduct a peer review of last year's inspections to assess and quantify the scope of work required for effective budget planning. A special inspection report is currently pending for the following bridges:

CDC	SWDC
<ul style="list-style-type: none"> <li>• High Bridge 2 - Greys bush bridge - Park Road</li> <li>• Bridge 31 - Brooklyn Mangatarere - Brooklyn Road</li> <li>• High Bridge 34 – East of railway - Dalefield Road</li> <li>• Bridge 36 – Mangatarere Gorge 1 - Mangatarere Valley Road</li> <li>• Bridge 37 – Mangatarere Gorge 2 - Mangatarere Valley Road</li> <li>• Bridge 38 – Carrington factory bridge - Mangatarere Valley Road</li> <li>• Bridge 42 – Enaki Belvedere - Belvedere Road</li> <li>• Bridge 38 – Arawhakatu bridge - Norfolk Road</li> <li>• Bridge C82 – Culvert 429 - Hururua Road</li> <li>• Bridge X11 – Culvert 558 - Te Wharau Road</li> </ul>	<ul style="list-style-type: none"> <li>• Bridge 26 – Tawaha - Te Maire Road</li> <li>• Bridge 31 – Pahautea Culvert#1 - Pahautea Road</li> <li>• Bridge 35 – Lower valley – Kahutara Road</li> <li>• Bridge 48 – Kumenga - Pouawha Road</li> <li>• Bridge 51 – Te Rata - Te Rata Road</li> <li>• Bridge 52 – Turanganui – Lake Ferry Road</li> <li>• Bridge 69 – Birch Hill - Birch Hill Road</li> <li>• Bridge 77 – Lower Cape River – Cape River Road</li> <li>• Bridge 78 – Upper Cape River - Cape River Road</li> <li>• Bridge 90 – Tora Farm - Tora Farm Settlement Road</li> <li>• Bridge 91 – Awheatu culvert - Tora Farm Settlement Road</li> </ul>

- o These bridges will be addressed first. Remaining high-priority bridges will be inspected and scheduled accordingly.
- **Budget Constraints:**
  - o 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. Ruamahanga Roads will prioritize the required work and work within the available annual budget.



## 2. Slumps, Landslides and Emergency Works

- **Current Issue (Gluepot Stability)** - A recent public complaint highlights significant slumping on Te Awaiti Road (Gluepot – RP 2.300), as shown in the attached photo. The resident reports rapid deterioration over the past week, with steep drops forming that pose a serious risk to vehicles. Additionally, several dead pine trees on the high side of the road are beginning to fall, creating further safety hazards. Ground movement appears to be accelerating, with large cracks and slumps emerging in previously stable areas.



- **Immediate Actions** Stantec, is currently conducting a geotechnical investigation of the Gluepot site on Te Awaiti Road. This section requires ongoing maintenance and significant funding to remain serviceable. Once the investigation report is received, we will develop a permanent, resilient solution to address these issues.
- **LCLR Funding** has been made available. \$500,000.00 this financial year for this project.
- **Future Works** - South Wairarapa District Council (SWDC) has identified multiple vulnerable sites requiring intervention in the short, medium, and long term. To manage these risks systematically, SWDC plans to engage a qualified geotechnical engineering firm to develop a **Geotechnical Management Plan (GMP)**.
  - o The GMP will:
  - o Provide a strategic framework to enhance regional resilience.
  - o Ensure long-term stability of critical infrastructure.
  - o Inform SWDC's Long-Term Plan and NZTA funding applications with cost-effective, innovative solutions.



- **Proposed Phases:**
  - **Phase 1:** Development of the GMP.
  - **Phase 2:** Implementation of the GMP, which may include geotechnical design, MSQA (Management Systems Quality Assurance), site monitoring, and inclusion of additional sites.
- **Priority Sites for GMP Development**
  - **Ushers Hill – White Rock Road:** RP 32.812 to 33.416
  - **Whakapuni Hill – White Rock Road:** RP 18.841 to 22.339

### 3. Resource Consents:

- a. **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.
- b. **Retrospective Consent:**  
An retrospective consent application is in progress for work completed in previous years, in line with GWRC recommendations and reviews.
- c. **Additional Consent Requirements:**  
GWRC has raised concerns regarding rock protection and other maintenance activities near rivers and streams. According to GW, such work is only permitted if classified as a permitted activity or within permissible limits under the Natural Resources Plan.
- d. To prevent future disruptions, Ruamāhanga Roads will prepare a new resource consent application aligned with the latest consultant recommendations and forward work planning. This application for Global Consents will broadly cover:
  - i. Rock protection works along bridge abutments and banks
  - ii. Clearance of gravel and flood debris
  - iii. River crossings
  - iv. Construction of access ramps
  - v. Disturbance or deposition of bed material during works
  - vi. Water permits for temporary stream flow diversion during bridge and culvert maintenance
  - vii. Removal of Lead paint from Primary or Secondary elements
- e. The above Resource consent application process has become a staff resource issue for Ruamahanaga Roads. The cost, time delays, and manpower required is significantly impacting the department.
- f. Ruamahanaga Roads continues to work along side and establish a better working relationship with GWRC.



#### 4. 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.  
**A revised application is in progress** to outline additional options that will not negatively impact on the riverbeds and banks. Additional drone footage and supporting comments from adjacent landowners have been submitted, along with comments on structure integrity.
- 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: Landscape and Visual Effect Assessment completed, and a proposed amendment to this consent is currently in progress to incorporate the use of ECOREEF.

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

- Based on pathway condition rating data from RAMM, the following list of footpaths has been identified for future footpath maintenance renewals.
  - CDC
- Rexwood Street - The planned work would be limited and prioritized based on available funding

Asset	Road	Start	End	Off	Side	Len	Wk	Area	Path	Pathway Surface Material	Notes	Warnin	Priority	Extern	Se	Bu	De	Cr	Sc	Pa	Pd	Vc	Tr	Pathway Condition
125	CLIFTON AVENUE	10	378	3.1	Left	368	2.7	993.6	Dec 2024 - Jan 2025	Seal	Vegetation of 6m outside #1. Vegetation	0	2	0	37	5	1	21	18	0	0	0	0	Very Poor
19	CLIFTON AVENUE	10	340	3.1	Right	330	2.8	924	Dec 2024 - Jan 2025	Seal	Trip hazard outside #6 and #22a. Tree roo	0	5	0	17	4	2	6	0	2	0	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	0	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	0	0	0	1	Very Poor
59	REXWOOD STREET	10	396	3.1	Left	386	2.5	965	Dec 2024 - Jan 2025	Asphalt	Vegetation of 10m outside #19.	0	0	3	242	0	0	22	10	0	0	0	0	Very Poor
205	TAYLOR STREET	7	340	3.1	Left	333	2.8	932.4	Dec 2024 - Jan 2025	Seal	Tree roots cracking and raising pathway s	0	3	0	5	4	0	28	0	0	0	0	0	Very Poor

#### SWDC

Asset	Road	Star	En	Off	Side	Len	Wic	Area	Path	Pathway Surface Material	Notes	Warnin	Extern	Se	Bu	De	Cr	Sc	Pa	Pd	Vc	Tr	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	STRASBOURG ST	880	993		Right	113	2.7	305.1	164	Asphaltic Concrete (Black)	Boundary trenching along fence line					2		53				2			Very Poor	
294	BELL ST	226	384		Right	158	1.4	221.2	294	Concrete							1	10							Poor	
268	FOX ST	717	726		Right	9	2	18	268	Seal											3		2		Poor	
358	FOX ST	763	958		Left	195	2.9	565.5	358	Asphaltic Concrete (Black)	Tree roots raising and cracking pathway surface							25				2	10	2	Poor	
417	FOX ST	973	1134		Right	161	1.7	273.7	417	Asphaltic Concrete (Black)	Tree roots raising and cracking pathv							1	16				1	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 tn							3		23					1	Poor
54	JELICOE ST (MARTI	10	95		Left	85	2.7	229.5	54	Asphaltic Concrete (Black)															Poor	
192	NEW YORK ST	7	232		Right	225	2.6	585	192	Asphaltic Concrete (Black)															Poor	
33	PRINCESS ST	389	423		Left	34	2.4	81.6	33	Seal															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)															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
133	FT JIM CT	6	94		Left	88	1.4	123.2	133	Concrete	Tree roots raising pathway surface														3	Average

- SWDC - Additional Funding for \$100,000 granted to lift Ratepayer Satisfaction and reflecting the outgoing council's achievements. Renewal Work is in progress with Fulton Hogan to achieve this by end of December 2025.  
**Worked Completed** - Broadway Street (Martinborough), East Street (Greytown)  
**Work Planned** – Wood Street (Greytown) and Fox Street (Featherston)



## 6. Ponatahi Road Safe Network Program

- a. **Delineation Improvements** – We had planned to implement safety measures in line with endorse business case under Low-Cost Low Risk funding approved budget with a primary benefit to impact on a safe system for local road improvements. The delineation includes:
- Curve warning and chevron upgrade signages
  - Full SWDC length EMP upgrade to standards
  - Additional no passing line set out and marking in terms TCD requirements.
  - RRPMS for entire SWDC length.
  - Edge line marking and associated markings the entire SWDC length.

## b. Huangarau Bridge – Two Lane to One Lane Bridge (Safety Improvements)

### Proposed Conversion of Huangarau Bridge

Ruamahanga Roads will be initiating a community survey to seek feedback on a proposal to convert the existing two-lane Huangarau Bridge on Ponatahi Road into a one-lane bridge. This proposal forms part of a broader programme aimed at improving road safety across the district.

