



Te Kaunihera-ā-Rohe o Taratahi
CARTERTON
DISTRICT COUNCIL

AGENDA

Policy and Projects Committee meeting

Date: Wednesday, 18 February 2026

Time: 9:00 am

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

Cr R Round

Cr L Newman

Cr S Gallon

Cr S Laurence

Deputy Mayor G Ayling

Cr S Casey

Mayor S Cretney

Cr J Burns

Cr B Deller

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

Wednesday, 18 February 2026 at 9:00 am

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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

VIDEOCONFERENCE LINK

Microsoft Teams [Need help?](#)

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Meeting ID: 439 986 794 080 85

Passcode: cE3PL7KB

For organizers: [Meeting options](#)



6 CONFIRMATION OF THE MINUTES



6.1 MINUTES OF THE POLICY AND PROJECTS COMMITTEE MEETING HELD ON 3 DECEMBER 2025

1. RECOMMENDATION

1. That the Minutes of the Policy and Projects Committee Meeting held on 3 December 2025 are true and correct.

File Number: 496621

Author: Robyn Blue, Democratic Services Officer

Attachments: 1. Minutes of the Policy and Projects Committee Meeting held on 3 December 2025

**MINUTES OF CARTERTON DISTRICT COUNCIL
POLICY AND PROJECTS COMMITTEE MEETING
HELD AT THE CARTERTON EVENTS CENTRE, 50 HOLLOWAY ST, CARTERTON
ON WEDNESDAY, 3 DECEMBER 2025 AT 9:00 AM**

PRESENT: Cr Rachel Round (Chair), Cr Steve Gallon (Deputy Chair), Mayor Steve Cretney, Deputy Mayor Grace Ayling, Cr Brian Deller, Cr Lou Newman, Cr Steve Laurence, Cr Simon Casey, Cr Jane Burns, Joel Ngātuere (Ngāti Kahukuraāwhitia) via videoconference

IN ATTENDANCE: Staff
Geoff Hamilton (Chief Executive), Solitaire Robertson (Group Manager Planning and Regulatory), Geri Brooking (Group Manager People and Corporate), Glenda Seville (Group Manager Community and Facilities), Marc Ferguson (Chief Financial Officer Manager), Lawrence Stephenson (Group Manager Infrastructure), Jeet Kiran (Waters Compliance and Monitoring Officer), Sarvesh Tiwari (Waste Management and Minimisation Officer), Christo Heyns (Project Manager), Ricky Utting (Climate Change Coordinator), Becks Clarke (Community Development Team Leader), Anna Tulloch (Communications and Engagement Advisor), Katrina King (Democratic Services Officer)

1 KARAKIA TIMATANGA

The meeting opened with a karakia by all members.

2 APOLOGIES

There were no apologies received.

3 CONFLICTS OF INTERESTS DECLARATION

There were no conflicts of interest declared.

4 PUBLIC FORUM

There was no public forum.

5 DISCUSSION OF THE PUBLIC FORUM

Not applicable.

6 REPORTS

6.1 REVIEW OF INFORMATION SECURITY POLICIES

1. PURPOSE

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

MOVED

That the Committee:

1. **Receives** the report.

Deputy Mayor G Ayling/Cr L Newman

CARRIED

2. **Adopts** the reviewed Over-Arching Information System Policy.

Cr B Deller/Cr S Gallon

CARRIED

3. **Adopts** the reviewed Artificial Intelligence Policy.

Deputy Mayor G Ayling/Cr S Laurence

CARRIED

6.2 WATER OPERATIONS REPORT

1. PURPOSE

For the Committee to be updated on the water operations.

MOVED

That the Committee:

1. **Receives** the report.

Mayor S Cretney/Cr S Gallon

CARRIED

6.3 UPDATE ON MAJOR PROJECTS

1. PURPOSE

To update the Committee on the progress of major projects.

MOVED

That the Committee:

1. **Receives** the report.

Cr B Deller/Cr J Burns

CARRIED

6.4 EVENTS CENTRE ACTIVITY REPORT

1. PURPOSE

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

NOTED

- Erin Banks to investigate with a range of other Council-led event centres, and report back on the level of ratepayer contributions toward their operating costs.
- Discussions continue with Iwi with regard to the naming of the Events Centre. Joel Ngātuere to follow up with Hurunui-o-Rangi Marae.
- Finance to continue separating the Events Centre finances from Community Services. There was discussion but no direct instruction to separate out the Library finances at this time.

MOVED

That the Committee:

- **Receives** the report.

Mayor S Cretney/Cr B Deller

CARRIED

6.5 RUAMĀHANGA ROADS AND CORRIDOR ACCESS REPORT**1. PURPOSE**

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

NOTED

- Mayor Cretney asked for clarification on the budget allocated or identified for bridge maintenance.
- The Speed Management Plan is currently with the Director of Land Transport. This is expected to be confirmed in early 2026.

MOVED

That the Committee:

1. **Receives** the report.

Deputy Mayor G Ayling/Cr S Gallon

CARRIED**6.6 UPDATE ON OPERATIONAL CONSENTS****1. PURPOSE**

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

MOVED

That the Committee:

1. **Receives** the report.

Cr S Gallon/Deputy Mayor G Ayling

CARRIED**6.7 WASTE MANAGEMENT AND MINIMISATION UPDATE****1. PURPOSE**

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

MOVED

That the Committee:

1. **Receives** the report.

Deputy Mayor G Ayling/Cr J Burns

CARRIED

6.8 CLIMATE STRATEGY 2025/26 IMPLEMENTATION PLAN PROGRESS

1. PURPOSE

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

MOVED

That the Committee:

1. **Receives** the report.

Cr B Deller/Mayor S Cretney

CARRIED

6.9 POLICY REVIEW WORK PLAN UPDATE

1. PURPOSE

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

MOVED

That the Committee:

1. **Receives** the report.

Mayor S Cretney/Cr J Burns

CARRIED

6.10 UPDATE ON PLANNING RESOURCE CONSENTS

1. PURPOSE

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

MOVED

That the Committee:

1. **Receives** the report.

Cr S Casey/Mayor S Cretney

CARRIED

6.11 DELEGATIONS MANUAL FOR 2025-2028 TRIENNIAL**1. PURPOSE**

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

MOVED

That the Committee:

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

Mayor S Cretney/Deputy M G Ayling

CARRIED**6.12 ADVISORY GROUP UPDATES****1. PURPOSE**

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

MOVED

That the Committee:

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

Cr L Newman/Cr B Deller

CARRIED**7 KARAKIA WHAKAMUTUNGA**

The meeting closed with a karakia by all members.

The Meeting closed at 10.59

Minutes confirmed:

Date:

7 REPORTS



7.1 WASTE MANAGEMENT AND MINIMISATION UPDATE

1. PURPOSE

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

2. SIGNIFICANCE

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

3. BACKGROUND

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

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

The objectives of the WMMP are:

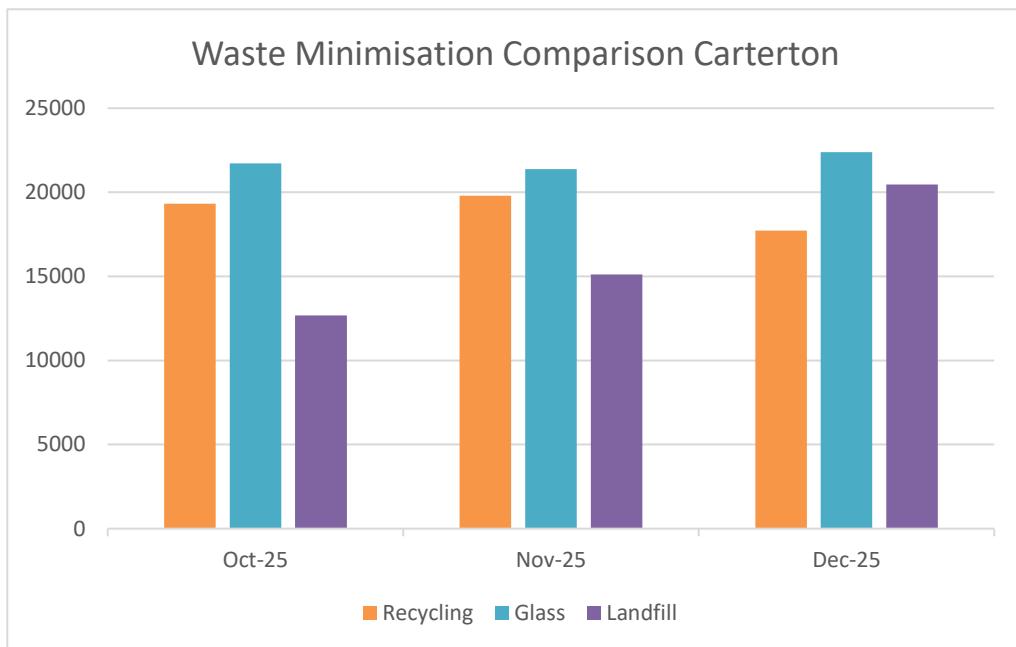
1. Waste and resource recovery systems support a reduction in greenhouse gas emissions from landfills and waste collections.
2. There is collective responsibility within the Wellington region for reducing our resource use and protecting our natural environment.
3. The conditions are in place to support everyone to use fewer resources and minimise waste.
4. Material circularity is increased through reuse, resource recovery, waste infrastructure and services.
5. It is accessible and convenient to reduce waste, reuse materials, and minimise disposal to landfill in line with the waste hierarchy.
6. Waste and resource recovery data systems are in place to track and monitor waste streams.
7. Resource recovery facilities and waste systems are resilient and able to cope with emergency events.
8. Recovery of materials is maximised so that landfills are used as a last resort.

9. Waste that cannot be prevented or diverted from landfill is managed safely and effectively in accordance with best practice.

4. DISCUSSION

Waste Summary:

Month	Recycling (kerbside and Transfer station)	Landfill	Glass Recycling	E-waste/batteries /other	Metal recycling	Levy (Exc. GST)
Oct'25	19,320 kg	12,680 kg	21,370 kg	5,610 kg	11,020 kg	\$4,218.20
Nov'25	19,790 kg	15,120 kg	22,390 kg	1,740 kg	6,790 kg	\$1,573.20
Dec'25	17,720 kg	20,740 kg	23,840 kg	2,310 kg	11,780 kg	\$2,088.40



Projects Update:

- Wairarapa has gone out to tender for its new Resource Recovery & Waste Management shared services contract.
- Officers of Wairarapa Councils are now preparing the next steps for organics collection process to be implemented in Wairarapa.
- CDC has signed the agreement with Greater Wellington Regional council (GW) for setting up an interim 18-months arrangement with Enviroschools from January 2026 – June 2027.
- Twice a day, 6-days week collection setup of soft plastics from New World Carterton has been established with the current contractor resulting in 4 full bags every day for recycling.
- Officers are in communication to have Tetra-pak collection and recycling in the Wairarapa region.

Service Requests:			
Service Request	Request details	Output	
25001703	18 Georgina Beyer Way: Yellow bin for new build	Bin delivered by Smart Env	03/10/2025
25001709	9D Moreton Rd: Bin lid damaged	Lid repaired by Smart Env	06/10/2025
25001712	WCM Legal: Rubbish bag missed collection	Justified – Collected same day later	06/10/2025
25001716	224D Belvedere Rd: Bin lid damaged	Lid repaired by Smart Env	06/10/2025
25001717	52 Pembroke St: Bin lid damaged	Lid repaired by Smart Env	06/10/2025
25001721	16B Armstrong Ave: Rubbish bag not collected	Unjustified: No bag present when truck passed house	06/10/2025
25001724	2 Porritt Pl: Rubbish not picked up	Unjustified: Picked up within collection timeframe	06/10/2025
25001725	27 Wyndham St: Extra bin at property	Bin removed by Smart Env	06/10/2025
25001726	19A Brooklyn Rd: Rubbish not picked up	Unjustified: Picked up within collection timeframe	06/10/2025
25001728	Porritt Pl: Rubbish not picked up	Unjustified: Picked up within collection timeframe	06/10/2025
25001731	9D Moreton Rd: Bin lid damaged	Lid repaired by Smart Env	07/10/2025
25001744	25 Clifton Av: Replacement Yellow bin	Bin replaced by Smart Env	09/10/2025
25001765	11A Rexwood St: Yellow bin not emptied	Contamination in the bin proved	13/10/2025
25001787	4 Pukeko Ln: Bin lid damaged	Lid repaired by Smart Env	13/10/2025
25001807	135 Lincoln Rd: Yellow bin request	Unjustified- Already one on site S# 00017394	13/10/2025
25001868	18 Tyne St: Yellow bin for new build	Bin delivered by Smart Env	23/10/2025
25001869	1 Frederick St: Yellow bin not emptied	Contamination in the bin proved	23/10/2025
25001918	6 Molesworth St; Bin stolen outside house	New bin delivered	03/11/2025
25001932	27 Hornsby St; Recycling bin not emptied	Unjustified: Bin not out on time	05/11/2025
25001950	6 Madison St; Damaged lid on the bin	Lid repaired	10/11/2025
25001951	2 Tait Pl: Damaged Yellow bin	New bin delivered	10/11/2025
25001956	45A Philips St; Yellow bin for new build	New bin delivered	10/11/2025
25001963	9 kakariki Cr; Yellow bin for new build	New bin delivered	11/11/2025
25001988	40 Victoria St; Damaged lid on the bin	Lid repaired	13/11/2025
25002004	38 Victoria St; Lid damaged	New bin delivered	18/11/2025
25002114	31 Rhodes St: Yellow bin for new build	Bin delivered by Smart Env	01/12/2025

25002103	5 Mill Grove: Lid damaged from wind	Bin repaired by Smart Env	01/12/2025
25002145	37B Rhodes St: Yellow bin for new build	Bin delivered by Smart Env	03/12/2025
25002178	7 Remutaka Lane: Yellow bin for new build	Bin delivered by Smart Env	08/12/2025
25002183	15D Madison St: Yellow bin not emptied	Wrong collection week	09/12/2025
25002191	8 The Glade: Stolen yellow bin	Bin delivered by Smart Env	10/12/2025
25002208	321 High St S: New yellow bin request	Bin delivered by Smart Env	11/12/2025
25002258	190 High St S: Broken lid of the yellow bin	Lid repaired by Smart Env	16/12/2025
25002253	234 High St S: New bin request for new house	Previous owner gave back the bin. Request abandoned	16/12/2025
25002274	299 High St S: Lid damaged	Lid repaired by Smart Env	19/12/2025
25002289	6 Rhodes St: New bin request as there is none in last 5-6 years (No request made earlier)	Bin delivered by Smart Env	22/12/2025

5. NEXT STEPS

The following actions are still to be undertaken:

- Tracking waste and data collection from Smart Environmental as per the new rules from the Online Waste Levy System (OWLS).
- SWAP (Solid Waste Analysis Protocol) to be carried out for kerbside and the transfer station in Wairarapa in March 2026.
- Waste Minimisation briefing in Sustainability Programme for School Holidays in March 2026.
- Trials with Central Environmental, Bentleys Bargains & Earthstarch for various types of waste stream recycling.
- Waste data management for council waste going to landfill.
- Gold Star Stickers programme to soon introduce in Carterton kerbside collections.
- Behaviour change programme via waste education in Carterton.
- Monitoring and reducing illegal litter dumping.

