



SOUTH WAIRARAPA DISTRICT COUNCIL

Kia Reretahi Tātau

Agenda

ORDER PAPER FOR THE FIRST MEETING OF THE TRIENNIUM

TO BE HELD IN

**Supper Room, Wahinga Centre, Texas Street
Martinborough**

ON

14 December 2022

MEMBERSHIP OF COUNCIL

THE MAYOR

Mr Martin Connelly

Cr M Bosley
Cr R Gray
Cr A Plimmer
Cr C Olds
Cr A Woodcock

Cr M Sadler-Futter
Cr K McAulay
Cr P Maynard
Cr A Ellims

**RECOMMENDATIONS IN REPORTS ARE NOT COUNCIL POLICY
UNTIL THEY ARE AGREED TO BY THE COUNCIL.**



Agenda - 14 December 2022

NOTICE OF MEETING

This meeting will be held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference, commencing at 10.00am. The meeting will be held in public and will be live-streamed and will be available to view on our [YouTube channel](#).

Open Section

A1. Mihi / Karakia Timatanga - Opening

A2. Apologies

A3. Conflicts of interest

A4. Acknowledgements and tributes

A5. Public participation

As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

A6. Actions from public participation

A7. Extraordinary business

A8. Community Board / Māori Standing Committee

A9. Confirmation of Minutes

Proposed Resolution: *That the minutes (Sections A through E, and L) of the Council meeting held on 26 October 2022 are a true and correct record.*

Pages 1-9

B Recommendations from Committees and Community Boards

B1. Recommendations from Māori Standing Committee

Pages 10-16

B2. Recommendations from Martinborough Community Board

Pages 17-30

C Decision Reports from Chief Executive and Staff

C1. Adoption of the Committees, Terms of Reference and Schedule of Meetings 2023

Pages 31-58

C2. Featherston Masterplan Principles and MainStreet and Link to Train Stations Concept Options

Pages 59-68

C3. Contract C1253, Reading Street and Church Street Upgrades

Pages 69-75

C4. Emergency Road Works Funding

Pages 76-80

C5. Draft Carterton and South Wairarapa Interim Speed Management Plan

Pages 81-164

C6. Appointments to the District Licencing Committee

Pages 165-170

C7. Wellington Region Waste Management and Minimisation Plan 2023-2029

Pages 171-309

- C8.** Grant Funding Pages 310-314
C9. Members' Remuneration 2022/23 Pages 315-331

D. Information Reports from Chief Executive and Staff

- D1.** Chief Executive's Update Pages 332-344
D2 Annual Report 2021-2022 *Verbal*
D3. Action Items Pages 345-350

E Chairperson's Report

- E1.** Report from The Mayor Pages 351-368

F. Appointments Reports

- F1.** Destination Wairarapa – Allan Hogg Pages 369

G. Public Excluded

- G1.** Proposed Land Purchase *(distributed separately)*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Proposed Land Purchase Report	Good reason to withhold exists under section 7(2)(h), section 7(2)(i), and section 7(2)(j)	Section 48(1)(a)

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 7(2)(h)
The withholding of the information is necessary to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 7(2)(i)
The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	(Section 7(2)(j))

H. Karakia Whakamutunga - Closing



First Meeting of the Triennium for Council and community boards (Martinborough, Featherston and Greytown) Minutes from 26 October 2022

Present (Council): Mayor Martin Connelly, Deputy Mayor Melissa Sadler-Futter, Councillors Martin Bosley, Colin Olds, Aidan Ellims, Pip Maynard, Kaye McAulay, Alistair Plimmer, Rebecca Gray, Aaron Woodcock and Aidan Ellims.

**Present
(Martinborough
Community Board):** Karen Krogh, Mel Maynard, Storm Robertson, Councillors Aidan Ellims and Pip Maynard.

**Present
(Featherston
Community Board):** John Dennison, Warren Maxwell, Tui Rutherford, Annelise Schroeder, Councillors Rebecca Gray and Colin Olds.

**Present (Greytown
Community Board):** Louise Brown, Jo Woodcock, Warren Woodgyer, Councillors Aaron Woodcock and Martin Bosley.

In Attendance: Harry Wilson (Chief Executive Officer), Amanda Bradley (General Manager Policy and Governance), Leanne Karauna (Principal Advisor Māori), Russell O’Leary (Group Manager Planning and Environment), Karon Ashforth (General Manager Finance), Sheil Priest (General Manager Communications and Engagement), Paul Gardner (General Manager HR and Corporate Services), James O’Connor (Partnerships and Operations Manager), James Witham (Planning Manager), Rick Mead (Environmental Services Manager), Stefan Corbett (Group Manager Partnerships and Operations), Tim Langley (Roading Manager), Rebecca Jamieson (Digital Communications Advisor), Kaity Carmichael (Committee Advisor), and Amy Andersen (Committee Advisor).

Apologies: Angela Brown (Martinborough Community Board).

Public Deputation: Don McCreary, Sarah Donaldson and Jack Cameron.

**Conduct of
Business:** The meeting was held in Pāpāwai Marae, Pā Road, Greytown and was conducted in public between 09.00am and 1:39pm.

Open Section

A Powhiri

Elected members were called on to Pāpāwai Marae.

A morning tea was held from 10:05 to 10:42am.

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

Chief Executive Officer Harry Wilson in the Chair.

Mr Wilson also welcomed elected members.

B Apologies

Apologies were received from Angela Brown.

C Laws Affecting Elected Members

Mr Wilson delivered a briefing about the laws affecting elected members.

D Declarations of The Mayor and Councillors

The following elected members made their declarations in front of family, friends, staff and members of the public.

Mayor Martin Connelly, Councillors: Melissa Sadler-Futter, Martin Bosley, Aidan Ellims, Pip Maynard, Kaye McAulay, Alistair Plimmer, Rebecca Gray, Aaron Woodcock and Aidan Ellims.

Chief Executive Officer Harry Wilson vacated the Chair.

The Mayor assumed the Chair.

E Business in Accordance with Part 1 of Schedule 7 of the Local Government Act 2002

Mayor Connelly spoke to matters included in his report and discussed his intentions for the committee structure and the vacancies relating to the Wairarapa Combined District Plan Joint Committee.

Members discussed the committee structure and options for a workshop to co-create the terms of reference prior to the next ordinary meeting of Council. Mayor Connelly undertook to discuss the Wairarapa Combined District Plan Joint Committee vacancy with Brian Jephson.

Members debated meeting protocols and discussed standing orders.

E1. Mayoral Appointments

COUNCIL RESOLVED (DC2022/100) to:

1. Receive the Mayoral Appointment Report.

(Moved Mayor Connelly/Cr Maynard)

Carried

[Read together]

2. Reaffirm the Māori Standing Committee with the following appointments in accordance with the Terms of Reference as attached in Appendix 3: Narida Hooper (Pae Tū Mokai o Tauria), Andrea Rutene (Ngāti Kahungunu ki Wairarapa), Karen Mikaera (Pae Tū Mokai o Tauria), Violet Edwards (Kohunui

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

Page 2

Marae), Lola Kiel (Hau Ariki Marae), JD Smith (Hau Ariki Marae), Gillies Baker (Pāpāwai Marae), and Herewini Ammunson (Pāpāwai Marae).

3. Appoint Councillor Pip Maynard to the Māori Standing Committee, and as per the Terms of Reference (Appendix 2).
4. Approve following appointments to Community Boards:
 - a. Featherston – Councillors Rebecca Gray and Colin Olds.
 - b. Martinborough – Councillors Aidan Ellims and Pip Maynard.
 - c. Greytown - Councillors Aaron Woodcock and Martin Bosley.
5. Note the Mayor is appointed to the Civil Defence Emergency Management Group and the Wellington Regional Leadership Committee, and the Deputy Mayor is appointed the alternate on the Wellington Regional Leadership Committee, in accordance with the Terms of Reference.
6. Appoint Councillor Alistair Plimmer to the Wairarapa Combined District Plan Joint Committee, leaving a vacancy for one representative and one alternate to be confirmed at the next ordinary meeting of Council.
7. Approve the following appointments:
 - a. Cr Maynard to the Wellington Region Waste Management and Minimisation Plan Joint Committee;
 - b. Mayor Connelly to the Regional Transport Committee;
 - c. Mayor Connelly and Cr Sadler-Futter (alternate) to the Wellington Water Committee;
 - d. Cr Plimmer to the Wairarapa Road Safety Council; and
 - e. Lucy Cooper to the Cobblestones Trust Board.
 - f. Allan Hogg to the Destination Wairarapa Board.

Items 2-7 (Moved Mayor Connelly/Seconded Cr Ellims) Carried

8. Request that Council Officers provide a report on extra costs relating to the proposed committee structure.

(Moved Cr Plimmer/Seconded Cr Olds) Carried

Action 533: Schedule a workshop for Council to discuss the proposed committees and terms of reference with council officers, A Bradley

E3. Members' Remuneration 2022/23 (Item Moved)

Members discussed items outlined in the report and queried the impact of the proposed committee structure on members' remuneration.

COUNCIL RESOLVED (DC2022/101) to:

1. Receive the Members' Remuneration 2022/23 Report.

(Moved Mayor Connelly/Seconded Cr Ellims) Carried

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

2. Defer making a proposal to the Remuneration Authority on the split of the remuneration pool to the second round (due 27 January 2023), once councillor appointments and responsibilities are firmed up.
(Moved Mayor Connelly/Seconded Cr McAulay) Carried
[Read together]
3. Note that councillors will be paid the minimum allowable remuneration rate of \$18,855 until the amending determination is gazetted at which point councillors pay will be back dated.
4. Adopt the Members' Remuneration and Allowances Policy (PI-GSL-001), subject to any changes agreed at the meeting, noting that the revised policy replaces the Members' Remuneration Policy (A300) and the Conferences, Seminars & Training Policy (A500).
5. Agree that Appendix 1 of the Members' Remuneration and Allowances Policy (PI-GSL-001) will be updated by officers once the amending determination has been gazetted, and then annually to reflect the updated determination that takes effect from 1 July each year.
Items 3-5 (Moved Mayor Connelly/Seconded Cr Plimmer) Carried

E2. Fixing of date and time for first ordinary meetings (Item Moved)

Cr Ellims left meeting at 11:57am.

COUNCIL RESOLVED (DC2022/102):

1. To receive the Adoption of the 2022 Schedule of Ordinary Meetings Report.
(Moved Mayor Connelly/Seconded Cr Plimmer) Carried
2. To adopt the revised 2022 schedule of ordinary meetings for Council, community boards and committees.
(Moved Mayor Connelly/Seconded Cr Sadler-Futter) Carried

The meeting was adjourned at 12:03pm.

The meeting was reconvened at 12:09 pm, all of Council present.

The Mayor vacated the chair.

Chief Executive Officer Harry Wilson assumed the chair.

F Declarations of the Martinborough Community Board members

The following elected members made their declarations in front of family, friends, staff and members of the public:

Karen Krogh, Mel Maynard, Storm Robertson, Councillors Aidan Ellims and Pip Maynard.

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

G Business in Accordance with Part 1 of Schedule 7 of the Local Government Act 2002

G1. Election of Chairperson and Deputy Chairperson

MCB RESOLVED (MCB2022/45):

1. To receive the Election of Chair and Deputy Chair of the Community Board 2022-2025 Report.
(Moved Maynard/Seconded Robertson) Carried
2. To adopt System A as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Board's Chair and Deputy Chair for the 2022-2025 triennium.
(Moved Maynard/Seconded Robertson) Carried

Mr Wilson called for nominations to the position of Martinborough Community Board Chair.

(Moved Krogh/Seconded Robertson) that Mel Maynard be nominated as Martinborough Community Board Chair.

There being no further nominations Mr Wilson declared Mel Maynard Martinborough Community Board Chair.

Mr Wilson called for nominations to the position of Martinborough Community Board Deputy Chair.

(Moved Manyard/Seconded Cr Maynard) that Storm Robertson be nominated as Martinborough Community Board Deputy Chair.

There being no further nominations Mr Wilson declared Storm Robertston Martinborough Community Board Deputy Chair.

G2. Fixing of date and time for first ordinary meetings

MCB RESOLVED (MCB 2022/46):

1. To receive the Adoption of the 2022 Schedule of Ordinary Meetings Report.
(Moved Maynard/Moved Robertson) Carried
2. To adopt the revised 2022 schedule of ordinary meetings for Council, community boards and committees.
3. To delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.
(Moved Maynard/Seconded Krogh) Carried

H Declarations of the Featherston Community Board members

The following elected members made their declarations in front of family, friends, staff and members of the public:

John Dennison, Warren Maxwell, Tui Rutherford, Annelise Schroeder, Councillor Colin Olds and Councillor Rebecca Gray.

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

Featherston Community Board

I Business in Accordance with Part 1 of Schedule 7 of the Local Government Act 2002

11. Election of Chairperson and Deputy Chairperson

FCB RESOLVED (FCB2022/50):

[Read together]

1. To receive the Election of Chair and Deputy Chair of the Community Board 2022-2025 Report.
2. To adopt System A as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Board's Chair and Deputy Chair for the 2022-2025 triennium.

Items 1-2 (Moved Rutherford/Seconded Cr Gray)

Carried

Mr Wilson called for nominations to the position of Featherston Community Board Chair.

(Moved Dennison/Seconded Maxwell) that Tui Rutherford be nominated as Featherston Community Board Chair.

There being no further nominations Mr Wilson declared Tui Rutherford as Featherston Community Board Chair.

Mr Wilson called for nominations to the position of Featherston Community Board Deputy Chair.

(Moved Maxwell/Seconded Schroeder) that John Dennison be nominated as Featherston Community Board Deputy Chair.

Mr Wilson declared John Dennison as Featherston Community Board Deputy Chair.

12. Fixing of date and time for first ordinary meetings

FCB RESOLVED (FCB2022/51):

1. To receive the Adoption of the 2022 Schedule of Ordinary Meetings Report.

(Moved Schroeder/Seconded Cr Olds)

Carried

[Read together]

2. To adopt the revised 2022 schedule of ordinary meetings for Council, community boards and committees, the first meeting of Featherston Community Board being amended to 30 November 2022.
3. To delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.

Items 2-3 (Moved Warren/Seconded Dennison)

Carried

J Declarations of the Greytown Community Board members

The following elected members made their declarations in front of family, friends, staff and members of the public:

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

Page 6

Jo Woodcock, Warren Woodgyer, Louise Brown, Councillor Aaron Woodcock and Councillor Martin Bosley.

Greytown Community Board

K Business in Accordance with Part 1 of Schedule 7 of the Local Government Act 2002

K1. Election of Chairperson and Deputy Chairperson

GCB RESOLVED (GCB2022/56):

[Read together]

1. To receive the Election of Chair and Deputy Chair of the Community Board 2022-2025 Report.
2. To adopt System A as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Board's Chair and Deputy Chair for the 2022-2025 triennium.

Items 1-2 (Moved Brown/Seconded Woodcock)

Carried

Mr Wilson called for nominations to the position of Greytown Community Board Chair.

(Moved Woodgyer/Seconded Woodcock) that Louise Brown be nominated as Greytown Community Board Chair.

There being no further nominations Mr Wilson declared Brown as Greytown Community Board Chair.

Mr Wilson called for nominations to the position of Greytown Community Board Deputy Chair.

Mr Wilson called for nominations to the position of Greytown Community Board Chair.

(Moved Brown/Seconded Woodcock) that Warren Woodgyer be nominated as Greytown Community Board Deputy Chair.

There being no further nominations Mr Wilson declared Warren Woodgyer as Greytown Community Board Deputy Chair.

K2. Fixing of date and time for first ordinary meetings

GCB RESOLVED (GCB2022/57):

[Read together]

1. To receive the Adoption of the 2022 Schedule of Ordinary Meetings Report.
2. To adopt the revised 2022 schedule of ordinary meetings for Council, community boards and committees, the first meeting of Greytown Community Board being amended to 23 November at 7.00pm.
3. To delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

Page 7

Chief Executive Officer Harry Wilson vacated the chair.
The Mayor assumed the Chair.

L Decision Reports from the Chief Executive for Council

Cr Ellims introduced Don McCreary, Sarah Donaldson (Rural Support Trust) and Jack Cameron (Hinekura Resident) who spoke in support of the Hinekura Farm Track report and highlighted the benefits of the farm track on the Hinekura community.

Members sought clarification from Mr McCreary on timeframes, costs and budgeting, the initial proposal, the number of affected residents and households, and management of the overall project.

Mr Corbett spoke to matters in the report and responded to members queries.

L1. Hinekura Farm Track – additional budget request

COUNCIL RESOLVED (DC2022/103) to:

1. Receive the 'Hinekura Farm Track - additional budget request' Report.
(Moved Cr Olds/Seconded Cr Gray) Carried
2. Approve an additional \$40,000 (GST exclusive) of grant funding to Don McCreary to meet additional costs in the construction of the Hinekura farm track. The additional funding would be drawn from the Rural Road Reserve and provided to the applicant under the same terms and conditions as the original grant of \$100,000 (GST exclusive).
(Moved Cr Ellims/Seconded Cr Maynard) Carried
3. Note arrangements and costs for the ongoing maintenance of the farm track are delegated by previous Council resolution to the CEO at an approximate cost of \$8000 per annum, to be drawn from the Rural Road Reserve as long as the farm track remains open and available for use.
(Moved Cr Woodcock/Seconded Cr Olds) Carried

The Mayor declared the meeting closed at 1:39pm.

Sections A through E, and L confirmed as a true and correct record

.....(Mayor)

.....(Date)

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

Section F and G confirmed as a true and correct record

.....(Martinborough Community Board Chair)

.....(Date)

Section H and I confirmed as a true and correct record

.....(Featherston Community Board Chair)

.....(Date)

Section J and K confirmed as a true and correct record

.....(Greytown Community Board Chair)

.....(Date)

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

Recommendations from Māori Standing Committee

1. Purpose

To provide an opportunity for members to consider recommendations received from the Māori Standing Committee.

2. Recommendations

Officers recommend that the Council:

1. Consider the following recommendations from the Māori Standing Committee:

Recommendations from Māori Standing Committee	Resolution Number
Recommend to Council the 2023 meeting schedule for the Māori Standing Committee	<i>MSC 2022/49</i>

3. Background

The report relating to recommendation (MSC 2022/49), was considered by the Māori Standing Committee at their meeting on the [24 November 2022](#), Item 8.2.

4. Appendices

Appendix 1 – 2023 Schedule of Ordinary Meetings, Māori Standing Committee, 24 November 2022

Contact Officer: Amanda Bradley, General Manager Policy and Governance
Reviewed By: Harry Wilson, Chief Executive Officer

**Appendix 1 – 2023 Schedule of
Ordinary Meetings, Māori Standing
Committee, 24 November 2022**

2023 Schedule of Ordinary Meetings

1. Purpose

To provide the Māori Standing Committee with the schedule of ordinary community board and committee meetings for 2023.

2. Recommendations

Officers recommend that the board:

1. *Receive the Adoption of the 2023 Schedule of Ordinary Meetings Report.*
2. *Recommend to Council the 2023 meeting schedule for the Māori Standing Committee.*
3. *Set a regular meeting time for the Māori Standing Committee.*
4. *Delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.*

3. Executive Summary

Each year Council adopts a schedule of Council, committee and community board meetings for the following calendar year in accordance with schedule 7 cl19 of the Local Government Act 2002. This report provides the Committee with the schedule of ordinary meetings for 2023.

4. Background

Each year Council adopts a schedule of Council, committee and community board meetings for the following calendar year.

The schedule must comply with schedule 7, cl19 of the Local Government Act 2002 which states:

19 General provisions for meetings

(1) A local authority must hold the meetings that are necessary for the good government of its region or district.

The Local Government Official Information and Meetings Act 1987, Part 7 also specifies the process for calling meetings of the Local Authority.

The meetings must be called and conducted in accordance with the requirements set out in the Local Government Act 2002, and the Local Government Official Information and Meetings Act 1987, as well as the Standing Orders of South Wairarapa District Council.

The Māori Standing Committee is being asked to recommend to Council the schedule of meetings for the Committee and set a start time for ordinary meetings.

5. Discussion

5.1 Schedule of Meetings

The draft 2023 meeting schedule for Community Boards and the Māori Standing Committee is provided in Appendix 1. This schedule may be amended at any time. Council has yet to decide the committee structure and meeting frequency for 2023.

There were several considerations that went into the creation of the 2023 meeting schedule, which is to be adopted by Council on 14 December 2022.

- a. Where possible, Council meetings will be scheduled to take place on Wednesdays.
- b. Community Board meetings and Māori Standing Committee meetings are split across two weeks and held in the evening at a time that suits members.
- c. Avoid scheduling of Council meetings during school holidays.
- d. Māori Standing Committee and Community Board meetings are scheduled on a 6 weekly basis and alternate between Community Forums and formal meetings. This meeting cycle has been introduced based on feedback from members and with advice for LGNZ. It is designed to allow for less-formal community engagement and planning opportunities throughout the year.

Additional ordinary, extraordinary, or emergency meetings may be scheduled from time to time in consultation with the Chief Executive.

5.2 Community Forums

The shape and purpose of Community Forums has the potential to be created by the committee and will continue to operate within legislation and the code of conduct. Potential options for Community Forums include:

- Writing your community plan with community participation
- An annual plan submission development session
- Coordinate and co-deliver community training
- Run a session with community groups on how you could collaborate to improve delivery and access
- Request and support a community workshop on a specific topic
- Putting together a community submission on legislative change for Council approval
- Community drop-in sessions

- External guest speakers

5.3 Meeting Times and Venue

The committee is asked to set a regular meeting start time that suits members.

The proposed start time for meetings of the Māori Standing Committee for 2023 is 6.00pm.

The preferred venue is the Martinborough Town Hall Supper Room, Texas Street, Martinborough. If the preferred venue is not available at the time of the scheduled meeting an alternative venue will be secured and members will be notified.

6. Consultation

6.1 Communications and Engagement

The Chief Executive and general managers were consulted in the process of creating the 2023 meeting schedule.

The 2023 meeting schedule allows the Chief Executive to properly notify the public of the times and dates of meetings in accordance with Part 7 of the Local Government Official Information and Meetings Act 1987.

7. Financial Considerations

Council consideration of the costs to hold meetings have been factored into existing Council budgets.

8. Appendices

Appendix 1 – 2023 Schedule of Ordinary Meetings

Contact Officer: Kaitlyn Carmichael, Committee Advisor

Reviewed By: Amanda Bradley, General Manager, Policy & Governance

Appendix 1 – 2023 Schedule of Ordinary Meetings

2023	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2023
MON					1								MON
TUE					2 FCB (Meeting) AP			1					TUE
WED		1	1		3 GCB (Meeting) AP			2			1 Combined Council		WED
THU		2	2		4 MCB (Meeting) AP	1		3			2		THU
FRI		3	3		5	2		4	1		3	1	FRI
SAT		4	4	1	4	3		5	2		4	2	SAT
SUN	1 New Years Day	5	5	2	7	4		6	3		5	3	SUN
MON	2 Public Holiday	6 Waitangi Day	6	3	8	5 King's Bday	3	7	4	2	6	4	MON
TUE		7 Wairarapa Committee FCB (Meeting)	7 WRLC/CDEM/RTC	4	9 Wairarapa Committee	6	4	8 Wairarapa Committee	5 FCB (Forum)	3	7	5 WRLC/CDEM/RTC	TUE
WED	4	8 GCB (Meeting)	8 Combined Council (MDC)	5	10	7	5	9	6 GCB (Forum)	4	8	6	WED
THU	5	9 MCB (Meeting)	9	6	11	8	6	10	7 MCB (Forum)	5	9	7	THU
FRI	6	10	10	7 Good Friday	12	9	7	11	8	6	10	8	FRI
SAT	7	11	11	8	13	10	8	12	9	7	11	9	SAT
SUN	8	12	12	9	14	11	9	13	10	8	12	10	SUN
MON	9	13	13	10 Easter Monday	15	12	10	14	11	9	13	11	MON
TUE	10	14	14 MSC (Forum)	11	16	13 WRLC/CDEM/RTC FCB (Forum)	11	15	12 Wairarapa Committee	10 MSC (Meeting)	14	12	TUE
WED	11	15	15	12	15	14 GCB (Forum)	12	16	13	11	15	13	WED
THU	12	16	16	13	18	15 MCB (Forum)	13	17	14	12	16	14	THU
FRI	13	17	17	14	19	16	14 Matariki	18	15	13	17	15	FRI
SAT	14	18	18	15	20	17	15	19	16	14	18	16	SAT
SUN	15	19	19	16	21	18	16	20	17	15	19	17	SUN
MON	16	20	20	17	22	19	17	21	18	16	20	18	MON
TUE	17	21	21 Wairarapa Committee FCB (Forum)	18	23	20	18 MSC (Meeting)	22	19 WRIC/CDEM/RTC	17 FCB (Meeting)	21 MSC (Forum)	19	TUE
WED	18	22	22 GCB (Forum)	19 Regulatory Hearings	24 AP Hearings	21	19	23	20	18 GCB (Meeting)	22	20	WED
THU	19	23	23 MCB (Forum)	20 Regulatory Hearings	25 AP Hearings	22	20	24	21	19 MCB (Meeting)	23	21	THU
FRI	20	24	24	21	26	23	21	25	22	20	24	22	FRI
SAT	21	25	25	22	27	24	22	26	23	21	25	23	SAT
SUN	22	26	26	23	28	25	23	27	24	22	26	24	SUN
MON	23 Wgtn Anniversary	27	27	24	29	26	24	28	25	24	27 Labour Day	25 Xmas Day	MON
TUE	24	28	28	25 Anzac Day	30	27	25 FCB (Meeting)	29 MSC (Forum)	26	24 Wairarapa Committee	28 FCB (Forum)	26 Boxing Day	TUE
WED	25		29	26	31 Combined Council (GW)	28	26 GCB (Meeting)	30 Combined Council	27	25	29 GCB (Forum)	27	WED
THU	26		30	27 MSC (Meeting) AP		29	27 MCB (Meeting)	31	28	26	30 MCB (Forum)	28	THU
FRI	27		31	28		30	28		29	27		29	FRI
SAT	28			29			29		30	28		30	SAT
SUN	29			30			30			29		31	SUN
MON	30						31			30			MON
TUE	31 MSC (Meeting)									31			TUE

COUNCIL	District Council meeting
MCB	Martinborough Community Board
FCB	Featherston Community Board
GCB	Greytown Community Board
MSC	Māori Standing Committee

 School Holidays

Recommendations from Martinborough Community Board

1. Purpose

To provide an opportunity for members to consider recommendations received from the Martinborough Community Board.

2. Recommendations

Officers recommend that the *Council*:

1. Consider the following recommendations from the Martinborough Community Board:

Recommendations from Martinborough Community Board	Resolution Number
2. Recommend to Council that the rural roading network be a priority in the next triennium. 3. Recommend to Council that lighting at Soldiers Memorial Square and on all Martinborough pedestrian crossings be a Council priority in the next triennium.	MCB 2022/44

3. Background

The report relating to recommendations (MCB 2022/44), was considered by the Martinborough Community Board at their meeting on the [22 September 2022](#), Item 11.1.

At the most recent Martinborough Community Board meeting held on 30 November, there was further discussion on the matter of lighting at pedestrian crossings in Martinborough. Members noted the importance of lighting in the ward, particularly around pedestrian crossings and discussed potential options, including solar lighting. Members queried the available funds for this work. Stefan Corbett, Group Manager Partnerships and Operations noted that this is not in the current programme of work and provided information on the Board’s submission process for the annual and long-term plan.

Furthermore, Councillor Aidan Ellims spoke to this issue at the meeting through a members report and noted the importance of prioritising the areas in need for lighting within the ward. Mr Corbett provided feedback on the process of moving this proposal

forward, including drafting an engagement document and engaging with stakeholders (including Council) and the community. Members undertook planning a workshop to progress this. Councillor Ellims has provided a member report to Council in Appendix 2.

4. Appendices

Appendix 1 – Chairperson Report, Martinborough Community Board, 22 September 2022

Appendix 2 – Member Report – Councillor Aidan Ellims, 14 December 2022

Contact Officer: Amanda Bradley, General Manager Policy and Governance

Reviewed By: Harry Wilson, Chief Executive Officer

**Appendix 1 – Chairperson Report,
Martinborough Community Board, 22
September 2022**

CHAIRPERSON REPORT

Recommendations

The chairperson recommends that the Community Board:

1. *Receive the Chairperson Report.*
2. *Recommend to Council that the rural roading network be a priority within the next triennium.*
3. *Recommend to Council that lighting at Soldiers Memorial Square and on all Martinborough pedestrian Crossings be a Council priority.*

Topic 1 – Rural Roads, Martinborough

The last six weeks have seen Martinborough's rural roads take a major battering. At different times over storms at the end of August, we saw nearly every one of our communities lose access to Martinborough for different reasons, for different periods of time.

Blocked culverts flooded Dyerville Road, mere minutes from town.

All were reconnected as quickly as possible and I'd like to thank Council and Ruamahanga Roding for their swift reaction.

This clearly shows the vulnerability of all our rural residents and ratepayers, with the existing programming of works taking place on rural roads.

Blocked culverts caused a number of the flooding and slips and the clearing/cleaning of these should be a key priority in the future. This would save Council huge emergency unbudgeted costs on reactive work in times of crisis.

Martinborough Community Board would like to see the rural roading network become a top priority for the next Council to be elected in October 2022.

Recommend that Council make a recommendation for the new Council in 2022 to make the rural roading network a priority within the next triennium.

Topic 2 – Road Safety – Pedestrian Crossings

As we move into longer daylight hours, I have received a number of calls from people who have had close calls and near misses on the pedestrian crossings around town. They have all cited lack of lighting and visual of pedestrians as the main cause.

Nearly every member of the Martinborough Community Board has advised of residents with similar scary, near miss stories.

In our last meeting Mr Corbett had said that we were getting monies spent on the Hinekura Road and needed to decide what the focus for the limited amount of money available to roading needed to be.

The lighting at the Square and at/on the towns pedestrian crossings definitely still need to be a Council priority, as well as the rural roading network. We do not believe it should be a trade off.

We are a small community and know one another really well. If someone is hurt on the crossings, the likelihood of knowing that person, and/or the driver is very high. The trauma of an event like this would affect and ripple throughout the whole community.

Martinborough Community Board as safety advocates for the people in our ward want to do everything we can to keep our tamariki, kaumatua and our entire community safe.

Recommend that lighting at Soldiers Memorial Square and on all Martinborough pedestrian Crossings be a Council priority in the next triennium.

As this is my last Chair Report for this triennium, I'd personally like to thank all members of the Martinborough Community Board for their hard work and support of the last 3 years. It was a very difficult triennium for everyone and I want to acknowledge the extra time and hours you have spent, ensuring our Community stayed informed and supported. Nga mihi nui ki a koutou.

I make a special note of thanks to our wonderful community board member, Cr Pam Colenso, who leaves a long career of service as an elected member for the Martinborough Ward. You have embodied kindness in action throughout all the good work that you have done and continue to do. Your time and commitment to the Martinborough Community Board and the Martinborough Community is noted and appreciated. I also acknowledge your husband Ted for his support of you and whatever endeavour you are undertaking.

Ehara taki toa I te toa takitahi, engari he toa takitini

My strength is not that of an individual, but that of the collective.

Nga mihi nui ki a koutou.

Report compiled by Mel Maynard
Chair
Martinborough Community Board

**Appendix 2 – Member Report –
Councillor Aidan Ellims, 14 December
2022**

Member Report

Member Name	Aidan Ellims
Group Name	Martinborough Community Board
Meeting Date	Wednesday, 30 November 2022
Key issues from meeting	Pedestrian crossing lighting, The Square, Martinborough
Specific item(s) for consideration	Recommendations from Martinborough Community Board
<p>During the 2019-2022 triennium local residents and ratepayers regularly reported to members of the Martinborough Community Board that there had been near misses between pedestrians walking out of The Square onto the pedestrian crossing heading towards Oxford Street and Cambridge Road, and vehicles travelling around The Square during the hours of darkness.</p> <p>While there are streetlights in Oxford Street adjacent to the Pukemanu Tavern and in Cambridge Road adjacent to Karahui Wine Bar (old BNZ Bank) and Neighbourhood Café, these street lights are Dark Sky compliant and their cone of light radiating onto the ground does not extend out across The Square towards the start of the pedestrian crossings.</p> <p>There are currently no streetlights on the inside of The Square at the start of the pedestrian crossings radiating out towards Oxford Street and Cambridge Road.</p> <p>During early 2022, Martinborough Community Board met with Council officers to discuss road safety issues within Martinborough. Members were advised that applications had previously been made to Waka Kotahi for funding to upgrade the lighting at pedestrian crossings in Martinborough, however, that application had been unsuccessful.</p> <p>Advice from Council was that the underground power supply within The Square has been damaged and to excavate and locate the fault requires Resource Consent.</p> <p>For this reason, I have wondered about installing solar powered street lights on the inside footpath of The Square. Solar powered lights would not require connection to the</p>	

underground power supply and secondly hopefully wouldn't require a Resource Consent to install.

Carterton District Council have installed solar powered street lights at a number of rural intersections. As shown in the photo below:



Martinborough Community Board member, Karen Krogh, has collated information to share with Council and Council Officers, including a case study attached to this report.

A local business, Poltech has stated that to supply and install two solar powered street lights on 7 metre high poles, on The Square would cost approximately \$30,000 excluding GST. To date Poltech has not supplied a detailed quote.

At the Martinborough Community Board meeting on Wednesday, 30th November, Stuart Campbell, a Martinborough resident spoke of two near miss incidents he was involved in personally either driving around The Square or as a pedestrian. Both incidents involved him either having to carry out emergency braking or urgently physically avoiding a car travelling which did not see him using the crossing.

Stuart provided information from a survey conducted in 2021 that 18% of respondents wanted more lighting in and around The Square and during a public meeting, lighting of The Square received much attention.

Since the Community Board meeting, a number of local residents have emailed Martinborough ward elected members or commented on the Community Board Facebook page highlighting many near miss incidents and concerns with the safety of the pedestrian crossings.

Over the last three years, Martinborough Community Board and Council have been made aware a number of times of many near miss incidents where residents and visitors to our town have come close to suffering serious injury from being hit by a car whose driver has not seen pedestrians using the crossings during the hours of darkness.

With this issue having been highlighted over the last three years, it is time for improvements to be made which will ensure the Martinborough Community Board or Council will not be culpable if pedestrian is seriously injured or killed using the crossings on The Square.

I would like the Council to support Martinborough Community Board's recommendations included in the 14 December 2022 report to Council.



LEADSUN

EST. 2005

ALWAYS DEPENDABLE

SMART PUBLIC SOLAR LIGHTING

AE3 Series

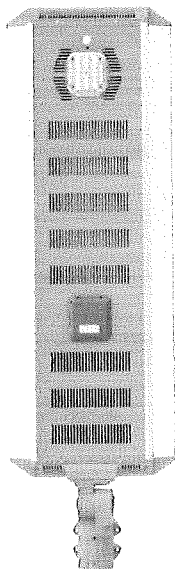
- Flexible installation
- Sleek & modular design
- 10 + year battery performance

Leadsun's AE3 series is available in either a sleek looking All-In-One model, or a Split system design with a separated solar & battery module that easily connects to a LED light head with built-in motion sensor.

The split unit is the world's first **International Dark Sky** approved solar lighting product. It's design guarantees perfect PV (photo-voltaic) solar orientation for optimum daytime charging and ensures layered LED light distribution without emitting any upward light pollution.

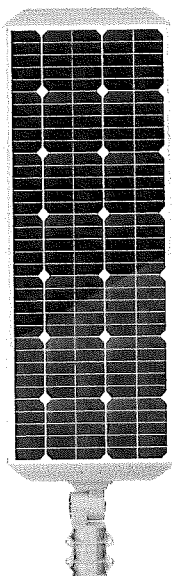
All-In-One Model

(For North facing solar PV orientation)



Split Model

(Universal installation & Dark Sky approved)



Features

Options	All-In-One or Split
Design	Modular with Fully-integrated components
Dark-sky Approval	Split model only
Solar Module	55W / 80W Mono-crystalline
Installation	Plug & Play wiring
Pole	Double hot-dipped galvanised. Hinged easy lowering option
Battery	Dual LiFePO4 with patented battery management system
Control	EDGE wireless (Optional), Programmable, adaptive lighting with PIR dimming
Applications	Pathways, streets, small car parks



PIR MOTION SENSOR

The AE3 system is wholly modular with all electronic components integrated within either a 55W or 80W sized mono-crystalline solar module which also contains an ingenious and patented dual battery system that provides double the life span compared to traditional solar lights.

A programmable controller and smart-eye motion sensor enables responsive and autonomous dimming of the LED throughout the night delivering high quality illumination where and when you need it the most.

