



Te Kaunihera-ā-Rohe o Taratahi

CARTERTON
DISTRICT COUNCIL

AGENDA

Ordinary Council Meeting

Date: Wednesday, 18 February 2026

Time: 1:00 pm

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

Mayor S Cretney

Deputy Mayor G Ayling

Cr B Deller

Cr S Laurence

Cr L Newman

Cr S Gallon

Cr R Round

Cr J Burns

Cr S Casey

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

Wednesday, 18 February 2026 at 1:00 pm

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1 KARAKIA TIMATANGA

Mai i te pae maunga, raro ki te tai

Mai i te awa tonga, raro ki te awa raki

Tēnei te hapori awhi ai e Taratahi.

Whano whano, haramai te toki

Haumi ē, hui ē, tāiki ē!

2 APOLOGIES

3 CONFLICTS OF INTERESTS DECLARATION

4 PUBLIC FORUM

5 DISCUSSION OF THE PUBLIC FORUM

6 YOUTH COUNCIL VIEWS ON AGENDA ITEMS

Videoconference link

Microsoft Teams [Need help?](#)

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Meeting ID: 430 460 426 170 65

Passcode: 5Fq9Ng6d

For organizers: [Meeting options](#)



7 CONFIRMATION OF THE MINUTES



7.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 10 DECEMBER 2025

1. RECOMMENDATION

1. That the Minutes of the Ordinary Council Meeting held on 10 December 2025 are true and correct.

File Number: 496622

Author: Robyn Blue, Democratic Services Officer

Attachments:

**MINUTES OF CARTERTON DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE CARTERTON EVENTS CENTRE, 50 HOLLOWAY ST, CARTERTON
ON WEDNESDAY, 10 DECEMBER 2025 AT 1:00 PM**

PRESENT: Mayor Steve Cretney, Deputy Mayor Grace Ayling, Cr Brian Deller, Cr Steve Laurence, Cr Lou Newman, Cr Jane Burns, Cr Simon Casey

IN ATTENDANCE: Staff
Geoff Hamilton (Chief Executive), Geri Brooking (Group Manager People and Corporate), Marc Ferguson (Chief Financial Officer), Solitaire Robertson (Group Manager Planning and Regulatory), Glenda Seville (Group Manager Community and Facilities), Lawrence Stephenson (Group Manager Infrastructure), Marcus Anselm (Communications and Engagement Manager), Robyn Blue (Democratic Services Officer)

1 KARAKIA TIMATANGA

The meeting opened with a karakia by all members.

2 APOLOGIES

MOVED

That apologies be received from Cr Rachel Round, Cr Steve Gallon, and Joel Ngātuere (Ngāti Kahukuraāwhitia).

Cr L Newman / Deputy Mayor G Ayling

CARRIED

3 CONFLICTS OF INTERESTS DECLARATION

There were no conflicts of interest declared.

4 PUBLIC FORUM

There was no public forum.

5 DISCUSSION OF PUBLIC FORUM

Not applicable.

6 YOUTH COUNCIL VIEWS ON AGENDA ITEMS

Josephine Kumeroa, Chair of the Youth Council welcomed the new councillors.

The group were excited to note that Lonely Planet considered star-gazing, and wine and food in Wairarapa to be one of the top 25 experiences. These areas would offer employment opportunities for youth.

7 CONFIRMATION OF THE MINUTES

7.1 MINUTES OF THE INAUGURAL COUNCIL MEETING HELD ON 29 OCTOBER 2025

MOVED

1. That the minutes of the Inaugural Council Meeting held on 29 October 2025 are true and correct.

Mayor S Cretney / Cr J Burns

CARRIED

7.2 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 30 OCTOBER 2025

MOVED

1. That the minutes of the Ordinary Council Meeting held on 30 October 2025 are true and correct.

Cr B Deller / Cr S Laurence

CARRIED

8 REPORTS

8.1 CORRESPONDENCE

1. PURPOSE

To note relevant correspondence received by Council.

NOTED

- Following the recent announcement by Government, no firm decisions have been made on the proposal to develop a new body to take on the responsibilities and decision-making powers of GWRC regional councillors. This would include the areas of environmental management, transport planning and civil defence. Written feedback on the proposal is to be provided by 20 February 2026.
- It was discussed at a recent forum that in addition to Wairarapa councils, the Wellington Councils (at a minimum Wellington, Porirua and Kāpiti) are considering progressing a Unitary Authority. More detail is needed before decisions can be made.

MOVED

That the Council:

1. **Notes** the correspondence received.

Mayor S Cretney / Cr L Newman

CARRIED

8.2 JOINT WAIRARAPA COUNCIL LETTERS TO THE LOCAL GOVERNMENT COMMISSION AND THE MINISTER OF LOCAL GOVERNMENT

1. PURPOSE

This report seeks Council agreement to write to the Government to indicate an interest in the amalgamation of councils in Wairarapa and to seek further information on process and timeline in light of the Government's draft proposals on Simplifying Local Government.

NOTED

- The current legislation is not helpful to fast-track amalgamations of local authorities. It was noted that specific legislation was enacted to enable amalgamation of the Auckland councils, and this may be needed for Wairarapa and other councils considering this.

MOVED

That the Council:

1. **Receives** the report.

Mayor S Cretney / Cr B Deller

CARRIED

- 2a. **Agrees** to write a joint letter from the three Wairarapa Mayors to the Minister for Local Government and the Local Government Commission indicating our interest in amalgamation of councils in Wairarapa, and
- 2b. **Requests that** a copy of the letter is sent to the four resident Wairarapa MPs.

Mayor S Cretney / Cr L Newman

CARRIED

2. **Agrees** to seek further information on the process and timelines and Government funding available to progress an amalgamation path for the Wairarapa Councils, as set out in the draft letter in Attachment 1.

Cr B Deller / Cr J Burns

CARRIED

4. **Delegates** authority to the Mayor to make changes to the draft letter in conjunction with the other Wairarapa Mayors.

Deputy Mayor G Ayling / Cre S Laurence

CARRIED

8.3 CHIEF EXECUTIVE REPORT**1. PURPOSE**

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

NOTED

- A workshop will be held in the New Year to discuss management of ongoing vandalism of council public toilets.

MOVED

That the Council:

1. **Receives** the report.

Mayor S Cretney / Cr S Casey

CARRIED**8.4 DESTINATION WAIRARAPA QUARTERLY REPORT****1. PURPOSE**

For the council to receive a report of activities for the quarter ending September 2025.

MOVED

That the Council:

1. **Receives** the report.

Cr S Casey / Cr B Deller

CARRIED**8.5 WELLINGTON NZ QUARTERLY REPORT****1. PURPOSE**

For Council to receive a report of activities for the quarter 30 September 2025 on the delivery of the Wairarapa Economic Development Strategy.

MOVED

That the Council:

1. **Receives** the report.

Cr S Casey / Cr L Newman

CARRIED

8.6 CDC RESPONSE TO EXTERNAL CONSULTATIONS POLICY**1. PURPOSE**

For Council to adopt an External Consultations Policy to guide Elected Members and staff when responding to external consultations.

MOVED

That the Council:

1. **Receives** the report.
2. **Adopts** the External Consultations Policy.
3. **Notes** that prior to public release of the policy minor editing and changes in formatting may occur, if required.

Mayor S Cretney / Cr J Burns

CARRIED

- 4 **Requests** that the External Communications Policy is reviewed by Council in one year.

Deputy Mayor G Ayling / Cr B Deller

CARRIED**MOVED**

That Council adjourns at 3 pm and reconvenes at 3.05 pm.

Mayor S Cretney / Cr L Newman

CARRIED**8.7 REPORT ON THE ADMINISTRATION OF CARTERTON DISTRICT COUNCIL'S PRACTICES IN RELATION TO THE CONTROL OF DOGS FOR THE YEAR 1 JULY 2024 TO 30 JUNE 2025.****1. PURPOSE**

For the Council to receive the report outlining the dog control activities and practices related to the Carterton District Council Dog Control for the year ending 30 June 2025.

MOVED

That the Council:

1. **Receives** the report.
2. **Adopts** the report on Council's administration of Dog Control practices as set out in section 5 for the period 1 July 2024 to 30 June 2025 under section 10A Dog Control Act 1996.

Deputy Mayor G Ayling / Cr L Newman

CARRIED

8.8 FINANCIAL REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2025**1. PURPOSE**

To present the financial results to Council for the period ending 30 September 2025.

MOVED

That the Council:

1. **Receives** the report.

Mayor S Cretney / Cr L Newman

CARRIED**8.9 MEETING SCHEDULE 2026****1. PURPOSE**

For the Council to approve the schedule of Council and Committee meetings for the period January to December 2026.

MOVED

That the Council:

1. **Receives** the report.
2. **Adopts** the schedule of meetings for January to December 2026 as outlined in Attachment 1.
3. **Notes** that meeting dates and/or times may be changed by agreement with the Chair and the Chief Executive and will be advertised as required by the Act.

Cr B Deller / Cr S Casey

CARRIED**8.10 RISK AND ASSURANCE COMMITTEE WORKPLAN 2026****1. PURPOSE**

For the Council to confirm the 2026 Annual Workplan.

MOVED

That the Council:

1. **Receives** the report.
2. **Approves** the Risk & Assurance Committee Workplan for 2026.

Mayor S Cretney / Deputy Mayor G Ayling

CARRIED

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

To inform the Council of the number of requests under the Local Government Official Information and Meetings Act (LGOIMA) 1987 (the Act) 1 September 2025 to 2 December 2025.

MOVED

That the Council:

1. **Receives** the report.

Cr B Deller / Cr J Burns

CARRIED**8.12 SERVICE REQUESTS AND COMPLAINTS****1. PURPOSE**

For the Council to be informed on Service Requests and Complaints received 1 September 2025 to 2 December 2025.

MOVED

That the Council:

1. **Receives** the report.

Mayor S Cretney / Cr L Newman

CARRIED

9 EXCLUSION OF THE PUBLIC

RESOLUTION TO EXCLUDE THE PUBLIC

MOVED

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Conditions for re-appointment of the Independent Advisor for the CE Employment Review Committee	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.2 - Property Review	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.3 - Appointment of the Chair of the Risk and Assurance Committee	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

Mayor S Cretney / Deputy Mayor G Ayling

CARRIED

MOVED

That Council moves out of Closed Council into Open Council.

Cr S Laurence / Cr L Newman

10 KARAKIA WHAKAMUTUNGA

The meeting closed with a karakia by all members.

The Meeting closed at 4.45 pm

Minutes confirmed:

Date:

DRAFT

8 REPORTS



8.1 CHIEF EXECUTIVE REPORT

1. PURPOSE

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

2. SIGNIFICANCE

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

3. SIGNIFICANCE

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

4. COMMUNITY SERVICES

Community & Partnerships

Neighbourhood Support

Weekly newsletters continue to be sent to all Neighbourhood Support groups, sharing community updates and, on alternate weeks, the NZ Police crime report. These reports, along with security tips, are well received by residents.

The Neighbourhood Support Coordinator is currently following up on Street Group enquiries received at the *Emergency Services Open Day* on 16 November 2025.

Letterbox drops containing “Join Now” letters, information packs, and *Growing Neighbourhoods* seed kits have been delivered to Ballinger, William Wong, Plimsoll, Austin Reid, Pukeko, Molesworth, Davy, Faraday, and Wheatstone Streets.

New Neighbourhood Support groups have been established in Austin Reid, Molesworth, and Plimsoll Streets, with signage now installed. Signage has also been installed along the Hughes Line/Otawa Drive area.

The Neighbourhood Support Coordinator celebrated the Carterton Christmas Tree project group by meeting with the volunteers and hosting an afternoon tea.



Youth

The Youth Council is preparing for another year of working together to assist in the delivery of the Rangatahi Strategy. The pool party held in January was an opportunity for them to be involved in planning and executing this annual event.

When rangatahi tell us they want more spaces and events for young people, we listen, and then we work with them to make it happen.



Events

Citizenship Ceremony – December

16 citizens became New Zealanders on Wednesday 3 December in one of our largest Citizenship Ceremonies ever. Nationalities included: South Africa; England; Taiwan; USA; Northern Ireland; Ireland; United Kingdom; Germany; Scotland.



Carterton Pool Party - January

Carterton youth from 13 to 20 enjoyed our Carterton Pool Party on 29 January (rescheduled due to weather from 22 January). Link to [Pool Party Reel](#)



Upcoming Events

The next 6 months will be action packed with opportunities for our community to connect and engage including:

15 March – Holloway Hoopla

19 March – Dogs in Togs

25 April – ANZAC Day

6 June – Charles Rooking Carter Community Awards and Miriama Kamo – Less Waste; Greater Place

In addition, there is another Citizenship Ceremony planned for May.

Other Community Events Information

The Community Events information page on the Carterton District Council website outlines information about the Events Approval Process.

[Community Events | Carterton District Council \(cdc.govt.nz\)](https://cdc.govt.nz/Community-Events)

Walking and cycling*StoryWalk®*

‘At the Bach’ is the book for the summer holidays in the Carrington park StoryWalk®

Out and Active Carterton

A two-month campaign has been developed to encouraging residents to get outdoors and stay active. The campaign promotes multiple opportunities to participate, join initiatives, fundraise while exercising, and connect with local sports clubs.

Community Funding & Support*Waste Minimisation Grant*

The Grants Committee have reviewed two Annual Contestable Fund grants. Good Lives Wairarapa and Te Kura O Papatūānuku were successful recipients.

Creative Communities Scheme (CCS) grants

Creative NZ reporting was submitted, and CDC attended the regional Creative Communities Scheme (CCS) hui to build relationships with other grants administrators and with CNZ.

We have advertised the CCS Committee vacancies and received 4 applications.

Climate change*Carterton's Climate Change Strategy Implementation Plan*

An update on progress against the 2025/26 Implementation Plan went to the Policy and Projects Committee in December. This was positively reported in local media. CDC is progressing well against the plan.

Analysis

The 2024/25 CDC emissions inventory is almost complete (waiting on figures for travel and accommodation) and will act as a new baseline for reporting in future annual reports. The report also analyses the likely impact of separation of activities into a new water entity from July 2027. Approximately 92.5% of CDC emissions will go with the new entity, with electricity and fuel making up most of what remains.

Analysis on the solar array in Gallon Road, and the electricity usage across other CDC sites shows the current arrangement is beneficial and will result in a positive return on investment. The data shows some reconfiguration improvements could further increase our annual savings and ROI. Work is underway to lock in ongoing operating cost savings using solar power across the Event Centre, and Frederick St/Lincoln Rd water pumping sites.

Legislation and regulatory Changes

Central government has moved at pace before Christmas on various legislation and regulatory changes. Most prominent was the Resource Management Act changes and related national direction documents. These all slowly erode protections for the environment and potentially exacerbate climate related risks (e.g. water quality).

Coming up

The forward schedule for Community Climate Forums/Fora pilot has been locked in until the end of April 2026.

- The 27 February forum will feature Dr Alex Pezza from GWRC talking about the new climate change projections for the Wairarapa (and will be open to CDC staff too).
- The 25 March forum is on Donut Economics with Bruce Anderson (ex Reserve Bank).
- In April (14 and 15) we will hold a Youth Climate Forum and have speakers from the Schools Strike for Climate, VUW on climate misinformation, workshops with the team from "the ice cream is melting" climate show on concurrently, recycling, volunteering and the potential tie in with dark sky week.
- The 17 April forum will have the Environmental Law Initiative talking about Climate Litigation in New Zealand.
- Late in April we will run a weekend BioChar workshop with Phil Stevens from Living Economies.

Although the pilot will be evaluated in May, we are planning a May forum on Climate/community preparedness/Emergency Management, and a June forum in conjunction with the Library and WaiWord on their guest author for the month.

Mayors Taskforce for Jobs Wairarapa (MTFJ)

Since September, the MTFJ Wairarapa team has made steady progress in building relationships with local rangatahi and strengthening connections with businesses and employers across the district.

The programme has achieved positive outcomes in recent months. Ten rangatahi have successfully completed qualifications in Traffic Management — a field with strong employment prospects in regional and rural communities such as Wairarapa. In addition, new partnerships within the Health and Wellbeing sector have supported two clients into career pathways in this area. Collaborations with larger employers, including Breadcraft and JNL, are also proving successful, with rangatahi now being invited to interviews for entry-level positions.



While employment outcomes were initially slow as the new two-person team established itself, these foundations are now yielding results, with five new job placements completed in the final six weeks of the year.

MTFJ Wairarapa has also launched a dedicated website <https://www.mtfjwairarapa.nz/> and refreshed its social media presence, resulting in increased engagement from both employers and rangatahi across the region. The regional approach is evident, with young people from Masterton taking up roles in South Wairarapa — and vice versa — highlighting the importance of connectivity and opportunities across district boundaries.



Breadcraft January 2026

General Community & Partnerships:

The Haumanu House signage on Holloway St has been updated to include Mayor's Taskforce for Jobs Wairarapa and Good Lives Wairarapa.



CDC worked with the Carterton Foodbank to support their pre-Christmas campaign and thank local business donors; with Hokai Tahi to promote their fundraiser; with Good Lives Wairarapa to upcycle some spare corflute signage from the Carterton Library into vegetable signs.

WaiP2K / Predator Free Carterton

A meeting was held with the new Predator Free Carterton lead to discuss partnership opportunities using the Neighbourhood Support network to share information.

Carterton Library*Programming*

Adult programming was on hiatus over the summer break.

For Christmas, patrons were asked to “Give us a Hand” and use withdrawn magazines to create a Christmas tree. This resulted in high engagement and a sense of belonging and community ‘ownership’ for patrons, as well as a beautiful, vibrant tree in the library.



A successful Summer Reading Programme was held over the 2025/2026 school holidays. 60 kids took part in the Summer Deep Blue Reads library challenge. As children checked in for their weekly book reports, it not only kept their literacy skills up during the holidays but also ensured high engagement with the library.

There were also other programmes for children over the school holidays that were very successful, including Christmas Storytime, Christmas Crafts, Ocean Storytime, Ocean Crafts.



The library has introduced a revamped preschool programme for 2026 called "Stories & Songs." This programme takes a holistic approach to child development by incorporating not only stories but also songs that encourage movement to enhance gross motor skills, as well as rhymes to support fine motor skills. The goal is to foster child development through an engaging programme that connects children, families, and caregivers with the library, while also providing adults with tools to use at home with their children.



Statistics

Month	Physical issues	Ebook/E Magazine/Audiobook issues on Libby	Launches of Library App	New Members
December 2025	4120	727	3156	21
January 2026	4345	904	3461	25

Patron Feedback

“I live in Masterton but come to Carterton Library to borrow books as your staff are friendly and the way the library is set up means I can always easily find books that I want to read.”

“The summer reading programme was fantastic!”

“The librarian check-ins really encouraged my boy to talk about the books and think more deeply, and he was so proud!” (about the school holiday programme)

Parks and Reserves

January brought sustained high use across Carterton’s parks, reserves, walkways, and sports fields as residents and visitors made the most of summer conditions. Staff focused on seasonal maintenance, asset upkeep, and responding to increased public activity. Several windy days created additional clean-up requirements, but overall operations remained steady and well-managed.

*Key Activity and Achievements**Grounds Maintenance*

- Completed full mowing rotations across all neighbourhood parks, sports fields, and roadside reserves, with increased frequency in high-growth areas.
- Boosted litter collection services in Carrington Park, Howard Booth Park, and the town centre reserves due to elevated holiday use.
- Undertook targeted weed control in garden beds, playground surrounds, and riparian areas.

Tree and Vegetation Management

- Responded to 14 tree-related service requests, including broken branches and storm debris.
- Completed canopy lifting along key pedestrian routes to improve visibility and accessibility.
- Removed two hazardous trees identified during routine inspections.

Asset Maintenance

- Repaired playground equipment at Carrington Park, including replacement of worn swing chains and tightening of fittings.
- Repainted picnic tables and seating in high-use reserves.

- Completed condition checks on public toilets, BBQ units, and drinking fountains.
- Installed updated wayfinding and safety signage at Sparks Park.
- Fences and structures refreshed with new paint at HB Park.
- Baths operations and maintenance ongoing at the town pool.

Environmental and Biodiversity Work

- Continued summer pest-plant control targeting blackberry, broom, and paspalum across priority sites.
- Supported two volunteer working bees focused on planting maintenance and weed removal. (KCBG).
- Pest management activities conducted by the bat restoration group and volunteer pest management are ongoing in several locations.

5. REGULATORY AND PLANNING

Building & Regulatory Services

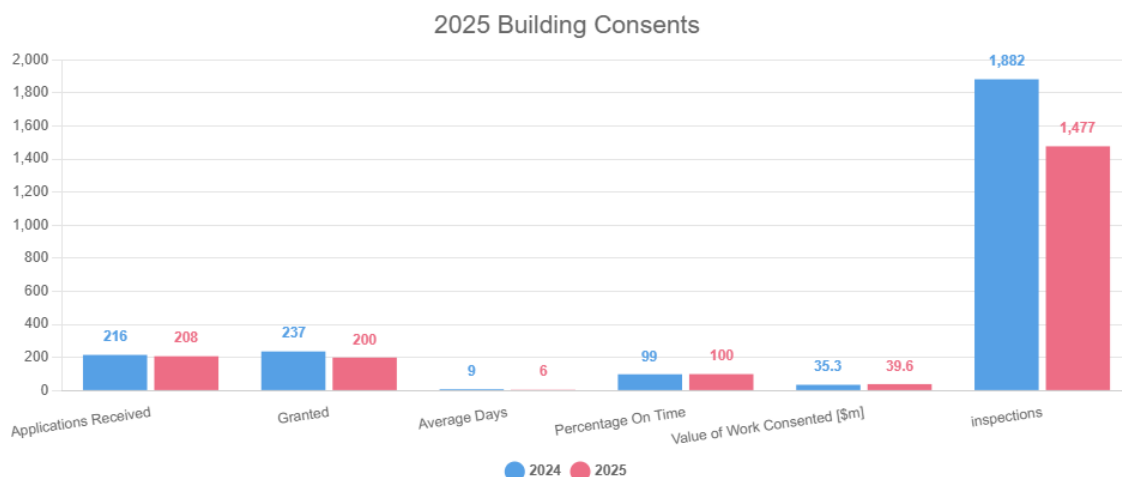
Resource content decisions are reported at the Policy and Projects Committee and we have 9 active consents at the time of writing.

We have seen a busy start to 2026 with property enquiries. At the time of writing we have processed 30 LIM reports, this is a significant increase from last year where we processed 9 LIM reports for the same period.

Building activity remained strong at the end of 2025, with 37 consents lodged between 1 November and Christmas Eve, valued at \$8 million, and staff continued processing over the holiday period despite the statutory “stop clock.” Significant national reforms were introduced just before Christmas through new legislation for granny flats/small standalone dwellings, which now require only a PIM (as a permission-to-build document) rather than a full building consent, resulting in reduced Council oversight and substantial system and process changes.

The NES-DMRU provides the planning framework for these Detached Minor Residential Units, setting standards such as a 70m² maximum, setbacks, and zone-specific requirements. Council expects increasing numbers of these units, noting that owners must manage risks such as insurance, natural hazards, and compliance without Council guidance. The Proposed Wairarapa Combined District Plan will be more enabling, allowing up to 80m² for minor residential units.

Our 2025 statistics



Animal Control

We are pleased to announce the appointment of Peter Harrison as Senior Animal Control and Bylaw officer, Peter brings a wealth of experience to this role and we are so lucky to have him. He has hit the ground running and is going to piggyback onto the Dogs in Togs event with a discounted microchipping day to encourage any dog owners in our community to bring their dog to get microchipped if they are not already. Peter is also keen to go to schools and work on dog education programmes with the young people.

Environmental Health

Noise

From 5 December 2025 to 10 February 2025 there were 38 call outs attended by Armourguard. Each call out incurs a fixed fee charged to Council of \$155.50.

Of these 38 call outs, 6 resulted in an Excessive Noise Direction (END) notice being issued. Under Council's Fees and Charges Policy, we are able to recover the cost of the call out only when an END notice is served. When recovering the cost we also factor in the Armourguard fee plus administration time. For this period we spent \$5,909.00 yet are only able to attempt to recover \$1,200.

Prior to Christmas we wrote to the properties involved and noted that if this pattern of behaviour continues we will look at issuing abatement notices which stay in place for 6 months as opposed to the END notice which is valid for 72 hours.

On 14 January we issued an abatement notice on one particular property as there were two END notices issued in a matter of days. This property previously had been issued with an abatement notice that had subsequently expired, on 8 February Armourguard received a call in relation to noise and engaged the police for assistance with the result being a seizure of equipment. Council then generated an infringement notice of \$750 for failure to comply with an abatement notice. If this is not paid within 28 days we will escalate the matter further to recover this fee.

We are currently in the process of updating our fees to reflect legislative changes. Historically, many councils adopted a 72-hour notice period, but section 327 (3) of the RMA provides for the END notice to stay in effect for a period of 8 days. We are about to order some updated END notice forms with the new logo and are going to extend notice validity period to 8 days. Should the notice not be complied with during those 8 day the

person responsible for causing the noise can be liable for an infringement fee of \$1,000 for contravening an END notice.

6. INFRASTRUCTURE SERVICES

Council has been updated on Infrastructure activities at the Policy and Projects Committee held prior to this Council meeting.

7. MAJOR PROJECT UPDATES

Council has been updated on Major Projects at the Policy and Projects Committee held prior to this Council meeting.

At this meeting in the report on Major Projects Council Officers have requested a redistribution of the budget.

Council approval is requested to redistribute the budgets as follows:

- 1) Transfer \$540,362 from Backflow Prevention budget (WSC25Boundrybackflow) to the Water Supply network renewal budget. (WSC25Mainsreplace).
- 2) Transfer \$132,230 from Condition Assessment budget (WSC25Conditionassess) to the Water Supply network renewal budget (WSC25Mainsreplace)
 - a. Work would pause mid-March (at Walnut Street) and start again in July, ending mid-September (at Howard Street).
- 3) Bring forward \$800,000 of the 2026/27 budget to the 25/26 budget. This would maintain continuous operation, and allow the contract to be completed in August 2026.

The \$800,000 from water renewals in 26/27 is equal to the budget that will not be spent on the wastewater mains renewal this financial year. So from an overall budget point of view this is cost neutral.

8. CORPORATE SERVICES

Corporate Planning

2027-2037 Long Term Plan (LTP)

Internal planning is well underway for the LTP including the appointment of the project team, development of the project plan, and initial scheduling of Council workshops. An overview of the plan and review of the potential risks will be presented to upcoming council meetings in March and April.

An initial Environmental Scan workshop was held on 11 February to provide an overview of the key issues, trends, and opportunities shaping the current and future operating environment of the Council. While not a statutory component of the LTP document itself, an environment scan informs councillors' strategic thinking and decision-making, and supports community engagement and the LTP development process.

2026/27 Annual Plan (AP)

The development of the 2026/27 AP is progressing well with two workshops held with Council in December and January. The Plan aligns with Year 3 of the 2024-2034 LTP and officers continue to work through project and level of service confirmation and financial modelling. A separate report in this agenda outlines the consultation approach recommended for the Plan which is due for adoption by 30 June 2026.

Information Technology (IT)

An important task for the team is making sure that the council keeps up with technology and is aware of the changes in the service and delivery that various “cloud” tools provide. Therefore, a continued focus of the team is the investigation of tools and services which will benefit the council across all departments. This includes additional services to supplement existing systems such as MagiQ, and new ‘AI assisted’ platforms aimed at improving the capacity and capability of teams such as Copilot and Contented AI.

Provision of IT support for business-as-usual activities is still a major part of the team’s workload including ensuring staff are supported in using both hardware and software, and Council projects are reviewed from the point of view of that IT requirements/risks and issues are raised early in the process to save potential time and cost later on.

Māori Liaison

Collaborative work with Parks and Reserves and hapū Ngāti Maahu is underway to acknowledge Waikekeno/Glenburn, with a Pou Whenua to be unveiled this Matariki 2026 (10 July). The pou recognises the site’s cultural and historical significance and aligns with our Māori Responsiveness Action Plan, supporting Māori aspirations by ensuring the stories, histories, and identities of tāngata whenua are meaningfully reflected across the district. Further details and invitations will be shared with Councillors and staff, and attendance would be welcomed as a valued show of support for this kaupapa and recognition of mana whenua, Ngāti Maahu.

Customer Services

Customer Services has had a steady start to the year, with water billing and the third rates instalment keeping the team busy. Public interactions have been noticeably pleasant, allowing the team to put manaakitanga into practice by providing service with a smile, supporting residents efficiently, and ensuring timely processing of enquiries and payments.

9. PEOPLE AND WELLBEING

Our People

Offboarding:

- Animal Control Officer
- Waste Water Treatment Assistant (not being replaced)
- Events Centre Team Leader
- Cleaner

Onboarding:

- Events Centre Manager
- Senior Animal and Bylaws Officer
- Water Race Overseer Assistant (2IC)

Recruitment:

- Management Accountant

Organisational structure:

- The phased approach to reviewing Council’s organisational structure continues. When a position becomes vacant, we take the opportunity to review the role

and its responsibilities thoughtfully. This is balanced with maintaining our required levels of service.

Staffing levels:

- At the time of writing, there is a total approved headcount of 82 (80 permanent and 2 fixed-term). This is distinct from the Full Time Equivalents (FTE) total which stands at 76.48. This includes any vacancies.
- Of these roles, 2 FTE are funded by sources other than Council.

Current projects:

- Organisational values review
- Staff training programmes (designed and facilitated by People and Wellbeing Manager)
- Local Waters Done Well transition programme, Organisation, People and Change work group.

Health & Safety (H&S)

Reporting of incidents, including near-miss events, remains consistent across all departments. Staff continue to be regularly reminded of the various incidents and near-miss reporting channels through the staff newsletter, digital noticeboard, and posters displayed in staff lunchrooms.

The Health, Safety and Wellbeing (HS&W) Committee remains active and continues to provide strong leadership in health, safety and wellbeing across the Council. The Committee meets bi-monthly to discuss current issues, emerging risks, and agreed resolutions.

For the reporting period 1 December 2025 to 30 January 2026, a total of nine incident reports were received:

- 3 near-miss reports
- 3 damage reports
- 3 injury reports

Following the implementation of Assura, there has been a noticeable increase in contractor audits and safety-related activities. During this period, four contractor audits were completed, along with four safety observations and nine Take 5 assessments.

10. CONSIDERATIONS

10.1 Climate change

Considerations have been noted in the report, as appropriate.

10.2 Tāngata whenua

Considerations have been noted in the report, as appropriate.

10.3 Financial impact

Considerations have been noted in the report, as appropriate.

10.4 Community Engagement requirements

Considerations have been noted in the report, as appropriate.

10.5 Risks

Considerations have been noted in the report, as appropriate.

11. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Agrees** to bring forward \$800,000 of the 2026/27 budget as discussed in the report to allow continuation of work.
3. **Agrees** to the transfer of \$540,362 from Backflow Prevention budget (WSC25Boundrybackflow) to the Water Supply network renewal budget (WSC25Mainsreplace).
4. **Agrees** to the transfer of \$132,230 from Condition Assessment budget (WSC25Conditionassess) to the Water Supply network renewal budget (WSC25Mainsreplace).

File Number: 506610

Author: Geoff Hamilton, Chief Executive

Attachments: Nil



8.2 DESTINATION WAIRARAPA QUARTERLY REPORT

1. PURPOSE

For the council to receive a report of activities for the quarter ending December 2025.

2. SIGNIFICANCE

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

3. BACKGROUND

The three Wairarapa Territorial Authorities collectively invest in Destination Wairarapa as the Regional Tourism Organisation.

4. DISCUSSION

Attached to this report are the following documents:

- The General Manager and Marketing activities for the period of October 2025 – December 2025 is included as Attachment 1.
- The Financial Report for Destination Wairarapa is included as Attachment 2.
- The budget variance includes as Attachment 3.

Additionally the Lonely Planet, Destination Wairarapa Campaign document is attached as Attachment 4 to this report.

Destination Wairarapa will speak to this report.

5. RECOMMENDATION

That the Council:

1. **Receives** the report.

File Number: 507387

Author: Glenda Seville, Group Manager Community and Facilities

Attachments:

1. CE & Marketing Report [↓](#)
2. DW Financial Report [↓](#)
3. DW Budget Variance [↓](#)
4. Lonely Planet DW Report [↓](#)

Destination Wairarapa
Q2 Chief Executive and Marketing Report 25/26
Oct 2025 – Dec 2025

2025/2026 Deliverables

Spend – as measured by electronic transactions

Domestic tourism spend for many regions right across the country was down month on month during this reporting period.

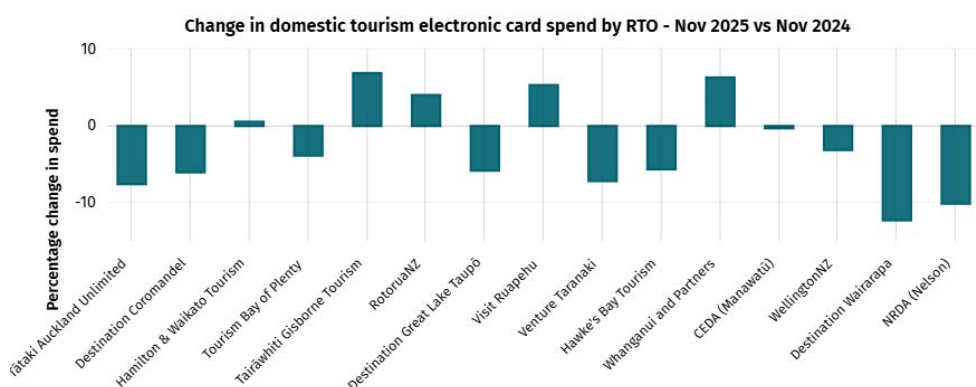
The state of the national economy has a continued negative effect on our industry as potential domestic visitors hold on to their money prioritising the essentials instead.

In addition, the impact the Wellington economy has on the Wairarapa continues to be felt in this region. When the Wellington economy is buoyant, we reap the rewards, when it is sluggish or in this case depressed, we hurt also.

We know however that our marketing efforts are being seen and are having a positive effect as visitors are still coming to the region, they simply are not departing with their hard-earned cash while they are here when compared to the same period last year.

If we continue to remain relevant as a region and visible through our marketing efforts, when those visitors do have some extra cash in their pockets – hopefully they will continue to come here and spend it.

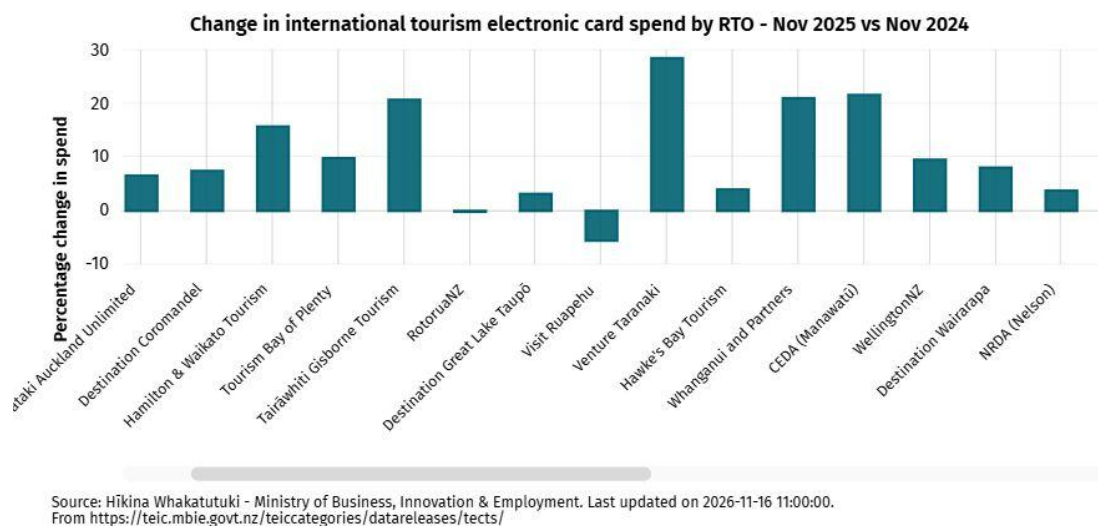
The below graph shows the change in domestic electronic spend by RTO Nov 2025 vs Nov 2024.



Source: Hikina Whakatutuki - Ministry of Business, Innovation & Employment. Last updated on 2026-11-16 11:00:00.
From <https://teic.mbie.govt.nz/teiccategories/datareleases/teics/>

Domestic spend in Wairarapa for November 2025 was down 12.3% from \$12.5m in Nov 2024 to \$10.9m in Nov 2025

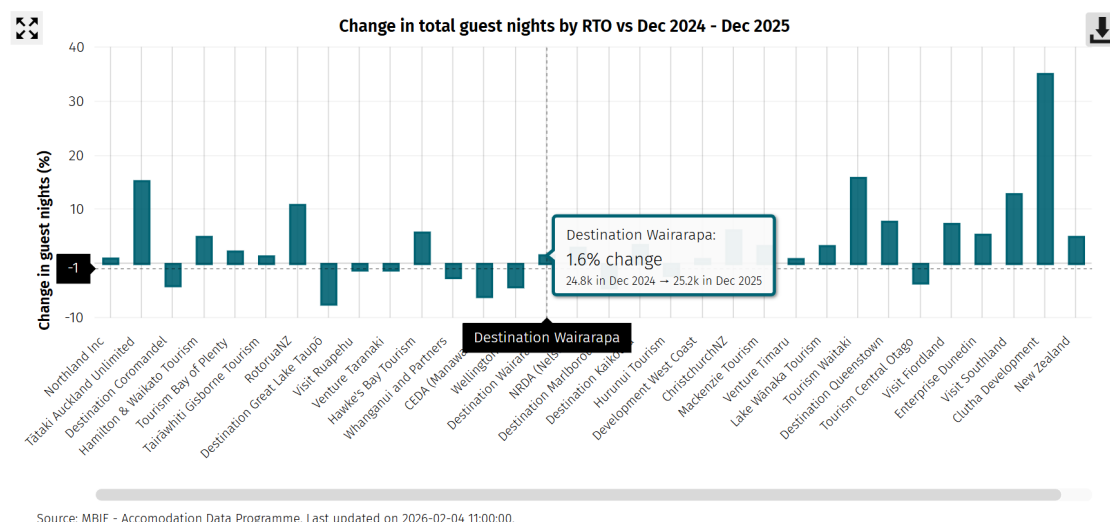
The below graph shows the change in international electronic spend by RTO Nov 2025 vs Nov 2024.



International spend in Wairarapa for November 2025 was up 8.1 % from \$1.5m in Nov 2024 to \$1.6m in Nov 2025

Visitors – as measured by nights stayed

The below graph shows the change in total guest nights for all RTO's for December 2025.



December 25 accommodation data for Wairarapa is up 1.6% for total (domestic + international) guest nights stayed from 24.8k in Dec 2024 to 25.2k in Dec 2025

Opportunities for Tourism Growth in Wairarapa

Central Government

As reported in the DW Q1 report, Wairarapa in partnership with regions involved in the Classic New Zealand Wine Trail (Hawkes Bay, Wellington and Marlborough) submitted a proposal under the “regional boost” campaign for funding to support an Australian focused marketing campaign.

This proposal was accepted by the Minister and the CNZWT collective received almost \$1m to undertake this activity.

We understand that the funding decision for this proposal was made soon after the Minister’s inaugural trip to Wairarapa as the tourism minister - at our request, for the announcement of the Lonely Planet accolade. A very helpful coincidence we think for one of the lesser-known regions of the collective.

Please note, Destination Wairarapa did not receive any additional funding as an individual organisation to resource this additional activity.

With the national elections coming up at the end of this year, and a very engaged Minister focused on growth, it will be interesting to see what other projects she will be supporting this year.

Hopefully we – as one whole region, will be able to respond accordingly.

Marketing (October to December)

Lonely Planet

This quarter was all about leveraging the global Lonely Planet accolade Wairarapa received for Best in Travel 2026 stargazing, wine and food, while also keeping up with BAU marketing - including producing the annual Visitor Guide, AND applying for and then preparing for the delivery of BOOST funded marketing activity into Australia which started in January 2026.

For the full Lonely Planet report, please click this link. [Lonely Planet, Destination Wairarapa report](#)

Classic New Zealand Wine Trail Boost Campaign Overview

The CNZWT campaign is a multi-region initiative designed to attract Australia’s 4.7 million “Active Considerers”—travelers who love food, wine, and road trips. It leverages major travel platforms, airline partnerships, and Tourism New Zealand’s 100% Pure brand to inspire travel

and drive bookings across the trail. There is a free shipping offer for Australians via Wine Collective Direct to send wine back home at the end of their travels.

Regions involved: Hawkes Bay, Wairarapa, Wellington, Marlborough

Campaign period: January–May 2026

Travel period: March–June 2026 (harvest season)

Expected Impact

- 2,000+ additional visitors across the trail
- Over \$4.6 million in incremental spend
- Significant international exposure for the trail's wine, food, and experiences

Staff

In order to make the most of these incredible tourism promotion opportunities that come so very rarely – if at all, to this region the capacity of the Destination Wairarapa team has been stretched way beyond anything ever experienced before. Many more hours and days than the usual 40 hour week have been dedicated to this work.

I would therefore like to acknowledge Barbara Hyde – Destination Wairarapa Marketing Manager, and Claire Coulston – Destination Wairarapa Digital Manager, for their continued hard work and dedication to tourism in Wairarapa and the communities it supports, especially over the last 6 months.

Anna Nielson – Chief Executive, Feb 2025

Destination Wairarapa
Q2 2025/2026 Chief Executive's Financial Report

Unaudited Financials YTD 31 December 2025

Revenue

Trading Income

We are up \$55k in budgeted revenue YTD this financial year. This is due to 50k from the Trust House Foundation paid at the end of the last financial year but moved into this financial year by the Auditor (grants to be budgeted in the year they are to be used, not the year they are received).

Expenditure

Operating Expenditure

We are \$16k below our budgeted spend YTD this financial year. This is predominantly to do with Claire returning from maternity leave but working reduced hours during the transition back to work.

N.B There were some costs that were not fully budgeted for as a result of the HO move from Dixon St to the new Queen St office. As hoped, these costs have generally been absorbed with the savings made from the move as the year has progressed.

Profit

We ended Q2 with a net profit of \$71K. This is typical for this organisation where our costs do not always land in the same time periods as we receive funding grants and membership fees etc.