6. RECOMMENDATION

That the Committee:

1. **Receives** the report.

File Number: 507395

Author: Sarvesh Tiwari, Waste Management and Minimisation Officer

Attachments: Nil



7.2 UPDATE ON MAJOR PROJECTS

1. PURPOSE

To update the Committee on the progress of major projects.

2. SIGNIFICANCE

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

3. BACKGROUND

The Infrastructure Services Team delivers multiple projects as part of the delivery of the Long-Term Plan.

4. DISCUSSION

4.1 LTP Programme

	Task Mode	Task Name	Duration	Start	Finish	Prec	% Com	Comments
35	✓	▷ Procurement	65 days	Mon 11/11/24	Fri 7/02/25		100%	Contract Awarded
39		Project Design	180 days	Mon 10/02/25	Fri 17/10/25	38	5%	In Design Phase
40		Project Delivery	460 days	Wed 1/07/26	Tue 4/04/28		0%	
41		▷ Oxidation Ponds Sludge Removal	319 days	Mon 14/10/24	Thu 1/01/26		38%	Deferred
42	✓	Scope Definition	40 days	Mon 14/10/24	Fri 6/12/24		100%	
43	✓	▷ Pond 3 Trial	1 day	Mon 14/10/24	Mon 14/10/24		100%	
44	✓	▷ Remove Sludge and prepare for composting	7 days	Thu 21/08/25	Fri 29/08/25		100%	Complete
45		Composting Process	90 days	Fri 29/08/25	Thu 1/01/26		85%	
46		▷ Procurement	35 days	Mon 9/12/24	Fri 24/01/25		0%	
50		Project	155 days	Mon 27/01/25	Fri 29/08/25	49	0%	
51	✓	▷ Switch Room upgrade - Stage 2	195 days	Mon 21/10/24	Fri 18/07/25		100%	Complete
58		▷ Wetlands Replanting	100 days	Mon 4/11/24	Fri 21/03/25		0%	
65		▷ 25/26 Yr 2 LTP	667 days?	Mon 3/06/24	Tue 22/12/26		99%	
66		▷ Frederick WTP Upgrade	50 days?	Mon 3/06/24	Fri 9/08/24		99%	
85	✓	▷ Brooklyn Road	286 days?	Mon 3/06/24	Mon 7/07/25		100%	Complete
93	✓	▷ Boundary backflow devices upgrade	532 days	Mon 9/12/24	Tue 22/12/26		100%	Complete
105	✓	▷ Waingawa Process Water	275 days?	Mon 3/06/24	Fri 20/06/25		100%	
35	✓	▷ Depot Ablution block	86 days?	Mon 3/03/25	Mon 30/06/25		100%	Complete

4.2 New Toilet Block, Canopy and Depot Toilet Conversion to Office space

All work was completed on 9/1/26

Total Building Cost: \$157,450

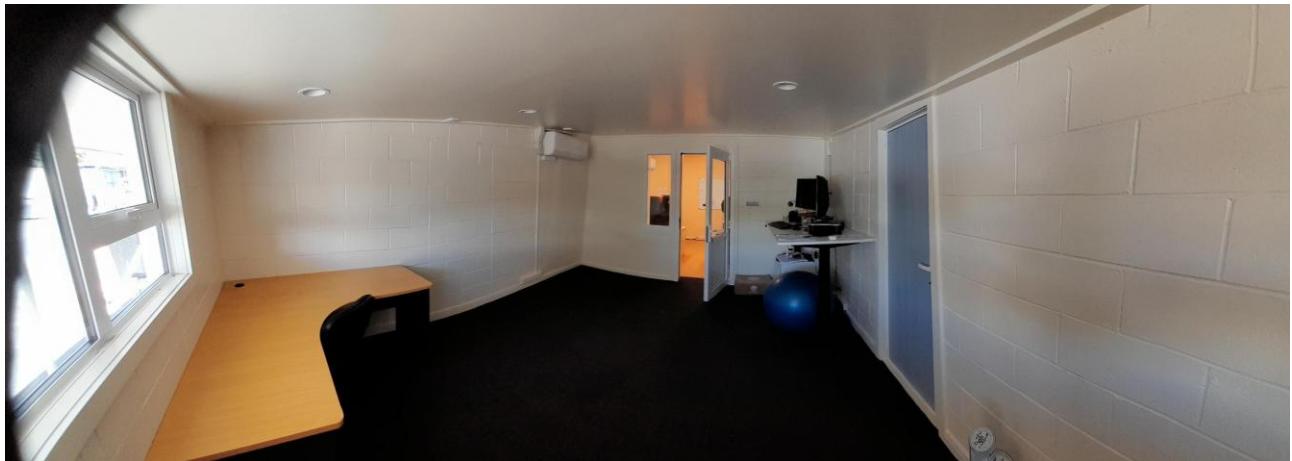


Figure 1: New Office space

4.3 Frederick Street Treatment Plant Building Upgrade

Building work has been completed and signed off. Work is continuing to install the lime dosing equipment and set up for pH correction at Frederick St. This is being managed by the Water Treatment Operators.

Total Building Cost: \$239,758.95



Figure 2: Frederick Street Treatment Plant Building Upgrade Completed



Figure 3: Frederick Street Treatment Plant Building Upgrade Completed

4.4

Waste Water Treatment Plant: Sewage Sludge Composting Pilot Programme -Pond 3

The composting programme has now entered the verification stage. Samples have been taken to check for any signs of E.coli. Temperature readings throughout the period have been surprisingly high, which is a good sign that the process would be successful.

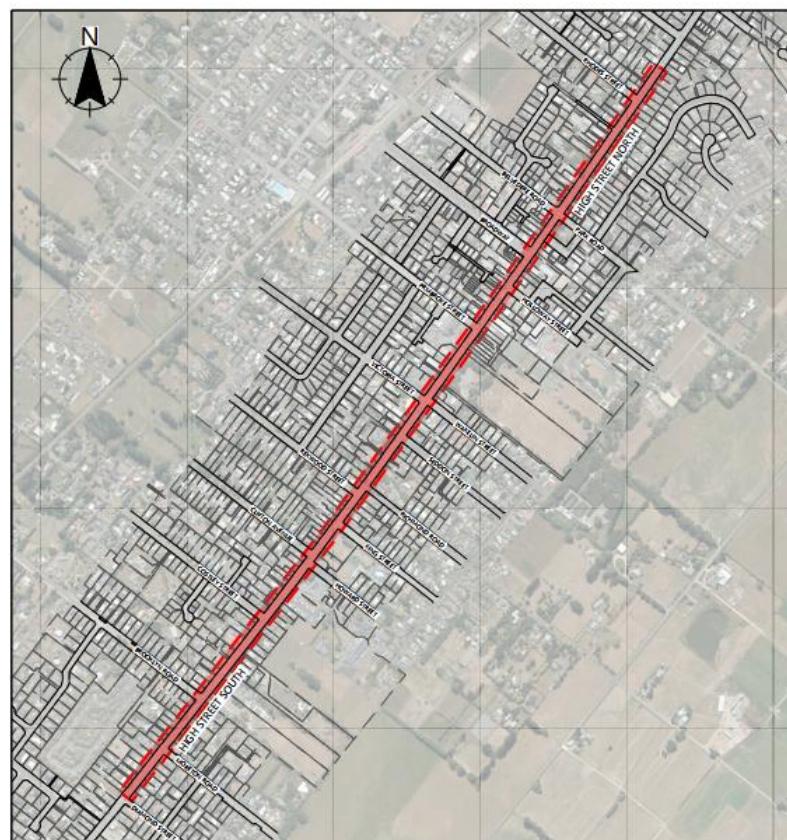


Figure 4: Composting process

Composting NZ Budget for Pilot Phase of Sewage Sludge Composting		PROGRAMME						Scheduled	In Progress	Completed			
		July	August	September	October	November	December	January	February	March	April	May	June
Project establishment													
Site Set Up													
Establish plant													
Dismantle plant													
Stripping and preparing site													
Strip site													
Construct topsoil bund													
Construct mulch bunds													
Construction of access road													
fill potholes													
deliver lime													
shape road													
Construction of lime pad 40 x 40 for stockpiling													
Lime supply													
Lime placement													
Final shape and roll													
Construction of lime pad 40 x 40 for composting													
Lime supply													
Lime placement													
Final shape and roll													
Sludge Removal													
Stockpile mulch material													
Dewater Pond 1													
Extract Sludge													
Composting													
Form windrows	Cl & C2	C3-05	C7										
Week 0-initial temps	Cl & C2	C3-05	05-08										
Sanitisation Phase (5 weeks)			Cl-1-5	05-07									
Stabilisation Phase			Cl-3	Cl-5	Cl-5	05-7	Cl-5	05-7	05-7				
Maturation													
Blending if required													
Testing													
Collect samples for testing													
Send for testing													
Receive results													
Mass Balance analysis for blended material													
Reporting													
Week 1													
Week 2													
Week 3													
Week 4													
Monthly													
End of contract													

Figure 5: Composting Programme

4.5 High Street South Water Renewal



5.

Figure 6: Water Main Renewal Plan

Construction of the water replacement main started on 6 January 2026. G&C did the section of the rider main in front of the school to ensure this work is complete before school starts to avoid causing disruption to school traffic. To date 400m of rider main has been installed.

We are trying to move ahead as far as possible with the installation within our budget limits, since NZTA is eager to upgrade the road surface through town. They had planned to start this work in November of 2025, but staff insisted that we need to get our assets in before NZTA could do their work. The NZTA work is scheduled to commence in March.

However, the remaining budget is not enough to carry the contractor to June 2026. We are therefore requesting the remainder of the Backflow Prevention and Condition Assessment budgets be transferred to the Water Renewal budget to allow the contractor to get as much pipe in as possible.

Backflow Prevention Budget Background

CDC has a 2025/26 budget of \$500,000 to upgrade our backflow devices for high-risk and medium-risk properties in the area. The previous year's unspent budget of \$150,000 was transferred to this year bringing the total to \$650,000. When these budgets were suggested by staff and approved in the LTP, the assumption was that CDC would carry the cost of the installation of backflow preventers throughout the district and a larger number of properties and these figures were deemed appropriate as a start. After the property surveys, the number of devices has reduced. Council, however, recommended, in line with the new legislation, that the costs for backflows were to be the responsibility of the property owners. This means backflow budgets should not be utilised this year.

Refer below - We are applying for the remainder of the Backflow budget of **\$540,352** (\$650,000 minus \$109,648 preventers installed at the CDC sewer pump stations) to be transferred to the Water Mains replacement budget.

Condition Assessment Budget Background

The 2025/26-year budget for Condition assessment still has \$132,230 remaining and will not be utilised this year. Due to previous assessments, staff have a good understanding of the current condition of the water network and are renewing the worst pipes as per the budget allowance e.g. the current High Street South Mains replacement.

Current remaining budget: **\$132,230**

Approval Request

Council officers will be requesting approval of Council to redistribute budgets:

- 1) Transfer \$540,362 from Backflow Prevention budget (WSC25Boundarybackflow) 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.

Budget 25-26 Left Over in June	A	\$1,386,272.00	
Cost to date 25-26	B	\$849,323.00	
Remaining for this year (A-B)	C	\$536,949.00	
Backflow Preventors Balance remaining	D	\$540,352.00	
Possible budget if backflows added (C+D)	E	\$1,077,301.00	
Condition Assessment	F	\$132,230.00	
Possible budget if Condition assessment is added (E+F)	G	\$1,209,531.00	This will take us to March 2026 and Costley Street (Jan-March)
2026/27 Budget	H	\$1,294,700	July -Sept This will take us to Howard Street
Total Budget 2 years (G+H)		\$2,504,231.00	
Total Budget to complete Moreton to Seddon street.		\$3,791,355.73	



Figure 7 - New watermain High street South



Figure 8:- New watermain High Street South

4.6 Events Centre: Roof Storm Damage

99% of the roof repair was completed on 23/1/26. The wrapping used to protect the works has proved to be invaluable since the Wairarapa has been plagued with strong winds and regular rain events. Dismantling of the scaffolding has commenced and the insurance claim will be finalised when all costs are collated.



Figure 9: Event Centre Roof Repair

4.7 Waste Water Treatment Plant Headworks Upgrade

Tender Award: The tender process has been completed. Three tenders were received for the design and build of this project and the tender was awarded to Seipp Construction. The contract has been drafted and is awaiting final sign off. The timeframe for this work is 18 months, with the first 6 months period spent on the design and procurement, after which construction will commence. Construction completion is therefore expected in July 2027.

Contract Price: \$5,213,710.39

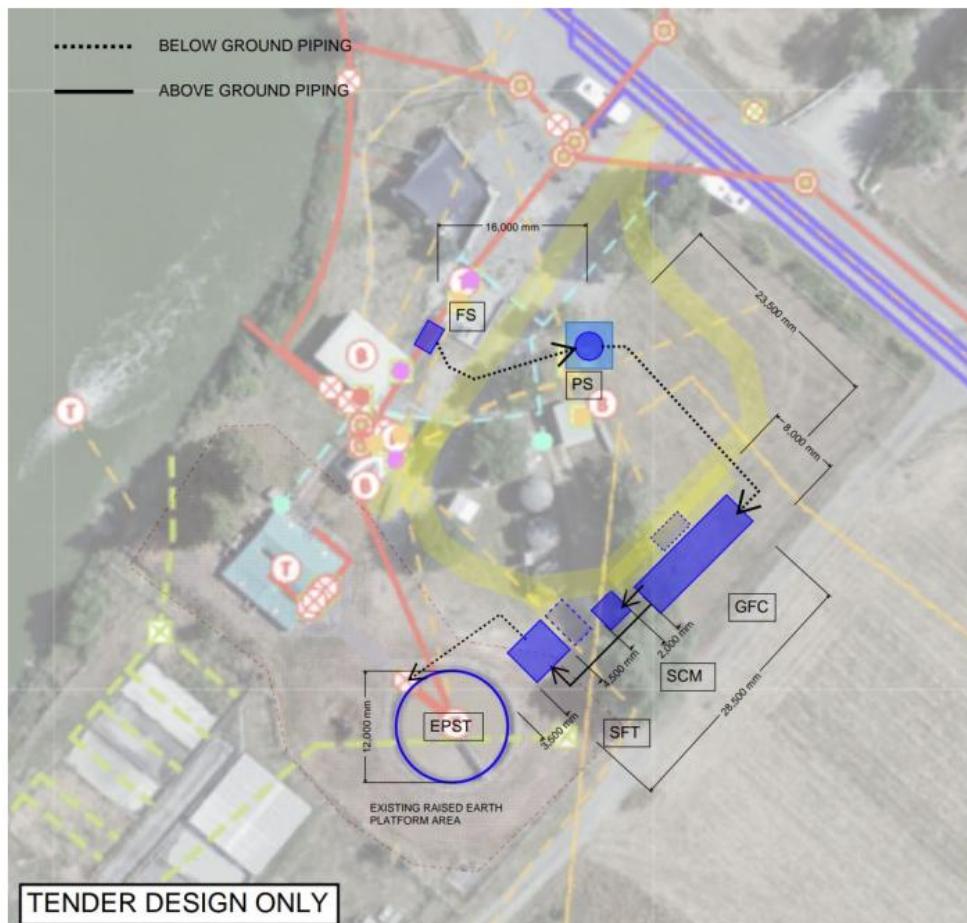


Figure 10: Schematic Layout of Upgrade at Dalefield Road

Legend

IFS	Influent Flow Slitter
PS	Lift Pump Station
SFT	Salsnes Filter
GFC	Grit/FOG Channel
SCM	Scum Tank & Pumps
EPST	Existing Pr.Sed Tank

6. CONSIDERATIONS

5.1 Climate change

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

5.2 Tāngata whenua

This report is a regular update which is of interest to all members of our community, including iwi and hapū. However, there are no areas of interest or concern contained within this report that require specific iwi or hapū consideration.