Installed with a lowerable pole, the AE3 series becomes a set-and-forget system solution that can be installed in a matter of minutes.



Unlimited Warranty



Lithium-Ion Battery System



Monocrystalline Solar Module



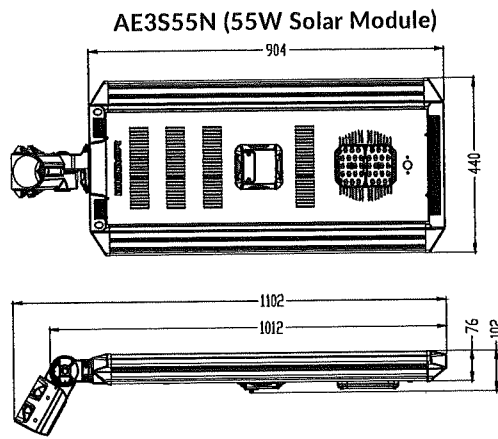
Advanced LED Lighting System



SMART Controller

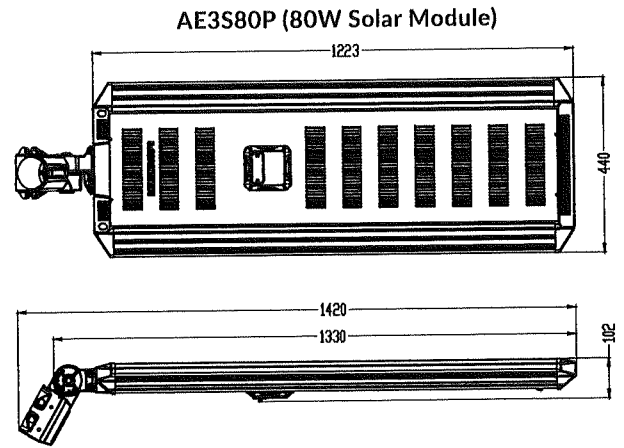
CE | IP66 | IK08

SOLAR ENGINE MODULE DIMENSIONS (mm)

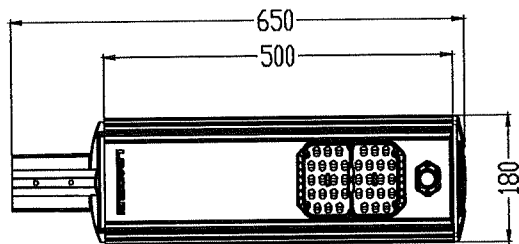


Bottom View

Side View



LED LIGHT HEAD DIMENSIONS (mm)



Bottom view



Side view

SOLAR ENGINE TECHNICAL DATA

Model No.	AE3S55N	AE3S80P
<i>Physical Parameters</i>		
Solar module power output (W)	55	80
Lithium battery capacity (Wh)	2 x 154Wh (308Wh)	2 x 230Wh (460Wh)
Net weight of product (kg)	14.9	18.5
Product dimension (mm)	1000(L) x 440(W) x 70(D)	1330(L) x 440(W) x 76(D)
Pole mounting diameter (mm)	55 - 76	55 - 76
System wind speed rating (kph)	178	178
<i>Technical & Operating Parameters</i>		
Battery voltage & cycle life	12.8Vdc / >5000 cycles	12.8Vdc / >5000 cycles
Battery charging temperature range	0°C - 60°C	0°C - 60°C
Battery discharging temperature range	-20°C - 60°C	-20°C - 60°C
Controller type	PWM (Programmable via USB)	PWM (Programmable via USB)
Wireless control & monitoring option	Optional	Optional
Photoelectric switch on/off level (lx)	30	30

LED LIGHT HEAD TECHNICAL DATA

Model No.	L3SS10-20	L3SS30-20
<i>Physical Parameters</i>		
Net weight of product (kg)	3.8	3.8
Dimension of product (mm)	680(L) x 128(W) x 74(D)	680(L) x 128(W) x 74(D)
Pole mounting diameter (mm)	60 - 90	60 - 90
<i>Technical & Operating Parameters</i>		
Light output (W)	10	30
LED colour temperature (K)	3000	3000
LED typical luminous flux (lm)	1800	5400
Motion sensor type	Passive Infra Red	Passive Infra Red
LED distribution type	T2	T2

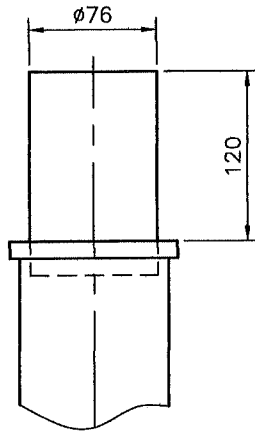
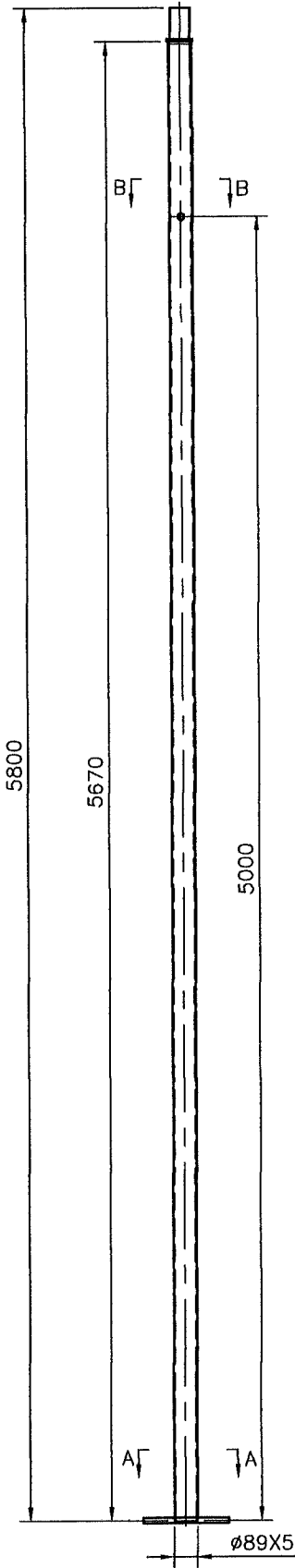
Note: IDA certification requires 3000K CCT or lower and the fixture to be mounted at 90°

Leadsun Australia Pty Ltd | 42 Greens Rd, Dandenong Sth, VIC 3175 | sales@leadsun.com.au | 1300 532 378 (1300 Leadsun) | leadsun.com.au

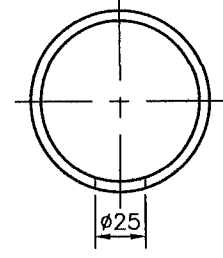
GESLE166191 - Ideal Pole Code

QUANTITY=30

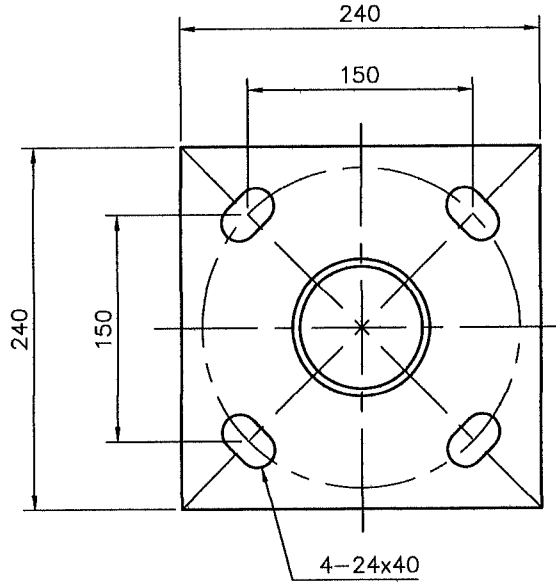
DESIGN APPROVAL
 COMPLIANT NON-COMPLIANT
 NAME: _____
 SIGN: _____
 DATE: _____



TOP SPIGOT DETAIL



B-B



A-A

NOTE:

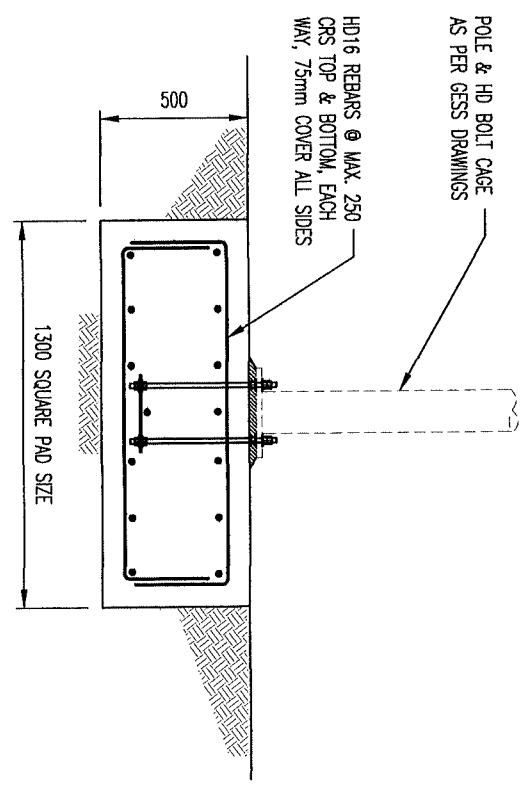
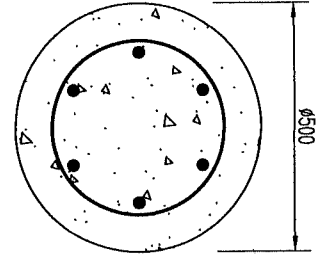
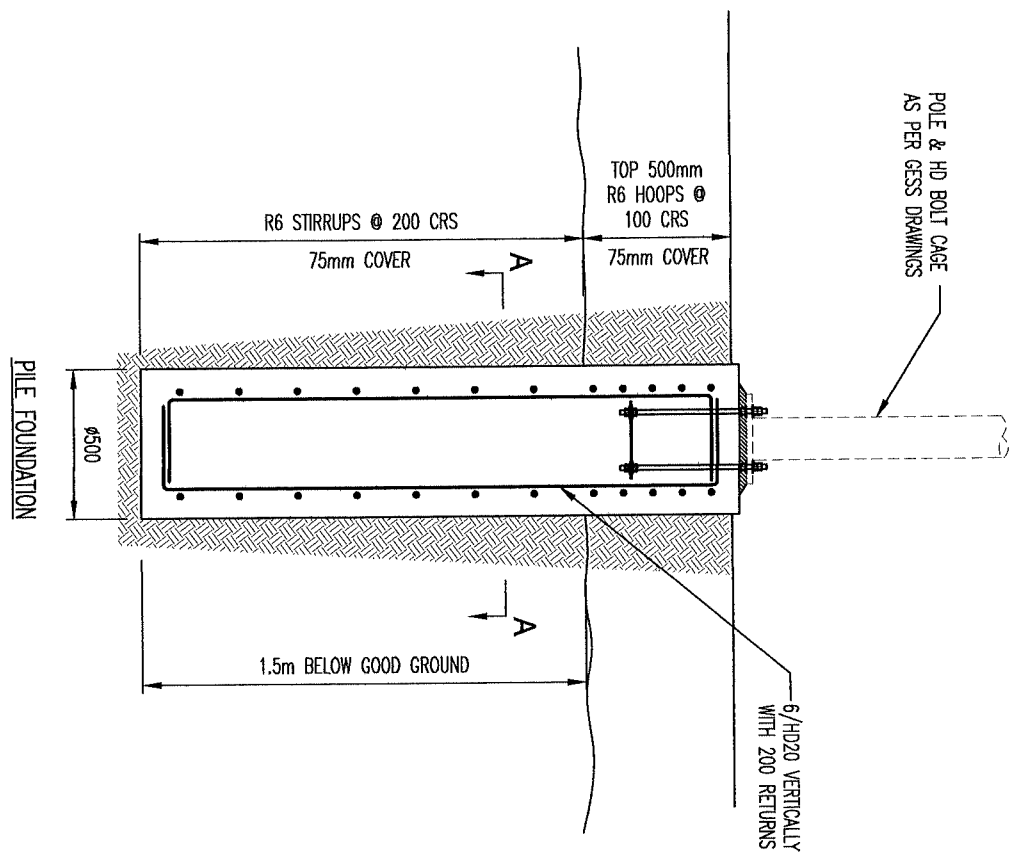
1. DESIGN CRITERIA: AS1170.2
 WIND REGION W
 TERRAIN CATEGORY 2
 DESIGN WIND SPEED: 51m/s
2. MATERIAL:
 POLE: Q235B;
 BASEPLATE: Q345B, TH=20mm
 ANCHOR BOLTS: 4-M20X500mm, 235MPa
3. FLANGE MOUNTED
4. SURFACE:
 HOT DIP GALVANIZED PER ASTM A123

 Columns & Streetlights 		Gess Ltd.
		12 Offenhauser Drive, East Tamaki, Auckland, 2013 P: 0800 43 77 00 Web: www.gess.co.nz

(Copyright: This design, information and drawing remain the property of GESS and may not be used or copied without approval in writing from GESS.)

DWG SIZE A4V		CLASS CODE _____	
CUSTOMER		Ideal Electrical Solar Pole	
DESCRIPTION		LP 6m Solar Pole	
DRAWN	LLY 2017-10-11	MATERIAL	ORDER NO
ENGR	LLY 2017-10-11	THK(mm)	SCALE N
CHECKED	CO2 2017-10-11	WT(kg)	P/N :LE16619-1
SPECIFICATIONS			

Rev. 0	2017.10.11	ISSUED FOR APPROVAL
REV ID.	DATE	REVISION DESCRIPTION



ACH CONSULTING ENGINEER'S NOTES:

PAD FOUNDATION:

1. COLUMN PAD TO BE FOUNDED ON "GOOD GROUND" AS DESCRIBED IN NZS3604:2011 -- TO BE CONFIRMED ON SITE.
 2. ALL PAD REBAR TO BE 500MPa, CONCRETE TO BE 25MPa.
 3. AT LEAST 7 DAYS TO HAVE ELAPSED BETWEEN PAD POUR AND COLUMN INSTALLATION.
 4. REFER ANY QUERIES AND DISCREPANCIES TO ACH CONSULTING ENGINEERS PH: (09) 839 7050.
- PILE FOUNDATION:**
1. COLUMN PAD TO BE FOUNDED ON "GOOD GROUND" AS DESCRIBED IN NZS3604:2011 -- TO BE CONFIRMED ON SITE. 50kPa UNDRAINED SHEAR STRENGTH MINIMUM.
 2. ALL PAD REBAR TO BE 500MPa, CONCRETE TO BE 25MPa.
 3. AT LEAST 7 DAYS TO HAVE ELAPSED BETWEEN CONCRETE POUR AND COLUMN INSTALLATION.
 4. DEPTH OF PILE EXCLUDES TOP SOIL.
 5. REFER ANY QUERIES AND DISCREPANCIES TO ACH CONSULTING ENGINEERS PH: (09) 839 7050.

PILE AND PAD FOUNDATION GUIDE

gess
 General Engineering Services & Solutions
 Gess Ltd.
 PO Box 204062
 Highbrook 2161
 Mobile 021 729 925
 Email gary@gess.co.nz
 Web www.gess.co.nz

Drawn by	SB	Date	10/05/18
Checked		Scale	A4
Reference No.			N.T.S.
Drawing no.	G100203-1	Rev. No.	0

Adoption of the Committees, Terms of Reference, and 2023 Schedule of Ordinary Meetings

1. Purpose

To adopt the Committees, their Terms of Reference (TOR), and the schedule of ordinary Council and committee meetings for 2023.

2. Recommendations

Officers recommend that the *Council*:

1. Adopt the 2023 Committees, Terms of Reference and Schedule of Ordinary Meetings for Council and Committees.
2. To delegate to the Chair the authority to alter the schedule of ordinary meetings following consultation with the Chief executive.
3. Authorise officers to remove committee delegations from the Financial Delegations Policy and add the following clause to the policy:

“Authorised financial delegations from Council to committees are outlined in the Council adopted Terms of Reference for committees. Any matters for decision which exceed a financial delegation given to the Chief Executive in this policy, or a committee through the Council adopted Terms of Reference are to be made by a resolution of Council.”

3. Background

Each year Council must consider the proposed structure and schedule for its Council, and Committee meetings for the following calendar year.

Council is asked to adopt a committee structure and schedule of meetings for the 2023 calendar year for Council and Committees.

4. Legislative Requirements

Under Section 41A of the Local Government Act, the Mayor has the following powers:

(a) to appoint the deputy mayor:

(b) to establish committees of the territorial authority:

(c) to appoint the chairperson of each committee established under paragraph (b), and, for that purpose, a mayor—

(i) may make the appointment before the other members of the committee are determined; and

(ii) may appoint himself or herself.

(4) However, nothing in subsection (3) limits or prevents a territorial authority from—

(a) removing, in accordance with clause 18 of Schedule 7, a deputy mayor appointed by the mayor under subsection (3)(a); or

(b) discharging or reconstituting, in accordance with clause 30 of Schedule 7, a committee established by the mayor under subsection (3)(b); or

(c) appointing, in accordance with clause 30 of Schedule 7, 1 or more committees in addition to any established by the mayor under subsection (3)(b); or

(d) discharging, in accordance with clause 31 of Schedule 7, a chairperson appointed by the mayor under subsection (3)(c).

(5) A mayor is a member of each committee of a territorial authority.

And:

The Local Government Act 2002, schedule 7, cl 19, Council must hold meetings:

19 General provisions for meetings

(1) A local authority must hold the meetings that are necessary for the good government of its region or district.

The Local Government Official Information and Meetings Act 1987, Part 7 also specifies the process for calling meetings of the Local Authority.

The Local Government Act 2002 requires the Council to hold meetings necessary for the good government of its city. The meetings must be called and conducted in accordance with the requirements set out in the Local Government Act 2002, and the Local Government Official Information and Meetings Act 1987, as well as the Standing Orders of South Wairarapa District Council.

Council must adopt a schedule of meetings that can cover any future period the Council considers appropriate. This schedule may be amended at any time.

Additional ordinary, extraordinary, or emergency meetings may be scheduled from time to time in consultation with the Mayor and Chief Executive.

5. Discussion: considerations, risks, and resource constraints

- a. Discussion and feedback from Elected Members and Council Officers regarding the 2022 meeting schedule and timeframes for reporting has been taken into consideration in preparing this report.
- b. In the last triennium, Council meetings took place regularly every six weeks, at 10:00am on Wednesdays.

- c. Community Board meetings and Māori Standing Committee (MSC) meetings are split across two weeks and Featherston and Greytown alternate between community forums and formal meetings, effectively meeting at least every six weeks. These meetings held in the evening at a time that suits members.
- d. Council and Committee meetings are scheduled on Wednesdays where possible, and the regularity according to the requirements of their TOR. Ideally Committee meetings are spaced a week before Council meetings to ensure that decisions or recommendations referred to Council can be managed in a timely manner.
- e. The timing of key legislative requirements for the approval of key Council documents including the Annual Plan (budget) and Annual Report (audit).
- f. CEO Employment Committee meetings are scheduled bi-annually in February and September.
- g. Previous requests were noted to consider a calendar schedule where Council meetings do not fall during school holidays.
- h. Formal meetings of council, committees, sub-committees and community boards must use standing orders. Their purpose is to enable democratic local decision-making and action by, and on behalf of, communities. Considerable democracy/governance service support is required for formal meetings. Formal meetings are the only place decisions can be made, through a resolution (or motion) being made, seconded, voted on, and carried.
- i. Workshops do not use standing orders and therefore are much less formal than meetings. They are good for exploring an issue or when requiring in-depth advice on identified priorities. There is less democracy/governance service preparation e.g. agenda, reports, minutes, etc, but they can still require support.
- j. The Office of the Ombudsman recommends that workshops should be held in public and therefore do require some democracy/governance support e.g. an outline of the proposed discussion could be promoted via social media, the workshop could be live-streamed, and any actions e.g. requests for further information, could be noted and made public.
- k. Working groups may be recommended for approval by Council or Committees. Working groups are set up to explore a specific issue within their area of focus and report back within a specific timeframe. Working groups are made up of members of Council or of a Committee and may include officers or other subject matter experts. Working groups do not operate under standing orders and have no decision making power. Working groups enable councillors to work constructively and collegially together to consider an issue and collectively work on solutions.
- l. Advisory, reference, or user groups operate under separate terms of reference as approved by the Council. They can be made up of elected and externally appointed members. Their role is to give advice and feedback to Council and provide a conduit to wider community views. The groups can contribute to Council's established decision-making processes but do not have any delegated decision making powers.

- m. The potential for an increased workload for both council officers and elected members due to the volume of publicly notifiable meetings:
 - i. Last year we delivered a total of 72 elected member sessions, including extraordinary meetings, and workshops, on a schedule of 55 planned meetings – this workload was high and does not account for planned by-law hearings and formal consultation processes this year.
 - ii. The identified need for additional workshops to deep dive into issues.
 - iii. The volume of additional committees and representations for elected members.
 - iv. Briefing sessions from other entities particularly Wellington Water webinars.
- n. Operational and financial risks of a fuller meeting schedule include:
 - i. Officer time being spent preparing for meetings, in meetings, and responding to actions from meetings, rather than delivering the work set out in the annual plan.
 - ii. Capacity issues meaning the quality of work is lowered to fit meeting frequency, resulting in decisions being delayed or less assurance in decision making.
 - iii. Burn out leading to retention issues for both council officers and elected members and associated risks and costs e.g. by-election, workplan not being able to be delivered, KPIs show no improvement, deadlines not being met, etc.
 - iv. Illness/disengagement resulting in meeting non-attendance and not able to reach quorum or council officers not being able to support meetings and meetings being cancelled.
 - v. Community engagement and consultation fatigue due to the significant planned engagement and consultation processes (besides formal meetings and hearings) due to a backlog of legislative and regulatory by-law and policy work, the annual plan, as well as entering the long-term planning engagement and consultation phase.
- o. If Committees and their TOR are not agreed, it impacts setting remuneration and the completion of the Local Governance Statement, and it is expected an extraordinary meeting would need to be held either before the end of the year or early in the new year.
- p. Workshops calendar holds, combined council, some external committees and Community Board forums have been accounted for in the proposed schedules.

6. Financial Considerations

Costs to hold meetings have been factored into existing Council budgets, with the inclusion of any claim for the childcare allowance.

Over the last triennium, South Wairarapa District Council has had a very high number of formal meetings for officers to service and for elected members to attend.

Democracy/governance reporting takes a significant amount of officer's time. This includes drafting and reviewing the reports, meeting preparation, meeting attendance

by officers, and follow-up on resolutions and actions. The time commitment impacts council officers' capacity to undertake "business as usual".

The inaugural meeting of Council requested a report be prepared that would outline the resources required to service committees. The table below estimates the hours required for a single formal meeting.

Task	Comments	When	Average time to complete
Pre-agenda meeting	Chair, CEO and Committee Advisor discuss items for the agenda for follow up	14 working days prior to meeting	30 minutes
Report writing	Officers research, collate information, writing, and peer review	When request for report is received Deadlines provided by Committee Advisor	Depends on complexity of report. (Average 10 hours)
Agenda items due to Committee Advisor	Write up final agenda, format reports and follow up any issues prior to review	6 working days prior to meeting	2-5 hours
Agenda reviewed by Chair/CE	Provide input and feedback on the meeting agenda prior to release	4 working days prior to meeting	1 hour
Agenda released	Must be released onto our website and loaded onto Stellar, can be printed for public on request. Printed for CE and Chair	3 working days prior to meeting	3 hours
Public participation	Liaising with officers and public, seeking approvals from Mayor	24 hours prior to meeting	1 hour
Pre-meeting briefing	To discuss procedure, any queries, and issues prior to meeting start	30 minutes prior to meeting	15 minutes
Meeting day	Venue setup and pack down Decision making occurs, agenda may include CEO update, action items, confirmation of minutes, Chairperson, and members' reports	Refer to scheduled; or extraordinary meetings	1-5 hours (depending on agenda, complexity of decisions)
Post-meeting briefing	To discuss any follow up items, key issues, feedback	Immediately after meeting (if possible)	15 minutes
Meeting minutes	Reviewed by Chair and released by Committee Advisor	Within 1 week of meeting date	4 hours
Actions/Resolutions	Committee Advisors enter meeting info into register and follow up action with officers	Prior to next meeting, deadlines provided to officers	3 hours
			Total average associated with each meeting (excluding meeting attendance and presentation by report writers)
			30 hours approx.

7. Engagement and Communications

Elected members, the Chief Executive and general managers were consulted in the process of creating the 2023 meeting schedule.

All options allow the Chief Executive to properly notify the public of the times and dates of meetings in accordance with Part 7 of the Local Government Official Information and Meetings Act 1987.

Once a 2023 schedule is adopted, it will be notified on Council's website.

8. Appendices

Appendix 1 – Draft 2023 Committee Terms of Reference and Schedule of Council and Committee Ordinary Meetings

Contact Officer: Amanda Bradley, General Manager; Policy & Governance

Reviewed By: Harry Wilson, Chief Executive

Appendix 1 – Draft 2023 Committee Terms of Reference and Schedule of Ordinary Meetings



**COUNCIL AND COMMITTEE
TERMS OF REFERENCE
2022-2025**



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Contents

1. INTRODUCTION	3
2. COMMITTEE ESTABLISHMENT	3
3. TERMS OF REFERENCE (TOR)	3
4. QUORUM	3
5. AMBIGUITY AND CONFLICT.....	4
COUNCIL TOR	5
MAORI STANDING COMMITTEE TOR.....	6
STRATEGY & POLICY COMMITTEE TOR	10
FINANCE COMMITTEE TOR	11
INFRASTRUCTURE & COMMUNITY SERVICES COMMITTEE TOR	12
CLIMATE CHANGE & ENVIRONMENT COMMITTEE TOR.....	14
ASSURANCE AND RISK COMMITTEE TOR.....	15
CEO EMPLOYMENT COMMITTEE TOR	16
HEARINGS COMMITTEE TOR.....	17
RESOURCE MANAGEMENT HEARINGS PANELS TOR.....	18
DISTRICT LICENSING COMMITTEE TOR	20

1. INTRODUCTION

This document sets out the Terms of Reference for the South Wairarapa District Council and its committees for the 2022-2025 triennium.

The Council's business is wide-ranging, and it has many obligations and powers under statutes and regulations. It is not always necessary for the full Council to deal with every matter itself, therefore committees are formed to support. In addition, delegations to officers are made for the effective and efficient operation of Council. These are outlined in the Delegations Policy and Register available on the Council website.

2. COMMITTEE ESTABLISHMENT

The Mayor has the power to establish committees and appoint the chairperson of each committee under section 41A of the Local Government Act 2002.

The Council also has the ability to appoint, discharge, or reconstitute, the committees that it considers appropriate under schedule 7 part 1, 30 of the Local Government Act 2002.

Committees include, in relation to the Council:

- » a committee comprising all the members of the Council
- » a standing committee or special committee appointed by the Council
- » a joint committee appointed under clause 30 of Schedule 7 of the Local Government Act 2002
- » any subcommittee of a committee described above.

The Mayor is a member of each committee.

3. TERMS OF REFERENCE (TOR)

The Terms of Reference for each committee are set out in full in this document. The Terms of Reference include the purpose, key responsibilities, delegations, membership, quorum and meeting frequency.

4. QUORUM

Generally, unless otherwise specified, a quorum is the presence of:

- » half of the members if the number of members (including vacancies) is even, or
- » a majority of members if the number of members (including vacancies) is odd.

5. AMBIGUITY AND CONFLICT

In the event of ambiguity or conflict between any of the provisions contained in these terms of reference, with the result that there is uncertainty or dispute as to which committee has delegated authority in respect of a particular matter, the Mayor will decide in consultation with the Deputy Mayor on advice from the Chief Executive.

COUNCIL TOR

1. Purpose

The purpose of Council is to:

- enable democratic local decision-making and action by, and on behalf of, communities; and
- promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

2. Key Responsibilities

Activities that will be decided by the full Council include the power to:

- make a rate
- make a bylaw
- borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan
- adopt a long-term plan, annual plan, or annual report
- appoint a chief executive
- adopt policies required to be adopted and consulted on under the Local Government Act 2002 in associations with the long-term plan or developed for the purpose of the local governance statement
- adopt a remuneration and employment policy
- approve or amend the Council Code of Conduct
- approve or amend Council's Standing Orders
- appoint committees or establish joint committees with another local authority
- approve the Local Governance Statement under section 40 of the Local Government Act 2002
- approve the Triennial Agreement under section 15 of the Local Government Act 2002
- approve the Council's recommendation to the Remuneration Authority for remuneration of elected members
- make decisions on the review of representation arrangements under the Local Electoral Act 2001
- determine any other matters that Council is legally unable to delegate or where a valid delegation has not been made to a committee or other subordinate decision-making body, community board, or member or officer.

3. Membership and Composition

Chair:	The Mayor
Membership:	The Mayor and all councillors
Quorum:	Five members (half the membership)
Meeting Frequency:	Every 8 weeks

MAORI STANDING COMMITTEE TOR

Reports to: Council

Membership: At least one, but up to three councillors appointed by Council in consultation with Iwi representatives

Up to two representatives from each of the three South Wairarapa Marae (Kohunui Marae, Hau Ariki Marae and Pāpāwai Marae)

Up to two representatives from Pae Tū Mokai o Taurira

Up to one representative from Ngāti Kahungunu ki Wairarapa

Up to one representative from Rangitāne o Wairarapa

The Mayor

Up to one youth representative in an advocacy role

Nominations for Iwi or Marae/Pae tū Mōkai O Taurira representatives must be received in writing from each participating body and are ratified by the Committee. Councillor membership is ratified by Council. The chairperson and deputy chairperson are elected by the Committee at the start of the triennium.

A robust induction process will be in place for all incoming members of the Committee.

Non-voting attendees: The youth representative is not a voting member of the Committee

Meeting Frequency: Eight-weekly or as required, with workshops and community forums held as needed.

Quorum: Five members including a minimum of three representatives from Iwi or Marae/Pae tū Mōkai O Taurira and one representative from Council

Committee Continuation: Under clause 30(7) of Schedule 7 of the Local Government Act 2002, this Committee is deemed not to be discharged following each triennial general election.

- **Introduction**

These Terms of Reference reflect the intent and expectations of both the South Wairarapa District Council (“the Council”) and the South Wairarapa District Council Māori Standing Committee (“the Committee”). These Terms of Reference look to strengthen the relationship between the Council and the Committee members and to ensure that the role of kaitiakitanga by the Committee and tāngata whenua is fulfilled and the wellbeing of the South Wairarapa district and its people is enhanced. Te Tiriti o Waitangi/the Treaty of Waitangi is a historical agreement between the Crown and Māori. The Council is a statutory body with powers and responsibilities delegated to it by the Crown. The Council must therefore adhere to the principles of Te Tiriti o Waitangi/the Treaty of Waitangi in respect of tāngata whenua within the South Wairarapa district. The Council and the Committee acknowledge that the iwi of Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa and their respective hapū exercise mana whenua and mana moana over the South Wairarapa district. The Council and the Committee acknowledge that the marae in the South Wairarapa district are Kohunui Marae, Hau Ariki Marae and Pāpāwai Marae and Pae tū Mōkai O Taurira as a kaupapa māori community group represented on the Committee. The Council and the Committee further acknowledge that there are mataawaka (people of Māori descent who are not tāngata whenua) living within the South Wairarapa District.

- **Background**

On 15 December 1993, the Council made a resolution to support in principle the establishment of a Māori Standing Committee of the Council. On 27 March 1996, the Council Working Party and tāngata whenua established the Committee. On 17 April 1996, the Committee first met, and on 20 June 1996, the Committee was formally established following the adoption of the 1996/1997 Annual Plan. The Annual Plan included a

Māori Policy and an acknowledgement that the Committee was now fully operational. The Committee has been established every triennium thereafter. The Committee is established pursuant to clause 30(1)(a) of Schedule 7 of the Local Government Act 2002.

- **Overview**

The South Wairarapa District, which extends from the Tararua Ranges to the South Wairarapa Coastline and includes Greytown, Featherston and Martinborough (“the District”), is rich in Māori history and culture. The iwi of the District are Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa, the marae are Kohunui Marae, Hau Ariki Marae and Pāpāwai Marae and Pae tū Mōkai O Tauira is a kaupapa māori community group represented on the Committee. Some of the earliest known occupational sites exist within the District’s boundaries and for centuries the natural environment has provided both material and spiritual sustenance. Its place in the Māori political history of Aotearoa is a matter of national record. Lake Wairarapa and the South Wairarapa Coastline are of immense cultural, spiritual and historic significance to tāngata whenua.

The Local Government Act 2002 (“the LGA”) signals that the social, cultural and economic development of Māori is of particular importance. There are also specific requirements to enable Māori to contribute to council decision-making. The Resource Management Act 1991 (“the RMA”) places obligations on the Council including a duty to consult with Māori during the planning process and requires consideration of Māori cultural and traditional relationships with their ancestral lands, water, sites of significance, wāhi tapu, and other taonga. These obligations are in turn derived from the underlying principles of Te Tiriti o Waitangi/the Treaty of Waitangi, which in this context, includes:

- Partnership - the development of an active and on-going relationship between the Council and hapū of Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa in the South Wairarapa.
- Participation - a principle which emphasises positive and active Māori involvement in the business of the Council, and in particular its planning and delivery functions.
- Active Protection - the requirement to ensure that Māori well-being is enhanced whenever possible, and that principles of equity of Māori outcomes are observed in the Council’s decision-making processes.

The Council is committed to giving effect to these principles by engaging effectively with tāngata whenua and fostering positive relationships in pursuance of the partnership envisaged under Te Tiriti o Waitangi/the Treaty of Waitangi, on matters that affect and concern tāngata whenua.

- **Purpose and Functions**

The purpose of the Committee is to advocate on behalf of and in the best interests of tāngata whenua in the District (including the descendants of hapū of Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa) and to ensure that the Council is fulfilling its obligations to them. To achieve this purpose, the Committee will undertake the following functions to the extent that resources allow:

- Give advice and make recommendations to the Council on significant governance issues and decisions that affect tāngata whenua in the District.
- Actively participate in and contribute to decision-making processes, policy and strategy development and other activities of the Council, based on Te Tiriti o Waitangi/the Treaty of Waitangi principles of participation, partnership and active protection.
- Consider ways in which to support the development of Māori capacity and capability to contribute to the decision-making processes of the Council.
- Provide advice and relevant information to the Council regarding economic, social, environmental, spiritual and cultural matters in the District that support sustainable resource management, kaitiakitanga and economic growth.

- Make recommendations to the Council on matters of relevance affecting tāngata whenua in the District, and to help fulfil the Māori consultative requirements of the Council particularly with regard to the principles of Te Tiriti o Waitangi/the Treaty of Waitangi, the LGA and the RMA.
 - Work with the Council to develop and maintain a Māori consultation policy and advise the Council about particular consultation processes with tāngata whenua in the District. Assist in the development of consultation networks throughout the District.
 - Manage a budget for the purposes of making community grants, marae grants and undertaking projects that promote Māori interests.
 - Advise the Council on engagement with tāngata whenua to ensure that these engagements are positive, productive, and culturally safe and that the tikanga of the tāngata whenua are observed and respected by Council.
- **Stakeholders**

Stakeholders include:

- South Wairarapa District Council.
 - Hapū of Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa.
 - Iwi settlement trusts and their entities.
 - Kohunui Marae, Hau Ariki Marae and Pāpāwai Marae.
 - Pae Tū Mokai o Tauria.
 - Greater Wellington Regional Council.
 - Wellington Water Ltd.
 - The wider South Wairarapa District community
- **Deliverables**
- In addition to its functions outlined above, the Committee will:
- Contribute to the Long Term Plan every three years.
 - Contribute to the Annual Plan every other year.
 - Provide advice on the hapū responsible for cultural and historical input into resource consents under the RMA.

- **Accountability and Reporting**

The Committee is accountable to the Council and minutes of Committee meetings and specific reports will be presented to the Council. The chairperson or nominated appointee of the Committee may provide an update to the Council at each Council meeting

- **Delegations**

In addition to the functions of the Committee outlined in paragraph 3 above, the Council delegates to the Committee the power to:

- Discretionarily spend on community grants and projects.
 - Determine the criteria and allocation of the marae development fund granted through Annual or Long Term Plans, and any subsequent development grants, to Kohunui Marae, Hau Ariki Marae, Pāpāwai Marae and Pae tū Mōkai O Tauria.
- **Review of Terms**
- These Terms of Reference may be reviewed, updated or amended at any time by the Committee and must be endorsed by the Committee and approved by Council.

- **Meetings**

Timing and frequency

Ordinary meetings will be convened by the Chief Executive on an eight-weekly cycle, or as required. Extraordinary or emergency meetings may be called in accordance with Standing Orders.