Budget Variance

Destination Wairarapa Inc.

For the 3 months ended 31 December 2025

	OCT-DEC 2025	OCT-DEC 2025 OVERALL BUDGET	VARIANCE	VARIANCE %	JUL-DEC 2025	JUL-DEC 2025 OVERALL BUDGET	VARIANCE	VARIANCE %
Trading Income								
Retail Sales	734.36	525.00	209.36 ↑	39.88% ↑	1,478.01	1,050.00	428.01 ↑	40.76% ↑
Accommodation Commission	578.95	300.00	278.95 ↑	92.98% ↑	938.68	600.00	338.68 ↑	56.45% ↑
Bookit	-	-	- —	- —	15.22	-	15.22 ↑	- —
Grant - Trust House	-	-	- —	- —	50,000.00	-	50,000.00 ↑	- —
Grants - CDC	15,300.00	15,300.00	- —	- —	30,600.00	30,600.00	- —	- —
Grants - MDC	77,354.00	77,354.00	- —	- —	154,708.00	154,708.00	- —	- —
Grants - SWDC	36,078.00	36,078.00	- —	- —	72,156.00	72,156.00	- —	- —
Interest Received	412.65	750.00	(337.35) ↓	-44.98% ↓	958.33	1,500.00	(541.67) ↓	-36.11% ↓
Kiwicash Sales	8.70	-	8.70 ↑	- —	17.40	-	17.40 ↑	- —
Less Cost of Sales	-	(450.00)	450.00 ↑	100.00% ↑	(290.32)	(900.00)	609.68 ↑	67.74% ↑
Membership	1,140.01	-	1,140.01 ↑	- —	2,463.61	3,000.00	(536.39) ↓	-17.88% ↓
Other Revenue	11,368.89	11,400.00	(31.11) ↓	-0.27% ↓	26,981.28	22,800.00	4,181.28 ↑	18.34% ↑
Ticket Commission	29.58	240.00	(210.42) ↓	-87.68% ↓	381.76	480.00	(98.24) ↓	-20.47% ↓
Tourism Products	177.38	240.00	(62.62) ↓	-26.09% ↓	519.24	480.00	39.24 ↑	8.18% ↑
Travel Sales	200.71	1,000.00	(799.29) ↓	-79.93% ↓	730.15	1,600.00	(869.85) ↓	-54.37% ↓
Wairarapa Visitor Guide	33,295.00	32,000.00	1,295.00 ↑	4.05% ↑	33,295.00	32,000.00	1,295.00 ↑	4.05% ↑
Total Trading Income	176,678.23	174,737.00	1,941.23	1.11%	374,952.36	320,074.00	54,878.36	17.15%

Budget Variance

	OCT-DEC 2025	OCT-DEC 2025 OVERALL BUDGET	VARIANCE	VARIANCE %	JUL-DEC 2025	JUL-DEC 2025 OVERALL BUDGET	VARIANCE	VARIANCE %
Cost of Sales								
Kiwicash Purchases	-	-	-	-	(39.15)	-	(39.15)	↓
Total Cost of Sales	-	-	-	-	(39.15)	-	(39.15)	-
Gross Profit								
	176,678.23	174,737.00	1,941.23	1.11%	374,991.51	320,074.00	54,917.51	17.16%
Operating Expenses								
Advertising	-	-	-	-	-	800.00	(800.00)	↓
ACC Levies	-	-	-	-	1,010.54	1,000.00	10.54	↑
Accounting Fees	4,960.00	3,720.00	1,240.00	↑	7,440.00	7,440.00	-	-
Audit Fees	5,496.00	-	5,496.00	↑	223.04	5,000.00	(4,776.96)	↓
Bank Fees - ANZ	55.50	135.00	(79.50)	↓	146.00	270.00	(124.00)	↓
Board Fees	4,827.50	5,903.00	(1,075.50)	↓	5,902.50	11,806.00	(5,903.50)	↓
Board Members Expenses	2,681.14	-	2,681.14	↑	2,723.57	-	2,723.57	↑
Contract staff	4,656.67	6,000.00	(1,343.33)	↓	12,003.33	12,000.00	3.33	↑
Depreciation	-	1,980.00	(1,980.00)	↓	-	3,960.00	(3,960.00)	↓
Distribution	3,046.03	3,000.00	46.03	↑	5,612.11	6,000.00	(387.89)	↓
Domestic Marketing	-	1,500.00	(1,500.00)	↓	177.74	3,000.00	(2,822.26)	↓
Domestic Marketing Email Distribution	2,932.31	1,500.00	1,432.31	↑	6,221.84	3,000.00	3,221.84	↑
Domestic Marketing Facebook	365.48	1,500.00	(1,134.52)	↓	823.27	3,000.00	(2,176.73)	↓
Electricity Corporate	215.65	-	215.65	↑	347.54	-	347.54	↑
Electricity i-SITES	-	-	-	-	437.95	-	437.95	↑

Budget Variance

	OCT-DEC 2025	OCT-DEC 2025 OVERALL BUDGET	VARIANCE	VARIANCE %		JUL-DEC 2025	JUL-DEC 2025 OVERALL BUDGET	VARIANCE	VARIANCE %
Entertainment	372.61	750.00	(377.39) ↓	-50.32% ↓		372.61	750.00	(377.39) ↓	-50.32% ↓
Entertainment - Non deductible	428.50	750.00	(321.50) ↓	-42.87% ↓		428.50	750.00	(321.50) ↓	-42.87% ↓
Equipment Rental	105.00	273.00	(168.00) ↓	-61.54% ↓		321.56	546.00	(224.44) ↓	-41.11% ↓
Fringe Benefit Tax	1,340.39	1,550.00	(209.61) ↓	-13.52% ↓		2,881.84	3,100.00	(218.16) ↓	-7.04% ↓
General Expenses	134.89	300.00	(165.11) ↓	-55.04% ↓		410.98	600.00	(189.02) ↓	-31.50% ↓
Imagery	-	-	- —	- —		477.00	-	477.00 ↑	- —
Information Technology	1,371.83	1,500.00	(128.17) ↓	-8.54% ↓		5,519.77	3,000.00	2,519.77 ↑	83.99% ↑
Insurance	3,150.19	3,500.00	(349.81) ↓	-9.99% ↓		4,414.40	5,000.00	(585.60) ↓	-11.71% ↓
Kitchen Supplies Corporate	24.32	75.00	(50.68) ↓	-67.57% ↓		192.01	150.00	42.01 ↑	28.01% ↑
Kitchen Supplies i-SITES	-	75.00	(75.00) ↓	-100.00% ↓		48.10	150.00	(101.90) ↓	-67.93% ↓
KiwiSaver Employer Contributions	3,378.19	4,050.00	(671.81) ↓	-16.59% ↓		7,241.14	8,100.00	(858.86) ↓	-10.60% ↓
Legal Expenses	-	-	- —	- —		1,567.53	-	1,567.53 ↑	- —
Marketing Projects	11,710.19	-	11,710.19 ↑	- —		11,710.19	-	11,710.19 ↑	- —
Media Hosting	11.31	1,000.00	(988.69) ↓	-98.87% ↓		416.17	1,500.00	(1,083.83) ↓	-72.26% ↓
Membership Expenses	845.22	1,000.00	(154.78) ↓	-15.48% ↓		845.22	2,000.00	(1,154.78) ↓	-57.74% ↓
Membership Services	-	-	- —	- —		4,475.00	5,000.00	(525.00) ↓	-10.50% ↓
Merchant & BNZ Bank Fees	114.08	150.00	(35.92) ↓	-23.95% ↓		165.74	300.00	(134.26) ↓	-44.75% ↓
Office Supplies & Photocopying Corporate	472.45	750.00	(277.55) ↓	-37.01% ↓		2,015.96	1,500.00	515.96 ↑	34.40% ↑
Office Supplies i-SITES	45.22	250.00	(204.78) ↓	-81.91% ↓		45.22	250.00	(204.78) ↓	-81.91% ↓
Other Travel & Transport	-	-	- —	- —		1,491.32	1,500.00	(8.68) ↓	-0.58% ↓

Budget Variance

	OCT-DEC 2025	OCT-DEC 2025 OVERALL BUDGET	VARIANCE	VARIANCE %		JUL-DEC 2025	JUL-DEC 2025 OVERALL BUDGET	VARIANCE	VARIANCE %
Personnel incl Training & Conferences i-SITEs	592.37	1,500.00	(907.63) ↓	-60.51% ↓		592.37	1,500.00	(907.63) ↓	-60.51% ↓
Personnel incl. Training Corporate	-	1,500.00	(1,500.00) ↓	-100.00% ↓		-	1,500.00	(1,500.00) ↓	-100.00% ↓
Photocopier i-SITEs	711.85	375.00	336.85 ↑	89.83% ↑		1,039.94	750.00	289.94 ↑	38.66% ↑
POS i-SITEs	609.60	330.00	279.60 ↑	84.73% ↑		1,257.00	872.00	385.00 ↑	44.15% ↑
Relationship Marketing	469.24	300.00	169.24 ↑	56.41% ↑		852.49	600.00	252.49 ↑	42.08% ↑
Rent & Rates Corporate	3,945.00	5,100.00	(1,155.00) ↓	-22.65% ↓		9,866.31	11,430.00	(1,563.69) ↓	-13.68% ↓
Rent & Rates i-SITEs	1,542.60	1,800.00	(257.40) ↓	-14.30% ↓		3,214.20	3,600.00	(385.80) ↓	-10.72% ↓
Repairs & Maintenance i-SITEs	69.00	1,000.00	(931.00) ↓	-93.10% ↓		159.94	1,000.00	(840.06) ↓	-84.01% ↓
Salaries Corporate	79,370.18	80,400.00	(1,029.82) ↓	-1.28% ↓		148,641.57	164,000.00	(15,358.43) ↓	-9.36% ↓
Salaries Corporate - Holiday Pay	(3,129.77)	600.00	(3,729.77) ↓	-621.63% ↓		(3,924.45)	1,200.00	(5,124.45) ↓	-427.04% ↓
Subscriptions & Membership	4,796.01	4,300.00	496.01 ↑	11.54% ↑		15,263.00	9,820.00	5,443.00 ↑	55.43% ↑
Telecom i-SITEs	312.65	480.00	(167.35) ↓	-34.86% ↓		722.15	960.00	(237.85) ↓	-24.78% ↓
Telecom incl Mobiles Corporate	1,094.31	900.00	194.31 ↑	21.59% ↑		2,288.13	1,950.00	338.13 ↑	17.34% ↑
Trade Events & Training	3,944.26	3,500.00	444.26 ↑	12.69% ↑		7,591.43	5,000.00	2,591.43 ↑	51.83% ↑
Trade Famils	3,525.20	3,000.00	525.20 ↑	17.51% ↑		3,650.80	3,000.00	650.80 ↑	21.69% ↑
Travel & Transport	2,782.31	2,000.00	782.31 ↑	39.12% ↑		4,089.42	5,500.00	(1,410.58) ↓	-25.65% ↓
Vehicle Operating Costs	3,582.00	3,300.00	282.00 ↑	8.55% ↑		6,831.95	6,950.00	(118.05) ↓	-1.70% ↓
Visitor Guide	18,435.50	18,000.00	435.50 ↑	2.42% ↑		18,435.50	18,000.00	435.50 ↑	2.42% ↑
Wages - Holiday Pay	(681.50)	150.00	(831.50) ↓	-554.33% ↓		(552.18)	300.00	(852.18) ↓	-284.06% ↓
Wages i-SITEs	44,515.53	35,500.00	9,015.53 ↑	25.40% ↑		85,498.11	80,000.00	5,498.11 ↑	6.87% ↑

Budget Variance

	OCT-DEC 2025	OCT-DEC 2025 OVERALL BUDGET	VARIANCE	VARIANCE %	JUL-DEC 2025	JUL-DEC 2025 OVERALL BUDGET	VARIANCE	VARIANCE %
Website Expenses	2,457.09	2,700.00	(242.91) ↓	-9.00% ↓	5,228.09	5,400.00	(171.91) ↓	-3.18% ↓
Total Operating Expenses	221,684.10	207,946.00	13,738.10	6.61%	398,855.46	414,804.00	(15,948.54)	-3.84%
Net Profit	(45,005.87)	(33,209.00)	(11,796.87)	-35.52%	(23,863.95)	(94,730.00)	70,866.05	74.81%



LONELY PLANET – BEST IN TRAVEL WAIRARAPA STARGAZING, FOOD & WINE

Destination Wairarapa Campaign

destination
wairarapa

OVERVIEW

In February we were advised (under NDA) by Lonely Planet that Wairarapa had been selected for the prestigious Best In Travel 2026 list.

OBJECTIVE

To maximise this once in a generation opportunity for Wairarapa. Receiving global recognition by the leading travel brand and related exposure would be a ‘money can’t buy’ opportunity.



OUR APPROACH

- Top quality visual tools for media and partners to use
- Partnership with key industry leaders: **Lonely Planet, Tourism NZ, Lonely Planet PR firm**
- Comprehensive Project Plan where each opportunity was identified
- Partnership with Lonely Planet PR firm based in Melbourne
- Focused resource into this project, funded from Destination Wairarapa reserves
- Mini website within current website to highlight announcement

destinatio
wairarapa

WAIRARAPA ANNOUNCEMENT CAMPAIGN VIDEO



The purpose of the video was to boldly announce this accolade and engage as many people as possible. We crafted a world-class, compelling video using existing footage.

This video created local pride for Wairarapa.

“We all know what an amazing region we live in, now the world does too”

Facebook comment

CAMPAIGN VIDEO



Wairarapa

Published by Sara Marie · October 23, 2025 ·

We're over the moon to share that **Lonely Planet** has selected Wairarapa's stargazing, food & wine experiences as one of the world's top 'Best in Travel' experiences for ... **See more**

lonely planet
Wairarapa
BEST IN TRAVEL

WAIRARAPANZ.COM

Lonely Planet's Best in Travel - Wairarapa

Learn more


FACEBOOK VIDEO VIEWS

281,084 views

83% Non-followers
17% Followers



Gaining 83% of video views from non-followers is a strong result and shows how the Wairarapa Facebook page successfully reached and engaged audiences beyond our existing community. Further building on Wairarapa region's awareness.

Published by Sara Marie · October 23, 2025 ·

WIN a Wairarapa Stargazing Weekend! 🌟 To celebrate Lonely Planet naming Wairarapa's stargazing, food and wine as one of the world's top experiences, we're giving you the chance to experience it for yourself!

Be in to win:

- 🏡 A night's accommodation for 2 at [Whitimanuka Retreat](#)
- 🦘 [Star Safari](#) Guided Tour for 2 people
- 🍷 \$150 [URLAR](#), [Gladstone](#) Vineyard voucher

How to enter:

- 👍 Like this post
- 👉 Tag who you'd take with you (each tag is a new entry!)
- 👉 Make sure you're following Wairarapa

Find out more: www.wairarapanz.com/stargazing

Winner will be drawn Thursday 6th November & contacted via DM from our account. Good luck! Winners must be aged 18 and over. Bookings subject to availability. This competition is not endorsed by Meta.



FACEBOOK COMPETITION VIEWS

144,079

This competition demonstrated the quality of a Wairarapa dark sky, food and wine experience.

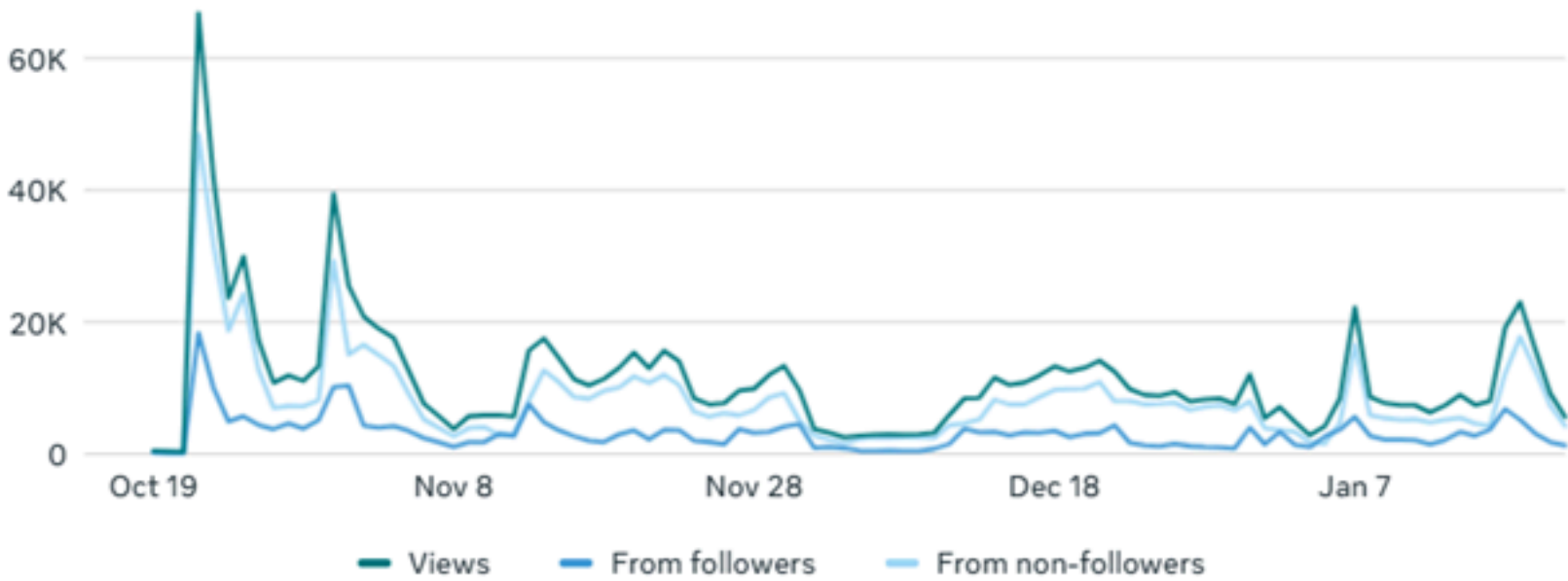
We showcased a number of different operators: **Urlar, Whitimanuka Retreat** and **Star Safari**.

"Oh that's fabulous news, congratulations Wairarapa. I love all things astronomy. .and pairing with wine and food, sounds definitely like you would be my plus one."

Facebook comment

FACEBOOK CONTENT VIEWS

From Campaign launch, Oct to Jan 2026



Overall, our Wairarapa Facebook page content recieved a massive number of views over 3 months.

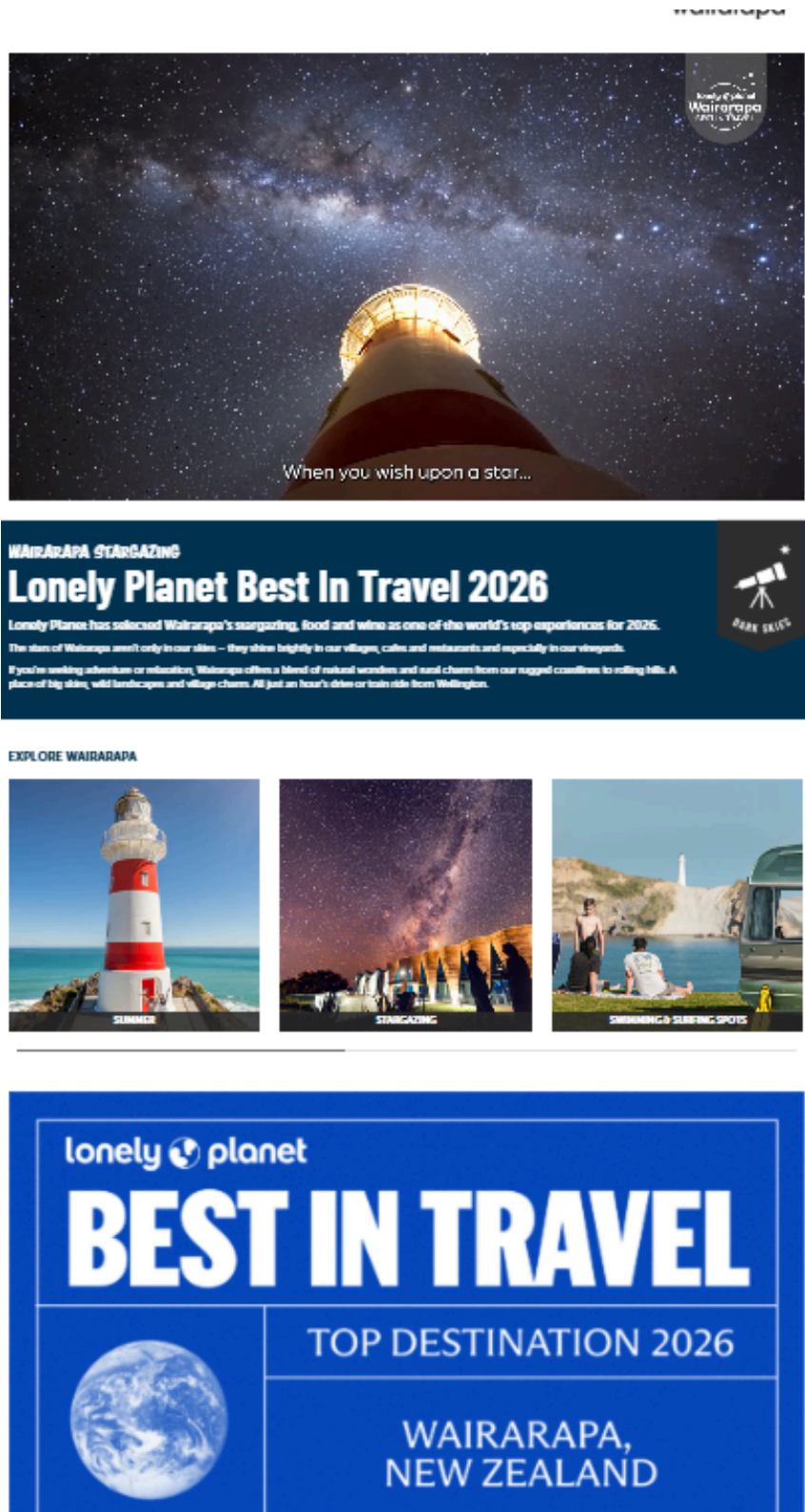
VIEWS

1.1 million

Non-followers
775,877

Followers
292,522

Gaining a large proportion of non-followers viewing Wairarapa’s content means we are reaching user’s not usually engaged with Wairarapa.



WWW.WAIRARAPANZ.COM

Destination Wairarapa’s Official Regional Website

WEBSITE – ARRIVALS TO OUR SITE

101% INCREASE

Oct 2025 - Jan 2026 vs YOY



LONELY PLANET COVERAGE DRIVES GLOBAL IMPACT FOR WAIRARAPA *

272 MILLION

Total Global Audience Reach

\$4.169 MILLION

NZD Total Advertising Value Equivalent

*For the month of October 2025
Excluding New Zealand's media coverage

***AVE (Advertising Value Equivalent)**
represents the estimated cost of
purchasing equivalent advertising space
to achieve the same level of media
exposure.*



SEVEN SHARP



Pitched to Seven Sharp who came and filmed this feature which ran the day after launch.

“One of the standout highlights of the Best in Travel 2026 campaign has been our collaboration with Destination Wairarapa, delivering exceptional media reach and exposure across New Zealand and Australia. Lonely Planet is thrilled with the results, which showcase the strength of our partnership and the impact of working with a highly professional tourism authority.”




KATHEE GUNN, LONELY PLANET PR CONSULTANT- AUSTRALIA & NEW ZEALAND

MEDIA RESULTS

Wairarapa was seen here





Louise Upston MP 
October 23, 2025 ·  

Another great reason to visit New Zealand. You'll find this one in the Wairarapa!



MINISTER OF TOURISM VISIT

Minister Louise Upston visited Wairarapa following an invitation from Destination Wairarapa.

During the visit, she met with Wairarapa Mayors, the Destination Wairarapa Board, and key tourism operators.

This engagement positioned us well for future funding opportunities, including the recent Government Boost funding.





WAIRARAPA’S FUTURE IS BRIGHT

Lonely Planet’s Best in Travel recognition has unlocked significant opportunities for the region, and Destination Wairarapa will continue to build on this momentum to drive awareness, visitation, and long-term value for the region.





8.3 WELLINGTON NZ QUARTERLY REPORT

1. PURPOSE

For Council to receive a report of activities for the quarter 31 December 2025 on the delivery of the Wairarapa Economic Development Strategy.

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 three Wairarapa Territorial Authorities collectively invest in Wellington NZ to deliver on the Wairarapa Economic Development Strategy.

4. ACTIVITIES OF WELLINGTON NZ

Attached to this report are the following:

- WEDS Work Programme Report for the period 1 October 2025 – 31 December 2025.
- Wellington NZ Wairarapa Activity Update.

Wellington NZ has provided the Wairarapa Activity Update. This update provides visibility on activities that are being delivered by Wellington NZ Business and Innovation team in the Wairarapa, that sits outside the Wairarapa Economic Development Strategy programme.

Wellington NZ will speak to this report.

5. RECOMMENDATION

That the Council:

1. **Receives** the report.

File Number: 507394

Author: Glenda Seville, Group Manager Community and Facilities

Attachments:

1. WEDS Report Q2 [↓](#)
2. WNZ Activities Report [↓](#)



2025/26 Work Programme Quarterly Reporting

Quarter 2: 30 September to 31 December 2025

1 OVERVIEW

1.1 Summary

Quarter 2 demonstrated clear momentum across the WEDS Work Programme, with several initiatives shifting from planning and design into implementation readiness and delivery.

In Food & Fibre, the **Future Options** workstream has moved from broad opportunity exploration to a refined shortlist of realistic pathways grounded in existing Wairarapa production systems. These options maximise current land use, complement industry-led initiatives, and will be progressed in partnership with producers where there is clear interest. The **Capability Boost** pilot has advanced to implementation readiness, with confirmed industry endorsement and a delivery model focused on targeted, one-on-one business capability uplift. The **Lower North Island Seed Cleaning & Processing Facility** remains under Ministerial consideration, while project leads continue investor discussions and project mobilisation planning.

In Skills & Workforce Development, stronger coordination is emerging across initiatives, with Skill Wairarapa identifying “**Youth ready for work, and work ready for youth**” as a shared regional priority heading into 2026. The **Attract, Connect, Stay** initiative strengthened its foundations with the appointment of a new Strategic Connector, confirmation of three-year external funding partnership to facilitate the “Better Health Workplace” workshops. **Digital Fluency** delivery has been reset and will start in 2026, supported by the significant acquisition of 150 ex-MBIE laptops to enable equitable access. **Workplace Visits** will launch in 2026 as well, and **WaiHost** delivery continues following programme refinements.

In Water Resilience, the **A Case for Action** report has been finalised and shared with elected members. The first **Water Summer Series** event was successfully delivered, demonstrating practical irrigation innovation with a good turnout across sectors.

1.2 Top Highlights

- Capability Boost progressed to pilot-ready stage with confirmed industry support.
- Future Options refined to a focused shortlist grounded in regional readiness and existing producer systems.
- 150 laptops secured to enable Digital Fluency training and reduce digital inequality across the region.
- Better Health Workplaces workshops strengthened with confirmed three-year funding partnership.
- First Water Summer Series event delivered with 35–40 participants across industries and government.
- A Case for Action report completed and shared with elected members.

1.3 Key Risks / Issues

- Ministerial decision pending for the Lower North Island Seed Processing Facility.
- Future Options progression dependent on demonstrated landowner and producer commitment.
- WaiHost workshop delivery impacted by lower registrations, requiring programme repositioning.
- Governance transition within the Wairarapa Water Resilience Strategy following local body elections.

1.4 Upcoming Priorities

- Launch Capability Boost pilot and commence business discovery sessions.
- Finalise shortlisted Future Options pathways and test with producers and identify early participants.
- Full launch of the Tū Hauoranga Trust website with the Tūhono portal.
- Deliver additional Water Summer Series events (February and March).
- Roll out Digital Fluency pilot with Mākoura College in 2026 Semester 1.

2 INITIATIVES

2.1 Food & Fibre (Primary Sector): Increase productivity and resilience in Wairarapa's food & fibre sector by equipping businesses with the knowledge, skills, and support needed to drive efficiency, innovation, and sustainability.

Action	Collaboratively deliver a series focused on upskilling businesses to educate and grow their capability to collectively lift the Sector.			
Lead	WEDS PMO			
Expected Outcome(s)	<ul style="list-style-type: none"> Businesses gain tools and insights to improve operational efficiency and value chain optimisation. Strengthened rural network and shared learning opportunities that drive sector-wide improvements. The sector is recognised for its innovation, sustainability, and high-value production, improving market access and investment confidence. 			
Status	Progress		Funding	
WEDS PMO Intervention	The WEDS PMO is leading the design of a one-on-one Food & Fibre Capability Boost Programme to strengthen the operational and strategic foundations of Wairarapa producers. This builds on previous business capability workshops and aligns with WEDS' objectives to enable diversification, value-chain participation, and innovation within the region's primary industries.			
Progress Report	<p>The Wairarapa Capability Boost initiative progressed from design to implementation readiness, with sector endorsement and clear alignment to regional economic priorities. Building on Q1 engagement with industry bodies, this quarter focused on formalising a coordinated delivery model that strengthens on-farm business capability without duplicating national extension services. Industry partners have confirmed there is a clear regional gap in structured, one-on-one business support — particularly for producers preparing for growth, diversification, succession, value-chain participation, or significant capital investment.</p> <p>The refined pilot model positions Capability Boost as a business foundation and productivity enabler, rather than a training programme. It will provide:</p> <ul style="list-style-type: none"> Structured one-on-one business diagnostic and goal-setting sessions Targeted advisory support aligned to that specific business Clear referral pathways into existing industry extension, innovation, and value-add initiatives Long-term implementation support to achieve goals. <p>This approach reduces duplication, leverages national investment already flowing into the region, and ensures local producers are better prepared to engage in higher-value opportunities.</p> <p>Capability Boost is also being deliberately aligned with the wider WEDS Food & Fibre and Water Resilience workstreams. By strengthening core business capability, the programme reduces risk associated with land-use transition, infrastructure investment, and value-chain diversification — areas identified by the sector to achieve in the long-term.</p>			
Progress Milestones	<ul style="list-style-type: none"> Secured continued endorsement from Beef+Lamb NZ, DairyNZ, Horticulture New Zealand, agri-banks, and MPI for a coordinated regional approach. Refined pilot delivery model to focus on diagnostic-led, tailored advisory support. Developed participant nomination and referral framework in collaboration with industry partners. Commenced discussions with potential advisory providers in readiness to launch in Q3. 			

	<ul style="list-style-type: none"> • Embedded alignment with WEDS Food & Fibre “Future Options” and water resilience priorities to maximise regional return on investment.
Next Steps	<ul style="list-style-type: none"> • Together with industry bodies, confirm pilot cohort reflective of Wairarapa’s farming profile (sheep & beef, dairy, emerging horticulture) – February 2026. • Finalise advisory provider selections and co-investment arrangements – February 2026. • Commence structured one-on-one business discovery sessions – March 2026. • Implement advisory support and capability training tailored to individual businesses – March/April (pending discovery session timing). • Support businesses to implement their learnings and begin achieving long-term aspirations (April).

2.2 Food & Fibre (Primary Sector): Strengthen the resilience and growth potential of Wairarapa’s food & fibre sector by supporting **diversification**, fostering **innovation**, and enhancing market access.

Action	Deliver resources to help the sector to explore new products and opportunities to build resilience and diversify income streams.			
Lead	Leftfield Innovation Limited			
Expected Outcome(s)	<ul style="list-style-type: none"> • Businesses are better equipped to adapt to market changes and environmental challenges through diversifying income. • Strengthened local infrastructure ensures businesses can connect with higher-value markets more effectively. • Encourages innovation, attracting new business opportunities and partnerships across the sector. 			
Status	Progress		Funding	
WEDS PMO Intervention	Funder and co-lead of the future phases of this initiative.			
Progress Report	<p>Following receipt of the draft Future Options review by Leftfield Innovation in late September, the PMO undertook analysis of the recommended diversification and value-add opportunities. In December, a focused working session was held with Leftfield Innovation to test the rationale, regional fit, and practical feasibility of each opportunity.</p> <p>Importantly, the assessment was grounded in the realities of what Wairarapa producers are already doing. The focus has not been on introducing entirely new production systems, but on identifying where:</p> <ul style="list-style-type: none"> • Existing land-use and farming systems can be optimised or diversified incrementally. • Greater value can be captured from current production through value-add or supply chain participation. • Opportunities complement (rather than compete with or duplicate) current industry initiatives and private sector activity. • Existing infrastructure and capability can be leveraged to strengthen returns. <p>A regional readiness lens was applied — considering production capability, water requirements, infrastructure constraints, capital intensity, market access, and existing momentum within the sector. This resulted in a refined shortlist of realistic, high-potential options aligned with Wairarapa’s expectations and strengths.</p> <p>The shortlisted opportunities are provisional and will be tested with landowners or producers. Progression will be contingent on demonstrated interest from local producers willing to explore</p>			

	or commit to participation. This ensures the workstream remains market-led and producer-driven.
Progress Milestones	<ul style="list-style-type: none"> Facilitated structured prioritisation session with Leftfield Innovation. Developed refined shortlist of value-add/diversification opportunities grounded in existing production systems. Begun scoping staged action planning framework (short, medium, long-term horizons).
Next Steps	<ul style="list-style-type: none"> Finalise short, medium and long-term activity plans for each shortlisted option identifying enabling steps, partnership requirements, and potential investment triggers. Validate interest and appetite with landowners and key stakeholders. Identify potential industry champions and establish cluster groups where interest exists.

Action	Support producers to have local processing, distribution, and logistic facilities to improve supply chain efficiency and competition.		
Lead	Wairarapa Seed Project Leadership Team		
Expected Outcome(s)	<ul style="list-style-type: none"> Businesses are better equipped to adapt to market changes and environmental challenges through diversifying income. Strengthened local infrastructure ensures businesses can connect with higher-value markets more effectively. Encourages innovation, attracting new business opportunities and partnerships across the sector. 		
Status	Progress		Funding
WEDS PMO Intervention	Co-funder.		
Progress Report	<p>The Lower North Island Seed Cleaning and Storage Facility project has been considered by the Minister with a formal announcement pending. While awaiting the funding decision, the project continues preparatory work to maintain momentum and demonstrate delivery readiness. Conversations have commenced with potential co-investors to test equity appetite and capital structure options, signalling confidence in the commercial viability of the facility.</p> <p>The team are now looking to appoint a dedicated project coordinator to manage mobilisation — ensuring that, should co-investment be confirmed, the project can transition efficiently into delivery.</p> <p>Co-funding from the WEDS budget has ensured the project is investment-ready, with a credible application and supporting materials in place. Continued investor engagement during this interim period strengthens the project support and reduces reliance on public funding alone.</p>		
Progress Milestones	<ul style="list-style-type: none"> Investment-ready application submitted to Kānoa (MBIE). Initiated discussions with potential co-investors to test capital commitment. Appointment process underway for dedicated project coordinator to support delivery readiness. 		
Next Steps	Await formal Ministerial announcement regarding co-investment.		

2.3 Skills & Workforce Development: Strengthen Wairarapa's workforce by implementing the **Wairarapa Skills and Workforce Action Plan**, ensuring local businesses have access to skilled talent and our people have clear pathways into sustainable employment.

Action	Establish a local community managed strategic connector role to better identify and successfully attract, connect and retain the professional workforce in the Wairarapa			
Lead	Tū Hauoranga Trust			
Expected Outcome(s)	<p>Whole-of-community retention strategy: Recognising that “we recruit and retain a family, not just a worker,” the initiative fosters connections to employment, housing, recreation, and community networks that help keep professionals and their families in the region. This supports a long-term community-led approach to attract and build relationships with our workforce.</p> <p>Cross-sector collaboration: Attract, Connect, Stay thinking and tools become transferable, enabling other sectors to adopt similar strategies to reduce turnover and extend average tenure beyond the two-year average.</p> <p>Reduced silos and fragmentation: The initiative builds shared understanding across sectors about the systemic and cultural actions needed to attract and retain staff, improving regional workforce planning and collaboration.</p> <p>Enhanced regional reputation: A more coordinated and people-focused approach helps create a comparative advantage for Wairarapa as an attractive, supportive place to live and work, boosting the region’s appeal to skilled professionals across industries.</p>			
Status	Progress		Funding	
WEDS PMO Intervention	Co-funder and administration/co-ordination support.			
Progress Report	New Strategic Connector (Jo Baldwin) was appointed after job sharing with incumbent (Nicola Belsham who has now moved her focus on her Mayoral Taskforce For Jobs role). Transition period completed and 2026 work programme scoped, with additional hours confirmed following a Trust financial review. The Tū Hauoranga website development is still well underway, and the landing page has been created. The next reporting period will see a full launch of the website components which will include the Wairarapa online healthcare portal “Tūhono.” The portal has been informed by our local healthcare services and communities, to ensure individuals throughout the region are well-connected, well-informed, enabled, and supported to access relevant services that enhance health.			
Progress Milestones	The Healthpoint API Subscription was confirmed which will enable the Tūhono directory to have a rich resource bank and help the strategic connector through engagement with the Healthpoint Liaison. Partnering with Healthpoint provides access to New Zealand’s single, trusted source of health and social service information, ensuring people can easily find and access the right services. The trust has also received confirmation of funding for 3 years of the Better Health Workplace Series. This series has proven to be a well-received and very important professional development series to promote positive workplace cultures in health and medical settings.			
Next Steps	Build on work started and launch Tū Hauoranga Website and Tūhono directory. Continue engagement with six Australian communities and Dr Cath Cosgrove of Attract, Connect, Stay via webinars and online networking opportunities to learn how they’ve implemented the programme to their communities. Better Health Workshops, Connected Communities and Courageous Leaders next series planning and sessions to be scoped. Begin to consider a fee-for-service model and what that could look like for the trust and the ACS initiative.			

Action	Understand Wairarapa’s digital fluency , packaged with tailored learning programme offerings and formal qualification opportunities for both students and the business community.
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Lead	Waitech Trust			
Expected Outcome(s)	<p>Future-ready workforces: Students and workers gain the digital skills needed to thrive in modern jobs, education, and business environments.</p> <p>More competitive and resilient local businesses: SMEs are better equipped to adopt digital tools, improve productivity, and adapt to market changes.</p> <p>Reduced digital inequality across the region: Targeted delivery ensures equitable access to digital learning opportunities, especially in rural and under-served communities.</p>			
Status	Progress		Funding	
WEDS PMO Intervention	Funder and administration/co-ordination support.			
Progress Report	This quarter, the trustees have made strong progress in revitalising the digital fluency programme. They have developed a clear work plan for secondary schools and are excited to roll out the pilot programme at Mākoura College by the end of Term 2. The launch will include a “train the trainer” session in Term 1 with the trustees and Mākoura IT teachers, along with establishing pilot group.			
Progress Milestones	Support for the programme has been extended to the end of Term 3 2027. The Trust secured 150 retired MBIE laptops to assist with digital fluency training where required in the community. This is a huge milestone and achievement for the Trust and will be so impactful for the Wairarapa community.			
Next Steps	Waitech Trustees will be reviewing insurance options and working with the PMO on communications around the donation of the laptops and how the community can engage with Waitech Trust to access them. Waitech and Mākoura College staff will complete a “train the trainer” workshop and select students to pilot the Digital Fluency training, with Waitech Trust laptops provided to ensure they have regular internet access both at school and at home. The 13-week pilot will run during Term 2 in 2026. Engagement with Tūhura Tech and potential collaboration on AI/tech capability workshops for students and businesses.			

Action	Provide our people with a clear understanding of local pathways by directly engaging with local businesses and industries through Industry Big Day Out and Workplace Visits			
Lead	REAP Wairarapa & WEDS PMO			
Expected Outcome(s)	<p>Increased awareness of local pathways: Our young people (and those who influence them) have a clearer understanding of opportunities available in Wairarapa, helping to inform education and training decisions.</p> <p>Stronger connections between schools and industry: Direct engagement fosters relationships that support work-based learning, future employment, and regional talent pipelines.</p> <p>Improved youth retention in the region: By showcasing meaningful local opportunities, the initiative contributes to reducing youth outmigration and building a more sustainable regional workforce.</p>			
Status	Progress		Funding	
WEDS PMO Intervention	Funder/ Co-ordination & Logistics Support			
Progress Report	The first of two Industry Big Day Out events (formerly Umanga Tūmatarau) was delivered on Thursday 14 th August 2025. A second event was unable to be delivered before the end of 2025 and has been deferred to 2026. Planning is now underway to align the next Industry Big Day Out with the rollout of Workplace Visits across the region. WEDS PMO has been attending and			

	forming a relationship with the local Career Teachers (CATE) group to identify student interests and priority sectors and align these with industries planning for future workforce pipelines.
Progress Milestones	College representatives, career teachers and students strongly support Industry Big Day Out becoming an annual event. Feedback from the 2025 events was highly positive with strong engagement from both students and employers. Schools have also indicated full support for workplace visits and will actively encourage student participation, subject to business capacity requirements.
Next Steps	Deliver an Industry Big Day Out event in the first half of the 2026 school year, aligned with the school timetables. Roll out four to six workplace visits across priority sectors in 2026.

Action	Provide improved service, supervision, management training and skill development across local sectors.			
Lead	Business Wairarapa			
Expected Outcome(s)	<p>A more resilient, future-ready workforce: By building core customer service and business skills, participants are better equipped to meet evolving visitor expectations, adapt to seasonal fluctuations, and contribute to sector resilience.</p> <p>Enhanced business performance and retention: Strengthened workforce capability improves service quality, fosters positive workplace culture, and supports the retention of skilled staff—contributing to sustained enterprise growth and regional economic vitality.</p>			
Status	Progress		Funding	
WEDS PMO Intervention	Co-funder.			
Progress Report	The WaiHost programme continues to gain strong support, with a growing number of returning businesses and repeat attendees progressing through multiple workshops. Feedback from the past workshops has been consistently positive and highly encouraging, reinforcing the relevance, quality, and practical value of the training delivered. After a pause in Q2, delivery will restart in 2026.			
Progress Milestones	Three workshops were delivered earlier in 2025, most recently in July. Business Wairarapa have now onboarded their new team and are working to schedule the final workshop in this series in Q3.			
Next Steps	<p>Early in the new year, Business Wairarapa will meet with Nevis Training to review programme feedback, participation trends, and workforce priorities. This will determine whether the final workshop is delivered as a rescheduled <i>Outstanding Customer Experience</i> session, a repeat of a high-demand workshop, or a newly tailored WaiHost offering.</p> <p>A key focus will be refining how workshops are positioned to different audiences. Leadership and supervision workshops (Supervising Others, Courageous Conversations, Train the trainer) will continue to be promoted for leadership staff, while the <i>Outstanding Customer Experience</i> workshop will be repositioned as an entry-level, foundational programme for seasonal, casual, and new workforce entrants. Targeted sub-regional outreach, particularly across South Wairarapa hospitality and winery networks, will support stronger participation and ensure the programme is completed in Q3.</p>			

2.4 Water Resilience: Identify and advance key economic development projects within the FY25/26 Wairarapa Water Resilience Strategy Work Programme to strengthen Wairarapa's economic resilience, attract investment, and support sustainable growth.