### Key Context

- Huangarau Bridge is a critical link between Martinborough and Carterton, carrying approximately 1,570 vehicles daily.
- The bridge's current width of 5.5 metres and length of 68 metres, combined with limited sight distances, create significant safety risks for two-way traffic.
- Crash data indicates a history of incidents at this location, highlighting the need for intervention.

### Safety Challenges

- Increased risk of head-on collisions
- Difficulty for wide vehicles to pass safely
- Reduced driver confidence when crossing

### Proposed Benefits of One-Lane Conversion

- Improved safety for all road users
- Reduced crash risk, particularly head-on collisions
- Better accommodation for wide vehicles
- Enhanced driver confidence

### Strategic Goal

This initiative supports the district's vision of a transport system where no one is seriously injured or killed while travelling in South Wairarapa.





#### 7. Supply of Rip Rap Rock to Cape Palliser Road

- The **South Wairarapa District Council (SWDC)** is engaging a reliable supplier for the provision and delivery of materials required for programmed coastal protection works along Cape Palliser Road.
- The tender process for the supply and delivery of Rip Rap rock has been completed, and **Kieran Oliver Ltd** has been awarded the contract to supply the required stockpiles.
- SWDC requires approximately **3,000 tones of Rip Rap Rock** to be delivered to the following locations:
  - **Putangirua River Site** – Cape Palliser Rd / 13.541
  - **Turners Bay** – Cape Palliser Rd / 24.533



## 6.6 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, GWRC advises that a new Assessment of Environmental Effects (AEE) 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 discussions with GWRC and key stakeholders are ongoing, with submission planned for this year. Officers have begun wider engagement, including a recent site visit with Joel Ngātuere at the Kaipaitangata intake to review current operations. The 2012 application remains on hold while a new, updated application is prepared to align with the Natural Resources Plan. Engagement with Te Tini o Ngāti Kahukuraawhitia is in progress, and a response is awaited.	Low flow restrictions We are requesting a 20-year consent; however, we are still awaiting a decision on this.
Carterton Landfill	2016	The 2014 application is on hold. Staff contacted GWRC to discuss the desludging requirements for the pond over the next 3 years. Communication with GWRC has indicated that an updated AEE is required.	Restrictions on sludge disposal remain in place. There is an unresolved risk associated with the unlined cells, including uncertainty about the level of monitoring required. A new or substantially updated AEE may be necessary, as the previous AEE was completed in 2015. The drivers for this include: <ul style="list-style-type: none"> <li>- Regulatory and policy framework changes since 2015.</li> <li>- Changes in environmental conditions and associated risks.</li> <li>- Evolving best practice and technical standards.</li> <li>- Difficulty in fully understanding actual and potential effects due to limited and inconsistent information in the 2015 AEE.</li> </ul> Officers have engaged a consultant to support this work. The consultant has requested additional information, and officers are currently providing the required details. The preferred approach is to review and update the existing AEE against the now-operative NRP rather than developing an entirely new AEE. If feasible, this approach may meet GWRC's requirements while avoiding unnecessary duplication.



Consent	Expiry	Status	Risks
Taratahi Water Race	30 June 2023	<p>The 2023 application, including responses to updated questions, has been resubmitted to GWRC officers. Engagement with GWRC is ongoing, with further meetings anticipated to discuss the additional information requested under Section 92.</p> <p>Officers are actively addressing the outstanding information requirements and assessment gaps. A Principal Ecologist has been engaged to undertake the ecological components of the Section 92 response. The consultant has commenced work, and the first stage of the sampling programme, including eDNA sampling and site inspections, was completed between 7 and 9 October 2025. Invertebrate sampling will be undertaken in a subsequent stage once hydrological conditions are suitable. Arrangements are also being made to conduct supplementary grab sampling over the summer to assess water-quality effects at key discharge locations further, as recommended by the consultant. Access and logistical requirements are currently being coordinated with operational staff to ensure the collection of representative data across all target sites.</p> <p>Given that the project budget was set in the previous Long-Term Plan and that the costs to supply the required information are significantly higher than initially anticipated, officers will seek approval for an increased project budget at the next Council meeting.</p>	<p>Restrictions during low flow and the amount of monitoring required.</p> <p>We are requesting a 20-year consent and are still awaiting a decision on this.</p> <p>The costs for consenting.</p>

Carrington Water Race	30/6/2023	See above	
Frederick St groundwater take	30/9/2034	Current	Nitrate levels are still within limits. However, a change in legislation could compromise this.
Waingawa swamp cleaning	3/9/2023	Expired; included in the Water Race consent application	
Wastewater discharge	17/1/2053	Current; multiple consents	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 to separately but processed concurrently, remain on hold under Section 92. The 2023 application, including responses to updated questions, has been resubmitted to GWRC, and further meetings are expected to discuss the additional information requested. GWRC officers have indicated that the effects of the takes on streams and groundwater are likely to be more than minor and that the AEE contains assessment deficiencies requiring further work. Officers are actively addressing the outstanding information requirements. A Principal Ecologist has been engaged to undertake the ecological components of the Section 92 response. The consultant has commenced work, with the first stage of the sampling programme, eDNA sampling and site inspections, completed between 7 and 9 October 2025. Invertebrate sampling will follow once hydrological conditions are suitable. Additional grab sampling is also being arranged over the summer to assess water-quality effects at key discharge locations further, as recommended by the consultant. Access and logistics are being coordinated with operational staff to ensure representative data is collected across all target sites. As the project budget was set in the previous Long-Term Plan and the cost of supplying the required information is significantly higher than anticipated, officers will seek approval for an increased project budget at the next Council meeting.
- The Kaipaitangata application has been on hold since 2015 while Council considered strategic options for the Frederick Street Water Treatment Plant and the Kaipaitangata supply. Updated AEE discussions with GWRC and key stakeholders are now underway, with submission planned for this year. A replacement AEE has been drafted and assessed against the objectives, policies, and rules of the Natural Resources Plan. Officers have also begun wider engagement, including a recent site visit with Joel Ngātuere at the Kaipaitangata intake to review current operations. The 2012 application remains on hold while a new, updated application is prepared. Preliminary discussions with GWRC were positive; however, the latest correspondence indicates that, due to over-allocation in the Mangatarere, only a five-year consent may be feasible. Engagement with Te Tini o Ngāti Kahukuraawhitia is in progress, and a response is awaited.
- The closed landfill consent relates to groundwater monitoring requirements. GWRC has advised that a new or substantially updated AEE is required for the upcoming renewal. Restrictions on sludge disposal remain in place, with unresolved risks associated with the unlined cells and uncertainty about the monitoring needed to ensure levels are within acceptable limits. Officers have engaged a consultant to support this work, and the consultant has requested further information, which officers are currently providing. The preferred approach is to review and update the existing 2015 AEE against the now-operative NRP rather than developing an entirely new document, provided this meets GWRC's expectations.
- Land irrigation has resumed for the CDC irrigation land, and soil monitoring results show no significant concerns. GWRC nursery irrigation is being carefully managed through a new trial programme agreed with GWRC to avoid over-irrigation and protect tree growth at the poplar and willow nursery.

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

N/A.

**6.2 Tāngata whenua**

An 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:** 494255

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

**Attachments:** Nil



## 6.7 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*".

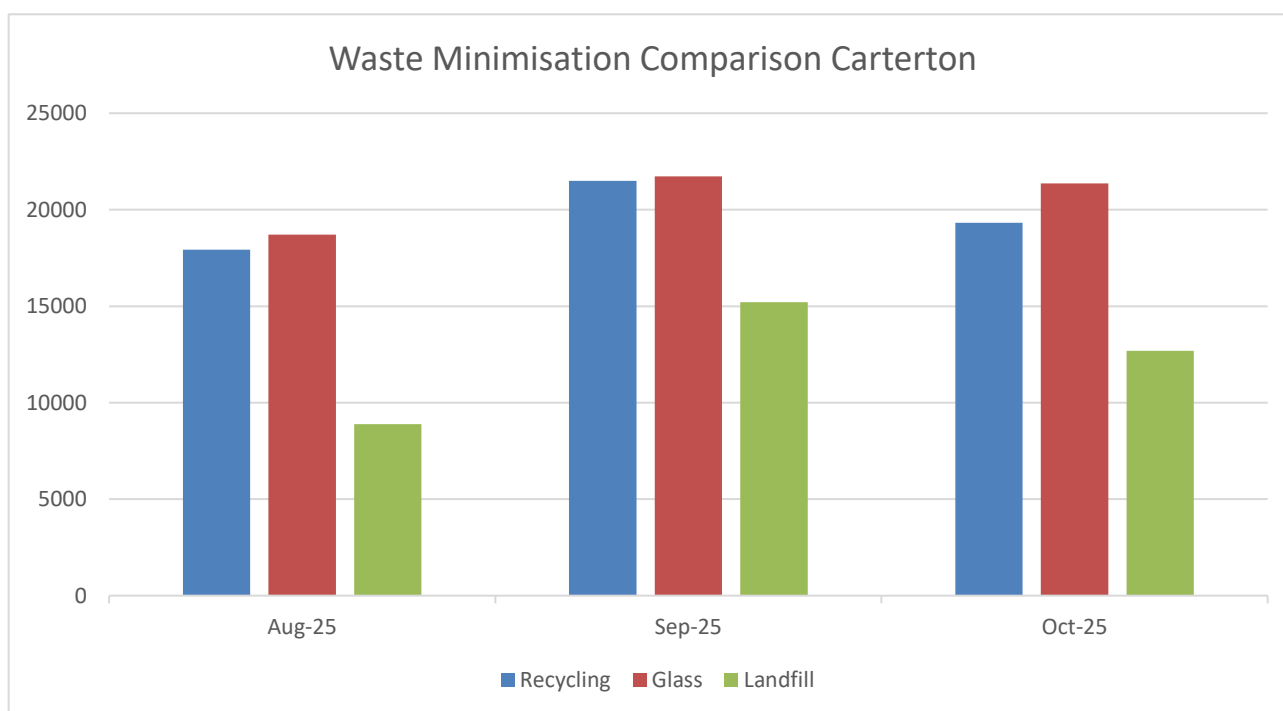
The objectives of the WMMP are:

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)
Aug '25	17,925 kg	8,890 kg	18,710 kg	1,640 kg	6,440 kg	\$ 2,044.70
Sep '25	21,500 kg	15,120 kg	21,720 kg	800 kg	9,030 kg	\$2,594.40
Oct '25	19,320 kg	12,680 kg	21,370 kg	5,610 kg	11,020 kg	\$4,218.20



### Projects Update

- Officers of Wairarapa Councils are now preparing the next steps for organics collection process to be implemented in Wairarapa. This report will be presented to the councils early next year.
- CDC joined 'Keep New Zealand Beautiful' Clean-up campaign & stretched the collections for 2 weeks instead of one. The collection of litter & rubbish during the campaign turned out to be around **1,400 kg** from Carterton alone.
- Officers are reviewing the KPIs for the shared waste contract & will update the engineer to the contract for inclusion.
- CDC has signed the agreement with Greater Wellington Regional council (GW) for setting up an interim 18-months arrangement with EnviroSchools from January 2026 – June 2027.
- CDC's Free E-waste drop off event resulted in **3,390 kg** collected over weekend from the residents.
- Daffodil Festival has diverted **218 kg** of waste from landfill out of which **96.1 kg** is given to Good lives Wairarapa for composting.



# DAFFODIL DAY

## KEY WASTE METRICS

### SEPTEMBER 2025

The Precycle NZ team managed waste at Daffodil Day by sorting waste to recover recyclable and compostable materials, reducing landfill waste and preventing recycling and organic bin contamination.

#### Composition of Waste at Daffodil Day

● Recycling ● Glass ● Organic ● Landfill



● Diverted Waste ● Waste to Landfill



Waste Type	Amount Collected (kg)
Organic	28.8
Organic (Good Lives)	96.1
General Waste	66.5
Glass	2.1
Recycling	24

From this work, 218 kg of waste was collected from the site over 1 day. 96.1kgs were donated to **Good Lives Wairarapa** for use on their new composting initiatives.

**151**  
KILOGRAMS  
OF WASTE DIVERTED  
FROM LANDFILL

**69%**  
OF WASTE  
DIVERTED FROM  
LANDFILL

**79%**  
REDUCTION IN  
CARBON EMISSIONS

<b>Service Requests</b>			
<b>Service Request</b>	<b>Request details</b>	<b>Output</b>	
24003228	256 High St N: Yellow bin for new built	Bin delivered by Smart Env	02/08/2025
24003250	28 Fredrick St: Bin lid damaged	Lid repaired by Smart Env	06/08/2025
24003305	40A/B Brooklyn Rd: Yellow bin for new built	Bin delivered by Smart Env	15/08/2025
24003315	15C Madison St: Yellow bin for new built	Bin delivered by Smart Env	16/08/2025
24003316	39 William Wong Pl: Yellow bin for new built	Bin delivered by Smart Env	16/08/2025
24003356	21 Mill Grove: Yellow bin for new built	Bin delivered by Smart Env	26/08/2025
24003357	72 Pembroke St: Yellow bin not emptied	Unjustified- wrong week	26/08/2025
24003362	26A Kent St: Yellow bin for 2 <sup>nd</sup> dwelling	Bin delivered by Smart Env	26/08/2025
24003364	4 Daffodil Gr: Yellow bin not picked up	Unjustified- wrong week	27/08/2025
24003396	224B Belvedere Rd: Broken Lid	Lid repaired by Smart Env	30/08/2025
25001544	20 Kenwyn Dr: Glass crate not collected	Crate was not out on time	01/09/2025
25001545	9 Ashmore Park Rd: Bin lid damaged	Lid repaired by Smart Env	01/09/2025
25001631	30 Deller Dr: Bin lid damaged	Lid repaired by Smart Env	21/09/2025
25001703	18 Georgina Beyer Way: Yellow bin for new built	Bin delivered by Smart Env	03/10/2025
25001709	9D Moreton Rd: Bin lid damaged	Lid repaired by Smart Env	06/10/2025
25001712	WCM Legal: Rubbish bag missed collection	Justified – Collected same day later	06/10/2025
25001716	224D Belvedere Rd: Bin lid damaged	Lid repaired by Smart Env	06/10/2025
25001717	52 Pembroke St: Bin lid damaged	Lid repaired by Smart Env	06/10/2025
25001721	16B Armstrong Ave: Rubbish bag not collected	Unjustified: No bag present when truck passed house	06/10/2025
25001724	2 Porrit Pl: Rubbish not picked up	Unjustified: Picked up within collection timeframe	06/10/2025
25001725	27 Wyndham St: Extra bin at property	Vin removed by Smart Env	06/10/2025
25001726	19A Brooklyn Rd: Rubbish not picked up	Unjustified: Picked up within collection timeframe	06/10/2025
25001728	Porritt Pl: Rubbish not picked up	Unjustified: Picked up within collection timeframe	06/10/2025
25001731	9D Moreton Rd: Bin lid damaged	Lid repaired by Smart Env	07/10/2025
25001744	25 Clifton Av: Replacement Yellow bin	Bin replaced by Smart Env	09/10/2025
25001765	11A Rexwood St: Yellow bin not emptied	Contamination in the bin proved	13/10/2025
25001787	4 Pukeko Ln: Bin lid damaged	Lid repaired by Smart Env	13/10/2025



25001807	135 Lincoln Rd: Yellow bin request	Unjustified- Already one on site S# 00017394	13/10/2025
25001868	18 Tyne St: Yellow bin for new built	Bin delivered by Smart Env	23/10/2025
25001869	1 Frederick St: Yellow bin not emptied	Contamination in the bin proved	23/10/2025

## 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).
- SWAP (Solid Waste Analysis Protocol) to be carried out for kerbside + transfer station in Wairarapa in Q1 2026.
- Trials with Central Environmental, Bentleys Bargains & Earthstarch for various types of waste stream recycling.
- Waste data management for council waste going to landfill.
- Monitoring and reducing illegal litter dumping.

## Picture Perfect

### Keep New Zealand Beautiful Cleanup Week Carterton





Daffodil Festival





CDC Free E-waste Drop off Weekend



Waste-Ed with Kate Carterton





**6. RECOMMENDATION**

That the Committee:

1. **Receives** the report.

**File Number:** 494636

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

**Attachments:** Nil





## 6.8 CLIMATE STRATEGY 2025/26 IMPLEMENTATION PLAN PROGRESS

### 1. PURPOSE

For the committee to be updated on progress against the Climate Strategy's 2025/26 Implementation Plan

### 2. SIGNIFICANCE

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

### 3. BACKGROUND

The Carterton District Council [Climate Change Strategy 2025-2030](#) was adopted in April 2025. It replaced the Ruamāhanga Strategy. The current strategy outlines the vision, shifts, objectives and actions for the council over five years.

The strategy specifies that it will be supported with annual implementation plans aligned with the council's financial year, and will build on the feedback received through the engagement process while developing the strategy.

The first implementation plan for 2025/26 was approved in June 2025 and focuses on Shift One (Enhancing knowledge and understanding) and Shift Two (Organisational direction and building a culture of change), so that by the end of the financial year we will be well progressed against the actions under Objective 3 - As an organisation, Council leads by example.

### 4. DISCUSSION

Climate change actions in the Climate Change Strategy cover all aspects of the council's responsibility and operations. The Implementation Plan highlights six areas of the Council's work given their relevance. We are making good progress against what we said we would do.

#### Parks and reserves

- Continuation of their adaptation to the changing climate in their planting, planning, and management
- Management plans updated for most parks and reserves include climate change considerations
- [No-Mow trial](#) started in selected parks from September

**Waste minimisation**

- [Soft plastic recycling](#) is available through New World Carterton since August (and through the transfer station)
- Organics kerbside feasibility study completed and presented to Policy and Projects Committee in September
- Community engagement through 'Plastic Free July', 'Clean-Up' week in September, 'Waste-Ed with Kate' business education session in September, and 'e-waste recycling' in October.
- Changed the domestic rubbish bags to ones with higher recycled content

**Water**

- The [Waingawa Process Water project](#) (first stage) was opened in September providing low-cost, non-potable water to businesses within the Waingawa industrial area, this will reduce the use of chemicals and power by not using potable water for process water.
- Advance notice of Council's intent to develop a new 20ha water reservoir was released in October as the start of the procurement process for the [Waingawa Water Storage Project](#)
- Electricity from the solar array is offsetting electricity costs at the wastewater treatment plant in Dalefield Road, and has been providing a small income from electricity generated and returned to the grid since August (backdated to February), as well as partially feeding plant equipment.
- The [desludging trial](#) at the wastewater treatment plant is underway as both a way to reduce emissions from sludge disposal, and consideration as a potential new revenue stream.

**Planning**

- We are nearing the end of a long process on the review of the [Wairarapa Combined District Plan](#). From 8 October 2025, the Decisions Version of the Proposed District Plan is in effect, subject to an appeal period that closes on 26 November 2025.
- Climate change, natural hazard risk, and resilience are central themes woven throughout the PDP. The Strategic Direction chapter outlines the key matters to guide decision-making and introduces objectives that focus on:
  - climate change mitigation
  - adapting to climate change
  - resilience to natural hazards
  - water resilience
  - renewable energy

- In support of broader climate resilience objectives, the PDP includes specific provisions such as:
  - Rainwater storage tanks required for new residential units in the General Residential zone; and
  - Strong supports for safeguarding ecosystems and indigenous biodiversity that encourage protection and restoration.