The Chair or their nominated appointee of the Committee have the ability to attend and speak at the following meetings:

Council - Delegation to attend and speak but not vote

Planning and Regulatory Committee - Delegation to attend and speak but not vote

Assets and Services Committee - Delegation to attend and speak but not vote

Finance, Audit and Risk Committee - Delegation to attend and speak but not vote

Meeting procedure

Committee meetings are conducted pursuant to Council's Standing Orders.

Decisions

Decisions will be made at a meeting through a vote exercised by the majority of members.

Quorum

The quorum for Committee meetings is five Committee members including a minimum of three representatives from iwi or marae/Pae tū Mōkai O Tairā and one representative from Council.

Secretariat

Secretariat services are to be provided by the Council Committee Advisor.

Agenda and paper circulation

The agenda for Committee meetings will be circulated by email as well as by post, to be received at least two working days before the Committee meeting. The agenda will also be made publicly available at the South Wairarapa libraries and on the Council's website in the following location: <https://swdc.govt.nz/meetings/>.

Workshops and briefings

The Committee may hold workshops and briefings about matters that impact local government and Māori. These workshops are not decision-making forums and the provisions of Council's Standing Orders relating to workshops and similar forum apply.

STRATEGY & POLICY COMMITTEE TOR

1. Purpose

Ensuring strategic alignment between the various committees, boards, and working groups of Council.

2. Key Responsibilities

- Setting direction and monitoring progress of the statutory planning activities the Council undertakes such as the Annual Plan and the Long-Term Plan.
- Setting direction and monitoring progress of the strategic consultation processes, such as that required by the Local Government Act 2002, and other legislation.
- Setting direction and monitoring progress for the policy and by-laws programme of work and liaising with the appropriate committees when required.
- Understanding the priorities of the Community Boards through their community plans and receiving meeting minutes and advocacy issues from Community Boards and The Māori Standing Committee and ensuring they are appropriately considered.

3. Delegated Authority

Power to Act:

- Authorise Council submissions to external bodies in collaboration with other committees.
- Establish working groups in collaboration with other committees.

Power to Recommend to Council:

- Adoption of the Annual Plan and Long-Term Plan.
- Changes to and adoption of new policies and bylaws.
- Key advocacy issues for the community boards and the Māori Standing Committee.

4. Membership and Composition

Chair: Mayor Martin Connelly

Membership: Mayor Martin Connelly, Councillor Colin Olds, Councillor Rebecca Gray, Councillor Kaye McAulay, Councillor Aidan Ellims, a nominated representative from the Māori Standing Committee as determined by the Māori Standing Committee

Quorum: Three members

Frequency: Every 8 weeks

FINANCE COMMITTEE TOR

1. Purpose

Ensure the strategic overall financial management and performance of the council.

2. Key responsibilities

- Quarterly review of the financial position of Council.
- Advising and supporting the development of the Annual Plan and the Long-Term Plan.
- Collaborate with the Strategy & Policy Committee on the review and adoption of policies with a financial focus or impact.
- Collaborate with the Strategy & Policy Committee on submissions to external bodies.
- Provide input into planning for engagement and consultation activity with a financial focus or impact.

1. Delegated Authority

Power to Act:

- Assess and approve Community & Youth Grants
- The ability to sub-delegate to Community Boards and the Māori Standing Committee, grants consistent with their Terms of Reference.

3. Membership and Composition

Chair:	Councillor Colin Olds
Membership:	Mayor Martin Connelly, Councillor Colin Olds, Councillor Kaye McAulay, Councillor Aaron Woodcock, Councillor Alistair Plimmer, a nominated representative from the Māori Standing Committee as determined by the Māori Standing Committee
Quorum:	Three Members
Frequency:	Quarterly

INFRASTRUCTURE & COMMUNITY SERVICES COMMITTEE TOR

1. Purpose

To provide governance direction and monitoring of Council programmes, services, and projects against approved levels of service across the following activity areas:

- Land transport (roading and footpaths)
- Water supply (including water races)
- Wastewater
- Stormwater drainage
- Community Facilities & Services

2. Key responsibilities

- Setting direction and monitoring the strategic management of council assets and ensuring alignment to its long-term strategic objectives.
- Monitor levels of service (KPIs) and performance of the activities.
- Setting direction and monitoring of significant projects that are of a nature which pose significant risk or high community impact, including delivery against key milestones, project risks, and budget.
- Collaborate with the Strategy & Policy Committee on the review and adoption of policies with an infrastructure and community services focus or impact.
- Collaborate with the Strategy & Policy Committee on submissions to external bodies.
- Provide input to planning for engagement and consultation activity with an infrastructure and community services focus or impact.

3. Delegated Authority

Power to Act:

- Approve unbudgeted expenditure from reserve funds and emergency expenditure up to maximum of \$400,000.
- Approve activities and unbudgeted expenditure up to 100k outside of the annual plan that do not trigger the Significance & Engagement Policy or other legislative requirements.
- Provide input to planning for community engagement and consultation activities with an infrastructure and community services focus or impact.
- To stop roads.

Power to Recommend:

- The use of reserve funds over \$400,000 for unbudgeted emergency expenditure.
- Activities outside of the annual plan that trigger the Significance & Engagement Policy or other legislative requirements.

4. Membership and Composition

Chair: Councillor Aidan Ellims
Deputy Chair: Deputy Mayor Melissa Sadler-Futter

Membership: Mayor Martin Connelly, Deputy Mayor Melissa Sadler-Futter, Councillor Rebecca Gary, Councillor Martin Bosley, Councillor Aaron Woodcock, Councillor Alistair Plimmer, Councillor Aidan Ellims, a nominated representative from the Māori Standing Committee as determined by the Māori Standing Committee

Quorum: Four members

Frequency: Every 8 weeks

CLIMATE CHANGE & ENVIRONMENT COMMITTEE TOR

1. Purpose

Provide strategic thinking and planning around climate change and the environment that will promote the environmental well-being of our communities now and into the future.

2. Key Responsibilities

- Setting direction and monitoring progress of the key strategic climate change strategies and plans for Council.
- Ensuring alignment across Council of key regional and national strategic environmental wellbeing strategies and plans.
- Collaborate with the Strategy & Policy Committee on the review and adoption of policies with a climate change and environment wellbeing focus or impact.

3. Delegated Authority

Power to Act:

- Provide input to planning for community engagement and consultation activities with a climate change and environment focus or impact.

Power to Recommend to Council:

- Advice on direction and action to address Climate Change and environmental wellbeing.
- Adoption of relevant strategies and plans.

4. Membership and Composition

Chair: Councillor Rebecca Gray

Membership: Mayor Martin Connelly, Councillor Rebecca Gary, Councillor Pip Maynard, Councillor Colin Olds, Councillor Martin Bosley, a nominated representative from the Māori Standing Committee as determined by the Māori Standing Committee

Quorum: Three members

Frequency: Quarterly

ASSURANCE AND RISK COMMITTEE TOR

1. Purpose

Provide independent assurance and assistance on Council's risk, controls, compliance framework, and its external accountability responsibilities.

2. Key Responsibilities

- Setting direction and monitoring progress of the risk management framework, and associated procedures for effective identification and management of Council's financial and business risks, including insurance and fraud.
- Ensure legal and compliance risks including monitoring Council's compliance with relevant laws, regulations, and associated government policies.
- Setting direction and monitoring progress of the Annual Report.
- Ensure the interim and final audit process is well managed and any audit findings are addressed.
- Setting direction and monitoring progress of Council's emergency response and business continuity planning arrangements.
- Collaborate with the Strategy & Policy Committee on the review and adoption of policies with an assurance and risk focus or impact.
- Ensuring the health, safety and well-being responsibilities of Council are well managed (noting the distinct responsibilities of the CEO under legislation).

3. Delegated Authority

Power to Act:

- Approve strategies and plans related to emergency response and business continuity within budgeted limitations.
- Delegate to members of the Committee and Chief Executive the powers to appoint an Independent Chair, as recommendations by the Auditor General.

Power to Recommend to Council:

- Adoption of the Annual Report.

4. Membership and Composition

Collectively, members of the Committee should have a broad range of skills and experiences, both relevant to the operations of the council as well as to the risk profile of the council. At least one member should have expertise in accounting and finance. All members should have at least some accounting and financial literacy. Professional development of members to enable them to build their skills should be considered.

Chair: Independent Chair

Membership: Mayor Martin Connelly, Deputy Mayor Melissa Sadler-Futter, Councillor Aidan Ellims, Councillor Alistair Plimmer, a nominated representative from the Māori Standing Committee as determined by the Māori Standing Committee

Quorum: Two members

Frequency: Quarterly

CEO EMPLOYMENT COMMITTEE TOR

1. Purpose

The committee acts on behalf of Council to promote an effective working relationship between the Council and the Chief Executive Officer (CEO). The committee oversees matters relating to the CEO employment, development, and performance.

2. Key responsibilities

- Promote a collaborative and effective working relationship between the Council and the CEO.
- Establish a performance agreement with the CEO including agreed Key Result Areas (KRAs) and Key Performance Indicators (KPIs).
- Provide feedback to the CEO on the effectiveness of their performance, and any areas for development or improvement.
- Support the CEO to attend appropriate professional development courses and conferences.
- Ensure there are three-monthly reviews with an external consultant, Mayor and CEO.
- Complete formal reviews in conjunction with an external consultant, including ensuring the CEO completes a self-assessment report each year.
- Arrange for confidential feedback to be provided by councillors to an external consultant to be compiled into one document to be reported to the full Council.
- Review the salary of the CEO and make recommendations to Council on an annual basis.
- Receive written progress reports from an external consultant.

3. Delegated Authority

The Committee is delegated the Power to Act:

- To complete half-yearly reviews and feedback to CEO, in conjunction with an external consultant, with the summary reported to Council.
- The authority to forward written progress reports from the external consult to Council as required, but at least once a year.
- To seek specialist advice and support.
- The authority to authorise advertising for the position of CEO.

The Committee is delegated the Power to Recommend:

- To recommend to Council appointment of a CEO.
- To recommend to Council CEO salary adjustments.

4. Membership and Composition

Chair: Councillor Kaye McAulay

Membership: Mayor Martin Connelly, Deputy Mayor Melissa Sadler-Futter and Councillor Kaye McAulay

An external consultant may be co-opted to provide advice but is not a member of the committee

Quorum: Two members.

Meeting Frequency: At least six-monthly or as required throughout the year

HEARINGS COMMITTEE TOR

1. Purpose

To hear and determine matters that require hearings under legislative instruments.

2. Key responsibilities

- Hearing and determining matters that require statutory hearings under legislative instruments, including the:
 - Dog Control Act 1996
 - Local Government Acts 1974 and 2002 (other than the Long-Term Plan and the Annual Plan)
 - Reserves Act 1977
 - Soil Conservation and Rivers Control Act 1941
 - Any other legislative instrument (excluding the Sale and Supply of Alcohol Act 2012 and the Resource Management Act 1991¹).
- Hearing and determining matters that may arise under Council bylaws or policies or as delegated by Council, including applications for dispensation from compliance with the requirements of bylaws and policies, and any other matter as delegated by Council.

3. Delegated Authority

Power to Act:

- To conduct hearings and make determinations on matters within the terms of reference of this committee and as delegated by Council.

Power to Recommend to Council:

- The committee shall have the authority to make a decision on any matter before it without reference to Council but has the power to make a recommendation or refer matters to Council if it so wishes.
- To hear and make recommendations to Council for those matters where a decision can't be delegated.

4. Membership and Composition

Chair:

Membership: The Mayor and up to three elected "RMA Making Good Decisions" accredited members of Council.

Quorum: Two members

Frequency: As required.

Members will meet no later than 6 months after the swearing in of elected members to ensure suitability and readiness of members.

¹ Matters arising under the Sale and Supply of Alcohol Act 2012 are the responsibility of the District Licensing Committee and matters arising under the Resource Management Act 1991 are the responsibility of Hearings Panels.

RESOURCE MANAGEMENT HEARINGS PANELS TOR

1. Purpose

To hear and determine matters arising under the Resource Management Act 1991.

2. Key responsibilities

- Hearing and determining resource consents under sections 104 and 104A, 104B, 104C, and 104D under the Resource Management Act 1991.
- Hearing and recommending decisions on notices of requirement and amendments to notices of requirement under the Resource Management Act 1991.
- Hearing and deciding or recommending matters under the 1st Schedule of the Resource Management Act 1991, excluding clause 17.
- Specific delegations have been set out in Council's delegation register for panels convened for matters arising from the Resource Management Act 1991.

3. Delegated authority

Power to Act:

- To conduct hearings and make determinations on areas within its key responsibilities.
- To act in accordance with specific delegations set out in Council's delegation register.

Power to Recommend to Council:

- The committee shall have the authority to make a decision on any matter before it without reference to Council but has the power to make a recommendation or refer any matter to Council if it so wishes for decisions on Notices of Requirements and Plan Changes pursuant to the Resource Management Act 1991.
- To hear and make recommendations to Council for those matters where a decision can't be delegated (e.g. District Plan).

4. Membership and Composition

Membership

The Chief Executive has delegated authority to appoint a Hearings Panel on a recommendation received from the Group Manager, Planning and Environment.

The Chief Executive may appoint:

- Independent accredited commissioners
- Chair including chair acting alone
- Hearings Committee members
- An iwi approved accredited commissioner with relevant experience and skills to the matters being heard.

For matters pursuant to Plan Changes, the Chief Executive is encouraged to appoint a member or members from the Hearings Committee to a Hearings Panel where appropriate.

The chair will be an independent accredited commissioner and will have a casting vote.

Quorum: One member or commissioner with a 'chair' endorsement from the 'Making Good Decisions' programme.

Meeting Frequency: As required.

DISTRICT LICENSING COMMITTEE TOR

5. Purpose

This committee is appointed in accordance with section 186 of the Sale and Supply of Alcohol Act 2012 to deal with licensing matters for its district.

6. Key responsibilities

The committee has the functions outlined in section 187 of the Sale and Supply of Alcohol Act 2012:

- consider and determine applications for licences and manager's certificates
- consider and determine applications for renewal of licences and manager's certificates
- consider and determine application for temporary authority to carry on the sale and supply of alcohol in accordance with section 136
- consider and determine applications for the variation, suspension, or cancellation of special licences
- consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280
- refer applications to the licensing authority with the leave of the chairperson for the licensing authority,
- conduct inquiries and to make reports as may be required of it by the licensing authority under section 175
- carry out any other functions conferred on licensing committees by or under the Sale and Supply of Alcohol Act 2012 or any other enactment.

7. Delegated Authority

In accordance with section 188 of the Sale and Supply of Alcohol Act 2012, the committee has all the powers conferred on it by or under the Sale and Supply of Alcohol Act 2023 or any other acts, and all the powers as may be reasonably necessary to enable it to carry out its functions.

8. Membership and Composition

Chair or Commissioner:	TBC
Deputy Chair:	Appointed councillor
Membership:	Chairperson and list members maintained under section 192, including one councillor and external members appointed by Council
Quorum:	Three members The Chairperson is able to act alone to consider and determine applications for a licence, manager's certificate or renewal of a licence or manager's certificate where no objection has been filed and no matters of opposition have been raised under sections 103, 129 or 141.
Meeting Frequency:	As required

2023		JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2023
MON						1								MON
TUE						2			1					TUE
WED		1 ICS / S&P	1 CCE			3 GCB (Meeting) AP			2 Council			1 Combined Council (CDC) / FCB (Meeting)		WED
THU		2 Rating Review Workshop (scheduled)	2 Workshop (hold)			4 MCB (Meeting) AP / WCDP Joint Committee	1 ICS / S&P							THU
FRI		3	3			5	2		3			2		FRI
SAT		4	4	1		4	3		1			4	1	SAT
SUN		1 New Years Day	5	2		7	4		2			5	3	SUN
MON		2 Public Holiday	6 Waitangi Day	6	3	8	5 King's Bday	3	7	4	2	6	4	MON
TUE		3	7 Wairarapa Committee	7 WRLC/CDEM/RTC	4	9 Wairarapa Committee	6 MSC (Forum)	4	8 Wairarapa Committee	5 Workshop (hold)	3	7	5 WRLC/CDEM/RTC	TUE
WED		4	8 Council / GCB (Meeting)	8 Combined Council (MDC)	5 Council	10 Finance / RA	7 Council	5 Workshop (hold)	9 Finance / RA / FCB (Meeting)	6 GCB (Forum) FCB (Meet the Board) / Community & Youth Grants	4 FCB (Forum)	8 CCE	6 Workshop (hold)	WED
THU		5	9 MCB (Meeting)	9	6 Workshop (hold)	11 Workshop (hold)	8 WCDP Joint Committee	6 WCDP Joint Committee	10	7 MCB (Meeting) / Community & Youth Grants	5	9 Workshop (hold)	7	THU
FRI		6	10	10	7 Good Friday	12	9	7	11	8	6	10	8	FRI
SAT		7	11	11	8	13	10	8	12	9	7	11	9	SAT
SUN		8	12	12	9	14	11	9	13	10	8	12	10	SUN
MON		9	13	13	10 Easter Monday	15	12	10	14	11	9	13	11	MON
TUE		10	14	14 MSC (Forum)	11	16	13 WRLC/CDEM/RTC	11	15	12 Wairarapa Committee	10 MSC (Meeting)	14	12	TUE
WED		11	15 Finance / RA	15 Workshop (hold)	12	17 Workshop (hold) / FCB (Meeting)	14 Workshop (hold) / GCB (Forum) / FCB (Meet the Board)	12 FCB (Forum)	16 Workshop (hold)	13 CEO	11 Workshop (hold)	15 ICS / S&P	13 Workshop (hold)	WED
THU		12	16 WCDP Joint Committee	16	13	18	15 MCB (Meeting)	13	17	14 Workshop (hold)	12	16 Workshop (hold)	14	THU
FRI		13	17	17	14	19	16	14 Matariki	18	15	13	17	15	FRI
SAT		14	18	18	15	20	17	15	19	16	14	18	16	SAT
SUN		15	19	19	16	21	18	16	20	17	15	19	17	SUN
MON		16	20	20	17	22	19	17	21	18	16	20	18	MON
TUE		17	21	21 Wairarapa Committee	18	23 CCE	20	18 MSC (Meeting)	22	19 WRLC/CDEM/RTC	17	21 MSC (Forum)	19	TUE
WED		18 FCB (Forum)	22 FCB (Meeting)	22 GCB (Forum) FCB (Meet the Board)	19 Regulatory Hearings FCB (Forum)	24 AP Hearings	21 Workshop (hold)	19 Workshop (hold)	23 CCE	20 ICS / S&P	18 GCB (Meeting) / Workshop (hold)	22 Council	20	WED
THU		19	23 Workshop (hold)	23 MCB (Meeting)	20 Regulatory Hearings	25 AP Hearings	22	20	24 Workshop (hold)	21	19 MCB (Meeting)	23	21	THU
FRI		20	24	24	21	26	23	21	25	22	20	24	22	FRI
SAT		21	25	25	22	27	24	22	26	23	21	25	23	SAT
SUN		22	26	26	23	28	25	23	27	24	22	26	24	SUN
MON		23 Wgtn Anniversary	27	27	24	29	26	24	28	25	23 Labour Day	27	25 Xmas Day	MON
TUE		24	28	28	25 Anzac Day	30 Workshop (hold)	27	25 ICS / S&P	29 MSC (Forum)	26	24 Wairarapa Committee	28	26 Boxing Day	TUE
WED		25		29 ICS/S&P	26 Workshop (hold)	31 Combined Council (GWRC)	28 Council (AP adoption)	26 GCB (Meeting) / LGNZ conference	30 Combined Council (SWDC)	27 Council	25 Finance / RA	29 GCB (Forum) FCB (Forum) / Workshop (hold)	27	WED
THU		26		30 CEO	27 MSC (Meeting) AP		29	27 MCB (Meeting) / LGNZ Conference	31	28	26	30 MCB (Meeting)	28	THU
FRI		27		31	28		30	28 LGNZ Conference / WCDP Joint Committee		29	27		29	FRI
SAT		28			29			29		30	28		30	SAT
SUN		29			30			30			29		31	SUN
MON		30						31			30			MON
TUE		31 MSC (Meeting)									31			TUE

COUNCIL	District Council meeting
MCB	Martinborough Community Board
FCB	Featherston Community Board
GCB	Greytown Community Board
MSC	Māori Standing Committee
ICS	ICStructure and Community Services Committee
S&P	Strategy and Policy Committee
CEO	CEO Employment Committee
Finance	Finance Committee - Quarterly
RA	Risk and Assurance Committee - Quarterly
CCE	Climate Change and Environment Committee
	School Holidays
WCDP	Wairarapa Combined District Plan Joint Committee
WRLC	Wellington Regional Leadership Committee
CDEM	Civil Defence Emergency Management Group
RTC	Regional Transport Committee
Workshop (hold)	Workshops for Council and Committees

Featherston Masterplan Principles and MainStreet and Link to Train Station Concept Options

1. Purpose

To update the Council on the development of the Featherston masterplan and seek endorsement to progress the proposed concept plan for Featherston Main Street (Fitzherbert Street/SH2) and the proposed concept plan for an improved link from the Main Street to the Featherston Train Station.

2. Recommendations

Officers recommend that the *Council*:

1. Agree to amend the Featherston Masterplan Draft Principles and make the following additions: Add to Principle 2 We take care of and plan for our young and aged residents; and Add to Principle 4; We work hard to integrate infrastructure and land use.
2. Agree to the Proposed Concept Plans for the Main Street and approve the Link to the Station (with any amendments) so that detailed designs can be further advanced.
3. Note that there will be formal public consultation on the Featherston Masterplan and concept options once the detailed plans are finalised and approved for inclusion in the Masterplan.

3. Executive Summary

At its 21 September 2022 meeting the Council considered community feedback on the Featherston Foundation Discussion document and resolved as follows:

COUNCIL RESOLVED (DC2022/83) to:

1. Receive the Featherston Masterplan – Concept Option, Masterplan Development and Detailed Design Report.
(Moved Cr Fox /Seconded Cr Emms) Carried
2. Approves Vision 1“ Featherston- A thriving community of workers, families and creatives all supporting each other” and Vision 2 Featherston- Resilient, Creative Caring” to be included in the Draft Masterplan for formal consultation and the community to respond with their preferred Vision 1 or 2.
(Moved Emms/Seconded Maynard) Carried
3. Approve Concept Option 1 (Intensification around the existing town centre and existing train station) to proceed to the Draft Masterplan detailed design stage.
(Moved Cr Olds/Seconded Cr Hay) Carried
4. Endorse the two detailed design plans as priorities for the masterplan being:
 - i) A detailed design of the Pathway and link from the town centre to the rail station.
 - ii) A detailed design of the main street.
(Moved Cr Fox/Seconded Cr Maynard) Carried
 - iii) Addendum - Refer this report to the Featherston Community Board for their information.
(Moved Cr Fox/Seconded Cr Emms) Carried

Since that decision was made a further multi agency design workshop was held in October 2022 to enable other regional and central government input into the designs going forward. The council project team has also reported updated work to the Wellington Regional Leadership Committee staff, CEO and Elected Representatives’ Groups.

In keeping with Council’s September decision this report provides an outline of design concepts for both the Main Street (Fitzherbert Street/SH2) and an improved linkage from the Corner Main Street and Daniel Street to the Featherston Train Station taking on board feedback received to date from other agencies.

The report also outlines the proposed principles that emerged from the October multi-agency October Design Workshop that are intended to guide the draft masterplan. Feedback from Councillors on these draft principles is sought.

4. Discussion

4.1 Draft principles to Guide the Masterplan

The following “Our Story” are the draft principles that emerged from the October 2022 multi agency design workshop. Agencies represented at the design workshop included: WRLC, GWRC, Waka Kotahi, Wellington Water, Kāinga Ora, Pae tū Mōkai o Tauria Chair and Secretary. Others that were invited but unable to attend eg KiwiRail provided information for the workshop.

Feedback from Councillors on the “Our Story” draft principles is sought and 2 additions are recommended. The first relates to feedback from a WRLC forum to ensure that aged persons are catered for. The second was to address an oversight in not referencing infrastructure more directly.

It is suggested that:

The following addition is made to Principle 2:

- We take care of and plan for our young and aged residents

And that the following be added to Principle 4:

- We work hard to integrate infrastructure and land use

Our Story: 5 Principles guiding the Featherston Masterplan

Principle 1: Honouring the past “Ka mua, ka muri” “acknowledging the past to move forward”

This means:

- Acknowledging that in the past our Moana and Awa were healthy, providing us with an abundance of kai
- Committed to restoring the health of our Moana and Awa - getting everyone onboard – including our young people
- Looking for ways to promote sustainable and local food sources
- Respecting the enormous contributions that the community and local leaders have made to strengthening community spirit
- Always working in an inclusive way so we build Featherston together - never leaving any one behind
- Learning about our history to create shared understandings – moving forward together

Principle 2: Comfortable with being ourselves and caring for each other

This means:

- Featherston is quirky and different and that’s what makes us unique
- We are a community of workers, families, creatives, innovators and volunteers
- We are committed to connecting our community
- That we make sure existing, local residents can afford to stay here and that there are opportunities to work locally, and/or commute for work

- Valuing our Booktown status and ensuring this remains a core part of who we are

Principle 3: Acknowledging mana whenua, and whanau Māori

This means:

- Working with Pae Tū Mokai advisers to engage with Papawai Marae and Kohunui Marae and be guided by advice given
- Ensuring Māori have a visual presence in Featherston
- Dual narratives - recognising Māori history by creating opportunities for dual narratives to be expressed
- Openness to shared values – continuously learning from each other

Principle 4: Caring about our physical and natural environment

This means:

- We want to feel safe when we are in Featherston whether it is crossing the road, walking to the train station in the mornings and evenings and having well maintained footpaths
- We have parks, that work as cohesive and connected spaces – we need to help make them places where everyone can “hang out” easily, no matter what their age, or interests – make them spaces that bring people together
- We want more beauty in our environment especially on our mainstreet and we will work to make it pleasant for residents, as well as functional as part of the regional transport network
- We want to live sustainably and reduce our carbon footprint

Principle 5: Doing what we can, being solution focused

This means:

- Identifying actions that are possible now - and making a start
- Keeping the big picture in mind- balancing the “here and now” with future transformation
- Knowing that this is a journey, working out what we can progress, securing help, expertise and funding from anyone who believes in community and our future

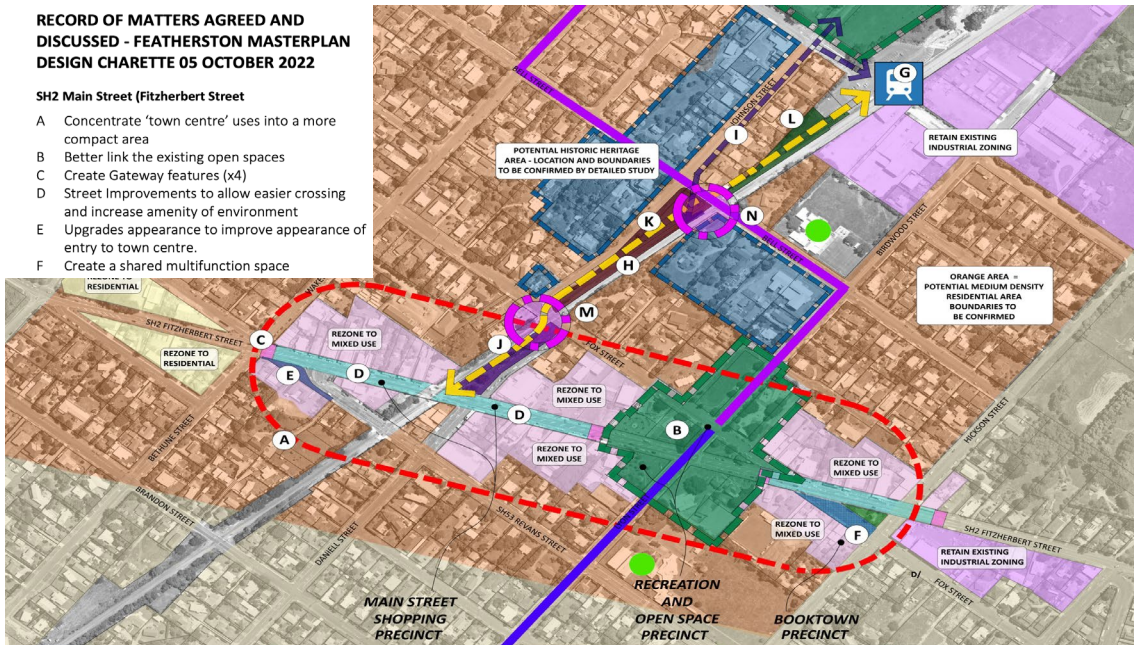
Key features discussed at the design workshop are shown on the plans below: (note can zoom in to see better)

Matters Agreed - Design Charette 5 October 2022 - SH2/Main Street (Fitzherbert Street)

RECORD OF MATTERS AGREED AND DISCUSSED - FEATHERSTON MASTERPLAN DESIGN CHARETTE 05 OCTOBER 2022

SH2 Main Street (Fitzherbert Street)

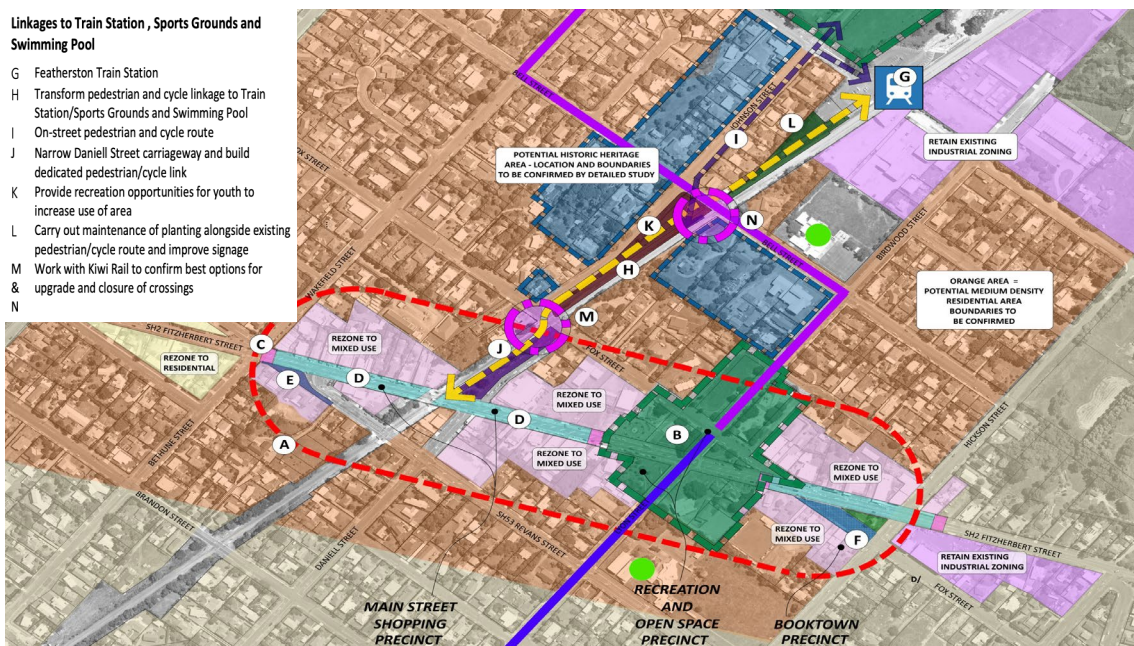
- A Concentrate 'town centre' uses into a more compact area
- B Better link the existing open spaces
- C Create Gateway features (x4)
- D Street Improvements to allow easier crossing and increase amenity of environment
- E Upgrades appearance to improve appearance of entry to town centre.
- F Create a shared multifunction space



Matters Agreed - Design Charette 5 October 2022 Linkages to Train Station | Sportsfield | Pool

Linkages to Train Station , Sports Grounds and Swimming Pool

- G Featherston Train Station
- H Transform pedestrian and cycle linkage to Train Station/Sports Grounds and Swimming Pool
- I On-street pedestrian and cycle route
- J Narrow Daniell Street carriageway and build dedicated pedestrian/cycle link
- K Provide recreation opportunities for youth to increase use of area
- L Carry out maintenance of planting alongside existing pedestrian/cycle route and improve signage
- M Work with Kiwi Rail to confirm best options for upgrade and closure of crossings
- N



4.2 Mainstreet Concept options

The 2 plans below identify key features proposed to enhance the amenity of Featherston Main Street (the Main Street effectively running 700m from the Cnr SH2/Fitzherbert Street and Wakefield Street) to the Cnr SH2/Fitzherbert St|Fox and Wallace Street.

In essence the concept features on Plan 1 and 2 below aim to slow traffic down, create a better balance between the movement network (SH2) and the place function (commercial and residential, and public open space-park activity).

At a more detailed level the design of the main street (Plans 1 and 2 below) encompass the following elements:

- a) The widening on footpaths (around 3-4m) on both sides of Fitzherbert Street with the potential to have higher amenity pavement; retention of 2.5m carparking on both sides of the main street. Generally retaining a 7.5m carriage way width for vehicles except at entrances points to slow the traffic down. All can be achieved by using the current median strip. Guidelines from Waka Kotahi have been referred to in developing these details and these ideas have also been discussed with Council's Roding Manager who has indicated that these measures could work.
- b) Reducing the speed limit from 50km to 40km for a stretch of the Main Street/SH2 45m west of the SH2 / Birdwood Street / Lyon Street intersection to 30m west of the SH2 / Wakefield Street / Bethune Street intersection. Submission on these proposals has now closed. See <https://www.nzta.govt.nz/projects/sh2-wairarapa-highway-improvements/speed-review/>
- c) Re surfacing SH2 to reduce vehicular noise levels; Waka Kotahi recently resurfaced the SH2/Main Street with "whisper" seal which is a low noise chip seal. Consists of a grade 3/5 stone surface followed by a grade 6 (very small stone) layer over the top to reduce tyre noise.
- d) Tree planting- ensuring that accessways are avoided; some tree planting space along the parking lane to break the impact of parking. A few parking bays may be lost; ensuring that the specie of tree chosen is in keeping with council Street tree policy and also can withstand wind
- e) Raised, new (e.g. by the "Squirkle") and improved existing pedestrian crossings that are consistently designed to provide aesthetic coherence and better functionality
- f) On Plan 2 the use of shared pedestrian and vehicular space – all at the same level to try 'join" the disparate public open spaces and create a sense of a green village heart that works as an entity rather than as separate parts; also to

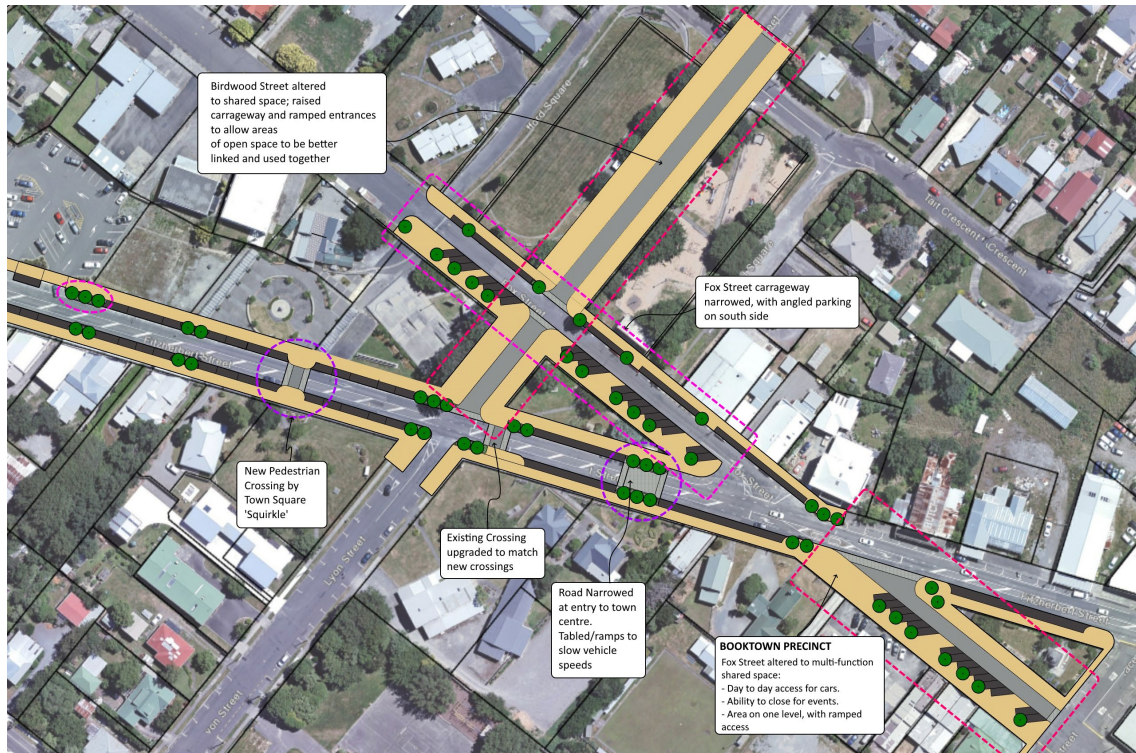
use this in an identified Booktown precinct so this space while enabling parking at times could also at times be closed to carparking of there were events associated with the presence of the Booktown

- g) Reviewing street lighting (currently by SWDC on behalf of Waka Kotahi and oncharged). Better street lighting has been raised in community feedback.