Action	Develop and deliver public-facing communications collateral based on the A Case for Action report to convey the economic development rationale for regional water resilience solutions and support advocacy and investment readiness.			
Lead	Wairarapa Water Resilience Governance Group			
Expected Outcome(s)	<ul style="list-style-type: none"> - Enhances collaboration to implement sustainable water solutions. - Strengthens Wairarapa's ability to build resilience, ensuring long-term viability of water-reliant sectors. - Positions the region for future funding and infrastructure investment through well-defined project priorities that support regional growth 			
Status	Progress		Funding	
WEDS PMO Intervention	The WEDS PMO continues to act as an advisor to ensure the water resilience programme aligns with and supports Wairarapa's broader economic development priorities.			
Progress Report	The final, print-ready ' A Case for Action ' report has been completed and shared with elected members prior to the end-of-year break for their review. The report provides a compelling economic rationale for investment in regional water resilience solutions and was endorsed by the Water Resilience Governance Group before it disbanded for local body elections in September. While the Governance Group is inactive, it has been agreed to publish the report on the WEDS website.			
Progress Milestones	Delivery of the print-ready 'A Case for Action' full report and distribution to elected members.			
Next Steps	Publish the 'A Case for Action' report on the WEDS website for public to access. Upon decision on the reestablishment of the Wairarapa Water Resilience Strategy Governance Group, determine an official launch and/or communications plan to publicise this work.			

2.5 Water Resilience: Facilitate collaboration and knowledge sharing to build water resilience across Wairarapa industries.

Action	Deliver a Water Resilience Education & Networking Series , building on the successful Summer Series model, to bring together farmers, industry, iwi, regulators, and environmental groups to learn, share, and collaborate on water-efficient practices and innovations.			
Lead	Wairarapa Water Users Society Incorporated (WWUS)			
Expected Outcome(s)	<ul style="list-style-type: none"> Improves water use efficiency and sustainability by inspiring the adoption of efficient practices and adaptive technologies. Strengthens collaboration and trust across diverse water stakeholders, fostering informed, collective water management. Shifts culture from compliance-focused to relationship-focused, reducing conflict and enabling cooperative problem-solving. 			
Status	Progress		Funding	

WEDS PMO Intervention	WEDS continues as the main series sponsor and the PMO has supported planning for the 2025/26 event series to ensure stronger alignment with the Wairarapa Water Resilience Strategy (WWRS) and related regional workstreams.
Progress Report	<p>The first Water Summer Series event was held on Thursday 20 November 2025 hosted by John & Lisa Stevenson on Kokotau Farm. The focus on this large dairy operation was the variety of irrigation technologies employed including K-Line, centre pivots and most recently, a fixed grid system. In addition to the Stevenson's, representatives from Harvest Electronics and GVE Electrical were in attendance to describe their respective elements of the overall irrigation system.</p> <p>To broaden reach and encourage participation, the WEDS PMO facilitated a one-page feature in the <i>Wairarapa Times-Age</i> highlighting the event series approach (see Appendix 2). This was aimed at attracting new participants to the series and reinforce the wider water resilience narrative.</p>
Progress Milestones	This initiative is special and impactful due to showcasing real world examples on farm to educate, encourage and inspire participants to implement, adapt or create new water resilient practices on farm. This 2025/2026 series continues to promote peer-learning, sharing innovative approaches to water use and demonstrate the economic and environmental benefits of proactive water management. The number of participants at this first event was 35-40 attending from a variety of organisations such as local farmers, industry experts, and Central and Local Government representatives.
Next Steps	The next two events will be delivered in February and March.

3 BUDGET

3.1 Overview

The total budget available for the financial year (excluding people resources) is just over \$369,000.

Allocation remains as planned, with \$319,000 committed to initiatives across the three priority areas of Food & Fibre sector development, Skills and Workforce Development, and Water Resilience. The balance supports programme delivery and PMO overheads (\$30,000), and the development of a strategic investment portfolio (\$20,000) to support the overall work programme.

A further \$215,000 is allocated for people resources (Wairarapa-based WellingtonNZ PMO).

3.2 Expenditure as at 31 December 2025

As at the end of the second quarter, total expenditure (outside of people resources) for the WEDS work programme was \$115,433, representing around 31% of the annual operational budget.

Expenditure to date continues to align with the planned delivery of the work programme. As anticipated in the September update, spending accelerated across Workforce Development and Water Resilience during Q2, with contracting completed for key initiatives including the Strategic Connector role, and water resilience communications and education activities. Other initiatives budgets remain committed, with delivery milestones scheduled across the second half of the financial year. Programme operations and PMO overheads have been kept minimal and continue to track to plan at the half-year mark.

The people resources budget reflects \$108,036 in staff costs to date, supporting programme delivery, partner engagement, and initiative shaping across all priority areas.

Overall expenditure remains within target and tracking in line with the annual budget and delivery milestones.

3.3 Budget and Actual Expenditure as at 31 December 2025

Priority Focus Area	Initiative	Budget	Action	Actual as at 31 Dec
Food & Fibre (Primary Sector)	Increase productivity and resilience by equipping businesses with knowledge, skills, and support.	\$187,000	Collaboratively deliver a series focused on upskilling businesses to educate and grow their capability .	\$-
			Engage with frontier firms to explore implementing best practices.	\$-
	Strengthen resilience and growth potential by supporting diversification , fostering innovation , and enhancing market access.		Deliver resources to help the sector to explore new products and opportunities .	\$16,000
			Support producers to have local processing to improve supply chain efficiency and competition .	\$30,000
	Develop a shared narrative for the Sector that fosters collaboration, enhances awareness, and elevates profile.		Create opportunities to profile our local producers and a sense of regional narrative .	\$-
	Strengthen workforce capability and resilience by aligning training and development initiatives.		To be determined.	\$-
Skills & Workforce Development	Strengthen Wairarapa’s workforce by implementing the Wairarapa Skills & Workforce Action Plan , ensuring local businesses have access to skilled talent and our people have clear pathways into sustainable employment.	\$116,500	Establish a local community-managed strategic connector role .	\$40,000
			Understand Wairarapa's digital fluency , packaged with tailored learning programmes.	\$-
			Provide our people with a clear understanding of local pathways .	\$-
			Provide improved service, supervision, management training .	\$5,500
			Other initiatives TBD.	\$-
Water Resilience	Identify and advance key economic development projects within the FY25/26 WWRS Work Programme .	\$16,000	Develop and deliver public-facing communications collateral based on the A Case for Action report.	\$4,270
	Facilitate collaboration and knowledge-sharing to build water resilience across Wairarapa industries.		Deliver a Water Resilience Education & Networking Series .	\$6,000
PMO Operations	Strategic Investment Portfolio	\$20,000	Develop portfolio	\$-
	WEDS and Skill Wairarapa	\$20,000	Work Programme operations	\$10,183
		\$9,770	WNZ PMO overheads	\$3,480
		\$215,000	WNZ People Resources	\$108,036
		\$584,270	TOTAL WEDS EXPENDITURE	\$223,469

Appendix 1: Planned Initiatives

Some initiatives and actions in the FY25/26 Implementation Plan have not yet been activated. The following provides a brief update on these initiatives to ensure visibility of all ongoing and planned activity.

Initiative	Action	Update
Food & Fibre (Primary Sector): Increase productivity and resilience in Wairarapa's food & fibre sector by equipping businesses with the knowledge, skills, and support needed to drive efficiency, innovation, and sustainability.	Engage with frontier firms to explore implementing best practices in efficiencies, value-add production , and sustainable growth strategies.	This is a placeholder action based on previous engagement with local manufacturing businesses, we are waiting for them to respond to proposed actions to progress.
Food & Fibre (Primary Sector): Develop a strong, shared narrative for the Sector that fosters collaboration, enhances regional awareness, and elevates the profile of local businesses.	Create opportunities to profile our local producers and a sense of regional identity , growing awareness of the diverse food and fibre offerings.	This workstream is not scheduled to commence until Q3.
Food & Fibre (Primary Sector): Strengthen workforce capability and resilience in the food & fibre sector by aligning training and development initiatives with the Wairarapa Skills & Workforce Action Plan.	To be determined.	The actions to be delivered under this initiative are to be determined with industry as capacity allows.
Skills & Workforce Development: Strengthen Wairarapa's workforce by implementing the Wairarapa Skills & Workforce Action Plan , ensuring local businesses have access to skilled talent and our people have clear pathways into sustainable employment.	Other initiatives to be determined.	Skill Wairarapa are currently undertaking an assessment of potential actions based on a review of opportunities and gaps. It is proposed any new actions could be initiated in Q3.
PMO Operations: Strategic Investment Portfolio.	Develop a cohesive portfolio of regional strategic investment opportunities to bring together priority projects and initiatives that align with Wairarapa's long-term economic development objectives.	This workstream is not scheduled to commence until Q3.

Appendix 2: Wairarapa Times Age – Summer Series Feature – published 12 November 2025

neighbourly.co.nz

NOVEMBER 12, 2025, WAIRARAPA MIDWEEK 7

WAIRARAPA WATER SUMMER SERIES

COLLABORATION IN ACTION FOR A RESILIENT FUTURE

In Wairarapa, water connects everything; our land, our livelihoods, and our future. It flows through our vineyards and farms, sustains our industries, and supports our communities. But as the region grows and the climate changes, so too does the need to think differently about how we manage this treasured resource.

That's where partnership comes in. Across Wairarapa, local councils, iwi, government agencies, and industry groups are working together to strengthen how our region uses and protects water - ensuring that economic growth and environmental wellbeing go hand in hand.

WAIRARAPA WATER SUMMER SERIES

This November, that partnership takes shape on the ground with the return of the Wairarapa Water Summer Series - now in its third season. The hands-on programme is led by the Wairarapa Water Users Society (WWUS), with the Wairarapa Economic Development Strategy (WEDS) as the main series sponsor.

The Series showcases innovative irrigation and water management practices being used by local landowners and businesses to improve efficiency, productivity, and sustainability. Each event offers a chance to see local water solutions in action and hear directly from those applying them in real-world settings.

"The Summer Series is about learning from each other," says Geoff Copps, WWUS Project Lead. "We've got incredible examples here in Wairarapa of people applying technology and local knowledge to get better outcomes for both production and the environment."

SUMMER SERIES STARTS 20 NOVEMBER

The first event in this year's series will be held on 20 November, with further sessions planned in February and March. Previous events have highlighted large-scale vineyards, livestock farms, and cropping enterprises — each demonstrating technologies that allow water to be applied precisely where and when it's needed.

For the Wairarapa Water Users Society, Chair Hamish Hammond says it's a chance to keep the conversation flowing. *"Every event we host reinforces that water efficiency and productivity can go together,"* he says. *"It's not just about the infrastructure - it's about the mindset and the shared responsibility we all have."*

The Summer Series connects directly to the goals of the Wairarapa Water Resilience Strategy (WWRS), which provides the region-wide framework for water planning and management. Partnerships like the Summer Series bring it to life by helping landowners and communities understand how water can be managed more sustainably across the whole catchment.

"The Strategy sets the direction, but partnerships like the Summer Series bring it to life," says Jennie Marks, WWRS Programme Director. *"It's where science meets practice; helping landowners and communities understand how we can manage water more sustainably across the whole catchment."*

The WEDS Work Programme supports initiatives like the Summer Series because they represent exactly what the Strategy is about - regional collaboration, knowledge-sharing, and practical solutions that strengthen local industries.

"The key to regional success lies in collaboration; making progress through strong partnerships and shared purpose," says Natasha Kyd, Programme Manager for the WEDS Work Programme. *"The Water Summer Series is a great example of how community-led action and regional strategy can come together to create lasting results on the ground."*

Water Summer Series Events:

Together, these sessions demonstrate how collaboration, innovation, and shared learning are helping to shape a more water-resilient future for Wairarapa. One where people, land, and enterprise thrive side by side.

EVENT 1 20 NOVEMBER 2025

IRRIGATION METHODS FOR LOCAL CONDITIONS

This season's Water Summer Series highlights a range of innovative approaches to water use and management across Wairarapa. The first event, on 20 November, visits the Stevenson's farm in Kokotau, where participants will see different irrigation methods in action and discuss how they're being applied to local conditions.

EVENT 2 FEBRUARY 2026

OPPORTUNITIES THROUGH DIVERSIFICATION

In February, the Series moves to showcase a recent investment that was enabled by the availability of reliable water. This new out-of-region investment in diversification into viticulture is creating new opportunities for profitable land use and water efficiency.

EVENT 3 MARCH 2026

WATER SECURITY AT WAINGAWA

The final event, in March, will be held at Waingawa, showcasing Carterton District Council's work to deliver secure water infrastructure that supports local industries around the Waingawa Industrial Estate. The development includes the development of an on-plains water storage pond to assist in delivering reliability. The construction of this pond will have begun and attendees will be able to discover the methodology for the construction of surface ponds.

To learn more about the Wairarapa Water Resilience Work Programme visit www.weds.nz/water-resilience

REGISTER TODAY
Everyone is welcome, but please register: wairarapawaterusers@gmail.com

Attendance is free!

Wairarapa Water Summer Series is proudly supported by:

WAIRARAPA WATER USERS
Incorporated society

WAIRARAPA WATER RESILIENCE

WEDS
Wairarapa Economic Development Strategy

ATTENDANCE IS FREE AND EVERYONE IS WELCOME BUT PLEASE REGISTER AT WAIRAPAWATERUSERS@GMAIL.COM



WellingtonNZ – Wairarapa Activity Update

Q2 (October – December) 2025

This activity report is provided to the three Wairarapa District Councils to give visibility on activities that are being delivered by WellingtonNZ in Wairarapa, that sit outside the Wairarapa Economic Development Strategy (WEDS) Work Programme.

1. Wellington Regional Economic Development Plan (REDP) Activities

The REDP exists to guide the long-term direction of the economy and is helping to drive high-impact economic initiatives over the next 10 years. It is about futureproofing the region and making sure it thrives economically, ensuring that our region is a great place for everyone to live, including our Māori and Pasifika communities, and improving wellbeing and quality of life. WellingtonNZ is the lead organisation for implementation of the REDP, which is governed by the Wellington Regional Leadership Committee (WRLC). The WRLC membership includes mana whenua and local authority members (Mayors). As well as region-wide initiatives, there are five Wairarapa initiatives included in the REDP, these are: Food & Fibre (Primary) Sector, Wairarapa Workforce Development, Wairarapa Water Resilience Strategy, Five Towns Trail Network, and Dark Sky.

Dark Sky

The Lonely Planet Best in Travel 2026 recognition for Wairarapa stargazing has delivered strong international exposure, with an estimated 272 million global audience reach and over 1 million views of Destination Wairarapa content. Destination Wairarapa has led an effective local and digital response, driving a significant uplift in engagement and more than doubling visits to the Destination Wairarapa website.

In parallel, WellingtonNZ is working with the Dark Sky Steering Group to scope and deliver an export-ready product development programme for Wairarapa tourism businesses, alongside ongoing capability support for local operators.

Five Towns Trail Network

The project website is now live, funded by WellingtonNZ, providing an important tool to support engagement and accelerate delivery. The Waiohine Bridge section is approaching shovel-ready status. In addition, the Carterton to Masterton section has been established as a dedicated workstream, with strong early progress made in securing initial support from landowners.

Girls who Grow

In December Girls who Grow hosted the Cath Randall Excellence Award, a meaningful celebration honoring Cath Randall's legacy and recognising young women who embody leadership, curiosity, courage and care for people and planet. Cath Randall was a previous WellingtonNZ employee who helped grow and extend Girls who Grow into the Wellington Region. The award went to Charlotte Macauley from St Matthew's in Masterton. Charlotte's project, Grower Connect, is an innovative platform connecting aspiring horticultural start-ups with landowners and farmers who have underutilised resources such as water, land, or infrastructure. By fostering these partnerships, the project enables the cultivation of high-value, small-footprint crops (e.g., microgreens, edible flowers, finger limes) while addressing critical challenges around land access, water efficiency, and sustainable food systems.

Girls who Grow are working with Chanel College and Wairarapa College to facilitate an on-farm experience at Vagabond Vege early this year.

2. Business Growth & Innovation Activities

At WellingtonNZ, our role is to support businesses to grow and innovate, and build a stronger, more connected regional business community. WellingtonNZ's Business Growth and Innovation team works with businesses right across the Wellington region. The team work to connect businesses with the right people, advice and resources they need to grow and innovate. The team administer the Regional Business Partners Network Programme, on behalf of Ministry of Business, Innovation and Employment for the region, and connect businesses to innovation and development opportunities through Callaghan Innovation. Through partnership with Business Wairarapa, the team collaborates to deliver targeted capability training informed by local business insights, ensuring Wairarapa enterprises can access tailored support and development opportunities that reflect the needs of the region's business community.

Management Capability Funding

A business in construction was co-funded to develop their management capability in practical governance.

Other engagement

Activity by Growth Managers to network and promote businesses support in the region:

- Attended the Greytown Business Network Social Event in December
- Continue to share a monthly calendar of upcoming "One to Some" workshops with Business Wairarapa.

3. Screen Wellington (Film Office) Activities

Wellington UNESCO City of Film offers a diverse range of unique locations and local expertise, all within easy reach of award-winning production facilities. Screen Wellington (part of WellingtonNZ) work closely across the region to support productions to find the perfect locations, connect to support business, keep crews and communities safe and issuing permits to film in public spaces.

"A Dog Show" has completed Wairarapa filming and is due to be released towards the end of 2026. Inspired by the 1970's TV show, the movie follows a washed-up dog triallist pulled from retirement by his granddaughter and their faithful dogs, all on a mission to save the family farm.

Following some refinements of the draft Memorandum of Understanding (MOU) that was circulated to councils in late-2024, a finalised version is now ready and is being circulated to all District Councils across the Wellington region. The MOU will be sent at Chief Executive level, with the expectation that they will work with their internal teams to progress it. Wairarapa councils can expect to see it within the coming months. This MOU is intended to ensure alignment with current filming practices, regional priorities, and the expectations of ongoing collaboration between Screen Wellington and its council partners.

4. Destination Marketing

WellingtonNZ's Destination, Marketing and Communications team plays a vital role in positioning the Wellington region as a vibrant, world-class destination. Their work drives growth in the visitor economy by promoting Wellington's unique experiences, supporting tourism operators, and delivering targeted marketing and media campaigns. Through strategic partnerships - including close collaboration with Destination Wairarapa - the team ensures Wellington remains top of mind for domestic and international travelers, contributing to economic growth across accommodation, hospitality, retail, and attractions. This work strengthens the region's brand, boosts regional pride, and supports sustainable tourism development.

Key highlights of this quarter include:

- Highlighted the Lonely Planet "Best in Travel 2026" accolade on WellingtonNZ.com and shared a Facebook post linking to Lonely Planet webpage.
- Hold the contract with MBIE, on behalf of Hawkes Bay, Wairarapa, and Marlborough, for the \$991,000 Regional Tourism Boost funding with a focus on attracting Australian audiences interested in food and wine to visit during the 2026 harvest season.

- New 'Top Trails in Wairarapa' listicle created and published on WellingtonRegionalTrails.com, featuring eight top trails in the region.
- As agreed, 26 Wairarapa-focused articles published to WellingtonNZ.com in last quarter, with a handful still to come.
- Promotion of the region and relevant market-ready businesses promoted to travel buyers and travel agents by WellingtonNZ delegate at Tourism New Zealand's KiwiLink UK/Europe event in September and China in November 2025.



8.4 QUARTERLY PERFORMANCE REPORT FOR THE PERIOD ENDING 31 DECEMBER 2025

1. PURPOSE

To present the quarterly financial and non-financial performance results to the Council for the period ending 31 December 2025.

2. SIGNIFICANCE

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

3. BACKGROUND

Quarterly reporting against the Council's financial budgets and key performance indicators (KPIs) enables Council to monitor progress towards the achievement of targets, and address variations or challenges at the earliest opportunity.

Financial quarterly reporting to the Council has been well established, and provided to Council at its Ordinary Council meetings that coincide with the end of the financial period and reflect the output of internal management reporting.

This report introduces a new format in **Attachment 1** to combine our financial reporting with non-financial reporting to provide a more complete picture of the organisation's performance, and better reflect the link between funding and levels of service and activities.

The report format itself aligns with our commitment to more open, representative, and cost-effective engagement, and is designed to connect quarterly reporting with annual reporting. We will continue to develop the report to incorporate feedback from elected members, staff and the community.

To note, is that the quarterly non-financial performance results against KPIs are recorded as a cumulative score from the previous quarter/s to reflect progress towards targets, rather than recording individual quarter results.

4. DISCUSSION

4.1 Financial reporting

- Overall, the Council has recorded an operating revenue of \$15.3M against operating expenditure of \$14M resulting in a surplus of \$1.3M for the period ending 31 December 2025.
- Financial statements for the period ending 31 December 2025 are in **Attachment 1** and include:
 - Statement of Financial Performance
 - Statement of Financial Position

4.2 Non-financial reporting

The report outlines many target achievements and highlights across services and activities. The most notable included:

- Election of the new Council in October following a strong voter turnout
- Introduction of radio frequency identification (RFID) for library book issuance
- Completion of the Wairarapa District Plan
- 100% achievement of regulatory function measures
- 600 tonnes of sludge removed and employed in our composting trial.

Some of the challenges included:

- Significant vandalism across our parks and reserves has placed pressure on staff and additional costs
- Impacts from severe weather required emergency works on parts of the roading network
- Staffing pressures in the Customer Services Team have hampered our ability to improve the performance in responding to service requests
- Significant weed growth in the water races has required additional time for maintenance activities
- Recording of our council agenda data relies on the Infocouncil system which includes urgent, extra ordinary meetings which by their nature, are typically notified within the 3 day time period.

5. CONSIDERATIONS

5.1 Climate change

There are no climate change considerations required in relation to decisions in this report.

5.2 Tāngata whenua

There are no tāngata whenua considerations required in relation to decisions in this report.

5.3 Financial impact

There are no financial considerations required in relation to decisions in this report.

5.4 Community Engagement requirements

There are no community engagement considerations required in relation to decisions in this report.

5.5 Risks

There are no risk considerations required in relation to decisions in this report.

5.6 Community Wellbeings

The quarterly reports measures progress across all community wellbeing outcomes.

6. RECOMMENDATION

That the Council:

1. **Receives** the report.

File Number: 495798

Author: Geri Brooking, Group Manager People and Corporate

Attachments: 1. Quarterly Performance Report (Q2) - December 2025 [↓](#)

December 2025

Quarterly Performance Report



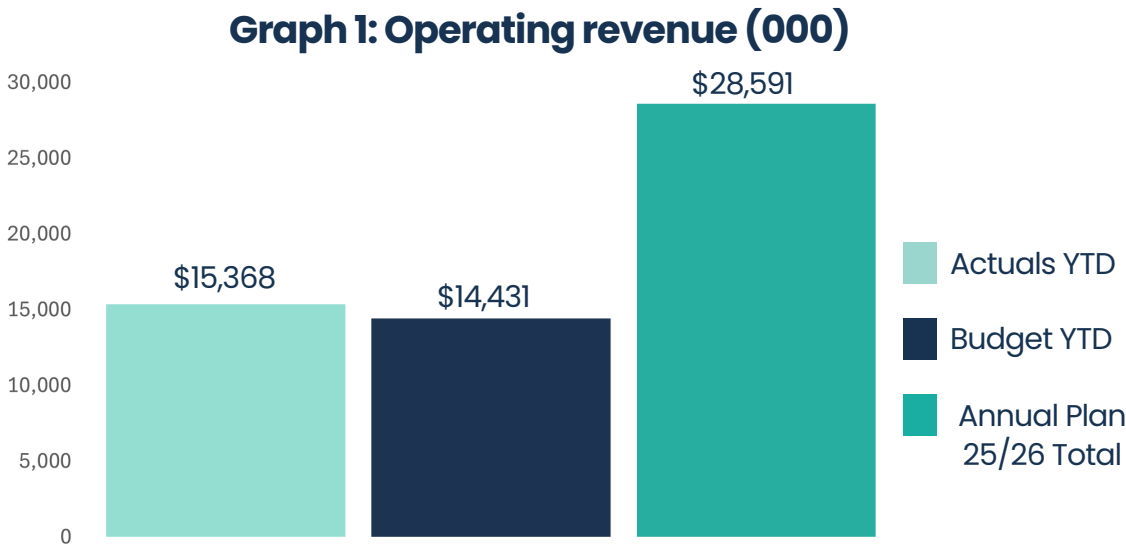
Tē Kaunihera-ā-Rohe o Taratahi

CARTERTON
DISTRICT COUNCIL

Financial performance progress

Our financial result for the period ending 31 December 2025 reflects a surplus of \$1,312 against a year-to-date budget of \$578.

Operating revenue was \$937 above expectations, and operating expenditure was \$203 above budget.



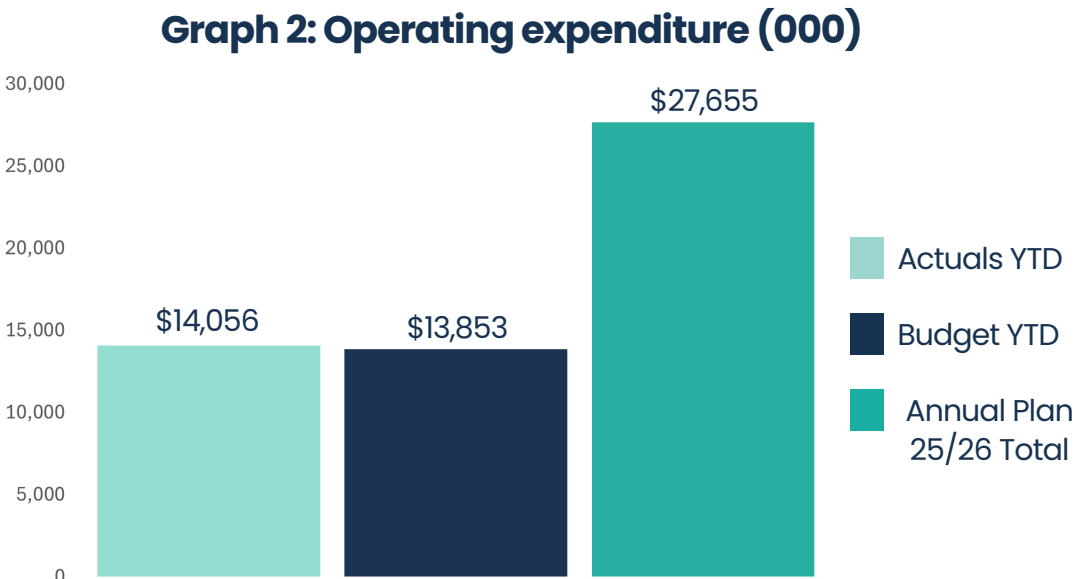
Operating revenue (000) by category

	Year to Date Actuals	Year to Date Budget	Variance	Annual Plan budget
Rates	\$10,216	\$10,183	(\$33)	\$20,581
Rates penalties	\$88	\$36	(\$52)	\$60
Finance revenue	\$116	\$60	(\$56)	\$120
Fees and charges	\$1,168	\$1,306	\$138	\$2,427
NZTA Waka Kotahi subsidy	\$1,585	\$1,508	(\$77)	\$3,015
Grants and subsidies	\$1,179	\$225	(\$954)	\$123
Miscellaneous revenue	\$685	\$586	(\$99)	\$1,206
Contributions	\$142	\$338	\$196	379
Event income	\$144	\$189	\$45	5
Forestry harvest	-	-	-	\$676
Fair value exchange	\$46	-	\$46	-
Total revenue	\$15,368	\$14,431	(\$937)	\$28,591

Revenue notes

Overall operating revenue is tracking 6% ahead of budget. Areas to note are:

- Rates penalties are above budget, reflecting the affordability of settling accounts in full. It is also positive to see the continued uptake of direct debit arrangements for clearing arrears.
- Finance income is ahead of budget, driven by interest rates on investments remaining higher than originally forecast.
- Fees and charges are tracking slightly below budget. This is primarily due to a slowdown in building consent activity and reduced trade waste volumes following process improvements implemented by our main trade waste customer.
- Grants and subsidies income is above budget due to the timing of recognition of a prior-year grant from the Ministry of Business, Innovation and Employment for the Waingawa Water Resilience Process Water Project.
- Miscellaneous revenue includes commissions, rentals received, recoveries and petrol tax. Also included in this area are dividends received from our managed funds portfolio which are not budgeted for and automatically reinvested into our managed funds.
- Contributions remain below budget as a result of softer market conditions and developers delaying subdivision completions.
- Fair value movements are budgeted to broadly equalise over the year; however, values are difficult to estimate in the early stages of investment. A conservative approach has therefore been taken when budgeting this income.



Operating expenditure financial data and notes are presented by Activity, alongside non-financial performance measures.



Governance | Te Kāwanatanga

Cost centre report (000)

	Year to Date Actuals	Year to Date Budget	Variance	Full Year budget
Revenue	\$445	\$441	\$4	\$883
Expenditure	\$530	\$441	(\$89)	\$883
Net surplus/(Deficit)	(\$85)	\$0	(\$85)	\$0

Governance is above budget mainly due to Election related costs. These costs will be funded from reserves that are set aside annually to cover the three yearly cycles.

Quarter 2 Highlights

1

Council team elected

14 Council induction workshops held

13

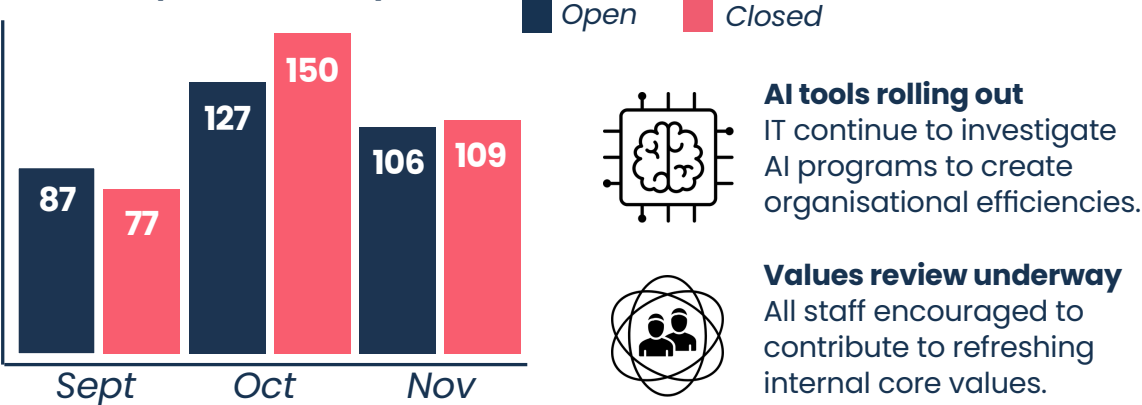
LGOIMA requests recieved

52.5%

Local government election voter turnout

KPI achieved.

Service requests month by month



Challenges

- Social media monitoring shows some residents still post issues to Facebook community groups before reporting to Council. Online promotion of service requests to continue.
- Increasing complexity of LGOIMA requests, spanning building safety, procurement, fast-track consenting etc. These require staff resources to respond accurately and on time.

Cumulative benchmark tracking:

Key Performance Indicators (KPIs)	Target	Q1	Q2	Q3	24/25
Residents' satisfaction with the Council's overall governance and reputation.	≥65% Rate 7-10				51%
Percentage of official information requests responded to within statutory timeframes.	≥95%		100%		100%
Annual Report is adopted within statutory timeframes.	On time, unmodified		Achieved		On time, unmodified
Net cash flow from operations: actual-planned variance from budgeted.	≤10%				1%
Appropriate risk management systems are in place.	Yes		Yes		Yes
Across all activities service requests are acknowledged within one working day.	≥95%		36.79%		39%
Council agendas are always publicly available three working days or more before the meeting.	≥90%		77.78%		100%
Local Government election turnout.	≥50%		52.53%		61%
Number of Council meetings with Māori representation.	25%		29%		17%
Council engagement plans include specific actions for engagement with Māori.	100%		100%		100%

Benchmarking notes

- Resident satisfaction measures are based solely on the annual Community Survey. The 2026 survey runs from Monday 16 February to Sunday 15 March and new satisfaction figures will be provided in our Quarter 3 report.
- Strong governance foundations this quarter saw Council adopting the 2024/25 Annual Report with an unqualified audit opinion and actively engage in central government reforms.
- Completed a successful Local Elections process, welcoming a new Mayor, new Deputy Mayor and three new Elected Members to the Council table.
- Staffing pressures in customer services impacted our ability to improve response to service requests.
- Meeting agenda data includes extra-ordinary meetings which may occur within the 3 day timeframe, reducing the performance result.

Community support | Ngā Tautoko Hapori

Cost centre report (000)

	Year to Date Actuals	Year to Date Budget	Variance	Annual Plan budget
Revenue	\$3,813	\$3,874	(\$61)	\$7,426
Expenditure	\$3,524	\$3,665	\$141	\$6,979
Net surplus/(Deficit)	\$289	\$209	\$80	(\$473)

Variances in Community Support expenditure generally reflect the timing of seasonal activities, including Parks and Reserves works, events, and the receipt of grant funding.

Quarter 2 Highlights

100%

RFID tagging complete
Self-service now available for full library collection

29

Active MTFJ clients
Plus five young people under 18 years

7

No-mow reserve areas
Climate considerations continue across operations.



Outdoor pool opens
Outdoor swimming pool opened in November providing a free swimming option for the community.



Climate forum pilot continues
A monthly climate forum held to discuss relevant regional issues was launched in October with more than 20 attendees.

Challenges

- Vandalism across parks and reserves is an ongoing challenge. Public toilet upgrade works at Carrington Park are planned to assist in discouraging anti-social behaviour.
- Storm damage to Events Centre roof required extensive remediation affecting access and bookings.
- Storm damage to notable trees required independent assessment and immediate action with a detailed report to come early 2026.

Cumulative benchmark tracking:

Key Performance Indicators (KPIs)	Target	Q1	Q2	Q3	24/25
Residents sense of belonging to the area.	≥65% Rate 7-10				69%
Residents feel connected with family and community.	≥65% Rate 7-10				64%
Residents feel safe in public spaces.	≥65% Rate 7-10				79%
Residents level of satisfaction with public facilities including public toilets.	≥75% Rate 7-10				73%
Residents level of satisfaction with Events Centre, Library, Swimming Pool.	≥75% Rate 7-10				74%
Residents level of satisfaction with provision of open spaces, parks and gardens.	≥75% Rate 7-10				76%

Benchmarking notes

Key Performance Indicators are based solely on the annual Community Survey. The 2026 survey runs from Monday 16 February to Sunday 15 March and new satisfaction figures will be provided in our Quarter 3 report.

Regulatory and planning | Ngā Ture me te Rautaki

Cost centre report (000)

	Year to Date Actuals	Year to Date Budget	Variance	Annual Plan budget
Revenue	\$1,125	\$1,277	(\$152)	\$2,369
Expenditure	\$1,287	\$1,220	(\$67)	\$2,439
Net surplus/(Deficit)	(\$162)	\$57	(\$219)	(\$70)

Consultancy costs associated with the District Plan remain the main contributor to regulatory and planning expenditure tracking above budget. Where applicable, these costs are on-charged to the other two Wairarapa district councils.

Quarter 2 Highlights

100%

LIMS processed within 10 working days

100%

Building consents processed on time

100%

Food and liquor premises compliant



- The Wairarapa District Plan came into effect on 8 October, 2025.
- 70 new dog registrations recieved this quarter.
- Continued focus on meeting statutory timeframes, despite staffing changes and rising complexity of enquiries.

Challenges

- Reduced demand for building consents and trade waste services affected fees and charges revenue.
- Regulatory reporting obligations to MBIE consuming significant staff time e.g. one full-day each quarterly report. This is challenging for a small regulatory team

Cumulative benchmark tracking:

Key Performance Indicators (KPIs)	Target	Q1	Q2	Q3	24/25
LIMs processed within 10 working days.	100%		100%		99%
Non-notified and notified resource consents processed within statutory timeframes.	100%		100%		100%
PIMs and building consents processed within statutory timeframes.	100%		100%		99%
Building Consent Authority (BCA) Accreditation retention.	Retained		✓		Retained
Known food premises in the district have food control measures in place.	100%		100%		100%
Known liquor outlets in the district have appropriate licenses and certificates in place.	100%		100%		100%

Transportation | Ngā huarahi waka

Cost centre report (000)

	Year to Date Actuals	Year to Date Budget	Variance	Annual Plan budget
Revenue	\$4,114	\$4,029	\$85	\$8,066
Expenditure	\$3,728	\$3,780	\$53	\$7,810
Net surplus/(Deficit)	\$386	\$248	\$137	\$256

Transportation expenditure is tracking below budget, reflecting the timing of seasonal activities such as sealed pavement maintenance.

Quarter 2 Highlights

Due to reporting periods, these figures relate to data across November, December and January (unless stated).

85

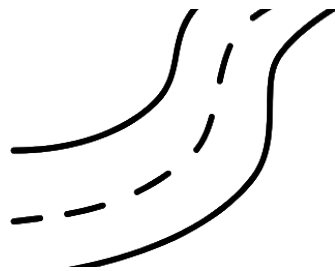
potholes repaired

160km

unsealed roads graded

1.1km

of pavement renewals completed



All sealed up
Annual resealing program was completed in January, 2026, two months ahead of schedule. This totals 17.4km of resealing works.

Safety first
The Fulton Hogan (FH) maintenance contract monthly report lists no major incidences for Quarter 2.

Council’s Speed Management Plan Alternative Method Proposal for school zones was approved by the Director of the Ministry of Transport on 7 October.

Challenges

- Emergency tree works were required during high winds along Norfolk, Dalefield, Para and Mangaterere Roads.
- Quarterly reporting periods do not align directly with Ruamahanga Roothing Reports. At this stage, highlight and challenge data has been utilised with notes so as not to create additional reporting pressures.

Cumulative benchmark tracking:

Key Performance Indicators (KPIs)	Target	Q1	Q2	Q3	24/25
The change from the previous financial year in the number of fatalities and serious injury crashes on local road network, expressed as a number.	Fatal: Decrease or <1 increase. Serious injury: Decrease or <3 increase				F: 0 S: 0
The average quality of ride on a sealed local road network, measured by smooth travel exposure.	≥90%				99%
The percentage of the sealed local road network that is resurfaced	≥8%				6%
The percentage of footpaths that fall within the level of service standard for the condition of footpaths.	≥95%				81%
The percentage of customer service requests relating to roads and footpaths responded to within 10 days.	≥70%				81%
Percentage of the sealed local road network that is rehabilitated.	1%				0.5%
Length(km) of unsealed road network graded.	1,500				758
Regulatory signs repaired or replaced within 2 days of advice of a fault.	≥95%				100%
Non-regulatory signs repaired or replaced within 21 days of advice of a fault.	≥70%				80%
Street lighting faults are repaired within 2 weeks.	≥80%				33%

Benchmarking notes

Data is still being collated from third parties and will be available in Quarter 3 report.

Wastewater | Te Wai Para

Cost centre report (000)

	Year to Date Actuals	Year to Date Budget	Variance	Annual Plan budget
Revenue	\$2,181	\$2,275	(\$95)	\$4,551
Expenditure	\$1,905	\$1,927	\$22	\$4,074
Net surplus/(Deficit)	\$275	\$348	(\$73)	\$476

Wastewater expenditure is tracking close to budget, with minor variances reflecting the timing of operational and maintenance activities.

Quarter 2 Highlights

17

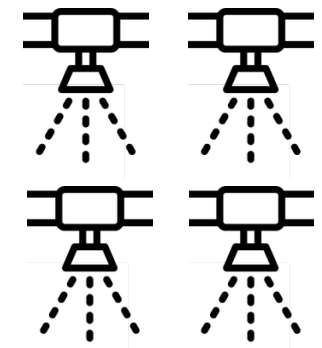
CDC pump stations upgraded with backflow preventers

600

tonnes of sludge removed and employed in composting trial

2,460m³

Ave. daily flows into Waste Water Treatment Plant



- Sludge composting trial well underway with contractors moving into material testing phase.
- Design completed for upgrade at Fisher Place wastewater pump station. Work planned for early 2026.
- Land irrigation undergoing regular monitoring and howing no issues based on soil testing.

Challenges

- While our treatment facility has managed well in heavy rain and increased stormwater flows to date, this will become more challenging as rainfall events become more intense.
- Irrigator damage in October storm reduced discharge volumes to land.
- Local Water Done Well will mean these assets are transferred to a new COO entity on 1 July, 2027.

Cumulative benchmark tracking:

Key Performance Indicators (KPIs)	Target	Q1	Q2	Q3	24/25
Residents’ satisfaction with the town’s wastewater system.	≥75% Rate 7–10				61.6%
The number of dry weather sewerage overflows from the territorial authority’s sewerage system expressed per 1000 sewerage connections to the sewerage system.	≤5				0.31
Compliance with the resource consents for discharge from the sewerage system, measured by the number of: Abatement notices, Infringement notices, enforcement orders, and, convictions received by the territorial authority in relation to those resource consents.	≤1				0
Wastewater system fault median attendance time in min – from the time that the Council receives notification to the time that service personal reach the site.	≤1hrs				20.1hrs
Wastewater system fault median resolution time hours – from the time that the Council receives notification to the time that service personnel confirm resolution of the blockage or other fault.	≤4hrs				20.95hrs
Number of complaints about any of the following: the wastewater odour, sewerage system faults, sewerage system blockages, and supplier responsiveness, expressed per 1000 connections to the territorial authority’s sewerage system.	≤20				12.31

Benchmarking notes

- Resident satisfaction measures are based solely on the annual Community Survey. The 2026 survey runs from Monday 16 February to Sunday 15 March and new satisfaction figures will be provided in our Quarter 3 report.
- Numbers are still being collated and will be included in Quarter 3 report.