### **Community Development and Facilities**

- Ongoing support for Carterton's community gardens, foodbank and composting initiatives
  - Reinstatement of food waste collection from Council sites in Holloway St .
- The piloting of [Climate Community Forums](#). The first two forums on Afforestation, and Freshwater were undertaken in October and November, and a draft programme has been arranged for various forums until May when an evaluation will be done.
- Waste minimisation grant funding has been awarded to three recipients (less than \$2,000 each), and there is current consideration of three proposals over \$2,000 each.
- Waste minimisation plans for Council events such as the Daffodil Festival encourage the use of sustainable materials and reduction in waste.
- Supporting Council's people leaders in climate change shifts, and providing information on climate related changes to legislation and regulation.
- Libraries displays in Plastic Free July, and Conservation Week in September. The Library plans for a greater focus on sustainability in 2026.

### **Emissions reduction**

All aspects of the emissions reduction section of the 2025/26 inventory have been completed

- Emissions inventory reports for 2022 and 2023 have been compiled and we aim to publish them before the end of the year
- The 6 year emissions summary report was received by the Policy and Projects committee in September. The main findings were:
  - Annual net emissions remain negative due to offsets from our Kaipaitangata forest (that's a good thing) but we have not made much impact on gross emissions, the amount of GHG emissions we produce, since 2018.
  - Wastewater accounts for the greatest proportion of CDC's gross emissions and was over 80% of gross emissions in the 2023 GHG emissions report. Next highest emissions are from fuel and electricity.



- If CDC continues with its forest harvesting plans, and we continue at the same level of Gross emissions, then we move from being carbon negative, to carbon positive from 2032.
- The 2024 emissions inventory has been compiled. In addition, a 2024/25 emissions inventory will be compiled this year and future inventories will be based on financial years to allow performance reporting in CDC's annual reports.

## 5. NEXT STEPS

We are progressing well against the 2025/26 implementation plan, and are already undertaking activities that are beneficial but not in the plan. We will begin work on the 2026/27 implementation plan in February 2026.

## 6. CONSIDERATIONS

### 6.1 Climate change

The content of this report demonstrates the active approach Council is taking to climate mitigation and adaptation.

### 6.2 Tāngata whenua

There are no specific items in this report of special interest to Māori.

### 6.3 Financial impact

There are no additional financial impacts from this report. Adapting to a changing climate now may avoid costs compared to taking a reactive approach.

### 6.4 Community Engagement requirements

There are no additional community engagement requirements. Initiatives undertake their own engagement as they develop, and many are highlighted on the CDC website.

### 6.5 Risks

There are no identified risks.

## 7. RECOMMENDATION

That the Committee:

1. **Receives** the report.

**File Number:** 494628

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

**Attachments:** Nil

**APPENDIX A: CLIMATE IMPLEMENTATION PLAN COMBINED ACTIONS 2025/26**

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

\*potential extension to existing scope



## 6.9 POLICY REVIEW WORK PLAN UPDATE

### 1. PURPOSE

This report is to update the committee on the status of Carterton District Councils Policy documents and the Workplan that was adopted and implemented by the previous council on 28 September 2022 for the duration of the triennium.

### 2. SIGNIFICANCE

The matters for decision in this report are not considered to be of significance under the Significance and Engagement Policy. This is an information only report to inform elected members on the status of current policies and proposed review dates.

### 3. BACKGROUND AND DISCUSSION

Over the last triennium good progress was on the joint Wairarapa Policies that were due to be reviewed with the following policies consulted on and adopted.

- **Smoke Free Policy**
- **Wairarapa Class 4 Gambling and Standalone TAB Venues Policy-**
- **Local Alcohol Policy**

Carterton District Council's policies serve several key purposes:

1. **Guide Decision-Making**  
Policies provide a framework for consistent and transparent decisions by the Council and its committees. They ensure decisions align with legal requirements, community expectations, and strategic goals.
2. **Support the Four Well-Beings**  
Under the Local Government Act, councils must promote social, economic, environmental, and cultural well-being. Policies help achieve these objectives by setting standards and priorities for services, infrastructure, and community development.
3. **Manage Core Services and Infrastructure**  
Policies cover essential services like water supply, wastewater, roading, waste management, and emergency planning. They ensure these services are delivered efficiently and sustainably.
4. **Ensure Compliance and Risk Management**  
Many policies relate to statutory obligations (e.g., Building Act, Dog Control Act, Gambling Act) and financial management (e.g., rates remission, treasury management). They help the Council meet legal standards and manage risks responsibly.

#### 5. **Enable Community Engagement and Transparency**

Policies such as the Significance and Engagement Policy set out how the Council involves the public in decision-making, ensuring accountability and democratic participation.

#### 4. **LIST OF POLICIES AND REVIEW DATES**

Amber (12 policies): Most policies are due for review within the next year (2025–2026).

Green (30 policies): These have more than a year before review (2027–2028).  
Note 14 of these are Wairarapa Library Services (WLS) policies which will have to be reviewed early due to the disestablishment of the WLS.

Red (1 policies): One policy is due and this will be scheduled for early 2026

List of policies and review dates						
Policy No.	Policy Name	Doc ID	Last Review Date	Next Review	Policy Synopsis	Status
1	Bond for Road Events	23155	7/04/2021	2026	Policy for the levying of a bond on rally organisation for road events	Amber
2	Cattlestop Policy	91590	6/04/2022	2027	Policy for repair and maintenance of cattlestops within the district	Green
3	Dangerous and Insanitary Buildings Policy	34462	10/02/2021	2026	Council's policies relating to dangerous and insanitary buildings, including how this applies to heritage buildings	Amber
4	Easter Shop Trading	38954	2022	2027	Guidance around shop trading hours during the Easter period	Green
5	Community Grants	1917	2023	2028	A framework for allocating grants to groups and organisations that are delivering projects,	Green

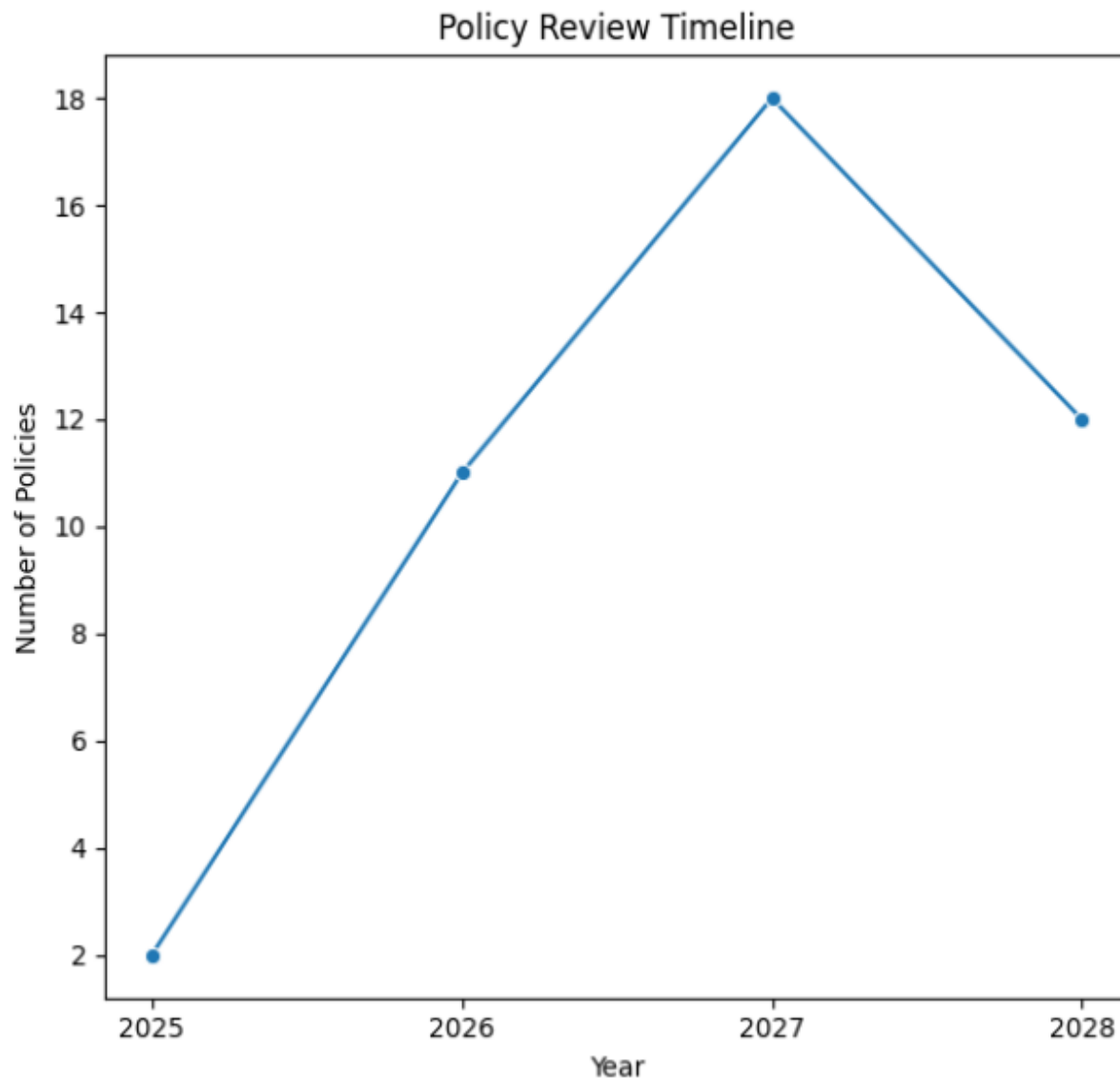
List of policies and review dates						
Policy No.	Policy Name	Doc ID	Last Review Date	Next Review	Policy Synopsis	Status
					activities and services that benefit the citizens of the district	
6	Out of District Burial Policy	33117	6/04/2022	2027	Guidance around the criteria to assess 'out of district' burials	Green
7	Plaques, Memorials and Monuments Policy	24148	7/04/2021	2026	Process to be followed when new plaques, memorials and monuments are proposed in the district	Amber
8	Psychoactive Substances Local Approved Products Policy	website	2021	2026	Guidance around the regulation of psychoactive substances in the district- Joint Policy MDC/CDC.  It had been agreed to review the policy in 2024, however the Bylaw review and LAP review took precedent.	Amber
9	Public Art Policy	15394	7/04/2021	2026	Policy to ensure that public art is taken into consideration when decisions are being made about the district	Amber
10	Remission of Water Meter Charges Policy	22344	4/08/2021	2026	When water meter charges for water will be remitted	Amber
11	Road Naming Policy	370396	22/11/2023	2028	Guidance around how roads in the district are named	Green
12	Rural Water Connections	23172	29/09/2021	2026	Guidance around new rural water connections	Amber
13	Sewer Connection Policy	23183	29/09/2021	2026	Connection requirements for new urban properties	Amber