5.3 Financial impact

The financial impacts are discussed in this report.

5.4 Community Engagement requirements

There are no community engagement requirements required for this report.

5.5 Risks

Project risks are being managed and mitigated as and when required.

7. RECOMMENDATION

That the Committee:

1. **Receives** the report.
2. **Recommend to Council to** bring forward \$800,000 of the 2026/27 budget as discussed in the report to allow continuation of work.
3. **Recommend to Council to** the transfer of \$540,362 from Backflow Prevention budget (WSC25Boundarybackflow) to the Water Supply network renewal budget (WSC25Mainsreplace).
4. **Recommend to Council to** the transfer of \$132,230 from Condition Assessment budget (WSC25Conditionassess) to the Water Supply network renewal budget (WSC25Mainsreplace).

File Number: 499003

Author: Christo Heyns, Project Manager

Attachments: Nil



7.3 UPDATE ON OPERATIONAL CONSENTS

1. PURPOSE

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

2. SIGNIFICANCE

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

3. DISCUSSION

A resource consent is permission from the Regional Council for an activity that might affect the environment or the community, and that isn't allowed 'as of right' in the regional plan. Councils are required to have resource consents to regulate activities that could potentially impact the environment and the surrounding community.

4. CONSENTS

The main consents currently being progressed relate to the Water Race consent renewals and the Kaipatangata surface water take. In addition, closed landfill consents are managed in accordance with their existing conditions. Recent legislative changes under the Resource Management (Consent Duration) Amendment Act have reinstated certain expired consents that were operating under section 124 of the RMA and extended their expiry date to 31 December 2027, with existing consent conditions remaining in force. These changes affect both water race, Kaipatangata surface water take and landfill consents and provide an alternative pathway to continued operation while longer-term consent strategies are confirmed.

The Waters Team manages 8 different consents, summarised in the table below:

Consent	Expiry	Status	Risks
Kaipaitangata Surface Water Take	2013	<p>Updated AEE discussions with GWRC are no longer being progressed at this time following recent legislative changes. Council will rely on the reinstated consent until 31 December 2027, with the previous replacement application to be withdrawn. Officers will continue to manage the supply in accordance with existing consent conditions and will plan engagement, technical assessments, and stakeholder consultation to support a future replacement application ahead of the 2027 expiry.</p>	<p>Reliance on the reinstated consent until 31 December 2027 reduces immediate regulatory risk.</p> <p>Low-flow restrictions continue to apply.</p> <p>A new replacement consent will be required before expiry, with timing and conditions subject to future GWRC assessment.</p>
Carterton Landfill	2016	<p>Due to recent legislative changes, the previous application is no longer being actively progressed and may not need to remain on hold. Recent legislative changes allow the existing consent to operate until 31 December 2027. Officers have engaged with GWRC regarding ongoing operational requirements and will scope and prepare a replacement application at an appropriate time ahead of the 2027 expiry.</p>	<p>Restrictions on sludge disposal remain in place. There is residual risk associated with the unlined cells, including uncertainty around baseline and ongoing monitoring requirements. While a draft AEE has been prepared, it remains incomplete, with identified gaps such as mana whenua input.</p> <p>Recent legislative changes allow the reinstated consent to operate until 31 December 2027, reducing immediate regulatory risk; however, a robust replacement application will be required before the consent expires.</p>

Consent	Expiry	Status	Risks
Taratahi Water Race	30 June 2023	The water race consent application lodged in 2023 remains under a Section 92 further information process, with continued operation authorised under Section 124. All required field sampling to support the Section 92 response has now been completed, and consultants are finalising data analysis, including assessment of cumulative effects, for incorporation into the updated Assessment of Environmental Effects to be provided to GWRC. Officers continue to engage with GWRC and the lead consultant to progress the application. While recent legislative changes provide an alternative pathway to extend the existing consents to 31 December 2027, officers consider there is merit in continuing with the current application, given the substantial investment already made. As project costs are higher than anticipated in the Long-Term Plan, officers will seek approval for an increased project budget.	Restrictions during low flow and the amount of monitoring required. We are requesting a 20-year consent and are still awaiting a decision. The costs for consenting.
Carrington Water Race	30/6/2023	See above	
Frederick St groundwater take	30/9/2034	Current	Nitrate levels are still within limits. However, a change in legislation could compromise this.
Waingawa swamp cleaning	3/9/2023	Expired; included in the Water Race consent application	
Wastewater discharge	17/1/2053	Current; multiple consents	Capacity for population growth
Stormwater	15/8/2027	Current; Monitoring consent to create stormwater management strategy	Roading run-off treatment

5. RENEWAL PROGRESS

There are currently four consents progressing that are in different stages:

- The water race consents, which are consented separately but processed concurrently, continue to be managed under a Section 92 further information process. The original consent application was lodged in May 2023, and the continued operation of the water race network is currently authorised under Section 124 (continued use) while the application is being progressed. Recent legislative changes provide an alternative pathway to extend the existing expired consents through to 31 December 2027. Notwithstanding the availability of the legislative extension pathway, substantial investment has already been made in technical investigations, field sampling, consultant assessments, and data analysis to support the current consent application.

Officers consider there is merit in continuing to progress the existing application to leverage the work completed and provide longer-term regulatory certainty for the operation and management of the water race network. All required field sampling to support the Section 92 response has now been completed. Consultants are currently finalising data analysis and preparing the outstanding Section 92 response, including an assessment of cumulative effects. Once complete, this information will be incorporated into the overall Assessment of Environmental Effects and provided to GWRC.

Officers continue to coordinate closely with the lead consultant overseeing the technical workstreams and will provide updates to GWRC as further information becomes available. GWRC has confirmed there is no immediate deadline for Council to determine whether to proceed with the current consent application or to rely on the legislative consent extension pathway. This decision will be considered internally, taking into account cost forecasting, long-term certainty, and Water Race Committee oversight. As the project budget was set in the previous Long-Term Plan and the cost of supplying the required information is significantly higher than anticipated, officers will seek approval for an increased project budget at the next Council meeting.

- The Kaipatangata public water supply consent application (WAR130065) was lodged as a replacement application for the existing take consent. Following recent legislative changes under the Resource Management (Consent Duration) Amendment Act, the previously expired consent WAR020050 has been reinstated, and its expiry date has been automatically extended to 31 December 2027. After internal consideration and engagement with Greater Wellington Regional Council (GWRC), the Council has confirmed its intention to rely on the reinstated consent WAR020050 and proceed with its renewal at an appropriate time. Accordingly, Council will withdraw the replacement application WAR130065, noting that this provides a clear and lawful pathway to continue operating the Kaipatangata supply while allowing sufficient time to properly scope and prepare a fresh replacement application in advance of the 2027 expiry. GWRC has confirmed there is no impediment to withdrawing WAR130065 and operating under the reinstated consent in the interim. The formal withdrawal process is underway, and any outstanding consent processing charges will be addressed in accordance with GWRC's standard cost recovery process. Officers will continue to manage the Kaipatangata supply in accordance with the conditions of the reinstated consent and will plan future engagement, technical assessments, and stakeholder consultation as part of

developing a new replacement application, well ahead of the December 2027 expiry date.

- The closed landfill consents relate primarily to groundwater monitoring and associated discharge effects. Recent legislative changes under the Resource Management (Duration of Consents) Amendment Bill introduce a new section 123C, which reinstates expired consents that are continuing to operate under section 124 and extends their expiry date to 31 December 2027, with existing consent conditions remaining in force. Council's closed landfill consents qualify under these provisions. In light of this change, and following advice from the Council's consultant, there is no regulatory advantage in progressing the current consent application at this time. While a draft Assessment of Environmental Effects (AEE) has been prepared, it remains a working document and identifies several substantive information gaps, particularly regarding mana whenua input. Officers will continue to monitor the progress of the RM Reform legislation and confirm with the Greater Wellington Regional Council (GWRC) the application of section 123C to the closed landfill consents. Engagement with GWRC and mana whenua will be maintained to ensure relationships are preserved, and future consent pathways are well understood. The intention is to rely on the reinstated consents through to 31 December 2027 while appropriately scoping and preparing a robust replacement application under the reformed planning framework, well in advance of that expiry.
- Land irrigation has resumed for the CDC irrigation land, and soil monitoring results show no significant concerns. GWRC nursery irrigation is being carefully managed through a new trial programme agreed with GWRC to avoid over-irrigation and protect tree growth at the poplar and willow nursery. It is planned to invite nursery staff to provide an update on the nursery at the wastewater advisory group meeting scheduled for 4 March 2026.

6. CONSIDERATIONS

6.1 Climate change

N/A.

6.2 Tāngata whenua

N/A.

6.3 Financial impact

All work relating to the renewal and maintenance of the consents is provided for within approved budgets in the LTP and carry forwards.

7. RECOMMENDATION

That the Committee:

1. **Receives** the report.

File Number: 507355

Author: Jeet Kiran, Waters Compliance and Monitoring Officer

Attachments: Nil



7.4 RUAMĀHANGA ROADS AND CORRIDOR ACCESS REPORT

1. PURPOSE

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

2. SIGNIFICANCE

The matters for decision in this report are not considered significant under the Significance and Engagement Policy.

3. BACKGROUND

Ruamāhanga Roads is a shared service between CDC and SWDC to deliver the Land Transport Programme in partnership with the New Zealand Transport Agency Waka Kotahi (NZTA).

4. DISCUSSION

The attached report relates to activities undertaken across the Carterton and South Wairarapa Districts for November 2025 to January 2026.

5. CONSIDERATIONS

5.1 Climate change

Roading activities have an impact on climate change however through the road maintenance contract, efficiencies are strived for which relate to climate change mitigation. This report does not have any climate change decision implications.

5.2 Tāngata whenua

This report is a regular update which is of interest to all members of our community, including iwi and hapū. However, there are no particular areas of interest or concern contained within this report that require specific iwi or hapū input.

5.3 Financial impact

All of the roading activities are completed under approved budgets, and this report does not have any additional financial impacts.

5.4 Community Engagement requirements

There are no additional community engagement requirements resulting from this report.

5.5 Risks

This report is a regular update. It contains no specific or identified decision risks which would require further attention or action.

6. RECOMMENDATION

That the Committee:

1. **Receives** the report.

File Number: **507345**

Author: **Graham Carson, Roading Manager**

Attachments: 1. **Rumahanga Roading Report Jan 2026** [!\[\]\(1a443431c1e7e6ddcc56d663b5f2af6f_img.jpg\)](#)

Ruamāhanga Roads – Council Report

November, December 2025, January 2026

1. Purpose

The purpose of this report is to update and inform the Committee on roading operations for the period of November, December 2025 and January 2026. This report covers the physical work undertaken by the Contractor Fulton Hogan on the Carterton and the South Wairarapa Districts roading network.

2. Finance Summary

	January (expenditure to date)	Total Remaining
CDC LR	4,386,932	1,448,134
SWDC LR	6,041,373	3,039,628
SWDC Special Purpose Rd (SPR)	1,425,151	1,383,514

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

3. Health & Safety

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

4. Work Programme**Work Completed**

The following major items of work were completed for the period.

- Road re-sealing and rehabilitation future works programme completed for Summer 25/26.
- Bridge inspections completed and inspections reports received and future work being programmed.
- Roadside vegetation management.
- Road remarking over both networks.

CDC November, December 2025 January 2026**1. Sealed Road Pavement Maintenance**

- Edge break repairs completed 37 m
- Repaired 85 potholes

2. Unsealed Maintenance

- Unsealed roads graded 160 km

3. Drainage Maintenance

- Carried out 90.60 km of street sweeping and cleaned 40 km of unlined surface water channels
- Cleaned sumps x 36

4. Structures Maintenance

- Debris clear Deck x 2 bridges
- Side rails repair 8.5 m

5. Environmental Maintenance

- High cut trimming 35.80 km
- Tree removal/trimming x 13 trees

6. Minor Events

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

7. Reseals

- This year's resealing programme was successfully completed in January, two months ahead of schedule.
 - Total resealing completed: 17.452 km
 - Asphalt Concrete (AC14) renewal: Pakihi Road
 - Polymer Modified Emulsion (PME) seal (January): Carters Line and Pakihi Road
 - Regular chipseal sites completed
 - Dalefield Road, Arcus Road, Chester Road, Cobden Road, East Taratahi Road, Gladstone Road, Longbush Road, Millars Road, Masson Street, Matarawa Road, Stubbs Lane, Thomas Road, and Waterson Line
-

8. Area Wide Pavement Treatment (AWPT)

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

9. Speed Management Plan

Council's Speed Management Plan Alternative Method Proposal for school zones, which reduces existing speed limits during school travel times, was approved by the Director of the Ministry of Transport on 7 October 2025. The plan has been developed in accordance with the *Land Transport Rule: Setting of Speed Limits 2024* and aligns with the road safety objectives of the *Government Policy Statement on Land Transport*, with a particular focus on areas of higher safety risk.

The final step, certification of the new variable speed limits in the National Speed Limit Register (NSLR), has now been successfully completed. The required signage was installed on 30 January 2026, and the new speed limits will commence from **School Term 1, 2026**.

As part of this rollout, new variable speed limits during school operating times will be introduced at the following four schools across the district:

- Carterton School
- Ponatahi Christian School
- Dalefield School
- Gladstone School
-

The following schools already have variable speed limits during school travel times approved by NZTA, as they are located adjacent to SH2:

- South End School
- St Mary School

In addition, the network-wide Speed Management Plan, approved on 19 December 2025, will be rolled out progressively over the course of the year.

Official approval documentation can be viewed on the NZTA Waka Kotahi website under [Speed limit approvals | NZ Transport Agency Waka Kotahi](#).

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

Name of School	Road/s outside the school (Include the start and end locations)	Category 1 or 2	Existing speed limit (km/h)	Proposed speed limit (km/h)	Speed limit type	Operational times
Carterton School	Dixon St, Holloway St. Nelson Cres, Tyne St.	1	50	50/30	Variable	8:55 - 3:00 8.25 - 9.10am 2.45 - 3.30pm
Ponatahi Christian School	Howard St.	1	50	50/30	Variable	8:25 – 2:50 7.55 – 8.40 am 2.40 - 3.20 pm
St Mary School	King St (by NZTA)	1	50/30	-	Variable	8:55-2.50

South End School	High Street ((by NZTA)) Brooklyn Road (by NZTA)	1	50/30	-	Variable	9:00 – 3:00
Dalefield School	Dalefield Rd. Waterson line Thomas Rd.	2	100	100/60	Variable	9:00 – 3:00 8.30 – 9.10 am 2.50 - 3.30 pm
Gladstone School	Te Whiti Rd.	2	100	100/60	Variable	9:00 - 3:00 8.30 – 9.10 am 2.50 - 3.30 pm

•
10. Photos



High Cut



Sight rails



Potholes

Unsealed Road Maintenance

SWDC November, December, January 2026

1. Sealed Road Pavement Maintenance

- Potholes 98
- Edge break repairs completed 40 m
- Shoulder maintenance 3.18 km

2. Unsealed Maintenance

- Unsealed roads graded 258.75 km

3. Drainage Maintenance

- Carried out 120.43 km of street sweeping and cleaned 7.31 km of unlined surface water channels
- Cleaned sumps & grates 70

4. Structures Maintenance

- Bridge inspection 3 bridges.