Stormwater drainage | Wai Āwhā

Cost centre report (000)

	Year to Date Actuals	Year to Date Budget	Variance	Annual Plan budget
Revenue	\$159	\$171	(\$12)	\$342
Expenditure	\$219	\$195	(\$24)	\$396
Net surplus/(Deficit)	(\$59)	(\$24)	(\$35)	(\$54)

The stormwater expenditure variance is mainly due to higher depreciation. Following the three-yearly revaluation undertaken by WSP, the depreciation rate applied to stormwater reticulation assets has increased, resulting in a higher annual depreciation charge.

Quarter 2 Highlights

2

Bridge decks cleared

36

Sumps cleaned

90.6km

Street sweeping completed



Stormwater discharges continue
Consent WAR220197 requires annual monitoring of bacteria, overflow events, and stormwater discharge quality.



Stormwater Risk Layer updated
This provides network modelling that supports land-use planning. This includes maximum flood depths for 6-hour storm events.*

Challenges

- *Updated stormwater flood-risk modelling shows that sections of Carterton remain vulnerable to heavy-rainfall flooding, highlighting the need to strengthen drainage capacity and flood-management planning.
- Our stormwater network faced increased pressure from more frequent and severe spring storm events, highlighting the challenge of managing ageing infrastructure designed for historic rainfall patterns while meeting community expectations and resilience goals.

Cumulative benchmark tracking:

Key Performance Indicators (KPIs)	Target	Q1	Q2	Q3	24/25
Residents’ satisfaction with the district’s stormwater systems.	≥60% Rate 7–10				52%
The number of flooding events.	≤1		0		0
For each flooding event, the number of habitable floors affected, expressed per 1000 properties connected to the territorial authority’s stormwater system.	≤1		0		0
Compliance with the territorial authority’s resource consents for discharge from its stormwater system, measure by the number of: <ul style="list-style-type: none">abatement noticesinfringement noticesenforcement ordersconvictions received by the territorial authority in relation to those resource consents.	0		0		0
The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.	≤3hrs		0		0
Total number of stormwater complaints received by a territorial authority about the performance of its stormwater system, expressed per 1000 properties connected to the territorial authority’s stormwater system.	≤10		0		1.84

Benchmarking notes

- Resident satisfaction measures are based solely on the annual Community Survey. The 2026 survey runs from Monday 16 February to Sunday 15 March and new satisfaction figures will be provided in our Quarter 3 report.
- No flooding events reported in Quarter 2, reflecting the 0 results in performance tracking.

Waste management | Te Whakahaere Para

Cost centre report (000)

	Year to Date Actuals	Year to Date Budget	Variance	Annual Plan budget
Revenue	\$655	\$700	(\$45)	\$1,400
Expenditure	\$677	\$706	\$28	\$1,392
Net surplus/(Deficit)	(\$22)	(6)	(\$17)	\$8

Waste management expenditure is below budget, reflecting ongoing fluctuations in demand.

Quarter 2 Highlights

57t


Recycling recieved at Waste Transfer Station

68t

Glass recieved at Waste Transfer Station

48t

Waste recieved at Waste Transfer Station

- 

Our weekly 'Binfluencer' email achieved a 73% open rate and has a current subscriber base of 70 residents.
- 

We switched CDC rubbish bags to version containing higher recycled content
- 

A free e-waste drop off weekend was held 18 and 19 October seeing a total of 3,390kg dropped at transfer station. This is roughly 27 times more than an average drop-off day!
- 

Waste-Ed with Kate event held 20 November, focused on supporting local businesses with recycling objectives.

Challenges

- Soft plastics bins were being filled within hours due to large volumes of drop-offs. Increased to daily collections along with socials posts enouraging regular drop-offs rather than stockpiling.

Cumulative benchmark tracking:

Key Performance Indicators (KPIs)	Target	Q1	Q2	Q3	24/25
Residents' satisfaction with waste disposal services.	≥75% Rate 7-10				70% Not achieved
Compliance with resource consent conditions including compliance monitoring.	100%		X		One non-compliant Not achieved

Benchmarking notes

- Our 2025 community survey feedback demonstrated clear satisfaction with waste facilities and services, notably kerbside recycling collection. Resident satisfaction measures are based solely on the annual Community Survey. The 2026 survey runs from Monday 16 February to Sunday 15 March and new satisfaction figures will be provided in our Quarter 3 report.
- Compliance with resource consent can not be achieved as it is a drinking water standard associated with water run-off at a waste transfer facility.

Water supply | Te Ratonga Wai

Cost centre report (000)

	Year to Date Actuals	Year to Date Budget	Variance	Annual Plan budget
Revenue	\$2,608	\$1,655	\$953	\$3,524
Expenditure	\$1,993	\$1,916	(\$78)	\$3,677
Net surplus/(Deficit)	\$615	(\$261)	\$875	(\$153)

Water supply expenditure is above budget, largely due to the timing of seasonal maintenance activities. Traffic management costs are also higher than budget, while a small increase in electricity costs is currently under review and is expected to be aligned across all activity centres in January.

Quarter 2 Highlights



Repairs completed at the Taratahi intake, including laying new boulders to stabilise river levels.



New Water Race Overseer Assistant (2IC) appointed in December. Work mapping records and documenting key sites underway.



Drinking water supply remains fully compliant with drinking water quality assurance rules.

Challenges

- Weed growth in water races described as the worst seen, with high water levels enabling more growth, increasing the time needed to clear sections. Blackberry growth is noted as being particularly invasive.
- Council moved to ‘yellow’ residential water restrictions ahead of Christmas.

Cumulative benchmark tracking:

Key Performance Indicators	Target	Q1	Q2	Q3	24/25
The extent to which the local authority’s drinking water supply complies with the following parts of the drinking water quality assurance rules: (a) 4.4 T1 Treatment Rules; (b) 4.5 D1.1 Distribution System Rule; (c) 4.7.1 T2 Treatment Monitoring Rules; (d) 4.7.2 T2 Filtration Rules. (e) 47.3 T2 UV Rules; (f) 4.7.4 T2 Chlorine Rules; (g) 4.8 D2.1 Distribution System Rule; (h) 4.10.1 T3 Bacterial Rules; (i) 4.10.2 T3 Protozoal Rules; and (j) 4.11.5 D3.29 Microbiological Monitoring Rule.	Full compliance				Frederick Street Plant: Full compliance Achieved Kaipatangata Plant: Full compliance Achieved
The percentage of real water loss from the local authority’s networked reticulation system.	≤35%		26%		27%
Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system: <ul style="list-style-type: none">• The median response time to attend urgent callouts from the time that the local authority receives notification to the time that service personnel reach the site.	≤2hrs				0.2hrs
Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system: <ul style="list-style-type: none">• The median response time to resolve urgent callouts; from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption.	≤4hrs				2.6hrs

Key Performance Indicators (KPIs)	Target	Q1	Q2	Q3	24/25
Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system: <ul style="list-style-type: none">• The median response time to attend non-urgent callouts: from the time that the local authority receives notification to the time that service personnel reach the site.	≤12hrs				3.83hrs
Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system: <ul style="list-style-type: none">• The median response time to attend non-urgent callouts: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption.	≤24hrs				38.94hrs
Number of complaints about any of the following: the drinking water’s clarity, taste, odour, pressure or flow, continuity of supply, and supplier responsiveness, expressed per 1000 connections to the local authority’s networked reticulation system.	≤15				2.46
The average consumption of drinking water per day per resident within the territorial authority’s district.	≤400 litres		324 litres		349.69 litres
Residents’ satisfaction with their household water supply.	≥75%				69%
Compliance with water resource consent conditions.	100%		100%		100%

Benchmarking notes

- Data is still being collated and updates will be provided in our Quarter 3 report.
- Resident satisfaction measures are based solely on the annual Community Survey. The 2026 survey runs from Monday 16 February to Sunday 15 March and new satisfaction figures will be provided in our Quarter 3 report.

Administration and support services | Ngā Whakahaere me ngā Tautoko

General cost centre report (000)

	Year to Date Actuals	Year to Date Budget	Variance	Annual Plan budget
Revenue	\$269	\$9	\$260	\$5
Expenditure	\$192	\$3	(\$190)	(\$5)
Net surplus/(Deficit)	\$76	\$6	\$70	\$10

Council transferred ownership of the Belvedere Hall to the department of conservation at nil value during the first quarter which resulted in a loss on disposal of asset of \$192k. The asset was originally vested to Council at a nil value, however, attracted a revaluation over the passage of time.

Quarter 2 Highlights

363k

Social media views

- 3,6k interactions
- 1k link clicks
- 171 new followers (+155%)

4

Pulse surveys in place

Customer service, Building & regulatory, Swimming pool, Library

141k

Webpage views

Up 50% on Q2 in 2024/25 - Election major driver

NAU MAI, HAERE MAI

Welcome signage at our Holloway Street Administration office was updated to include Te Reo messaging and reflect recent brand updates.

Challenges

The EOC activated in late October as strong wind and rain lashed the region. CDC staff responded over two days, providing support as required.

Cumulative benchmark tracking:

Key Performance Indicators (KPIs)	Target	Q1	Q2	Q3	24/25
Rates invoices are delivered at least 14 days before the due date as per the rates resolution.	100%		100%		100%

Nau mai,
haere mai.

Administration office hours:
9am to 4pm weekdays
Closed on Public Holidays

After hours:
Call us on 06 379 4030

Report an issue:
cdc.govt.nz/service-request

Statement of Financial Performance
For the period ending 31 December 2025

	Actuals YTD 31 December 2025 \$000	Budget YTD 31 December 2025 \$000	Variance YTD 31 December 2025 \$000	Annual Plan 30 June 2026 \$000
Operating Revenue				
Rates	10,216	10,183	(32)	20,581
Rates penalties	88	36	(52)	60
Finance revenue	116	60	(56)	120
Fees and charges	1,168	1,306	139	2,427
NZTA Waka Kotahi subsidy	1,585	1,508	(78)	3,015
Grants and subsidies	1,179	225	(954)	123
Miscellaneous revenue	685	586	(99)	1,206
Event income	144	189	45	379
Forestry harvest	-	-	-	5
Contributions	142	338	196	676
Internal recoveries	-	-	-	
Total operating revenue	15,322	14,431	(891)	28,591
Operating Expenditure				
Governance	530	441	(89)	883
Transportation	3,728	3,780	53	7,810
Water supply	1,993	1,916	(78)	3,677
Wastewater	1,905	1,927	22	4,074
Stormwater	219	195	(24)	396
Waste management	677	706	28	1,392
Community support	3,524	3,665	141	6,979
Regulatory and planning	1,287	1,220	(67)	2,439
Bad Debt write off	-	3	3	5
Loss on sale of assets	192	-	(192)	-
Total operating expenditure	14,056	13,853	(203)	27,655
Operating Surplus/(deficit)	1,266	578	(688)	936
Fair value change	46	-	(46)	-
Surplus/(deficit) before tax	1,312	578	(734)	936
Surplus/(deficit) after tax	1,312	578	(734)	936
Note: Total expenditure includes -				
Depreciation	3,688	3,853	165	7,706
Finance	574	630	56	1,260
Personnel	3,682	3,632	(50)	7,158
Personnel - Elected members	182	183	2	366

Statement of Financial Position
As at 31 December 2025

	Actuals YTD 31 December 2025 \$000	Annual Plan 30 June 2026 \$000	Annual Report 30 June 2025 \$000
Assets			
Current assets			
Cash and cash equivalent	3,189	5,655	9,017
Debtors and other receivables	2,355	2,320	3,288
Investments	3,520	7,694	2,104
Inventory	16	20	16
Non-current assets held for sale	290	-	290
Total current assets	9,370	15,688	14,716
Non-current assets			
Property, plant and equipment	314,207	323,316	310,140
Forestry asset	1,089	1,036	1,089
Intangible assets	769	802	769
Investments	6,623	5,793	6,428
Other financial assets:			
Investment in CCOs and section 6(4) entities	22	21	22
Investment in other entities	1	1	1
Total non-current assets	322,712	330,968	318,448
Total assets	332,082	346,656	333,164
Liabilities			
Current liabilities			
Creditors and other payables	2,484	4,461	5,005
Employee entitlements	738	806	608
Borrowings	-	2,300	2,300
Leases	5	8	9
Total current liabilities	3,227	7,574	7,921
Non-current liabilities			
Derivative financial instruments	232	-	232
Borrowings	27,100	29,840	24,800
Leases	-	14	-
Total non-current liabilities	27,332	29,854	25,032
Equity			
Public equity	131,292	129,244	129,836
Restricted reserves	5,629	5,148	5,485
Revaluation reserves	157,972	166,639	158,259
Other reserves	6,631	8,197	6,631
Total equity	301,523	309,228	300,210
Total liabilities and equity	332,082	346,656	333,164

Capital expenditure report (000)
For the period ending 31 December 2025

	2025/26 YTD Actuals	2025/26 YTD Budgets	2025/26 YTD Variance	2025/26 Full Year Budget	2025/26 approved by Council during year	2025/26 Carry fwds	2025/26 Total Budget	2025/26 Full Year Balance Remaining
Community Services & Facilities	25	121	96	123	-	120	243	218
Events Centre	106	140	34	161	-	50	211	105
Corporate Services	30	104	74	70	-	137	207	177
Operations	76	77	1	7	-	77	84	8
Motor Vehicles	48	54	6	38	-	16	54	6
Parks & Reserves	110	143	33	190	-	96	286	175
District Plan	114	75	(39)	150	-	-	150	36
Transportation	1,824	1,778	(46)	3,148	-	407	3,555	1,731
Wastewater	544	2,486	1,942	4,569	-	404	4,973	4,429
Waste Management	-	63	63	75	-	50	125	125
Water Supply	5,043	5,089	46	2,376	6,500	1,303	10,179	5,136
Rural Water	27	58	31	-	-	115	115	89
Stormwater	-	37	37	-	-	74	74	74
Total Capital spend	7,947	10,225	2,278	10,907	6,500	2,849	20,256	12,309
Percentage of Capital Programme spent							39.2%	

The '2025/26 Total Budget' column includes carried forward items from last year, and additional projects that have been approved by Council.



8.5 CARRINGTON PARK PLAY SPACE UPGRADE

1. PURPOSE

For the council to receive an update on the project and consider allocation of additional funds to support the project.

2. SIGNIFICANCE

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

3. BACKGROUND

A report was brought to Council on 25 June 2025 with a proposal to upgrade the Carrington Park play space including the skate area. Council agreed to progress a refined stage 1A and 1B of the Carrington Park Upgrade project, based on WSP's plan that was commissioned by Ka Pai Carterton in 2024. Council approved \$2,000,000 unbudgeted expenditure for a refined Stage 1A and 1B of the Carrington Park project, to be funded from Reserves Contributions Fund and Parks & Reserves depreciation reserves as appropriate.

At the time of the meeting, prior to construction Council instructed officers to present the revised Stage 1A and 1B plans for the project back to council. A public workshop was held with Councillors on 17 December 2025, where officers and designers presented the designs back to council.

4. DISCUSSION

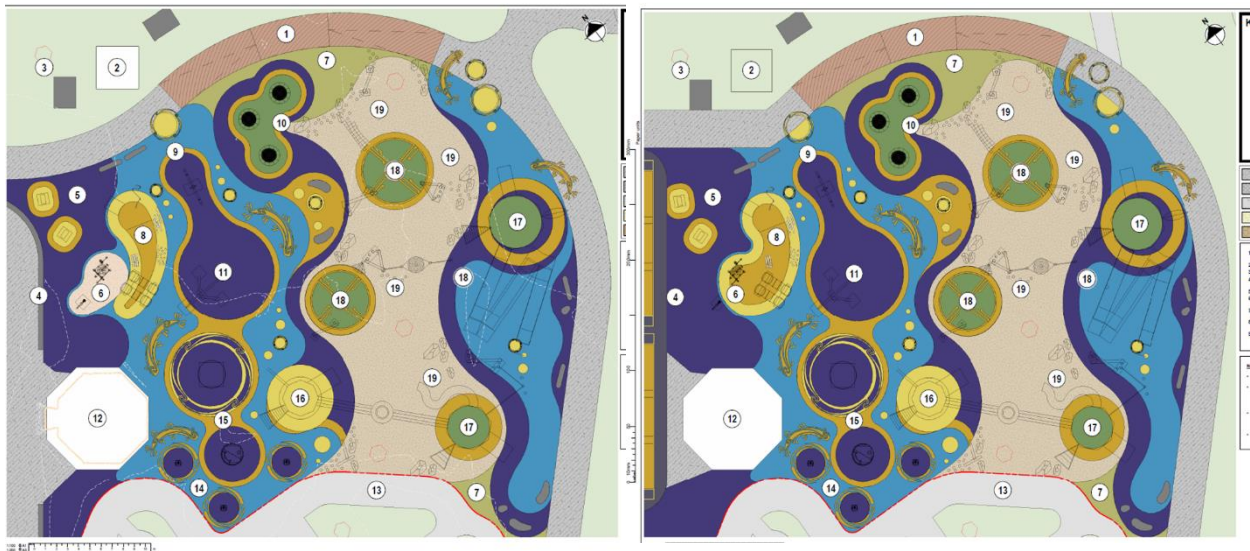
Since June, officers have been working closely with WSP and Acid Skate to refine the original scope of the project. The illustration below provides an artistic representation of how the park is expected to appear once the redesigned layout is completed.



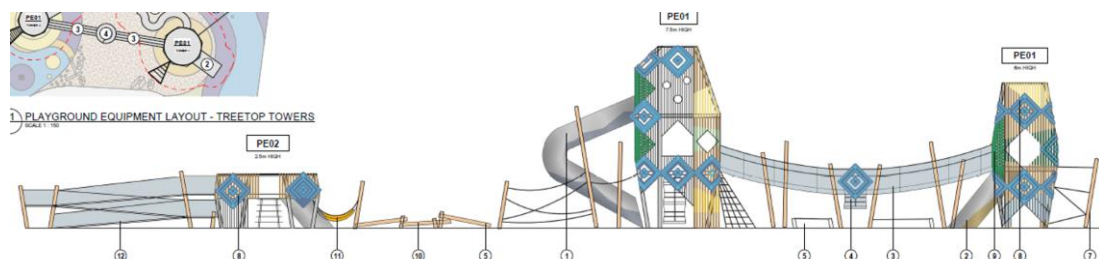
To reduce costs while maintaining core play value, the following adjustments have been made to Stage 1 (Play Space):

- Removal of sand play
- Removal of water play elements
- Retention of the towers (key feature)
- Reduced number of play components
- Reduced planting and hardscape
- Repurposing existing BBQ and seating
- Removal of timber boardwalk
- Redesign of court area
- Cost efficiencies across materials and design elements
- Maintain the original footprint of the play area.

The images below are a side-by-side comparison of the previous design and the updated design reflecting these changes.



A key feature of the design is the tree-top towers. Throughout the community engagement process, this element was consistently highlighted and strongly supported by the community. An indicative concept of the towers is presented below, however, as they are a custom build, the final design may be subject to change.



Stage 2 (Skate area)

Carterton Skate Park User Group (CSPUG) remains an active community led partner - their role includes engagement, design input and fundraising. A staged approach has been suggested delivering the run strip first and delaying the bowl element, in order to help keep costs within budget and align with the build of both projects.

Integration of the skate park with the redesigned play space remains a strategic goal to ensure a cohesive, multi-generational park environment.



The original full cost estimate for the Carrington Park redevelopment, prepared in early 2024, was \$7.36 million, inclusive of contingency allowances. When officers reported to Council in June 2025, it was noted that the next steps would include finalising the skate park design and updating pricing schedules to reflect the revised scope of the play space.

This work has now been completed, and the updated cost estimates exceed the currently allocated project budget.

- Stage 1 – Play Space
 - Estimated subtotal: \$1,800,397.43
 - With 20% contingency: \$2,160,476.42
- Stage 2 – Skate Area
 - Estimated subtotal: \$608,894.84
 - With 20% contingency: \$730,673.80

To deliver the full project as designed, officers are seeking Council approval for an additional \$900,000, funded through a combination of Reserve Contributions and Depreciation Reserves.

As at the end of May 2025, the Reserve Contributions Fund held a balance of \$2,836,231, with an average annual increase of \$371,548 over the past five years. The draft Combined District Plan proposes an increase to the Reserve Contribution rate, in recognition of rising property values. This positions Council well to consider a more impactful use of available reserves.

Carrington Park has not received a major capital investment in more than 15 years. The last significant upgrade—the accessible pathway around the playing field—has proven highly valued and is consistently used by community members of all ages.

Approving this budget increase will allow the project to be completed in full and in a single construction period. This approach not only reflects the updated design but also minimises disruption to the community that would otherwise occur if works were split into multiple stages.

Officers are also actively pursuing external funding opportunities to support the delivery of this project. Any successful applications will reduce the amount required from Council's reserve funds.

5. OPTIONS

- a. Agreeing to the budget increase will ensure the project will go ahead as a single construction project. All design works are now complete, and this would enable officers to progress tendering and the build for the project.
- b. Retaining the Reserves Contribution Fund for another purpose and continuing to refine the scope of the project to fit into the already allocated funds. Or alternately, look to staging the project over time.

6. NEXT STEPS

Next steps will be guided by a decision from council regarding which option is approved for implementation. Should the additional funding be approved, the CDC Procurement Policy will be triggered, and all processes will be undertaken in accordance with its guidelines.

Ongoing updates and progress reports will be provided through the Policy and Projects Committee in order to ensure transparency and accountability throughout the delivery of the project.

7. CONSIDERATIONS**7.1 Climate change**

The The proposed upgrades to Carrington Park have been designed with future climate resilience in mind. As part of the planning process, measures have been included to ensure the park is better equipped to withstand the impacts of climate change. This includes improvements in drainage, sustainable material choices, shade and shelter provisions, and planting that is drought tolerant and supports biodiversity.

7.2 Tāngata whenua

Ka Pai Carterton has engaged with tāngata whenua since the conception of this idea. The concept for this project was based on story telling relating to the indigenous galaxiid known as Kokopu, and the story has been gifted by Ra Smith.

7.3 Financial impact

We are seeking funding for the Carrington Park upgrade from two existing sources: the Reserves Contribution Fund and Depreciation reserves. As a result, this project will have no direct impact on ratepayer funding.

The Reserves Contribution Fund (part of Financial Contributions collected from property developments and subdivisions) has a balance available of \$2,836,231 at the end of May 2025.

The Parks and Reserves depreciation reserve (funded from rates) had an available balance of \$2,218,351 at the end of June 2024. There have been no major capital works funded from this reserve during the financial year.

Together, the Reserves Contribution Fund, and the Parks & Reserves Depreciation Reserve have sufficient funding available to complete a refined Stage 1 and 1 A of the Carrington park upgrade without increasing rates.

It is noted that \$2,000,000 was already approved from these funds in June 2025.

7.4 Community Engagement requirements

Ka Pai Carterton and the Carrington Park Skate Park group have undertaken extensive community engagement throughout this process. CDC has kept the

community updated through regular pages in the Carterton Crier and Wairarapa Midweek newspaper, and through email and social media.

7.5 Risks

This project presents a timely opportunity to invest in inclusive, safe, and future-proofed recreational infrastructure—delivering long-term benefits while avoiding the growing risks and costs of inaction.

7.6 Wellbeings

All four of Council's wellbeing's have been thoughtfully considered throughout the planning and design of this project.

- **Social and Cultural Wellbeing:** The upgrade will provide inclusive, safe, and modern play spaces that encourage active play, intergenerational connection, and community events. It includes features that reflect local identity, enhancing cultural engagement and pride. The design has a strong emphasis on accessibility. Play spaces will feature equipment that is fully accessible. There has been a noticeable spike in graffiti across the CBD and surrounding reserves. Evidence from urban planning and community development research suggests that the creation of well-designed, inclusive, and engaging public spaces can significantly deter such behaviours. Initiatives that foster a sense of ownership, pride, and community connection, have been shown to reduce vandalism and contribute to safer, more vibrant environments.
- **Economic Wellbeing:** The project offers a valuable economic boost, particularly for local contractors and suppliers, at a time when the construction sector is under pressure. It also supports increased park visitation, which may positively impact nearby businesses and wider Carterton region.
- **Environmental Wellbeing:** Sustainability is a key focus. Where practical, existing materials will be recycled, repurposed, or upcycled.

8. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Approves** and additional \$900,000 unbudgeted expenditure, funded from Reserves Contribution Fund and Parks & Reserves Depreciation Reserve, as appropriate.

Or

3. **Recommends** officers continue to refine the scope of the project to fit into the budget that has previously been allocated.

File Number: 507396

Author: Glenda Seville, Group Manager Community and Facilities

Attachments: Nil



8.6 2026/27 ANNUAL PLAN CONSULTATION APPROACH

1. PURPOSE

For the Council to determine its community engagement approach for the 2026/27 Annual 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

Council produces a Long-Term Plan (LTP) every three years. The LTP is subject to the Special Consultative Procedure as set out in the Local Government Act 2002 (LGA). Annual Plans are produced for Years 2 and 3 of an LTP, confirming forecasts and taking into account any changes that have occurred since the LTP was adopted. Following Year 3 a new LTP is prepared and adopted.

Council adopted its most recent LTP in 2024, covering the period 2024-2034. As part of the Special Consultative Procedure undertaken in relation to this LTP, significant work was done to consult with the community and collect submissions on the content of the Plan.

Under the LGA, Council is only required to consult on its Annual Plan if significant changes are planned between the Annual Plan and the corresponding year of the LTP.

There are three tests that need to be considered.

1. Section 97(1)(a) of the Local Government Act 2002 (LGA) - which provides that a decision to alter significantly the intended level of service for any activity undertaken by a local authority can only be taken if provided for in a Long-Term Plan.
2. Section 95(2) and 95(2A) of LGA which specifies that an Annual Plan must be consulted on unless it does not include significant or material differences from the content of the Long-Term Plan for that year. Significance as it relates to this section is determined by Council's Significance and Engagement Policy.
3. Whether the approach is consistent with Council's own Revenue and Financing Policy.

4. DISCUSSION

For the 2025/26 Annual Plan, Council decided not to formally consult due to proposed changes from year 2 of the 2024-34 LTP not reaching the threshold for consultation.

While preparing forecast budgets for 2026/27, potential options for limiting rates rises have been identified and discussed informally with Council. These options have been assessed against Council's Significance and Engagement Policy. None of these options have been assessed as significant.

Costs the Council is facing continue to increase faster than CPI, including depreciation, borrowing costs for new capital projects, insurance and electricity. New mandates regarding building of granny flats, more permissive consenting, RMA changes, Regional Council changes, and potential amalgamation compete with in-flight work to complete the Wairarapa – Tararua LWDW transition by the end of June 2027.

In order to mitigate the impact of these cost increases on rates, Council have discussed the option of not funding increased depreciation on 3 waters assets. The LTP planned for increased depreciation on 3 waters assets over three years, to be funded mostly through targeted rates from connected, and able-to-be-connected waters customers.

Council's decision to join the Wairarapa – Tararua Water Services entity will see three waters assets, debt, and activities will transfer to the new organisation on 30 June 2027. Any surplus depreciation reserves Council held at this point would also transfer to the new entity.

The new Wairarapa – Tararua Water Services entity will not use a depreciation funding model to cover the cost of capital works. Legislation prescribes water services entities to instead use a mix of development / financial contributions along with additional debt. As pre-funding of 2027 capital work in the water services entity is not required (through building up of depreciation reserves) the option to not increase three waters depreciation in 2026/27 can therefore be considered.

Considerations

The decision to alter depreciation rates is usually not consulted on as depreciate rates themselves do not impact Levels of Service or our Prudence Benchmarks.

Under our Significance and Engagement Policy https://cdc.govt.nz/wp-content/uploads/2021/06/Significance-and-Engagement-Policy_2024-34.pdf waters assets are considered named strategic assets. A deferral decision would affect specific communities, in this case only urban and commercial ratepayers, connected to, or able to be connected to water, wastewater and stormwater networks. The effects would be limited to a change in the rates requirement for these properties for 2026/27 and any shortfall in capital works funding would be offset through additional borrowing. The proposed deferral would not impact the Level of Service that urban ratepayers receive from waters assets.

In terms of the financial impact of the decision the LTP anticipated three waters depreciation increasing to 100% in 2026/27. Currently three waters depreciation charges are at 50% recovery, meaning the total increase in three waters depreciation charges under the LTP scenario would be \$1.2mil or 5% in rates (targeted at urban and commercial water ratepayers).

In terms of the legal aspects, section 96 of the Local Government Act 2002 (LGA) deems the LTP as a policy document and does not establish a requirement to implement its precise terms, which are only policy. Instead, a council can make a decision which departs from, or does not precisely implement, an LTP. If there is any doubt about this, section 80 of the LGA expressly anticipates a council making inconsistent decisions.

The question becomes how any departure from the LTP should be decided, and whether it should be the subject of specific consultation. In this case the central theme is the proposed change does not appear to have any significant impacts (especially negative impacts), when compared with what the LTP currently proposes. Furthermore the effects are likely to be short lived, with the Wairarapa-Tararua Water Services Entity taking over responsibility for capital works from 1 July 2027, under a different funding model.

On balance Council is able to depart from the decisions made in the LTP and in this instance proceed with the change without consultation, having considered the above.

5. OPTIONS

Council has two options for engagement on the 2025/27 Annual Plan:

1. Inform only campaign (recommended);
2. Formal consultation.

An 'inform only' campaign is recommended, because variations proposed are not significant, and Council has no legislative requirement to consult.

In addition, there would be staff time and financial savings from the decision not to consult. Staff are beginning to start work on the 2027-37 LTP, and not formally consulting on the Annual Plan would allow more focus on the LTP. This option is also in alignment with the purpose of local government as stated in the LGA, which includes providing efficient and effective regulatory functions that are appropriate to present and anticipated future circumstances.

This approach still allows Council to go out and informally engage with the community to discuss the contents of the draft plan and gather any public feedback. This campaign will be aided by the Communications and Engagement Team and can be conducted through in-person events, as well as the ability to provide feedback in print and online.

Council can still choose option 2, formal consultation, even if the legislative requirement to consult has not been triggered. Council would need to be clear about what it is choosing to consult on, and provide options in the Consultation Document.

6. NEXT STEPS

- 6.1 If the decision is made not to conduct formal consultation, officers will continue working on the Annual Plan and develop a Communications and Engagement Plan to deliver key information to residents and develop options for providing feedback.

The final Draft Annual Plan 2026/27 will be presented to Council for adoption (along with the Rates Resolution) at the 24 June 2026 meeting.

- 6.2 If Council wishes to formally consult on the Annual Plan, it must do so in accordance with the principles of consultation in s82 of the LGA and develop a Consultation Document. To meet the adoption date of 24 June 2026, a Consultation Document would need to be developed, reviewed by Council's auditors (Audit NZ), and adopted on 1 April 2026 to accommodate a minimum of four weeks for submissions and the subsequent hearings and deliberations process.

7. CONSIDERATIONS

7.1 Climate change

No climate change considerations are required.

7.2 Tangata whenua

Appropriate communications with tāngata whenua would be carried out as part of informational community engagement activities.

7.3 Financial impact

If Council agrees to the recommendation, there would be a saving, both financially and in staff time. Actual depreciation charges for three waters assets would be \$1.2mil less than planned, meaning the rates requirement would be reduced by 5%.

7.4 Community Engagement requirements

Council has no legislative requirement to consult formally on the 2026/27 draft Annual Plan.

If Council agrees to the recommendation, an informational communication and engagement campaign would be undertaken with the community.

7.5 Risks

Council has followed legislative guidance in relation to the decision to consult.

7.6 Community Wellbeings

- A strong and effective council providing trusted leadership
- An empowered community that participates in Council and community-based decision making

8. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Resolves** that the draft Annual Plan 2026/27 does not contain any significant or material difference from Year 3 of the Long-term Plan 2024-34, and therefore, in accordance with section 95(2) and 95(2A), consultation is not required however, information will be provided to the community regarding the content of the plan following adoption.

OR

Resolves that the draft Annual Plan 2026/27 contains significant or material differences from Year 3 of the Long-term Plan 2024-34, and therefore agrees to consult in a manner that gives effect to section 82 of the Local Government Act 2002.

File Number: 498954

Author: Geri Brooking, Group Manager People and Corporate

Attachments: Nil



8.7 REVIEW OF ACTIONS ARISING FROM THE CHIEF OMBUDSMAN'S REPORT ON COUNCIL MEETINGS AND WORKSHOPS

1. PURPOSE

For Council to review CDC actions arising from the Chief Ombudsman's report on Council meetings and workshops.

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 Local Government Act 2002 (LGA) requires Councils to conduct its business in an open, transparent, and democratically accountable manner.

In October 2023 the Chief Ombudsman released a report, 'Open for Business', relating to his investigation into local council meetings and workshop in New Zealand [Open for business: A report on the Chief Ombudsman's investigation into local council meetings and workshops | Ombudsman New Zealand](#).

In the report the Chief Ombudsman identified concerns with public-excluded meetings and Councils not opening workshops to the public. In his view, *"Conducting a great deal of council business behind closed doors, whether through workshops or public-excluded meetings, can have a damaging effect on how open the community perceives a council to be."*

Council discussed the report in February 2024, and updated its practices and planned actions to ensure the organisation continued to meet the Ombudsman's expectation that workshops are open to the public by default, and are closed only where good reason exists.

Attachment 1 outlines CDC's response to his expectations that was tabled at the Council meeting on 14 February 2024 and updates as at March 2025 and February 2026.

4. DISCUSSION

Advertising of workshops

Workshops are published monthly in the public notice section of free weekly Wairarapa newspaper. This is done in conjunction with monthly notifications of Council and committee meetings that will occur the following month.

Some workshops are booked after publication of the monthly meeting notice, and in the meeting notice the public are advised to check the CDC website for workshops that are convened after the day of publication.

All workshops are notified on the Carterton District Council website in three places:

1. The meetings schedule /calendar - [Meetings | Carterton District Council](#)
2. A workshop tab on the Meetings page [Meetings | Carterton District Council](#)
3. The agenda and minutes are available on the Council website - [Agendas and Minutes : Carterton District Council](#)

Information to the public on how to attend meetings by videoconference and viewing meetings online

The videolink for meetings is on page 5 of Committee and Workshop agendas.

Information on how to attend meetings by videoconference is provided in the monthly advertisement in the Wairarapa Times Age community newspaper, on the CDC website (Under Your Council / Meetings), and on the Workshop tab on the CDC website (under Your Council / Meetings / Workshops).

Information on the CDC website (Under Your Council / Meetings) provides a link to accessing meeting recordings on YouTube. Information is also provided in the monthly advertisement.

Livestreaming of Council meetings, Committee meetings, Workshops and Advisory Group Meetings

Livestreaming is the broadcasting of the meeting to an internet service such as, but not limited to, Facebook, YouTube, Twitch and Vimeo at the actual time of the meeting.

Initially Council livestreamed Council meetings using Facebook via the personal Facebook account of the Manager of CDC Communications. This was discontinued due to privacy concerns.

A livestream of the Inaugural Council meeting in 2022 was attempted, but failed part way through due to technical issues with the connection to Facebook. Livestreaming of meetings has not been continued due to cost and resource requirements.

In March 2025 Council staff were asked to re-consider live-streaming of meetings. At the Council meeting on 2 April 2025 the advice from Council was:

Council has not livestreamed any meetings over the last triennium. A livestream of the Inaugural Meeting was attempted, but failed part way through due to technical issues with the connection to Facebook. Livestreaming of meetings was not continued due to the cost and resource requirements.

A decision to Livestream would require a Council decision on livestreaming either all meetings (Council and committee meetings, workshops and Advisory Group meetings), or some of these. Poor or unreliable livestreaming of meetings to one of the service providers could result in the impression of poor service delivery for Council and is a risk to Council's reputation.

This risk could be mitigated through Council spending on suitable Livestreaming hardware, and staff resources to manage and monitor the broadcasts as they happen in real time. A staff member would be there to focus on resolving any issues that occur and to manage the overall broadcast. The staff member would also be required to be available outside of the actual meetings. Council does not currently have this staff resource available and will either need to train and backfill staff for this function. or hire new staff.

Whilst the documentation from broadcast sites such as YouTube and Facebook, and the apps they have supplied for phone-based live streaming make it appear it is a

simple solution, this is not actually the case for the hybrid style of meetings (online and in-person meetings). For these meetings to be streamed there is additional technology (and as mentioned an increase in the headcount) and additional management required in order to translate the video and audio output from the equipment and software in the meeting room into the required format for the Livestream broadcast company.

However, with respect to the public watching the public meetings live, it is possible to use the Teams meeting link and view the meeting through a web browser, with no change to the technology and configuration to the room.

In summary, Council could require that the meetings are Livestreamed (as defined above) but this would require an increase in funding and staff. The most cost-effective solution with the least impact to the Council running costs would be to allow the public to access to the Teams meeting Link which would provide a live view of the meeting, with conditions on access.

Council has been asked again to revisit livestreaming - noting that Masterton District Council and South Wairarapa District Council livestream their meetings.

There are a number of options to move to enhanced livestreaming (above the ability of the existing Teams link):

Option	What it is	Capex / Per-meeting Opex	Ongoing Opex
A Permanent hybrid-ready installation	Fixed PTZ cameras, room microphones + DSP, encoder, simple control surface	\$24k–\$44k (PTZ cameras, DSP audio, encoder, install)	\$1.5k–3k/yr Support/maintenance
B Portable livestream cart	Mobile rack with PTZ(s), compact DSP/encoder, monitor; roll in/out	\$7k–\$14k (core cart) → \$12k–\$22k (with dual PTZ, more mics)	Minimal
C Vendor-operated service	External crew supplies gear & runs livestream per meeting	\$450–\$900 per meeting	N/A
D Teams → Production (OBS) → YouTube	Take the existing Teams feed, add light branding/scene control, publish to YouTube	\$2.5k–\$6k (OBS PC + capture + stream-deck + UPS)	Minimal

Continuing with the existing method or Option D is recommended by officers due to the comparative cost/resourcing commitment vs viewership value. Should Option D be chosen, meeting participants should note that the recording is automatically uploaded to YouTube unedited, meaning everything recorded during the livestreamed meeting will be available online.

Information of YouTube views for meetings and workshops

Outlined below are the following views:

- Council meeting – 10 December 2025 – 37 views
- Risk and Assurance Committee meeting -12 November2025 – 17 views
- Water Race Committee - 12 November 2025– 13 views

- Carrington Park Workshop – 17 December 2025 – 12 views
- Annual Report Workshop – 1 October 2025 – 28 views

YouTube only reports views, and not unique views through their reporting interface, so a number of these views will be people watching the video more than once. It will also include internal council staff members, and the reporter from the Wairarapa Times Age.

Recording of workshops and other meetings and making them available to the public

The Chief Ombudsman identified that the guidelines for good practice in the 'Open for Business' report applies to "any workshop, briefing, forum, hui, wānanga, or whatever else a council calls the gatherings of elected members and council officials used to transact council business".

Workshops

Since 14 February 2024 CDC has been taking high level minutes of workshops and these are published on the CDC website. Workshops considered to be of more importance to the public have more detailed minutes. However, recently CDC commenced using an AI application for recording meetings and providing meeting summaries. This is proving to be very useful and will save time with minute-taking.

Up until March 2024 workshops were recorded and not posted to the YouTube, however, following the review in March 2025 all workshops that are open to the public have been recorded and manually uploaded to YouTube.

Should Council choose to commence livestreaming under Option D, all workshops will automatically be uploaded to YouTube (except for Public Excluded workshops). However, if Council agrees to continue with the status quo (using Teams link only), due to resource constraints, Council Officer recommend that only workshops with identified public interest are uploaded to YouTube, otherwise workshop recordings will be made available on request.

Advisory Groups

Advisory Group meetings can be recorded and uploaded to YouTube, however there was discussion at the Council meeting in March 2025 that community members of advisory groups may find this daunting / uncomfortable, and this has not been done.

Advice from elected members is sought on this.

It is noted that the minutes of Advisory Groups are available on request, and are now routinely published on the agenda of the Policy and Projects Committee held 6 times a year.

Mayor's and Chief Executive Sessions

Each month the Mayor and Chief Executive have a closed workshop to discuss council business. The reason for exclusion relates to clause s7(2)(f)(i), namely "free and frank expression of opinions by or between or to members or officers or employees".

To date, these meetings have not been advertised in the Wairarapa Times Age community newspaper, or on the CDC website. Key points are:

- It would be an additional expense to advertise these meetings each month (i.e. more lines in the advertisement)
- It would be time-consuming for staff to formalise these meetings:
 - Formalising these meetings as public-excluded on Infocouncil involves creating a report, and two agendas and two sets of minutes (one normal and one public-excluded).

- The normal agenda and minutes are subsequently published on the CDC website with advice (none other) than the reason for excluding the public.
- Both the Mayor's Session and Chief Executive session provides the opportunity for attendees to discuss Council business in a 'free and frank' way. To date, Democratic Services staff have not attended these meetings and public-excluded minutes have not been available.

Council advice is sought on this.

Time-stamping of Council / Committee meetings

In the past, the Communications staff have 'time-stamped' the videos of Council, Risk & Assurance and Policy & Projects Committees – i.e. identifying the time of the recording for each agenda item. This activity is time-consuming, and the value to the community appears limited due to the low viewing numbers, therefore this has been discontinued.

Releasing public excluded reports

A process is being developed to periodically release public-excluded reports.

Starting from now on, Democratic Services staff will review public excluded reports every six months for those that can be released to the public. The plan is to undertake this process each year in December / January, and July.

Staff will commence this now for the last six months and relevant reports will be tabled at the appropriate meetings.

5. NEXT STEPS

Council is asked to confirm any changes to CDC actions in response to the Chief Ombudsman's Report 2023.

6. CONSIDERATIONS

6.1 Climate change

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

6.2 Tāngata whenua

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

6.3 Financial impact

There are financial and resource implications should Council decide to live-stream meetings.

6.4 Community Engagement requirements

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

6.5 Risks

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

6.6 Wellbeings

There are no social, cultural, environmental or economic considerations related to this report.

7. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Agrees / Does not agree** to uploading Advisory Group meetings to You Tube.
3. **i) Agrees** to continuing the practice of not producing public-excluded agendas and minutes of the Chief Executive and Mayor's sessions.