List of policies and review dates						
Policy No.	Policy Name	Doc ID	Last Review Date	Next Review	Policy Synopsis	Status
14	Stock Movement Policy	35525	10/02/2021	2026	Guidance around the movement of stock on roads in the Carterton District	Amber
15	Urban Street Tree Policy	49258	11/11/2020	2025	Guidance around the ongoing maintenance, selection/siting/planting and removal of trees in the urban area, including protected, historic and notable trees.  This will be reviewed in 2026 once some additional work has been completed by a tree specialist and the district plan becomes operative.	Amber
16	Water Races Policy	40273	7/04/2021	2026	Guidance around the use of water races, including rates & charges, exemptions from water race rates, irrigation from the races, cleaning and maintenance, relocation/closure of races, and new races	Amber
17	Watering of Civic Gardens Policy	23411	9/09/2020	2025	Guidance around the watering of council gardens.	Red
18	Dog Control Bylaw	42018	2017	2027	This is also our policy. Programmed into the workstream to develop a separate policy when the bylaw is up for review.	Green
	Development/Financial Contributions Policy		Part of LTP project	2027	Note: with the district plan changing this	Green

List of policies and review dates						
Policy No.	Policy Name	Doc ID	Last Review Date	Next Review	Policy Synopsis	Status
					review will be required earlier to align with the new financial contributions as set by the district plan	
	Investment Policy		Part of LTP 2024	2027		Green
	Liability Management Policy		Part of LTP 2024	2027		Green
	Postponement of Rates Policy		Part of LTP 2024	2027		Green
	Remission and Postponement of Rates on Maori Freehold Land Policy		Part of LTP 2024	2027		Green
	Remission of Rates Policy		Part of LTP 2024	2027		Green
	Revenue & Financing Policy		Part of LTP 2024	2027		Green
	Significance & Engagement Policy		Part of LTP 2024	2027		Green
	Wairarapa Class 4 Gambling and Standalone TAB Venues Policy	88982	2023	2027	This is a combined Policy with MDC and SWDC	Green
	Smoke Free/Vape Free Policy		2023	2026	Guidance around non-smoking areas across Council facilities. This is a combined Policy with MDC and SWDC	Amber
	Wairarapa Local Alcohol Policy	91538	01/02/2025	2030	This is a combined Policy with MDC and SWDC	Green
These were joint policies but with the disestablishment of the WLS they will need to be reviewed in 2026						
	Library - Care of Children in Libraries Policy	41884	2023	2028	WLS Committee to review	Green
	Library - Friends of the Library Policy	41891	2023	2028	WLS Committee to review	Green

List of policies and review dates						
Policy No.	Policy Name	Doc ID	Last Review Date	Next Review	Policy Synopsis	Status
	Library Cataloguing and Classification Policy	41885	2023	2028	WLS Committee to review	Green
	Library Charging Policy	41886	2023	2028	WLS Committee to review	Green
	Library Compliant Policy	41887	2023	2028	WLS Committee to review	Green
	Library Copyright Policy	41888	2023	2028	WLS Committee to review	Green
	Library Customer Code of Conduct	41902	2023	2028	WLS Committee to review	Green
	Library Fundraising and Donations Policy	41893	2023	2028	WLS Committee to review	Green
	Library Homelink Policy	41894	2023	2028	WLS Committee to review	Green
	Library Interloan Policy	41896	2023	2028	WLS Committee to review	Green
	Library Internet Access Policy	41897	2023	2028	WLS Committee to review	Green
	Library Membership Policy	41899	2023	2028	WLS Committee to review	Green
	Library Privacy Policy	41900	2023	2028	WLS Committee to review	Green
	Library Programme Policy	41898	2023	2028	WLS Committee to review	Green





#### 4. CONSIDERATIONS

##### 4.1 Climate change

Climate change mitigation and adaptation will be considered in each of the policies as they are reviewed to reflect Council's Climate Change Strategy principles.

##### 4.2 Tāngata whenua

Impacts and opportunities for Māori to participate will be considered in each of the policies as they are reviewed to ensure Council's commitment to the Treaty of Waitangi principles.

**4.3 Financial impact**

All work undertaken is within planned budgets.

**4.4 Community Engagement requirements**

Appropriate community engagement will be undertaken as required for policies as they are reviewed.

**4.5 Risks**

Risks associated with each policy will be considered as they are reviewed to ensure legal compliance.

**5. RECOMMENDATION**

That the Committee:

1. **Receives** the report.

**File Number:** 495339

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

**Attachments:** Nil



## 6.10 UPDATE ON PLANNING RESOURCE CONSENTS

### 1. PURPOSE

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

### 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 25 November 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:** 495209

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

**Attachments:** 1. Resource Consent Update [↓](#)



## RESOURCE CONSENT DECISION SUMMARY REPORT for the period 10/09/2025 to 25/11/2025

### SUBDIVISION CONSENT DECISIONS:

#### 1. RM250058 – date of decision 21/10/2025

2-lot rural subdivision	Non-Complying Activity (PDP and ODP)	146 Park Road
<p>Consent was sought for the 2-lot subdivision of the property at 146 Park Road. This property falls within the Future Urban Zone however this zoning did not have effect at the time of lodgement and therefore defaulted to Rural (Primary Production) under the ODP. The property adjoins the Residential Zone and contains two dwellings. The subdivision was to separate the two dwellings into their own respective titles. Both dwellings have connection to the Council's reticulated network. The resulting lots are 4290m<sup>2</sup> (Lot 1) and 3.6ha (Lot 2). The configuration of the subdivision easily allows for the future development of the area without compromising the rural-residential nature of the area or setting precedent for other such applications.</p> <p><b>Consent was granted with conditions</b></p>		

#### 2. RM250060 – date of decision 21/10/2025

2-lot rural subdivision	Controlled Activity (PDP) Non-Complying Activity (ODP)	130 Jordan Road
<p>Consent was sought for the 2-lot subdivision of the property at 130 Jordan Road. This subdivision utilised the &lt;4ha rule which has legal effect under the PDP. The resulting lots are 2.27ha (Lot 1) and 0.736ha (Lot 2). Both lots are vacant of any dwellings and can easily accommodate compliant dwellings. All other minimum standards were met.</p> <p><b>Consent was granted with conditions</b></p>		

#### 3. RM250064 – date of decision 4/11/2025

Rural boundary adjustment and amalgamation	Non-Complying (ODP) Controlled (PDP)	661 Cornwall Road
<p>Consent was sought for the boundary adjustment and amalgamation of the property at 661 Cornwall Road. Lot 1 (14ha) is to be amalgamated with the neighbouring farm with Lot 2 (2.85ha) containing the existing dwelling, curtilage, and small paddocks. Lot 2 is unable to achieve the 4ha minimum lot size under the ODP, however, PDP boundary adjustment rules apply here and therefore have</p>		

greater weight in assessment. Both allotments contain a fault line and fault hazard area. The existing consent notice will be replaced with updated notice to reflect new mapping. There is sufficient space on both allotments to support residential development outside of the fault hazard, should this be sought in future.