Plan 1: Main Street Concept Along SH2 | Wakefield Street to Daniel Street and Supermarket



Plan 2: Mainstreet Concept Along SH2 | Fox Street to Wallace Street (ANZAC Memorial)



4.3 Mainstreet Linkage to Featherston Train Station

Plan 1 above and Plan 3 below identify some proposed conceptual features for a more transformative pathway and linkage from the Main Street entrance at Daniel Street to the Featherston Train Station. The community identified in its feedback on the Foundation Discussion Document that they sought to have a transformational walkway (eg sculpture trail) that drew people to the trail as well as have it function as a safe route (day and night to walk and cycle to the station). Key features of the proposed design on Plans 1 and 3 include:

- a) The option to create a “gateway” entrance at the Cnr SH2/Daniel Street and to allow for sculpture and potentially also story boards they tell the history of Featherston; to narrow Daniel Street to allow for a distinctive route to the station. Features can include a Māori presence.
- b) The option to include along the Johnston Street area of the link some activity such as a half size basketball court.

4.4 Other matters

It is noted that there have been suggestions by Kiwi Rail to close Bell Street as part of improving safety at crossings. While Fox Street may be the current route that rural residents use, it may be a better option in terms of any enhancements of the town centre to close Fox Street rather than Bell Street. It is intended that these options can be discussed with Kiwi Rail as the masterplan is further developed.

Plan 3: Continuation of Linkage to Featherston train station



5. Consultation

There is ongoing dialogue with iwi/hapū and regional and central government agencies.

Formal consultation is proposed to occur under the Local Government Act 2002 once the draft masterplan has been finalised and reported back to Council in 2023.

a. Legal Implications

There are no known legal implications.

b. Financial Considerations

The Featherston masterplan has been budgeted for in the Council's LTP. However the implementation of the Featherston masterplan has not and it is intended that a draft implementation plan with potential implications for the LTP be reported back to council before public notification of the masterplan.

6. Supporting information

6.1 Long Term Plan – Community Outcomes

The Featherston Masterplan has been identified as a priority within the Long Term Plan and aligns to delivering on all Long Term Plan outcomes.

6.2 Treaty of Waitangi

Pae Tū Mokai o Tauria representatives have been engaged in developing the Foundation Discussion Document. Currently Councils' new principal Advisor, Māori (Pou Māori) is also reaching out to Kohunui Marae and Rangitane Tu Mai Ra Trust.

7. Conclusion

The Featherston community is a highly engaged community and has taken a keen interest in the development of the masterplan through the various established networks. The public notification of the Foundation Discussion Document, for further informal feedback provided an opportunity to hear community and stakeholder views which have helped shaped the ideas in this report.

There has also been collaboration with a range of regional and central government agencies including reporting through the Wellington Regional Leadership Committee (WRLC). This has helped to further shape the development of the Masterplan.

Contact Officer: Kendyll Harper, Intermediate Planner

Reviewed By: Russell O'Leary, Group Manager Planning and Environment

Contract C1253, Reading Street and Church Street Upgrades

1. Purpose

To inform councillors of Contract C1253, Reading Street and Church Street Upgrades tender price and seek approval for funding.

2. Recommendations

Officers recommend that the *Council*:

1. Accept the Higgins Contracting Ltd tender to the value of \$1,539,635 excluding GST.
2. Note that Council Officers will confirm Orchards Retirement Village will pay \$343,752. excluding GST. 50% of various works, due upon works completed.
3. **Approve expenditure of \$1,200,000.00** to be funded from the Infrastructure Reserve Fund to cover the remaining costs identified above.

3. Executive Summary

As an outcome of a Resource Consent Application to develop a Retirement Village off Reading Street Greytown and the subsequent Combined District Plan change for land use, the agreed outcomes and recommendation of the Independent Commissioner a Contract was let for Upgrades to Reading and Church Streets.

The Contract for the upgrade works is the final stage in local infrastructure improvements for the Orchards Retirement Village development, and the adjacent roading network. The works are not only for the road carriageway improvements but also incorporate on street parking for school users, school bus pull-off, footpath extensions, crossing points and drainage improvements.

Consider what other boards/committees would be interested in this information. If this report will be provided to other committees/boards, please include: "This executive summary will also be provided to:

Greytown Community Board

4. Background

The upgrade of Reading Street, Market Street, and Church Street was initiated by the development of the Orchards Retirement Village.

The application for Land use change and the subsequent Decision of the Hearing Commissioner outlined the conditions for improvement.

There was a summary of recommendations and decision following hearing and deliberations. The key point determining the upgrade by the Commissioner was:

“The integration of the development with urban Greytown is of particular importance. I am satisfied that the applicant and Council have designed upgrades to Reading Street which will benefit not only the applicant but the school and other pedestrians. It is noted that the applicant offered to instal a footpath adjoining Market Road to the access of the site.”

The condition outlined by the Commissioner relating to the upgrade Reading Street are:

“Upgrades to Reading Street and Church Street”

27. The consent holder shall prepare detailed design drawings to Reading Street and Church Street, to be generally in Accordance with Appendix 3 to s42A report, and submit these to the Council at least 20 working days prior to commencement of the construction of residential units for stage 1 of the development.

28. Prior to completing the detailed design drawing specified in Condition 27, the consent holder shall consult with the Board of Trustees of Greytown School and the Council in relation to the pedestrian and cyclist movements and traffic flow associated with Greytown School and the consented development.

29. The Board of Trustees of Greytown School must be provided with an opportunity to submit a written statement to the consent holder as to the adequacy of the design, which shall be provided to the Council at the time the detailed design is submitted in accordance with Condition 27

57. The following roading contribution, or alternatively the completion of work, to complete the following components of upgrades to Reading Street Proposed Upgrade Layout Revision B, dated 05/09/19 prepared by Calibre group:

- a) Installation of a 2.0-metre-wide footpath on the eastern side of Reading Street between the northern most site entrance and McMaster Street’*
- b) 50% of the agreed cost of the upgrades to the Reading Street carriageway*
- c) 50% of the agreed cost of the upgrades to the church Street carriageway*
- d) Full cost of the upgrades to the berm and area between the carriageway and the boundary site*

Note: the consent holder shall not be responsible for the cost of upgrading the parking area on the west side of Reading Street, the construction of a footpath on the northern side of Church Street

5. Prioritisation

5.1 Te Tiriti obligations

Engagement considered not required in this case.

5.2 Strategic alignment

How does this align with strategic outcomes?

Check box – where does it fit?

- Spatial Plan
- Long Term Plan
- Annual Plan

Must state whether the project or expenditure is in the LTP (or AP) and if so, give references to it.

6. Discussion

- Calibre Consulting undertook the detailed design for the upgrades to Reading and Church Streets in Greytown in accordance with instructions provided by South Wairarapa District Council Roading Manager.
- Tenders were invited from three contracting companies being:
 - Downers Ltd
 - Fulton Hogan Ltd
 - Higgins Contracting Ltd.
- During the tender period requests were received from all three companies to extend the closing date for tenders. The closing date was extended from 9 September 2022 to 23 September 2022.
- One tender was received, this being from Higgins Contractors Ltd, Masterton. Advice was received from Downers Ltd and Fulton Hogan Ltd that due to resourcing issues they would not be submitting a tender.
- Higgins Contractors Ltd price in the sum of \$1,539,635 (excluding GST). Their tender submission included all information requested to be submitted with Tender and is therefore fully compliant.
- The extension of Higgins rates has been checked and their tender is arithmetically correct. The estimate for the works, prepared by Calibre Consulting prior to tender closing was \$935,032 (excluding GST). The estimate does not allow for the contingency sum of \$100,000.00 that is included in the tender.
- Cost apportionment based upon Condition 57 of the consent conditions the Orchards Retirement Village cost is \$343,752. excluding GST based on tender rates. Upon acceptance of the tender and prior to commencement of works this cost apportionment will be formally agreed
- Scope of works shown as Appendix 1 Reading Street Church Street Road Upgrade Plan

7. Options

	Option 1
Description	Tendered contract
Advantages	Market driven tender
Disadvantages	Market over committed
Costs	\$1,539,635.39
Timeline	Negotiable
Non-negotiables	

8. Strategic Drivers and Legislative Requirements

8.1 Significant risk register

Consideration of any risk(s) that may impact on business/project/outcomes, including assessment and mitigations.

- Relationship with iwi, hapū, Māori
- Climate Change
- Emergency Management
- IT architecture, information system, information management, and security
- Financial management, sustainability, fraud, and corruption
- Legislative and regulative reforms
- Social licence to operate and reputation
- Asset management
- Economic conditions
- Health and Safety

8.2 Policy implications

There are no policy implications.

9. Consultation

9.1 Communications and engagement

Strong community engagement was carried out in conjunction with the Orchards Retirement Village during the resource Consent stage of the development.

Public submission were part of the Private Plan Change to the Wairarapa Combined District Plan to rezone land from Rural (Primary Production) zone to Residential zone

The persons who are affected by or interested in this matter are Greytown School and Orchards Retirement Village and the users of Reading Street, Church Street and market Road

9.2 Partnerships

Have you completed a communications plan for the work described/project to engage/communicate with partners/key stakeholders e.g. Waka Kotahi, Kainga Ora, community groups, particular individuals etc?

Yes No

If no, is a communications plan required?

Yes No

10. Financial Considerations

The scope of works is directly attributed the subdivision and development growth within the Greytown Urban area. Funding for the works will be approved from the Infrastructure reserve. The current forecasted financial position of the Infrastructure Reserve is below:

Date	Infrastructure Reserve	Addition to funds	Allocations of funds 2022/23	Balance
01/07/22	Opening balance (accounts for 2021/22 not audited)	\$3,422,606		
01/07/22	General forecast expenditure		\$814,838	
31/10/22	Westec		\$130,941	
31/10/22	Contributions incl Westec	\$1,039,218		
14/12/22	Reading and Church Streets upgrade		\$1,200,000	
	Closing forecasted balance			\$2,316,045

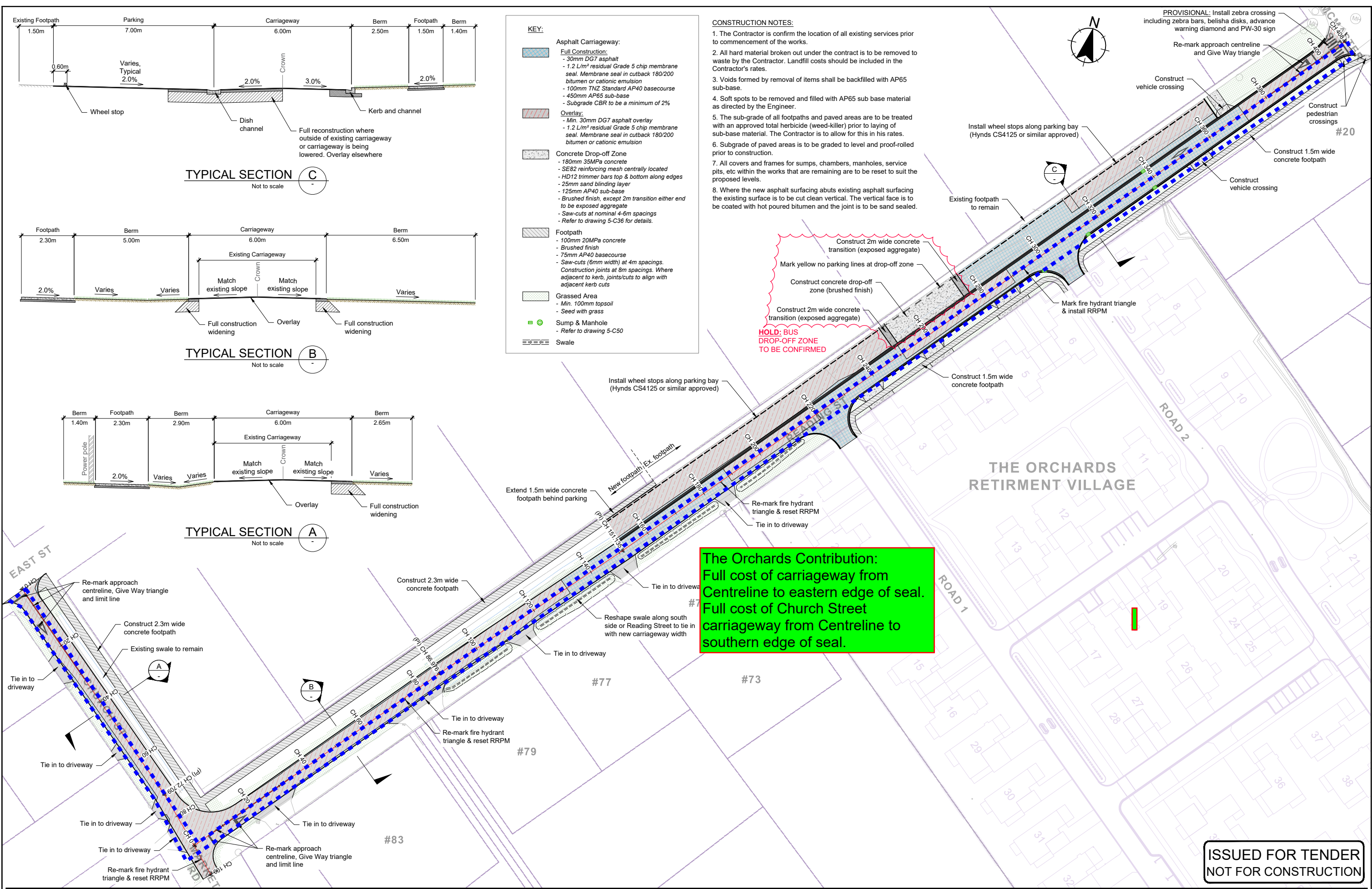
11. Appendices

Appendix 1 – Reading Street Church Street Road Upgrade Plan

Contact Officer: Tim Langley, Roading Manager

Reviewed By: Stefan Corbett, Group Manager Partnership and Operations, Karon Ashforth, General Manager Finance

Appendix 1 – Reading Street Church Street Road Upgrade Plan



- KEY:**
- Asphalt Carriageway:**
 - Full Construction:
 - 30mm DG7 asphalt
 - 1.2 L/m² residual Grade 5 chip membrane seal. Membrane seal in cutback 180/200 bitumen or cationic emulsion
 - 100mm TNZ Standard AP40 basecourse
 - 450mm AP65 sub-base
 - Subgrade CBR to be a minimum of 2%
 - Overlay:
 - Min. 30mm DG7 asphalt overlay
 - 1.2 L/m² residual Grade 5 chip membrane seal. Membrane seal in cutback 180/200 bitumen or cationic emulsion
 - Concrete Drop-off Zone:**
 - 180mm 35MPa concrete
 - SE82 reinforcing mesh centrally located
 - HD12 trimmer bars top & bottom along edges
 - 25mm sand binding layer
 - 125mm AP40 sub-base
 - Brushed finish, except 2m transition either end to be exposed aggregate
 - Saw-cuts at nominal 4-6m spacings
 - Refer to drawing 5-C36 for details.
 - Footpath:**
 - 100mm 20MPa concrete
 - Brushed finish
 - 75mm AP40 basecourse
 - Saw-cuts (6mm width) at 4m spacings. Construction joints at 8m spacings. Where adjacent to kerb, joints/cuts to align with adjacent kerb cuts
 - Grassed Area:**
 - Min. 100mm topsoil
 - Seed with grass
 - Sump & Manhole:**
 - Refer to drawing 5-C50
 - Swale**

- CONSTRUCTION NOTES:**
- The Contractor is to confirm the location of all existing services prior to commencement of the works.
 - All hard material broken out under the contract is to be removed to waste by the Contractor. Landfill costs should be included in the Contractor's rates.
 - Voids formed by removal of items shall be backfilled with AP65 sub-base.
 - Soft spots to be removed and filled with AP65 sub base material as directed by the Engineer.
 - The sub-grade of all footpaths and paved areas are to be treated with an approved total herbicide (weed-killer) prior to laying of sub-base material. The Contractor is to allow for this in his rates.
 - Subgrade of paved areas is to be graded to level and proof-rolled prior to construction.
 - All covers and frames for sumps, chambers, manholes, service pits, etc within the works that are remaining are to be reset to suit the proposed levels.
 - Where the new asphalt surfacing abuts existing asphalt surfacing the existing surface is to be cut clean vertical. The vertical face is to be coated with hot poured bitumen and the joint is to be sand sealed.

The Orchards Contribution:
 Full cost of carriageway from Centreline to eastern edge of seal.
 Full cost of Church Street carriageway from Centreline to southern edge of seal.

**ISSUED FOR TENDER
 NOT FOR CONSTRUCTION**

3	ISSUED FOR TENDER	DR	25/08/22	Surveyed	MI	09/19
2	EXTENTS FULL CONSTR / FPTH WIDTH	DR	27/06/22	Designed	PCV	05/21
1	FOOTPATH AT ORCHARD FRONTAGE	DR	01/10/21	Drawn	PCV	05/21
0	APPROVED FOR CONSTRUCTION	DR	23/07/21	Reviewed	DR	18/05/21
	Revision	App	Date	Approved	DR	18/05/21

Client

Project Title
READING STREET - CHURCH STREET ROAD UPGRADE

Sheet Title
ROADING PLAN

Level 13
 Kordia House
 109-125 Willis Street
 Wellington 6141
 +64 4 384 2029
 calibregroup.com

Scale (A1 Original) 1:500 (A3) 1:1000

Project No 711288 Sheet 5-C30 Revision 3

Emergency Road Works Funding

1. Purpose

To seek approval from Council for additional funding required to reinstate the roading network following extreme weather events throughout 2022.

2. Recommendations

Officers recommend that the *Council*:

1. Approve funding for the sum of **\$583,332.00** from the Rural Roding Reserve Fund to enable network reinstatement. This is not budgeted in the current annual plan for 2022/23.

3. Executive Summary

During 2022 several extreme weather events impacted on the South Wairarapa District Roding network, causing flooding, slips, dropouts, pavement damage along with culvert and bridge damage.

If any event causes in excess of \$100,000.00 of damage Officers submit an additional funding request to Waka Kotahi under emergency works activities. The funding requests have been approved by Waka Kotahi and this reports requests \$583,332.00 of additional funding to reinstate the districts roading network.

This executive summary will also be provided to:

- Maori Standing Committee
- Featherston Community Board
- Greytown Community Board
- Martinborough Community Board

4. Background

The climatic pattern from February 2022 to October 2022 created the development of a number of extreme weather events which impacted on various part of the South Wairarapa Roding network to the extent they triggered an Emergency Works Funding application.

Events that qualify for Waka Kotahi funding as emergency works are:

- be of unusually large magnitude or severity for the area in which they occur (as a guide, they would be expected to have an annual return period greater than 1 in 10 years)
- originate from natural, short duration triggering events, including very high intensity rainfall, severe wind, severe drought in government declared drought areas or seismic events
- have reduced, or will reduce within a 12-month period, levels of transport service significantly below those that existed prior to the event
- involve a total cost of \$100,000 or more per event per approved organisation or Waka Kotahi NZ Transport Agency (state highways) region
- be clearly defined, named, and described, with a separate funding application required for each event.

5. Prioritisation

5.1 Te Tiriti obligations

Engagement considered not required in this case.

5.2 Strategic alignment

Social Well Being where residents are active, healthy, safe, resilient, optimistic and connected is a community outcome in the Council Strategic Frameworks.

- Spatial Plan
- Long Term Plan
- Annual Plan

6. Discussion

Stages of emergency work activities for eligibility under Waka Kotahi Guidelines are:

Definition of initial response

The initial response is that work required to keep the roads open, during and immediately following an event. This can include clean up and temporary works to maintain community links and to maintain the safe operation of the network. This may include a reduced operating capacity such as single lane operations, convoy working and reduced opening times.

Definition of reinstatement/Recovery Reinstatement

Work required to return the asset to the appropriate Level of Service for the road classification. Can also be called the Recovery Phase. The recovery should provide a permanent, value for money reinstatement option that is fit for purpose and in line with the level of service for the route classification.

Events which have impacted on the 2022/2023 financial year are:

1. February 2022 Flooding event
 - \$177,902 has been carried over to 22/23 financial year, Waka Kotahi Financial Assistance rate 52 SWDC contribution 48% \$85,394. Cape Palliser Road swell damage April 2022; and
 - \$773,718 has been carried over to 22/23 financial year, Waka Kotahi Financial Assistance rate 100%, No SWDC contribution required.
2. Cape Palliser Road swell damage May 2022
 - \$340,245 has been carried over to 22/23 financial year, Waka Kotahi Financial Assistance rate 100%, No SWDC contribution required.
3. August 2022 Storm event
 - \$220,000 initial response 22/23 financial year Waka Kotahi Financial Assistance rate 72%, SWDC contribution 28% from Rural Road Reserve 2022/23 required \$61,600.00;
 - \$99,741 Network reinstatement 22/23 financial year Waka Kotahi Financial Assistance rate 52%, SWDC contribution 48% from Rural Road Reserve 2022/23 required \$47,876; and
 - \$1,387,364 Network reinstatement 22/23 financial year Waka Kotahi Financial Assistance rate 72%, SWDC contribution 28% from Rural Road Reserve 2022/23 required \$388,462.

The usual funding assistance rate (FAR) that applies to emergency works for qualifying events within each financial year is:

- the approved organisation's normal FAR. This covers cumulative claims for total costs of emergency works up to 10% of the approved organisation's total cost of its maintenance programme for the year or
- the approved organisation's normal FAR plus 20% This is for the part of the cumulative claims of total costs of emergency works that exceeds 10% of the approved organisation's total cost of its approved maintenance programme for the year, for example:

Based on the above emergency work requests made to Waka Kotahi which has been approved in full, additional SWDC funding to meet the local share is required in the sum of \$583,332.

7. Strategic Drivers and Legislative Requirements

7.1 Significant risk register

Reinstatement of the roading network to pre-event conditions is essential to ensure and protect the network from additional failure and to provide a safe and resilient roading network to all users.

- Relationship with iwi, hapū, Māori
- Climate Change
- Emergency Management
- IT architecture, information system, information management, and security
- Financial management, sustainability, fraud, and corruption
- Legislative and regulative reforms
- Social licence to operate and reputation
- Asset management
- Economic conditions
- Health and Safety

8. Consultation

8.1 Communications and engagement

The persons who are affected by or interested in this matter are ratepayers, residents and the users of South Wairarapa Roding Network

8.2 Partnerships

Within 24 hours Waka Kotahi Investment Advisor was notified of the events outlining protentional emergency funding requests may be lodged.

Within 4 weeks following the events a detailed costing of initial response and network reinstatement were submitted for funding consideration.

If no, is a communications plan required?

- Yes No

9. Financial Considerations

Previously the local share of emergency events has been funded from the Rural Roding Reserve. Officers are requesting the funding is allocated from this reserve, the current forecasted financial position shown in the table below:

Date	Rural Roding Reserve	Additions to funds	Allocations of funds 2022/23	Balance
01/07/22	Opening balance (accounts for 2021/22 not audited)	\$1,340,180		
01/07/22	Rates allocation 2022/23	\$ 300,000		\$1,640,180
01/07/22	Don McCreary farm track – 2021/22		\$100,00	
26/10/22	Don McCreary farm track- additional funds		\$40,000	
31/07/22	Boar Bush Road		\$300,000	
31/07/22	Admiral Road alternative route		\$300,000	\$ 900,180
01/02/22 (previous financial year)	Flooding event not carried forward 2021/22-not approved		\$85,394	
01/08/22	Storm event -initial response (72%)-not approved		\$61,600	
01/08/22	Storm event-Network reinstatement (52%)-not approved		\$47,876	
01/08/22	Storm event-Network reinstatement (72%)-not approved		\$388,462	
30/11/22	Closing forecasted balance			\$316,848

Notes:

- Total funding request for storm events currently not approved are \$583,332.
- Hinekura Road Phase 1 design \$500,000 is loan funded.

Contact Officer: Tim Langley, Roding Manager

Reviewed By: Stefan Corbett, Group Manager Partnerships and Operations, Karon Ashforth, General Manager Finance

Draft Carterton and South Wairarapa Interim Speed Management Plan

1. Purpose

To inform councillors draft Interim Speed Management Plan used to develop high-quality speed management plans that will help make informed, accurate and consistent speed management decisions in their communities.

2. Recommendations

Officers recommend that the *Council*:

1. Adopt the *Draft Carterton and South Wairarapa Interim Speed Management Plan* to be used for consultation and community engagement to review the speed limits with South Wairarapa District Road Network.

3. Executive Summary

The way speed management is being done throughout New Zealand is changing. This means that decisions on speed management will be able to be made at a more localised level in the future.

Effective speed management is more than just setting speed limits, it is also about infrastructure and road design. This draft interim plan will help us transition from the way we have set speed limits in the past, to a new, more flexible approach that better acknowledges the local conditions and the surrounding environment.

Rather than looking at speed limit changes on a street-by-street basis, this interim speed management plan establishes four important principles for speed management in our district for the next two years.

Principle changes to South Wairarapa District speed limits are summarised by:

- lowering the limit of some sections of rural routes to 60 or 80km/h (instead of the current open road limit of 100km/h) in line with the actual speeds that vehicles can safely drive on those roads.
- lowering the limit on unsealed roads to 60km/h

- reducing speed limits near schools to 30km/hr in urban and 60km/hr rural areas in line with new national legislation
- lower speed limits in urban residential street to 40km/hr areas

The draft Interim Speed Management Plan will be the underlining document used to consult and engage with the community. Engagement will commence in early 2023.

“This executive summary will also be provided to:”

- Maori Standing Committee
- Featherston Community Board
- Greytown Community Board
- Martinborough Community Board

4. Background

The South Wairarapa District Council along with Carterton District Council is committed to reviewing speed limits across the district to ensure roads have safe and appropriate speeds for their current use.

The review aligns with Road to Zero –the New Zealand Government’s Road Safety Strategy ([External link](#)) which has a vision where no-one is killed or seriously injured in road crashes. This means that no death or serious injury while travelling on our roads is acceptable.

Speed affects the severity of all crashes. Even when speed doesn’t cause the crash, it’s what will most likely determine the outcome and whether anyone is killed, injured, or walks away unharmed from a crash.

The number of people walking, and cycling is increasing across the district. With more people sharing our roads, safety is a high priority. We all have a role to play in making sure our roads are safe.

The Council’s goal is to provide a safe and accessible network of roads, paths, cycle paths and corridors so people of all ages and abilities can travel around the district.

Our speed limits do not always reflect the risk on the road. When crashes happen, there are many causes – people make mistakes, the road might be unfamiliar, the weather might be bad. Most severe casualties are not from extreme high-risk behaviours, but from generally law-abiding people making a simple error.

Implementing safer speed limits on our roads is just one area of focus where we can address harm.

Other areas include improving our roads and roadsides, encouraging the use of safer vehicles and encouraging better driver behaviour.

We know that people make mistakes and are vulnerable in a crash. Working to address all of these areas over time aims to reduce the impact of those mistakes. The growth in our District has seen our towns expanding and where we previously had higher rural speed limits, we now have lifestyle blocks ongoing subdivision growth with more intersections and access ways. Higher speed limits are no longer appropriate in these areas as the use of the roads change with an increase in traffic volumes and more people walking and cycling.

5. Prioritisation

5.1 Te Tiriti obligations

Engagement considered not required at this stage.

5.2 Strategic alignment

Social Well Being where residents are active, healthy, safe, resilient, optimistic and connected is a community outcome in the Council Strategic Frameworks.

Road to Zero programme is outlined and funded through Waka Kotahi subsidised roading programme

- Spatial Plan
- Long Term Plan
- Annual Plan

6. Discussion

Speed Management Guide

The Speed management guide: Road to Zero edition (the Guide) empowers and supports regional transport committees (RTCs) and road controlling authorities (RCAs) to develop high-quality speed management plans that will help make informed, accurate and consistent speed management decisions in their communities.

It supports the development of plans to deliver consistent implementation of safe and appropriate speed limits aligned with Road to Zero, Aotearoa New Zealand's road safety strategy and the Land Transport Rule: Setting of Speed Limits 2022 (the Rule).

This Guide represents a new phase in delivering speed management in New Zealand by being a principles-based approach to setting speed limits and managing speeds. It draws together, into a single planning framework.

The framework and international best practice to highlight four key principles for speed management:

- set speed limits according to the Safe System
- set speed limits that provide for community wellbeing

- set speed limits in accordance with the One Network Framework Street categories
- support speed limits with a balanced regulatory approach that encompasses education, engagement and enforcement.

The Guide provides safe speed ranges for each One Network Framework Street category and guidance on what infrastructure would need to be present to choose the higher end of the safe speed range.

The safe speed limit ranges associated with the One Network Framework Street categories and descriptions of the categories are summarised in the Speed Management Guide section 2.3.

The Guide also aims to provide insights and information for partners and organisations with an interest in road safety and speed management.

Speed Management Plans

A speed management plan is a state highway, regional or local (territorial authority) plan that outlines a ten-year vision and a three year implementation plan for a whole of network approach to speed management. It should address safe and appropriate speed limits, infrastructure, and speed cameras.

It provides detailed information on the concept, content, process, and roles and responsibilities for developing a speed management plan in accordance with the Setting of Speed Limits Rule. It also provides a simple template to support the submission of speed management plans for certification.

Proposed Draft Interim Speed Management Plan

Appendix 1 Draft Carterton and South Wairarapa Interim Speed Management Plan.

7. Strategic Drivers and Legislative Requirements

7.1 Policy implications

Land Transport Rule: Setting of Speed Limits 2022

The Land Transport Rule: Setting of Speed Limits 2022 (the Rule) replaces the Land Transport Rule: Setting of Speed Limits 2017, which required speed limits to be set through bylaws. The new Rule makes the setting of speed limits more efficient for RCAs by enabling a network approach rather than a piecemeal, road-by-road approach. This will improve speed management planning and consultation.

The Rule requires Road Controlling Authorities to prepare speed management plans that establish a 10-year vision and three-year action plan to implement safe and appropriate speed limits and associated speed management activities. It empowers RCAs to set speed limits for roads in their jurisdictions, while also encouraging regional coordination. The Rule also sets out requirements when setting speed limits

8. Consultation

8.1 Communications and engagement

The Rule requires engagement with Māori on the development of speed management plans and separate consultation with Māori on draft plans. Elements of the rule also aim to directly improve speed management processes for Māori communities: variable speed limits outside marae do not require Waka Kotahi approval, and variable speed limits outside schools applies to all schools' year 1–13, including kura, regardless of roll size. Improving speed management presents a significant opportunity to improve Māori road safety outcomes and reduce the impacts of unsafe speed limits on Māori communities.

Communications and engagement on speed management, as well as a formal consultation process, will build public understanding and awareness of safe and appropriate speed limits, the speed management plan development process, and the finalisation and implementation of plans. The speed management planning process is expected to be transparent and encourage widespread participation in the consultation process, so stakeholders and communities understand the full picture.

The persons who are affected by or interested in this matter are all residents and ratepayers and the users of district roading network.

8.2 Partnerships

Waka Kotahi is working in partnership with local government and the wider safety sector to implement the right mix of safety solutions for each region.

If we are to achieve our vision of an Aotearoa where no one is killed or seriously injured on our roads, we need to create a safe transport system; one that recognises humans make mistakes and is designed so that these mistakes do not need to cost us our lives.

is a communications plan required?

Yes No

9. Financial Considerations

E.g.

	Yes/No/NA	Commentary
Inclusion in the AP/LTP? (if no – provide commentary)	Yes	
Confirmed cost code (provide commentary on what is budgeted and any variance)	Yes	Road to Zero funding is approved and subsidised by Waka Kotahi underspend form 21/22 has ben carried over to 22/23
Cost code owner	Yes	Land Transport
Manager responsible / delegations	Yes	Roading Manager

OPEX or CAPEX	Yes	CAPEX
Considered/endorsed by ELT		
Procurement process	Yes	Ruamahanga Roads Network Contract

10. Appendices

Appendix 1 – Draft Carterton and South Wairarapa Interim Speed Management Plan.

Contact Officer: Tim Langley, Roding Manager

Reviewed By: Stefan Corbett, Group Manager Partnership and Operations

Appendix 1 – Draft Carterton and South Wairarapa Interim Speed Management Plan.



Interim Speed Management Plan

Prepared for
Carterton District Council and South Wairarapa
District Council
Prepared by
Tonkin & Taylor Ltd
Date
December 2022
Job Number
1020397.0000 v2.0



**Together we create and
sustain a better world**

www.tonkintaylor.co.nz

Document control

Title: Interim Speed Management Plan					
Date	Version	Description	Prepared by:	Reviewed by:	Authorised by:
02/12/2022	1.0	Draft Plan	Sam Wilkie Shu Zhang	Alan Gregory	Chris Perks
05/12/2022	2.0	Draft Plan	Sam Wilkie Shu Zhang	Alan Gregory	Chris Perks

Distribution:

Carterton District Council and South Wairarapa
District Council

Tonkin & Taylor Ltd (FILE)

2 PDF copies

1 PDF copy

Table of contents

1	Purpose of this Document	1
2	The effects of speed	2
3	Speed Management – Why is it important?	4
3.1	Land Transport Rule: Setting of Speed Limits 2022	4
3.2	Government Policy Statement (GPS) on Land Transport 2021	5
3.3	Vision Zero and the Safety System	6
3.4	Road to Zero	7
3.5	Wellington Regional Land Transport Plan	8
3.6	One Network Framework (ONF)	8
3.7	Speed Management Guide: Road to Zero Edition 2022	9
3.8	Safe and appropriate speed limits	11
3.9	Is speed an issue for CDC and SWDC?	12
3.10	What have CDC and SWDC done about speed management in the past?	14
3.10.1	Carterton District Council Speed Limits Bylaw 2005	14
3.10.2	Wellington Region’s School Travel Plan Programme	14
3.10.3	National Speed Limit Register	16
3.11	Speed Management Principles	16
3.12	Speed Management Priorities	16
3.13	How we will use these principles and priorities	17
4	Proposed Speed Limits	18
4.1	Proposed Speed Limits in Carterton Township	18
4.2	Proposed Speed Limits in Greytown Township	22
4.3	Proposed speed limits in Featherston Township	24
4.4	Proposed speed limits in Martinborough Township	27
4.5	Other areas	30
4.5.1	Carterton District	30
4.5.2	South Wairarapa District	35
5	What’s next	41
5.1	Next Steps	41
5.2	Public engagement and consultation	42
6	Applicability	43

Appendix A : List of Schools in Carterton and South Wairarapa Districts

Appendix B : Review of Carterton and South Wairarapa District Crash History

Appendix C : Existing speed limits

Appendix D : Safe and appropriate speed limits criteria

Executive summary

Tonkin + Taylor has been commissioned by South Wairarapa District Council to prepare an Interim Speed Management Plan (ISMP) for Carterton and South Wairarapa Districts. The ISMP for Carterton District Council (CDC) and South Wairarapa District Council (SWDC) follows the Waka Kotahi NZ Transport Agency (Waka Kotahi) Speed Management Guide and will provide an implementation plan related to safer speeds in Carterton and South Wairarapa Districts. The development of a full speed management plan will start in early 2023 for the 2024-2027 National Land Transport Planning (NLTP) cycle.

The Interim Speed Management Plan comprises a report including the following information:

- Strategic context including Land Transport Rule: Setting of Speed Limits 2022 (which came into effect on 19 May 2022), Government Policy Statement on Land Transport, Vision Zero, Road to Zero Strategy 2020-2030 and One Network Framework.
- Description of previous work related to speed management in Carterton and South Wairarapa Districts especially around school safety programmes.
- Proposed speed management approach including principles and priorities to guide the application of speed management.
- Maps of proposed changes to speed limits for both districts and details for the urban areas within each district.
- Descriptions of proposed changes for urban areas and townships.
- Steps to implement the Speed Management Plan including engagement.

The appendix includes the following:

- Appendix A is a list of schools in both districts.
- Appendix B is a review of crashes in both districts.
- Appendix C is the criteria for selecting a different speed limit within the range based on One Network Framework Categories.
- Appendix D contains details of crashes on local roads reported to Crash Analysis System (CAS) in both districts over the ten-year period of 2012-2021.