OR

- ii) Agrees** to Council producing public-excluded agendas and minutes of Chief Executive and Mayor's sessions.
4. **i) Agrees** to continue making Council meetings available to the public through a Teams link and also uploading to YouTube.

Or

- ii) Agrees** to implement **Option X** for live-streaming of Council meetings.
5. **Agrees** that if the status quo of Recommendation 4 i) is chosen, only workshops with identified public interest are uploaded to YouTube, otherwise they will be made available on request.
6. **Confirms** any other changes to planned actions in response to the Chief Ombudsman's Report in 2023 on workshops and his recommendations to Councils.

File Number: 498967

Author: Geri Brooking, Group Manager People and Corporate

Attachments: 1. Update - CDC actions re Chief Ombudsman's Report [↓](#)

Open for Business – Report from the Ombudsman October 2023

Summary of CDC Actions [updated February 2026](#)

Topic	Expectation	Area	Actions as at 14 February 2024	Update – March 2025	Update - February 2026
Leadership and culture	Induction training for staff and elected members must highlight the distinction between the operational and governance arms of local councils.	Human Resources	Current practice	No change	No change
	Senior leaders should communicate clear and regular messages to all staff, signalling the council's commitment to conducting business in a manner that is open, transparent, and promotes accountability and public participation. · This can include statements on the intranet, and high-level guidance	ELT	Current practice	No change	No change
	Councils should have clear and visible public statements about their commitment to conducting business in a manner that is open, transparent, and facilitates accountability and public participation. ·	Communications	To be progressed	Actioned Meetings Carterton District Council	No change
	Ensure pathways exist for council staff to make suggestions about meeting and workshop practices. ·	Democratic Services	Current practice	No change	No change

Topic	Expectation	Area	Actions as at 14 February 2024	Update – March 2025	Update - February 2026
	Consider including a link to information about meetings and workshops prominently on the website landing page.	Democratic Services Communications Team	Meetings – current practice Workshops – to be progressed	No change Refer below to meetings – Advertising of workshops, and website information on workshops.	No change
	Consider surveying constituents to establish the type of information about meetings and workshops they want to see on the website.	ELT	Not planned	Not planned	Not planned
Meetings	Review ease of access for meeting agendas, papers, and minutes on council websites (with a clear navigation path from the home page and minimal ‘clicks’ required).	Communications	Current practice	No change	No change
	Make sure agendas and papers are posted on council websites with as much advance notice as possible before the meeting date. ·	Democratic Services	Meeting agendas are made available as per the CDC Standing Orders - i.e. at least 3 working days before the meeting	No change	No change
	– the form includes all elements of the Schedule 2A form;	Democratic Services	Current practice	No change	No change
	– exclusion grounds are clearly identified, and section 7(2)(f)(i) is not relied on to exclude the public from meetings;	Democratic Services	Current practice	No change	No change

Topic	Expectation	Area	Actions as at 14 February 2024	Update – March 2025	Update - February 2026
	– the reasons for applying the named exclusion ground to the content of the agenda item are clearly set out in plain English along with how the decision to exclude the public has been balanced against public interest considerations.	Democratic Services	Current practice	No change	No change
	Review practice and internal guidance for the keeping of meeting minutes, ensuring that minutes reliably contain a clear audit trail of the full decision-making process, including any relevant debate and consideration of options, and how individual elected members voted. ·	Democratic Services	Continue the current practice of resolution-only minutes with pertinent points from discussion identified.	In addition to the current practice of resolution only minutes with pertinent points from discussion identified, we are mindful of the need to clearly outline in the minutes any risks identified in discussion at council and committee meetings.	No change
	Formalise a process for reconsidering the release of public excluded content at a time when the basis for withholding it may no longer apply.	Democratic Services	Develop a list of public-excluded meeting topics which will provide a prompt for consideration of papers /minutes that could be made public at a later date.	Process to be developed	In progress To date the only PE content reviewed and released to the public relates to a report regarding Central Hawke’s Bay Earthmovers and their involvement with the Waste Water Treatment Plant.

Topic	Expectation	Area	Actions as at 14 February 2024	Update – March 2025	Update - February 2026
Workshops	Adopt a principle of openness by default for all workshops (and briefings, forums etc.), including a commitment to record a clear basis for closure where justified, on a case-by-case basis.	Democratic Services	Publish a list of workshop topics, and if the workshop is open or closed to the public.	No change	No change, noting that the Mayor's Sessions and CE Sessions have never be notified to the public.
	Make sure the time, dates, venues, and subject matter, of all workshops are publicised in advance, along with rationale for closing them where applicable. ·	Democratic Services	Publish a list of workshop topics, and if the workshop is open or closed to the public.	<p><u>Advertising workshops</u> Workshops are published monthly in the public notice section of free weekly Wairarapa newspaper. The is done in conjunction with monthly notifications of Council and committee meetings that will occur the following month.</p> <p>The public are advised to check the Council website for workshops that are convened after the date of publication of the monthly meeting schedule.</p> <p>Website information on workshops In addition, all workshops are notified on the Carterton District Council website in three places:</p> <ul style="list-style-type: none"> • The meetings schedule /calendar - Meetings 	No change

Topic	Expectation	Area	Actions as at 14 February 2024	Update – March 2025	Update - February 2026
				Carterton District Council <ul style="list-style-type: none"> A workshop tab on the Meetings page Meetings Carterton District Council The agenda and minutes are available on the Council website - Agendas and Minutes : Carterton District Council <p>The public is notified if workshops are public-excluded, giving the reason (available on page 5 of the agenda Agendas and Minutes : Carterton District Council)</p>	
	Review practice and internal guidance for keeping records of workshop proceedings, ensuring they contribute to a clear audit trail of the workshop, including details of information presented, relevant debate, and consideration of options. Councils may wish to consider consulting with Archives NZ to determine good practice in this respect. ·	Democratic Services	High-level minutes from workshops are made available to the public. More detailed minutes are provided if the topic has a high level of public interest.	No change	No change, except with a new Artificial Intelligence (AI) application we now have a tool which summarises meetings. This will be very helpful for the minutes of workshops, advisory groups and hearings.

Topic	Expectation	Area	Actions as at 14 February 2024	Update – March 2025	Update - February 2026
	Publish workshop records on the council's website as soon as practicable after the event.	Democratic Services	Minutes from workshops are made available to the public as soon as possible after the meeting.	No change	No change
	Formalise a process for considering release of information from closed workshops.	Democratic Services	Process to be developed	Process to be developed	In progress
	Consider adding the message that members of the public are able to make a complaint about the administration of workshops on a relevant section of a council's website.	Communications	To be progressed	The contact details of the Democratic Services Officer are available on the workshop tab of the Meetings page of the CDC website.	No change
Accessibility	All councils should aim to live-stream council meetings and/or audio visually record meetings and publish the recording on their website.	Democratic Services	Current practice	Current practice	Current practice
	Consider live-streaming and/or audio visually recording workshops.	Democratic Services Communications Team		Workshops are recorded for internal purposes, but are not posted to the CDC You Tube site.	Since March 2025 all workshops have been recorded and uploaded to You Tube
	Consider making meeting dates and times more visible to the public.	Democratic Services	Current practice	Refer to meetings and Advertising of workshop (above).	Refer to meetings and Advertising of workshop (above).

Topic	Expectation	Area	Actions as at 14 February 2024	Update – March 2025	Update - February 2026
	Ensure full agendas, including reports, supporting materials, and meeting minutes are in a searchable format for screen readers.	Democratic Services	Current practice. Agendas and minutes are available on the CDC website as both an html and pdf version.	No change	No change
	Undertake an accessibility audit to identify any barriers to inclusion, and on completion of the audit put in place a schedule of work to remedy any access issues or barriers to full inclusion of a wide range of people.	Democratic Services	To be considered	To be considered	To be considered
Organisation structure, staffing and capability ·	Ensure sufficient staff have training in governance functions so that institutional knowledge does not rest with only a small number of staff, and processes for fulfilling these functions are written down and easily accessible.	Democratic Services	Current practice	No change	No change
	Explore ways of using existing networks in local government to bolster resilience in critical areas of meeting and workshop practice. ·	Democratic Services	Current practice	No change	No change
	Review the general training and guidance provided to staff and consider approaching the office of the Ombudsman for assistance in improving those resources or in assisting with direct training of relevant staff.	Democratic Services	To be considered	To be considered	To be considered



8.8 COMBINED WAIRARAPA DISTRICT PLAN REVIEW – JOINT COMMITTEE APPOINTMENT

1. PURPOSE

The purpose of this report is to present Council with the recommended composition of the Joint Committee to oversee the resolution of Environment Court appeals on the Proposed Wairarapa Combined District Plan and to present the Joint Committee's proposed delegations.

2. SIGNIFICANCE

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

3. BACKGROUND

Carterton, Masterton, and South Wairarapa District Councils have a combined District Plan.

In 2019 the Masterton, Carterton and South Wairarapa District Councils agreed to review the Wairarapa Combined District Plan jointly. The three councils appointed a Joint Committee to undertake this review, including the preparing a new Proposed District Plan. The Joint Committee was also appointed as the Hearing Panel to hear and make decisions on submissions on the Proposed District Plan. The Proposed District Plan was publicly notified for submissions in October 2023 and decisions on submissions were notified in October 2025.

The Joint Committee established and appointed for the above phases of the District Plan Review were discharged at the end of last triennium.

For reference, the previous Joint Committee members and the dates of their appointment are provided below:

- South Wairarapa District Council: Brian Jephson on 14 December 2022 and Alistair Plimmer on 22 July 2020
- Carterton District Council: Robyn Cherry-Campbell and Brian Deller on 24 June 2020
- Masterton District Council: Craig Bowyer and Frazer Mailman on 9 November 2022
- Ngāti Kahungunu ki Wairarapa: Kereana Sims on 13 February 2024
- Rangitāne o Wairarapa: Jo Hayes on 1 May 2021
- Independent Commissioner: David McMahon on 10 November 2020

The final stage of the District Plan Review/Proposed District Plan process is resolving Environment Court appeals. Eight appeals have been lodged with the Environment Court on the decisions.

4. DISCUSSION AND OPTIONS

The purpose of this report is to approve the Joint Committee and appoint members in order to complete the plan process.

Joint Committee for appeals resolution

Staff are recommending that the Joint Committee continue (be re-established) to provide governance oversight and decision-making authority for the resolution of appeals to the Environment Court on the Proposed District Plan. The Committee would be responsible for approving Council's position on appeal matters and endorsing any negotiated resolution, ensuring outcomes align with the objectives of the Proposed District Plan, statutory requirements, and Council policy.

The Committee will consider officer and legal advice and ensure appeal resolutions are progressed efficiently and in a manner that manages risk, cost, and reputational impacts for the Councils.

Appeals Resolution Approach

Council officers and legal advisor will review each appeal and assess its planning, legal, and policy implications. Where appropriate, officers and the legal advisor will engage in informal discussions with appellants and other parties to clarify issues, explore areas of common ground, and identify opportunities for early resolution without the need for formal court proceedings.

Where appeals are not resolved informally, the Council will typically participate in Environment Court-facilitated mediation. Mediation provides an opportunity for parties to negotiate potential amendments to plan provisions or mapping in a confidential and non-adversarial setting, with the assistance of an Environment Court Commissioner. Any proposed settlement outcomes arising from mediation will be reported to the Committee for consideration and approval, prior to being formalised through consent orders or Court directions.

Decision-Making and Reporting

The Committee will consider recommendations from officers on whether to support, oppose, or seek amendments to appealed provisions, and whether to approve settlement agreements. Where appeals cannot be resolved through negotiation or mediation, the Committee will provide direction on Council's position for formal Environment Court proceedings. The Committee would meet on an 'as required' basis, such as before and after Environment Court-facilitated mediation.

Final Step (Decision) – Making the Proposed District Plan Operative

Once all Environment Court appeals are resolved and final orders are issued, Council must complete the Proposed District Plan process set out in Schedule 1 of the Resource Management Act 1991 to approve the Proposed District Plan and make it operative. This includes incorporating all amendments arising from appeal resolutions and formally resolving to make the plan operative. The decision to approve the District Plan and declare it operative is a statutory function of the Council and cannot be delegated.

Alternatives to a Joint Committee

Alternatives to appointing a Joint Committee include retaining full decision making by the full Council (all three Councils), or delegating authority to senior officers within set parameters. Retaining all decisions at full Council provides maximum accountability but is generally inefficient and can delay timely resolution of appeals. Delegation to officers may improve operational efficiency; however, it reduces

direct elected member involvement in matters that can have significant policy and reputational implications. On balance, a Joint Committee approach provides an appropriate balance between efficiency, risk management, and democratic oversight.

Legal Considerations for Joint Committee

In 2005 when the first combined District Plan was being investigated, Simpson Grierson provided the basis for the joint committee appointment resolutions and staff have used this information to guide the drafting of the resolutions and proposed terms of reference for the joint committee. The legislative references have been updated to match small changes in the legislation since 2005. The full wording of the relevant legislative clauses are included in Attachment 1.

Clause 30(1) of Schedule 7 to the Local Government Act 2002 ("LGA") provides an express power for local authorities to appoint joint committees, as follows:

"Power to appoint committees, subcommittees, other subordinate decision-making bodies, and joint committees

(1) A local authority may appoint:

(a) the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate; and

(b) a joint committee with another local authority or other public body in accordance with clause 30A"

A joint committee appointed under clause 30(1)(b) is deemed to be both a committee of the appointing local authority and a committee of each other local authority or public body that has appointed members to the committee. Most of Schedule 7 of the Local Government Act provisions relating to local authorities and their members apply to joint committees, however, a joint committee has the following differences noted below:

(a) the powers to discharge any individual member and appoint another in his or her stead must be exercised by the local authority or public body that made the appointment; and

(b) the quorum at a meeting of the committee consists of:

(i) half of the members if the number of members (including vacancies) is an even number; or

(ii) a majority of members if the number of members (including vacancies) is an odd number; and

(c) the following matters may be varied by an agreement under subclause (1):

(i) the procedure by which the chairperson and deputy chairperson are to be appointed:

(ii) the procedure by which the chairperson or deputy chairperson may be removed from that office:

(iii) whether a quorum must include 1 or more members appointed by each party, or any party:

(iv) the extent to which the standing orders of any local authority or public body apply to meetings of the joint committee

Since 2005 new mayoral powers were introduced to the Local Government Act. The Mayor is now deemed a member of all committees of a territorial authority. If the Mayor attends a joint committee under these mayoral powers, and was not one of

the appointed members, they are not counted in the quorum calculations (Clause 6A within Section 30A).

Delegation of functions

Simpson Grierson advised previously that delegating the functions were preferable to transferring powers. Section 34 of the RMA provides for delegations of functions and the relevant subsections include:

- (1) *A local authority may delegate to any committee of the local authority established in accordance with the Local Government Act 2002 any of its functions, powers, or duties under this Act.*
- (7) *Any delegation under this section may be made on such terms and conditions as the local authority thinks fit and may be revoked at any time by notice to the delegate.*
- (8) *Except as provided in the instrument of delegation, every person to whom any function, power, or duty has been delegated under this section may, without confirmation by the local authority, exercise or perform the function, power, or duty in like manner and with the same effect as the local authority could itself have exercised or performed it.*
- (9) *Every person authorised to act under a delegation under this section is presumed to be acting in accordance with its terms in the absence of proof to the contrary.*
- (10) *A delegation under this section does not affect the performance or exercise of any function, power, or duty by the local authority.*

Committee membership

Continuity of membership

The resolution of appeals is anticipated to be completed within the current term. In order to provide good continuity from the review, plan preparation, hearing of submissions, and decisions phase through to the appeal resolution phase, it is recommended we retain as many members of the previous Joint Committee as possible. This membership includes continuation of an independent commissioner as chairperson of the Committee.

Alternate members

The appointment of alternate members to cover absences is standard practice for the regional committees and is recommended for the District Plan Joint Committee. It will enable all three councils to be represented more easily at all meetings and for the Joint Committee to maintain its schedule of meetings and overall progress.

Members appointed by Iwi

Council staff recommended that iwi representation continue to be included on the Joint Committee and that the four iwi entities (Kahungunu ki Wairarapa, Ngāti Kahungunu ki Wairarapa Tāmaki Nui ā Rua Settlement Trust, Rangitāne o Wairarapa, and Rangitāne Tū Mai Rā Trust) be invited to appoint two members to the Joint Committee (one member representing Rangitāne o Wairarapa and one member representing Ngāti Kahungunu ki Wairarapa). Again, Council staff consider retention of previous Joint Committee members would be advantageous for the same reasons as elected members.

Quorum

The quorum for joint committees is stipulated under Section 30A(6) of the LGA as:

- (i) half of the members if the number of members (including vacancies) is an even number; or
- (ii) a majority of members if the number of members (including vacancies) is an odd number; and

The local authorities appointing the joint committee may stipulate if the quorum must include one or more members of each party. Staff recommend that the three councils agree that the quorum must include one member of each council to ensure matters are not relitigated and that all councils are fairly represented.

For the previous Joint Committee (hearings panel), two members from each council were appointed, which meant the quorum was five members. Under the current legislation the mayors may also attend (if not one of the appointed members). With two elected members from each council and potentially three mayors attending, this would result in a very large group of individuals to organise for scheduling purposes. This has more potential for patchy attendance and the potential for rework of some appeals missed by some members.

Staff recommend that;

- two members be appointed from each council;
- two iwi representatives are appointed; and
- an experienced RMA practitioner is appointed as an independent member to act as Chairperson.

The recommended membership of six elected members, two iwi representatives and an independent Chair would mean the quorum is five, with at least one elected member from each council being in attendance.

Terms of reference for Joint Committee

The proposed terms of reference for the Joint Committee are attached (see **Attachment 2**).

5. CONSIDERATIONS

5.1 Climate change

Environmental and climate change impact is core content considered by the review of the District Plan.

5.2 Tāngata whenua

The Resource Management Act provisions enable participation by Māori in the review of the District Plan. The Joint Committee have and will continue to consider treaty considerations and implications for Māori throughout the process.

5.3 Financial impact

The budget for the appeals phase is provided for in the current Long-Term Plan and Annual Plan. Resolution of appeals will take into account the budget provisions available and if necessary, the Joint Committee will request the three councils revisit budgets if required.

5.4 Community Engagement requirements

Developing a communication and engagement plan is part of the core work programme for the appeals resolution and making the plan operative.

6. RECOMMENDATION

That the Council:

1. **Receives** the report 'Combined Wairarapa District Plan Review – Joint Committee appointment' 18 February 2026; and
2. In accordance with sections 34(1) of the Resource Management Act 1991 ("RMA") and clause 30 of Schedule 7 to the Local Government Act 2002, the Masterton District Council:
 - (i) **unites** with the Masterton District Council and South Wairarapa District Council in appointing a joint committee, to be known as the Wairarapa Combined District Plan Joint Committee to exercise the functions, duties and powers of the Council under the First Schedule to the Resource Management Act 1991 which are delegated to the Joint Committee; and
 - (ii) **agrees** that each council will appoint two members to the Joint Committee with the ability to appoint alternate members to cover absences; and
 - (iii) **agrees** to the appointment to the Joint Committee of 2 members (one member representing Rangitāne o Wairarapa and one member representing Ngāti Kahungunu ki Wairarapa) to be appointed by the four iwi entities (Kahungunu ki Wairarapa, Ngāti Kahungunu ki Wairarapa Tāmaki Nui ā Rua Settlement Trust, Rangitāne o Wairarapa, and Rangitāne Tū Mai Rā Trust); and
 - (iv) **agrees** that the Joint Committee will appoint an appropriately qualified Commissioner as an independent Chair and the Joint Committee will appoint one of its members as the Deputy Chair; and
 - (v) **agrees** that the removal of the office of Chair and Deputy Chair is within the powers of the Joint Committee; and
 - (vi) **agrees** that the quorum of the Joint Committee will be five members and include at least one member of each territorial authority; and
 - (vii) appoints the following councillors as the Carterton District Council members to the Joint Committee:
 - (i) Councillor Brian Dellar
 - (ii) Councillor [to be decided]
 - (viii) Appoints the following councillor as the alternate member of the Joint Committee to cover the absence of one of the appointed members:
 - (i) Councillor [to be named]
3. In accordance with Section 34 of the Resource Management Act 1991 the Carterton District Council **delegates** to the Wairarapa Combined District Plan Joint Committee all its functions, powers and duties under the First Schedule to the Act.

File Number: 507388

Author: Solitaire Robertson, Group Manager Planning and Regulatory

Attachments:

1. Legislative excerpts relevant to appointment of Combined Plan Joint Committee [↓](#)
2. Wairarapa Combined Plan Joint Committee Terms of Reference [↓](#)

Legislative excerpts relevant to appointment of Combined Plan

Joint Committee Local Government Act 2002

30A Joint committees of Schedule 7

- (1) A local authority may not appoint a joint committee under clause 30(1)(b) unless it has first reached agreement with every other local authority or public body that is to appoint members of the committee.
- (2) An agreement under subclause (1) must specify—
 - (a) the number of members each local authority or public body may appoint to the committee; and
 - (b) how the chairperson and deputy chairperson of the committee are to be appointed; and
 - (c) the terms of reference of the committee; and
 - (d) what responsibilities (if any) are to be delegated to the committee by each local authority or public body; and
 - (e) how the agreement may be varied.
- (3) An agreement under subclause (1) may also specify any other matter relating to the appointment, operation, or responsibilities of the committee that the parties agree.
- (4) A local authority or public body must not enter into an agreement under subclause (1) that is inconsistent with any enactment applying to that local authority or public body, or its members.
- (5) A joint committee appointed under clause 30(1)(b) is deemed to be both a committee of the appointing local authority and a committee of each other local authority or public body that has appointed members to the committee.
- (6) This Part applies to a joint committee except that—
 - (a) the powers to discharge any individual member and appoint another in his or her stead must be exercised by the local authority or public body that made the appointment; and
 - (b) the quorum at a meeting of the committee consists of—
 - (i) half of the members if the number of members (including vacancies) is an even number; or
 - (ii) a majority of members if the number of members (including vacancies) is an odd number; and
 - (c) the following matters may be varied by an agreement under subclause (1):
 - (i) the procedure by which the chairperson and deputy chairperson are to be appointed;
 - (ii) the procedure by which the chairperson or deputy chairperson may be removed from that office;
 - (iii) whether a quorum must include 1 or more members appointed by each party, or any party;
 - (iv) the extent to which the standing orders of any local authority or public body apply to meetings of the joint committee.

- (6A) For the purposes of subclause (6)(b), a mayor who is a member of the committee solely by operation of section 41A(5) is not counted as a member of the committee for the purposes of determining—
 - (a) the number of members required to constitute a quorum; or
 - (b) whether a quorum exists at a meeting.
- (7) Nothing in subclauses (1) to (4) applies to a joint committee constituted or continued by, or required to be constituted or continued by, an enactment other than this Act.

41A Role and powers of mayors

- (1) The role of a mayor is to provide leadership to—
 - (a) the other members of the territorial authority; and
 - (b) the people in the district of the territorial authority.
- (2) Without limiting subsection (1), it is the role of a mayor to lead the development of the territorial authority's plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority.
- (3) For the purposes of subsections (1) and (2), a mayor has the following powers:
 - (a) to appoint the deputy mayor;
 - (b) to establish committees of the territorial authority;
 - (c) to appoint the chairperson of each committee established under paragraph (b), and, for that purpose, a mayor—
 - (i) may make the appointment before the other members of the committee are determined; and
 - (ii) may appoint himself or herself.
- (4) However, nothing in subsection (3) limits or prevents a territorial authority from—
 - (a) removing, in accordance with clause 18 of Schedule 7, a deputy mayor appointed by the mayor under subsection (3)(a); or
 - (b) discharging or reconstituting, in accordance with clause 30 of Schedule 7, a committee established by the mayor under subsection (3)(b); or
 - (c) appointing, in accordance with clause 30 of Schedule 7, 1 or more committees in addition to any established by the mayor under subsection (3)(b); or
 - (d) discharging, in accordance with clause 31 of Schedule 7, a chairperson appointed by the mayor under subsection (3)(c).
- (5) A mayor is a member of each committee of a territorial authority.
- (6) To avoid doubt, a mayor must not delegate any of his or her powers under subsection (3).
- (7) To avoid doubt,—
 - (a) clause 17(1) of Schedule 7 does not apply to the election of a deputy mayor of a territorial authority unless the mayor of the territorial authority declines to exercise the power in subsection (3)(a);
 - (b) clauses 25 and 26(3) of Schedule 7 do not apply to the appointment of the chairperson of a committee of a territorial authority established under subsection (3)(b) unless the mayor of the territorial authority declines to exercise the power in subsection (3)(c) in respect of that committee.

Resource Management Act 1991

17 Final consideration of policy statements and plans other than regional coastal plans

- (1) A local authority shall approve a proposed policy statement or plan (other than a regional coastal plan) once it has made amendments under clause 16 or variations under clause 16A (if any).
- (1A) However, a local authority may approve a proposed policy statement or plan (other than a regional coastal plan) in respect of which it has initiated a variation.
- (1B) A variation to a proposed policy statement or plan approved under subclause (1A) must be treated as if it were a change to the policy statement or plan unless the variation has merged in and become part of the proposed policy statement or plan under clause 16B(1).
- (2) A local authority may approve part of a policy statement or plan, if all submissions or appeals relating to that part have been disposed of.
- (3) Every approval under this clause shall be effected by affixing the seal of the local authority to the proposed policy statement or plan.
- (4) See also section 99 of the Urban Development Act 2020 (which requires notice of plan changes, at least 20 working days before approval, to Kāinga Ora–Homes and Communities, in certain circumstances).

20 Operative date

- (1) Subject to subclause (2), an approved policy statement or plan shall become an operative policy statement or plan on a date which is to be publicly notified.
- (2) The local authority shall publicly notify the date on which the policy statement or plan becomes operative at least 5 working days before the date on which it becomes operative.
- (3) [Repealed]
- (4) The local authority shall provide 1 copy of its operative policy statement or plan without charge to—
 - (a) the Minister for the Environment; and
 - (b) [Repealed]
 - (c) in the case of a regional coastal plan, the Minister of Conservation and the appropriate regional conservator for the Department of Conservation; and
 - (d) in the case of a district plan, the regional council and adjacent territorial authorities; and
 - (e) in the case of a policy statement or regional plan, constituent territorial authorities and adjacent regional councils; and
 - (f) the tangata whenua of the area, through iwi authorities.
 - (g) [Repealed]
- (5) The local authority shall provide 1 copy of its operative policy statement or plan to every public library in its area.
- (6) The obligation imposed by subclause (5) is in addition to the local authority's obligations under section 35 (records).

34 Delegation of functions, etc, by local authorities

- (8) A local authority may delegate to any committee of the local authority established in accordance with the Local Government Act 2002 any of its functions, powers, or duties under this Act.
- (9) A territorial authority may delegate to any community board established in accordance with the Local Government Act 2002 any of its functions, powers, or duties under this Act in respect of any matter of significance to that community, other than the approval of a plan or any change to a plan.
- (10) Subsection (2) does not prevent a local authority delegating to a community board power to do anything before a final decision on the approval of a plan or any change to a plan.
- (3A) A unitary authority may delegate to any local board any of its functions, powers, or duties under this Act in respect of any matter of local significance to that board, other than the approval of a plan or any change to a plan.
- (3B) Subsection (3A) does not prevent a unitary authority delegating to a local board power to do anything before a final decision on the approval of a plan or any change to a plan.
- (11) [Repealed]
- (12) [Repealed]
- (13) [Repealed]
- (14) Any delegation under this section may be made on such terms and conditions as the local authority thinks fit, and may be revoked at any time by notice to the delegate.
- (15) Except as provided in the instrument of delegation, every person to whom any function, power, or duty has been delegated under this section may, without confirmation by the local authority, exercise or perform the function, power, or duty in like manner and with the same effect as the local authority could itself have exercised or performed it.
- (16) Every person authorised to act under a delegation under this section is presumed to be acting in accordance with its terms in the absence of proof to the contrary.
- (17) A delegation under this section does not affect the performance or exercise of any function, power, or duty by the local authority.
- (18) In subsections (3A) and (3B), **Auckland Council** and **local board** have the meanings given in section 4(1) of the Local Government (Auckland Council) Act 2009.

34A Delegation of powers and functions to employees and other persons

- (1) A local authority may delegate to an employee, or hearings commissioner appointed by the local authority (who may or may not be a member of the local authority), any functions, powers, or duties under this Act except the following:
 - (a) the approval of a proposed policy statement or plan under clause 17 of Schedule 1:
 - (b) this power of delegation.
- (1A) If a local authority is considering appointing 1 or more hearings commissioners to exercise a delegated power to conduct a hearing under Part 1 or 5 of Schedule 1,—
 - (a) the local authority must consult tangata whenua through relevant iwi authorities on whether it is appropriate to appoint a commissioner with an understanding of tikanga Māori and of the perspectives of local iwi or hapū; and

- (b) if the local authority considers it appropriate, it must appoint at least 1 commissioner with an understanding of tikanga Māori and of the perspectives of local iwi or hapū, in consultation with relevant iwi authorities.
- (2) A local authority may delegate to any other person any functions, powers, or duties under this Act except the following:
 - (a) the powers in subsection (1)(a) and (b):
 - (b) the decision on an application for a resource consent:
 - (c) the making of a recommendation on a requirement for a designation.
- (3) [Repealed]
- (4) Section 34(7), (8), (9), and (10) applies to a delegation under this section.
- (5) Subsection (1) or subsection (2) does not prevent a local authority delegating to any person the power to do anything before a final decision on a matter referred to in those subsections.

80 Combined regional and district documents

- (1) Local authorities may prepare, implement, and administer the combined regional and district documents as set out in subsections (2) to (6).
- (2) A local authority may prepare, implement, and administer a document that meets the requirements of 2 or more of the following:
 - (a) a regional policy statement:
 - (b) a regional plan, including a regional coastal plan:
 - (c) a district plan.
- (3) Two or more territorial authorities may prepare, implement, and administer a combined district plan for the whole or any part of their combined districts.
- (4) Two or more regional councils may prepare, implement, and administer a document that meets the requirements of the following:
 - (a) a regional plan, including a regional coastal plan, for the whole or any part of their combined regions:
 - (b) a regional policy statement, for the whole or any part of their combined regions:
 - (c) a regional plan, including a regional coastal plan, and a regional policy statement, for the whole or any part of their combined regions.
- (5) One or more regional councils or territorial authorities may prepare, implement, and administer a combined regional and district plan for the whole or any part of their respective regions or districts.
- (6) A regional council and all the territorial authorities within the region may prepare, implement, and administer a document that meets the requirements of the following:
 - (a) a regional policy statement for the region; and
 - (b) a regional plan, including a regional coastal plan, for the region; and
 - (c) either—
 - (i) a district plan for each of the territorial authorities; or
 - (ii) a combined district plan for their combined districts.
- (6A) In preparing or amending a combined document, the relevant local authorities must apply the requirements of this Part, as relevant for the documents comprising the combined document.

- (6B) The relevant local authorities may also, in preparing the provisions of a regional plan or a district plan, as the case may be, for a combined document that includes a regional policy statement,—
 - (a) give effect to a proposed regional policy statement; and
 - (b) have regard to an operative regional policy statement.
- (7) Without limiting subsections (1) to (6B), local authorities must consider the preparation of the appropriate combined document under this section whenever significant cross-boundary issues relating to the use, development, or protection of natural and physical resources arise or are likely to arise.
- (8) A combined document prepared under this section must clearly identify—
 - (a) the provisions of the document that are the regional policy statement, the regional plan, the regional coastal plan, or the district plan, as the case may be; and
 - (b) the objectives, policies, and methods set out or described in the document that have the effect of being provisions of the regional policy statement; and
 - (c) which local authority is responsible for observing, and enforcing the observance of, each provision of the document.
- (9) A combined document prepared under this section—
 - (a) must be prepared in accordance with Schedule 1; and
 - (b) when approved by a local authority is deemed, for the purposes of this Act, to be a plan or regional policy statement separately prepared and approved by that authority for its region or district, as the case may be.
- (10) Subsection (9)(b) applies whether or not the combined document is approved by any of the other local authorities concerned.
- (11) Clauses 30 and 30A of Schedule 7 of the Local Government Act 2002 apply to the appointment and conduct of any joint committee set up for the purposes of preparing, implementing, or administering a combined document under this section.

ATTACHMENT 2

Wairarapa Combined District Plan Joint Committee Terms of Reference

Function	<p>To exercise the functions, duties and powers of the Carterton, Masterton and South Wairarapa District Councils under the First Schedule to the Resource Management Act 1991.</p> <p>Responsibilities include: The Committee will act as the governance oversight and delegated decision-making in relation to the resolution of Environment Court appeals on the Proposed District Plan.</p> <p>The functions are to:</p> <ul style="list-style-type: none"> • Provide strategic direction on the Council's response to appeals, including litigation strategy and priorities including: <ul style="list-style-type: none"> ○ Mediation and alternative dispute resolution ○ Settlement offers and consent orders • Ensure the Council's position aligns with the intent and integrity of the Proposed District Plan and relevant statutory obligations, and adopted Council policies and resolutions • Provide direction to officers and legal counsel on key matters of principle or precedent. • Approving settlement agreements and consent orders arising from appeal resolution
Membership	<p>Membership of the Joint Committee includes:</p> <ul style="list-style-type: none"> • 2 members from each of the 3 councils appointed by each Council (with the ability for each council to appoint an alternate member to cover absences) • 2 Iwi representatives (1 member representing Rangitāne o Wairarapa and 1 member representing Ngāti Kahungunu ki Wairarapa) appointed by the four iwi entities (Kahungunu ki Wairarapa, Ngāti Kahungunu ki Wairarapa Tāmaki Nui ā Rua Settlement Trust, Rangitāne o Wairarapa, and Rangitāne Tū Mai Rā Trust) and • an appropriately qualified Commissioner as an independent Chair appointed by the Joint Committee. <p>The Joint Committee will appoint one of its members as the Deputy Chair.</p>
Quorum	<p>The quorum of the Joint Committee will be five members and include at least one member of each territorial authority but does not include the Mayors (unless appointed as 1 of the 2 council appointed members or alternate member)</p>
Frequency	<ul style="list-style-type: none"> • Meetings will be convened as required to meet Environment Court timetables, mediation schedules, and settlement approval timeframes

	<ul style="list-style-type: none">Meetings may be held in person, electronically, or via written resolution where appropriate.
Delegated authority	<p>The Carterton, Masterton and South Wairarapa District Councils have delegated to the Wairarapa Combined District Plan Joint Committee all its functions, powers and duties under the First Schedule to the Act, in accordance with Section 34 of the Resource Management Act 1991. The removal of the office of Chair and Deputy Chair is within the powers of the Joint Committee.</p> <p>The Committee does not have delegated authority to approve the Proposed District Plan or to resolve that the Plan be made operative. These decisions remain the responsibility of the full Council(s) in accordance with Schedule 1 of the Resource Management Act 1991.</p>



8.9 APPOINTMENTS TO TWO EXTERNAL ADVISORY GROUPS

1. PURPOSE

For the Council to make elected member appointments to two external advisory groups for the 2025-28 Triennium.

2. SIGNIFICANCE

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

3. APPOINTMENTS

At the Inaugural Council meeting in October 2025 appointments to several Greater Wellington Regional Council (GWRC) advisory groups were not able to be made, pending a decision to be made by the GWRC Board.

Following a meeting of the GWRC Board in December 2026, elected member appointments to the following advisory groups are now requested.

- Upper Ruamāhanga Advisory Group- two elected members.

This advisory group will provide advice on the management of flood and erosion risks of the upper area of the Ruamāhanga River.

- Waiōhine Advisory Group - one elected member

This advisory group will provide advice on the management of flood and erosion risks of the Waiōhine River.

4. CONSIDERATIONS

4.1 Climate change

There are no direct climate change implications from the decisions in this paper.

4.2 Tāngata whenua

There are no specific tāngata whenua considerations with regard to the decisions in this paper.

4.3 Financial impact

There are no financial impacts.

4.4 Community Engagement requirements

There are no community engagement requirements.

4.5 Risks

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

4.6 Community Wellbeings

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

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

5. RECOMMENDATION

That the Council:

1. **Confirms** the following GWRC appointments for the term of this Triennium:

Committee / Entity	Elected Member Appointee(s)
Upper Ruamāhanga Advisory Group	XX XX
Waiōhine Advisory Group	XX

File Number: 507822

Author: Geri Brooking, Group Manager People and Corporate

Attachments: Nil



8.10 GOVERNANCE STATEMENT 2025-2028

1. PURPOSE

To update the Local Governance Statement for the 2025-2028 Triennium in accordance with Section 40 of the Local Government Act 2002.

2. SIGNIFICANCE

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

3. BACKGROUND

Following the triennial general election of members, the Local Government Act 2002 (LGA) requires local authorities to prepare a Local Governance Statement and make this publicly available within 6 months.

The Local Governance Statement includes information about the ways in which Council engages with its community and makes decisions, and the ways in which individuals can influence processes.

Sections 39 (Governance Principles) and 40 (Local Governance Statements) of the LGA outline the legislative requirements, and are detailed in **Attachment 1**.

4. DISCUSSION

The updated Local Governance Statement has been prepared by officers and is included in **Attachment 2** for consideration.

5. CONSIDERATIONS

5.1 Climate change

The Governance Statement does not have any direct implications for climate change, though Council considers climate change in its governance activities and decisions.

5.2 Tāngata whenua

The Governance Statement provides detail of Council policies for liaising with, and memoranda or agreements with Māori.

5.3 Financial impact

The Governance Statement does not have any financial implications.

5.4 Community Engagement requirements

The Governance Statement details how the Council engages and consults with its community, and how the community can access Council information.

5.5 Risks

Council has met its Section 40 requirements so there are minimal risks associated with the Governance Statement.

5.6 Community Wellbeings

The Governance Statement outlines the Council's commitment to the Community Wellbeings.

6. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Adopts** the updated Governance Statement 2025-2028, as required by Section 40 of the Local Government Act 2002.

File Number: 479842

Author: Geri Brooking, Group Manager People and Corporate

Attachments:

1. LG Act Excerpts [↓](#)
2. Governance Statement 2025-2028 [↓](#)

Version as at
27 November 2025

Local Government Act 2002

Part 4 s 40

Part 4

Governance and management of local authorities and community boards

38 Outline of Part

This Part—

- (a) identifies the principles and requirements for the governance and management of local authorities; and
- (b) provides for the establishment of community boards and their governance arrangements.

Subpart 1—Local authorities

Governance and management

39 Governance principles

- (1) A local authority must act in accordance with the following principles in relation to its governance:
 - (a) a local authority should ensure that the role of democratic governance of the community, and the expected conduct of elected members, is clear and understood by elected members and the community; and
 - (b) a local authority should ensure that the governance structures and processes are effective, open, and transparent; and
 - (c) a local authority should ensure that, so far as is practicable, responsibility and processes for decision-making in relation to regulatory responsibilities is separated from responsibility and processes for decision-making for non-regulatory responsibilities; and
 - (d) a local authority should be a good employer; and
 - (e) a local authority should ensure that the relationship between elected members and management of the local authority is effective and understood.
- (2) In subsection (1)(d), **good employer** has the same meaning as in clause 36 of Schedule 7.

Section 39(2): inserted, on 27 August 2025, by section 172 of the Local Government (Water Services) (Repeals and Amendments) Act 2025 (2025 No 43).

40 Local governance statements

- (1) A local authority must prepare and make publicly available, following the triennial general election of members, a local governance statement that includes information on—
 - (a) the functions, responsibilities, and activities of the local authority; and

- (b) any local legislation that confers powers on the local authority; and
 - (ba) the bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under section 158 or 159; and
 - (c) the electoral system and the opportunity to change it; and
 - (d) representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them; and
 - (e) members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and
 - (f) governance structures and processes, membership, and delegations; and
 - (g) meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders); and
 - (h) consultation policies; and
 - (i) policies for liaising with, and memoranda or agreements with, Māori; and
 - (j) the management structure and the relationship between management and elected members; and
 - (ja) the remuneration and employment policy, if adopted; and
 - (k) equal employment opportunities policy; and
 - (l) key approved planning and policy documents and the process for their development and review; and
 - (m) systems for public access to it and its elected members; and
 - (n) processes for requests for official information.
- (2) A local authority must comply with subsection (1) within 6 months after each triennial general election of members of the local authority.
- (3) A local authority must update its governance statement as it considers appropriate.

Section 40(1)(ba): inserted, on 14 October 2007, by section 7 of the Local Government Act 2002 Amendment Act 2006 (2006 No 26).

Section 40(1)(ja): inserted, on 5 December 2012, by section 20 of the Local Government Act 2002 Amendment Act 2012 (2012 No 93).

Governing bodies and chief executives

41 Governing bodies

- (1) A regional council must have a governing body consisting of—
- (a) members elected in accordance with the Local Electoral Act 2001; and
 - (b) a chairperson elected by members of the regional council in accordance with clause 25 of Schedule 7.



GOVERNANCE STATEMENT 2025-2028

Prepared in accordance with Section 40 of the Local Government Act 2002

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1. What is a governance statement?

A local governance statement is a collection of information about the functions, powers, and key processes of a Council. It includes how the Council makes decisions, and how the community can influence those processes. The statement is required under section 40 of the Local Government Act 2002.

2. Council's functions, responsibilities, and activities

The purpose, focus, and powers of councils are set out in the following key sections of the Local Government Act 2002:

Section 10

- (1) *The purpose of local government is—*
- (a) *to enable democratic local decision-making and action by, and on behalf of, communities; and*
 - (b) *to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.*

Section 12

- (2) *For the purposes of performing its role, a local authority has—*
- (a) *full capacity to carry on or undertake any activity or business, do any act, or enter into any transaction; and*
 - (b) *for the purposes of paragraph (a), full rights, powers, and privileges.*
- (4) *A territorial authority must exercise its powers under this section wholly or principally for the benefit of its district.*

The Council has overall responsibility and accountability for the proper direction and control of the Council's activities in pursuit of community outcomes. These responsibilities include:

- formulating the District's strategic direction in conjunction with the community, i.e. the Long-Term Plan (LTP)
- determining the services and activities to be undertaken by Council
- administering the various legislation and regulations conferred on local authorities by statute
- monitoring the delivery of the Long-Term Plan and Annual Plan
- advocacy on behalf of the community with central government, other local authorities, and other agencies.