**Consent was granted with conditions**

#### 4. RM250061 – date of decision 10/11/2025

12-lot residential subdivision	Discretionary (ODP)	Peaks Drive
<p>Consent is sought to subdivide Lot 101 DP 609210 (Stage 3 of the Peaks) into 12 residential lots, by splitting six previously approved lots to provide a wider range of smaller lot sizes. Although the PDP Flood Hazard maps have no legal effect, a consent notice will be applied to proposed Lot 76 to address this feature.</p> <p>Under the ODP, lots do not meet the 400m<sup>2</sup> minimum area (340-393m<sup>2</sup>) or the 12m × 15m building platform requirement, resulting in a Discretionary activity under Rule 2.1.5(a). Under the PDP, the site is zoned General Residential and partly within a Low Flood Hazard Area, with one lot below the 350m<sup>2</sup> minimum, triggering SUB-R2(12), a Non-complying status. As PDP rules do not yet carry legal effect, the assessment relies primarily on the ODP.</p> <p>Given the established urban context and existing servicing, the additional six lots will not affect neighbourhood character or amenity and instead support greater housing choice. The subdivision efficiently uses infrastructure, maintains residential character, and aligns with District Plan outcomes.</p> <p><b>Consent was granted with conditions</b></p>		

#### 5. RM250062 – date of decision 24/11/2025

Rural boundary adjustment and 6-lot subdivision	Stage 1: Non-complying (ODP), Controlled (PDP) Stage 2: Non-complying (ODP), Discretionary (PDP)	1 Taratahi Park Lane
<p>Resource consent was sought for a two-stage subdivision across four rural properties. Stage 1 involves a boundary adjustment that redistributes land to create proposed lots of 5.6ha (Lot 1) and 3.9ha (Lots 2–4). This approach utilises a current PDP loophole that enables boundary adjustments to create sub-4ha allotments, allowing the subsequent Stage 2 subdivision to be assessed under SUB-R4.</p> <p>Stage 2 proposes a 6-lot rural-residential subdivision of the newly formed Lots 2–4, creating three additional allotments ranging from 1.2–2.6ha. All lots meet PDP minimum size requirements. The layout maintains rural openness, allows generous building setbacks, and is consistent with the established lifestyle character of the area.</p>		

Access for Stage 2 will be provided via new and existing entrances from Taratahi Park Lane. Access legs are proposed at 6m in width and sealed for the first 30m. While the design does not fully comply with NZS 4404 or the EDS, it incorporates elements of both to achieve safe and efficient access.

A Land Use Capability assessment confirms the land is Class 6, and therefore the subdivision will not affect highly productive land.

**Consent granted with conditions.**

### **LAND USE CONSENT DECISIONS:**

#### **6. RM250057 – date of decision 6/10/2025**

<b>Relocate dwelling to site</b>	<b>Controlled (ODP)</b>	<b>2 Brooklands Road</b>
Resource consent was sought for the relocation of a dwelling to 2 Brooklands Road. The location of the building easily meets permitted standards and a building condition report from CAD Services and Design noted overall good condition with minor remedial works including replacing few weatherboards and guttering.		
<b>Consent was granted with conditions</b>		

#### **7. RM250056 – date of decision 21/10/2025**

<b>Establish farmshop within existing woolshed and associated signage</b>	<b>Restricted Discretionary (ODP)</b>	<b>43 Taumata Island Road</b>
Resource consent was sought for the establishment of a farmshop within an existing woolshed at 43 Taumata Island Road. The proposal is to support the expansion of the applicants online business into brick and mortar selling local produce and artisan goods produced locally. To compliment this, a coffee stand will also be incorporated into the build.		
For advertising and directional aid, the applicant also sought consent for three signs. These are to be located at the shop entrance, 24 Carters Line, and the other at corner of Taumata Island/Waihakeke Roads. All signs meet size requirements and all appropriate written approvals are obtained for the overall activity.		
Sufficient carparking, manoeuvring etc is available and overall, the effects of the proposed activity are considered to be minor subject with the compliance of conditions. The shop also has positive effect for the promotion of local goods and enhancing rural tourism opportunities within the district without detracting from the vibrancy of the Town Centre.		
<b>Consent was granted with conditions</b>		

#### **8. RM240051 – date of decision 24/11/2025**

<b>Construct industrial building within Natural Asset setback and associated signage</b>	<b>Discretionary (ODP)</b>	<b>3865 State Highway 2</b>
<p>Consent was sought to construct a large industrial shed within the Waingawa Industrial Area (subject to Waingawa Structure Plan). The proposal incorporates a 10m landscape buffer along SH2 and aligns with the layout of the neighbouring consented 57-lot industrial subdivision, including integration with the proposed new road network. Access is via the existing SH2 crossing with NZTA having provided written approval and conditions. Two 10 m<sup>2</sup> building-mounted signs are proposed; one faces Rural-zoned land across SH2, requiring Restricted Discretionary consent, both comply with size and height standards.</p> <p>A small portion of the building (61 m<sup>2</sup>) encroaches into the 20 m Waingawa Stream buffer, triggering Discretionary consent under the Structure Plan. PDP Industrial Zone rules do not yet have legal effect.</p> <p><b>Consent was granted with conditions</b></p>		



## 6.11 DELEGATIONS MANUAL FOR 2025-2028 TRIENNIUM

### 1. PURPOSE

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

### 2. SIGNIFICANCE

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

### 3. BACKGROUND

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

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

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

The same clause also lists a number of matters that Council cannot delegate.

All delegations are detailed in the Delegations Manual which is required to be confirmed for the new triennium following the local government elections (though changes can be made in future as required).

### 4. CONFIRMATION OF DELEGATIONS MANUAL

On 12 November, the Risk and Assurance Committee reviewed and endorsed the Delegations Manual for adoption by Council at the Policy and Projects Committee.

In addition, the Risk and Assurance Committee suggested the following changes:

- Increase Chief Executive (CE) delegation for unplanned other work from \$10,000 to \$20,000 (with Council oversight)
- Increase Council delegated amount for unplanned other work from greater than \$10,000 to greater than \$20,000
- Move the delegation from Council to CE to write off debts (excluding rates) \$5,000-\$10,000

Management have also recommended the following changes:

- Section 5.2 Variation of budgets – wording clarification of budget variances



- Section 5.3 Financial - Addition/amendment of delegated positions
- Section 8 Legislation – Addition/amendment of delegated positions
- Section 10 Roading – Change of delegation to GM Infrastructure

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

## 5. CONSIDERATIONS

### 5.1 Climate change

There are no climate change considerations required.

### 5.2 Tāngata whenua

There are no tāngata whenua considerations required.

### 5.3 Financial impact

There are no financial considerations required.

### 5.4 Community Engagement requirements

There are no community engagement considerations required.

### 5.5 Risks

There are no risk considerations required.

### 5.6 Wellbeings

There are no Community Wellbeings considerations required.

## 6. RECOMMENDATION

That the Committee:

1. **Receives** the report.
2. **Approves** the recommended changes to the Delegations Manual, as outlined in **Attachment 1**.
3. **Adopts** the updated Delegations Manual for the 2025-2028 Triennium.

**File Number:** 494234

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

**Attachments:** 1. Delegations Manual 2025-2028 Triennium [↓](#)



# Delegations Manual

**First adopted by Council on 22 February 2012**

**Last amended on ~~18 June 2025~~ 3 December 2025**

**VERSION CONTROL**

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

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

		<ul style="list-style-type: none"> <li>○ Project Accountant</li> <li>○ Finance Team Leader</li> <li>○ Reticulation Team Leader</li> <li>○ Senior Roading Officer</li> <li>● Add the following positions: <ul style="list-style-type: none"> <li>○ Chief Financial Officer (CFO)</li> <li>○ Information Systems Manager</li> <li>○ Senior Financial Accountant</li> <li>○ Group Manager (GM) People and Corporate</li> <li>○ Water Races Overseer</li> </ul> </li> <li>● Change the titles of the following positions: <ul style="list-style-type: none"> <li>○ SWDC Roading Manager to Roading Manager</li> <li>○ Infrastructure Services Manager to Group Manager (GM) Infrastructure</li> <li>○ Consents, Compliance and Operations Manager to Waters Operations Manager</li> <li>○ Community Services and Facilities Manager to Group Manager (GM) Community and Facilities</li> <li>○ Planning and Regulatory Manager to Group Manager (GM) Regulatory and Planning</li> <li>○ Events Centre Coordinator to Events Centre Team Leader</li> <li>○ Senior Planning Officer to Planning Officer</li> </ul> </li> </ul>
3/12/25	5.2  5.3.7  5.3.9  8	<ul style="list-style-type: none"> <li>● Wording clarification of circumstances for variance of budgets</li> <li>● Add the People and Wellbeing Manager to the signing authority for the payment of expenditure and payroll</li> <li>● Increase unplanned other work by the CE to \$20,000 with Council oversight</li> <li>● Increase unplanned other work by Council to greater than \$20,000</li> <li>● Move the delegation from Council to Chief Executive to write off debts (excluding rates) \$5,000-\$10,000</li> <li>● Replace Community Development Team Leader with Community and Partnerships Manager</li> <li>● Add Customer Services Team Leader</li> <li>● Add Senior Water and Wastewater Reticulation Operator</li> <li>● Burial and Cremation Act 1964 and Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967 <ul style="list-style-type: none"> <li>○ Add Parks and Reserves Team Leader and GM Community and Facilities</li> </ul> </li> <li>● Local Government Act 1974 s355 and s468(1) <ul style="list-style-type: none"> <li>○ Add Parks and Reserves Team Leader</li> </ul> </li> <li>● Local Government Act 2002 s171, s172, s174, s177 <ul style="list-style-type: none"> <li>○ Add GM Community and Facilities</li> </ul> </li> <li>● Reserves Act 1977 <ul style="list-style-type: none"> <li>○ Add GM Community and Facilities</li> <li>○ Delete Environmental Health Officer</li> </ul> </li> <li>● Food Regulations 2015 <ul style="list-style-type: none"> <li>○ Add Regulatory Services Officer</li> <li>○ Add Private Contractor</li> </ul> </li> <li>● Health Act 1956 and Regulations made under that Act <ul style="list-style-type: none"> <li>○ Add Regulatory Services Officer</li> <li>○ Add Private Contractor</li> </ul> </li> </ul>

		<ul style="list-style-type: none"><li>• HSNO Act 1996<ul style="list-style-type: none"><li>◦ Add Regulatory Services Officer</li></ul></li><li>• Land Transport Act 1998<ul style="list-style-type: none"><li>◦ Add Regulatory Services Officer</li></ul></li><li>• Litter Act 1979<ul style="list-style-type: none"><li>◦ Add Regulatory Services Officer</li><li>◦ Add Private Contractor</li></ul></li><li>• Resource Management Act 1991<ul style="list-style-type: none"><li>◦ Delete GM Infrastructure</li></ul></li><li>• Sale and Supply of Alcohol Act 2012<ul style="list-style-type: none"><li>◦ Add Regulatory and Licensing Officer</li></ul></li><li>• Sale and Supply of Alcohol (Fees) Regulations 2013<ul style="list-style-type: none"><li>◦ Add GM Regulatory and Planning</li></ul></li></ul>
	10.2	<ul style="list-style-type: none"><li>• Replace the GM Regulatory and Planning with GM Infrastructure</li></ul>