1 Purpose of this Document

The purpose of this document is to take the information provided in Waka Kotahi NZ Transport Agency Speed Management Guide and create an implementation plan related to safer speeds in Carterton and South Wairarapa districts.

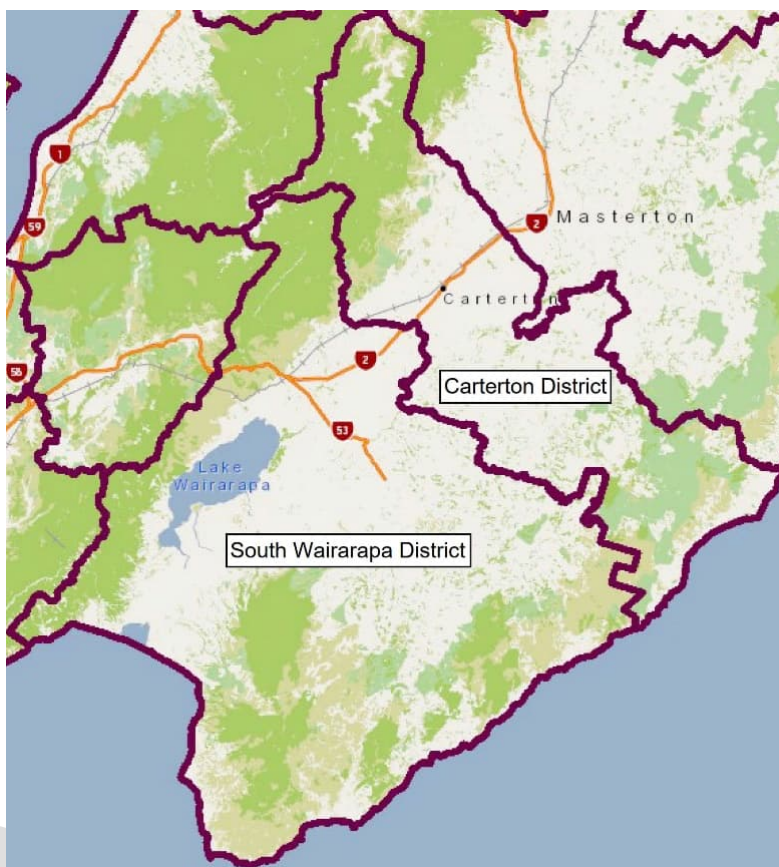


Figure 1.1: Location of Carterton District and South Wairarapa District

New Zealand's Road Safety Strategy 2020-2030 "Road to Zero" establishes a vision that no death or serious injury is acceptable while travelling on New Zealand roads.

Road safety risk can be reduced by investigating and funding infrastructure improvements to make a road safer at current speeds, or by managing travelling speeds down through a combination of road function, design, risk-targeted enforcement and education on safe behaviour, all reinforced by introducing appropriate speed limits for the roads.

The plan sets out what work needs to be done, by who and where, with a focus in this financial year (2022/2023) leading into South Wairarapa District Council (SWDC) 2021-2031 Long Term Plan and Carterton District Council (CDC) 2021-2031 Ten Year Plan.

2 The effects of speed

The relationships between speed and crashes, and the effects of speed on severity of crashes are well established. The higher the impact speeds are, the larger forces vehicle occupants must absorb in a crash, in accordance with kinetic energy principles. Occupant protection systems are effective when the impact speeds are low and moderate, but they cannot protect occupants from kinetic forces when the impact speeds are high.

Pedestrians, cyclists or motorcyclists are particularly exposed to vehicle impacts, especially at speeds above the limits of human tolerance. The elderly and the very young are more vulnerable to being injured in a crash than road users in other age groups.

Excessive vehicle speed increases the likelihood of having a crash due to less response time to hazards for drivers and severity of a crash which is more likely to be death or serious injury when one occurs.

How long it takes to stop (driving an average family car)

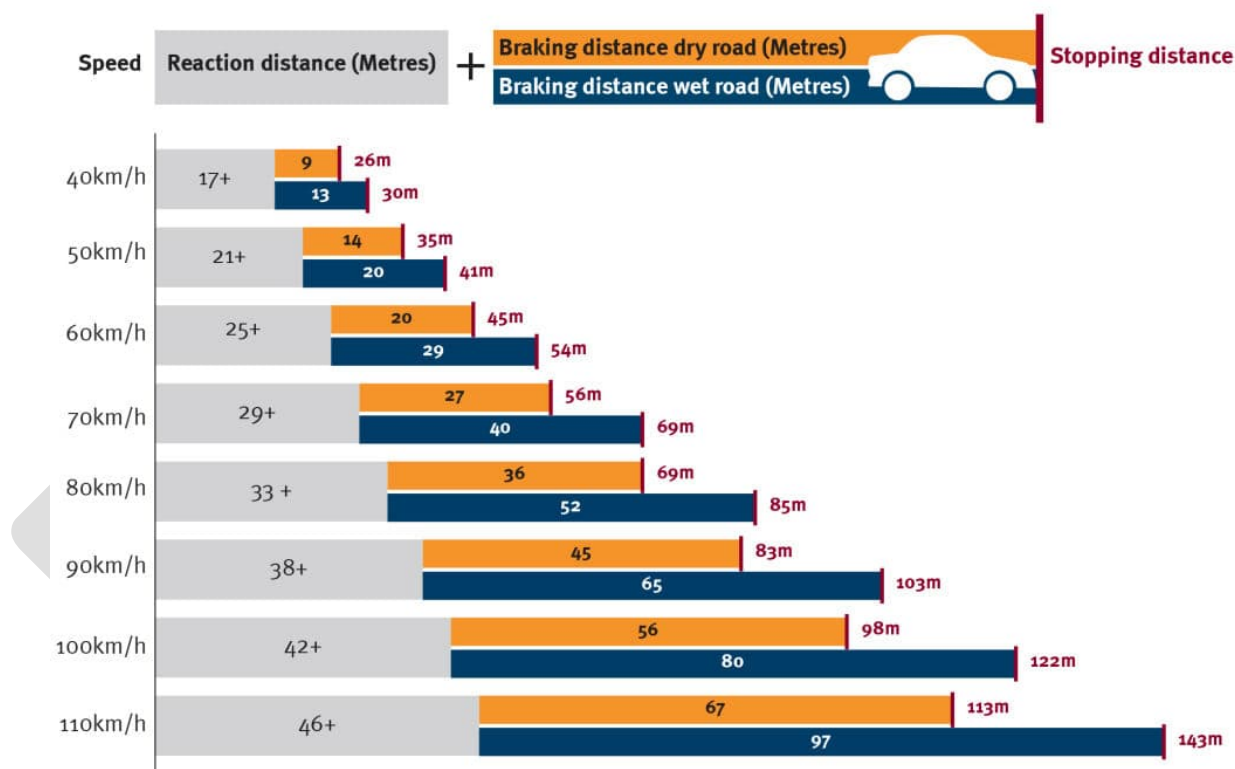


Figure 2.1: Reaction, braking and stopping distances at different speeds (Source: Wairarapa Road Safety Council¹)

Higher speed results in more serious injuries because of greater crash forces. The physics of crashes means double crash impact speed leads to four times higher kinetic energy. These sudden crash forces and high deceleration are the causes of harm to drivers and passengers in a crash. Crashes involving pedestrians, cyclists, children, the elderly, and those struck by heavy vehicles are more likely to be injured or fatal even at relatively lower speeds.

Research has shown that:

¹ <https://www.wairsc.org.nz/services/safe-speeds>

- A collision at 30 km/h is equivalent to falling from the first floor of a building.
- A collision at 50 km/h is equivalent to falling from the third floor of a building.
- A collision at 80 km/h is equivalent to falling from the eighth floor of a building.

This indicates the impact of a collision increases disproportionately as the vehicle speed increases. Research has also shown that a crash is twice as likely to be fatal should it occur at 120 km/h as at 100 km/h.

Data taken from Austroads Research Report AP-R560-18 is summarised in Figure 2.2. For crashes involving a pedestrian in urban areas, the risk of death increases from 10% at 50 km/h impact speed to 95% at 60 km/h.

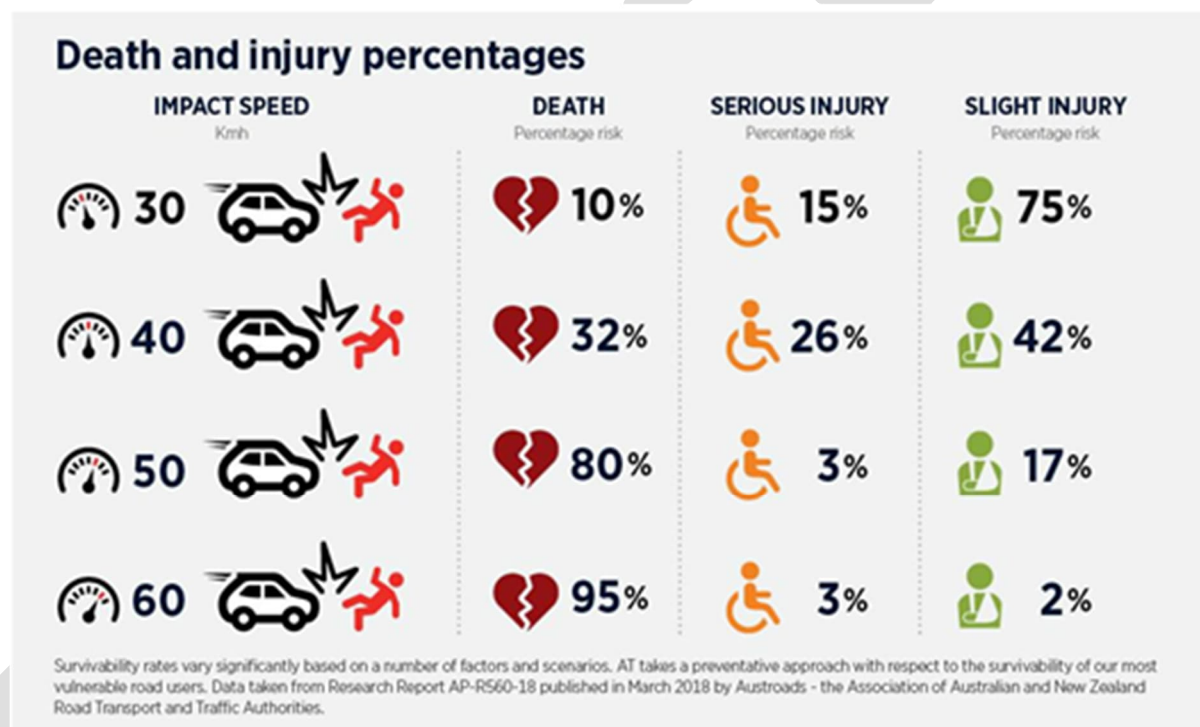


Figure 2.2: Safe speed for pedestrians (Source: Auckland Transport²)

² <https://at.govt.nz/projects-roadworks/vision-zero-for-the-greater-good/safe-speeds-programme/safe-speeds-the-reasons/>

3 Speed Management – Why is it important?

Speed management is about achieving safe and appropriate speeds on the road network, reflecting diverse road functions and use, different road designs and the risks that exist on them. Ensuring the speed limits are aligned to the safety features and use of the road is proven to be effective on improving road safety, saving lives and preventing debilitating injuries³.

Driving at speeds in excess of the posted speed limit is a widespread social problem, many roads cannot be driven safely even at the posted speed limits as Waka Kotahi estimates that over 85% of the speed limits in New Zealand are above the safe and appropriate speed limits in the Speed Management Guide: Road to Zero Edition 2022. Exceeding the speed limit contributes to about 60% of fatal crashes in New Zealand, while 71% of injury crashes occur at speeds higher than the safe and appropriate speed.

Moving people and goods efficiently around our transport network is important. However, we also need to reduce death and serious injuries to help achieve a safe transport system by using an integrated speed management planning process including safety infrastructure, safety cameras and speed limits.

Speed management also offers environmental benefits. Speeding results in increased greenhouse gases, harmful emissions and noise pollution. By reducing these environmental damages, our communities will be more attractive for living, working and visiting.

Speed management offers significant social, economic and environmental benefits. Speed management can help achieve appropriate speeds that achieve both safety and efficiency objectives, but it requires inputs from policy makers, engineers, educators, general public and the Police to be effective.

3.1 Land Transport Rule: Setting of Speed Limits 2022

The Land Transport Rule: Setting of Speed Limits ('the Rule') as part of the Tackling Unsafe Speeds programme. This Rule gives effect to a new regulatory framework for speed management and the requirements for safer speed limits around schools and has replaced the Land Transport Rule: Setting of Speed Limits 2017. This Rule came into force on 19 May 2022.

The Rule sets out some key components as follows:

- Waka Kotahi is required to produce a State Highway Speed Management Plan⁴. This plan sets out proposed speed management reviews and safety infrastructure changes on the State Highway network over a 10-year period. Plans will be developed every six years, with allowance for variation every three years (plans will provide more specific details about proposals for the first three years of the plan). An independent speed management committee will certify this plan.
- Road Controlling Authorities (RCAs) are required to work collaboratively with their regional transport committee and Waka Kotahi to produce regional speed management plans, set out speed management treatments in the region over a 10-year period. These plans will be developed every six years, and will be updated every three years, to align with the land transport planning process. Waka Kotahi (as regulator) is responsible for certifying regional

³ Development of the Waka Kotahi Speed Management Guide: Road to Zero edition: <https://www.nzta.govt.nz/safety/partners/speed-and-infrastructure/safe-and-appropriate-speed-limits/speed-management-guide/development-of-the-speed-management-guide-road-to-zero-edition/>

⁴ A draft Interim State Highway Speed Management Plan was published and open for consultation between 14 November and 12 December 2022.

speed management plans. All speed management plans will be made publicly available on the Waka Kotahi website.

- RCAs must ensure speed limits for roads outside at least 40% of the schools directly accessed from roads under their control comply with the new speed limits by 30 June 2024 and all roads outside schools comply with the new speed limits by 31 December 2027.
- RCAs are required to reduce speed limits around category 1 schools (mostly in urban areas) to 30 km/h and around category 2 schools (mostly in rural areas) to a maximum of 60 km/h. These could be variable speed limits where appropriate, with the lower speed applying during school travel times.
- Schools with an existing 40 km/h speed limit on 20 April 2021 and continuing until the commencement of this Rule will retain the speed limit, but RCAs will need to review the speed limits in its next speed management plan and set the new speed limit to 30 km/h or designate the school as a category 2 school.

3.2 Government Policy Statement (GPS) on Land Transport 2021

The GPS is central to how investment will be allocated across the land transport system and sets four strategic priorities as follows:

- Safety – Developing a transport system where no-one is killed or seriously injured.
- Better Travel Options – Providing people with better transport options to access social and economic opportunities.
- Climate Change – Developing a low carbon transport system that supports emissions reductions, while improving safety and inclusive access.
- Improving Freight Connections – Improving freight connections for economic development.

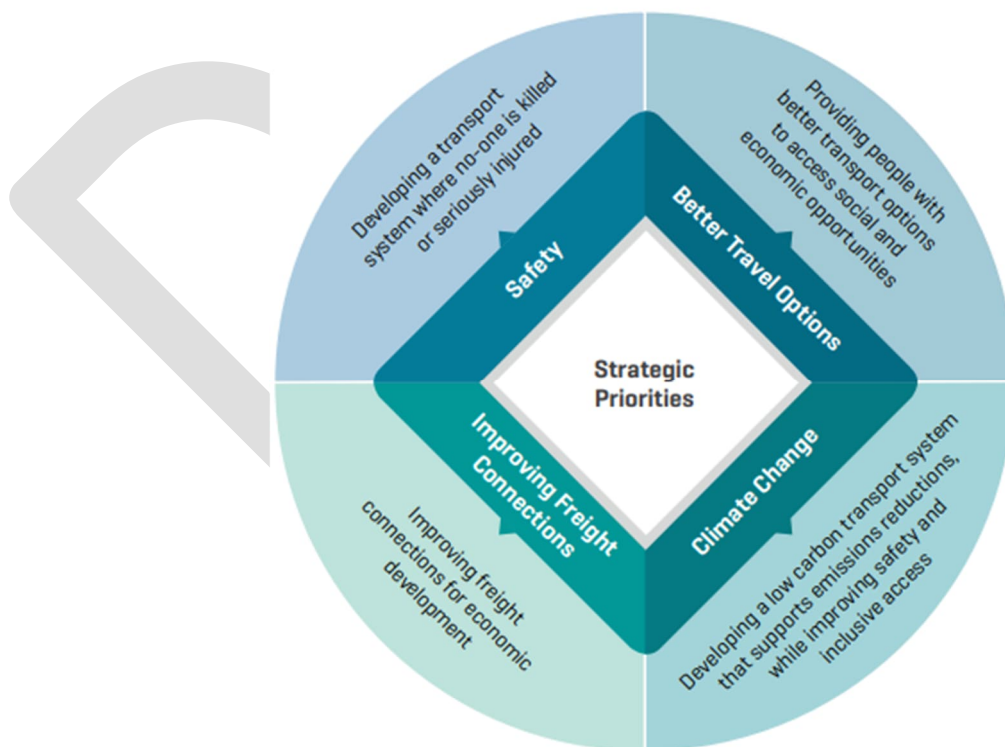


Figure 3.1: Strategic Direction of GPS on Land Transport 2021

This Interim Speed Management Plan is fully aligned with the GPS on Land Transport 2021. Table 3.1 Below demonstrates our consistency with the GPS.

Table 3.1: Alignment of this Interim Speed Management Plan with the GPS

GPS Priority	How the Speed Management Plan aligns with the GPS
Safety	In line with Vision Zero, Road to Zero and the 2021 GPS, the ISMP is working towards a local road network where no-one is killed or seriously injured. The ISMP puts us on the pathway to contribute to achieving the Road to Zero target of reducing 40% death and serious injuries by 2030.
Better Travel Options	Focus on urban areas and schools will lead to safe and appropriate speeds that also encourage more people to walk, cycle, scooter or use other forms of active travel.
Climate Change	Managing speeds can encourage more active travel which in turn can help reduce vehicle kilometres travelled/carbon emissions. It will also reduce harmful emissions and noise pollutions.
Improving Freight Connections	Manging speeds significantly reduces crashes, making journeys more reliable. As a result, improved safety and reduced number of fatal and serious crashes in the road network will result in fewer road closures and therefore less diversion of vehicles to a longer alternative route is needed.

The GPS on Land Transport supports investment in state highways and local road to accelerate the implementation of the Speed Management Guide through the Road to Zero activity class. The focus is on treating the top 10 percent of the network, which will result in reduction in deaths and serious injuries sought through Road to Zero.

3.3 Vision Zero and the Safety System

Vision Zero is a global movement to end traffic-related fatalities and serious injuries by taking a systemic approach to road safety, which emphasises:

- People make mistakes but serious or fatal outcomes are preventable.
- People are vulnerable to injuries.
- Responsibility is shared between road users, and the people who design and operate our roads.
- No death or serious injury on the roads is acceptable.
- Safety should be a critical decision-making priority in our transport decisions.

Vision Zero shifts the focus from assuming human error as the root of the road safety problem to creating a transport system that allows simple mistakes without resulting in life-ending and life-changing consequences.

Safe System is a holistic safety approach underlying the Vision Zero strategy. Safe System shifts responsibility from road users to people designing them, integrating core management and action areas to create a forgiving road system that protects people from being killed or seriously injured when they crash.

Road to Zero, the government's road strategy for 2020-2030, is grounded in the Safe System approach.

3.4 Road to Zero

Road to Zero⁵ is the Government's road safety strategy 2020-2030. The strategy establishes a vision for New Zealand to be a country where no one is killed or seriously injured in road crashes by adopting the world-leading Vision Zero approach where the core premise is "in every situation a person might fail, the transport system should not."

Road to Zero strategy articulates our vision, guiding principles for designing road network and making road safety decisions as well as setting targets and outcomes for 2030. The strategy sets a target of 40% reduction in deaths and serious injuries by 2030. This would mean around 750 fewer people would be killed on our roads, compared to 2018.

Road to Zero establishes five focus areas with respective actions in order to achieve the vision:

- Infrastructure improvements and speed management – Improve road safety of our cities and regions through infrastructure improvements and speed management.
- Vehicle safety – Significantly improve the safety performance of the vehicle fleet.
- Work-related safety – Ensure that businesses and other organisations treat road safety as a critical health and safety issue.
- Road user choices – Encourage safer choices and safer behaviour on our roads.
- System Management – Develop a management system that reflects international best practice.



Figure 3.2: Road to Zero – Focus areas (Source: Ministry of Transport⁶)

⁵ <https://www.transport.govt.nz/multi-modal/keystategiesandplans/road-safety-strategy/>

⁶ https://www.transport.govt.nz/assets/Uploads/Report/Road-to-Zero-strategy_final.pdf

3.5 Wellington Regional Land Transport Plan

The Wellington Regional Land Transport Plan (RLTP) 2021⁷ sets the direction for the Wellington Region's transport network for the next 10 – 30 years. The Wellington RLTP 2021 has identified five strategic objectives as follows:

- People in the Wellington Region have access to good, affordable travel choices.
- Transport and land use are integrated to support compact urban form, liveable places and a strong regional economy.
- The impact of transport and travel on the environment is minimised.
- People can move around the Wellington region safely.
- Journeys to, from and within the Wellington region are connected, resilient and reliable.

The Wellington RLTP 2021 also outlines the focus on safety for Carterton District Council and South Wairarapa District Council in order to develop a transport system where no-one is killed or seriously injured. Much of the work takes place as part of the low-cost, low-risk programmes and speed management has a key role. The focus of both councils' safety activities is on safe network operations, speed management and secondary collector road geometric and delineation improvements.

3.6 One Network Framework (ONF)

The One Network Framework is the new national classification system enhanced and evolved from ONRC to better include pedestrians, cyclists and public transport users and reflect that transport corridors are not just for travelling.

The ONF acknowledges the transport network has a 'Place' function. This means roads and streets are destinations for people, as well as transport corridors. The framework also introduces classifications for different modes of transport, recognising that our roads and streets have different functions for different modes.

The ONF is used to determine the function of our roads and streets and inform decision making. It ONF recognises that shared, integrated planning approaches between transport and land-use planners will result in better outcomes.

The ONF enables Road Controlling Authorities (like Carterton and South Wairarapa District Councils) to better define and differentiate between urban and rural transport needs. It also provides a consistent and level-playing field for future investment conversations, based on locally recognised needs.

Carterton District and South Wairarapa District include networks that have all the rural categories and all other urban categories except City Hubs and Transit Corridors.

⁷ Wellington Regional Land Transport Plan 2021: <https://www.gw.govt.nz/assets/Documents/2021/10/Wellington-Regional-Land-Transport-Plan-2021web.pdf>

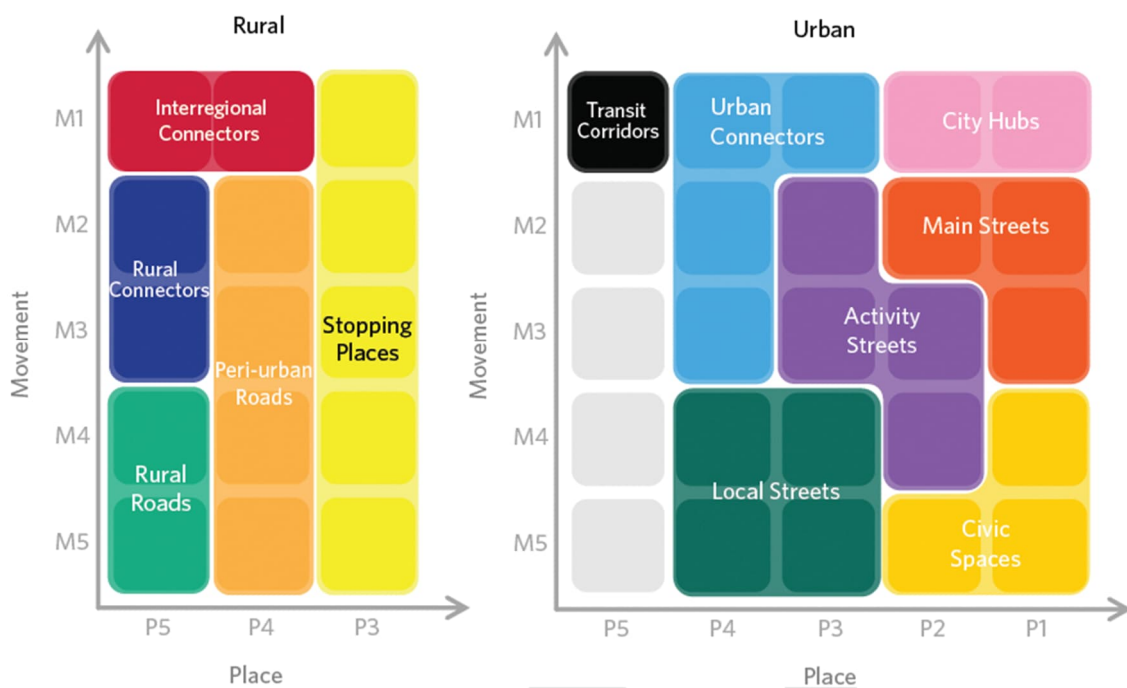


Figure 3.3: One Network Framework (Source: Waka Kotahi⁸)

3.7 Speed Management Guide: Road to Zero Edition 2022

The Waka Kotahi Speed Management Guide: Road to Zero Edition was published on 28 July 2022. This guide sets out an approach to speed management planning for Aotearoa New Zealand that draws together the Land Transport Rule: Setting of Speed Limits 2022, Road to Zero and One Network Framework. The result is a principle-based approach to setting speed limits and managing speeds.

Four guiding principles for speed management are designed in this guide in order to help guide the ISMP process and understand the rationale behind advice about speed limits from Waka Kotahi. The guiding principles are safety, community wellbeing, movement and place, and whole of system, as shown in Figure 3.4.

⁸ <https://www.nzta.govt.nz/assets/Roads-and-Rail/onf/images/ONRC-to-ONF.png>



Figure 3.4: Guiding principles for speed management (Source: Waka Kotahi⁹)

Principle 1 – Safety establishes the basic Safe System concept of human vulnerability – the human body’s tolerance to physical force which is at the core of speed limit setting. The Safe System approach is used to set safe speed limits by identifying the survivable impact speeds at which the possible types of crash that could occur in a given part of the transport network, as shown in Table 3.2.

Table 3.2: Survivable impact speeds for different collision scenarios (Source: Waka Kotahi¹⁰)

Road users combined with road and section type	Safe System Speed
Roads and sections with people present outside and inside vehicles	≤30km/h
Roads with intersections with potential for side-on conflicts between vehicles	≤50km/h
Roads with potential for head-on conflicts between vehicles	≤70km/h
Roads with no potential for head-on or side-on conflicts between vehicles and no people present outside vehicles	≤100km/h

Principle 2 – Community Wellbeing establishes that the setting of speed limits needs to consider environmental, economic and other benefits in addition to reducing deaths and serious injuries. It also covers the qualitative impacts of poor road safety on choice of travel mode and route and accessibility. This principle aims to make roads and streets safe and accessible for all, especially children and other vulnerable users. Safe and appropriate speeds will reduce stress for road users to help people feel safer to use active modes or travel with children. Safe and appropriate speeds also provide equity benefits to the Māori community as road traffic mortality rates are between 60% and 200% higher for Māori compared with non-Māori. Locations where marae, kura or papakāinga may be in need of safe speed limits and further speed management approaches as these are destinations, where large groups including tamariki and kaumātua, concentrate for hui and tangihanga.

⁹ Figure 2 in Waka Kotahi Speed Management Guide 2022: Road to Zero Edition: <https://www.nzta.govt.nz/assets/resources/speed-management-guide-road-to-zero-edition/speed-management-guide-road-to-zero-edition.pdf>

¹⁰ Table 1 in Waka Kotahi Speed Management Guide 2022: Road to Zero Edition.

Principle 2 also aims to generate environmental and economic benefits. Reducing speed limit to safe speed limits reduces emissions from diesel vehicles, the wind and rolling resistance and propulsion noise. Safe and appropriate speed limits reduce serious crashes and subsequently generate economic benefits by reducing the road crashes social cost which was estimated to be \$4.6 billion in 2019¹¹.

Principle 3 – Movement and Place integrates the movement and place based approach of One Network Framework into setting safe and appropriate speed limits. As a result, safe speed limits will be appropriate for the function and design of a road and street and it will also help to identify places where the design and infrastructure need to be improved to better attuned to the speed limit.

Principle 4 – Whole of System combines safe and appropriate speed limits with an integrated, consistent and balanced approach to regulation and through the use of regulatory tools such as enforcement, engagement, and education, supported by monitoring and adaptation. The objectives of this principle are building public trust and understanding, understanding and influencing behaviours, partnering with Māori and continually reflect, learn and adapt to maximise public understanding and lower mean operating speeds.

3.8 Safe and appropriate speed limits

A safe and appropriate speed limit is a speed limit that is safe according to standards set by the Safe System approach and appropriate in terms of aligning with community wellbeing objectives as well as with the movement and place function, design and infrastructure of the street or road.

The Setting of Speed Limits Framework provides the rationale for identifying the safe and appropriate speed limits for all streets and roads. This framework is informed by the four principles that underpin the Speed Management Guide: safety, community wellbeing, movement and place, and whole of system.

The inputs into a safe and appropriate speed limit include the following:

- the Safe System speed thresholds for crash survivability.
- the One Network Framework street categories that reflect the movement and place functions of a street or road.
- the infrastructure risk rating, which is a road assessment methodology to assess road safety risk.
- the presence or planned implementation of safety infrastructure to reduce the risk of harm for people outside vehicles.

The setting of a safe and appropriate speed limit involves integrating and aligning the One Network Framework street categories with safe and appropriate speed limit ranges, then using criteria, either manually, or provided by MegaMaps, to identify the safe and appropriate speed limit from within that range for the specific street or road. The Speed Management Guide sets out the range of safe and appropriate speeds for each urban and rural street category, as shown in Table 3.3 and Table 3.4. The full table with descriptions of each ONF category and the criteria that must be satisfied to select a different speed limit within the range are included in Section 3 of the supporting document.

¹¹ Ministry of Transport Social cost of road crashes and injuries 2020 update June 2020:
https://www.transport.govt.nz/assets/Uploads/Social-Cost-of-Road-Crashes-and-Injuries-2020_final.pdf

Table 3.3: ONF urban street categories and safe speed limit ranges

ONF urban street categories	Safe and appropriate speed limit
Civic spaces	10-20km/h
Local streets	30km/h
Activity streets	30-40km/h
Main streets	30-40km/h
City hubs	30-40km/h
Urban connectors	40-60km/h
Transit corridors	80-100km/h

Table 3.4: ONF rural street categories and safe speed limit ranges

ONF rural street categories	Safe and appropriate speed limit
Interregional connections	60-110km/h
Rural connectors	60-100km/h
Rural roads	60-80km/h
Peri-urban roads	50-80km/h
Stopping places	40-80km/h

3.9 Is speed an issue for CDC and SWDC?

The total number of fatalities on local roads¹² in Carterton District over the 10-year period (2012-2021) was six (in six fatal crashes). The total number of fatalities on local roads in South Wairarapa District over the same 10-year period was eight (in seven fatal crashes). The total lives lost on local roads in both districts over the 10-year period are 14, that is on average 1.4 fatality per year.

The total number of deaths and serious injuries on local roads in both districts over the same 10-year period is 92 (in 84 fatal and serious crashes). The total number of deaths and serious injuries on local roads and state highways in 2012-2021 is 146 (in 134 fatal and serious crashes) across both districts.

The top four contributing factors to fatal and serious injury crashes in both districts were:

- Alcohol.
- Lost Control.
- Poor Observation.
- Inappropriate Speed.

The relationship between speed and road trauma is well-established internationally and that's why it is important to set safe and appropriate speed limits.

The percentages of all crashes involving inappropriate speed in both districts in the 10-year period (2012-2021) are shown in Figure 3.5. The percentages of crashes involving inappropriate speeds dropped between 2012 and 2019 but increased in the recent two years. Although speed is a factor in most crashes and even if some crashes occurred at or below the posted speed limit (i.e. speed is not

¹² i.e. excludes State Highways

identified as a crash factor), the outcomes will likely be less severe should the crashes occur at the safe and appropriate speed limit.

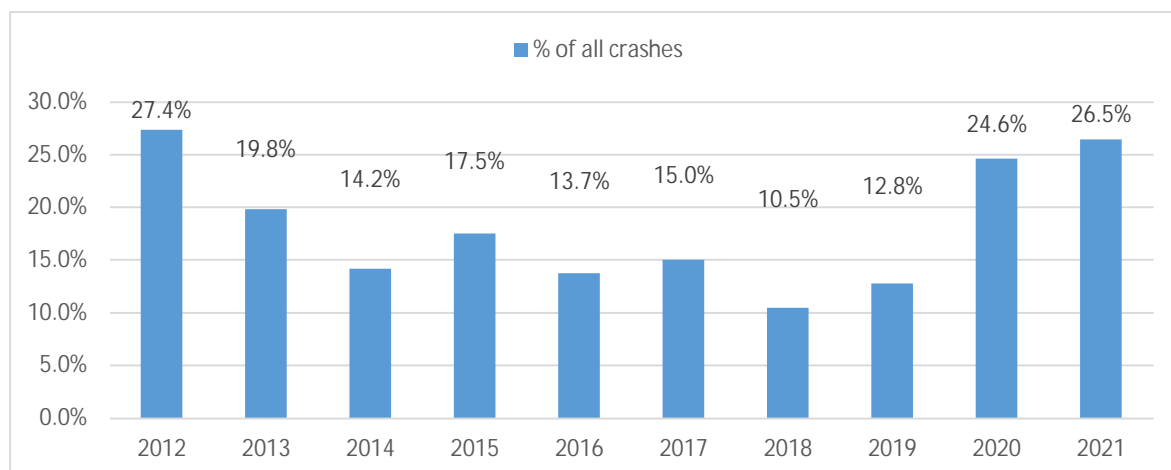


Figure 3.5: Percentages of all crashes involving inappropriate speed in Carterton and South Wairarapa Districts in 10-year period (2012-2021)

However, Figure 3.6 shows that the percentage of death and serious injury crashes involving inappropriate speed was the highest of 53.8% in 2013 then reduced to the lowest of 4.8% in 2017.

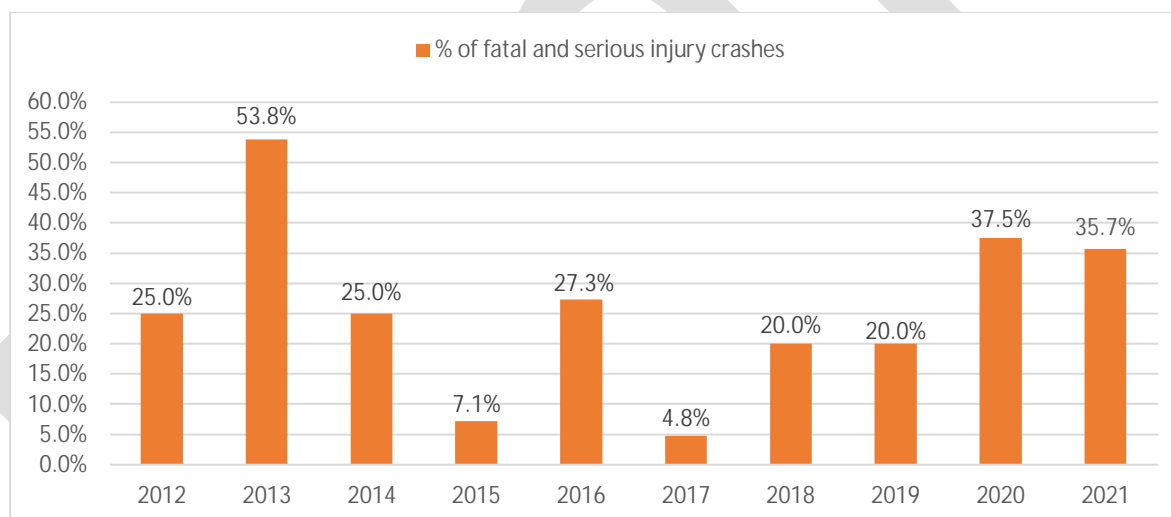


Figure 3.6: Percentages of fatal and serious injury crashes involving inappropriate speed in Carterton and South Wairarapa Districts in 10-year period (2012-2021)

This means that we can reduce the number of death and serious injuries on our roads by implementing an effective speed management programme. If we can increase the number of drivers driving at a safe and appropriate speed, we can reduce the number of people in our community whose lives are devastated by road trauma.