3. Statutes pertaining to local government

In fulfilling its purpose, the Carterton District Council exercises power and fulfils responsibilities conferred on it by various statutes and regulations. Chief among these are the following Acts:

- Local Government Act 2002
- Local Electoral Act 2001
- Local Government (Rating) Act 2002
- Local Government Official Information and Meetings Act 1987

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- Resource Management Act 1991.

There are also numerous general Acts of Parliament that confer powers and obligations on the Carterton District Council.

4. Legislation and by-laws for Carterton District

There is legislation that applies specifically to Carterton District Council:

- Carterton and District Memorial Square Act 1932 No 3.

There are by-laws adopted by Carterton District Council. These are listed in Appendix 1, with the dates each was made, last reviewed, and due for review.

5. The electoral system

Carterton District Council currently operates its elections under the First Past the Post electoral system. Electors vote for their preferred candidate(s), and those with the most votes, win.

Under the Local Electoral Act 2001, there are three ways in which the Council's voting system can be changed:

- The Council can resolve to change the system.
- It can conduct a binding poll.
- Electors can demand a binding poll, through a petition by five percent or more of the registered electors.

Once changed, the electoral system must be used for at least the next two triennial Council elections.

In August 2017 the Council resolved to retain the First Past the Post electoral system for the 2019 and 2022 triennial elections.

A decision on the system of voting will be made prior to the next elections in 2025.

6. Representation arrangements

6.1 Review process

The Council is required to review its representation arrangements at least once every six years. A representation review covers all representation arrangements including:

- The voting system: First Past the Post (FPP) or Single Transferrable Voting (STV)
- Māori representation
- The number of elected members
- The basis of election
 - elected by wards OR

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- elected at large; or a mix
- The number of electoral subdivisions (wards/community boards)
 - Boundaries and names of wards/community boards

The Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review, and should also follow guidelines published by the Local Government Commission. The Act gives members of the public the right to make a written submission to the Council, and the right to be heard if desired.

Submitters also have the right to appeal any decisions on the above to the Local Government Commission which will make a binding decision on the appeal. Further details on the matters that the Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001.

The representation review arrangements were last reviewed in 2024 when it was resolved to not establish Māori wards and continue with existing representation and boundary arrangements. That is, it was agreed that the district would be represented by a mayor and 8 councillors elected at-large, with no community boards established.

The review is binding for the next two election cycles in 2025 and 2028 unless Council decides to undertake another review.

6.2 Māori wards and constituencies

Under section 19Z of the Local Electoral Act 2001 Council has the ability to establish separate wards for Māori electors.

The Local Electoral Act was amended in 2024 to provide require binding polls to be held on whether or not Māori wards can be established.

If the decision from the poll is to establish a Māori Ward(s) for the next election, a representation review must be undertaken (whether or not it conducted a review for the previous election).

The decision to establish a Māori Ward must be made by 12 September two years before the next election.

7. Key roles

7.1 Councillors

The Mayor and councillors of the Carterton District Council have the following roles:

- setting the policy direction of Council
- monitoring the performance of the Chief Executive in executing that policy
- representing the interests of the Carterton District (on election all members make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgement, in the best interests of the District.
- employing the Chief Executive (who in turn employs all other staff).

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7.2 Mayor

The Mayor is elected by the District as a whole ('at large') and as one of the elected members' shares the same responsibilities as other members of Council. In addition, the Mayor has the following roles:

- Being the presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings as determined by Standing Orders
- Advocating on behalf of the community. This role may involve promoting the community and representing its interests and will be most effective where it is carried out with the knowledge and support of Council.

7.3 Deputy Mayor

The Deputy Mayor is elected by the members of Council at the Inaugural Meeting of Council. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all the Mayor's responsibilities and duties and may exercise the powers of the Mayor as summarised above. The Deputy Mayor may be removed from office by resolution of Council.

7.4 Chief Executive

The Chief Executive is appointed by the Council under section 42, and in accordance with clauses 33 and 34 of Schedule 7, of the Local Government Act 2002. The Chief Executive implements and manages the Council's policies and objectives within the budgetary constraints established by the Council. Under Section 42, the Chief Executive is responsible to the Council for:

- implementing the decisions of the Council
- providing advice to elected members
- ensuring that all delegated responsibilities, duties, and powers are properly performed or exercised
- ensuring the activities of the Council are managed effectively and efficiently
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council
- providing leadership for the staff of the Council.
- employing staff (including negotiation of the terms of employment)
- ensuring that an appropriate management structure is in place.

8. Code of Conduct

Schedule 7 Clause 15 of the Local Government Act 2002 requires every Council to have a Code of Conduct for the Elected Members. This Code also applies to all people appointed to Committees or Sub-Committees of Council.

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An amendment of the Code of Conduct requires a vote in support of the amendment of not less than 75 percent of the members present.

Carterton District Council's Code of Conduct provides guidance on the standards of behaviour expected from elected members in their dealings with:

- each other
- the Chief Executive and staff
- the media
- the general public.

The objectives of the Code are to:

- enhance the effectiveness of the local authority and the provision of good local government of the community, city, district or region
- promote effective decision-making and community engagement
- enhance the credibility and accountability of the local authority to its communities
- develop a culture of mutual trust, respect and tolerance between the members of the local authority and between the members and management.

The Council last adopted the Code of Conduct on 29 October 2025.

9. Statutory requirements

There are certain legal provisions that councillors must be aware of because breaching the rules can have the consequence of loss of office, fines, or imprisonment. These provisions are contained in the:

- Local Government Act 2002
- Secret Commissions Act 1910
- Securities Act 1978
- Crimes Act 1961
- Local Authorities (Members' Interests) Act 1968
- Health and Safety at Work Act 2015
- Public Records Act 2005.

A summary of these Acts follow:

9.1 Local Government Act 2002

Under section 46, Councillors will be jointly and severally liable for losses reported by the Auditor-General under section 44, resulting from negligence or unlawful action by the elected Council.

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Under clause 1 of Schedule 7, any elected member will be disqualified if they cease to be an elector or become disqualified for registration as an elector under the Electoral Act 1993, or are convicted of an offence punishable by a term of imprisonment of two years or more.

9.2 Secret Commissions Act 1910

The Secret Commissions Act 1910 deems every councillor to be an agent of the Council (section 16(1)(b)). It creates offences in relation to accepting inducements or rewards for doing or forbearing to do something in relation to the Council's affairs, or showing or having shown favour or disfavour to any person in relation to the Council's affairs or business (section 4(1)).

It is an offence, similarly, to divert, obstruct, or interfere with the proper course of the affairs or business of the Council, or to fail to use due diligence in the prosecution of its affairs or business, with intent to obtain any gift or other consideration from any person interested in the affairs or business of the Council (section 4(2)).

Section 5 of the Act makes it an offence for a member not to disclose to the Council his or her pecuniary interest (which includes the pecuniary interest of a parent, spouse/partner, or child) in a contract when making a contract on behalf of the Council (see also the discussion of the Local Authorities (Members' Interests) Act 1968 below). Section 9 of the Act makes it an offence to aid or abet, or to be in any way directly or indirectly concerned in, or privy to, the commission of any offence against the Act.

Conviction of an offence under the Act carries with it the possibility of imprisonment for up to two years, or a fine not exceeding \$1,000. Such conviction may also have the consequence of loss of office, in terms of clause 1 of Schedule 7 of the Local Government Act 2002.

9.3 Crimes Act 1961

The Crimes Act 1961 is relevant to Councillors as it deals with bribery and corruption. Councillors are within the definition of an "official" in section 99 of the Crimes Act. Section 105 of that Act provides that every official is liable to imprisonment for a term not exceeding seven years who, whether within New Zealand or elsewhere, corruptly accepts or obtains, or agrees or offers to accept or attempts to obtain, any bribe for him or herself or any other person in respect of any act done or omitted, or to be done or omitted, by him or her in an official capacity.

Putting this simply, it is an offence against this section to seek or obtain a reward for performing one's official duties as a councillor.

Section 105A then goes on to make it an offence, once again carrying a term of imprisonment of up to seven years, for an official to use any information acquired by him or

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her in an official capacity to obtain, directly or indirectly, an advantage or a pecuniary gain for himself or herself, or any other person.

9.4 Local Authorities (Members' Interests) Act 1968

Pecuniary interests

- The **contracting rule** *prohibits* members from being interested in any contacts with the council that have a combined value of more than \$25,000 in a financial year – unless the Auditor-General approves the arrangement.
- The **participation rule** prohibits members from *participating* (discussing or voting) in any council decision-making in which the member has a pecuniary interest (other than an interest in common with the public) – unless the Auditor-General has pre-approved such participation.
- The legislation covers contracts made by the Council directly with the person concerned, and also contracts made by the Council in which the councillor is concerned or interested. Special provisions deal with companies in which a member or his or her spouse/partner is interested either as a shareholder, or as a member of the company, or by virtue of certain management positions.
- There are a number of exceptions to this rule but, in case of any doubt, a councillor should refer to the legislation, and/or refer the matter to the Office of the Auditor-General or seek independent legal advice. The penalty for breach of these provisions (which are contained in section 3 of the Act) is immediate loss of office (section 4) and there is also the possibility of a fine being imposed (section 5).

Non-pecuniary interests

- Any instance where an EM has a bias, or a perceived bias, relating to an issue under consideration. The principle is that justice should not only be done but be seen to be done.
- The most common risks of non-pecuniary bias are where an EM's statements or conduct indicate they have predetermined a decision before hearing all relevant information, and where a member has a close relationship or involvement with an individual or organisation affected by the decision.
- It is the member's responsibility to ensure that they are meeting the requirements under LAMIA and it is up to the individual member to exercise their own judgment as to whether a conflict exists.

9.5 Local Government (Pecuniary Interests Register) Amendment Act 2022

This legislation came into force on 20 November 2022.

- Sections 54A to 54I requires EMs to provide annual returns of certain pecuniary interests.
- Every council is required to keep a register of its members' interests, and to make a summary of it publicly available (NB this disclosure relates to elected, not appointed members – and (compared to the Local Authorities Members' Interests Act 1968) only covers EMs, not their spouse/partner or close family member).

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- Each council is to appoint a Registrar to maintain the Register and provide advice to members.
- Members must take personal responsibility for making sure they satisfy their own obligations. They are required to ensure that the information in their returns is accurate, and must advise the Registrar of an error or omission in their returns as soon as practicable.

Activities to manage conflicts of interest

- EMs are asked to complete an annual disclosure of pecuniary and other interests.
- At the start of every Council meeting, EMs have the opportunity to declare any conflict of interest that could arise on an item for discussion at the meeting. A councillor is not required to inform the meeting about the nature of the interest or why it exists.
- Once a conflict is declared, the councillor is required to abstain from discussion and voting.
- If EMs are unsure about a conflict of interest, this is to be discussed with the Chief Executive/ Mayor/relevant Committee Chair.

9.6 Securities Act 1978

The Council has wide borrowing powers under Part 6 of the Local Government Act 2002. One of the ways the Council can borrow is by issuing stock or other forms of debt instruments. If such debt instruments are offered to the public, the Council must comply with the Securities Act.

What constitutes “offering to the public” is given a very wide meaning (section 3 of the Securities Act). The Securities Act regulates the offering of securities to the public. Local authority debt instruments are securities for the purposes of the Act. If the Council intends offering its debt instruments to the public it will have to produce a prospectus and an investment statement complying with the requirements of the Securities Act and the Securities Regulations 1983.

In addition, any advertisements relating to the offer will have to comply with certain requirements imposed by the Securities Act governing the advertising of public offers of securities. Certificates would also have to be issued to investors, and certain information relating to the Council and the securities would have to be sent periodically to the holders of the Council’s securities.

The Securities Act contains wide provisions establishing civil liability and criminal offences where a member of the public purchasing securities relies on untrue statements made in an advertisement (including an investment statement) or in a registered prospectus. In addition, there are general offences which apply to persons who do not otherwise comply with the provisions of the Act.

Elected members are deemed “directors” of the local authority for the purposes of the Securities Act and the Regulations made under it. As such, they are potentially personally

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liable to investors if a registered prospectus or an investment (including an investment statement) contains an untrue statement. Members may also be criminally liable if the requirements of the Act or Regulations are not met. Some offences carry penalties that would also give rise to disqualification from office.

9.7 Health and Safety at Work Act 2015

The Health and Safety at Work Act 2015 sets up a regime for protecting the health and safety of people in work places that is quite different to the previous legislation. Under the Act elected members are “officers” and as such have obligations and responsibilities which are the same as the Chief Executive (also an “officer” under the act). While Councillors do not have the same liabilities (i.e. penalties if they do not meet those obligations) it is important that Councillors make themselves aware of the measures the organisation has in place for managing health and safety and satisfies themselves that the council organisation is doing what is appropriate to meet the requirements of the Act.

9.8 Public Records Act 2005

The Public Records Act’s purpose is to provide a framework to keep central and local government organisations accountable by ensuring records are full and accurate, well maintained and accessible. The Public Records Act 2005 provides for the continuity of the National Archives and the role of the Chief Archivist. The Act enables accountability by ensuring that full and accurate records of the affairs of local government are created and maintained. It also provides a framework within which local authorities create and maintain their records and has a role in enhancing public confidence in the integrity of local authority records.

The definition of a record includes information, whether in its original form or otherwise, and is not limited to just written information. The definition also includes (but is not limited to) a signature, a seal, text, images, sound, speech, or data in any medium and recorded or stored by any electronic device or process.

In the conduct of their affairs elected members may receive information directly, for example from constituents. Members will need to consider whether that information meets the definition of a local authority record and if so will need to ensure it is included in the Council’s records.

10. Councillor’s Personal Liability

Generally speaking, councillors are indemnified in respect of their actions as a councillor. Section 43 of the Local Government Act 2002 provides for this indemnity (by the Council) in relation to:

- civil liability (both for costs and damages) if the councillor is acting in good faith and in pursuance (or intended pursuance) of the responsibilities or powers of the Council; and

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- costs arising from any successfully defended criminal action relating to acts or omissions in his or her capacity as a councillor.

However, there is a potential personal exposure on the part of councillors in certain circumstances - where the Auditor-General has reported on a "loss" incurred by the Council, for which the Council has not been compensated (sections 44 to 46). The loss must arise out of one of the following actions or omissions:

- money belonging to, or administrable by, the Council being unlawfully expended; or
- an asset being unlawfully sold or otherwise disposed of by the Council; or
- a liability being unlawfully incurred by the Council; or
- the Council intentionally or negligently failing to enforce the collection of money it is lawfully entitled to receive.

If the Auditor-General has made such a report, then that loss is recoverable as a debt due to the Crown (which in turn must be paid back to the Council) from each councillor jointly and severally. Therefore, elected members should always be alert to ensure that their decision making is within the bounds of the law. However, a councillor has a defence to such a claim if he or she can prove that the act or failure giving rise to the loss occurred:

- without the councillor's knowledge; or
- with the councillor's knowledge but against his or her protest made at or before the time when the loss occurred; or
- contrary to the manner in which the councillor voted on the issue at a meeting of the Council; or
- in circumstances where, although being a party to the act or failure to act, the councillor acted in good faith and in reliance on reports, statements, financial data, or other information prepared or supplied, or on professional or expert advice given, by any Council officer or professional advisor in relation to matters which the councillor believed on reasonable grounds to be within that person's competency

11. Governance

11.1 Council's responsibility

Carterton District Council comprises a Mayor and eight elected members, all of whom are elected from the District as a whole.

The Council's elected members are responsible for:

- law-making (by-laws) and regulatory roles under Acts of Parliament
- developing and approving Council policy
- determining the expenditure and funding requirements through the Annual Plan process
- monitoring the performance of the Council against its stated objectives and policies
- employing, overseeing, and monitoring the Chief Executive's performance.

The Council's role is to provide cohesion for the district over a wide range of activities and services, from providing children's play equipment to the treatment of the District's water

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and sewage. Meeting the community's priorities is fundamental to Council's overall operations and service delivery. Partnerships and consultation with the community are integral parts of the Council's operations.

11.2 Council committees

Committees are used for specific topics where detailed consideration is required. Any recommendations from committees will come back to the monthly Council meeting for adoption, unless the authority to decide has been delegated to the committee.

Each committee and advisory group has a terms of reference. The purpose of each group is listed below.

Committee/Advisory Group	Purpose
<i>Risk and Assurance Committee</i>	To monitor, evaluate and report to the Council on its financial, assurance and risk management policies, systems and processes and overview the performance of the Chief Executive.
<i>Policy and Projects Committee</i>	To oversee the strategic development and review of policies, strategies, and bylaws, and oversee the delivery of major projects.
<i>Water Race Committee</i>	To oversee the management of the Carrington and Taratahi water races and make recommendations to Council as required.
<i>Investment Committee</i>	To monitor, evaluate and report to the Council on its Long-Term Investment Fund.
<i>Hearings Committee</i> <u>Refer to 11.3 below</u>	To hear and decide all applications, submissions or objections for any matter other than those matters the Council either retains for itself or sets up a specific Committee to manage.
<i>Chief Executive Employment Review Committee</i>	To act for, and advise Council on matters relating to the employment, performance and remuneration of the Council's Chief Executive.
<i>Community Grants Committee</i>	To allocate grants funding, under the Council's Financial Grants Funds Policy.
<i>Sport NZ Rural Travel Fund Committee</i>	To make allocations from the Sport NZ Rural Travel Fund to financially assist sports clubs and school teams with transport expenses to local sporting competitions.
<i>RSA Grants Committee (Carterton and District Returned and Services Memorial Trust)</i>	This Committee meets annually to determine grant allocations from the Carterton and Districts Returned and Services Memorial Trust.

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<i>Creative Communities Scheme Allocation Committee</i>	To make funding allocations for local arts projects using funding from Creative New Zealand.
<i>Community Advisory Group</i>	To be established 2026
<i>Economic Development Advisory Group</i>	To be established 2026
<i>Rural Advisory Group</i>	To provide quality and timely advice to Carterton District Council on matters pertaining to the Carterton rural community.
<i>Waste Water Treatment Plant Advisory Group</i>	To assist Carterton District Council achieve its vision for wastewater storage and disposal, and help to shape and recommend future development opportunities by working collaboratively within the advisory group.

11.3 Hearing Panels

The Hearings Committee will not hear matters in relation to the Resource Management Act.

Where officers do not have delegated authority to consider and make decisions on resource consents, these will be heard by a Hearing Panel made up of Commissioners who have been accredited under the RMA Making Good Decisions programme, or independent commissioners.

External commissioners will generally be used in the following circumstances:

- i. There are no suitably qualified elected representatives.
- ii. The Council or an individual elected representative may be perceived to have an actual or perceived conflict of interest.
- iii. Determination of objections made under Section 357B relating to local authority charges.
- iv. When matters are outside the technical knowledge or experience of accredited elected representatives.
- v. When one or more accredited elected representative may have, or may be perceived to have, a closed mind on the proposal.

11.4 Joint Standing Committees

Wairarapa Joint District Licensing Committee

A Joint District Licensing Committee consisting of two members from each of the three Wairarapa district councils has been set up to implement the necessary processes under the Sale and Supply of Alcohol Act 2012, in particular the appointment of list members and the oversight of the Wairarapa Local Alcohol Policy.

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Wairarapa Economic Development Strategy Governance Group

The Wairarapa Economic Development Strategy (WEDS) was refreshed in 2021, and has a vision of "Thrive Wairarapa" - Striving for our community thriving. The WEDS focus is to maintain momentum in the region's economy, and plan for a future that allows for growth. Those involved are the three Wairarapa district councils, Greater Wellington Regional Council, local iwi, Destination Wairarapa, Business Wairarapa and WellingtonNZ.

Wellington Regional Transport Committee

The Regional Transport Committee (RTC) is a statutory committee required to be established by a regional council under the Land Transport Management Act 2003. The RTC prepares and oversees the implementation of the Regional Land Transport Plan. This plan includes all the projects and other transport activities in the region, including Carterton's local and state highway projects.

Wellington Regional Leadership Committee

The Wellington Regional Leadership Committee (WRLC) was established in 2021 as a joint committee. The WRLC's purpose is to ensure the region grows in ways that support thriving communities, a resilient economy, and long-term wellbeing. The WRLC comprises members from all the nine councils within the Wellington region and the Horowhenua District Council, iwi and central government bringing together housing, infrastructure, jobs, land use, climate resilience, and investment so that the pieces connect rather than compete.

Wellington Region Civil Defence Emergency Management Group

The Wellington Region Civil Defence Emergency Management Group (the CDEM Group) is made up of a number of agencies from the region who work together to provide civil defence and emergency management to the region. This includes the nine councils, emergency services, lifeline utilities, Wellington Region Emergency Management Office and any other agency with civil defence and emergency management responsibility. Governance of the CDEM Group and its activities is provided by the Joint Committee.

11.5 Responsibilities assigned to individual members

In addition to appointment to committees, joint committees, and hearing panels, members may be appointed to other organisations in which the Council has an interest, they may be assigned responsibility for activity portfolios, or liaison roles, or chairing or membership of working groups that may be from time to time established.

11.6 Council Controlled Organisations

Council Controlled Organisations are defined in the Local Government Act 2002 as any organisation in which one or more local authorities control 50 percent or more of the voting rights or appoints 50 percent or more of the directors.

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Carterton District Council does not currently have any Council Controlled Organisations however as part of the Government's Local Water Done Well reform, will establish the Wairarapa-Tararua (Wai+T) Water Entity in 2027 with South Wairarapa, Masterton and Tararua District Councils.

The new regional organisation will take over the delivery of critical water services from councils to provide more affordable and resilient water services, increased access to finance for infrastructure investment, improve operational efficiency and cost savings in planning, contracting and delivering works, and offer regional employment opportunities.

11.7 Meeting times and agenda availability

The Council decides its meeting schedule on an annual basis. Meeting dates are then published, which is a requirement of the Local Government Official Information and Meetings Act. Meeting dates are also displayed on the Council's website.

Ordinary Council meetings are held approximately every 6 weeks, and the Policy and Projects Committee meets on an eight-weekly cycle. Some variation in Council and Committee meetings is needed to align with statutory decisions that Council needs to make, such as the adoption of the Annual Plan and Annual Report.

The Investment Committee, and Water Race and Audit and Risk Committees meet quarterly.

The Hearings Committee meets as and when required, and the Sport NZ Rural Travel Fund and the Community Grants Committees meet annually.

The CE Employment Review Committee meets twice a year, and as required.

All meetings of the Council and its committees are scheduled for Wednesdays.

Agendas for all Council and Committee meetings are available for public inspection two days prior to the meeting, with the exception of emergency meetings of Council where agendas published online as soon as available, or available on the day of the meeting. Public excluded agendas are not available to the public.

Copies of agendas and minutes with the exception of public excluded items are available to members of the public at the Council Office, and on the Council's website www.cdc.govt.nz

Members of the public can attend meetings of Council, Committees, and workshops, including by videoconference, however must leave if the meeting moves into a Public Excluded section of the meeting.

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11.8 Conduct of meetings

The legal requirements for Council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and Committee meetings are open to the public unless there is a valid reason to consider an item with the public excluded. Although meetings are open to the public, members of the public do not have speaking rights unless they are speaking in the public forum, or a prior arrangement has been made with Council.

The LGOIMA contains a list of the circumstances where Councils may consider items in the public excluded part of the meeting. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, negotiating without disadvantage, and the maintenance of public health, safety and order. The Council agenda is a public document although parts may be withheld if the above circumstances apply.

The Mayor or the Committee Chair is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of a member of the public for disorderly conduct or any member of Council who does not comply with Standing Orders.

Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of the LGOIMA.

All meetings scheduled for the following month must be publicly notified not more than 14 days and not less than 5 days before the end of the current month. In the case of meetings held on or after the 21st day of the month, public notification may be given not more than 10 nor less than 5 working days before the day on which the meeting is to be held. Extraordinary meetings generally can be called with three working days' notice.

12. Engagement

12.1 Significance and Engagement Policy

Carterton District Council updated the Significance and Engagement policy as part of the LTP in 2024. This is publicly available in the Long-Term Plan on the Council website www.cdc.govt.nz.

Some Council decisions have greater significance than others. The Significance and Engagement Policy explains how the Council will determine the degree of significance of particular issues, proposals, assets, decisions, and activities. It lets both the Council and the community understand when the community can expect to be engaged in the Council's decision-making processes, and to know how this engagement is likely to take place.

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12.2 Special Consultative Procedure

The Local Government Act sets out certain consultation principles and a procedure that local authorities must follow when making certain decisions. This procedure, the special consultative procedure, is regarded as a minimum process.

The Special Consultative Procedure (section 83 of the Act) must be used for:

- adoption or amendment of a Long-Term Plan (LTP)
- making, amending or revoking a by-law
- reviewing a strategic asset
- changes to the mode of delivery of a significant activity if that is not provided for in an LTP.

There are also statutes that require the special consultative procedure to be followed in specific situations, including:

- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012
- Reserves Act 1977
- Dog Control Act 1996
- Building Act 1991.

The special consultative procedure consists of the following steps:

1. Prepare a statement of proposal and a summary
2. Give public notice
3. Review submissions
4. Deliberate in public
5. Provide a copy of the decision and a summary of the reasons to submitters.

The Council may be required to use the special consultative procedure under other legislation, and it may use this procedure in other circumstances if it wishes to do so.

13. Policies for liaising with, and memoranda or agreements with, Māori

Carterton District Council recognises and respects the responsibility of the Crown to acknowledge and honour the principles of Te Tiriti o Waitangi and the obligations set out under the Local Government Act 2002.

The Council acknowledges Hurunui-o-Rangi Marae and hapū, Ngāti Kahukuraāwhitia, as mana whenua entities within our District, and values the role of these, and other iwi, hapū, hāpori Māori, and whānau, in the social and cultural fabric of our community.

In 2023, Council entered into a new partnership agreement with Ngāti Kahukuraāwhitia (and Greater Wellington Regional Council) for the development of nursery land at, and adjoining, the Dalefield wastewater treatment plant. The nursery will grow poplar and willow poles,

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using treated wastewater for irrigation and, once established, double the amount of treated wastewater being diverted away from the Mangatarere Stream. A Memorandum of Understanding has also been signed by the parties agreeing to work together to help train and develop the required skills within our community.

14. Management structures and relationships

14.1 Chief Executive

The Local Government Act 2002 requires the Council to employ a Chief Executive, whose responsibilities are to employ other staff on behalf of Council, implement Council decisions, and provide advice to the Council. Under the Act, the Chief Executive is the only person who may lawfully give instructions to a staff member.

Any complaint about individual staff members should, therefore, be directed to the Chief Executive, rather than to the Mayor or councillors.

14.2 Council departments

Community services

- Community partnerships
- Economic development
- Youth development
- Community events
- Grants allocation
- Arts, culture, and heritage
- Events Centre and other facilities operations
- Library services

Parks and reserves

- Cemetery
- Parks and reserves
- Council property
- Outdoor swimming pool
- Civic gardens
- Holiday Park

Finance

- Rates administration
- Financial management

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Corporate services

- Governance support
- Customer services
- Corporate planning and reporting
- Information systems management
- Human resources
- Health and safety
- Emergency Management
- Electoral support

Infrastructure

- Roads and bridges
- Footpaths
- Street lighting
- Urban water supply
- Sewerage and the treatment and disposal of sewage
- Stormwater
- Waste management and recycling
- Water races

Planning and regulatory

- Animal and dog control
- Noise control
- Building consents
- Environmental health
- Sale and supply of alcohol
- District Plan
- Resource Management Act monitoring

14.3 Equal Employment Opportunity Policy

The Local Government Act 2002 (section 36 of Schedule 7) requires the Council to act as a good employer. The Council is committed to the principle of equal opportunity in the recruitment, employment, training, and promotion of its employees. The organisation provides a welcoming, positive environment, and regards the provision of equal opportunities as essential principles in the management of its staff.

15. Key approved planning and policy documents

The Council has a range of strategies, plans, and policies that direct, guide, and manage Council activity. Some are required by statute.

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Long Term Plan 2024 - 2034	Adopted September 2024
Wairarapa Combined District Plan	Adopted May 2011 – in the process of being reviewed
Delegations Manual	Adopted December 2025
Significance and Engagement Policy	Adopted September 2024 as part of the LTP
Infrastructure Strategy 2024-54	Adopted September 2024 as part of the LTP
Reserve management plan	Adopted April 2021
Waste Minimisation & Management Plan 2023-2029	Adopted 2023
Wellington Region Civil Defence Emergency Management Group Plan 2025-35	Adopted June 2025

16. Systems for public access and participation

16.1 Council and Committee meetings

Members of the public are able to address Council at the commencement of each Ordinary Meeting or Committee. Arrangements can be made through the Democratic Services Coordinator, phone 06 379 4030, or email demservices@cdc.govt.nz.

Members of the public are welcome and encouraged to attend the public sections of Council and Committee meetings and also workshops, either in person or on line.

16.2 Elected members' contact details

Name	Contact Details
Mayor Steve Cretney	steve@cdc.govt.nz
Deputy Mayor Grace Ayling	gracea@cdc.govt.nz
Cr Jane Burns	janeb@cdc.govt.nz
Cr Simon Casey	simonc@cdc.govt.nz
Cr Brian Deller	brian@cdc.govt.nz
Cr Steve Gallon	steveg@cdc.govt.nz
Cr Lou Newman	lou@cdc.govt.nz
Cr Steve Laurence	stevel@cdc.govt.nz
Cr Rachel Round	rachelro@cdc.govt.nz

16.3 Carterton District Council officers

Council Office:

28 Holloway Street

Phone 06 379 4030

PO Box 9

Carterton

Emails:

info@cdc.govt.nz

for general enquiries

rates@cdc.govt.nz

for rates enquiries

events@cartertonec.co.nz

for Events Centre enquiries

infocentre@cdc.govt.nz

for Information Centre enquiries

buildingadmin@cdc.govt.nz

for building and regulatory enquiries

communications@cdc.govt.nz

for communications enquiries

creditors@cdc.govt.nz

for invoice payment enquiries

Websites:

www.cdc.govt.nz

Carterton District Council

www.cartertonec.co.nz

Carterton Events Centre

Chief Executive

Geoff Hamilton

Group Manager Community and Facilities

Glenda Seville

Group Manager People and Corporate

Geri Brooking

Group Manager Regulatory

Solitaire Robertson

Group Manager Infrastructure

Lawrence Stephenson

Chief Financial Officer

Marc Ferguson

17. Requests for official information

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the Council. You do not have to say you are making a request under LGOIMA. Any request for information will be assumed to be a request under LGOIMA.

Once a request is made the Council must supply the information unless reasons exists for withholding it. LGOIMA says that information may be withheld if release of information would, for example:

- endanger the safety of any person
- prejudice maintenance of the law
- compromise the privacy of any person
- reveal confidential or commercially sensitive information
- in the case of resource consents, cause offence to tikanga Māori or would disclose the location of a waahi tapu
- prejudice public health or safety
- compromise legal professional privilege
- disadvantage the local authority while carrying out negotiations or commercial activities
- allow information to be used for improper gain or disadvantage

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- inhibit the effective conduct of public affairs through free and frank expression of opinions by or between members and officers
- not be in the public interest.

The Council must answer requests within 20 working days (although there are certain circumstances where this timeframe may be extended). The Council may charge for official information under the guidelines set down by the Ministry of Justice.

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Appendix 1—Carterton District Council By-laws and Wairarapa Consolidated By-laws

	Last reviewed	Next review due
Model By-laws adopted by Carterton District Council		
2021 Wairarapa Solid Waste Management and Minimisation Bylaw	17/3/2021	N/A
2021 Wairarapa Solid Waste Management and Minimisation Bylaw Controls	17/3/24	N/A
2023 Freedom Camping Bylaw	13/09/2023	13/09/28
Wairarapa Consolidated By-laws		
Part 1 – Introductory By-law	20/11/25	11/30
Part 2 – Public Places (including parks and reserves) By-law	20/11/25	11/30
Part 3 – Sale of Goods or Services in Public Spaces By-law	20/11/25	11/30
Part 4 – Prevention of Nuisance from Fire and Smoke By-law	20/11/25	11/30
Part 5 – Keeping of Animals, Poultry and Bees By-law	20/11/25	11/30
Part 7 – Cemeteries and Crematoria By-law	20/11/25	11/30
Part 6 – Traffic By-law	20/11/25	11/30
Part 8 – Beauty Therapy, Tattooing and Skin Piercing Bylaw	20/11/25	11/30

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8.11 UPDATED WELLINGTON REGION TRIENNIEL AGREEMENT 2025

1. PURPOSE

For Council to confirm the Wellington Region Triennial Agreement for 2025 – 2028.

2. SIGNIFICANCE

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

3. BACKGROUND

Section 15 of the Local Government Act 2002 (LGA) requires that no later than 1 March after each triennial election, all local authorities within a region must enter an agreement for the next three years covering:

- a) Protocols for communication and co-ordination among the local authorities; and
- b) A statement of the process by which the local authorities will comply with section 16 in respect of the proposals for new regional council activities; and
- c) Processes and protocols through which all local authorities can participate in identifying, delivering, and funding facilities and services of significance to more than 1 district.

The agreement may also include:

- a) Commitments by local authorities within the region to establish or continue 1 or more joint committees or other joint governance arrangements to give better effect to 1 or more of the matters referred to in subsection (2) [above]; and
- b) The matter to be included in the terms of reference for any such committees or arrangements, including any delegations.

In recent months the Wellington Region Triennial Agreement (the Agreement) has been updated by members of the region's Mayoral and CE Forums (**Attachment 1**).

The draft Agreement has been reviewed by both the Chief Executives' Forum and the Wellington Regional Mayoral Forum.

The Agreement is between:

- Carterton District Council
- Greater Wellington Regional Council
- Hutt City Council
- Kāpiti Coast District Council
- Masterton District Council

- Porirua City Council
- South Wairarapa District Council
- Upper Hutt City Council
- Wellington City Council

The Agreement outlines an agreement between all councils in the Wellington Region to work collaboratively on matters of mutual interest with a set of protocols to assist region-wide cooperation for the duration of the triennium. It is important to note that decisions to enter any form of arrangement are the domain of each council. The Agreement does not bind CDC to any decision or course of action.

4. DISCUSSION

The 2025-28 draft final Agreement has been refreshed using a new template. The structure of the Agreement has been reorganised to modernise it, and the language used has been simplified where appropriate to improve readability.

The content of the 2025-2028 draft final Agreement builds on the 2022-2025 Agreement with changes that ensure the Agreement is more relevant and specifically lists out where the region will work together over the next three years. Specific content changes include:

- a. Adding the Wellington Regional Waste Management and Minimisation Committee to the list of joint committees that enable regional collaboration (section 3A)
- b. Adding a statement to section 3A noting that Councils will seek greater alignment across the established forums and committees mentioned in that section via coordination of meeting dates and alignment of agendas, supported through the Chief Executives' Forum, and that the administration of the Wellington Regional Mayoral Forum will be through the Wellington Regional Leadership Committee Secretariat, funded by the Wellington Regional Council.
- c. Replacing Section 4 of the draft Agreement. Clause 6.1 of the 2022-25 Agreement has been replaced, and reflects the list of issues and opportunities that the Chief Executives' Forum and the Wellington Regional Mayoral Forum have previously identified as being the areas they would like to work collaboratively on. Specifically for the 2025-28 Triennium this is grouped under three subheadings: Shared Services and Governance Structures; Legislative Reforms; and Issues of Particular Regional Significance.
 - a. *Shared Services and Governance Structures*: this relates to the councils working together to develop a preferred option for the forum and function of local government in the region that delivers long term enduring outcomes, including consideration of opportunities for joint service delivery models.
 - b. *Legislative Reforms*: given the extensive reform programme underway the key areas of legislation that the region will coordinate their response to are: Local Water Done Well, the Resource Management Act Phase 3 Reforms (the proposed Natural Environment Act and Planning Act), Local Government (System Improvements) Amendment Bill, and the Emergency Management Bill.
 - c. *Issues of Particular Regional Significance*: climate adaptation planning and response, regional economic development, regional spatial planning, and cost efficiency in service delivery.

- d. Changing the provision for the servicing of the Agreement to being administered by the Wellington Regional Council on an ongoing basis, rather than passing the responsibility from council to council each triennium.

The Agreement meets the requirements of Section 15 of the Local Government Act 2002 by:

- Encouraging cooperation between councils in the Wellington region.
- Supporting regional planning and community wellbeing.
- Promoting effective consultation and coordination.
- Strengthening relationships between councils.

5. RECOMMENDATION

That the Council:

1. **Confirms** the updated Wellington Region Triennial Agreement 2025.

File Number: 498009

Author: Geoff Hamilton, Chief Executive

Attachments: 1. Final Triennial Agreement 2025 [↓](#)



Wellington Regional Triennial Agreement (2025–2028)

Carterton District Council, Greater Wellington Regional Council, Hutt City Council, Kāpiti Coast District Council, Masterton District Council, Porirua City Council, South Wairarapa District Council, Upper Hutt City Council, Wellington City Council

1. Purpose

This agreement meets the requirements of Section 15 of the Local Government Act 2002 to:

- Encourage cooperation between councils in the Wellington region.
- Support regional planning and community wellbeing.
- Promote effective consultation and coordination.
- Strengthen relationships between councils.

2. Parties to the Agreement

This agreement is between:

- Carterton District Council
 - Greater Wellington Regional Council
 - Hutt City Council
 - Kāpiti Coast District Council
 - Masterton District Council
 - Porirua City Council
 - South Wairarapa District Council
 - Upper Hutt City Council
 - Wellington City Council
-

3. Protocols

All councils agree to work collaboratively and in good faith for the effective governance and development of the region. To give effect to this the following Protocols are agreed.

A. Collaboration

Parties agree to collaborate and coordinate their activities with one another. Collaboration may be undertaken on a regional or sub-regional basis as appropriate to the issue.

The Chief Executives' Forum will provide guidance and direction on which collaborative mechanism is best placed to lead on any issue or opportunity, taking into account agreed terms of reference.

The following collaboration mechanisms will be maintained:

Regional and sub-regional forums:

- Wellington Regional Mayoral Forum
- Wairarapa Combined Council Forum
- LGNZ Zone Four (or equivalent sub-regional forums)

Joint Committees:

- Wellington Regional Leadership Committee (WRLC)
- Regional Civil Defence Emergency Management Group (CDEM)
- Wellington Region Waste Management and Minimisation Committee

Other collaborative Committees:

- Regional Transport Committee

Councils will seek greater alignment across these established forums and committees by:

- Coordinating meeting dates and aligning agendas
- Supporting the administration of the Wellington Regional Mayoral Forum through the WRLC Secretariat, to be funded by the Wellington Regional Council
- Supporting alignment of agendas through the Chief Executives' Forum.

B. Communication and Consultation

Parties agree to maintain open communication and trust, including through the following:

- Application of a 'no surprises' approach whereby early notification (prior to any public announcement) is given between parties concerning: (a) significant new policies or programmes; (b) potential disagreements; (c) actions likely to impact significantly on other Parties.
- Respecting each of the Parties' autonomy and accountability.

- Representing dissenting views fairly when disagreements occur and refraining from publicly criticising other Parties.
- Communicating with central Government on collective regional issues through an agreed spokesperson and/or using a position agreed collectively.

Where possible collective regional decisions will be made on a consensus basis. Where this is not possible a majority vote will apply, with dissenting views clearly recorded.

C. Process for new Regional Council activities

The Regional Council will provide early advice to the Parties (via the Chief Executives Forum and Mayoral Forum) when proposing any significant new activity, in addition to other requirements specified in s16 of the Local Government Act.

D. Mana Whenua Partnerships

All Councils agree to work towards a genuine partnership with mana whenua based on Te Tiriti principles. Mana whenua will continue to be members of the Wellington Regional Leadership Committee and will meet as an iwi caucus with the Mayoral Forum as required to discuss issues of joint interest and seek alignment.

4. Areas of Joint Work

The Parties will work together on issues where it is agreed that the Region and the communities within it will benefit from a regionally collaborative approach. For this Triennium this will include the following:

Shared Services and Governance Structures

- Developing a preferred option for the form and function of local government in the region that delivers long-term enduring outcomes. Working with Government to enable its successful implementation.
- Identifying opportunities for joint service delivery models and support existing shared delivery of services

Legislative Reforms

- *Local Water Done Well Reforms* – putting in place the formal governance structures and foundation documents and establishing the new CCOs
- *Resource Management Act Phase 3 reform* – developing a shared regional view of how to implement the new planning framework
- *Local Government (System Improvement) Amendment Bill* – responding to the proposed changes from an aligned regional perspective
- *Emergency Management Bill* – developing a shared approach to new requirements to inform joint planning through Wellington Region Emergency Management Office (WREMO)

Issues of particular regional significance

- Climate adaptation planning and response – developing a regional framework to guide local adaptation planning (through the WRLC) and respond to the National Adaptation Framework
- Regional economic development – reviewing the approach to regional economic development and how we maximise regional impact on job creation from collective action
- Regional spatial planning – developing an aligned regional response to the RMA Reform proposals for a regional spatial plan, including the option of sub-regional spatial planning elements and how we will build on the work already undertaken to develop a Future Development Strategy through the WRLC
- Cost efficiency in service delivery – opportunities to deliver high quality services to the community for less.

5. Servicing the Agreement

This Agreement will be administered by the Wellington Regional Council who will:

- Act as the administering authority
- Respond to any media enquiries on the Agreement
- Coordinate development and signing of the next Agreement.

This Agreement remains in force until it is replaced by another agreement.

6. Reviewing the Agreement

Any council may request a review of this agreement by writing to the administering authority. A review must begin within four weeks of the request.

7. Dispute with the Agreement

If a decision of a Party is significantly inconsistent or expected to have consequences that will be significantly inconsistent with this Agreement, that Party must clearly identify and provide reasons for the inconsistency in accordance with s.6 of the Act.

All disputes that cannot be resolved, will be referred to non-binding arbitration. If councils cannot agree on an arbitrator, one will be appointed by the President of the Wellington Branch of the NZ Law Society.

This agreement is signed on this _____ day of _____, by the following on behalf of their respective councils:

Carterton District Council

Mayor

Greater Wellington Regional Council

Chair

Hutt City Council

Mayor

Kāpiti Coast District Council

Mayor

Masterton District Council

Mayor

Porirua City Council

Mayor

South Wairarapa District Council

Mayor

Upper Hutt City Council

Mayor

Wellington City Council

Mayor



8.12 COUNCIL SUBMISSIONS ON PROPOSED LEGISLATION

1. PURPOSE

For the council to endorse external submissions to the Government's consultations on its proposals for a *Rates Target Model*, and *Simplifying Local Government*.