## CONTENTS

<b>1.</b>	<b>INTRODUCTION.....</b>	<b>7</b>
<b>2</b>	<b>PROCEDURES .....</b>	<b>10</b>
<b>3</b>	<b>GOVERNANCE .....</b>	<b>10</b>
3.2	<i>World War II Memorial Trust .....</i>	<i>10</i>
3.3	<i>Delegations to commissioners .....</i>	<i>10</i>
3.4	<i>Hearing Committee .....</i>	<i>11</i>
3.5	<i>Other Committees .....</i>	<i>11</i>
<b>4</b>	<b>DELEGATIONS TO CHIEF EXECUTIVE .....</b>	<b>11</b>
4.1	<i>Appointment of staff .....</i>	<i>11</i>
4.2	<i>General delegations .....</i>	<i>11</i>
4.3	<i>Specific delegations .....</i>	<i>12</i>
<b>5</b>	<b>FINANCIAL DELEGATIONS .....</b>	<b>12</b>
5.1	<i>Delegations .....</i>	<i>12</i>
5.2	<i>Variation of budgets .....</i>	<i>13</i>
5.3	<i>Financial policy and delegations purpose .....</i>	<i>14</i>
	Commitments.....	14
	Operational .....	14
	Capital works and maintenance contracts .....	14
	Financial delegations .....	15
<b>6</b>	<b>DELEGATIONS WITHIN LOCAL GOVERNMENT (RATING) ACT 2002 .....</b>	<b>17</b>
<b>7</b>	<b>WARRANTS OF APPOINTMENT .....</b>	<b>19</b>
<b>8</b>	<b>DELEGATIONS UNDER LEGISLATION .....</b>	<b>19</b>
<b>9</b>	<b>REGULATORY and PLANNING .....</b>	<b>29</b>
9.1	<i>Where no hearing is required .....</i>	<i>29</i>
9.2	<i>Relocated and reconstructed dwellings .....</i>	<i>29</i>
9.3	<i>Revocation of health licence registration .....</i>	<i>30</i>
9.4	<i>Approve applications to lay pesticides .....</i>	<i>30</i>
9.5	<i>Hawkers licences .....</i>	<i>30</i>
<b>10</b>	<b>ROADING .....</b>	<b>30</b>
10.1	<i>Road closures where objections are received .....</i>	<i>30</i>
10.2	<i>Stock grazing .....</i>	<i>30</i>
<b>11</b>	<b>WATER.....</b>	<b>31</b>
11.1	<i>Water restrictions .....</i>	<i>31</i>

## 1. INTRODUCTION

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

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

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

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

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

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

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



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

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

#### ***General and specific delegations***

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

#### ***Meaning of delegation***

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

***What may be delegated?***

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

***The characteristics of delegation***

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

***Care in defining authority***

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

***Statutory authority***

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

## 2 PROCEDURES

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

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

## 3 GOVERNANCE

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

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

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

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

### **3.3 Delegations to commissioners**

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

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

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

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

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

### **3.4 Hearings Committee**

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

### **3.5 Other Committees**

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

## **4 DELEGATIONS TO CHIEF EXECUTIVE**

### **4.1 Appointment of staff**

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

### **4.2 General delegations**

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

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

#### **4.3 Specific delegations**

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

## **5 FINANCIAL DELEGATIONS**

### **5.1 Delegations**

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

## **5.2 Variation of budgets**

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

### **5.3 Financial policy and delegations purpose**

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

#### ***Commitments***

- 5.3.2 All commitments and payments are to be processed in accordance with the delegations schedules that follow.
- 5.3.3 Where practicable the purchase of goods and services will be secured by a pre-approved Purchase Order, which must be signed off by the Officer approving the purchase, or by an Officer who has the financial delegation levels required for that purchase. Prior to payment, all invoices must be matched against the approved purchase order.

#### ***Operational***

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

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

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



**Financial delegations**

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

Financial delegation	Council	CE	Manager	Team Leader	Other	Comments
<b>Planned operating expenditure</b>						
\$0 to \$5,000		√	√	√		
\$5,000 to \$50,000		√	√			
\$50,000 to \$200,000		√	Group Manager Infrastructure Chief Financial Officer			
\$200,000 to \$400,000		√				
<b>Planned capital expenditure and maintenance contracts</b>						
Up to \$75,000		√	√			
\$75,000 to \$500,000		√	Group Manager Infrastructure Chief Financial Officer			
\$500,000 to \$2,000,000		√				
<b>Unplanned expenditure</b>						
Capital expenditure up to \$50,000		√				Council oversight post event
Operating expenditure up to <del>\$10,000</del> \$20,000		√				Council oversight post event
Unplanned other work greater than <del>\$10,000</del> \$20,000	√					
<b>Signing authority</b>						
For payment of expenditure and payroll by cheque or electronic transfer. Two signatures, one must be a manager, CFO or CE.		√	√		Senior Financial Accountant People and Wellbeing Manager	
<b>Sale/disposal of obsolete, surplus or non-repairable fixed assets</b>						
Land and buildings	√					
Vehicles		√	√			
Plant and equipment up to \$2,000 net book value		√	√			
Plant and equipment greater than \$2,000 up to \$50,000		√				
Computer equipment		√	√			
<b>Stock</b>						
Sale of surplus/obsolete or damaged stock		√	√			

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

5.3.8 Managers in respect of the above financial delegations are:

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

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

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

- j. Parks and Reserves Team Leader
- k. Communications and Engagement Manager
- l. **Customer Services Team Leader**
- m. **Senior Water and Wastewater Reticulation Operator**

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

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

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

## 7 WARRANTS OF APPOINTMENT

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

## 8 DELEGATIONS UNDER LEGISLATION

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

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

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



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

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		<ul style="list-style-type: none"> <li>• Section 334 Monuments</li> <li>• Section 334A Lights</li> <li>• Section 335 Vehicle crossings</li> <li>• Section 356 Remove abandoned vehicles from roads</li> <li>• Section 337 Require alterations to pipes and drains and apparatus on or under roads</li> <li>• Sections 509–511 Make and maintain drainage channels.</li> </ul>
	<ul style="list-style-type: none"> <li>• Animal Control Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Section 353(c) Determine properties with substandard roadside fences and give details to the GM Infrastructure and GM Regulatory and Planning Manager.</li> </ul>
	<ul style="list-style-type: none"> <li>• GM Infrastructure</li> <li>• GM Regulatory and Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Sections 319 and 319A Repair and naming of local roads</li> <li>• Section 324 Contribute to an adjoining district road maintenance</li> <li>• Section 326 Seek payment for betterment</li> <li>• Section 327A Cancel building line restrictions</li> <li>• Sections 342 and 345 Stop roads and dispose of surplus land</li> <li>• Sections 347–349 Impose conditions and approve any right of way plans</li> <li>• Section 353(c) Service and legal follow-up of notices to property owners where roadside fences have been determined to be substandard and notices not complied with</li> <li>• Section 357 Prosecute in relation to penalties for damage to roads</li> <li>• Section 338 Grant rights to lay pipes</li> <li>• Section 344 Enable gates and cattle stops</li> <li>• Section 346A Declare roads to be limited access roads</li> <li>• Section 461(1) To furnish certificate of land served by a private drain</li> <li>• Section 514 Make allowances (grants) to the owner of land to enable work to keep drainage channels clear</li> <li>• Schedule 10 clause 11 Authorise road closures</li> <li>• The making of submissions in respect of any matter arising under the Act.</li> </ul>
	<ul style="list-style-type: none"> <li>• GM Infrastructure</li> <li>• GM Regulatory and Planning</li> <li>• Parks and Reserves Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Section 355 To give notice requiring the removal of overhanging trees</li> <li>• Section 468(1) Give notice to occupier to remove tree roots obstructing public drains.</li> </ul>
<b>Local Government Act 2002</b>	<ul style="list-style-type: none"> <li>• GM People and Corporate</li> <li>• GM Infrastructure</li> <li>• GM Regulatory and Planning</li> <li>• Waters Operations Manager</li> <li>• Parks and Reserves Manager</li> <li>• GM Community and Facilities</li> <li>• CFO</li> </ul>	<ul style="list-style-type: none"> <li>• Implement any proposal or decision within Council's Long Term Plan or Annual Plan except: <ul style="list-style-type: none"> <li>– the powers set out in Schedule 7 Clause 31(1)(a)–(f)</li> <li>– any matter expressly reserved to a Committee or the Council.</li> </ul> </li> <li>• Commit Council expenditure for any contract up to the value as defined under the financial delegation schedule for any one contract, subject to the Chief Executive being satisfied that the proposed expenditure is in an approved budget.</li> </ul>
	<ul style="list-style-type: none"> <li>• GM People and Corporate</li> <li>• GM Infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• Section 241 Laying an information for a summary offence under this Act.</li> </ul>

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

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

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

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

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

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

## 9 PLANNING AND REGULATORY

### 9.1 Where no hearing is required

9.1.1 Council grants delegated authority to the GM Regulatory and Planning to:

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

### 9.2 Relocated and reconstructed dwellings

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



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

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

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

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

### **9.5 Hawkers licences**

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

## **10 ROADING**

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

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

### **10.2 Stock grazing**

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

**11 WATER****11.1 Water restrictions**

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



## 6.12 ADVISORY GROUP UPDATES

### 1. PURPOSE

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

### 2. RECOMMENDATION

That the Committee:

1. **Receives** the meeting notes from the People and Places, Walking and Wheels and Rural Advisory Groups for meetings held on 3 September 2025.