5. Environmental Maintenance

- High cut trimming - Nil
- Tree removal/trimming 14
- Chemical Control/ Noxious plants spraying 585 km

6. Minor Events

- Fallen trees Nil
- Slip clear 2

7. Reseals SWDC

- This year's resealing programme commenced in September and has achieved 65% progress to date. Rest of the sites are programmed to complete in February 2026.
 - Planned resealing length – 19.157 km
 - Completed length to date – 12.512 Km
 -
- Completed sites include:
 - Boundary Rd, Brandon St, Daniel St, Hart St, Hickson St, Humphries St, Kahutara Rd, Lake Ferry Rd, Longwood Rd East, Murphys Line, No1 Line, Oakview Place, Renall St, South Featherston Rd, Wallace St, Wood St, and Cape Palliser Rd.

8. Area Wide Pavement Treatment (AWPT)

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

9. Speed Management Plan

Council's Speed Management Plan has been approved by the Director of the Ministry of Transport. This applies to the entire roading network along with the Alternative Method Proposal for school zones that reduces existing speed limits during school travel times. The plan has been developed in accordance with the Land Transport Rule: Setting of Speed Limits 2024 and aligns with the road safety objectives of the Government Policy Statement on Land Transport, with a particular focus on areas of higher safety risk.

The school zone speed review has now progressed to the implementation phase. The final step, certification of the new variable speed limits in the National Speed Limit Register (NSLR), is successfully completed. Installation and activation of the required signage and systems are completed to be ready to commence from School Term 1, 2026.

As part of the rollout, new variable speed limits during school operating times will be introduced at the following eight schools across the district:

- Greytown School
- Kuranui College
- St Teresa's School
- Featherston School (by NZTA)
- South Featherston School
- Martinborough School
- Pirinoa School

- Kahutara School

Location	School	Road	Variable Speed Limits (Km/h)	Operational times	
Greytown	Kuranui College	Arbor Place	50/30	8.10am to 8.50am 3.00pm to 3.40pm	
		Bidwills Cutting Road			
		East Street			
	Greytown School	East Street	50/30	8.20am to 9.00am 2.50pm to 3.30pm	
		McMaster Street			
		Reading Street			
Featherston	St Teresa's School	Bell Street	50/30	8.20am to 9.00am 2.50pm to 3.30pm	
		Birdwood Street			
	Featherston School	Lyon Street (by NZTA)	50/30	8.00am to 9.15am 2.45pm to 3.30pm	
	South Featherston School	South Featherston Road	50/30	8.10am to 9.00am 2.50pm to 3.30pm	
	Martinborough School	Dublin Street	50/30	8.20am to 9.00am 2.50pm to 3.30pm	
South Wairarapa		Broadway Street			
		Roberts Street			
Pirinoa School	Lake Ferry Road	60/30	8.30am to 9.10am 2.50pm to 3.30pm		
Kahutara School	Pukio W Rd	60/30	8.30am to 9.10am 2.40pm to 3.20pm		
	Kahutara Road				

The wider network-wide Speed Management Plan will be rolled out progressively over the course of the year.

10. Emergency Works

Update on May 2025 Heavy Swell Event – Cape Palliser Road

Following the heavy swell event in May 2025, significant damage occurred along Cape Palliser Road. Ruamāhanga Roads submitted a funding claim of \$1.86 million to NZTA to cover additional costs associated with State Highway Protection Repairs (SPR) arising from the May event. Remedial works valued at \$1.55 million are currently underway and are being delivered by Fulton Hogan.

These works include:

- Rock revetment protection at Te Kopi and Mangatoetoe
- Repairs to ECO Reef damage at Whatarangi and Turners Bay

The final activity under the May Swell Recovery budget involves extending the ECO Reef retaining system at the Whatarangi site, where approximately half of the carriageway was lost due to heavy coastal swell.

This work is currently awaiting resource consent approval. Construction is programmed for **February 2026** and will commence once consent is granted.

Photos

Edge break repairs



Edge break repairs

Potholes



Pothole repaired

Unsealed Road Maintenance / Drainage Maintenance



Unsealed road grading and metalling

SWDC and CDC**Developments**

	SWDC	CDC
Subdivisions		
New application	5	3
Engineering approval	5	6
Pre-seal inspection	3	5
S224 sign off	7	1
Vehicle crossing	1	1
Rapid number	3	0

On going Vested Road subdivisions**SWDC**

Brookside Developments Featherston

62 Woodward Street, Featherston

Shooting Butts Road, Martinborough

Orchard Retirement Village, Greytown

CDC

67 Lincoln Road, Carterton

17 Brown Ave, Carterton

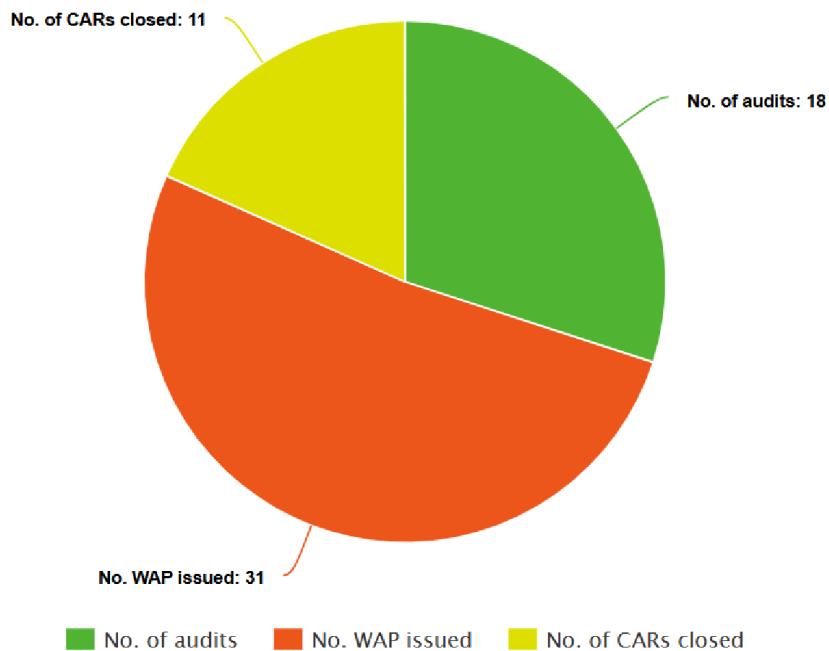
Stage 3- Peaks Ave Carterton

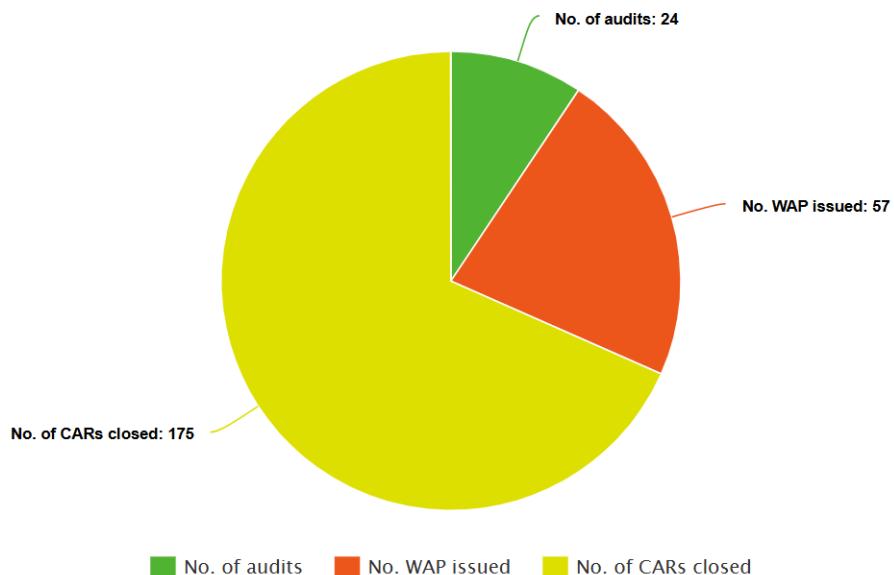
Corridor Management

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

	CDC	SWDC
Number of Work Access Permits (WAPs) Issued:	31	57
Number of CARs Closed:	11	175
Number of Audits:	18	24

CDC:



SWDC:**Overweight and High Productivity Vehicle permits**

The Corridor Access team reviewed and processed four overweight permits in Carterton during the reporting period.

Current ongoing works**1. Structure Works (Maintenance and Renewal) – Bridges and Geotechnical Structures**

- **Stantec** has been appointed as the new consultant responsible for delivering these services. This appointment marks a significant step toward ensuring the continued safety and reliability of critical infrastructure across both councils.
- As part of their scope, Stantec has assumed responsibility for **routine annual inspections** of bridges and geotechnical structures. These inspections are essential for identifying potential risks, prioritizing maintenance activities, and ensuring compliance with safety standards.
- For the current year, Stantec has completed their yearly inspections and submitted a report to Ruamāhangā Roads for further action. The process includes detailed structural assessments, geotechnical evaluations, and condition rating of assets to inform future maintenance planning. The final inspection report, outlined findings, recommendations, and any urgent remedial actions.
- Reports received from Stantec are mentioned below:
 - o Bridge Structure Inspection Report 2024/2025 (CDC/SWDC)
 - o Geotechnical Structure inspection Report 2024/2025 (CDC/SWDC)

- **Posted Bridges: HMV Regulation 1974 Clause 11(4) and their certification**
 - The 2025 Posted Bridge Inspections, undertaken by Stantec on behalf of Ruamāhanga Roads, have been successfully completed. The findings of the inspections which relate to the live load capacity of the bridges are summarised in the report.
 - **The Inspections findings** - full inspection was undertaken for each bridge. Issues which are potentially impacting on the capacity of the bridge to carry loads are highlighted as detailed below:
 - SWDC Bridge 35 - Lower Valley Bridge
 - SWDC Bridge 77 - Lower Cape River
 - CDC Bridge 29 – Mannings Road Bridge
 - CDC Bridge 30 – Enaki
 - CDC Bridge 36 - Mangatarere Gorge 1
 - CDC Bridge 47 - Atiwhakatu Bridge
 - Bridges added to the posted List
 - SWDC Bridge 26 – Tawaha
 - SWDC Bridge 69 - Birch Hill
 - Stantec has provided the updated this list across both the councils to reflect the actual status of these bridges in accordance with the Heavy Motor Vehicle Regulations 1974, specifically Regulation 11 on the 'Protection of Bridges.' This regulation covers requirements for posted bridges, including their inspection, certification, and public notification. These details will be further shared with NZTA to ensure the 50MAX Book of Maps is current for overweight permit applications.
 - **Summary of Posted Bridges - Max Gross Weight – 44,000 KG**
 - SWDC - 24 Nos. Posted Bridges out of which three are restricted further with Max Weight limit of 10,000 Kg and Max Speed Limit of 10 Km/hr namely
 - Tawaha Bridge, Upper Cape River Bridge & Lower Cape River Bridge
 - CDC - 22 Nos. Posted Bridges out of which one is restricted further with Max Weight limit of 10,000 Kg and Max Speed Limit of 10 Km/hr namely
 - Atiwhakatu Bridge
 - Stantec identified 4 CDC bridges that no longer required to be on posted bridge list namely Te Kopi Road Bridge, Mangatarere Tea Creek Bridge, Lower and upper Clifton Grove bridges.
 -
- **Bridge Strength Assessment - Atiwhakatu Bridge #92 (CDC):**
 - Safety concerns were identified by WSP consultant during earlier inspections of Atiwhakatu Bridge #92 on Norfolk Road. To ensure its structural integrity, we have decided to undertake a comprehensive bridge load rating assessment through Stantec. This includes a full HPMV (High Productivity Motor Vehicle) evaluation for all vehicles crossing the bridge and a detailed written HPMV report.
 - Stantec has completed the detailed HPMV evaluation of the superstructure in accordance with Section 7 of the NZTA Bridge Manual, NZS 3101.1 and AS/NZS 5100.6.

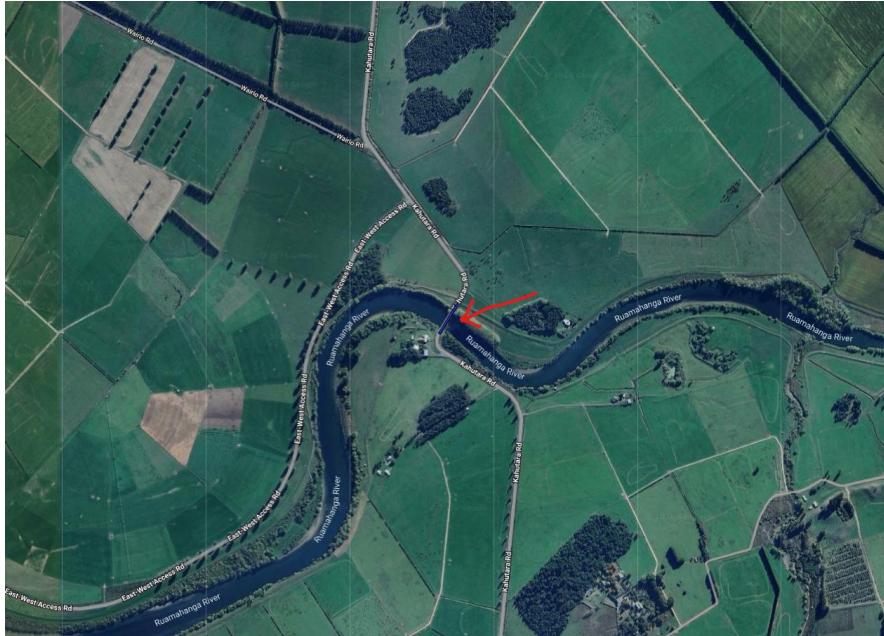
- **Conclusions** - The substructure or foundations have not been evaluated as part of this assessment. The evaluation has concluded that for the Atiwhakatu Bridge deck the HPMV loading capacity is 46% of the live load demand and the deck is unable to carry HPMV loading. The evaluation has also concluded that the castellated beams, and therefore the bridge, has a current capacity of 71% GROSS. The structure does not comply with the NZTA Bridge Manual requirements for HPMV vehicle loading and requires strengthening.
- **Strengthening requirement**
 - Replace deck panels.
 - Provide composite action between deck and beams.
 - Provide a doubler plate to the bottom flange.
 - Provide a doubler plate to the top flange.