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 Government is consulting on a number of changes to legislation that have significant impacts for local government. Two current proposals are the *Rates Target Model*, which relates to capping councils' ability to increase rates, and *Simplifying Local Government* which seeks to replace regional council elected members with a board made up of district and city council mayors who will also be responsible for developing regional reorganisation plans. Council has lodged submissions as part of the Government consultation process.

Other proposed amendments to legislation include changes to the Resource Management Act, Emergency Management and others. Council has not submitted on these amendments.

4. BACKGROUND

4.1 Rates Target Model

The Department of Internal Affairs (DIA) is seeking Council feedback on the proposed formula and economic indicators for setting a rates range, including whether the preliminary range of 2-4% per capita per year is appropriate.

Feedback was sought from both Elected Members and staff, and is summarised in **Attachment 1**.

Details of the formula and consultation questions asked are in **Attachments 2 and 3**.

The deadline for feedback was 4 February 2026 and the submission was lodged in time. Endorsement of the submission was received from Elected members via email prior to the submission being lodged.

4.2 Simplifying Local Government

This proposed legislation states that the current system of local government has built-in duplication (two sets of councillors) and that creating "Combined Territories Boards" (CTB's), will simplify governance by consolidating decision making with mayors.

The CTB will be responsible for developing Regional Reorganisation Plans to provide a structured, transparent platform to improve efficiency and ensure services are delivered in a way that fits the region's needs.

More information on the proposal is available on the DIA website

<https://www.dia.govt.nz/simplifying-local-government#What>

Feedback was sought from both Elected Members and staff, and is summarised in a draft submission (**Attachment 4**) for the Council's review and ratification.

The deadline for submissions is 20 February 2026.

5. RECOMMENDATION

That the Council:

1. **Ratifies** CDC's submission to the Department of Internal Affairs on the Rates Target Model proposal on 4 February 2026.
2. **Approves** CDC's submission on the Simplifying Local Government proposal to be formally lodged with Government before 20 February 2026.

OR

Approves CDC's submission on the Simplifying Local Government proposal to be formally lodged with Government before 20 February 2026 with the following amendments:

File Number: 507228

Author: Marc Ferguson, Chief Financial Officer

Attachments:

1. CDC Rate capping submission FINAL [↓](#)
2. Letter from DIA to Taituarā re rates capping proposal [↓](#)
3. Ratecapping direction to the sector [↓](#)
4. Simplifying Local Government draft submission [↓](#)

EXECUTIVE SUMMARY

Carterton District Council (CDC) welcomes the opportunity to submit on the Government's proposed rates capping model. While we share the goal of ensuring ratepayer value, we align strongly with Taituarā in cautioning against a rigid, per-capita cap. For a smaller, high-growth district like Carterton, a uniform 4 percent rates cap is not compatible with the Council's statutory obligations to sustainably maintain essential infrastructure, comply with increasing central government regulatory requirements, and respond effectively to Carterton's evolving demographic profile.

ABOUT THE CARTERTON DISTRICT COUNCIL

An assessment of the suitability of a uniform rates capping model must be grounded in an understanding of Carterton's specific demographic, economic, and structural characteristics, which materially differentiate it from larger metropolitan authorities.

a) **Demographics and Rating Base**

Carterton is a district of contrasts:

- i. **Population:** We serve a population of approximately 10,300 residents. Although Carterton has grown by approximately 22 percent over the past decade, this growth has occurred within a comparatively small rating base, requiring infrastructure investment levels similar to larger Councils but without the same capacity to spread costs across a wider ratepayer population.
- ii. **Aging Population:** Our median age is 48.4 years, nearly 10 years higher than the national average. A significant portion of our ratepayers are on fixed incomes, making us highly sensitive to affordability. However, this same demographic relies heavily on the "soft infrastructure" (libraries, parks, swimming pools and senior services) that would be the first to be cut under a rigid revenue cap. Importantly, these services also offer limited scope for transition to user-pays funding models, leaving councils with few practical alternatives for managing cost pressures without undermining our core purpose.
- iii. **Land Area:** We manage approximately 1,180 km² of land, stretching from the Tararua Ranges to the Pacific Coast. This creates a vast geographical footprint that must be serviced by a relatively small number of rateable properties (approximately 5,400).

b) **Economic Drivers and Infrastructure**

Our economy is built on primary production and the construction sectors:

- i. **The Roding Network:** We maintain nearly 440km of roads (sealed and unsealed). The maintenance of this network is critical for the Wairarapa's primary sector exports but is increasingly vulnerable to extreme weather events.
- ii. **Waingawa Industrial Area:** This is the district's largest employment hub and a regional driver for wood processing and transport. Ensuring this area remains competitive requires infrastructure investment that often exceeds the 4% inflation target.
- iii. **Growth Opportunities:** A key future strategic priority for the Council is to enable the timely release of land for residential development. Achieving this outcome requires an estimated capital investment of more than \$16 million in core network infrastructure. A uniform rates cap will require material trade-offs between

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From: Carterton District Council (CDC) Date: 29 January 2026 Subject: Feedback on the Proposed Rates Target Model – Protecting Community Wellbeing and Local Choice

funding growth-enabling infrastructure, including housing delivery aligned with Government objectives, and sustaining the ongoing provision and maintenance of essential services.

c) **NZ Taxpayers Union**

The New Zealand Taxpayer Union has ranked Carterton District Council as having the highest residential rates per household for a number of years, alongside our fastest growing city Auckland.

Successive Carterton District Councillors have shouldered this unwelcome honour in the knowledge rates are being invested to maintain and upgrade core infrastructure assets.

As a result of this investment, Carterton's water supply is secured from two different sources and will adequately provide for population growth until 2043. Our wastewater treatment plant has recently obtained a 35-year resource consent; expanded the volume of treated wastewater being irrigated on land; is trialling a unique way to deal with biowaste (wastewater sludge); and is currently undergoing a major upgrade to further improve our management of wastewater.

Carterton District's roading, water and wastewater infrastructure assets would be in a significantly worse position if successive Councillors had focussed on keeping rates low during the past two decades – something which an arbitrary rates cap will encourage. Furthermore, the policy risks producing perverse incentives that drive councils toward higher levels of borrowing, deepening their overall financial deficit.

THE "PER CAPITA" FALLACY

Carterton District Council concurs with Taituarā's view that applying a per-capita rates cap is an inherently unsuitable measure of local government efficiency, as it fails to account for the structural and operational factors that drive council expenditure.

A per-capita rates cap fails to recognise the structural cost drivers inherent in local government service delivery. In particular, our fixed infrastructure costs across extensive roading and bridge networks, remain largely unchanged regardless of fluctuations in population growth. These costs do not scale in a linear manner.

In addition, capital investment for smaller councils is characteristically "lumpy", with major renewals or upgrades to community facilities, transport corridors, and resilience-related infrastructure generating unavoidable, step-change expenditure profiles. These investment cycles cannot be accommodated within an arbitrary maximum annual rates cap without compromising long-term asset integrity and prudent financial management.

CARTERTON SPECIFIC CONTEXT: GROWTH AND RESILIENCE

Carterton is currently navigating unique pressures that a national cap fails to recognize:

- a. **Financial Position:** In our 2024–2034 Long-Term Plan, we signalled the need for resilience-focused investment, with a forecast average rate increase of 11.4% in Year 1 to catch up on historic infrastructure deficits, predominately in roading. Even after this

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significant increase of investment in roading, our sealed network renewals are at just 1% - meaning at current funding levels it will take 100 years to resurface our sealed road network – well below the recommended 3% resurfacing rate as recommended by NZTA.

Other Council infrastructure assets face similar issues. Councils reticulated water assets have an average age of 32 years for water supply and 37 years for wastewater. Approximately 29% of water supply, and 43% of wastewater below ground infrastructure assets are rated as being in poor, or very poor condition.

- b. **The Wairarapa Connection:** Carterton's roading network functions as a critical regional transport corridor, supporting both community access and primary sector productivity. The cost of maintaining our rural roads and bridge infrastructure continues to escalate, with climate-related weather volatility significantly increasing damage frequency and repair costs. These pressures are rising at a rate well above standard CPI movements, creating a structural funding gap that a uniform rates cap cannot adequately accommodate.
- c. **Unfunded Mandates:** Local authorities are increasingly required to deliver additional statutory and regulatory functions without corresponding funding from central government. Emerging obligations relating to biodiversity management and civil defence readiness represent a direct cost shift onto councils. These pressures are not recognised within a constrained rates environment, resulting in increased fiscal risk and reduced capacity to maintain essential community services.
- d. **Small Rating Base:** Given Carterton's comparatively small rating base, the administrative requirements associated with seeking exemptions under the proposed model would impose a disproportionate compliance burden. This would, in effect, increase overhead costs for councils of our scale which would be counter to the Government's stated objective of reducing administrative expenditure.

RISK TO INTERGENERATIONAL EQUITY

Carterton District Council shares Taituarā's concern that a uniform rates cap risks creating an "infrastructure deficit by stealth". Under a constrained maximum rates cap, while construction-sector inflation continues to exceed general CPI, Councils are placed in a position where they must underfund asset depreciation, despite this being essential for long-term sustainability.

Such underfunding inevitably defers necessary investment, transferring today's infrastructure pressures onto future ratepayers. This outcome is inconsistent with the Local Government Act's requirement for prudent financial management and undermines the principle of intergenerational equity central to sound public administration.

a. Increase in Indebtedness

Councils have limited means to increase other revenue to fund infrastructure costs. This is especially true in the Transportation area. "User Pays" charges for transportation are collected by Government, and distributed via the Funding Assistance Rate applied by NZ Transport Agency. The core data behind these allocations is not shared with Councils, but is clearly not reflective of the true cost of maintaining rural roads – especially roads

subject to high volume heavy vehicle traffic. This is especially true with Forestry harvest operations.

With a rates cap and limited ability to introduce user pays charges for roading, Councils will be forced into either letting roads degrade, or borrowing more to fund maintenance works. Any additional indebtedness will be a burden on future ratepayers, none of whom received any benefit from past forestry operations.

Increased Council borrowing will further undermine the sustainability of Councils nationwide. At present the only tool Council has to fund these costs is rates. An arbitrary rates cap will see a more rapid deterioration of rural roading network in the near future.

FUTURE STRATEGIC IMPACT: PROVIDING FOR GROWTH & REGIONAL CONNECTIVITY

A uniform maximum rates cap creates a direct conflict with Government policy objectives, particularly the expectation that local authorities enable housing supply and maintain critical regional transport links. For Carterton District Council, the implications are material and immediate.

- a. **Infrastructure-Led Housing:** Providing for future population growth requires significant upfront investment in transport, waters and core infrastructure assets. These investments are essential to enabling development and reducing the cost of housing in alignment with Government supply targets. Under a per-capita cap, Council would be compelled to prioritise investment between maintaining existing levels of service for current residents or facilitating growth. Historically Councils have been reluctant to reduce levels of service for existing residents, which combined with a rates cap is likely to result in stalled housing delivery and reduced alignment with national objectives.
- b. **The Rural Roding Paradox:** Carterton manages an extensive rural roading network that underpins the region's primary sector economy. The cost of maintaining this network is driven by heavy-vehicle movements and climate-related damage, not population size. Forestry harvesting causes significant damage to rural roads, which is not compensated appropriately through the current Funding Assistance Rates (FAR) provided by NZTA. Without the ability to introduce more 'user pays' charging for heavy vehicle operators such as e-RUC and location tracking, Councils will be forced to reduce levels of service for existing users. This will likely see roads that are currently sealed, being reverted to gravel due to costs pressures and lack of alternative funding options. As such, a per-capita cap does not reflect the true cost structure of these essential transport corridors. A capped rates model will constrain the Council's ability to maintain critical regional connectivity and economic productivity.

RECOMMENDATIONS

Carterton District Council does not support rates capping.

In the event the Government decides to introduce rates capping Carterton District Council recommends that Government adopt the following principles, which reflect the structural cost drivers faced by councils across the sector:

- a. **Adoption of a total revenue-based approach:** Any capping mechanism should be based on total rates revenue rather than per-capita metrics to more accurately reflect the predominance of fixed and non-scalable infrastructure costs in local government service delivery, particularly for smaller and rural authorities.
- b. **Automatic exclusion of new statutory and compliance obligations:** Expenditure arising from new or expanded legislative, regulatory, or policy requirements imposed by central government should be automatically excluded from any cap. This would ensure that councils are not required to absorb unfunded mandates within constrained revenue settings, thereby reducing fiscal risk and supporting prudent financial management.
- c. **Rates cap benchmarks are linked to Council and Government expenditure, not consumer expenditure:** Council expenditure is primarily focussed on core infrastructure services. Council capital expenditure is linked to the price of steel, plant & equipment, electronics, and chemicals, all of which are driven by global market factors. Using a consumer-based index to cap rates ignores Councils infrastructure cost drivers, and emphasises irrelevant factors which do not influence rates e.g. food price inflation.
- d. **Targeting of discretionary expenditure rather than a blanket cap:** If a rates cap is to be progressed, consideration should be given to targeting more discretionary areas of council expenditure, rather than applying a uniform cap across all council activities. This approach would better protect essential infrastructure and statutory services while still providing a mechanism for fiscal discipline.
- e. **Regional Recognition:** Any rates capping framework should explicitly recognise that rural and provincial councils face structurally higher cost-to-ratepayer ratios than metropolitan authorities, reflecting differences in geography, infrastructure scale, service dispersion, and rating base size.

CONCLUSION

Carterton District Council remains committed to the prudent and efficient use of public resources. However, the application of a uniform, nationally prescribed rates cap represents a blunt policy instrument that does not adequately reflect the diverse operating environments, cost structures, and statutory responsibilities of local authorities. For Councils such as Carterton, such an approach risks undermining the sustainable provision of essential services and infrastructure relied upon by our community. The Council therefore advocates for a rates framework that prioritises transparency, local decision-making, and accountability to communities, rather than inflexible central government-mandated limits.

**Internal Affairs
Te Tari Taiwhenua**

3 December 2025

45 Pipitea Street, Wellington

Raymond Horan
Taituarā – Local Government
Professionals Aotearoa
raymond.horan@taituara.org.nz

Dear Raymond Horan

Subject: Consultation on a rates target model for New Zealand

On Monday 1 December, the Prime Minister and Minister of Local Government announced the introduction of a rates target model for New Zealand.

The Government has agreed that from 1 July 2029, councils will operate within a target range of rates increases to help keep rates affordable for households while ensuring councils can maintain essential services and invest in infrastructure.

The Government has also agreed to targeted consultation from December 2025 to February 2026 on how to set the target range of rates increases. We are writing to you today as you have been identified as a stakeholder to engage as part of this targeted consultation. Further information on the feedback we are seeking is below.

The Government's key decisions are:

- The range will apply to all sources of rates (general rates, targeted rates, uniform annual charges), but excludes water charges and water-related targeted rates, and other non-rates revenue.
- The range will apply to the price component of rates, not volume growth.
- Under the rates cap councils will have discretion to spend rates funding as they currently do. This system does not limit spending to certain services or activities. But councils will need to comply with changes made through the Local Government System Improvements Bill.
- The range will be anchored in long-run economic indicators, such as inflation at the lower end and nominal GDP at the higher end. An additional growth component will be added for some councils.
- There will be a transition period from 2026 to 2029. During this time, councils will be required to consider the rates target when setting rates, but it will not be mandatory to operate within the range. The Department of Internal Affairs will issue guidance and undertake monitoring of councils during this time.
- From 1 July 2029, the model will allow for variations in extreme circumstances and a clear process for councils to apply for other temporary adjustments.
 - Examples of extreme circumstances are responses to natural hazards, global economic crisis, or other significant events. In these cases, councils will need to show how they will return to the band over time.

- Where councils need to raise revenue to pay for things outside of extreme circumstances, they will be able to do so through a variation process, and they would need to apply to a regulator for approval. Councils would need to provide justification and explain how they intend to return to the band over time.
- Further work is required on detailed design, including regulatory oversight. Cabinet will make additional decisions in early 2026, and legislation will be introduced before the general election.

Targeted consultation

We seek your feedback on the proposed formula and economic indicators for setting the range, including whether the preliminary range of 2-4% per capita per year is appropriate. Details of the formula and consultation questions are attached.

Consultation closes on 4 February 2026.

Feedback can be provided directly, through meeting with the Department, or by emailing ratescapping@dia.govt.nz before 4 February 2026. Given the timeframes, our preference is to meet with you as soon as possible. If you are able to do so, please send through available times.

Should you have any questions, please get in touch.

Yours sincerely,



Rowan Burns
Policy Manager

Appendix A

Proposed formula

The proposed formula is expressed in Figure 1, based on a per capita, price basis for a fixed basket of council services:

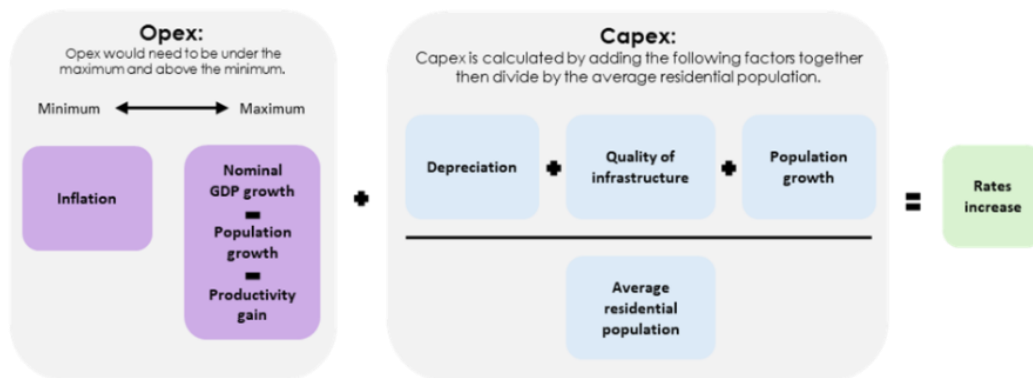


Figure 1: Proposed rates target formula

In a future 'steady state',¹ where investment is constant as a share of GDP, the infrastructure deficit has been addressed, and the share of operational spending to capital spending is constant, these factors should apply for both capital and operational spending.

To allow comparison with a price index, council capital expenditure is based on a per person or per rating unit basis and should –

- be sufficient to replace worn out assets (depreciation);
- respond to demand for more and improved infrastructure as income rises;
- be in line with GDP (quality of infrastructure); and
- increase as growth occurs, to cover the need to serve more people.

Capital spending to replace worn out assets should be depreciation funded. Rates should cover the increase in standards as GDP increases, and the portion of growth costs that are not recovered from other tools (i.e. from development contributions or the forthcoming development levies regime). This should be in line with the target.

Preliminary analysis using this formula suggests that a 2-4% target range for local authority rates is justifiable as a long-run guide and anchor to where rates increases should be.

¹ A 'steady state' is a hypothetical about the optimal level of rates as a share of GDP. Historically, rates have been approximately 2% of GDP, with infrastructure issues emerging when councils varied below this trend. As some more councils shift to water charges, total rates as a percentage of GDP are likely to need to be lower, though rates + water charges will need to exceed the historic trend for councils and water services to be financially viable and catch up on historic deficits

- *Choice of minimum:* 2% represents the midpoint target band of the RBNZ policy target. The average rate of inflation has been 2.1% since 2002, excluding the Covid-19 inflationary pressure. The average has been 2.6% including Covid. Conceptually, this reflects that councils should be maintaining service standards.
- *Choice of maximum:* As a long run anchor we believe council activity should align with national activity/growth, or GDP. Demand for council services should be reasonably in line with rises in GDP. Nominal GDP has increased at an average rate of 5.4% per annum. We analysed growth in population, household formation, and new dwellings (proxies for the rateable base for councils) which were around 1-1.5% per year on average. We also note that productivity growth has averaged to around 0.3% per year for the last decade.² Deducting prospective growth in the rateable base, and an allowance for productivity yields around 4% as a per capita/per rating unit increase.

This range represents the price component of council rates revenue increases. Councils grow in size over time as they support growth and serve more households and businesses with rates funded services. We will allow for growth in the total rates revenue that a council can collect as a result of this growth.

Consultation questions

1. Do you agree with the proposed economic indicators to be included in a formula for setting a rates target?
2. If not, what economic indicators do you suggest be included and why?
 - a. Does setting the minimum of the target in line with inflation ensure that councils can maintain service standards? If not, why not?
3. Does the maximum of the target account for council spending on core services?³
4. What council spending will not be able to take place under this target range? Why?
5. Are changes to the target needed to account for variations between regions and councils? What changes do you propose and why?

² For a full description of NZs Productivity history, see: [Treasury paper: The productivity slowdown: implications for the Treasury's forecasts and projections - May 2024](#)

³ Core services as outlined in the *Local Government (System Improvements) Amendment Bill 2025* being network infrastructure; public transport services; waste management; civil defence and emergency management; libraries, museums, reserves, and other recreational facilities.

18 December 2025

To: All Chief Executives
All Chief Financial Officers

Rate-capping Proposals – Proposed Direction of a Taituarā Response

This memorandum provides a proposed direction for the Taituarā response to the targeted consultation in regards the targeted consultation on the rate-capping proposals.

This memorandum is not the draft Taituara submission. It sets out the key points that we propose to make to the Department in discussions in late January. We seek feedback on these points, and any others you think we've missed by 16 January.

The Targeted Consultation

Taituarā has received an invitation to participate in the targeted consultation DIA is undertaking on the proposal. This is not an opportunity to litigate the headline policy but to work with the Department to refine the proposals.

Most local authorities have not been invited directly to participate in the consultation. Of course, anyone has the right to communicate views on this, or anything else, to the Minister and Secretary of Local Government.

The consultation material is attached. The consultation asks five questions:

1. Does Taituarā agree with the proposed economic indicators to be included on a formula for setting a rates target?
2. If not, what economic indicators do you suggest be included and why? (As an adjunct the material also asks "does setting the minimum of the target in line with inflation ensure that councils can maintain service standards? If not, why not?")
3. Does the maximum of the target for account for council spending on core services (as defined in the System Improvements Bill)?
4. What council spending will not be able to take place under this target range? Why?
5. Are changes to the target needed to account for variations between regions and councils? What changes do you propose and why?

Clarity

The material in the public domain is unclear in key respects.

Our panel of experts is baffled by the meaning of the phrase “*the range will apply to the price component of rates, not volume growth*”. Taituarā had assumed that this meant that the cap would be on the per unit amounts e.g. the rate in the dollar property value, the per rating unit charge etc. But members of our expert panel had three other interpretations

The proposal suggested that the targeted range will be anchored in long-range indicators such as inflation at the lower end and nominal GDP at the higher end. This doesn't seem to be captured in the formulae cited in the proposal – especially in the capital aspects of the proposal.

It is unclear whether the so-called voluntary targeted rates and levies under the Infrastructure Funding and Financing Act are included in the cap. Neither should be, one is an opt-in on the part of ratepayer, and the other is set at the decision of an outside body and collected through the system. The same principle would apply for any other levy or charge levied by a third party (for example, if fire service levies were ever collected in whole or part through the rating system).

The formulae

The proposal is also a mix of measures that appear to be national level measures (such as inflation) and other matters that give a council specific result i.e. population growth, average residential population, depreciation and infrastructure quality.

All in all it appears quite complex, and therefore not at all transparent.

All of the Indicators appear to be backward looking. It is not clear to us how the Government intends to provide the forward-looking dimension necessary for the long-term planning that the sector undertakes.

Indicators should be independently calculated, robust, forward-looking and (ideally) have a legislative or regulatory precedent for use. For example, the existing development contributions provisions of the Local Government Act and the proposed new development levies provisions use measures of movements in construction costs.

Headline inflation does not reflect the reality of asset-intensive council operations. Commentators such as the Productivity Commission and the Department's own regulatory impact statement on the Systems Improvement Bill

have noted that infrastructure costs have increased at a faster rate than CPI inflation. Our initial calculations based on the Capital Goods Price Index have suggested a long-run divergence of around 1 percent per annum over the past 25 years. The model needs more sophistication, by distinguishing between asset and non-asset costs.

Note – we do not see the Local Government Cost Index as an acceptable proposal, at least in its present form. The Government and general public will not accept a measure prepared by the sector.

We welcome the proposed inclusion of a measure of quality of infrastructure.

This avoids unduly penalising communities and councils where there has been an historic legacy of underinvestment in infrastructure. However this will be difficult to measure in an objective and comparable way, across the entire range of infrastructure groups and classes. How is the Department intending to assess infrastructure quality, and what agency or agencies will be making the assessment? (As an aside it seems most likely that the Department will rely on a proxy measure or measures such as those collated by NZTA , Water NZ and the like).

Growth councils have significant concerns that these proposals would constrain spending to service growth proactively.

The growth councils plan on expected future growth as opposed to past figures. Capex has a bow-wave in opex – one council suggests that any capex in their council 'locks in 8-10 percent in opex.

The use of average residential numbers raises significant issues. The assumption was that this was usually resident population, ignoring those councils that have substantial levels of non-resident ratepayers, and those that have significant tourism sectors. Similarly, the use of a measure of residents may disadvantage those with substantial commercial sectors.

Using the number of rating units would resolve some of these matters (and is verifiable from the District VR). On the other hand, some rating units (such as a retirement village) can have hundreds of people resident on the property. We considered the number of separately used portions of a property, but use of SUIPs in the sector is far from universal.

Depreciation has been a major driver of council expenses in recent years, driven off an increase in asset valuations. A measure of this nature is welcomed. Given this is dependent on asset valuations the impact on a need for regular asset valuations and the audit requirements may need further thought. We observe that this factor alone may test the upper limit of the target range based on movements in asset values.

Population growth measures are a critical inclusion. Our concern here is more around how future looking measures would be developed. We had assumed that the regulator would use the Statistics New Zealand projections, but these tend to 'low-ball' actual growth in those most in need of such an allowance.

We noted the proposal suggests "an additional growth component will be added for some councils". We interpret that to mean the 15 or so councils in the top tiers of requirements under the NPS-Urban Development and/or that qualify for the top limit under the Financial Reporting Regulations. The last Census showed that all but two territorial authorities experienced some population growth. There should be some allowance for all local authorities experiencing growth.

Interest rate risk is not adequately accounted for. Interest rate volatility has material impacts on operating costs: A shift in interest rates from 4% to 6% can absorb the entire permitted increase under the proposed cap. A measure of debt-servicing costs might provide growth councils with a degree of cost.

Questions for feedback

- 1. What other indicators might be used to define the rates cap?**
- 2. Do you have any other comments about your councils main cost drivers that are not captured in DIA's proposed formula?**

Incentives

The proposal has been designed as a rate-cap rather than a revenue cap. It is intended to incentivise a move from rate to non-rate revenues (i.e. user charges and development levies). The most immediate impact of this will be an increase in charges for recreational and cultural facilities (and the attendant publicity such as 'taxing kid's sport' and the like). Increasing the share paid by developers could have some impact on house prices – though easier recovery may also better incentivise investment in growth infrastructure.

If growth in the rating base is exempt from the cap, this may encourage behaviours that promote growth, for example faster consenting of projects with economic development/business development outcomes.

The cap will incentivise short-termism. The cap is designed in a way as to require strict compliance in each financial year. Unlike the balanced budget requirements there are no exceptions – making it all the more important that the relationship between this and the test of prudence is clear. The design will incentivise decision-making that prioritises the now over the long-term. The impacts of that will be felt in asset management in particular, by incentivising prioritising short-term cost over the whole of life cost.

The cap may undermine prudent risk management. Specifically councils may be unable to build or maintain disaster reserves. Communities would be left more exposed to natural hazards and the fiscal impacts of recovery. Renewal programmes—which already lag for many councils—would be at risk, shifting cost to future generations

Question for feedback

3. What other incentives, positive or negative, are created by the rates cap?

Other comments

We concur with Treasury comments about the impacts of the headline policy. Treasury's advice to the Minister in June highlighted the risks that arbitrary limits to local authority revenue raising could have for the sector's credit rating and further "that central government work programmes should focus on enabling and encouraging local government to use the funding tools available to them." The Treasury advice also noted that overall rates are at levels it considers are generally not financially sustainable, and that rate-capping may impact on rating agencies assessment of debt. The full Treasury advice is available in [this document](#). (Note: the advice is on pp 8-14). Standard and Poor's most recent communication (3 December) reinforces this concern – the risks appear to be all 'downside'.

There is no detail on the process for an exemption, or indeed what agency will be the economic regulator. Councils will be able to seek permission from a regulator to exceed the cap "in extreme circumstances, such as a natural disaster" or for "catching up on past underinvestment." But as severe weather events become increasingly common, and with many councils wanting to renew ageing assets, the regulator's amenability to exceptions could be a crucial credit consideration. The regulator appears likely to be the Commerce Commission.

Early visibility of the linkages between the rates-cap and other aspects of the financial management regime would be welcomed. It is not clear how and where

adherence to rates-caps sits alongside the other financial management obligations in the Local Government Act. Standard and Poor's has already queried the relationship between the caps and balanced budget requirements. Could the caps also fall foul of the test of prudence if it encourages behaviours such as reducing preventive maintenance and spending on renewals? Is there even a need for the financial strategy to specify limits on rates (or even to have a strategy at all?)

Little has been presented on the transition. We understand and welcome that the cap will fully commence from 1 July 2029. This gives councils lead time to. For example., put shared services arrangements in place, investigate alternative revenues strategies and the like. It is unclear what "consider the rates target when setting rates" means or what the "guidance" DIA are to prepare might mean for example, the higher the degree of 'bind' the more it looks like a rates-cap by another name.

Local variation may not be as important as variations by council type or size – not many of the national economic indicators are collected at local level. The NSW model is not based on local indicators as a set of different weightings on the various elements of what is a formula based on costs. This model has a mix of cost drivers and economic indicators. Has the Department done any analysis of differences in cost by locality or by type (the latter may be more worthy of exploration).

Question for feedback

4. Do you have any other comments on the rate-capping proposal ?



Carterton District Council – Simplifying Local Government Submission

February 2026

Carterton District Council (CDC) welcomes the opportunity to provide input on the Government's proposal **Simplifying Local Government (SLG)**. We agree that in its current form, local government is not fully "fit for purpose" and that structural changes are needed to meet significant challenges facing communities today – including climate change, economic pressures, infrastructure costs, natural hazard emergencies, and demographic shifts.

We share the Government's desire for a 'reset' and see the SLG initiative as a positive catalyst for change. However, any reform must *strengthen* local democratic governance and *enhance* community engagement – not inadvertently weaken them. CDC supports greater regional collaboration (building on our existing partnerships with neighbouring Wairarapa councils), but changes must also preserve local voice and accountability.

Our submission aligns with the feedback and recommendations put forward by our sector bodies, **Local Government New Zealand (LGNZ)** and **Taituarā – Local Government Professionals Aotearoa**, in their submissions. In this document, we focus on aspects of the SLG proposal that have particular relevance for Carterton District.

We endorse the proposal for councils to develop regional plans and work together more efficiently – indeed, we are already looking towards South Wairarapa and Masterton District Councils to investigate the development of a unitary authority. **However, we do not support the proposal to replace regional councils with Combined Territories Boards (CTBs) composed of territorial authorities' mayors.** We believe this aspect of the draft proposal is an interim step that is not needed, and would not best serve our community or the region. In particular, CDC has strong concerns that replacing dedicated regional councillors with a board of mayors:

- **Removes critical expertise** in regional and environmental governance that specialist councillors currently provide;
- **Places unrealistic workloads on mayors**, who may have little background or experience in regional council functions;
- **Offers no direct benefit to a mayor's home council or community**; in fact, it risks reducing the focus and capacity mayors can devote to their own districts;
- **Creates potential governance conflicts**, as mayors would be making decisions on regional matters without a regional electoral mandate, and possibly in conflict with their own councils' interests;
- **Imposes an additional unfunded burden on home councils** – other elected members (e.g. Deputy Mayors) and council staff would likely need to pick up extra duties while the mayor attends to regional business;
- **Lacks an enduring, long-term approach** – the CTB model does not guarantee the *consensus-driven planning, sector expertise, or sustainable funding framework* needed for lasting reform.

Carterton District Council
28 Holloway Street, Carterton, Wairarapa | PO Box 9, Carterton, 5743



If, despite these concerns, the Government decides to proceed with the CTB approach, **CDC recommends several mitigations** to ensure the reform is workable and equitable:

- **Align SLG with other reforms:** Coordinate the timing and design of local government changes with related reforms (Resource Management Act changes, waters services reform, emergency management updates, proposed rates capping, etc.), so that councils face a coherent set of changes rather than piecemeal adjustments.
- **Retain expert knowledge:** Capture and utilise the institutional knowledge of outgoing regional councillors in the new system. Their expertise in areas like environmental management and regional planning should be leveraged during the transition.
- **Build smaller councils' capacity:** Provide support for capability and capacity-building, especially for small rural councils. This will help ensure all councils can effectively participate in and benefit from any new regional governance structures.
- **Flexible transition pathways:** Avoid a one-size-fits-all mandate. Develop transition options that can be scaled or adapted to different regions' circumstances. This flexibility will allow councils like CDC to adopt models that best fit our community's needs while still achieving the reform's objectives.
- **Maintain Te Tiriti partnerships:** Ensure authentic partnership with Māori (in line with Te Tiriti o Waitangi) at all levels of the new governance model and during the transition. Any combined regional body must include Māori representation and uphold the Crown's Treaty obligations.
- **Sustainable funding tools:** Alongside structural changes, develop new funding and financing mechanisms that acknowledge rural councils' cost structures. Small communities like ours need funding approaches that are fair and long-term, to avoid over-burdening our limited ratepayer base.

Carterton District Council – Community Profile and Context

Any assessment of the SLG proposals should be cognisant of Carterton's unique characteristics, which differ significantly from larger urban councils.

Carterton is a small rural district with a **population of around 10,300** residents, having grown **approximately 22% in the last decade**. This growth, while notable, has occurred on a **very small rating base** – we have only about **5,400 rateable properties** in the whole district. Those properties must fund services across a **large geographical area (~1,180 km²)** extending from the Tararua Ranges in the west to the Pacific Ocean in the east.

Our community's **median age is 48.4 years**, nearly ten years higher than the national median, reflecting an ageing population on fixed incomes. Many of our ratepayers are retirees who rely heavily on local "soft" infrastructure and community services such as libraries, parks, and support programmes. Together, these factors mean Carterton faces infrastructure demands comparable to much larger councils, but we must meet them with far fewer people and resources.

These community attributes underline why Carterton strongly values a *localised, community-focused approach* to governance. We have a history of high civic engagement (for example, a voter turnout of



about **53%** in our 2025 local elections, well above the national average) and close Council–community relations. Any governance changes must continue to enable our residents’ voices to be heard and ensure decisions consider our district’s scale and character.

Economic Drivers and Infrastructure Pressures

Like other councils, Carterton is balancing economic growth opportunities with infrastructure pressures:

- **Extensive roading network:** We manage nearly **440 km of roads** (sealed and unsealed) across the district. These roads are lifelines for our primary industries (agriculture, forestry) and connect our people to jobs and services. Maintaining this network to a safe standard is increasingly challenging as more frequent extreme weather events damage roads and bridges. The heavy reliance on a single state highway for north–south travel, and numerous ageing rural bridges, are significant resilience concerns for us.
- **Waingawa industrial zone:** Carterton hosts the **Waingawa industrial area**, our largest employment hub, which includes timber processing mills and transport depots. Servicing this zone requires significant infrastructure investment (e.g. robust roads, water supply, trade waste systems) that often grows in cost faster than general inflation. This industrial area supports jobs and economic activity beyond our district boundaries, yet its infrastructure is funded primarily by our local ratepayers.
- **Enabling housing growth:** We are working to open up new residential land to accommodate growth, but doing so comes with a high price tag. Our recent estimates show that providing the necessary core infrastructure (roads, water, wastewater, stormwater) to enable new housing development will require around **NZ\$16 million** in upfront investment. Under a strict rates cap or limited funding model, Carterton would face difficult trade-offs between funding growth-enabling projects and maintaining essential services.

Financial Position and Infrastructure Needs

CDC has strived to maintain prudent financial management while investing in infrastructure, but in our 2024–34 Long-Term Plan (LTP), the Council signalled the need for substantial investment in core assets, including an average **11.4% rates increase in Year 1** (2024/25). Even with this rise, our capital spending is just keeping pace. For example, our sealed road renewal rate is only about **1% of the network per year**, implying a **100-year** resurfacing cycle – far below the roughly **3% annual renewal** rate recommended by Waka Kotahi NZTA for network health. Similarly, parts of our underground infrastructure are ageing: around **29% of our water supply pipes** and **43% of our wastewater assets** are assessed as in **poor or very poor condition**. Addressing these deficits requires significant funding.

Despite these constraints, Council has made strategic investments to improve resilience and service reliability. The **NZ Taxpayers’ Union** (a rates watchdog) has consistently noted that Carterton’s residential rates are among the highest in New Zealand – on par with Auckland on a per-household basis. We have deliberately used this rates income to secure our infrastructure for the future. For example, Carterton has **upgraded its water supply** to ensure capacity through to **2043**, and obtained a new **35-year resource consent** after major upgrades to our wastewater treatment plant. These



projects illustrate our commitment to investing in long-term solutions for community wellbeing, even as they add to short-term financial pressures.

Key Challenges for a Small Council

Several structural challenges underscore why a tailored approach to local government reform is critical for Carterton:

- **Disproportionate compliance burden:** Every council, regardless of size, must comply with an array of legislation and standards (from water quality to financial reporting). **Small councils** like Carterton face nearly the same compliance workload as a metro city, but with far fewer staff and ratepayers to share the load. This imbalance can divert resources away from community services. Any simplification of local government should aim to streamline compliance and reporting for smaller authorities.
- **Intergenerational equity:** Our Council is mindful of keeping rates affordable, yet there is a risk that holding rates low for short-term relief can undermine long-term sustainability. Underfunding asset renewals or depreciation shifts the burden to future generations. Carterton is grappling with this *intergenerational equity* challenge. We must invest now to avoid passing on unsustainable infrastructure problems to those who come after us. National reforms in funding (like new financing tools or central–local co-funding of projects) could help councils strike a better balance.
- **Rising road maintenance costs:** More frequent severe weather (heavy rain events, floods) is accelerating road wear and damage. Our road maintenance is our most significant expense with costs climbing faster than our revenue, creating a structural funding gap. Small rural councils like Carterton struggle to afford rebuilding washed-out roads and strengthening bridges without additional support.
- **Unfunded mandates:** New statutory and regulatory obligations continue to be placed on local councils without corresponding funding. For instance, stricter requirements in biodiversity conservation, civil defence emergency management, and other areas must be met by councils. For Carterton, each new responsibility strains our limited staff and budget. We urge that reforms consider ways to reduce or fund these mandates.

Conclusion

In summary, Carterton District Council is receptive to changes that will **simplify and strengthen local government**, and we appreciate the focus on efficiency and collaboration in the SLG proposal. Our overarching message is that **“one size does not fit all”** in local governance. Reforms must be adaptable to the context of small communities like Carterton, which prize close community engagement, effective local decision-making, and prudent financial management. We are eager to work with central government and our regional partners to develop solutions that enhance service delivery and resilience while protecting the democratic voice of our residents.

We support the drive for clearer, more cost-effective local government, and we believe this can be achieved in a way that **maintains the integrity of local democracy and the wellbeing of our community**. Carterton District Council looks forward to continuing the conversation and helping shape reforms that will benefit not only our district but all of New Zealand.

Carterton District Council
28 Holloway Street, Carterton, Wairarapa | PO Box 9, Carterton, 5743



8.13 LOCAL WATER DONE WELL UPDATE

1. PURPOSE

This report is an information update for the Council on the Wairarapa Tararua water establishment and transition programme.

2. SIGNIFICANCE

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

3. EXECUTIVE SUMMARY

This is the first of a regular series of updates for the Council on the Wairarapa Tararua water establishment and transition programme. In 2026 Councils will receive quarterly updates on the programme until programme completion in June 2027. We will also provide further updates at major programme milestones (e.g. the appointment of Board members).

The establishment programme is proceeding in two major stages, with the first stage (legal establishment) well advanced and on track to be completed by the end of March 2026.

This report provides an update on activity in each of the programme's six workstreams.

4. BACKGROUND

Following the Government's approval of the four Councils' Water Service Delivery Plans (WSDPs) in October last year, the transition programme for Wairarapa Tararua water was established and an update on the programme was last provided to the Council as part of Council induction in December 2025.

We are now setting up regular updates for each Council over the course of the programme to ensure all elected members are kept up to date with progress.

There are two major stages to the establishment of the new company:

- **Stage 1 – legal establishment (September 2025 to March 2026):** This stage of the programme is focused on the establishment of company governance structures, preparation for Board member arrival and company incorporation. It will be complete in March 2026.
- **Stage 2 – operational transition (April 2026 to June 2027):** This stage of the programme is focused on detailed design and set up of the new organisation and transition of Council services, assets, debt, staff and operations prior to go live. It will be complete by 30 June 2027.

The Programme has been set up in six key workstreams to support delivery:

- Governance, regulatory and partnerships
- Organisation, people and change
- Finance and commercial
- Digital and systems
- Service delivery and operations
- Communications.

5. DISCUSSION

Stage 1 delivery progress

Delivery of Stage 1 of the programme is on track and will be completed by the end of March 2026.

The programme reached a major milestone prior to Christmas with the appointment of all members to the Stakeholders' Forum and the convening of the Forum for its first meeting. The Forum is a key part of the governance structure for the new water organisation and will fulfil a critical role as the committee responsible for the oversight of company performance. Table 1 below sets out the membership of the Forum.

The Forum is mid-way through the recruitment process for Board members with interviews of the confirmed shortlist taking place in the first half of February.

Table 1: Stakeholder Forum membership

Masterton	<ul style="list-style-type: none"> • Craig Bowyer (Chair) • Alternate Member to be appointed
Carterton	<ul style="list-style-type: none"> • Brian Deller • Rachel Round (Alternate)
South Wairarapa	<ul style="list-style-type: none"> • Fran Wilde • Rob Taylor (Alternate)
Tararua	<ul style="list-style-type: none"> • Scott Gilmore • Sharon Wards (Alternate)
Rangitāne	<ul style="list-style-type: none"> • Tipene Chrisp • Lorraine Stephenson (Alternate)
Ngāti Kahungunu	<ul style="list-style-type: none"> • Robin Potangaroa • Ray Hall (Alternate)

6. PROGRAMME WORKSTREAM UPDATES

Following is a summary of key progress updates in each workstream as at the end of January 2026.