**File Number:** 494067

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

**Attachments:**

1. DRAFT meeting notes Walking and Wheels Advisory Group [↓](#)
2. DRAFT meeting notes People and Places Advisory Group [↓](#)
3. DRAFT meeting notes Rural Advisory Group [↓](#)

**DRAFT**

**Carterton District Council  
Walking and Wheels Advisory Group Meeting Notes  
3 September 2025**

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**Present**

Cr L Newman (Chair), Cr S Laurence, Deputy Mayor S Cretney, Cr S Gallon, Ruth Carter, Peter Jones,  
Staff – Becks Clarke, Sandra Burles (videoconference), Katrina King, Sara Renall

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**1. Karakia**

The meeting opened with a karakia.

**2. Apologies**

Apologies were received from Mayor Ron Mark, Matt Head, Matt Wills, Holly Hullena, Martin Gould,  
Alice Horsham, Cr B Deller,

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

No changes.

**4. New business****4.1 Becks Clarke**

Becks Clarke discussed the option of merging the Walking & Wheels and People and Places  
Advisory Group to create a Community Advisory Group. The structure of CDC Advisory Groups  
will be on the agenda of the Inaugural Council meeting. Advisory Groups will be reconvened in  
the New Year. is.

**Action** – To ensure that actions from Walking and Wheels Advisory Group are followed through.

**4.2 Peter Jones**

Peter Jones spoke on advocating to Waka Kotahi for a pedestrian crossing near the North End  
Dairy.

**4,3 Sandra Burles**

Sandra spoke on the submissions for the draft Disability Strategy. Submissions close on 28<sup>th</sup>  
September 2025.

**4.2 Group updates****Sandra Burles**

1. **Wairarapa Road Safety Council (WRSC)** - Sandra spoke on behalf of Holly Hullena. Sandra  
presented the Road Safety Projects Report.

**2. Story Walk Carrington Park**

Sandra has a new schedule for the Story Walk. There is a new book for Te Wiki o Te Māori week, with te reo pronunciation at the end.

**3. Wairarapa Walking Festival – The WWF has launched and Eventfinda is selling tickets.**

Karakia – The meeting closed with a karakia.

**DRAFT****Notes from the CDC People and Places Advisory Group  
11 am, Wednesday 3 September 2025**

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**Present:**

Lou Newman (Acting Chair), Deputy Mayor Steve Cretney, Cr Steve Laurence, Cr Steve Gallon, Pipi Reisch, Grant Sidaway, Indigo Freya, John Gordon, Elaine Renall, Ruth Carter & Sarah McClintock

CDC staff – Becks Clarke, Katrina King

**Apologies:** Cr Brian Deller, Cr Robyn Cherry-Campbell, Mayor Ron Mark, Peter Hill, Clint Thompson

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**1. Karakia**

The meeting opened with a karakia.

**2. Matters arising from the previous meeting**

Correction to minutes from 5 March 2025 – Alana Mayes received funding through a Creative NZ Grant.

The New Community Noticeboard has been installed outside Wildoats.

Loose tiles on the footpaths have still not been attended to.

The Perpetual hanging baskets, no update on them.

The demolition of the building at 35-37 High Street North. Thanks to the Council for providing the seating and flower boxes. A mural is to be painted on the back wall.

**3.0 New Business****3.1 Community Advisory Group – Becks Clarke**

- Becks spoke on plans to merge the People and Places and Walking and Wheels Advisory Group to create a Community Advisory Group. The new structure will be discussed at the Inaugural Council meeting on 29 October 2025. Advisory group will recommence in the New Year after a decision has been made.

**3.2 Update on projects completed – Grant Sidaway**

- Grant has received additional funding for lights to be placed in trees in Memorial Square.
- There are still a few streetlights out in Memorial Square
- Grant has been in consultation with local Iwi in regard to the old Video Ezy building. These discussions continue.

#### **4.0 Group updates**

##### John Gordan – Wai Art

The Wai Art sale is in the Event Centre starting 12 September 25.

Heart of Arts - unfortunately is closing down.

##### Pipi Reisch – Sunset Cinema

Sunset Cinema has had a steady increase in attendees. A complete rebranding has taken place. Advertising is now going out to local magazines.

Creative NZ - Creating Communities funding is now open; applications close on 26 September.

##### Indigo Freya – Carterton Christmas Tree Project

Indigo is creating a Christmas tree with knitted/crocheted decorations. There is a competition for decorations; these can be dropped off at the Carterton Library. Sandra Burles applied for external funding for this project.

##### Sarah McClintock – Aratoi

A pop-up Museum was placed in Carterton Library this morning. There are multiple exhibitions at Aratoi at the present time.

Submissions will open in December for the Wairarapa Art review and on 20 September for the Breadcraft schools' art exhibition.

##### Steve Cretney – Carterton District Historical Society

Cr Cretney thanked CEC for the Community Grant received by the group. This funding provides security to keep CDHS going.

##### Steve Laurence - Wairarapa Word

Wai Word has had a few successful events. The next event of 15 short movies will be shown.

##### Steve Laurence - Carterton Rotary

The book fair was recently held; it is turning into a big event.

The Rotary quiz is coming up on 19<sup>th</sup> September 2025, raising funds for Life Education Trust and Carterton Foodbank.

##### Steve Cretney – Lions

The president of Carterton Lions passed away 5 weeks ago. This has been a difficult transition for Lions

Firewood is currently being split and dry. The Lions Food Caravan is having its first outing this weekend.

Elaine Renall - Keep Carterton Beautiful Group

KCBG has been busy the last 7 weeks tidying up the Cemetery leaves.

Rose Society

The Rose Society has been asked to plant 16 roses in the war memorial Garden at Clareville Cemetery

Lou Newman – A Very Carterton Christmas

Lou has secured funding, and the event is almost fully funded now. Lydia has come on board and is going to be taking over A Very Carterton Christmas.

Becks Clarke – Daffodil Festival

Daffodil Festival is on 14 September. There are over 100 volunteers on the day.

The meeting closed with a karakia.



**DRAFT**

## **Rural Advisory Group Meeting Notes**

**1pm, Wednesday 3 September 2025**

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**Present:**

**Rural Advisory Group members:** John Booth (Chair), Cr Steve Gallon, Deputy Mayor Steve Cretney, Gary Daysh

**CDC Council staff:** Johannes Ferreira (Infrastructure Services Manager), Serah Pettigrew (Democratic Services Officer) Robyn Blue (Democratic Services Officer)

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**1. Karakia**

The meeting opened with a karakia.

**2. Welcome**

**3. Apologies**

**MOVED**

That apologies be received from John McFadzean, Mike Ashby, Geoff Hamilton, Cr Brian Deller, Grace Ayling, Mayor Ron Mark, Willy Bosch, David Hayes, and Sarah Donaldson.

Deputy Mayor S Cretney / Cr S Gallon

**CARRIED**

**4. Notes of the last meeting**

**MOVED**

That the meeting notes of the last meeting be accepted.

Deputy Mayor S Cretney / Cr S Gallon

**CARRIED**

**New Business**

**5.1 Climate Change**

Robyn Blue from Democratic Services provided an update on the planned Climate Change Workshop related to the impact of climate change on the rural sector. A workshop will be held in November and will involve other Wairarapa councils.

**5.2 End of Term of the Rural Advisory Group**

Robyn Bue from Democratic Services discussed that the Terms of Reference of Rural Advisory Group identifies that the term of the group ends one month before the end of the Triennium on 11 October (i.e. on 11 September).

At the Inaugural Council meeting there will be discussion about the shape of the Committees and Advisory Groups.

There will be no RAG meeting on 19 November 2025. New meetings dates will commence in the New Year once the new Governance has been confirmed.

**5.3 Fensham Reserve**

Johannes Ferreira provided an outcome on Fensham Reserve. Following a report of a near miss accident the group that looks after Fensham Reserve has agreed to eliminate the risk by closing car access from the back of the Gully Road where the gravel road is. The group has asked for Council to assist with closure. Access to Fensham Reserve will be physically closed, and council staff will assist with the sign to say, "No access to Fensham Reserve".

**5.4 Speed Consultation Review**

Johannes provided an update on the speed review. The consultation process closed and 220 submissions were received. There were a variety of reviews that were received. The hearing and deliberations will be next Thursday (11 September 2025). All the views with recommendations will be provided to Council.

**5.5 LWDW**

Johannes provided an update on the LWDW. The council agreed to submit a joint water service delivery plan with the Department of Internal Affairs (DIA). The plan was submitted last week, and the deadline for that is today (3 September 2025), where every council must provide a delivery water service plan. The next step is to for the council to set up an entity, and the go live date plan will be in 1 ½ years on 1 July 2027.

**5.5 Forestry**

Johannes spoke on the rural road issue related to logging trucks damaging the road. Council has put aside budget for this work this financial year. The other two Wairarapa councils who have also committed funding to support it. Legal advice will be required. This is expected to be a long process.

**Karakia**

The meeting closed with a karakia.

**Meeting Finished:** 2.00 pm

**Next meetings**

The next meeting will be confirmed in the New Year.

<b>Who</b>	<b>Action</b>	<b>Status</b>
Robyn	Set up a climate change workshop involving GWRC and the MDC and CDC Rural Advisory Groups	Actioned
CDC Democratic Services	2026 – to confirm new meetings dates for RAG after election.	In progress

## **7 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*