We also discovered that in both districts:

- Almost all crashes (91%) involving inappropriate speed in the 10-year period (2012-2021) happened in areas with a 100km/h speed limit.
- 73% of crashes involving inappropriate speed (2012-2021) occur during the day.
- Almost all crashes (91%) involving inappropriate speed involve one vehicle only.

Recent community feedback on Waka Kotahi's engagement on the SH2 Featherston to Masterton Speed Review¹³ included the following points:

- The majority of locals thought that speed needs to be reduced through the towns of Featherston, Carterton, Greytown and Masterton and that the current 70-100 km/h speed limits are far too fast.
- Many said they needed to go down to 50km/h to prevent crashes.

3.10 What have CDC and SWDC done about speed management in the past?

Both CDC and SWDC have been active in the area of speed management. The CDC Speed Limits Bylaw 2005 was reviewed and adopted in 2014 with a further review due in 2024. CDC and SWDC along with Masterton District Council fully adopted Wairarapa Consolidated Bylaw 2019: Part Eleven – Speed in 2019. This Bylaw aims to set speed limits on any council-owned roads within the jurisdiction of the local authority. In addition, Carterton and South Wairarapa District Councils supported the Wellington Region's School Travel Plan Programme. In addition, both district councils have made efforts to target specific groups such as motorcyclists, young and senior drivers and issues such as fatigue and use of restraints. Following the Land Transport Rule: Setting of Speed Limits 2022, both district councils have been engaging with Waka Kotahi to record, update and share speed limit data in the National Speed Limit Register.

3.10.1 Carterton District Council Speed Limits Bylaw 2005¹⁴

The Carterton District Council Speed Limits Bylaw 2005 details posted speed limits in the following schedules:

- Schedule 4: Urban traffic areas – Road that have a speed limit of 50 km/h
- Schedule 6: Roads that have a speed limit of 70 km/h
- Schedule 7: Rural areas – Roads that have a speed limit of 50 km/h

3.10.2 Wellington Region's School Travel Plan Programme¹⁵

A school travel plan is a practical approach to improving road safety and encouraging the whole school community to use active modes of transport to get to and from school. The benefits of school travel plans are:

- Improved health and well-being.
- Reduced traffic congestion.
- Increased children's travel options.
- Reduced pollution in our environment.
- Enhanced local communities.

Carterton and South Wairarapa District Councils along with other territorial authorities in the Greater Wellington Region supported the Wellington Region's School Travel Plans in 2016.

Actions which school communities have selected include:

¹³ <https://www.nzta.govt.nz/assets/projects/sh2-masterton-to-featherston-speed-review/SH2-Masterton-to-Featherston-speed-review-engagement-summary-January-2021.pdf>

¹⁴ <https://cdc.govt.nz/wp-content/uploads/2017/01/Speed-Limits-Bylaw-2005-ReviewApril-2014-Final-adopted-25-06-14.pdf>

¹⁵ <https://www.gw.govt.nz/assets/Documents/2016/02/School-Travel-Plan-Brochure.pdf>

- Walking and cycling initiatives: walk to school days, walking routes, walking school buses, cyclist skills training, cycle club and activity days.
- Education: road safety education programmes and initiatives and environmental education.
- Enforcement: parking and speeding monitoring and enforcement strategies.
- Engineering: assessment of infrastructure issues identified through the school travel plan, pedestrian crossings, cycling facilities, road markings and signage, etc.

More specifically, some of the initiatives in both districts include:

- Involvement in 'Movin'March' led by Greater Wellington Regional Council: this is to encourage safe active travel (walking, scooting or cycling) for years 1-6 predominantly. Students receive prizes for stamps on their travel passport after completing each trip. The school travel programme coordinator sends 'mailchimp' newsletters to all schools with links to Waka Kotahi safe school travel platforms which provide safe parking and stopping tips, safe crossing points and other information for parents and students about safe school travel.
- 'Safe Scooter Skills' and 'Bike Ready' programmes: this is led by the local school community police officer who provides scooter training in schools. The Wairarapa Road Safety Council owns 40-50 scooters, and the same amount of scooter helmets so suit all kids at all ages.
- Speed sessions in maths curriculum: the school travel programme coordinator uses speed radar gun to measure speed and lets the children record speed to highlight the various travel speeds and distances of different vehicle types.
- Informal discussions around safe travel at assemblies: use of mobile phones when crossing roads, vehicle speeds and licence conditions, occasionally with NZ Police.
- Others: rural school bus safety sessions with Tranzit and GoBus, driver vehicle speed feedback signage on trailer outside schools where speeding is an issue.

Both districts also had the following activities targeting certain groups or specific issues:

- Motorcyclist: A campaign was held in September 2021 and February 2022 to offer 'ride forever' on-road safety courses to the local riders and partner with local retailers to provide free 12-point safety checks.
- Young drivers: Newsletters, school bulletins, and in-person sessions at colleges promote 'drive.govt.nz' to both young drivers and their parents. A Wairarapa Driver Mentor programme has succeeded to reduce young driver crashes and licence breaches since 2017 by training and mentoring 45 voluntary driver mentors to help young drivers and refugees and migrants to obtain driver licences and secure local employment.
- Senior drivers: There have been regular 'Staying Safe' workshops for age concern clients which include 'Carfit' clinics and talks on travel time and routes planning, driver awareness and medication.
- Fatigue and distraction: Creative flyers with information on fatigued and distracted drivers are provided at participating service stations. Information on these topics is also provided online, in print, and on radio.
- Restraints: The public can book online or attend ad hoc for regular child restraint clinics.
- Others: road safety billboards on safe speeds, restraints, fatigue, distraction and motorcycle safety tips, engagement with road safety partners and participation of national road safety conference to keep up with the best practice.

3.10.3 National Speed Limit Register¹⁶

The Land Transport (Register of Land Transport Records – Speed Limits) Regulations 2022 came into force on 19 May 2022. This regulation requires road controlling authorities to supply speed limit information to Waka Kotahi for the speed limits to be legally enforceable.

The National Speed Limit Register (NSLR) provides an online, maps-based, central source of speed limits for roads in New Zealand. It has combined the individual speed limit records of all Road Controlling Authorities in New Zealand.

Both Carterton District and South Wairarapa District have supplied the speed limit records in their respective districts and the speed limit information is now live in the National Speed Limit Register.

3.11 Speed Management Principles

Following the Vision Zero approach for road safety and ONF national classification system, any loss of life is not acceptable in our transport network and there will be more people using our streets and roads as 'Places'.

Drawing on the principles set forward in the Waka Kotahi Speed Management Guide: Road to Zero Edition 2022 and New Zealand Government's road safety strategy 2020-2030 "Road to Zero", we have defined the following principles to guide the application of speed management for CDC and SWDC:

- The speed environment around schools at the start and end of the school day will be 30 km/h in urban schools and 60 km/h in rural schools.
- Where there are high numbers of people walking, cycling, and crossing the road, the speed environment will be 30 km/h.
- Residential local roads will be constructed for a 40 km/h environment.
- New roads will be constructed appropriate to the function and to create a safe and appropriated environment.
- Existing roads may be upgraded appropriate to the function and to create a safe and appropriate environment.
- A logical, area-based approach will be used for the implementation of speed management.
- Investment will be targeted to achieve the best access and safety outcomes.
- We will work with partnering RCAs to provide a consistent approach in line with the Waka Kotahi Speed Management Guide (in particular any changes proposed to state highways).
- Anything not identified in these (e.g. rural roads) would generally follow Safe and Appropriate Speeds (SAAS) and be verified by local experience and consistency with the adjacent network.

3.12 Speed Management Priorities

We need to be able to prioritise our work. The following priorities will guide us in our approach to implementing speed management:

- Focus on corridors where the most lives can be saved, and fewer people suffer serious injuries that may have life-time impact. These corridors are primarily interregional connectors, rural connectors and urban connectors.
- All streets surrounding schools, including streets outside school frontages and within 100m of a school boundary. These streets are likely to be subject to lower permanent or variable speed limits.

¹⁶ National Speed Limit Register: <https://speedlimits.nzta.govt.nz/>

- Areas where the highest concentrations of active road users are expected, such as town centres, employment areas, other commercial areas and surrounding local streets.

3.13 How we will use these principles and priorities

The speed management plan for Carterton and South Wairarapa Districts was developed using the above principles. The speed management plan can then be implemented based on the priorities, i.e., the priorities can be used to programme when the changes to the speed limits are implemented.

DRAFT

4 Proposed Speed Limits

The setting of proposed speed limits in Carterton District and South Wairarapa District follows the guidance in the Waka Kotahi Speed Management Guide: Road to Zero edition 2022. Safe and Appropriate Speed (SAAS) are used as a reference in determining the proposed speed limits. The One Network Framework categories and the range of safe and appropriate speeds were used to moderate the SAAS. Proposed speeds limits were then identified by considering the following: local experience and input from both district councils, operation of the road network and the surrounding land use as well as consideration of levels of compliance associated with lower speeds limits, especially in urban areas. The proposed speed limits are shown in Sections 4.1 to 4.5.

4.1 Proposed Speed Limits in Carterton Township



Figure 4.1: Carterton Township speed limit changes map

Table 4.1: Proposed permanent speed limits in Carterton Township

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Angus Place	50	40
Armstrong Avenue	50	40
Augustus Street	50	40
Austin Reid Avenue	50	40
Baillie Crescent	50	40

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Ballinger Place	50	40
Barrett Place	50	40
Belvedere Road from High Street North/SH2 intersection to 110m northwest of Taverner Street	50	40
Belvedere Road from 110m northwest of Taverner Street to Connollys Line	70	40
Belvedere Road from Connollys Line to 450m northeast of Hoeke Road	100	80
Booth Street	50	40
Broadway	50	40
Brooklyn Road from High Street South (SH2) to 30m northwest of Lincoln Road	50 or 70	40
Brown Avenue	50	40
Callister Place	50	40
Carrington Drive	50	40
Charles Street	50	40
Chisholm Place	50	40
Clifton Avenue	50	40
Connollys Line	50	40
Costley Street	50	40
Costley Street West	50	40
Daffodil Grove	50	40
Dalefield Road from SH2 to 60m northwest of Lincoln Road	70	40
Danske Close	50	40
Davy Street	50	40
De Lacy Lane	50	40
Deller Drive	50	40
Diamond Street	50	40
Dixon Street	50	40
Dudson Place	50	40
Endelave Way	50	40
Fairbrother Street	50	40
Fantail Avenue	50	40
Faraday Street	50	40
Feist Street	50	40
Fisher Place	50	40
Frederick Street	50	40

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Garrison Street	50	40
Hartley Avenue	50	40
Hereford Drive	50	40
Hilton Road from High Street South (SH2) to 35m southeast of Madison Street	50	40
Hilton Road from 35m southeast of Madison Street to Marshall Road	100	40
Holloway Street	50	40
Hornsby Street	50	40
Howard Street	50	40
Hughan Place	50	40
Kea Court	50	40
Kent Street	50	40
Kenwyn Drive	50	40
King Street	50	40
Kupe Drive	50	40
Lincoln Road from Belvedere Road to 185m southwest of Victoria Street	50	40
Lincoln Road from 185m southwest of Victoria Street to Dalefield Road	70	40
Macs Lane	50	40
Madison Street	50	40
Masson Street	50	40
McKenzie Terrace	50	40
Memorial Square	50	40
Mill Grove	50	40
Molesworth Street	50	40
Moore Crescent	50	40
Moreton Road	50	60
Nelson Crescent	50	40
Park Road	50	40
Pembroke Street	50	40
Philip Street	50	40
Plimsoll Street	50	40
Porritt Place	50	40
Portland Road	100	40
Rexwood Street	50	40
Rhodes Street	50	40

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Richmond Road from High Street South (SH2) to 60m southeast of Fairbrother Street	50	40
Richmond Road from 60m southeast of Fairbrother Street to 40m northwest of Rutland Road	70	60
Richmond Road from 40m northwest of Rutland Road to Marshall Road	100	60
Rutland Road	100	60
Seddon Street	50	40
Stubbs Lane	50	40
Tait Place	50	40
Takahe Drive	50	40
Tararua Crescent	50	40
Tasman Crescent	50	40
Taverner Street	50	40
Taylor Street	50	40
Tyne Street	50	40
Valkyrie Close	50	40
Victoria Street	50	40
Wakelin Street	50	40
Warrington Court	50	40
Wheatstone Street	50	40
William Wong Place	50	40
Wyndham Street	50	40

Table 4.2: Proposed variable speed limits around schools in Carterton Township

School Name	Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Carterton School	Dixon Street	50	30
	Nelson Crescent	50	30
	Tyne Street	50	30
	Holloway Street	50	30
Ponatahi Christian School and Saint Mary's School	King Street	50	30
	Howard Street	50	30
	Deller Drive	50	30

4.2 Proposed Speed Limits in Greytown Township

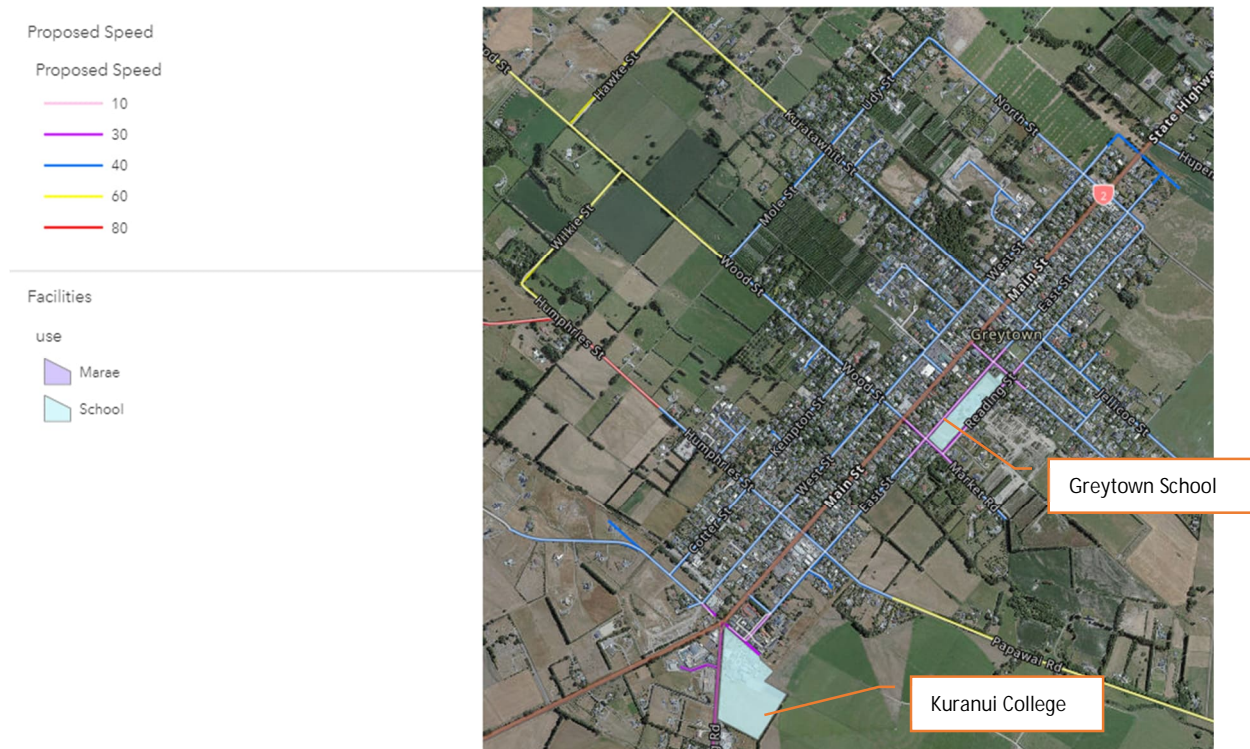


Figure 4.2: Greytown Township speed limit changes map

Table 4.3: Proposed permanent speed limits in Greytown Township

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Arbor Place	50	30
Balfour Street	50	40
Bidwills Cutting Road from Main Street (SH2) to Kemptons Line	50	40
Bidwills Cutting Road from Kemptons Line to SH53	100	80
Church Street	50	40
Clara Anne Grove	50	40
Cotter Street	50	40
East Street	50	40
Garrity Lane	50	40
Governors Green Drive	50	40
Hastwell Street	50	40
Hewson Lane	50	40
Horton Street	50	40
Hospital Road	50	40
Humphries Street	50	40
Hupenui Road	100	40

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
James Kidd Place	50	40
Jellicoe Street	50	40
Kempton Street	50	40
Kemptions Line	70	80
Kuratawhiti Street	50	40
Loasby Place	50	40
Mahupuku Street	50	40
Market Road	50	40
Massey Street	50	40
Matai Grove	50	40
McMaster Street	50	40
Mole Street	50	40
North Street	50	40
Oak View Place	50	40
Orchard Road	50	40
Papawai Road from Main Street (SH2) to 375m southeast of East Street	50	40
Pierce Street	50	40
Prendiville Lane	50	40
Reading Street	50	40
South Street	50	40
Udy Street	50	40
Wakelin Street	50	40
West Street	50	40
Westwood Avenue	50	40
Wood Street from Main Street (SH2) to Mole Street	50	40
Wood Street from Mole Street to 135m northwest of Mole Street	50	60
Yule Grove	50	40

Table 4.4: Proposed variable speed limits around schools in Greytown Township

School Name	Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Kuranui College	Arbor Place	50	30
	Bidwills Cutting Road from Main Street (SH2) to 240m south on Bidwills Cutting Road	50	30

	Bidwills Cutting Road from 240m south on Bidwills Cutting Road to Kemptons Line	70	30
	East Street from Hospital Road to Wakelin Street	50	30
	Wakelin Street	50	30
Greytown School	Church Street	50	30
	East Street from 100m southwest of Church Street to 75m northeast of McMaster Street	50	30
	Market Road from Reading Street to 105m southeast of Reading Street	50	30
	McMaster Street from Main Street (SH2) to 75m southeast of Reading Street	50	30
	Reading Street from Mahupuku Street to Church Street	50	30

4.3 Proposed speed limits in Featherston Township

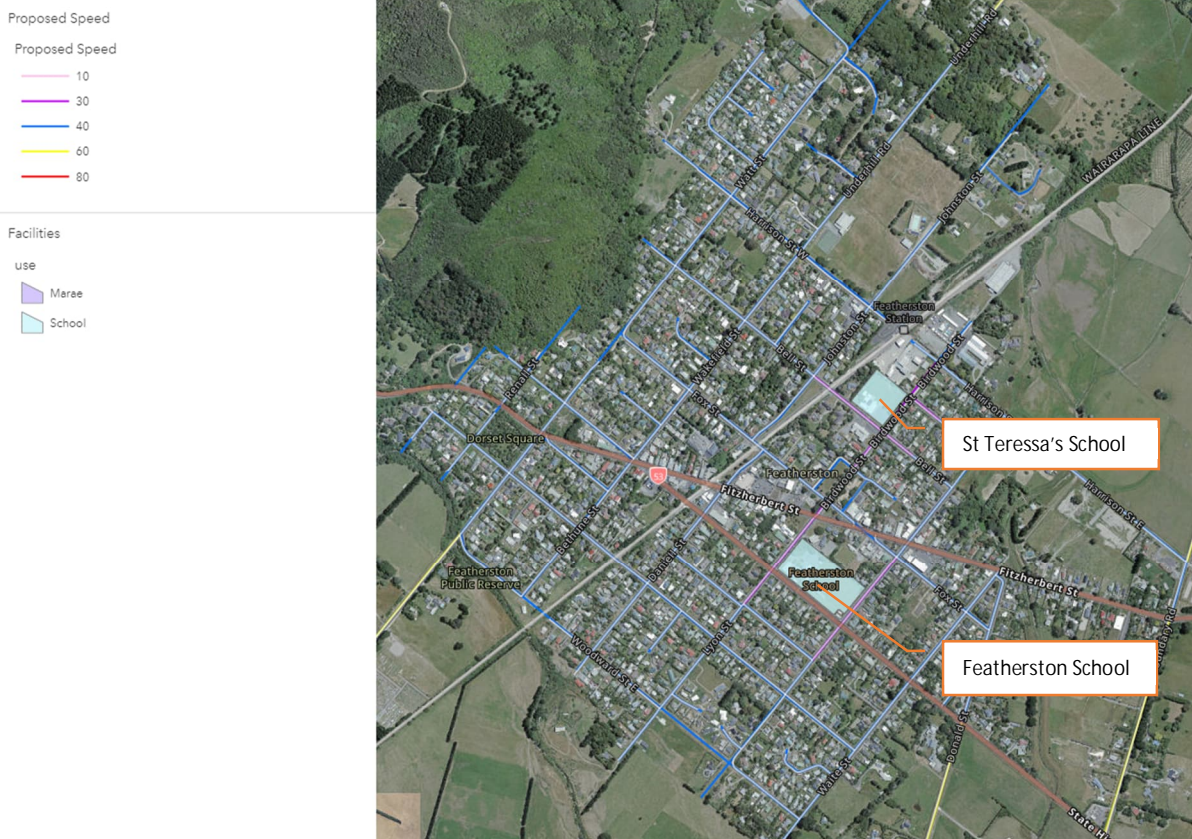


Figure 4.3: Featherston Township speed limit changes map

Table 4.5: Proposed permanent speed limits in Featherston Township

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Ataahua Place	50	40
Bell Street	50	40
Bethune Street	50	40
Birdwood Street	50	40
Boar Bush Gully Road	50	40
Boundary Road from SH53 to 100m northeast of SH53 intersection	100	60
Boundary Road from 100m northeast of SH53 intersection to Fitzherbert Street (SH2) intersection	70	60
Boundary Road from Fitzherbert Street (SH2) intersection to 65m northeast of Fitzherbert Street (SH2)	70	40
Boundary Road from 65m northeast of Fitzherbert Street (SH2) intersection to the north-eastern end	50	40
Brandon Street	50	40
Card Crescent	50	40
Churchill Crescent	50	40
Clifford Square	50	40
Colonel Place	50	40
Crawford Street	50	40
Daniell Street	50	40
Donald Street	50	40
Donald Street	50	60
Farrier Grove	50	40
Fox Street	50	40
Hardie Grove	50	40
Harrison Street East	50	40
Harrison Street West	50	40
Hart Street	50	40
Hayward Street	50	40
Hickson Street	50	40
Johnston Street	50	40
Kenward Crescent	50	40
Kereru Grove	50	40
Kowhai Grove	50	40
Ludlam Street	50	40
Lyon Street	50	40
McKerrow Place	50	40

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Moore Street	50	40
Renall Street	50	40
Revans Street	50	40
Skipage Grove	50	40
Tait Crescent	50	40
Titoki Grove	50	40
Totara Grove	50	40
Underhill Road from Harrison Street West to 740m northeast on Underhill Road	50	40
Underhill Road from 740m northeast on Underhill Road to 775m northeast on Underhill Road	100	40
Waite Street	50	40
Wakefield Street	50	40
Wallace Street	50	40
Wallace Street	50	40
Watt Street	50	40
Western Lake Road from Moore Street to 80m southwest of Moore Street	50	40
William Benton Street	50	40
Woodward Street East	50	40
Woodward Street West	50	40

Table 4.6: Proposed variable speed limits around schools in Featherston Township

School Name	Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
St Teresa's School	Bell Street from Johnston Street to 100m southeast of Birdwood Street	50	30
	Birdwood Street from Tait Crescent to Harrison Street East	50	30
	Hayward Street from Birdwood Street to 95m southwest of Birdwood Street	50	30
Featherston School	Lyon Street between Revans Street (SH53) and Fitzherbert Street (SH2)	50	30
	Wallace Street between Revans Street (SH53) and Fitzherbert Street (SH2)	50	30

4.4 Proposed speed limits in Martinborough Township

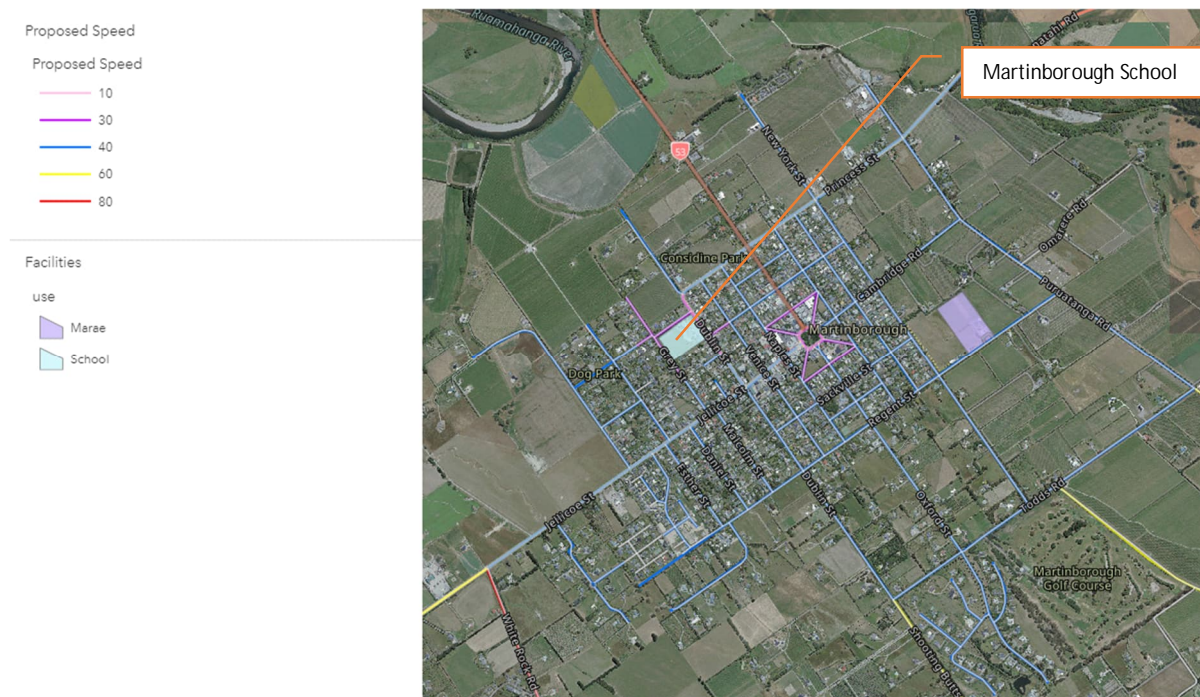


Figure 4.4: Speed limit changes in Martinborough Township

Table 4.7: Speed limit changes in Martinborough Township

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Barlow Road	50	40
Birdie Way	50	40
Broadway Street	50	40
Burgundy Drive	50	40
Cambridge Road	50	40
Campbell Drive	50	40
Cologne Street	50	40
Cork Street	50	30
Daniel Street	50	40
Dublin Street	50	40
Eagle Place	50	40
Esther Street	50	40
Fairway Drive	50	40
Ferry Road from Jellicoe Street to 70m northwest of Jellicoe Street	70	40
Ferry Road from 70m northwest of Jellicoe Street to the north-western end of Ferry Road	50	40
French Street	50	40
Greenaway Place	50	40

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Grey Street	50	40
Hawkins Drive	50	40
Hinekura Road	100	60
Huangarua Road	70	40
Jellicoe Street from Memorial Square to 30m southwest of Burgundy Drive	50	40
Jellicoe Street from 30m southwest of Burgundy Drive to 75m southwest of Campbell Drive	70	40
Jellicoe Street from 75m southwest of Campbell Drive to White Rock Road	100	40
Kansas Street	50	30
Malcolm Street	50	40
Memorial Square	50	30
Naples Street	50	40
Nelsons Road	70	40
New York Street from Princess Street to 25m southeast of Regent Street	50	40
New York Street from 25m southeast of Regent Street to Todds Road	100	40
New York Street West	50	40
Ohio Street	50	30
Oxford Street	50	40
Panama Street	50	40
Ponatahi Road from Nelsons Road to 105m northeast of Nelsons Road	70	40
Ponatahi Road from 105m northeast of Nelsons Road to 170m northeast of Johns Way	100	40
Princess Street from Vintners Lane to 50m northeast of New York Street West	50	40
Princess Street from 50m northeast of New York Street West to Huangarua Road	70	40
Puruatanga Road from Cambridge Road to 35m northeast of Regent Street	70	40
Puruatanga Road from 35m northeast of Regent Street to Todds Road	100	40
Radium Street	50	40
Regent Street from Puruatanga Road to 40m northeast of New York Street	100	40
Regent Street from 40m northeast of New York Street to 45m southwest of Burgundy Drivew	50	40
Roberts Street	50	40

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Sackville Street	50	40
Strasbourg Street	50	40
Suez Street	50	40
Syrah Lane	50	40
Texas Street	50	30
Todds Road from Dublin Street to 210m southwest of New York Street	50	40
Todds Road from 210m southwest of New York Street to Puruatanga Road	100	40
Tuscan Lane	50	40
Venice Street	50	40
Vintners Lane	50	40
Weld Street	50	40
Wilson Way	50	40

Table 4.8: Proposed variable speed limits around schools in Martinborough Township

School Name	Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Martinborough School	Dublin Street from Greenaway Place to Vintners Lane	50	30
	Grey Street from 230m northwest of Jellicoe Street to the north-western end of Grey Street	50	30
	Roberts Street between Dublin Street and Grey Street	50	30

4.5 Other areas

4.5.1 Carterton District



Figure 4.5: Speed limit changes in the other areas of Carterton District

Table 4.9: Proposed permanent speed limits in other areas of Carterton District

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Admiral Road	100	60
Admiral Station Road	100	60
Ahiaruhe Road	100	60
Ahiaruhe Settlement Road	100	60
Ahumahi Road	100	40
Andersons Line	100	60
Arcus Road	100	60
Barley Flat Road	100	60
Baylys Road	100	80
Beach Road	100	40
Belvedere Road	100	60
Belvedere Road	100	80
Bismark Road	100	60
Blakes Road	100	60
Borlase Road	100	60

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Brooklands Road	100	60
Brooklyn Road from 30m northwest of Lincoln Road to the north-eastern end of Brooklyn Road	100	80
Buchanan Road	100	60
Cameron Road	100	60
Carters Line	100	80
Chester Park Drive	100	60
Chester Road	100	80
Chester Road	100	60
Chester Road	100	60
Clifton Grove Road	100	60
Clifton Grove Road	100	60
Cobden Road	100	80
Cornwall Road	100	80
Cornwall Road	100	60
Craigie Lea Road	100	60
Dakins Road	100	60
Dalefield Road from 60m northwest of Lincoln Road to 150m southeast of Thomas Road	100	80
Dalefield Road from 150m southeast of Thomas Road to 125m northwest of Thomas Road	100	80
Dalefield Road from 125m northwest of Thomas Road to outside 750 Dalefield Road	100	80
Dalefield Road from outside 750 Dalefield Road to the end of Dalefield Road	100	60
Dorset Road	100	80
Driscoll Road	100	60
East Taratahi Road	100	80
Eringa Road	100	60
Fitzherbert Road	100	30
Flat Point Road	100	60
Foreman-Jury Road	100	60
Forest Glen	100	60
Francis Line	100	80
Gallon Road	100	60
Gertrude Street	50	40
Gladstone Braes	100	60
Gladstone Road	100	80
Glenburn Road	100	60

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Haringa Road	100	80
Hinau Gully Road	100	60
Hodders Road	100	80
Hoeke Road	100	60
Hughes Line from SH2 to East Taratahi Road	100	80
Hughes Line from East Taratahi Road to Cornwall Road	100	80
Hughes Line from Cornwall Road to the end of Hughes Line	100	60
Hururua Road	100	80
Jervois Road	100	80
Johnsons Road	100	80
Jordan Road	100	60
Kaiwhata Road	100	60
Kokotau Road	100	80
Longbush Road	100	80
Mahupuku Road	100	60
Mangatarere Valley Road from Chester Road to McLennans Road	100	80
Mangatarere Valley Road McLennans Road to the end of Mangatarere Valley Road	100	60
Mannings Road	100	60
Marshall Road	100	60
Matarawa Road	100	60
Maungahau Road	100	60
McLennans Road	100	60
Millars Road	100	80
Moffats Road	100	80
Moreton Road	100	80
Mt Holdsworth Road	100	60
Neiches Lane	100	60
Ngatawhai Road	100	60
Norfolk Road	100	60
Norman Avenue	100	40
Nunu Drive	100	40
Opuakaio Road	100	60
Pakihi Road	100	40
Para Road	100	80
Park Road	100	60
Parkers Road	100	60

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Perrys Road	100	60
Ponatahi Road	100	80
Puk Lane	100	60
Puketiro Road	100	60
Railway Road	100	80
Rayners Road	100	80
Reids Road	100	60
Richmond Road	100	60
Riddells Road	100	60
Riversdale Road	100	60
Rocky Hill Road	100	60
Ruakiwi Road	100	60
Short Road	100	60
Somerset Road	100	80
Taumata Island Road	100	60
Te Awa Awa Road	100	60
Te Kopi Road	100	60
Te Wharau Road from Te Whiti Road to Driscoll Road	100	80
Te Wharau Road from Driscoll Road to Flat Point Road	100	60
Te Whiti Road from Gladstone Road to 185m northeast of Waipoapoa Road	100	60
Te Whiti Road from 185m northeast of Waipoapoa Road to Tauweru River Bridge	100	80
Tea Creek Road	100	60
Thomas Road	100	80
Tiffin Road	100	60
Udys Road	100	60
Waihakeke Road from SH2 to Taumata Island Road	100	80
Waihakeke Road from Taumata Island Road to the southern end of Waihakeke Road	100	60
Waimana Road	100	60
Waingawa Road	100	60
Waiohine Gorge Road	100	80
Waipoapoa Road	100	60
Waitangi Road	100	80
Watersons Line	100	80
Westmere Road	100	60
Wiltons Road	100	60

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Woodlands Road	100	80

Table 4.10: Proposed speed limits around schools in other areas of Carterton District

School Name	Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Dalefield School	Dalefield Road from 150m southeast of Thomas Road to 125m northwest of Thomas Road	100	60
	Thomas Road from Dalefield Road to 210m northeast of Dalefield Road	100	60
	Watersons Line from Dalefield Road to 110m southwest of Dalefield Road	100	60
Gladstone School	Fitzherbert Road	100	30*
	Te Whiti Road	100	60*

Note: *indicates the speed limit is achieved through permanent speed limit.