- - **Bridge Strengthening Program SWDC:**
 - LCLR SWDC funding was received to carry out this work. Our proposed **Bridge Strengthening Program (TF-LR)** aims to remove weight restrictions on collector roads by assessing and upgrading key bridges to enhance resilience and sustainability for Martinborough.
 - **Strategic Importance.** These bridges form critical links in the alternative route network to and from Martinborough in the event of a State Highway 53 closure caused by flooding at the Ruamāhanga River. The alternative routes include:
 - Western Lake Road, East-West Access Road, Kahutara Road, Bidwills Cutting Road and Longbush Road
 - Summary of Six Bridges identified to carry out investigation and works for Bridge Strengthening works are:
 - Lower Valley Bridge
 - Wairongomai bridge
 - Tawaha Bridge
 - Taylors Bridge
 - Hikawera Bridge
 - Kaitara Culvert
 - **Lower Valley Bridge – Kahutara Road**
 - We engaged Commercial Dive Engineer Ltd who are a specialist for under water inspections of Lower Valley Bridge. This inspection was highly recommended by our bridge and geotechnical consultant, **Stantec**.
 - This engagement aligns with our approved **Low Cost Low Risk (LCLR)** funding programme for bridge strengthening works.
 - The Diving Consultant has completed its underwater inspection and submitted the report through Stantec.
 - Following Stantec's interim recommendation to maintain structural integrity of the bridge, Council has further engaged another dive team to clear out the river debris which is entangled around the bridge piers and updated the Max Speed Limit to 10 Km/hr as an immediate response.
 - Council has also engaged a surveying team to monitor the bridge after each flood event. Closure of SH53 will trigger the close of Lower Valley Bridge.
 - Conclusion and Key findings from Stantec following Diving Inspections are outlined below:
 - The existing concrete piles do not appear well anchored into the bridge's pile caps

- The piles are located close to the edge of the pile caps with limited room for reinforcement provision, suggesting the pile cap may be inadequately reinforced.
- Flood debris is trapped against and between the bridge piers in the river, both above and below water. The submerged flood debris spans between piers adding significant lateral load to the piers, particularly when the river is in flood.



Wairongamai Bridge – Western Lake Road

- **The key defects identified were as follows:**

- All three bridge piers have exposed piles. Pier 1 does not appear to have been underpinned with railway irons like piers 2 and 3. Its original octagonal concrete piles are exposed approximately 0.7m below the base of the pile cap. The Pier 1 pile cap has been extended downwards with concrete, presumably as a measure to protect the previously exposed octagonal piles. Piers 2 and 3 are both extended downwards (similar to Pier 1). Below this downwards extension they also have newer, larger pile caps for the underpinning works. The piles on these piers are exposed approximately 0.7m and 1.42m respectively. The historical underpinning of these piers appears to comprise welded back-to-back railway iron pairs installed on each side of the original octagonal concrete piles. To the author's knowledge there are no record drawings of the cap extension or underpinning work, nor is it known when these works were completed. The railway irons are heavily corroded.
- The riverbed is degrading, and judging by the retrofit works has been for many years. A weir has been installed downstream in an attempt to halt further lowering of the riverbed. This is likely to have helped but does not appear to have stopped further degrading of the bed. The situation is further compounded by the fact that Pier 3 is located on the outside of a bend in the river.
- The tapered end of one of the original octagonal concrete piles is visible on Pier 3 suggesting little to no support being provided by the original piles. At the time of the inspection there were large debris rafts on piers 2 and 3.

- **Recommendations::**

- Remove the debris rafts and vegetation on Piers 2 and 3 as a matter of urgency
- Complete an hydraulic model of the river and weir to determine if relocating the weir further upstream (nearer the bridge) or increasing its height is beneficial in halting the degradation of the riverbed.
- It is noted that Wairongamai Bridge is currently posted at 44,000kg Gross 8,200kg axles. If Council wishes to remove this posting then strengthening options will need to be considered. A strengthening options report is recommended.



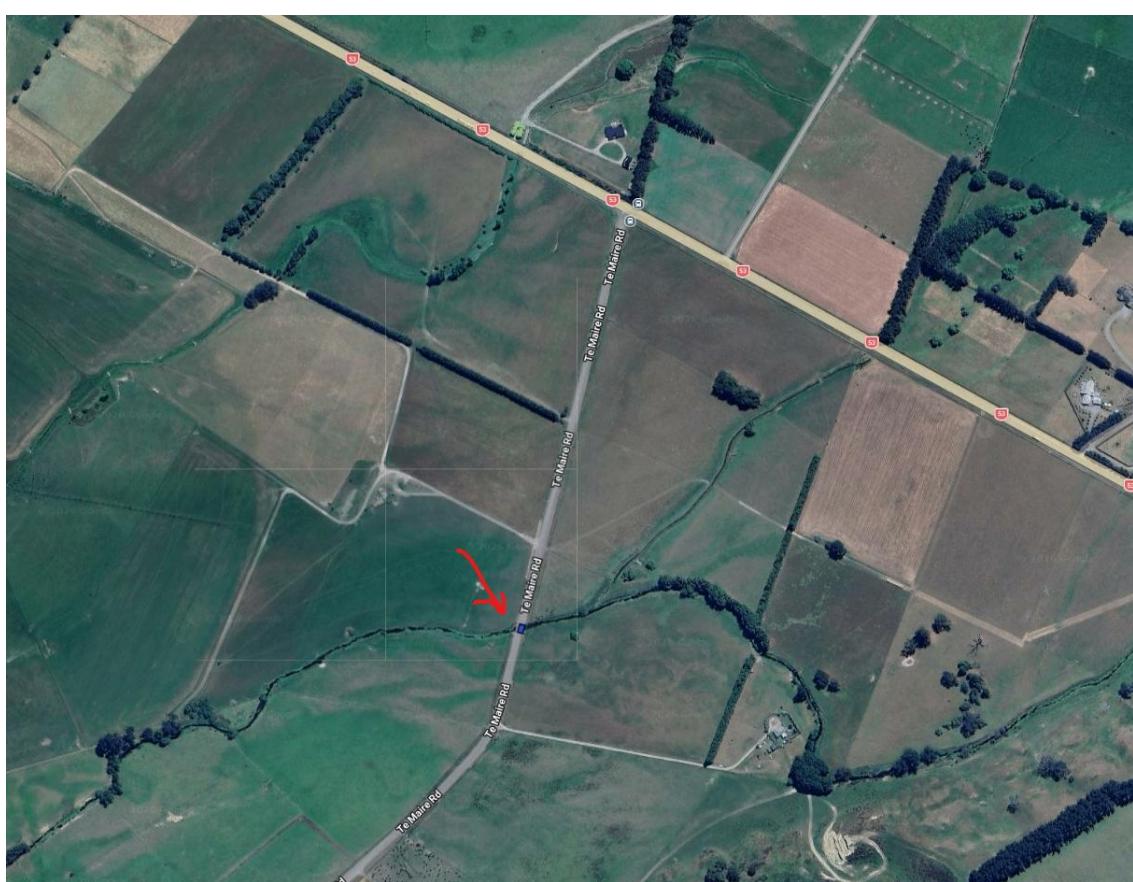
Tawaha Bridge – Te Marie Road

- **The key defects identified were as follows:**
 - A significant crack (15mm wide at top) is visible down through the upstream headwall and the downstream true-right abutment. The upstream crack is wider at the top than the bottom. The downstream crack is wider at the bottom than the top suggesting settlement and rotation of the true-right culvert cell foundation (measured at 20mm over 250mm). New rip-rap protection was evident on the upstream, true-right side, suggesting recent repair of scour damage. Orange-stained water was leaching through the base of the upstream crack at culvert roof level, suggesting reinforcement corrosion due to water ingress through the crack
- **Recommendations:**

There are four possible options:

 - 1. Monitor the culvert, particularly after flood events, for ongoing movement using permanently installed movement gauges and replace the culvert when movements exceed predetermined limits.
Option 1: \$5,000 (monitor)
 -
 - 2. Underpin the right-hand culvert cell floor slab with injected polyurethane foam to fill any voids and prevent further settlement (a similar method to that used under household floor slabs following the Christchurch earthquake) and resin-inject open cracks in the headwall and abutment to prevent water ingress and reinforcement corrosion. Construct an upstream cut-off wall approximately 1m deep to prevent further undermining. Option 2: \$100,000 (do minimum)
 -
 - 3. Replace the right-hand cell of the culvert only with a precast unit. This is problematic as the culvert roof and base slabs are continuous. With no record drawings available the reinforcement details at roof and floor slab are unknown for the existing cell. This option is not preferred. Option 3: \$200,000 (part replacement - not preferred)
 - 4. Replace the entire culvert with a new precast twin-cell culvert, complete with headwalls, aprons and cut-off walls.
 -
 - Considering the age of the culvert and lack of structural details available, options 1, 2 and 4 are all viable. Option 4: \$350,000

•The recommended option is Option 4, the complete replacement of the culvert, with new precast units designed to full HN-HO-72 vehicle loading and removal of the current weight restriction.





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Work Prioritisation Summary:

High Priority Bridge Inspections (Peer Review on FY 23/24 Yearly Inspections)

- Stantec has been commissioned to review all bridges previously deemed to be “high priority” during the 2023/2024 WSP bridge inspections and provide independent technical advice to Ruamāhangā Roads for budgeting and planning of future bridge maintenance, strengthening works and structure renewal works programmes.
- The 21 high priority structures inspected were located and further shortlisted across both districts as follows out of below work based on recommendations from the previous 2024 year’s report, prioritising accordingly out of original list of High and medium priority as listed below:
- **CDC:** High – 38 | Medium – 49
- **SWDC:** High – 24 | Medium – 45

Table 1: South Wairarapa District Council High Priority Structures (9 bridges, 2 culverts)

Bridge No	Bridge Name	Road Name
26	Tawaha	Te Maire Rd
31	Pahautea Culvert #1	Pahautea Rd
35	Lower Valley	Kahutara Rd
48	Kumenga	Pouawha Rd
51	Te Rata	Te Rata Rd
52	Turanganui	Lake Ferry Rd
69	Birch Hill	Birch Hill Rd
77	Lower Cape River	Cape River Rd
78	Upper Cape River	Cape River Rd
90	Tora Farm	Tora Farm Sett Rd
91	Awheati Culvert	Tora Farm Sett Rd

- Summary of Rough order Cost on above priorities
 - **SWDC - \$1,240,000**
 - **CDC - \$643,500**

- o **Yearly Bridge Structure Inspections – FY 25/26**
 - In line with NZTA S6 Policy, Ruamahanga Roads has received an annual bridge inspection report from our structural consultant Stantec, and provided a summary on key issues arising from this year inspections as detailed below:

Urgent Bridges Identified for Immediate Attention:

- *Table 1: Highlighted SWDC structures*

Bridge No	Details
8 Waihora	Scour of T/L revetment
17 Bocketts	Culvert invert scouring out
20 Wairongamai	Scour to bridge piers
25 Wharekauhau	Spalling and cracking to bridge beams
98 Haurangi No.2 Culvert	Scour undermining culvert foundations
121 Wilsons	Corrosion to beams
126 Glendryneoch	No barriers or kerbs
129 Teberuffe	Cracking in abutments

Table 2: Highlighted CDC Structures

Bridge Number	Details
13 Kourarau	Loose Deck Panels and Guardrails

Stantec also recommended a detailed assessment on the items below for longevity of structures stock:

- Expansion Joint Maintenance
- Bridge Safety Barrier Assessments
- Seismic Screening
- Scour Screening
- These bridges will be addressed first. Remaining high-priority bridges will be inspected and scheduled accordingly.

Yearly Geotechnical Structure Inspections - FY 25/26

As per NZTA S7 policy, a Geotechnical Structural inspections in order to assess the asset condition and way forward to maintain the stock. We have subsequently received an annual Geotechnical Structure inspection report comprising Visual and detailed inspections from our Structural consultant Stantec. A summary of key issues arising from the 25/26 inspections is detailed below:

- o The 2025 inspection program consisted of 139 sites in SWDC and 42 sites in CDC, as defined in RAMM. During the visual inspection, 5 new sites were identified in SWDC, and 2 new sites were identified in CDC that are not currently recorded in RAMM.

- In 2025 visual inspections were completed for all sites (combining SWDC and CDC total of 188 sites). Safety hazards are identified at 6 sites in SWDC and 3 sites in CDC for immediate actions.
-

Conclusions and Recommendations

4.1 South Wairarapa District Council (SWDC)

- During the 2025 programme, a total of 139 sites (as per RAMM records) were inspected. In addition to these, visual inspections led to the identification of 5 new sites that are not currently recorded in RAMM. This brought the total number of sites visually inspected in 2025 to 144.
- Following the review of the 2025 visual inspections, it has been determined that 20 of these sites will require more detailed inspections, which are scheduled to be carried out in 2026. Furthermore, there are 5 sites where further clarification and discussion with SWDC is necessary to resolve outstanding issues.
- Indicative maintenance and remedial measures, along with high-level cost estimates for structures potentially needing attention, have been included in Appendix A. In addition, a summary of the top 10 priority sites, accompanied by their respective rankings, is provided to guide future maintenance and remediation efforts.
- During the 2025 inspection programme, safety hazards were identified at six (6) specific sites. Each of these locations presented risks that warranted prompt attention in order to prevent potential incidents and ensure public safety. As a result, these sites were formally flagged to the South Wairarapa District Council (SWDC). The Council was advised to implement immediate safety measures at these sites to mitigate the identified hazards and reduce the risk to road users and the surrounding community.

4.2 Carterton District Council (CDC)

- A total of 44 sites were visually inspected during the 2025 programme, including 2 newly identified sites not previously recorded in RAMM
- Three (3) sites have been scheduled for detailed inspections in 2026 due to observed issues requiring further assessment.
- Unidentified eight (8) sites require further clarification and discussion with CDC.
- Immediate safety hazards were identified at three (3) sites. Recommendations have been provided in the Table 3-1 to address these hazards promptly and reduce risks to road users and further deterioration.
- Indicative maintenance and remedial measures, along with high-level cost estimates, have been provided in Appendix B to guide future works and resource allocation. Sites have been prioritized according to risk and urgency, with recommendations for immediate action at locations presenting safety hazards.
- Referring to Appendix A and B of report, a summary of Priority, Rough order cost across both councils are outlined below:
 - SWDC - \$2,000,000 (Urgent Priority, 8 Sites – Recommended to carry out detailed Inspection in 2026)
 - CDC - \$610,000 (Urgent Priority, 3 Sites – Recommended to carry out detailed Inspection in 2026)
 - Medium and Low Risk sites are extra from above and there would be additional cost to maintain the same.

- **Budget Constraints:**

- o Ruamāhanga Roads would like to highlight that the current budget allocated by both councils is insufficient to cover all identified maintenance needs for 2024/2025. Ruamahanga Roads will prioritise the required work and work within the available annual budget.