Governance, Regulatory and Partnerships

- Stakeholder Forum member appointments have been completed by the four Councils and both iwi, and the Forum has been stood up. The Forum held its first meeting on 19 December where it elected its chair and determined the shortlist of candidates for Board interviews.
- Eleven candidates are in the process of being interviewed by the Forum. Across the group they bring the necessary skills for high-quality governance of the water organisation as well as good regional presence.
- Planning for company incorporation, and the Board's onboarding and induction is beginning and will remain a key focus over the remainder of the quarter.
- Following completion of the Board recruitment process, the Forum's focus will move to the development of the Statement of Expectations.

Organisation, People and Change

- Development of initial advice for the incoming Board on the company's organisational strategy and operating model is underway. These topics will form key parts of the induction programme for the Board who will need to make early decisions in these areas to keep the transition on track.

Finance and Commercial

- Development of initial advice for the Board on the company's financial strategy, revenue and pricing modelling and transition, and debt transfer is underway. These topics will form key parts of the induction programme for the Board who will need to make early decisions in these areas to keep the transition on track.

Digital and Systems

- The Programme Steering Group has taken a decision on a preferred approach to the digital transition which will be tested with the incoming Board prior to moving to implementation. The preferred approach combines some of reuse of existing Council systems, reconfiguration of new instances of existing Council systems, and going to market for new systems in some cases.
- We are currently completing procurement for external support to lead the digital transition.

Operations, Service Delivery and Risk

- This workstream is working closely with the organisational workstream to develop advice on service delivery models for the incoming Board.
- The workstream is also beginning substantive documentation and due diligence work on Councils' contracts, resource consents, assets, asset management approaches, capital programme, and operational processes and activities as the first step in the eventual development of the Councils' Transfer Agreements.

Communications

- Communications plans for each Council have been developed covering regular internal and external communications activities.

7. CONSIDERATIONS**7.1 Climate change**

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

7.2 Tāngata whenua

There are direct impacts on tāngata whenua related to the decisions in this report.

7.3 Financial impact

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

7.4 Community Engagement requirements

There are no community engagement considerations related to the decisions in this report.

7.5 Risks

The LWDW team are managing project risks with the Project Steering Group (Council CEO's) and more recently with the Wairarapa – Tararua Stakeholder Forum (Council EM's and Iwi reps). There are no direct risks related to the decisions in this update report.

8. RECOMMENDATION

That the Council:

1. **Receives** the report.

File Number: 507810

Author: Geoff Hamilton, Chief Executive

Attachments: Nil



8.14 AMENDMENTS TO THE INVESTMENT COMMITTEE TERMS OF REFERENCE AND STATEMENT OF INVESTMENT POLICY AND OBJECTIVES (SIPO)

1. PURPOSE

For Council to approve the updated Terms of Reference and Statement of Investment Policy and Objectives (SIPO) for the Investment Committee.

2. SIGNIFICANCE

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

3. BACKGROUND

At the Investment Committee held on 11 February 2026 the Investment Committee discussed the Terms of Reference and the SIPO, and made minor changes to more accurately represent the name and purpose of the Investment Fund.

4. AMENDMENTS

Following the review of the Terms of Reference and SIPO, the Investment Committee agreed to the following amendments:

- Change of name from “Long-Term Investment Fund” to “Reserves and Investment Fund” in both the Terms of Reference and SIPO.
- Change the purpose reflected in the SIPO from “The purpose for which the Long-Term and Investment Fund has been established is to generate income and grow the Reserve Assets in order to provide funding in real terms for community outcomes”- **to** -“The purpose for which the Reserves and Investment Fund has been established is to generate income and grow the Reserve Assets in order to provide funding for community outcomes as set out in the Long-Term Plan”.

At the meeting, the Investment Committee endorsed these amendments. Council now needs to formally approve the updated documents.

This information has been updated in the Terms of Reference and SIPO (outlined in red lettering) In **Attachments 1 and 2**.

5. CONSIDERATIONS**5.1 Climate change**

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

5.2 Tāngata whenua

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

5.3 Financial impact

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

5.4 Risks

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

5.5 Community Engagement requirements

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

6. RECOMMENDATION

That the Council:

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

File Number: 507794

Author: Marc Ferguson, Chief Financial Officer

Attachments:

1. Terms of Reference - 12 February 2026 [↓](#)
2. Statement of Investment Policy and Objectives - 12 February 2026 [↓](#)



Investment Committee Terms of Reference

Purpose

To monitor, evaluate and report to the Council on its Long Term Reserves and Investment Fund (the Fund)

Specific responsibilities

1. Reviewing the Statement of Investment Policy and Objectives annually, including the instructions to the Investment Consultant and Investment Managers, and recommending changes to the SIPO to Council for their review and approval.
2. Determining the allocation of funds to the Fund in partnership with the Chief Executive.
3. Determining the appropriate number of Investment Managers for the Fund and selecting and changing those managers as appropriate on the advice of the Investment Consultant.
4. Monitoring the investment performance of the Fund quarterly against benchmarks and budgets including reviewing reports from the independent investment adviser, the appointed fund managers and the Chief Executive as necessary.
5. Monitoring compliance with limits and permitted investments specified in the SIPO quarterly.
6. Assessing and periodically reviewing the risks of the Fund including the Council's risk profile and monitoring the volatility of the Fund's returns.
7. Authorise the movement of investment funds between the fund managers provided within the limits provided for in the SIPO on the advice of the Chief Executive and Investment Consultant.
8. Ensure compliance with Council's expectations on Responsible and Impact Investing as set out in the SIPO.
9. Periodically review the performance of the Investment Consultant. This should occur at a minimum of 3-year intervals.
10. Reporting to the Council on at least a quarterly basis.

Membership

The Investment Committee shall be made up of the Mayor¹ or Deputy Mayor, up to three elected members and one independent voting member (who may also be the Chair). The Committee may also appoint one additional non-voting independent member. Members shall be appointed on the basis of their skills and experience relevant to the purpose of the Committee. The Independent Chair and any appointed member will be eligible for payment.

Quorum

Three elected members, or two elected members and the Independent Chair.

Meeting frequency

Quarterly within six weeks of March, June, September and December quarter ends, and as required.

¹ The Mayor is ex-officio if not formally included as a member.



SIPO

Statement of Investment Policy and Objectives (SIPO)

Adopted 6 August 2025





Carterton District Council SIPO

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

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

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

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

PURPOSE OF THE FUND

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

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

NATURE OF THE FUND

Carterton District Council:

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

The Fund:

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

Governance

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

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

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

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



Carterton District Council SIPO

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

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

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

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

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



Carterton District Council SIPO

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

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

INVESTMENT BELIEFS

The Council believes:

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

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

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



Carterton District Council SIPO

INVESTMENT RISK

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

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

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

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

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

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

Key risks include:

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



Carterton District Council SIPO

INVESTMENT OBJECTIVES

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

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

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

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

INVESTMENT POLICY

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

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

Permitted investments include:

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

REBALANCING POLICY

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



Carterton District Council SIPO

RESPONSIBLE AND IMPACT INVESTMENT

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

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

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

DERIVATIVES POLICY

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

PORTFOLIO MONITORING

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

The principal goals of performance monitoring are to:

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

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

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

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

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



Carterton District Council SIPO

VERSION HISTORY

Version	Date Adopted	Title
1	14 September 2022	Original SIPO
2	6 August 2025	Updated SIPO <ul style="list-style-type: none"> Removed the Community Outcomes table on page 2 Amended the title of the Policy Included Direct Equity Investments as a permitted investment Updated the asset allocation of the Investment Portfolio in the Appendix
3	12 February 2026	Updated SIPO <ul style="list-style-type: none"> Changed the name from Long-Term Investment Fund to Reserves and Investment Fund Changed the Purpose from The purpose for which the Long-Term and Investment Fund has been established is to generate income and grow the Reserve Assets in order to provide funding in real terms for community outcomes to The purpose for which the Reserves and Investment Fund has been established is to generate income and grow the Reserve Assets in order to provide funding for community outcomes as set out in the Long-Term Plan.

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APPENDIX – CURRENT HOLDINGS

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

Monitored Portfolio

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



8.15 LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT REQUESTS

1. PURPOSE

To inform the Council of the number of requests under the Local Government Official Information and Meetings Act (LGOIMA) 1987 (the Act) 2 December 2025 to 2 February 2026.

2. SIGNIFICANCE

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

3. BACKGROUND

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. REPORTING LGOIMA REQUESTS TO COUNCIL

Attachment 1 contains the requests received from 2 December 2025 to 2 February 2026, and those requests open at the time of the previous report (10 December 2025).

As of 2 February 2026, there are 9 open requests.

For the year 2023 there were a total of 98 requests received.

The table below shows total numbers of requests received from the year 2024 to 2 February 2026.

Number of requests received 2024-2026			
	2024	2025	2026
January	4	0	12
February	7	7	
March	5	5	
April	7	7	
May	7	5	
June	0	6	
July	3	2	
August	3	12	
September	9	6	
October	5	7	
November	5	6	
December	1	5	
Total	56	68	12

5. OMBUDSMAN

There have been no complaints to the Ombudsman.

6. LGOIMA SELF-ASSESSMENT TOOL

To ensure best practice administration, decision-making and compliance with LGOIMA obligations, CDC uses the [LGOIMA self-assessment tool | Ombudsman New Zealand](#) from the Ombudsman's website.

Attachment 2 contains our latest self-assessment outcomes which outlines our performance gauges in leadership and culture, current practices, policies, procedures and recourses, organisation structure, staffing and capability, and performance monitoring and learning.

We are pleased with the positive outcomes and have identified some opportunities for development in the following areas:

- Policies, procedures and resources including the development of a LGOIMA Policy
- Organisation structure, staffing and capability including regular refresher LGOIMA training courses for all staff.

7. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Notes** the results of the LGOIMA Self-Assessment Tool.

File Number: 498994

Author: Serah Pettigrew, Democratic Services Officer

Attachments:

1. LGOIMA Requests from 2 December 2025 to 2 February 2026 [↓](#)
2. LGOIMA CDC Self-Assessment Outcomes Jan 2026 [↓](#)

LGOIMA: 2 December 2025 – 18 February 2026

Requests received	Responses to requests	Requests resulting in a complaint to ombudsman	Average number of working days to respond
16	7	0	5.00

Date Received	Organisation	Subject	Working Days to respond
3/12/2025		Why were residents at s7(2)(a) and s7(2)(a) Nelson Crescent not approached for written approval? s7(2)(a) Nelson Crescent is straight across the road from the proposed site. Also, why was the resident at s7(2)(a) Nelson Crescent not approached? This resident is closer to the proposed site than the resident at s7(2)(a) Nelson Crescent. This would indicate that Marshall Day Acoustics did not visit the site to do their assessment. We request a copy of the Noise Assessment undertaken by Marshall Day Acoustics. The Council itself notes that ‘I consider that effects in relation to noise on s7(2)(a) and s7(2)(a) Nelson Crescent are less than minor and are acceptable’. The Council would appear to not have knowledge of the layout of its own streets. Again, s7(2)(a) Nelson Crescent is further away from the proposed site than s7(2)(a) Nelson Crescent. Can the Council define how it categorises effects as ‘less than minor’? Is there a form of measurement or is it just what the Council thinks? Does the Council consider the noise from the proposed additions and alterations to the existing building will have no noise effect on neighbours? We do not consider construction, demolishing, and landscaping to be quiet activities. Who will monitor the noise from the proposed wine bar? 4. Public Notification Assessment (Section 95A) c. Step 3: ‘...the effects are considered to be no more than minor’. How does the Council define ‘minor’? We consider the effects will be a lot more than ‘minor’. Increased traffic, increased noise, the loss of car parks and intoxicated persons returning to their cars late at night we would not consider ‘minor’. If there is an event on at the Carterton Events Centre and a function on at the proposed wine bar, does the Council consider the noise levels of those combined to be ‘minor’? Loud noise is also currently generated from the gym at the end of Nelson Crescent. Patrons of the wine bar parking in neighbouring streets will exacerbate the demand for car parks (and noise) already experienced by residents when there is an event on at the Carterton Events Centre. 5. Limited Notification Assessment (Section 95B) c. Step 3: ‘No other parties are considered to be affected in accordance with s95E of the RMA...All other effects of the proposal are no more than minor and do not affect any particular party.’ Again, how does the Council define ‘minor’? We are uncertain how the Council can consider the effects of a large wine bar with outdoor seating and music located in a small and quiet street can be categorised as ‘minor’ effects. 6. Visual amenity and streetscape ‘Similarly, all other surrounding residential and commercial sites on Nelson Crescent and Holloway Street are sufficiently separated and screened from the proposal’. How does the Council know that ‘surrounding and commercial sites on Nelson Crescent and Holloway Street are sufficiently separated and screened from the proposal’? On what basis does the Council make this statement? Does the Council consider a large and busy wine bar close to a primary school acceptable? 7. Conclusion ‘Overall, the adverse effects of the proposal are no more than minor’. Again, please provide the Council’s definition of ‘minor’. Nelson Crescent is a small and quiet street. We would proffer that a large wine bar being established at the end of the street would have more than ‘minor’ adverse effects. 8. Proposed Wairarapa Combined District Plan (notified 2023) Noise: ‘Patron noise is expected to comply with District Plan noise requirements at all times’. Again, who will monitor patron noise? 9. Right of Objection How did the Council notify/advertise the decision to grant resource consent for the operation of the wine bar? We became aware of the decision in November 2025 when the consent is dated 30 April 2025. 10. Can the Council please advise why it believes a small town like Carterton needs yet another venue where food and alcohol is available when there are already at least five venues that service Carterton with food and alcohol? 11. Has the Council considered the effects of a new wine bar on these other established venues? 12. What is the timeframe for the construction of the proposed wine bar?	11
9/12/2025	www.bioeconomyscience.co.nz	Please provide the following information regarding provision for single-sex and gender neutral changing and showering facilities in any swimming pool or fitness centre sites that are owned and / or operated by your Council. 1. Do you provide communal single-sex changing and showering facilities? 2. Do you provide single occupancy changing and showering facilities? If so, how many at each site? 3. Please provide any policies or procedures that apply to trans-identified people who wish to use the changing and showering facilities in your sites. 4. How are your different changing and showering facilities labelled and described? 5. At your sites, which changing room and showering facilities is a trans-identified male permitted to use? 6. If applicable, do your facilities allow trans-identifying males to attend Women Only swim sessions.	9
16/12/2025	Ministry of Environment	The Ministry for the Environment (MfE) are undertaking a project to develop a national database of Managed Ecological Areas. s7(2)(a) are supporting the MfE with this project. This email should be directed to Policy Managers or Spatial Data Managers with an understanding of managed ecological areas in their District. MfE have defined Managed Ecological Areas (MEA) as: “Existing ecological and biodiversity management areas including, but not limited to, Significant Natural Areas (SNAs) or equivalent designations that councils have used to give effect to the protection of areas of significant indigenous vegetation and significant habitats of indigenous fauna. This includes areas of ecological protection within regional/district plans, as well as other areas councils protect and manage for their ecological value”. For our national database, we are interested in spatially mapped datasets of Managed Ecological Areas and the attributes that sit behind this data (i.e. size, ecosystem type(s), vegetation type(s), Threatened and At Risk indigenous species, NPS-IB ecological significance criteria). We understand that different councils will be at different stages in the development of this data and that some data might not be publicly available. If you would like us to keep data provided in confidence, please tell us. To support the MfE in this project, we would appreciate your response to the following questions. We have found information on Managed Ecological Areas mapped in your District Plan. Can you answer the following to provide a bit more information. Question Response 1. Do you have further attributes (i.e. criteria) which supports this spatial data that you could provide? 2. What year was the Managed Ecological Areas created? 3. What method was used with identifying these areas? 4. Are you intending on updating your Managed Ecological Areas? If so, when? 5. Please advise if there is associated data that is not or should not be publicly available? 6. Does your Council have any additional Managed Ecological Areas that are not mapped in your District Plan? If your response includes data that is too big to attach to an email. Please add it to this shared drive MfE - Managed Ecological Areas or, alternatively, provide a downloadable link to the data. If you would like to know more about the project, or would like to follow up with the project team. Please feel free to contact s7(2)(a). Thank you in advance for your assistance with this project.	3
16/01/2026		We refer to the Notice To Fix NF087 issued to s7(2)(a) in respect of s7(2)(a) Beach Road, Flat Point, Masterton 5883. The Notice, issued pursuant to the Building Act 2004, requires the s7(2)(a) “To remedy the contravention or non-compliance: 1) Make a satisfactory application for a certificate of acceptance in accordance with section 97 of the Building Act 2004 or 2) Remove the unconsented building work.” In this case option 1, a certificate of acceptance, is not a remedy available to the s7(2)(a). Section 42A(2)(c) of the Building Act provides that “Subsection (1),” which exempts the requirement for building consents, “is subject to the following conditions: (c) the building work does not breach any other enactment” The structure is in breach of other enactment(s). The Council has received legal confirmation of this which it has acknowledged. In the letter to shareholders dated 27 November 2025, at paragraph 28, the CDC stated “Recent case law confirms that non-compliance with a consent notice is a property law matter and is not a breach of the RMA. This is because a consent notice creates a property interest in the form of an easement in gross.” This is incorrect for the following reasons. 1. The quote has been taken out of context. The case referred to, Clark v Butt [2025] NZEnC 163, was an interlocutory application which resulted in the application for an enforcement order being struck out. Clark v Butt did not decide that the RMA does not apply, contrary to CDC’s claim. That was a submission by the Respondents. It was not a finding of the Court. 2. You have conflated two issues. As noted, the building work must not breach any other enactment. It does, the RMA. 3. Even if the respondents’ submissions in Clark v Butt are correct and it is a property law matter, not an RMA matter, other enactments apply, in particular the Property Law Act 2007 and the Land Transfer Act 2017. Speargrass Holdings Limited v Queenstown Lakes District Council [2018] NZHC 1009. 4. Whether a consent notice is deemed to be an instrument creating an interest in land, and a covenant running with the land when registered under the Land Transfer Act 2017, is irrelevant. While there remains a clear breach of the RMA or other enactment, retrospective building consent cannot be granted. The s7(2)(a) only option in relation to the Notice is to remove the non-compliant structure by 1 October 2026. For the avoidance of doubt, we reiterate our view that CDC’s stance expressed in the letter of 27 November 2025 in respect of the scope to move building platforms, long after they were settled upon, is clearly wrong. It is also inconsistent with the legal advice Council previously obtained. We request, pursuant to the LGOIMA, all information considered and/or relied upon in relation to the views and opinions expressed in the letter of 27 November 2025.	4
20/01/2026	NZ Taxpayers Union	The Taxpayers’ Union is in the process of preparing the 2026 Ratepayers’ Report for the 2024/25 financial year. This is request number 1 of 3. This is a request for information under the Local Government Official Information and Meetings Act 1987. Please use GST inclusive figures where applicable. I request the following information for the 2024/25 and 2025/26 Financial Year: 1. Average residential rates	

		<p>• The average (mean) residential costs of rates and other Council charges, where average residential costs = (A + B) / C. Please ensure that the figures used (A, B, and C) are disclosed in the response, where:</p> <ul style="list-style-type: none">• A is the total of all rates (general and targeted) charged by the Council to residential rating units (inclusive GST);• B is the total amount of user charges or levies applicable to residential rating units (for example charges relating to metered water, infrastructure contributions, refuse collection, fire protection etc.); and• C is the number of residential rating units (however defined by the Council) within the Council’s district or city. If the Council does not have a classification for residential, please use the closest definition (such as urban). <p>• Please do not include Council charges that are not part of the rates demand (for example retail sales of Council rubbish bags).</p> <p>• If possible, the median residential rates payment (inclusive GST) by residential units. Please include all residential rates in this calculation, regardless of location, as we are aiming to compare residential rating units (i.e. non-income producing) to non-residential (commercial/rural, income-producing).</p> <p>• 2. Average non-residential rates</p> <p>• The average non-residential costs of rates and other Council charges, where average non-residential costs = (X + Y) / Z. Please ensure that the figures used (X, Y, and Z) are disclosed in the response, where:</p> <ul style="list-style-type: none">• X is the total of all rates (general and targeted) (inclusive GST) charged by the Council to rating units except those defined as residential*;• Y is the total amount of user charges or levies applicable to rating units except those defined as residential* (for example, charges related to metered water, infrastructure contributions, refuse collection, fire protection etc); and• Z is the number of rating units except those defined as residential* (however defined by the Council) within the Council’s district or city. If the Council does not have a classification for non-residential, please use the closest definition (such as commercial). <p>• Please do not include Council charges that are not part of the rates demand (for example, retail sales of Council rubbish bags).</p> <p>If possible, the median (inclusive GST) non-residential rates payment for the council.</p> <p>*Please ensure that this definition matches that used to calculate average residential rates so that the respective X values of both requests add up to total rates income for the 2024/25 and 2025/26 Financial Year. We do not wish to cause unnecessary expense or burden on your council. If clarification of any of our requests is needed, please call or email. Likewise, if a request proves unnecessarily burdensome in form and we are likely to be able to adjust it to be more specific or better suited to your information systems without losing the benefit of what is sought, please also get in touch. If there is likely to be a delay in being able to assemble or provide some of the information requested, please provided the rest of the information as it becomes available. To avoid unnecessarily printing and postage costs, we ask that you send a confirmation of receipt, the response, and any other correspondence to: ratepayersreport2026@taxpayers.org.nz Please include the following reference in the subject line: [Council name] - Ratepayers’ Report 2026 1/3</p>	
20/01/2026	NZ Taxpayers Union	<p>The Taxpayers’ Union is in the process of preparing the 2026 Ratepayers’ Report for the 2024/25 financial year. This is request number 2 of 3. This is a request for information under the Local Government Official Information and Meetings Act 1987. Please use GST inclusive figures where applicable. I request the following information for the 2024/25 Financial Year:</p> <p>1. Personnel as at 30 June 2025</p> <ul style="list-style-type: none">• The total number of council staff dismissed due to poor performance in the financial year.• The total FTE number of staff employed by the council, excluding council-controlled organisations.• If applicable, the FTE number of staff employed by CCOs.• The total number of staff (non-FTE, including casual staff). If applicable, include CCOs separately.• The total number of staff including those employed by CCOs receiving remuneration in excess of \$100,000.• The total number of staff including those employed by CCOs receiving remuneration in excess of \$200,000.• The total number of staff including those employed by council-controlled organisations receiving remuneration in excess of \$256,800 (equivalent to a minister outside of Cabinet).o The mean and median remuneration for Council staff.o The mean and median remuneration for CCO staff. <p>2.1. Management</p> <ul style="list-style-type: none">• The FTE number of managers employed by the council and, if applicable, the number of managers employed by CCOs as at 30 June 2025. <p>▢ The Taxpayers’ Union defines a manager as: any staff member who is responsible for a team of staff, or who has an employee/employees reporting to them and organises them to achieve their department’s or organisation’s specified goal. The Chief Executive team is included in this definition.• The ratio of management to total staff numbers. If applicable, please provide a ratio for the group, including CCOs, and a ration for the council parent.• The average and median salary of a manager. If applicable, please provide for both the group, including CCOs, and the council parent.</p> <p>2.2. Communications</p> <ul style="list-style-type: none">• The FTE number of communications & marketing staff employed by the council and, if applicable, the number of communications & marketing staff employed by CCOs.• The average and median salary of communications & marketing staff. If applicable, please provide for both the group, including CCOs, and the council parent.<p>3. Audit and Risk Oversight</p><ul style="list-style-type: none">• How many members are on the Council’s Audit and Risk Committee (or equivalent)?• Of those members, how many are elected and how many are independent of the council?• Is the Chair of the Committee an independent member?• Does the Council have a lawyer (with a current practising certificate) on the Committee?• Does the Council have an accountant (with a current practising certificate or a full member of the Chartered Accountants Australia and New Zealand) on the Committee?<p>4. Unelected members</p><ul style="list-style-type: none">• Please list all appointments of unelected members onto council committees with spending and regulatory powers.<p>5. Payments to third parties</p><ul style="list-style-type: none">• The total payments made by the Council (or any council-controlled organisation) to any Chamber of Commerce, including GST.• The total payments made by the Council (or any council-controlled organisation) to Local Government New Zealand (LGNZ), including GST.• The total payments made by the Council (or any council-controlled organisation) to the Taituarā including GST.<p>We do not wish to cause unnecessary expense or burden on your bureau. If clarification of any of our requests is needed, please call or email. Likewise, if a request proves unnecessarily burdensome in form and we are likely to be able to adjust it to be more specific or better suited to your information systems without losing the benefit of what is sought, please also get in touch. If there is likely to be a delay in being able to assemble or provide some of the information requested, please provided the rest of the information as it becomes available. To avoid unnecessarily printing and postage costs, we ask that you send a confirmation of receipt, the response, and any other correspondence to ratepayersreport2026@taxpayers.org.nz Please include the following reference in the subject line: [Council name] - 2026 Ratepayers Report 2/3.</p>	
20/01/2026	NZ Taxpayers Union	<p>The Taxpayers’ Union is in the process of preparing the 2026 Ratepayers’ Report for the 2024/25 financial year. This is request number 3 of 3. This is a request for information under the Local Government Official Information and Meetings Act 1987. Please use GST inclusive figures where applicable. I request the following information for the 2024/25 Financial Year:</p> <p>1. Contractors and consultants</p> <ul style="list-style-type: none">• Total expenditure on contractors by the council and the FTE equivalent as at 30 June 2025. Please provide the same information for CCOs, if applicable.• The Taxpayers’ Union defines contractors as per the Contractors and Consultants Guidance document published by the Public Service Commission.• Total expenditure on consultants by the council and the FTE equivalent as at 30 June 2025. Please provide the same information for CCOs, if applicable.o The Taxpayers’ Union defines consultants as per the Contractors and Consultants Guidance document published by the Public Service Commission. <p>2. Mayor’s office</p> <ul style="list-style-type: none">• If applicable, please provide the total budget allocated to the mayor’s office for both the financial year ended 30 June 2025 and the current financial year.If applicable, please provide the FTE number of staff employed to work in the mayor’s office and their job titles. <p>3. Depreciation and renewals</p> <ul style="list-style-type: none">• The total amount of depreciation funded for all council-owned assets in the year ended 30 June 2025, broken down by source (e.g., rates, grants, levies).• The total cash amount spent on replacing, restoring, or upgrading existing assets to maintain levels of service in the year ended 30 June 2025.• What was the actual year-end balance of cash reserves held for depreciation, and did the balance increase or decrease over this period?• The total amount of depreciation funds allocated for purposes other than renewals capital expenditure in the year ended 30 June 2025. Specifically, detail the amounts used for:• New Capital/Growth Projects (i.e., new assets, not renewals).• Debt Repayment (i.e., principal or interest payments).• Operating Expenses. <p>We do not wish to cause unnecessary expense or burden on your bureau. If clarification of any of our requests is needed, please call or email. Likewise, if a request proves unnecessarily burdensome in form and we are likely to be able to adjust it to be more specific or better suited to your information systems without losing the benefit of what is sought, please also get in touch. If there is likely to be a delay in being able to assemble or provide some of the information requested, please provided the rest of the information as it becomes available. To avoid unnecessarily printing and postage costs, we ask that you send a confirmation of receipt, the response, and any other correspondence to ratepayersreport2026@taxpayers.org.nz Please include the following reference in the subject line: [Council name] - Ratepayers’ Report 2026 3/3</p>	
20/01/2026		<p>I’m writing to ask whether Carterton District Council has any record of an authorised release of Rabbit Haemorrhagic Disease Virus (RHDV) in the Waihakeke area in recent weeks. We’ve observed a sudden decline in the local rabbit population, and before making any assumptions, I wanted to check whether this aligns with any coordinated or approved pest management activity undertaken by the Council or its contractors. Could you please advise:</p> <ul style="list-style-type: none">• Whether any RHDV (including RHDV1 K5 or other variants) has been released in the Carterton District recently• If so, the approximate timing and general location of the release• Whether neighbouring landowners were notified as part of the process <p>I’m not seeking personal details about individuals — just confirmation of whether any official release has taken place. Thank you very much for your assistance. I appreciate the work your team does to keep our district informed and safe.</p>	3
20/01/2026	Federated Farmers	<p>Federated Farmers of New Zealand has a genuine interest in local government policy, with our provincial representatives regularly participating in council consultation processes. We are preparing our feedback into central government’s recent Simplifying Local Government proposal, and to help us we seek information from your 2024/25 Annual Report on your council’s revenue from general and targeted rates. My request is in two parts. Firstly, we would be pleased if you would provide the rate revenue (exclusive of GST) from your various property categories from the general rate / uniform annual general charge and targeted rates (not including water and wastewater). Two tables are provided below, completion of which would be very much appreciated. We have used the first character property categories from the Rating Valuation Rules to make up these tables. However, if your council reports use a different or more simplified framework (for example commercial/industrial, residential, small holdings/lifestyle, farmland) we would be happy if you were to modify the tables to that end. Category Total General Rates charged for 2024/25 (GST excl.) \$ Arable, Commercial, Dairy Forestry Horticulture Industrial Lifestyle Mining Others Pastoral Residential Specialist Utilities Total Category Total Targeted (Non-Water/Wastewater) Rates charged for 2024/25 GST excl.) \$ Arable Commercial Dairy Forestry Horticulture Industrial Lifestyle Mining</p>	

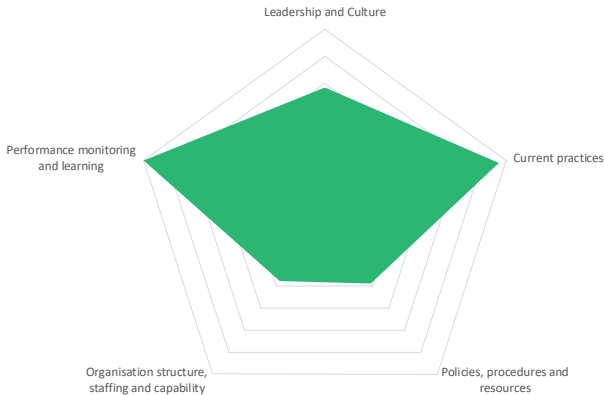
		Others Pastoral Residential Specialist Utilities Total Secondly, we are interested in the extent to which your council utilises uniform annual general charges. We would appreciate it if you would advise the percentage of total rate revenue allocated as uniform annual charges, whether general or targeted, in terms of the calculation required by section 21 of the Local Government (Rating) Act 2002. Report on 30% Cap (Section 21 LGRA) Uniform Rates as a Percentage of Total Rates %	
23/01/2026	Barrister	"... New Zealand Heavy Haulage Association Inc v Carterton District Council & others – request for discovery 1. This letter sets out the appellant’s request for informal discovery, as anticipated by the Court. 2. For avoidance of doubt, the request below is made to each of the respondents, Carterton, Masterton, and South Wairarapa District Councils. 3. A request is made for discovery of the following: a. A list of all buildings relocated within the district in the past 10 years in all zones, including the date and destination site location; b. A list of all performance bonds imposed within the district for all zones under the relevant operative district plan, including the: i. date; ii. destination site location; iii. quantum of any performance bond imposed; iv. The date when any performance bond was fully refunded. c. Any record of formal enforcement action taken under the Resource Management Act 1991, Building Act 2004, including any infringement notice, abatement notice, enforcement order, notice to fix, prosecution, or injunction, in respect of relocated buildings in the last 10 years, identifying: i. The action taken; ii. The compliance outcome; and iii. The property address for such action. d. Any report in Council’s possession about the quality of existing housing stock in the district and/or the residential amenity values from housing in the district. 4. Please advise on behalf of the respondents whether the discovery sought by the appellant is agreed to on the basis that the rules in relation to discovery under Part 8 of the District Court Rules 2014 shall apply.	
25/01/2026		Your refusal to answer my request misunderstands the meaning of the word information. I was not seeking your legal advice although of course you have disclosed it on several occasions already. I was asking for the correspondence that proceeded your decision to issue your notice to fix and the correspondence that was subsequent to it. None of which was subject to legal professional privilege. There were obviously more emails that are within the scope of information. Please reassess your response and reply or this is a further matter we will take up with the Ombudsman.	2
26/01/2026	NZ Taxpayers Union	We request the following information: A full breakdown of your art collection, including, but not limited to: • The total number of artworks and for each the: • Known or estimated value. •Status of display (publicly or privately). • Year of acquisition. The number of roles that involve working with your art collection, including: • Their job title or role. • Their annual salary or salary band. How much is allocated in your yearly budget to be spent on art, (not including Creative NZ funding) broken down by: • Upkeep or acquisitions of new artwork. • The last time this amount was reviewed. We understand that preparing this information takes time, and we do not wish to cause you unnecessary burden. Should clarification be required or if it would be helpful to refine the scope to better align with your records, please get in touch. Where possible, we ask that cost figures be broken down and inclusive of GST and responses in PDF formats. To avoid unnecessary printing or postage costs, please send your response to this email address. Refer to “Council Art Portfolio and Expenditure” in the subject line of correspondence.	
26/01/2026		We work with landowners who have existing native forest on their properties and are committed to protecting these areas for future generations. We are seeking to better understand what incentives or support councils provide to encourage this outcome. Our aim is to build a national picture of how local authorities support the long-term protection of native forest on private land. We understand some councils offer measures such as: • Rates remissions or rebates • Subdivision rights (transferable or on-site) • Grants for restoration and protection work. Could you please advise whether your council provides any such incentives or support? If so, we would appreciate links to the relevant policy documents or planning provisions outlining the eligibility criteria and application process.	
29/01/2026	Stuff	“...is for an article on sovereign citizens and individuals espousing sovereign beliefs. However, I tried to avoid using these words in the LGOIMA request, as people might not identify themselves as such, or the council might not have recorded the interactions with them using these words. So, I tried to use general/broad words in the request. If possible, I'd like to use the original timeframe in the request (January 2022-today), unless the request was to be declined because of this. Here are some clarifications that might help refine the scope of the request: Question 1 refers to issues and problems faced by council's employees specifically. It would be complaints staff have raised about interactions with the public. Especially on matters triggered by people harassing or targeting the council or specific employees. Questions 2-3 are about issues and problems triggered by sovereign citizens disputing the council's authority or refusing to pay rates, fines and fees citing pseudo-laws arguments. Question 4, without using the words 'paper terrorism', hints at the practice of flooding councils with LGOIMA requests. This is done by organised groups or individuals who are trying to clog the council or are disputing the council's authority. So, I would be interested in those specific instances. If it helps to further refine my request: what I'm interested in is people who are challenging the council's jurisdiction, or citing maritime/admiralty laws, or claiming rates are unlawful, or using pseudo-legal terminology when engaging with the council.”	
29/01/2026		“...for a detailed operational and financial analysis of parking enforcement activities. I request this data be broken down by financial year (or calendar year, whichever is your standard reporting unit) from 2000 to 2025 (or from the earliest date compatible with your current digital record systems). 1. The "Funnel" of Infringements (Volume & Revenue) Please provide a schedule/spreadsheet summarizing the lifecycle of parking infringement notices (PINs) issued by your organisation: • Issued: Total number of tickets issued and the total face value (\$) of these tickets. • Paid: Total number of tickets paid (at any stage) and the total revenue (\$) actually collected. • Unpaid/Remitted to Court: Total number of tickets filed with the Ministry of Justice for enforcement due to non-payment. 2. The "Dispute" Statistics (Justice & Fairness) To understand the robustness of the issuing process, please provide: • Contested (Internal Review): The number of tickets where the recipient requested an internal review/explanation (wrote in to dispute the ticket). • Withdrawn/Waived: The number of tickets that were withdrawn, cancelled, or waived by the Council following an internal review (i.e., the "success rate" of writing a letter). • Escalated to Court (Defended Hearing): The number of tickets where the recipient formally requested a court hearing (Notice of Defence) to argue the liability. 3. Court Outcomes (The "Win/Loss" Record) For those tickets that proceeded to a Defended Hearing in court: • Council Successful: The number of cases where the Court ruled in favour of the Council (defendant ordered to pay). • Defendant Successful: The number of cases where the Court dismissed the ticket (found in favour of the member of the public). • Withdrawn at Court: The number of cases withdrawn by the Council after a court hearing was requested but before the Judge made a ruling (e.g., due to lack of evidence). 4. The "Cost of Business" (Enforcement Expenditure) I request a breakdown of the direct costs associated with issuing and enforcing these tickets. If a per-ticket calculation is not available, please provide the annual budget line items for: • Processing Costs: Total expenditure on ticket processing services (including payments to third-party vendors for software or administration). • Postage & Service: Total expenditure on NZ Post or courier services for serving reminder notices. • Legal & Court Costs: Total expenditure on filing fees (Ministry of Justice lodging fees) and legal disputes related to parking. • Labor: The total annual salary and wage budget for the Parking Enforcement unit (Wardens and support staU). 5. Clarification on "Court Costs" • Please confirm if the "Revenue Collected" figure in Part 1 includes Court Costs recovered from defendants, or if it strictly represents the infringement fee. Format I request this information be provided in a machine-readable spreadsheet format (.xlsx) to allow for analysis of trends over the 25-year period. If your digital records do not extend back to 2000 (e.g., due to the transition to the Auckland Super City or system migrations), please provide data from the earliest available reliable year and note the start date clearly.”	
Requests not closed yet.			9

Self-Assessment Outcomes

Agency: Carterton District Council

Date: Jan 2026

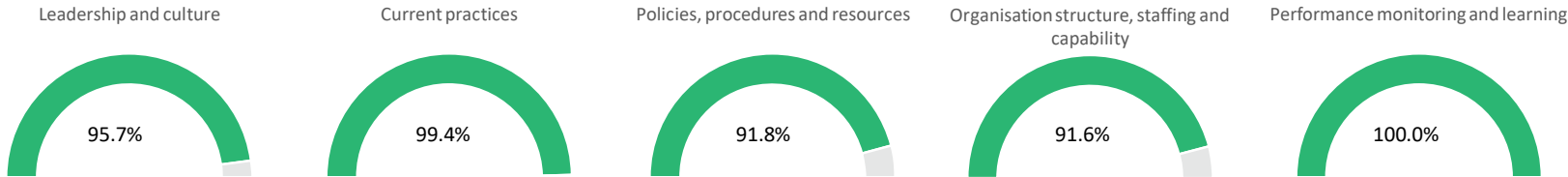
Spider plot



Report Card

Dimensions	High risk	Vulnerable	In development	Generally compliant	Excellent practice
Leadership and culture					
Current practices					
Policies, procedures and resources					
Organisation structure, staffing and capability					
Performance monitoring and learning					

Performance Gauges



Dimension	Percentage score	1 - %score (gauges)	Empty segment
Leadership and Culture	95.7%	4.3%	100.0%
Current practices	99.4%	0.6%	100.0%
Policies, procedures and resources	91.8%	8.2%	100.0%
Organisation structure, staffing and capability	91.6%	8.4%	100.0%
Performance monitoring and learning	100.0%	0.0%	100.0%

8.16 SERVICE REQUESTS AND COMPLAINTS

1. PURPOSE

For the Council to be informed on Service Requests and Complaints received 2 December 2025 to 2 February 2026.

2. SIGNIFICANCE

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

3. BACKGROUND

Customer Service Requests and Complaints come to Council through many avenues. It is preferred that the Service Requests and Complaints are in writing by formal letter, email, or through the website service request portal, however, Council will also accept these via telephone, in person at the Council office, and through our social media channels.

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

Council has an obligation to respond within 3 weeks of receiving the Service Request or Complaint to inform if any additional time is required to resolve the issue.

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

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

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

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

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

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

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

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

4. SERVICE REQUEST REPORTING

Depending on the circumstances of the service request within each activity, some requests may take longer to complete and, in the case of Roding and Waters, can be affected by weather conditions.

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

For the year 2024, 1333 requests were opened, and 1310 were closed.

For the year 2025, 1318 requests were opened, and 1230 were closed.

The table below shows total numbers of service requests received from 1 January 2026 to 2 February 2026.

Number of service requests received		
Row Labels	Opened Tickets	Closed Tickets
2026		
Jan	91	101
Feb		
Grand Total	91	101

The table below shows total numbers of tickets currently open by department:

Department	Open requests
Building Maintenance	3
Management	0
Parks and Reserves	5
Portable Water	0
Roding	54
Rural Water	11
Solid Waste	4
Storm Water	1

Waste Water	1
Total	81

The graph below shows the number of service desk tickets opened each day:



5. REPORTING ON SERVICE COMPLAINTS

As per Council's obligations under the Local Government Official Information and Meetings Act 1987, a complaint should be acknowledged promptly on receiving a complaint. A complaint is an expression of dissatisfaction, from our customers, with a CDC decision, process followed, outcome, employee or contractor action, or quality of service.

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

For the year 2024 there were 45 complaints received.

The table below shows total numbers of complaints received from January 2025 to 2 February 2026.

Number of complaints received		
Month	Year	
	2025	2026
January	0	3
February	5	
March	0	
April	0	
May	7	
June	3	
July	3	
August	5	
September	7	
October	9	
November	3	
December	2	
Total	43	3

6. RECOMMENDATION

That the Council:

1. **Receives** the report.

File Number: 498995

Author: Serah Pettigrew, Democratic Services Officer

Attachments: 1 Complaints 2 December 2025 to 2 February 2026 [\[](#)

Service Complaints Report: 2 December 2025 to 2 February 2026

Complaints received	Responses to complaints	Average number of working days to resolve
6	4	1.00

Date Received	Organisation	Subject	Working Days resolved
16/12/2025		Complaint about a Council vehicle Mazda BT-50 travelling in excess of 100 km/h and nearly collided with a vehicle on Dalefield Road (Kaipatangata end)	1
16/12/2025		Complaint about an illegal quarry in Waingawa	1
9/01/2026		Complaint about whether CDC had investigated options to limited attendance to the Carterton swimming pool to Carterton residents only or thought about charging out of town residents a normal entry fee.	1
9/01/2026		Complaint about diggers working on High Street at 5am	1
20/01/2026		Complaint about burn outs in the intersection of Tait Place and Diamond Street as well as in Moore Crescent as well as damaged caused by other unpleasantries and road being damaged.	1
22/01/2026		Concerns regarding contractors accessing a residential property to carry out water race clearing works	1

Complaints not closed yet. 2

9 EXCLUSION OF THE PUBLIC

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Confirmation of the public-excluded minutes of Council held 10 December 2025	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

Kia whakairia te tapu

Kia wātea ai te ara

Kia turuki whakataha ai

Kia turuki whakataha ai

Haumi ē, hui ē, taiki ē