4.5.2 South Wairarapa District



Figure 4.6: Speed limit changes in the other areas of South Wairarapa District

Table 4.11: Proposed permanent speed limits in other areas of South Wairarapa District

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Ahikouka Road	100	60
Algies Road	100	60
Ashbys Road	100	60
Backwater Road	100	60
Bartons Road	100	60
Battersea Road	100	80
Beach Road	100	60
Ben Avon Grove	100	60
Bicknells Road	100	60
Bidwills Cutting Road	100	80
Bidwills Road	100	60
Birch Hill Road	100	60
Blue Rock Road	100	60
Bucks Road	100	60
Bush Gully Road	100	60
Camp Road	100	60
Cannock Road	100	60

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Cape Palliser Road from Lake Ferry Road to 1.08km south of Te Miha Crescent	100	60
Cape Palliser Road from 1.08km south of Te Miha Crescent to 250m northwest of Tilson Avenue	100	80
Cape Palliser Road from 250m northwest of Tilson Avenue to 105m south of Seaview Avenue	50	30
Cape Palliser Road from 105m south of Seaview Avenue to the end of Cape Palliser Road	100	60
Cape River Road	100	60
Chishams Road	100	60
Clarkes Road	100	60
Clay Creek Road	100	60
Cross Creek Road	100	60
Cross Line	100	80
Cundys Road	100	60
Donald Street	100	60
Donalds Road	100	60
Dry River Road	100	60
Duddings Line	100	60
East West Access Road	100	80
Fabians Road	100	80
Fenwicks Line	100	60
Fraters Road	100	60
Georges Road	100	60
Glendhu Road	100	60
Glendryneoch Road	100	60
Glenmorven Road	100	60
Greens Road	100	60
Harris Road North	100	60
Haurangi Road	100	60
Hawke Street	100	60
Hecklers Road	100	60
Hemi Street	50	30
Hikawera Road	100	60
Hikunui Road	100	60
Hinekura Road from Todds Road to Te Muna Road	100	60
Hinekura Road from Te Muna Road to Cannock Road	100	80

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Hinekura Road from Cannock Road to Moeraki Road	100	60
Hodders Road	100	60
Humes Road	100	60
Humphries Street	100	80
Humphries Street	100	60
Judds Road	100	60
Kahutara Road from Lake Ferry Road to 250m west of Pukio West Road	100	80
Kahutara Road from 250 west of Pukio West Road to 160m northeast of Pukio West Road	100	60
Kahutara Road from 160m northeast of Pukio West Road to SH53 intersection	100	80
Kaiwaka Road	100	60
Kemptons Line from 70m southeast of Bidwillls Cutting Road to Cross Line	100	80
Kemptons Line from Cross Line to Fabians Road	100	60
Kumenga Road	100	60
Kuratawhiti Street from Mole Street to 185m southeast of Hawke Street	100	60
Kuratawhiti Street from 185m southeast of Hawke Street to the end of Kuratawhiti Street at Waiohine River.	100	60
Lagoon Hill Road	100	60
Lake Domain Road	100	60
Lake Ferry Road from White Rock Road to access of 239 Lake Ferry Road	100	60
Lake Ferry Road from access of 239 Lake Ferry Road to Kahutara Road	100	80
Lake Ferry Road from Kahutara Road to Pouawha Road	100	60
Lake Ferry Road from Pouawha Road to 640m southwest of Raho Ruru Road	100	60
Lake Ferry Road from 640m southwest of Raho Ruru Road to 230m southwest of McDougalls Road	70	60
Lake Ferry Road from 230m southwest of McDougalls Road to 2.34km southwest of Cape Palliser Road	100	60
Lake Ferry Road from 2.34km southwest of Cape Palliser Road to 2.48km southwest of Cape Palliser Road	100	30

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Lake Ferry Road from 2.48km southwest of Cape Palliser Road to the end of Lake Ferry Road	50	30
Longwood East Road	100	60
Mahaki Road	100	60
Mangatoetoe Grove	100	30
Maramaramau Road	100	60
Martins Road	100	60
Mclvors Road	100	60
Moeraki Road	100	60
Moiki Road	100	60
Moroa Road	100	60
Murphys Line	100	60
Ngakonui Road	100	60
No 1 Line	100	80
Ocean Beach Road	100	60
Oystershell Road	100	60
Pah Road	100	60
Pah Road outside Papawai Marae	100	30
Pahaoa Road	100	60
Pahautea Road from Buicks Road to Hikunui Road	100	60
Pahautea Road from Hikunui Road to Kahutara Road	100	80
Papatahi Road	100	60
Papawai Road	100	60
Parera Road	100	60
Paruwai Road	100	60
Pharazyns Road	100	60
Phillips Line	100	60
Pouawha Road	100	60
Pukio East Road	100	60
Pukio West Road	100	60
Raho Ruru Road	100	60
Range Road	100	60
Riverside Road	100	60
Ruakokoputuna Road	100	60
Seaview Avenue	50	30
Settlement Road	100	60
Shooting Butts Road	50	60

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Shooting Butts Road	100	60
South Featherston Road from SH2 intersection to SH53 intersection	100	60
South Featherston Road from SH53 intersection to Longwood East Road	50	40
South Featherston Road from Longwood East Road to 170m southwest of Longwood East Road	50	40
South Featherston Road from 170m southwest of Longwood East Road to Ashbys Road	100	60
South Soldiers Settlement Road	100	60
Southdown Drive	100	60
Summer Hill Road	100	60
Sutherland Drive	100	60
Te Awaiti Road	100	60
Te Hopai Road	100	60
Te Maire Road	100	80
Te Miha Crescent	100	30
Te Muna Road	100	60
Te Rata Road	100	60
Tilson Avenue	50	30
Tilsons Road	100	60
Tora Farm Settlement Road	100	60
Tora Road	100	60
Underhill Road	100	60
Viles Road	100	60
Wainuioru Road	100	60
Waiohine Valley Road	100	60
Wairio Road	100	60
Wards Line	100	80
Warrens Road	100	60
Western Lake Road from 80m southwest of Moore Street to the end of Western Lake Road at Ocean Beach	100	60
Whakarua Road	100	60
Whakatomotomo Road	100	60
Whangaimoana Beach Road	100	60
Wharekauhau Road	100	60
Whareroto Road	100	60
White Rock Road from Jellicoe Street to Tora Road	100	80

Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
White Rock Road from Tora Road to the end of White Road	100	60
Wilkie Street	100	60
Wood Street	100	60
Woodside Road	100	80
Woodside Road	100	60
Yeronga Road	100	60

Table 4.12: Proposed speed limits around schools in other areas of South Wairarapa District

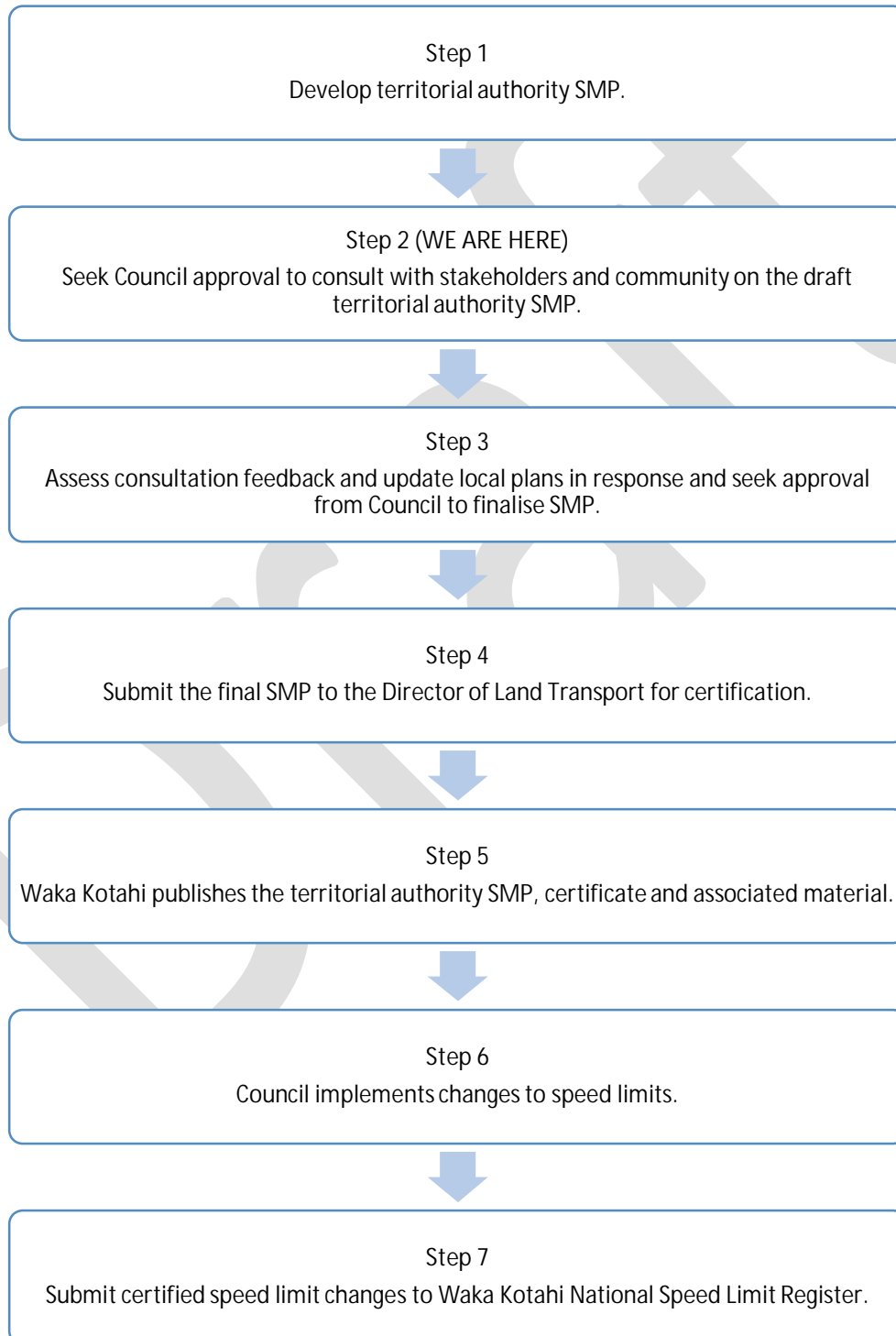
School Name	Road	Existing Speed Limits in NSLR (km/h)	Proposed Speed Limit (km/h)
Kahutara School	Kahutara Road from 250 west of Pukio West Road to 160m northeast of Pukio West Road	100	60*
	Pukio West Road	100	60*
Pirinoa School	Lake Ferry Road	70	60*
South Featherston School	South Featherston Road from Longwood East Road to 170m southwest of Longwood East Road	40	30

Note: *indicates the speed limit is achieved through permanent speed limit.

5 What's next

5.1 Next Steps

Steps to implement Carterton District Council and South Wairarapa District Council Interim Speed Management Plan (SMP) are detailed below following the Speed Management Guide: Road to Zero edition 2022. It is currently at Step 2, and the public will be engaged on the principles and priorities, and any speed concerns.



5.2 Public engagement and consultation

Changing a speed limit is a legal process that includes a formal consultation step. The public will be introduced to the plan to manage speeds on the local roads, including proposed speed limit changes, which will be developed and refined using the technical information and feedback gathered from the engagement. During this consultation stage, the public and stakeholders will provide their local knowledge and any additional information that should be taken into account and might have an impact on the final decision.

Once all consultation feedback has been considered and a decision will be made on whether or not to accept the proposed speed limit changes. Everyone who provided a submission will be updated on the outcome of the decision.

DRAFT

6 Applicability

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

Tonkin & Taylor Ltd
Environmental and Engineering Consultants

Report prepared by:

Report prepared by:

.....

.....

Shu Zhang
Transport Planner

Sam Wilkie
Senior Principal Transport Planner

Report reviewed by:

Authorised for Tonkin & Taylor Ltd by:

.....

.....

Alan Gregory
Principal Transport Planner

Chris Perks
Sector Director – Transport

05-Dec-22 \\ttgroup.local\corporate\Hamilton\Projects\1020397\WorkingMaterial\Draft CDC and SWDC Interim Speed Management Plan_v2.docx

Appendix A List of Schools in Carterton and South Wairarapa Districts

No.	School	Years	Urban/Rural	Area	Prioritisation Rating
1	St Mary's School	0-8	Urban	Carterton, Carterton District	High
2	South End School	0-8	Urban	Carterton, Carterton District	High
3	Kuranui College	9-15	Urban	Greytown, South Wairarapa	High
4	Pirinoa School	0-8	Rural	Pirinoa, South Wairarapa	High
5	Gladstone School	0-8	Rural	Gladstone, Carterton District	Medium-High
6	South Featherston School	0-8	Rural	Featherston, South Wairarapa	Medium-High
7	Kahutara School	0-8	Rural	Kahutara, South Wairarapa	Medium-High
8	Featherston School	0-8	Urban	Featherston, South Wairarapa	Medium
9	Martinborough School	0-8	Urban	Martinborough, South Wairarapa	Medium
10	Dalefield School	0-8	Rural	Carterton, Carterton District	Low-Medium
11	Carterton School	0-8	Urban	Carterton, Carterton District	Low-Medium
12	Ponatahi Christian School	7-13	Urban	Carterton, Carterton District	Low-Medium
13	Greytown School	0-8	Urban	Greytown, South Wairarapa	Low-Medium
14	St Teresa's School	0-8	Urban	Featherston, South Wairarapa	Low-Medium

Appendix B Review of Carterton and South Wairarapa District Crash History

A review of Crash Analysis System (CAS) for Carterton and South Wairarapa Districts during the past 10 years (2012-2021) shows on average eight to nine fatal and serious injury crashes occurred on local roads every year.

It is noted that crashes reported to CAS were attended by the Police and typically had a Traffic Crash Report (TCR) completed. These statistics may not cover all crashes occurred in the area, given higher underreporting rate on rural roads and in remote locations.

The analysis of the data for Fatal and Serious (F+S) Crashes which occurred in both districts during 2012-2022 is shown in Figure Appendix B.1 below. There were 20 fatal and 114 serious crashes that resulted in 21 deaths, 125 serious injuries, and 462 minor injuries.

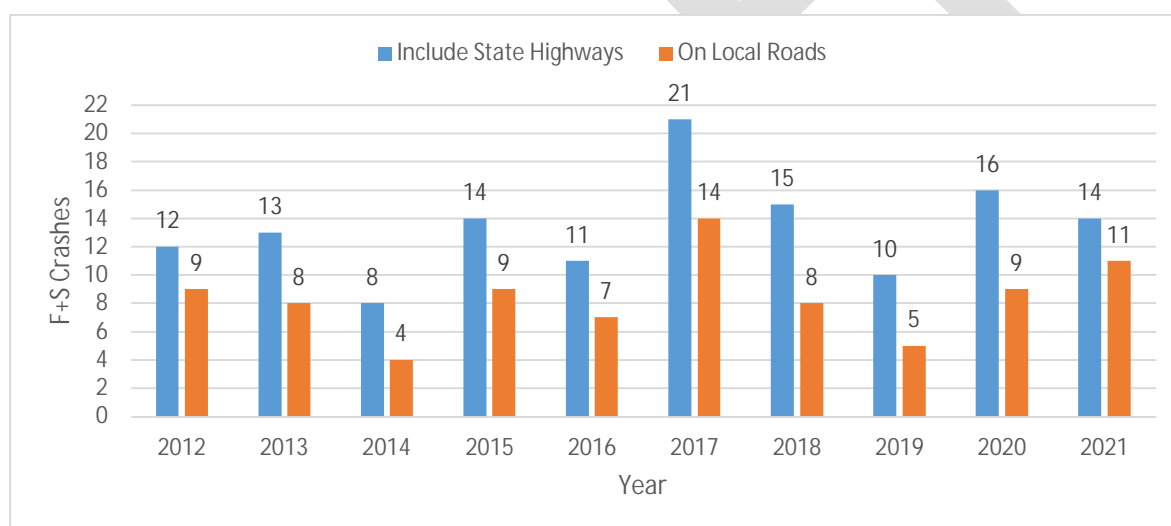


Figure Appendix B.1: Fatal and serious injury crashes by year in Carterton and South Wairarapa Districts 2012-2021

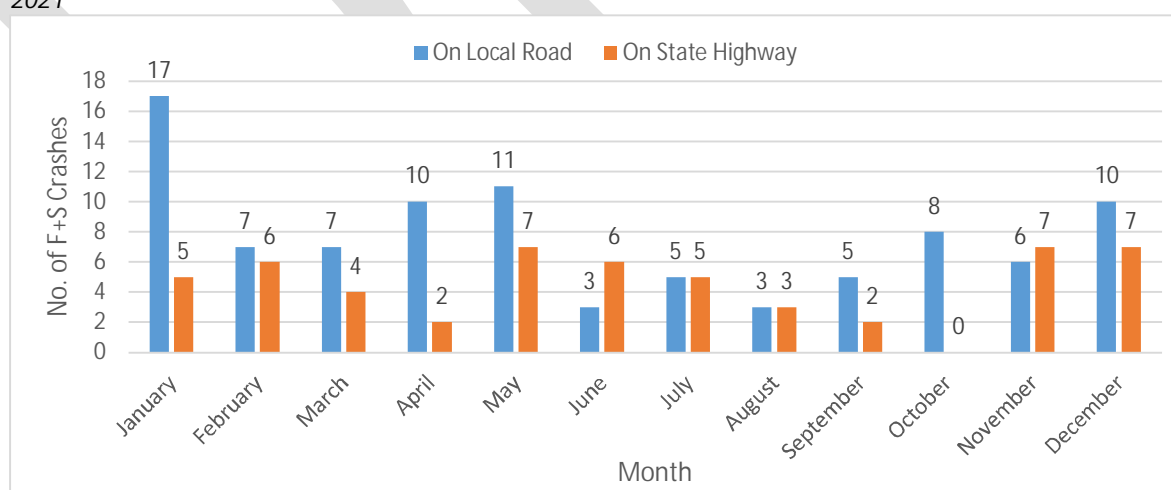


Figure Appendix B.2: Fatal and serious injury crashes by months in Carterton and South Wairarapa Districts 2012-2021

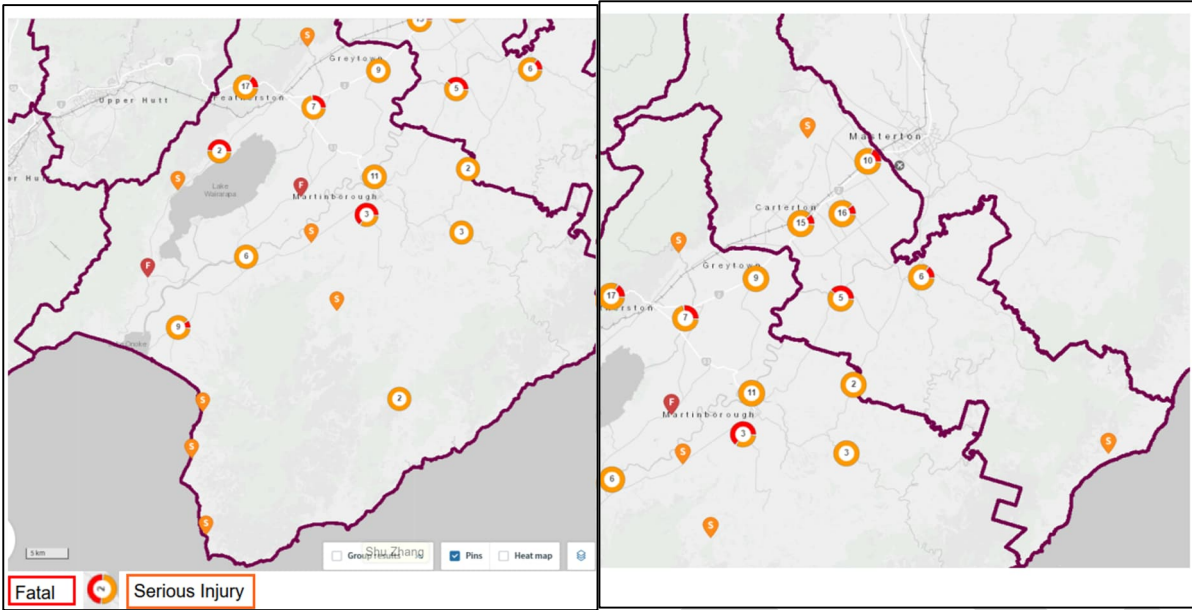


Figure Appendix B.3: Fatal and serious injury crashes in South Wairarapa District (Left) and Carterton District (Right) 2012-2021

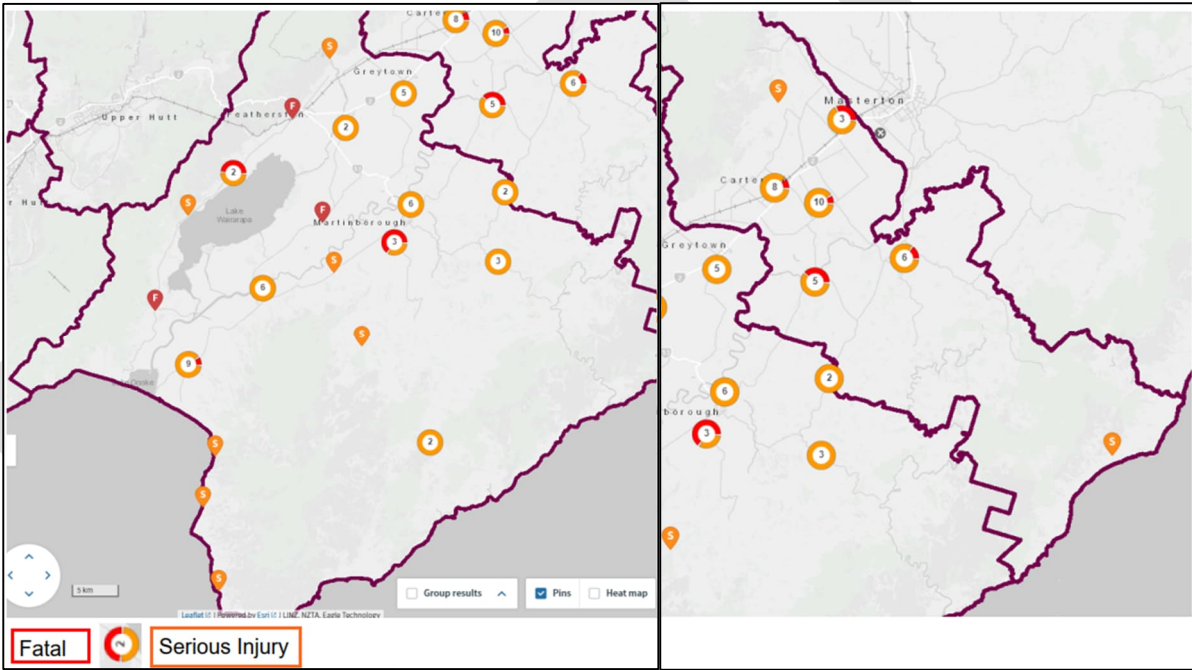


Figure Appendix B.4: Fatal and serious injury crashes in South Wairarapa District (Left) and Carterton District (Right) (excluding on State Highways) 2012-2021

The Top four contributing factors to fatal and serious injury crashes are shown in Appendix B Table 1.

Appendix B Table 1: Top four contributing factors to fatal and serious injury crashes in CDC and SWDC

Factors	Carterton and South Wairarapa Districts		New Zealand	
	Including SHs	Local Roads only	Including SHs	Local Roads only
Alcohol	28%	26%	33%	37%
Poor observation	27%	25%	30%	32%
Poor handling	26%	37%	27%	26%
Travel Speed	25%	29%	22%	23%

From Appendix B Table 1, the following findings are summarised:

- Travel speed in the two districts is higher than the national data.
- Travel speed is the second highest contributing factor to fatal and serious injury crashes on local roads in the two districts.

For Carterton and South Wairarapa Districts, the percentage of all crashes on local roads involving inappropriate speed¹⁷ has varied from 5% to 19% in the ten-year period of 2012-2021, as shown in Figure Appendix B.5. The total number of crashes recorded in the two districts were 1,345, of which 657 crashes occurred on roads administered by CDC and SWDC.

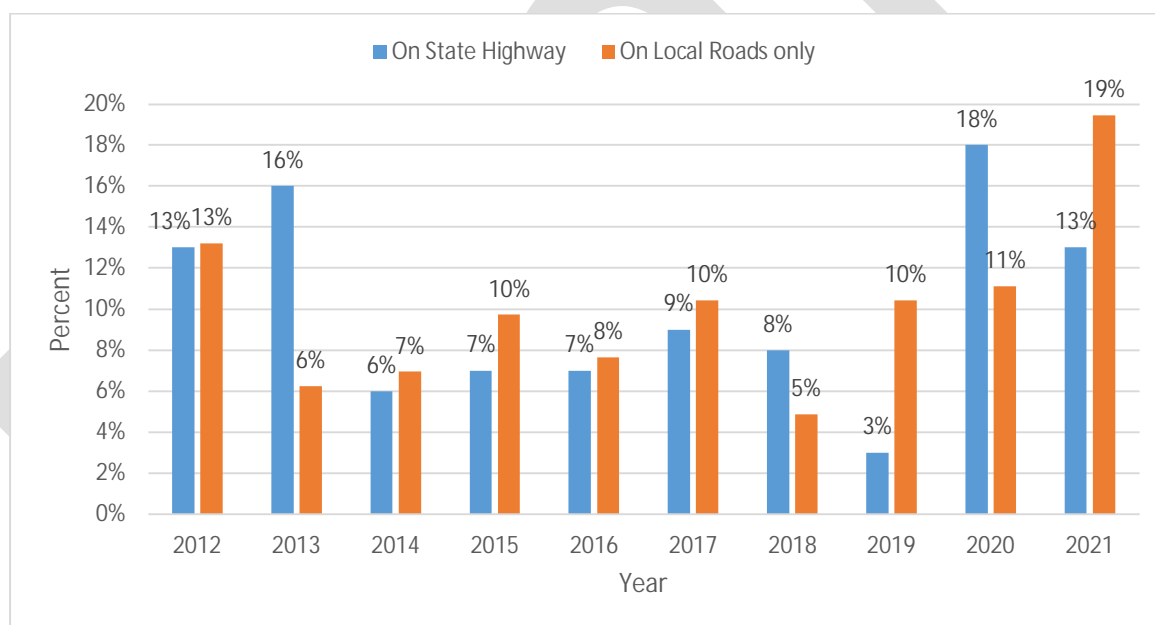


Figure Appendix B.5: Percentage of all crashes involving inappropriate speed in Carterton and South Wairarapa Districts, 2012-2021

¹⁷ CAS crash contributing cause factors codes used: 110-113; 115-119 and 518

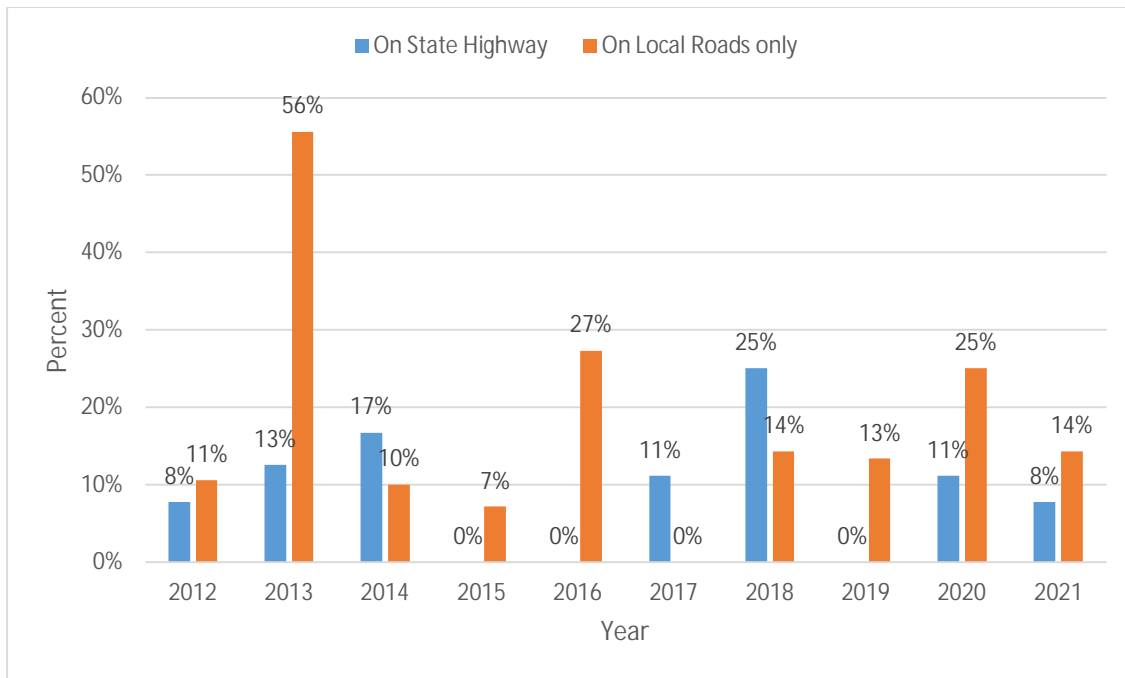


Figure Appendix B.6: Percentage of fatal and serious injury crashes involving inappropriate speed in Carterton and South Wairarapa Districts, 2012-2021

Figure Appendix B.6 shows that the percentage of fatal and serious injury crashes involving inappropriate speed occurring on local roads is much higher than those occurred on State Highways in eight of the ten years, with the highest of 56% on local roads in 2013.

Under the Road to Zero strategy, we can make a significant change in the number of death and serious injuries on our roads by implementing a good speed management programme. If drivers are driving at safe and appropriate speeds, the social costs will reduce considerably through possible lives saved and the reduction in the number of people who suffer from road trauma. Appendix B Table 2 shows other factors for the crashes involving inappropriate speed between 2012 and 2021, in Carterton and South Wairarapa Districts.

Appendix B Table 2: Other factors for the crashes involving inappropriate speed in Carterton and South Wairarapa Districts

Crashes involving inappropriate speed	Carterton and South Wairarapa Districts	
	On State Highways	Local Roads Only
Occurred on open roads	34%	49%
Occurred during night	13%	25%
Occurred at intersections	9%	15%

A clear relationship between crashes and inappropriate speed has been shown, in particular on our local roads where speed limits are currently higher than the SAAS.

B1 Crashes in Carterton, Greytown, Martinborough and Featherston

Similarly, the CAS database has been used to understand the reported crash history in the four urban areas in both districts (Carterton, Greytown, Martinborough and Featherston) over the 10-year period (2012-2021).

The analysis of the data for the reported fatal and serious injury crashes in the four areas during the 10-year period reveals:

- There have been 502 crashes in total, of which three are fatal crashes, 30 serious injury crashes, 122 minor injury crashes, and 347 non-injury crashes.
- The crashes resulted in 3 deaths, 33 serious injuries and 158 minor injuries.

The detailed number of fatal and serious injury crashes by year between 2012 and 2021 are illustrated in Figure Appendix B.7.

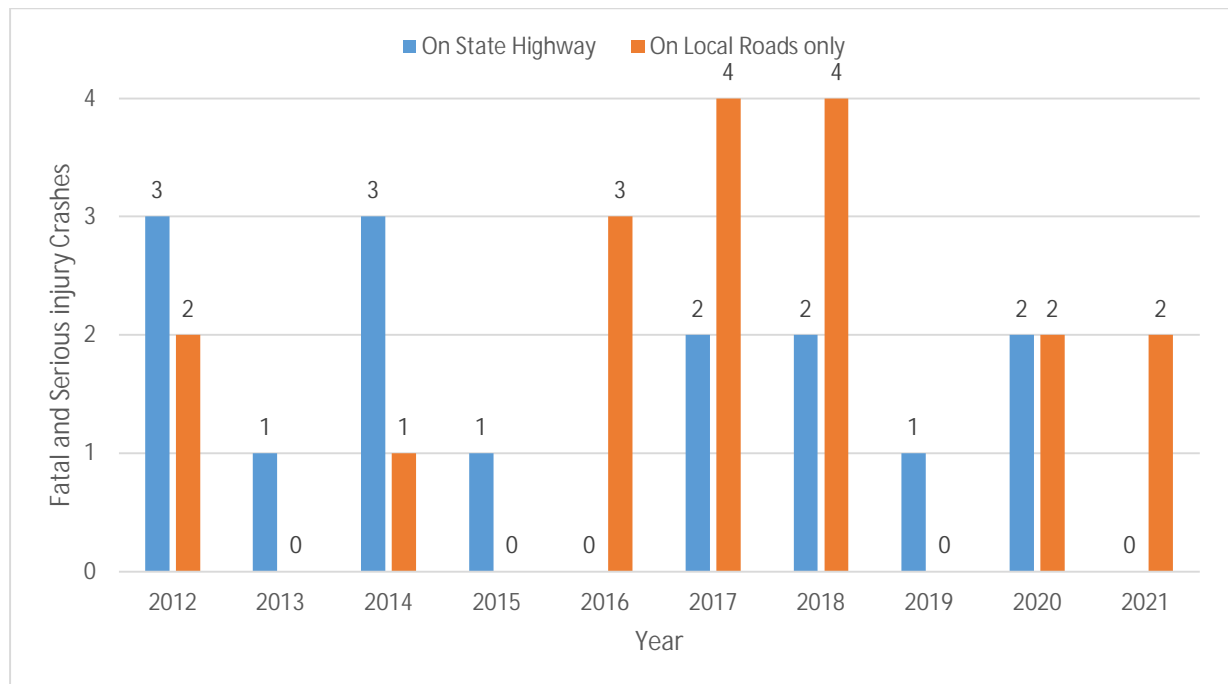


Figure Appendix B.7: Fatal and serious injury crashes by year in Carterton, Greytown, Martinborough and Featherston, 2012-2021

Figure Appendix B.7 shows that in recent six years (2016-2021), more fatal and serious injury crashes occurred on local roads than on state highways.

Figure Appendix B.8 shows the distribution of fatal and serious injury crashes in the four major urban areas. 17 crashes occurred on urban roads and 16 crashes occurred on rural roads in the areas.

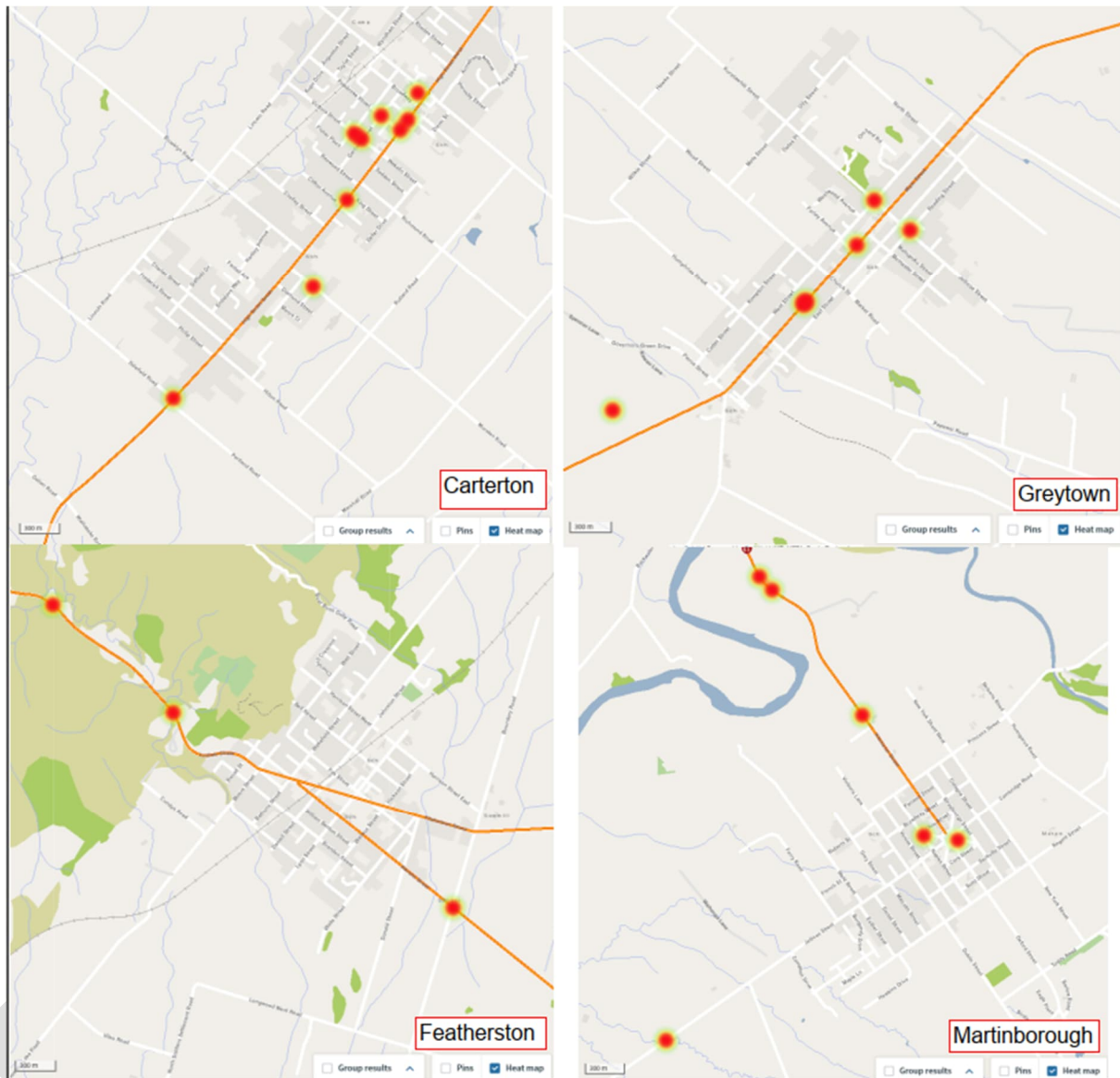


Figure Appendix B.8: Heatmap showing fatal and serious injury crashes within four urban areas in Carterton and South Wairarapa Districts, 2012-2021

Travel speed is among the top three contributing factors¹⁸ to fatal and serious injury crashes in these areas and these are:

- Alcohol: 10 crashes, 30%
- Poor observation: 10 crashes 30%
- Travel speed: eight crashes, 24%

The Figure Appendix B.9 shows all crashes involving inappropriate speed in the four areas. Detailed reviews of the crashes are in Appendix B1.1 to B1.4.

¹⁸ Note: one crash often has multiple contributing factors.