2. Slumps, Landslides and Emergency Works

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



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

- **Proposed Phases:**
 - **Phase 1:** Development of the GMP.
 - **Phase 2:** Implementation of the GMP, which may include geotechnical design, MSQA (Management Systems Quality Assurance), site monitoring, and inclusion of additional sites.
- **Following procurement and tender process, Stantec has been nominated as desired consultant and engaged further to conduct Site investigations and preparing Geotechnical Management Plan for below sites:**
 - **Ushers Hill – White Rock Road:** RP 32.812 to 33.416
 - **Whakapuni Hill – White Rock Road:** RP 18.841 to 22.339
 -

3. Resource Consents:

a. Existing Consent:

GWRC Consent No. WAR 170016 – Discharge and Coastal Permit for bridge beam painting. This covers the global discharge of contaminants to water and the coastal marine area during bridge cleaning, and discharge to air during spray painting of 75 bridges.

b. Retrospective Consent:

A retrospective consent application is in progress for work completed in previous years, in line with GWRC recommendations and reviews, this process is taking significant time and cost due to several round of back-and-forth response submissions following GWRC RFI's. Since this involves specialised works, we had engaged Consultant CFProjects to coordinate and prepare proper specific responses in accordance with GWRC guidelines on AEE, Ecology or Environment aspects.

c. Additional Consent Requirements:

GWRC has raised concerns regarding rock protection and other maintenance activities near rivers and streams. According to GW, such work is only permitted if classified as a permitted activity or within permissible limits under the Natural Resources Plan.

d. To prevent future disruptions, Ruamāhangā Roads will prepare a new resource consent application aligned with the latest consultant recommendations and forward work planning. This application for Global Consents will broadly cover:

- i. Rock protection works along bridge abutments and banks
- ii. Clearance of gravel and flood debris
- iii. River crossings
- iv. Construction of access ramps
- v. Disturbance or deposition of bed material during works
- vi. Water permits for temporary stream flow diversion during bridge and culvert maintenance
- vii. Removal of Lead paint from Primary or Secondary elements

e. The above Resource consent application process has become a staff resource issue for Ruamahanaga Roads. The cost, time delays, and manpower required is significantly impacting the department.

f. Ruamahanaga Roads continues to work along side and establish a better working relationship with GWRC.

4. GWRC Resource Consent Status Overview

- GWRC Consent No. WAR 130295 – Land Use (Gravel Extraction)

Status: Expired (12 September 2024)

This consent permitted disturbance of the beds of six rivers located in the eastern hills and south coast, including the adjacent Coastal Marine Area, for gravel extraction to support roading and coastal erosion protection works.

A revised application is in progress to outline additional options that will not negatively impact on the riverbeds and banks. Additional drone footage and supporting comments from adjacent landowners have been submitted, along with comments on structure integrity.

- GWRC Consent No. WAR 090322 – Coastal Permit (Cape Palliser Road)

Status: Active (Valid until 30 September 2046)

This consent allows for the construction of multiple boulder beaches along approximately 25 km of coastline for coastal erosion protection.

Note: Landscape and Visual Effect Assessment completed, and a proposed amendment to this consent is currently in progress to incorporate the use of ECOREEF.

5. Footpath Renewals Works (Forward Works Programming)

- Yearly Footpath Renewal works across both the Councils has been accomplished now based on the available funding for the current financial year LTP cycle.
- Based on pathway condition rating data from RAMM, the following list of footpaths has been identified for future footpath maintenance renewals.

o CDC

- Rexwood Street - The planned work would be limited and prioritised based on available funding
- CDC Worked Completed** - Rexwood Street footpath renewal work has now been accomplished.

CARTERTON DISTRICT COUNCIL																								
Asset	Road	Start	End	Offs	Side	Ler	Wk	Are	Pathway Survey	Pathv	Notes	Warnir	Priority	Externi	S	Bu	De	Cr	Sc	Pa	Pd	Ve	Tri	Pathw:T:Condition
125 CLIFTON AVENUE	10	378	3.1 Left	368	2.7	993.6	Dec 2024 - Jan 2025	Seal		Vegetation of 6m outside #1. Vegetation	0	2	0	37	5	1	21	18	0	Very Poor				
19 CLIFTON AVENUE	10	340	3.1 Right	330	2.8	924	Dec 2024 - Jan 2025	Seal		Trip hazard outside #8 and #22a. Tree roo	0	5	0	17	4	2	6	0	2	Very Poor				
129 DAVY STREET	3	94	3.1 Right	91	2.8	254.8	Dec 2024 - Jan 2025	Seal		Tree roots cracking and raising pathway s	0	2	1	24	2	0	10	0	2	Very Poor				
392 FEIST STREET	581	603	4.5 Left	22	1.5	33	Dec 2024 - Jan 2025	Concretx		Trip hazard outside #71.	6	1	0	5	0	0	0	0	1	Very Poor				
59 REXWOOD STREET	10	396	3.1 Left	386	2.5	965	Dec 2024 - Jan 2025	Asphalt		Vegetation of 10m outside #19.	0	0	3	242	0	0	22	10	0	Very Poor				
205 TAYLOR STREET	7	340	3.1 Left	333	2.8	932.4	Dec 2024 - Jan 2025	Seal		Tree roots cracking and raising pathway s	0	3	0	5	4	0	28	0	0	Very Poor				

o SWDC

- Additional Funding for \$100,000 granted to lift Ratepayer Satisfaction and reflecting the outgoing council's achievements. Renewal Work is in progress with Fulton Hogan to achieve this by end of December 2025.

SWDC Worked Completed - Broadway Street (Martinborough), East Street (Greystown), Wood Street (Greystown) and Fox Street (Featherston)

Asset	Road	Star	En	Offs	Side	Len	Wic	Area	Path	Pathway Surface Materi	Notes	Warnir	Externi	Se	Bu	De	Cr	Sc	Pa	Pc	Ve	Tri	Pathway Col
97 JOHNSTON ST	231 441	Left	210	3		630			97 Asphaltic Concrete (Black)	Wooden cover causing trip hazard or	1		8									1 Very Poor	
164 STRASBOURGE ST	880 993	Right	113	2.7		305.1			164 Asphaltic Concrete (Black)	Boundary trenching along fence line	2		53									Very Poor	
294 BELL ST	226 384	Right	158	1.4		221.2			294 Concrete						1	10						Poor	
268 FOX ST	717 726	Right	9	2		18			268 Seal								3		2			Poor	
358 FOX ST	763 958	Left	195	2.9		565.5			358 Asphaltic Concrete (Black)	Tree roots raising and cracking pathway surface	25					2	10					2 Poor	
417 FOX ST	973 1134	Right	161	1.7		273.7			417 Asphaltic Concrete (Black)	Tree roots raising and cracking pathway surface	1		16				1					1 Poor	
70 WATT ST NO1	229 437	Left	208	1.4		291.2			70 Asphaltic Concrete (Black)	Trip hazard outside #63	2		8	2								1 Poor	
324 BROADWAY ST	126 231	Right	105	3		315			324 Asphaltic Concrete (Black)	Trip hazard outside #29 Caused by tri	3		23									1 Poor	
54 JELLINE ST (MARTI	10 95	Left	85	2.7		229.5			54 Asphaltic Concrete (Black)							53						Poor	
192 NEW YORK ST	7 232	Right	225	2.6		585			192 Asphaltic Concrete (Black)							48		3				Poor	
33 PRINCESS ST	389 423	Left	34	2.4		81.6			33 Seal							5	1	5				1 Poor	
9 THE SQUARE R/A	132 178	Left	46	3.5		161			9 Asphaltic Concrete (Black)	Tree roots raising and cracking pathway surface	2	1	8									1 Poor	
513 THE SQUARE R/A	10 257	Right	247	1.4		345.8			513 Asphaltic Concrete (Black)							85	4	3				Poor	
22 VENICE ST	242 518	Left	276	2.8		772.8			22 Asphaltic Concrete (Black)	Trip hazard outside #21 and 31	2		50									2 Poor	
197 DUNIHINE ST	46 748	Left	88	1.4		197.2			197 Concrete	Tree roots raising pathway surface	3	2	9									3 Average	

6. Ponatahi Road Safe Network Program

- Delineation Improvements** – We had planned to implement safety measures in line with endorse business case under Low-Cost Low Risk funding approved budget with a primary benefit to impact on a safe system for local road improvements.
 - The delineation includes:
 - Curve warning and chevron upgrade signages
 - Full SWDC length EMP upgrade to standards
 - Additional no passing line set out and marking in terms TCD requirements.
 - RRPMS for entire SWDC length.
 - Edge line marking and associated markings the entire SWDC length.
- The design for above mentioned items has been concluded, and we are currently receiving quotation from our maintenance contractor Fulton Hogan to proceed with the works by Feb or Mar 2026.
- Huangarau Bridge – Two Lane to One Lane Bridge (Safety Improvements)**
 - Proposed Conversion of Huangarua Bridge**
 - Ruamahanga Roads will be initiating a community survey to seek feedback on a proposal to convert the existing two-lane Huangarua Bridge on Ponatahi Road into a one-lane bridge. This proposal forms part of a broader programme aimed at improving road safety across the district.
 - Key Context**
 - Huangarua Bridge is a critical link between Martinborough and Carterton, carrying approximately 1,570 vehicles daily.
 - The bridge's current width of 5.5 metres and length of 68 metres, combined with limited sight distances, create significant safety risks for two-way traffic.
 - Crash data indicates a history of incidents at this location, highlighting the need for intervention.
 - Safety Challenges**
 - Increased risk of head-on collisions
 - Difficulty for wide vehicles to pass safely
 - Reduced driver confidence when crossing
 - Proposed Benefits of One-Lane Conversion**
 - Improved safety for all road users
 - Reduced crash risk, particularly head-on collisions
 - Better accommodation for wide vehicles
 - Enhanced driver confidence
 - Strategic Goal**
 - This initiative supports the district's vision of a transport system where no one is seriously injured or killed while travelling in South Wairarapa.



7. Supply of Rip Rap Rock to Cape Palliser Road

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



7.5 WATER OPERATIONS REPORT

1. PURPOSE

For the Committee to be updated on the water operations.

2. SIGNIFICANCE

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

3. SERVICE REQUESTS

A summary of service request activity for the period 1 November 2025 to 1 February 2026 is shown below. The number of service requests for leaks increased with summer demand after lower requests in winter.

The water conservation campaign is ongoing, using shared messaging with the other Wairarapa Councils. The conservation measures are currently at Orange, handheld hose on alternate days, triggered when we had 4 consecutive days over 2500m³/d at the start of January.

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

Request Activity from 01/11/25 to 01/02/26

	opened with current	hold	received	completed	closed with current	hold
Referred to Potable Water						
Leaking Water Toby	-	-	17	17	-	-
Line Break	-	-	1	1	-	-
Manhole Issue	-	-	1	1	-	-
No Water	-	-	6	6	-	-
Odour	1	-	-	1	-	-
Other	-	-	4	4	-	-
Road Leak	-	-	6	6	-	-
Service Line Leak	1	-	-	1	-	-
Total for Potable Water	2	0	35	37	0	0

4. WASTEWATER

4.1 Operations reticulation team

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

Request Activity from 01/11/25 to 01/02/26

	opened with current	hold	received completed	closed with current	hold
Referred to Waste Water					
Line Blockage	2	-	1	3	-
Other	-	-	2	2	-

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

4.2 WWTP

The Wastewater Treatment Plant has been operating well. As mentioned above, the daily flows have increased but the water has been easily stored in the reservoirs to ensure supply to the irrigation areas. The wastewater network has been operating well. There have been a few wetter weather conditions over spring but generally lower than normal. The treatment plant has decreasing average daily flows to 2,240m³/d over the last month, compared to an annual daily volume of 2,150m³/d.

The irrigation season has progressed well with the storage reservoir levels being managed to supply the pivot and nursery. The frequent rainfall events have meant soil moisture levels have not been ideal, so there have been occasional discharges to the river.

The Headworks project is progressing with a recommended contractor to be announced shortly. There will be investigations of the site while the design is finalised.

5. WATER

5.1 Operations Reticulation Team

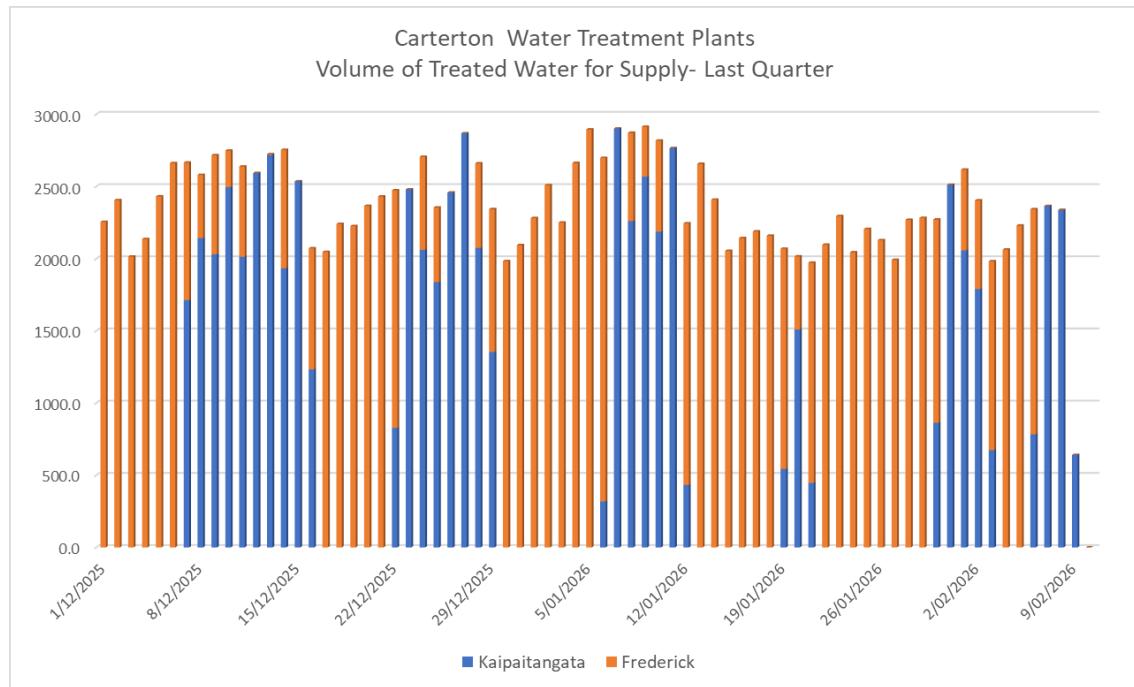
The team has been busy with the number of leaks occurring, but they have been able to efficiently manage demand. The exception is leaks on the state highway. The water leaks on SH2 take much longer to repair because of traffic management and reinstatement requirements. The frequent requirement that the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

5.2 Operational – Water Treatment Plant

Water demand has been increasing with some high demands on the lead up to Christmas, but the frequent rainfall events have tempered this. The plants are keeping up well with the demand. The graph below charts the monthly water demand and the split between the water treatment plants. In early December we advertised water conservation of alternate days for sprinklers. This was reflective of the decreasing river flows. It is important to note that the water conservation is a resource consent requirement, though it helps us manage the water demand in the town.

Graph of monthly water demand (12 months)

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



6. WATER RACES

6.1 Operational Update

The overseer and contractor have been working hard to clear blockages and keep up with the high weed growth. The frequent rainfall events have been helpful with not too many days at the lowest flows, but this has exacerbated the weed growth. The number of callouts for the 4 month period shown below compare to 113 requests for the previous financial year.

Request Activity from 01/11/25 to 01/02/26

	opened with current hold	received hold	completed current	closed with current hold
<hr/>				
Referred to Rural Water				
Complaint	-	-	1	-
Other	2	-	1	2
Waterrace	6	-	10	7
Total for Rural Water	8	0	12	9
			11	0

7. CONSIDERATIONS

7.1 Climate change

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

7.2 Tāngata whenua

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

7.3 Financial impact

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

7.4 Community Engagement Requirements

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

7.5 Risks

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

7.6 Wellbeings

Economic Wellbeing

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

Cultural Wellbeing

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

Social Wellbeing

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

Environmental Wellbeing

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

8. RECOMMENDATION

That the Committee:

1. **Receives** the report.

File Number: 507356

Author: Lawrence Stephenson, Group Manager Infrastructure

Attachments: Nil



7.6 EVENTS CENTRE ACTIVITY REPORT

1. PURPOSE

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

2. SIGNIFICANCE

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

3. DISCUSSION

4. EVENT CENTRE ACTIVITIES

The damaged Event Centre membrane roof has been replaced 2 weeks ahead of schedule. Christo Heyns is project managing the contractors and repair project for CDC. The Scaffolding will be de-constructed over the next month, with the roofing trusses scheduled to be removed on 10 February.

As January has been relatively quiet, we have taken the opportunity to sand and re-stain the auditorium floor, replace the water damaged lighting on the catwalks, and continue with our seat recovering.

The trial version for the auditorium fluorescent lighting has been successfully installed, and a blanket changeover will happen once all components are manufactured and a suitable time is available.

The sound system upgrade has been completed, with further training coming for the more advanced capabilities of the new equipment.

The events calendar was extremely busy as usual through the last 3 months of last year with several music concerts, dance shows and theatre shows. We also had several events and weddings including The Transit centenary gala dinner, with organisers commenting "thank you for the part you played in making our Tranzit Centenary Gala such a success. The night ran so smoothly, and that's down to the professionalism, care, and great attitude you and your team brought".

We've had fantastic feedback about how polished and welcoming the event felt. "Your setup, service, and support created exactly the vibe we hoped for, and we really appreciated how easy you were to work with."

Our year finished up as usual with the Community Christmas Lunch, which had approximately 120 people in attendance.

5. FINANCIAL REPORTING

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

6. STATISTICS

Due to the quiet period over December and January, normal reporting will commence in the April report.



7. SALES AND MARKETING

Facebook & Instagram – Reporting period 1 November 2025 to 31 January 2026

Wairarapa Events Centre Social Media Insights

Facebook	Views	Viewers	New Likes & Follows
November	96,300 (down 31%)	22,700 (down 10%)	33
December	45,000 (down 57 %)	10,400 (down 56%)	14
January	69,000 (Up 53 %)	12,800 (up 23%)	23

Instagram	Views	Reach	New Likes & Follows
November	5600 (down 44%)	963 (down 55%)	10
December	2800 (down 51%)	548 (down 43%)	7
January	3100 (up 10%)	583 (up 6.4%)	10

Mailchimp Analytics

Date	Open Rate
November	18.8% Open Rate
December	19.3% Open Rate
January	21.7% Open Rate

Summary: Our EDMS have been less frequent over this period due to the limited number of events to promote during this time and the holiday period often impacts sales and engagement which is reflective in our open rates. Our social media reach and engagement have also been impacted by fewer events to promote over the New Year / January period. We anticipate this will change as we head into February and March with the increase in events.

Wairarapa Artists Residency took place on the 26 to 30 January.

The Wairarapa Events Centre Artists residency has helped the region's newest theatre company turn the "nucleus of a script" into the bulk of an original Gothic play.

Vic Ross and Hayden Maskell were awarded the centre's artist residency last year.

The package gave them the auditorium to themselves with sound and lighting support from the centre's on-site technicians to workshop and develop a new play called Beacon.

Beacon draws on the true events of 1801, when a remote lighthouse in Wales, perched on a wave-lashed basalt and dolerite outcrop off the Pembrokeshire coast, became the scene of a grim tragedy – one keeper dead, and the other driven to madness.

The experience had been "wonderful, really inspiring", Ross said.

"We really didn't know what to expect, but it has been amazing to have the space and the time and the actors to develop the script and our ideas.

"And we are just so appreciative to everyone who has helped make this happen, particularly the actors and the centre's team."

Writer Maskell said they had co-developed five solid scenes with their cast of five local actors, and while the Gothic nature of the themes and the setting were undeniable, the intensive workshopping drew out far more richness than they anticipated.

"It's become less about the tragedy and a lot more about the relationships between the characters," he said.

Maskell and Ross's plan was to refine the script and have the play ready for the stage later in the year.

The residency had been an equally rich, creative experience for the performers, actor Eagan Tearle said.

"It's been a really interesting and evolving process," he said. "It's been great to see a play grow and become a real thing."

"Seeing yourself moulded as part of that process has also been fascinating, and a really interesting experience for an actor."

For fellow actor Jonte Austin the week had given him some tools and insights he could apply to the development of his own play, the first draft of which was nearing completion.

"The things Vic and Hayden have been doing in developing the play, I will definitely take into my project," he said. "Things like not being afraid to change the script or ideas for scenes, taking feedback from the cast. It's an evolutionary process, and they have been great."



**Comments from some of our events over the period:****The Pantaloons: 19 December – Taratahi Auditorium**

Fantastic show. We really enjoyed especially the wonder and joy on our granddaughters' face. Whole family is coming next year it was such fun.

You do an amazing job arranging all the shows and events. Love the options of local entertainment.

Taylor: A Tribute to the eras of Taylor Swift – 4 December - Taratahi Auditorium

Lovely venue, right in the centre of the Wairarapa

A Taste of Ireland: A Celtic Christmas 23 November – Taratahi Auditorium

Tiered seating was great and the show was amazing! I sat mesmerised the whole night.

It's a great asset to the Wairarapa

We love attending Wairarapa Events Centre to be entertained to amazing Shows Thanks so much for amazing Centre and Staff who are so helpful and friendly.

8. CONSIDERATIONS

8.1 Climate change

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

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

8.2 Tāngata whenua

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

8.3 Financial impact

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

8.4 Community Engagement requirements

There are no matters in this report require community engagement.

8.5 Risks

There are no specific risk issues identified.

8.6 Wellbeings

The Events Centre contributes positively to broader wellbeing outcomes

Social and cultural wellbeing, Economic wellbeing.

9. RECOMMENDATIONS

That the Committee:

1. Receives the report.

File Number: 506712

Author: Victoria Ross, Events Centre Team Leader

Attachments: 1. Events Centre Financial Report Dec 2025 [!\[\]\(45ed6043441b1c95bf1dd1c3c014faf6_img.jpg\)](#)

Carterton DC*
Events Centre

Summary Account	2025/26 YTD Actuals December	2025/26 YTD Budgets December	2025/26 YTD Variance December	2025/26 Full Year Budget
Income	(944,976)	(979,750)	(34,774)	(1,959,508)
Rates	(718,651)	(716,386)	2,265	(1,432,768)
Rates - General	(718,651)	(716,386)	2,265	(1,432,768)
Internal Recoveries	(10,568)	(7,500)	3,068	(15,000)
Internal Recoveries	(10,568)	(7,500)	3,068	(15,000)
Other Income	(215,757)	(255,864)	(40,107)	(511,740)
Event income	(126,170)	(169,998)	(43,828)	(340,000)
Miscellaneous Income	(1,277)	(21,996)	(20,719)	(44,000)
Rentals Received	(88,310)	(63,870)	24,440	(127,740)
Expense	945,723	883,992	(61,731)	1,767,952
Internal Recovery	435	0	(435)	0
Internal Recovery	435	0	(435)	0
Operating	672,512	713,130	40,618	1,426,217
Administration	28,593	50,976	22,383	101,935
Contracted Services	14,446	6,012	(8,434)	12,020
Depreciation	206,036	197,028	(9,008)	394,053
Event related	149,782	125,004	(24,778)	250,000
Finance	0	42,912	42,912	85,824
Maintenance	53,586	37,986	(15,600)	75,970
Operational Expense	16,172	42,918	26,746	85,836
Personnel	203,897	210,294	6,397	420,579
Support	272,775	170,862	(101,913)	341,735
Community Services Support	109,546	29,076	(80,470)	58,159
Corporate Services	162,730	141,786	(20,944)	283,576
Operations Support	500	0	(500)	0
Grand Total	747	(95,758)	(96,505)	(191,556)

*Report Contains Filters



7.7 UPDATE ON PLANNING RESOURCE CONSENTS

1. PURPOSE

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

2. SIGNIFICANCE

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

3. BACKGROUND

The Terms of Reference for the Policy and Projects Committee include oversight of implementation of the Wairarapa Combined District Plan. The resource consents issued since the last report to 10 February 2026, are included in **Attachment 1**.

4. CONSIDERATIONS

4.1 Climate change

N/A

4.2 Tāngata whenua

N/A

4.3 Financial impact

N/A

4.4 Community Engagement requirements

Not applicable as consultation requirements for resource consents are prescribed under section 95A-95B of the Resource Management Act 1991.

4.5 Risks

N/A

5. RECOMMENDATION

That the Committee:

1. Receives the report.

File Number: 506711

Author: Solitaire Robertson, Planning and Regulatory Services Manager

Attachments: 1. Resource Consent Update to 10 February 2026 [Download](#)



RESOURCE CONSENT DECISION SUMMARY REPORT for the period 25/11/2026 to 3/02/2026

SUBDIVISION CONSENT DECISIONS:

1. RM250065 – date of decision 15/12/2025

2-lot rural subdivision	Non-Complying (ODP) Discretionary (PDP)	1017 Longbush Road
<p>Consent granted for creation of two lots from a property of <4 ha. The site contains an existing dwelling, with the subdivision establishing one additional vacant lot. The land adjoins the Whangaehu River, where an esplanade strip would typically be required; however, due to the location of the existing house and site constraints, this requirement was not imposed.</p> <p>As the property is classified as Highly Productive Land, the application was assessed as a Discretionary Activity under the Proposed District Plan. Supporting analysis demonstrated consistency with the National Policy Statement for Highly Productive Land. Overall Non-Complying status due to naturally not meeting ODP minimum lot sizes.</p> <p>Consent was granted with conditions</p>		

2. RM250069 – date of decision 6/01/2026

3-lot residential subdivision	Non-Complying (PDP – Decisions Version)	314 High Street South
<p>Consent granted for a three-lot subdivision intended to place existing dwellings on their own titles and create one additional vacant lot. The site is already serviced, with established access and confirmation from NZTA supporting the required vehicle crossing upgrade. One existing dwelling is located within the State Highway 2 Noise Control Boundary; however, it does not require acoustic mitigation to meet relevant standards.</p> <p>The proposal triggered a Non-Complying Activity status due to a minor shortfall in minimum lot size (14m²). The legal access width also fell below the PDP requirements, although it met the ODP standards in place when originally approved.</p> <p>Consent was granted with conditions</p>		

3. RM250066 – date of decision 6/01/2026

2-lot industrial subdivision and land use	Discretionary (ODP – Subdivision) Restricted Discretionary (PDP – Land Use)	11 Norman Avenue

Consent was granted for a two-lot industrial subdivision. Both allotments are developed; Lot 1 will retain current access from Norman Avenue and Pakihi Road, while Lot 2 will gain access via a new vehicle crossing currently under construction.

Retrospective and ongoing land use consent is required for works associated with the new crossing, which is located between the scheduled Bartrum Oaks, triggering Restricted Discretionary status under PDP (immediate legal effect to notable tree provisions). Lot 1 is already serviced, while Lot 2 will require new servicing and alternative firefighting water supply arrangements. The subdivision is a Discretionary Activity under the ODP (Waingawa Industrial Area subdivisions automatically elevated to Discretionary), and the tree-related works are Restricted Discretionary under the PDP (notable trees – immediate legal effect).

Consent was granted with conditions

4. RM250073– date of decision 14/01/2026

16-lot industrial subdivision	Non-Complying (ODP) Restricted Discretionary (PDP)	81 Norfolk Road
<p>Consent was granted for a 16-lot staged industrial subdivision on rezoned land. Water and firefighting supply will be managed on site at building consent stage due to lack of reticulated water. Sewer will be extended to all lots, with access via a right-of-way from Norfolk Road. Buffer planting will be established in accordance with the planting plan and the Industrial Design Guide.</p> <p>The proposal was Non-Complying under the ODP (due to rural zoning) but, given the status of PDP at lodgement, was assessed as Restricted Discretionary (General Industrial Zone). Triggers included lack of reticulated water, no telecom connections, sight-distance limitations, existing vehicle crossing separation, and lack of reticulated firefighting supply. All effects were considered no more than minor.</p> <p>Consent was granted with conditions</p>		

5. RM250074– date of decision 26/01/2026

3-lot rural subdivision	Discretionary (PDP)	51 Mt Holdsworth Road
<p>Consent was granted for a 3-lot rural subdivision, creating two vacant lots and one containing the existing dwelling. Although the site is identified as a Possible Liquefaction Prone Area, this did not trigger any specific consent requirements.</p> <p>Several transport standards were not met, including insufficient sight distances, inadequate separation between vehicle crossings (existing crossings), and non-compliant vehicle crossing radii for Lots 1 and 3. Upgrades to each entrance will be undertaken. There is no hard-wired broadband infrastructure available in the area, so the applicant will not provide telecom connections. Future owners may use wireless services.</p>		

As the proposal did not comply with multiple transport standards, it was classified as a Discretionary Activity under the PDP.

Consent was granted with conditions

LAND USE CONSENT DECISIONS:

6. RM250068 – date of decision 5/12/2025

Dwelling in Low Flood Hazard Area	Restricted Discretionary (PDP – Decisions Version)	133A Lincoln Road
Consent was sought for the construction of dwellings and establishment of floor levels within a Low Flood Hazard Area. Under rule NH-R2(b), a dwelling in this flood hazard area is a Restricted Discretionary Activity.		
Consent is sought to construct a 100 m ² single-storey transportable dwelling on Lot 1 and to establish a consistent method for determining finished floor levels (FFLs) across Lots 1 and 2. FFLs will be set using either Greater Wellington Regional Council recommended levels or a site-specific SQEP assessment approved by Council.		

Consent was granted with conditions

7. RM250076 – date of decision 17/12/2015

Dwelling in Low Flood Hazard Area	Restricted Discretionary (PDP – Decisions Version)	112 Kent Street
Consent was sought for the construction of a dwelling within a Low Flood Hazard Area. FFLs will be set using either Greater Wellington Regional Council recommended levels or a site-specific SQEP assessment approved by Council. Modelling and reports by Land River Sea and Mike Hewison supported the proposal in accompanying documentation. With appropriate investigation and design, the dwelling will have less than minor effects and risk to people, property, and safety are considered less than minor.		
Consent was granted with conditions		

8. RM250077 – date of decision 17/12/2025

Locate disposal field in High Fault Hazard Area	Restricted Discretionary (PDP – Decisions Version)	526 Norfolk Road
Consent was sought for a technical non-compliance relating to the location of a proposed wastewater disposal field within the Mokonui Fault High Hazard Area.		
While residential activities are generally permitted under GRUZ-R8, the proposal does not meet servicing standard GRUZ-S7(2), which requires wastewater to be disposed to land not subject to instability or inundation. As the disposal field is within a High Fault Hazard Area, the activity required consent as a Restricted Discretionary Activity.		

Possible alternative location were restrictive due to features of the site such as right of way, water race, existing buildings and boundaries. A site assessment was undertaken by EQO NZ Ltd to support the proposal. Effects are less than minor.

Consent was granted with conditions



7.8 REVIEW OF SENSITIVE EXPENDITURE POLICY

1. PURPOSE

For the Committee to adopt the reviewed Sensitive Expenditure Policy.

2. SIGNIFICANCE

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

3. BACKGROUND

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

In June 2025, Audit New Zealand (Audit NZ) undertook a review of the Policy and provided recommendations to improve the policy, and give clarification and guidance managing sensitive expenditure.

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

In September 2025, Council reviewed the policy and suggested a number of changes that were confirmed at a council workshop on 4 February 2026.

4. PROPOSED AMENDMENTS

All recommended changes have now been incorporated into the draft policy (**Attachment 1**) and are summarised below:

- **Principles**
 - Inclusion of the consideration of technology-enabled solutions instead of travel in person
 - Emphasis on ensuring expenditure should be within council's statutory limits, budgetary provision, and delegated authority
- **Use of credit cards**
 - Inclusion of an exception for withdrawal of cash for the provision of koha payments.
 - Clarification outlining the cancellation and destruction of credit cards.
- **Travel, meals and accommodation expenditure**
 - Clarification of how travel is undertaken and specific approval requirements for the Mayor and CE in certain circumstances.

- Clarification of accommodation expenses for elected members or staff that elect to stay with a friend or relative rather than in commercial accommodation.
- Guidance on elected members and staff taking annual leave and/or staying away over weekends while travelling
- Clarification that expenditure is to be made by credit card, reimbursement or invoicing. No cash advancements are provided by council for payment of expenditure.
- **Entertainment and hospitality expenditure**
 - Guidance on the range of purposes and items included, with explicit exclusion of alcohol.
 - Clarification of the types of meals provided and maximum reimbursement cost.
- **Staff use of council assets**
 - Amendment of permission requirements for the use of heavy vehicles and machinery from the Chief Executive, to the staff member's manager and the manager of the equipment.
 - Clarification on the accepted level of personal use of ICT resources, and emphasis that such usage must not be unlawful, offensive, or excessive.
- **Council use of staff assets**
 - Inclusion of the requirements in the unlikely occurrence that the council uses staff private assets.
- **Private use of suppliers of goods and services**
 - Clarification that staff with purchasing privileges cannot make purchases from council's suppliers on behalf of third parties such as families and friends.
- **Gift, prizes and invitations**
 - Clarification that staff receiving cash gifts is unacceptable.
 - Guidance on an appropriate level of expenditure when providing gifts.
- **Koha**
 - Addition of new section outlining the description and management of koha payments.
- **Policy review and approval**
 - Specification of the review timing, amendment process, and approval.

5. CONSIDERATIONS

5.1 Climate change

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

5.2 Tāngata whenua

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

5.3 Financial impact

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

5.4 Community engagement requirements

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

5.5 Risks

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

5.6 Community wellbeings

- A strong and effective council providing trusted leadership.

6. RECOMMENDATION

That the Committee:

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

Or

Adopts the reviewed Sensitive Expenditure Policy with the following changes:

File Number: 507235

Author: Geri Brooking, Group Manager People and Corporate

Attachments: 1. Draft Sensitive Expenditure Policy [!\[\]\(6819ea3c58fd2053504ae1d2532693b2_img.jpg\)](#)



Sensitive Expenditure Policy

Purpose

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

Definition

Sensitive expenditure is defined as any spending by an organisation that could be seen to be giving private benefit to staff additional to the business benefit to the organisation¹. It also includes expenditure by a public entity that could be considered unusual for the entity's purpose and/or function.

Principles

The principles applying to sensitive expenditure decisions are as follows:

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

This policy will cover the following sensitive expenditure:

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

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



Procedures

Use of Credit Card

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

Policies & Procedures

1. Carterton District Council staff and elected members eligible to be cardholders are the Mayor, Chief Executive (CE), and Executive Managers for official Mayoral and Council business. Credit cards are not supplied to other elected members or staff, with the total number of credit card not exceeding 4.
2. Credit card transactions must be reviewed and approved by a person who is not the cardholder. In respect of use by:
 - the Mayor, this will be the Deputy Chair of the Risk and Assurance Committee, and the CE;
 - the CE, this will be the Mayor and an Executive Manager;
 - the Executive Managers, this will be the CE.
3. Credit cards are not permitted to be used for private expenditure or cash withdrawals, with the exception of cash withdrawn for the provision of koha as outlined below.
4. Lost credit cards must be reported to the issuing credit organisation immediately upon detection of disappearance and to the Group Manager (GM) People and Corporate.
5. Credit cards no longer required as a result of the cardholder leaving the Council, are to be cancelled upon written confirmation of departure and destroyed by physical shredding.
6. Credit card limits are to be set by resolution of Council as appropriate. The general premise to be used when setting limits is that it is the minimum necessary to enable the cardholder to undertake their duties for Council, and within the financial delegation's policy.
7. All expenditure relating to credit cards must be accompanied by supporting documentation, ie. tax invoices or receipts. Documentations must be given to the Finance Department promptly after the expenditure is incurred.
8. Staff requiring the use of a credit card for work purchase must use the online approval process through [Flow Details \(flowingly.net\)](https://flowingingly.net) which includes the manager's and cardholder's approval prior to the transaction taking place.
9. In the case where regular purchases are going to be made from a supplier requiring the use of the credit card, staff can request approval for continued use, which will be held on file authorising repeated expenditure for a certain purpose. For example, Facebook advertising, NZTA registration and Road User charges, Garmin charges.
10. Credit card transactions made on the internet need to reflect good security practice, such as purchasing from reputable companies known to the Council. The cardholder needs to keep a copy of any on-line order forms when completing purchases. The practice is consistent with the Council's purchasing controls, such as who can use the card, and who approves the purchase.



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

Travel, Accommodation & Meal Expenditure

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

Policies & Procedures

1. Travel, meal and accommodation costs shall in all instances be reasonable and justifiable, and approved by the following process:
 - In respect of the Mayor, approval by the Deputy Chair of the Risk and Assurance Committee, and the CE;
 - In respect of an Elected Member, approval by the Mayor (or Dep. Mayor in the Mayor's absence) and Executive Manager;
 - In respect of the CE, approval by the Mayor (or Dep. Mayor in the Mayor's absence) and an Executive Manager;
 - In respect of the Executive Managers, approval by the CE;
 - In respect to staff, approval by an Executive Manager.
2. Travel and accommodation is to be carried out on the same day as the relevant activity unless there significant travel to the destination, or other significant reason that requires travel and accommodation prior to the activity.
3. Accommodation and meal expenditure is expected to be limited to middle of the range levels of service up to maximum of \$350 per night. Premium levels of service are a matter of personal choice and cost.
4. Should alternative accommodation to commercial accommodation be preferred, such as with a family member or friend, an 'Accommodation Allowance' of \$60 per night will be paid to the elected member or staff member.
5. Food is not to be claimed if it is part of another package, for example food is included in a conference.
6. Purchase of alcohol is not permitted. Alcohol purchases are a personal choice and cost.
7. Travel, accommodation and expenses of accompanying spouses, partners or other family members will be the responsibility of the individual they are travelling with, should any additional costs to the Council be incurred.
8. Elected members and staff may claim for additional time required for travel outside of their usual hours of work.
9. Elected members and staff can take annual leave, stay away over weekends, or go on private travel before, during, or at the end of travel paid by the Council, provided there are no additional costs to the Council, and the private travel is secondary to the business purpose



of the travel. Any additional costs such as accommodation costs, petrol, car hire or travel insurance, are to be identifiable and are to be paid directly, or as is practicable after they have been incurred.

10. Where air travel is required, this should be booked as far as possible in advance of the travel date in order to get the most cost-effective fare as possible. Air travel is to be limited to discounted economy or economy class. Where another class of travel is required due to health needs or distance, this will be subject to further approval as follows:
 - In respect to staff, approval of the CE;
 - In respect to the CE, approval of the Mayor;
 - In respect of an elected member, approval of the Mayor (or Dep. Mayor in the case of the Mayor).
11. In respect to international travel the individual will require prior written approval as follows:
 - In respect to staff approval of the CE.
 - In respect to the CE approval of the Mayor.
 - In respect of an elected member approval of full Council.
12. Where it is more practical to hire a rental car, the car to be hired should be the most cost effective for the purpose. If a rental car is being used for business, but is used incidentally for a private purpose, it must incur no added cost to the Council, as is reasonable in the circumstances. Should the driver incur any parking or traffic fines while using the rental car, the fines incurred will be the responsibility of the driver.
13. Where it is more practical and cost effective to use a Council car this should occur. Should the driver incur any parking or traffic fines while using the Council car, the fines incurred will be the responsibility of the driver. Refer to Motor Vehicle Usage Policy for policy on use of Council vehicles (doc #47117).
14. Other cost-effective travel options can be considered, such as use of public transport or rideshare options such as Uber.
15. Payment relating to travel, accommodation and meals shall be made by use of credit card in relation to credit cardholders, otherwise by reimbursement or invoicing. No cash advancements are to be provided to elected members or staff to enable payment for these activities.
16. All expenditure relating to travel, accommodation and meals must be accompanied by supporting documentation, i.e. tax invoice or receipt. Documentations must be given promptly to the Finance Department on return to work or after expenditure is incurred whichever action takes place first.

Entertainment & Hospitality Expenditure

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

Council's expenditure on entertainment and hospitality is limited to the following purposes:

- Building relationships



- Representing the organisation
- Reciprocity of hospitality
- Recognising significant business achievement

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

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

- Breakfast and lunch, up to \$30
- Morning and afternoon tea, up to \$15
- Dinner, up to \$65.

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

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

Loyalty Reward Scheme Benefits

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

Policies and Procedures

1. In all instances the selection of a supplier of goods and services should be based on the Procurement Policy.
2. Where Council does business with a supplier of goods and services where loyalty rewards/prizes are applicable, the Council as payer of the goods and services will be the beneficiary of the reward or prize. The CE or Manager responsible may decline rewards or prizes.
3. No member of the staff shall benefit from any loyalty reward scheme or prize.
4. Managers who use suppliers who provide loyalty rewards shall provide the Finance Department with a copy of loyalty rewards reports received from the supplier as they are received.

Sale of Surplus Assets to Staff

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



Policies & Procedures

1. Assets to be disposed of will be valued. If the value of the asset is likely to be \$500 or over, a public or in-house tender process or similar will take place at the discretion of the CE.
2. Assets under the value of \$500 can be sold to elected members and staff. Management of sale of assets shall be arranged by the Departmental Manager from whose department the asset is from. Departmental Manager may not sell assets to themselves without prior approval from the CE.
3. The return to the Council from the disposal of any asset to an elected member or staff member will be the maximum which could be expected at the time for the item.

Private Use of Council's Assets

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

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

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

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

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

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

Policies & Procedures

1. Permission must be obtained from the relevant Departmental Manager.
2. Items to be recorded in logbook for plant and equipment (held at the depot).



3. Where plant and equipment are powered by petrol or diesel, the staff member will replace fuel used.
4. Any damage occurring while in the use of the staff member to be reported to relevant Departmental Manager.
5. The cost of any repairs required as a result of damage or misuse while in the staff members use will be the responsibility of the staff member concerned.
6. The use of Council's assets in any private business the staff member may operate is prohibited.

Council Use of Staff assets

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

Private Use of Council's Suppliers of Goods & Services

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

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

Gifts and Functions for Farewells and Retirements or Recognition of Achievements

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

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

Gifts, Prizes & Invitations

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

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



Policies & Procedures

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

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

Koha

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

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

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

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

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

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

The Policy was last reviewed February 2026. The next review will be February 2028.



7.9 UPDATED POLICY ON ELECTED MEMBERS ALLOWANCES AND EXPENSES

1. PURPOSE

For the Council to adopt the updated Elected Members' Allowances and Expenses Policy.

2. SIGNIFICANCE

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

3. BACKGROUND

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

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

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

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

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

4. ELECTED MEMBER DETERMINATION AMENDMENT

Following the Local Government Elections in October, and in accordance with the resolution adopted at the Council's Inaugural Meeting, the Remuneration Authority endorsed Council's application to make changes to the Members 2025/26 Determination. Salary changes for elected members were made in the payroll of 30 December 2025.

5. ADDITIONAL AMENDMENT CONSIDERATIONS

5.1 Communications Allowance payment (Clause 3)

Clause 3 currently provides for the payment of the Communications Allowance to be made annually. Following a request from elected members, and in recognition that provision of compatible IT equipment can be a significant cost requirement, it is recommended that quarterly payment of the allowance be included if requested.

5.2 Out of District restriction for allowances

The Remuneration Authority is considering removing the restrictions placed on elected members' ability to claim certain allowances when they reside outside the local authority area. They have written to councils to consult on the proposal to remove the restrictions by way of an amending determination (**Attachment 1**). No CDC elected members currently reside outside of the Carterton District.

The Remuneration Authority will advise the outcome their decision following the consultation closing date of 30 January 2026.

6. CONSIDERATIONS

6.1 Climate change

No specific climate change considerations.

6.2 Tāngata whenua

No specific tāngata whenua considerations.

6.3 Financial impact

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

6.4 Community Engagement requirements

No community engagement requirements.

6.5 Risks

No specific risks identified.

6.6 Wellbeings

Not applicable.

7. RECOMMENDATION

That the Council:

1. **Receives** the report.
2. **Agrees / Does not agree** to the addition of quarterly payment options for the Communications Allowance.
3. **Notes** the Remuneration Authority consideration to remove out of district restrictions.
4. **Adopts** the updated Elected Members' Allowances and Expenses Policy 2025/26.

File Number: 498973

Author: Geri Brooking, Group Manager People and Corporate

Attachments: 1. Remuneration Authority Out of District Restriction Proposal [🔗](#)



12 December 2025

Kia ora Mayors, Regional Council Chairs and Chief Executives

Proposed amendment to the Local Government Elected Members (2025/26) Determination 2025

After approaches from several local authorities, the Remuneration Authority (the Authority) is considering removing the restrictions placed on elected members ability to claim certain allowances when they reside outside the local authority area.

Those allowances are the: vehicle-kilometre allowance (clause 11 of the above determination), travel-time allowance (clause 12), childcare allowance (clause 14) and the home security system allowance (clause 15).

The Authority has not found any compelling evidence to support placing such restrictions on elected members who reside outside the local authority area.

Section 61 of the Local Electoral Act 2001 requires every candidate who is nominated to stand in the local elections to prepare a candidate profile statement that must include, amongst other things, a disclosure whether or not their principal place of residence is in the local government area for which they seek election. Therefore, all voters are able to be aware of the candidates' primary places of residence at the time of voting.

Accordingly, we believe that a candidate, who resides outside the local government area, and is subsequently elected to that local authority area should be entitled to the same level of allowances as an elected member who resides within the local authority area. This entitlement should also be extended to an elected member who chooses to move outside the local authority area during an electoral term.

A local authority could if they wish agree, in the form of a resolution, rules which place a restriction on the allowances to be provided to their elected members who reside outside the local authority area. In this case the agreed rules (restrictions) must be included in the local authority's reimbursement and expenses policy and made public on the local authority's website.

In summary, the Authority wishes to consult you on this proposal to remove, by way of an amending determination, the above restrictions.

If you wish to provide feedback on this proposal, please email it to info@remauthority.govt.nz by Friday 30 January 2026.

Nga mihi

A handwritten signature in blue ink, appearing to read 'Geoff Summers'.

Geoff Summers
Chair
Remuneration Authority

KARAKIA WHAKAMUTUNGA

Kia whakairia te tapu

Kia wātea ai te ara

Kia turuki whakataha ai

Kia turuki whakataha ai

Haumi ē, hui ē, taiki ē