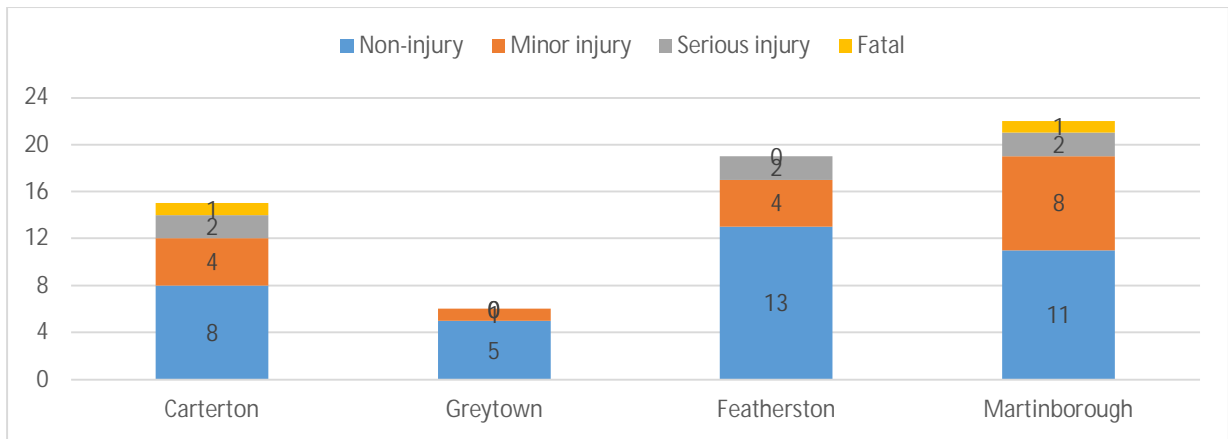


Figure Appendix B.9: Crashes involving inappropriate speed in four urban areas in Carterton and South Wairarapa Districts

B1.1 Carterton Township Crash Review

Carterton township is in Carterton District, approximately 15km southwest of Masterton in Masterton District or 9km northeast of Greytown in South Wairarapa District.

In Carterton township and the immediate area, 15 crashes have been recorded over the 10-year period involved travel speed as a contributing factor. Locations of these crashes are provided in Figure Appendix B.10 and details of fatal and serious injury crashes involving inappropriate speed are provided in Appendix B Table 3.

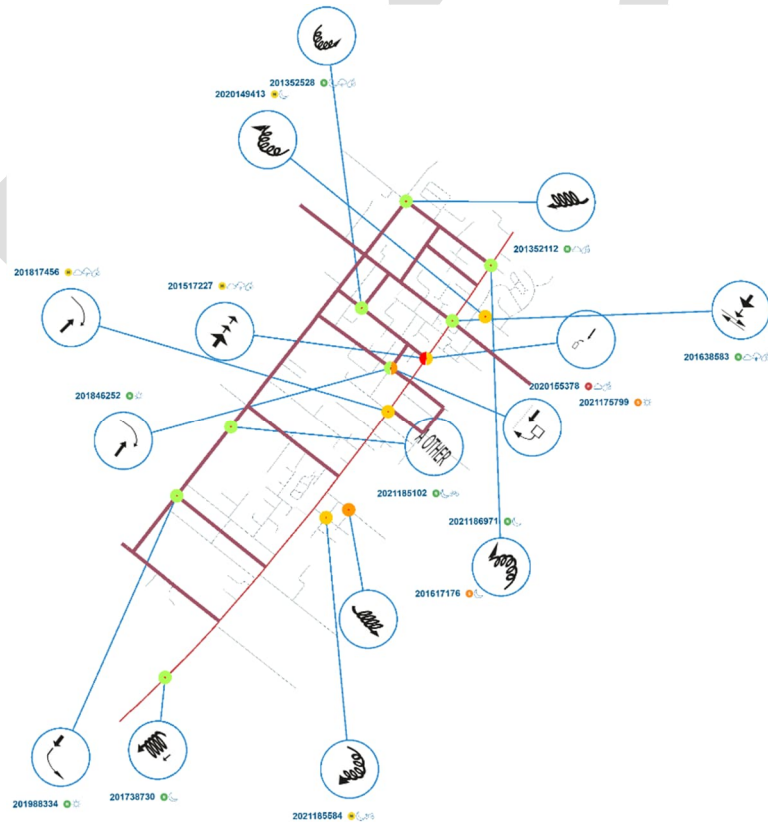


Figure Appendix B.10: Collision diagram of crashes involving inappropriate speed in Carterton township and its vicinity, 2012-2021

Appendix B Table 3: Summary of fatal and serious injury crashes involving inappropriate speed for Carterton township, 2012-2021

Location	Code	Severity	Date and Time	Speed Limit	Description
Moreton Road	201617176	Serious	04/11/2016 Friday 1:27	50km/h	Driver driving west along Moreton Road. Vehicle has veered to the left hitting a tree on the side of the road
Victoria Street	2021175799	Serious	08/01/2021 Friday 15:02		Driver intended to turn right onto Garrison Street but veered left and then turned right. The driver collided with a car travelling west on Victoria Street.

In addition to the three fatal and serious injury crashes listed in Appendix B Table 3, there were 12 minor-injury and non-injury crashes involving inappropriate speed occurred within the ten-year period. One of the 12 crashes involved cyclist and none of the crashes involved pedestrians.

B1.2 Greytown Township Crash Review

Greytown is located in South Wairarapa District, approximately 9km southwest of Greytown in Carterton District.

Over the ten-year period 2012-2021, there were 94 reported crashes in the Greytown township area with the majority (68 crashes) happened along State Highway 2. These crashes resulted in one fatality, ten serious injuries and 47 minor injuries.

In Greytown township and the immediate area, six crashes have been recorded over the 10-year period involving travel speed as a contributing factor. None of these crashes involving inappropriate speed in Greytown were fatal or serious injury. None of the six crashes involved pedestrians or cyclists. Locations of these crashes are provided in Figure Appendix B.11.

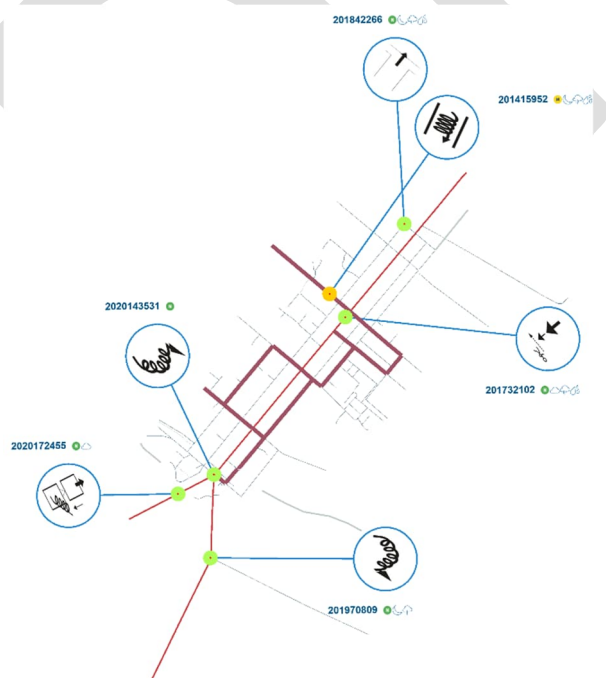


Figure Appendix B.11: Collision diagram for crashes involving inappropriate speed in Greytown township and its vicinity, 2012-2021

B1.3 Featherston Township Crash Review

Featherston township is in South Wairarapa District, approximately 13km southwest of Greytown or 18km northwest of Martinborough in South Wairarapa District.

Over the ten-year period 2012-2021, there were 123 reported crashes in the Featherston township area with more crashes (71 crashes) occurred along State Highway 2 and State Highway 53. These crashes resulted in one fatality, three serious injuries and 30 minor injuries.

In Featherston township and the immediate area, 19 crashes have been recorded over the 10-year period involving travel speed as a contributing factor. None of these crashes involving inappropriate speed in Featherston were fatal but two crashes were serious injuries. None of the 19 crashes involved pedestrians but one of the crashes involved a cyclist. Locations of these crashes are provided in Figure Appendix B.12. Two serious crashes involving inappropriate speed occurred on State Highway 2 and no fatal or serious crashes involving inappropriate speed occurred on local roads in Featherston township.

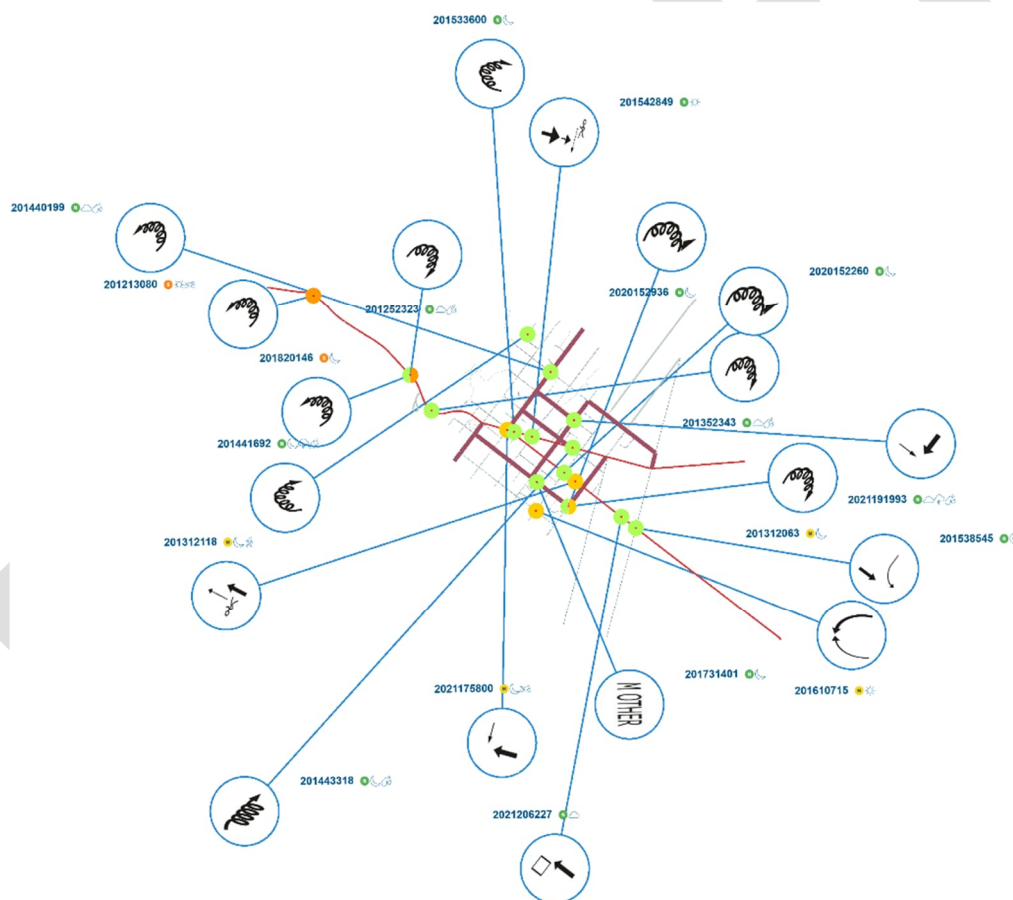


Figure Appendix B.12: Collision diagram for crashes involving inappropriate speed in Featherston township and its vicinity, 2012-2021

B1.4 Martinborough Township Crash Review

Martinborough township is in South Wairarapa District, approximately 20km south of Greytown or 18km southeast of Featherston in South Wairarapa District.

Over the ten-year period 2012-2021, there were 107 reported crashes in the Martinborough township area with more crashes (73 crashes) occurred on local roads. These crashes resulted in one fatality, 12 serious injuries and 48 minor injuries.

In Martinborough township and the immediate area, 22 crashes have been recorded over the 10-year period involving travel speed as a contributing factor. One of these crashes involving inappropriate speed were fatal and two crashes were serious injuries. None of the 22 crashes involved pedestrians or cyclists. Locations of these crashes are provided in Figure Appendix B.13 and details of fatal and serious injury crashes involving inappropriate speed are provided in Appendix B Table 4.

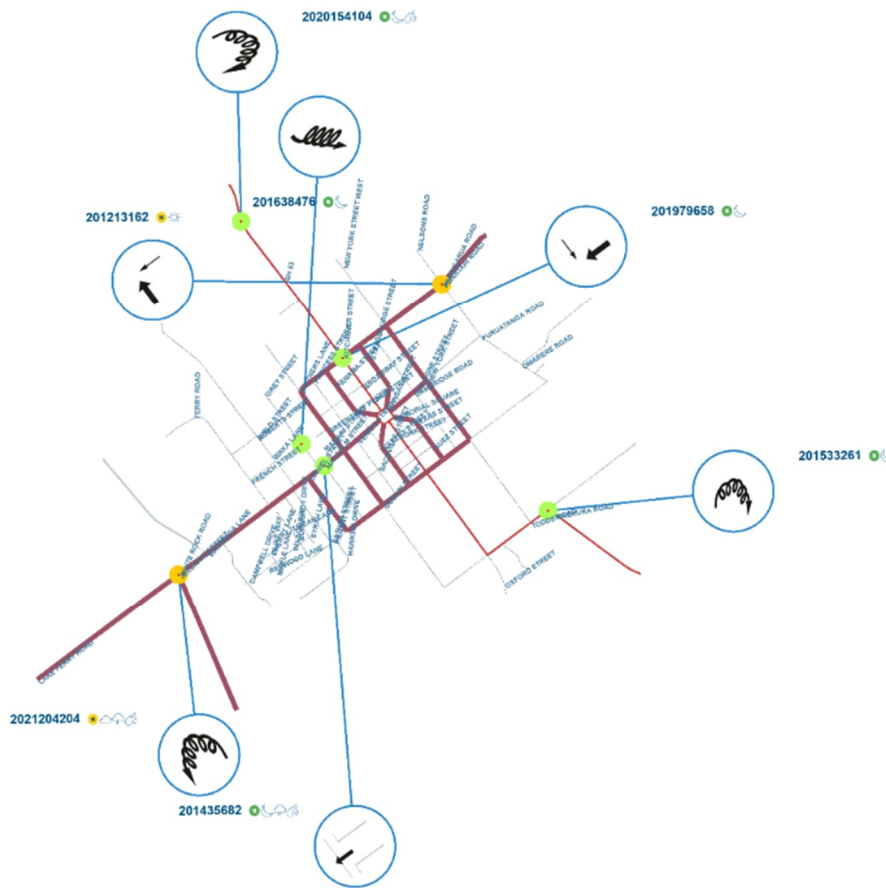


Figure Appendix B.13: Collision diagram for crashes involving inappropriate speed in Martinborough township and its vicinity, 2012-2021

Appendix B Table 4: Summary of fatal and serious injury crashes involving inappropriate speed for Martinborough township, 2012-2021

Location	Code	Severity	Date and Time	Speed Limit	Description
Ponatahi Road	201414055	Serious	14/07/2014 Monday 17:15	100km/h	Vehicle lost control after a possible tyre blowout. Vehicle crossed the centreline, hit a bank and rolled once.
Shooting Butts Road	201600219	Fatal	29/09/2016 Thursday 7:00		A vehicle failed to remain on the gravel surface and collided with deep culvert with no seat belt fastened.
Fraters Road	2021176303	Serious	10/01/2021 Sunday 7:45		The driver entered a corner too fast and veered off onto the grass verge.

B1.5 Crashes on other roads

In Carterton and South Wairarapa Districts, MegaMaps shows approximately 32% of the roads (urban and rural) are unsealed. 44% of the rural roads in the two districts are unsealed.

Gravel, or other unsecured material can move if braking suddenly and a lot of crashes happen from vehicles losing traction and sliding off the roads at speed¹⁹.

CAS database has been used to understand the reported crash history in the rural area of Carterton and South Wairarapa Districts over the 10-year period (2012-2021).

The analysis of the data for the reported fatal and serious injury crashes in the rural areas during the 10-year period reveals:

- There have been 907 crashes in total, of which 19 fatal crashes, 95 serious injury crashes, 240 minor injury crashes, and 553 non-injury crashes.
- The crashes resulted in 20 deaths, 103 serious injuries and 336 minor injuries.

The detailed number of fatal and serious injury crashes by year between 2012 and 2021 are illustrated in Figure Appendix B.14.

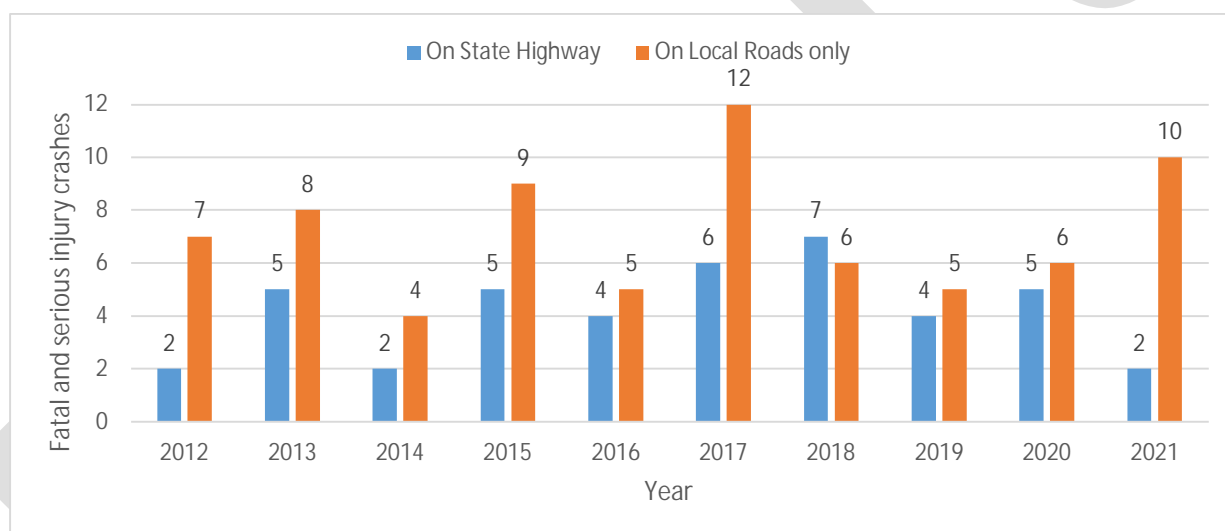


Figure Appendix B.14: Fatal and serious injury crashes by year on roads with maximum speeds of 100km/h 2012-2021

Figure Appendix B.14 shows that in the 10-year period, there were more fatal and serious injury crashes occurred on local roads than on state highway in Carterton and South Wairarapa Districts. Figure Appendix B.15 shows the distribution of fatal and serious injury crashes on open roads of the two districts.

¹⁹ Paraphrased from Department of Conservation: <https://www.doc.govt.nz/parks-and-recreation/things-to-do/scenic-driving/tips-for-driving-on-unsealed-roads/>

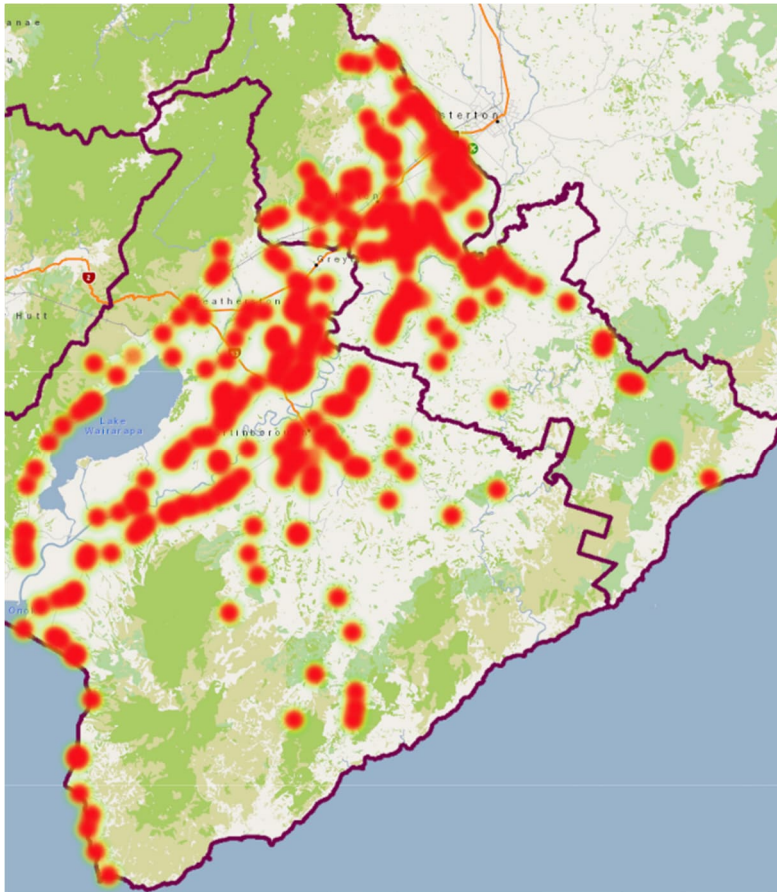


Figure Appendix B.15: Heatmap showing fatal and serious injury crashes on open roads administered by CDC and SWDC, 2012-2021

Travel speed is among the top three contributing factors²⁰ to fatal and serious injury crashes in these areas and these are:

- Poor handling: 33 fatal and serious injury crashes, 29%
- Travel speed: 31 fatal and serious injury crashes, 27%
- Alcohol: 31 fatal and serious injury crashes, 27%
- Poor observation: 31 fatal and serious injury crashes, 27%

B1.6 Crashes related to schools

Carterton and South Wairarapa Districts have a total of 14 schools as listed in Appendix A, of which five are rural schools. As on 1 July 2021, the 14 schools have enrolled 2,678 students²¹. National statistics indicate that an average of 13% of children would walk and or cycle to school unattended. If Carterton and South Wairarapa Districts were representative of the national average, of these students 348 would walk and or cycle to school unattended.

²⁰ Note: one crash often has multiple contributing factors.

²¹ Source: Education Counts: South Wairarapa District: <https://www.educationcounts.govt.nz/know-your-region/territorial-authority/student-population/year?district=50®ion=9>
Carterton District: <https://www.educationcounts.govt.nz/know-your-region/territorial-authority/student-population/year?district=49®ion=>

A total of four crashes occurred within the immediate 100m buffer area of schools in the two districts over the 10-year period. One of them was a serious injury crash and the other three were minor injury crashes. Although none of the crashes recorded involved inappropriate speed and none of these occurred during school time, there were high number of crashes that happened in the vicinity of schools where the posted speed limit is above 30km/h for urban schools and 60km/h for rural schools.

Two crashes occurred on local roads within 100m buffer area of schools in the two districts, as summarised in Appendix B Table 5.

Appendix B Table 5: Crashes occurred on local roads within 100m buffer area of schools in Carterton and South Wairarapa

Crash ID	Crash road	Date	Time	Injuries	Urban or open road	Surface	Natural Light	Weather	Description
201812272	Lyon Street	Sat, 20/03/2018	0:30	1 minor	Urban	Dry	Dark	Fine	Driver spun onto a raised island and hit a give-way sign.
201978414	Te Whiti Road	Mon, 18/11/2019	17:40	1 serious	Open	Dry	Bright sun	Fine	A wheel on the back of a tractor fell off and impacted with a cyclist.

Appendix C Existing speed limits

The National Speed Limit Register shows that the existing speed limits are 100km/h outside the main four urban areas: Carterton, Greytown, Featherston and Martinborough, as shown in Figure Appendix C.1.

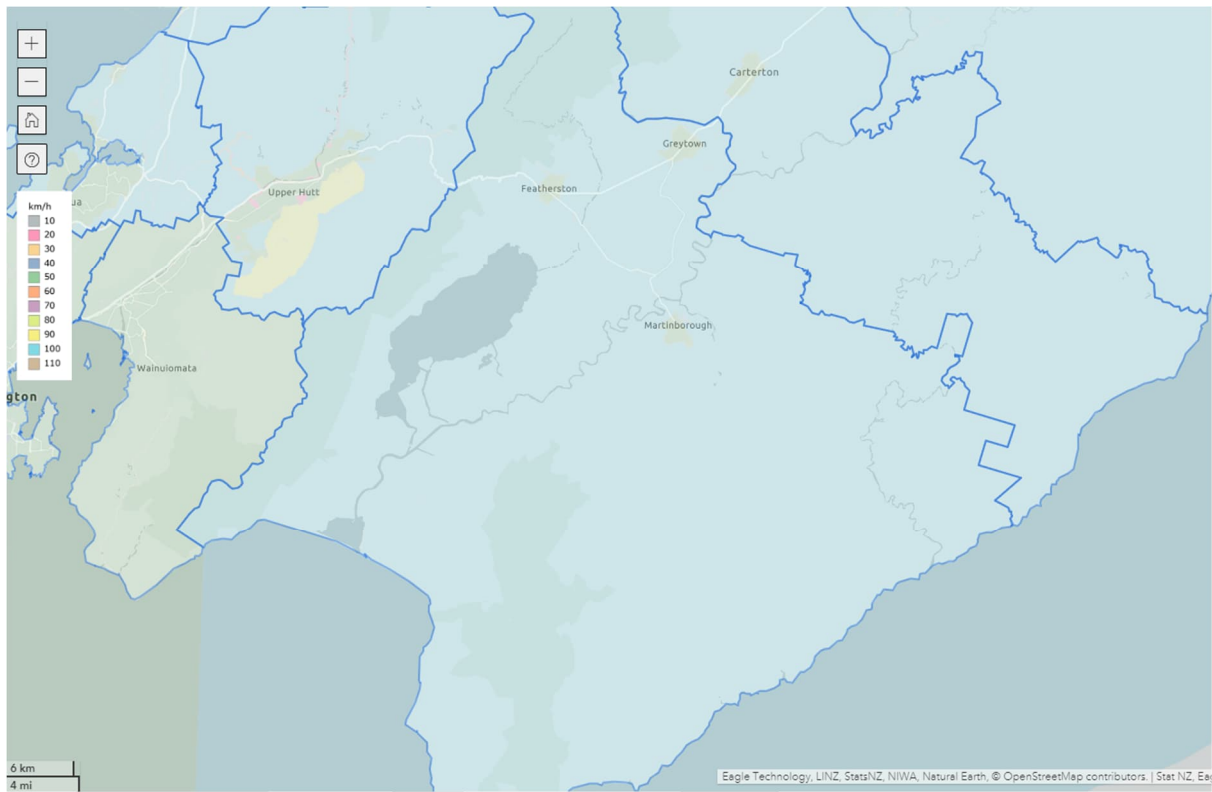


Figure Appendix C.1: Existing speed limits in Carterton District and South Wairarapa District

The posted speed limit in the urban area of the township is shown in Figure Appendix C.2.

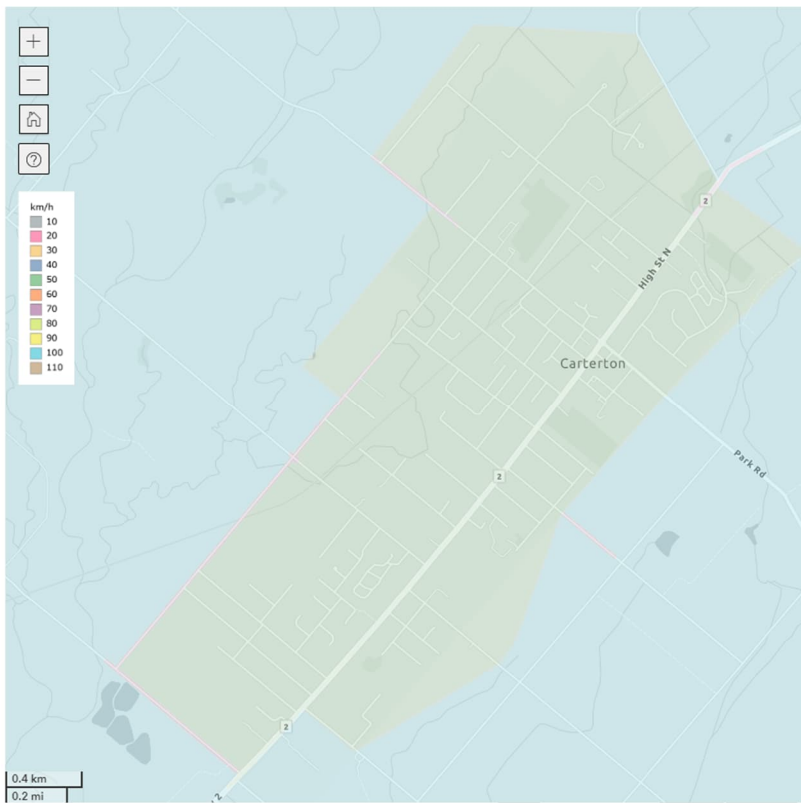


Figure Appendix C.2: Posted speed limit in NSLR for Carterton township

The posted speed limit in the urban area of the township is shown in Figure Appendix C.3.

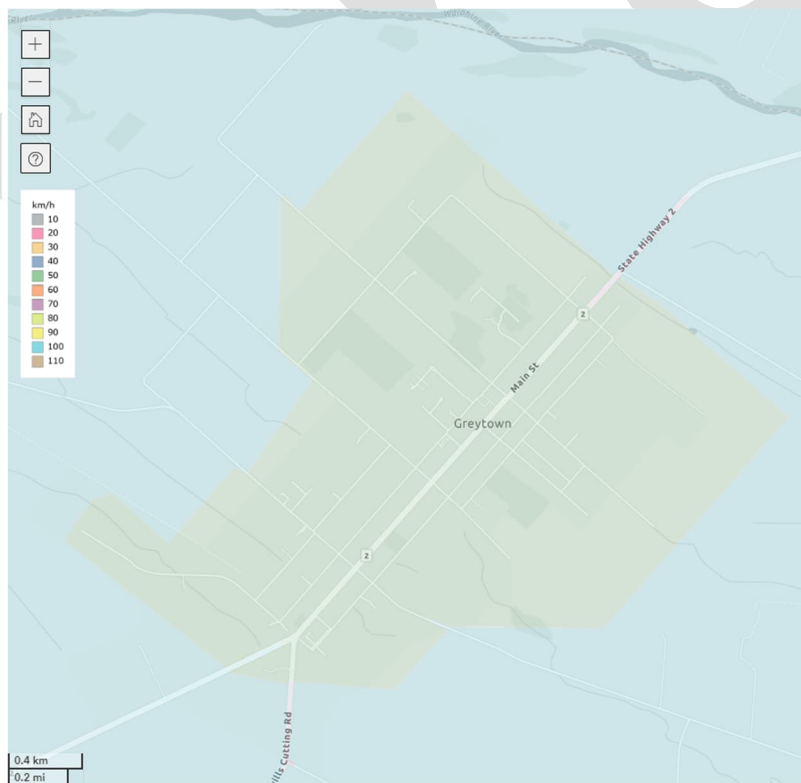


Figure Appendix C.3: Posted speed limit in NSLR for Greytown township

The posted speed limit in the urban area of the township is shown in Figure Appendix C.4.

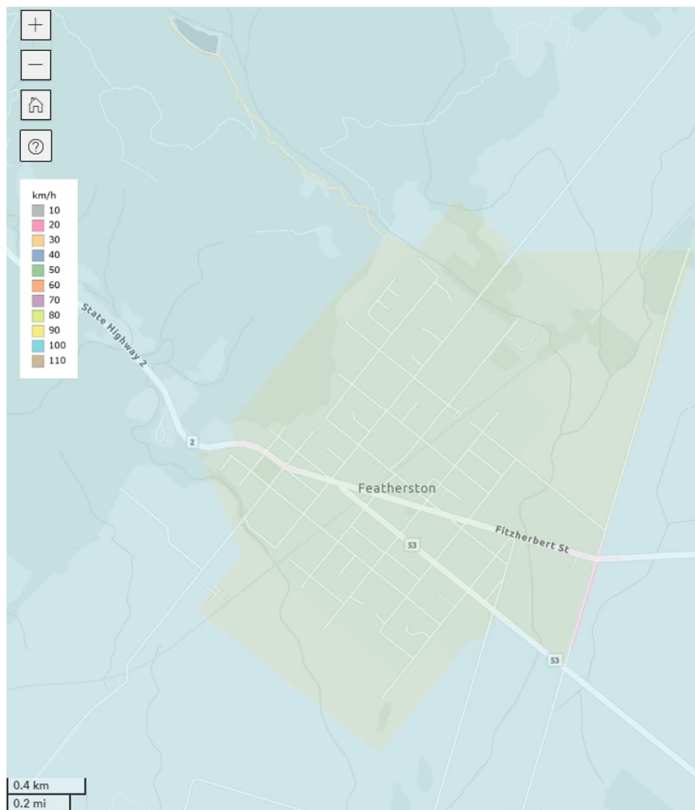


Figure Appendix C.4: Posted speed limit in NSLR for Featherston township

The posted speed limit in the urban area of the township is shown in Figure Appendix C.5.



Figure Appendix C.5: Posted speed limit in NSLR for Martinborough township

Appendix D Safe and appropriate speed limits criteria

The setting of safe and appropriate speed limits involves integrating and aligning the One Network Framework street categories with safe and appropriate speed limit ranges and using the following criteria as advised in the Speed Management Guide: Road to Zero Edition 2022, as shown in Figure Appendix D.1 to Figure Appendix D.4.

Draft

ONF street category	Safe and appropriate speed limit 10km/h	Safe and appropriate speed limit 20km/h	Safe and appropriate speed limit 30km/h	Safe and appropriate speed limit 40km/h	Safe and appropriate speed limit 50km/h	Safe and appropriate speed limit 60km/h
Civic spaces	SAAS is 10 km/h unless the criterion is satisfied for a higher SAAS	Criterion <ul style="list-style-type: none"> Not a fully mixed environment, with some street space allocated for different users such as footpath separate from vehicle lane 				
Local street			SAAS is 30km/h			
Activity streets, main streets, city hubs			SAAS is 30km/h unless the criterion is satisfied for a higher SAAS	Criterion <ul style="list-style-type: none"> On-street cycle lane or separated cycling facility provided Desirable or future characteristics <ul style="list-style-type: none"> All walking and cycling crossings along the corridor designed to achieve an operating speed of no more than 30km/h 		

Figure Appendix D.1: Criteria for safe and appropriate speed limits – civic spaces, local streets, activity streets, main streets and city hubs

ONF street category	Safe and appropriate speed limit 40km/h	Safe and appropriate speed limit 50km/h	Safe and appropriate speed limit 60km/h
Urban connectors	SAAS is 40km/h unless criteria are satisfied for a higher SAAS	<p>Criteria</p> <p>Continuous formed footpath provided on at least one side of the road and either:</p> <ul style="list-style-type: none"> • is median divided, and • land use is not residential <p>OR:</p> <ul style="list-style-type: none"> • land use is controlled access <p>OR:</p> <ul style="list-style-type: none"> • is median divided or multi-lane undivided, and • AADT > 12,000 vpd (per carriageway for divided streets), and • on-street cycle lane is provided <p>OR:</p> <ul style="list-style-type: none"> • Separated cycling facility is provided. <p>Desirable characteristics</p> <ul style="list-style-type: none"> • Formal crossing facilities for pedestrians at all major intersections, and • All walking and cycling crossings along the corridor designed to achieve operating speeds of no more than 30km/h. 	<p>Criteria</p> <p>Continuous formed footpath provided on at least one side of the road and:</p> <ul style="list-style-type: none"> • is median divided, and • land use is not residential, and • separated cycling facility is provided, and • on-street parking is prohibited. <p>Desirable characteristics</p> <ul style="list-style-type: none"> • Formal crossing facilities for pedestrians at all major intersections, and • All walking and cycling crossings along the corridor designed to achieve operating speeds of no more than 30km/h.
Transit corridors	Safe and appropriate speed limit 60km/h	Safe and appropriate speed limit 80km/h	<p>Safe and appropriate speed limit 100km/h</p> <p>Criteria</p> <p>Road is:</p> <ul style="list-style-type: none"> • median divided, and • land use is 'no access' or 'controlled access', and • alignment is straight or curved, and • right-turn movements across opposing lanes are not permitted except at roundabouts. <p>Desirable Characteristics</p> <ul style="list-style-type: none"> • A fully separated cycling along or adjacent to the corridor.

Figure Appendix D.2: Criteria for safe and appropriate speed limits – urban connectors and transit corridors

ONF street category	Safe and appropriate speed limit 40km/h	Safe and appropriate speed limit 50km/h	Safe and appropriate speed limit 60km/h	Safe and appropriate speed limit 80km/h
Stopping place	<p>Criteria</p> <ul style="list-style-type: none"> No formal off-road parking provided (roadside parking occurs), and pedestrians are expected on the roadside or crossing the road. 		<p>SAAS is 60km/h unless criteria are satisfied for a higher or lower SAAS</p> <p>NoteOTE: SAAS must be no higher than the adjacent sections of rural road; for instance, if criteria are met for a SAAS of 80km/h but the SAAS of adjacent road sections either side of the Stopping Place are 60km/h, then the SAAS of the Stopping Place would also be 60km/h.</p>	<p>Criteria</p> <ul style="list-style-type: none"> All parking is provided off road and is physically separated from traffic lanes, and Parking area is accessed via appropriate turning facilities on the main road (for example, a right-turn bay). <p>Desired characteristics</p> <ul style="list-style-type: none"> All walking and cycling crossings along the corridor designed to achieve an operating speed of no more than 30km/h
Peri-urban roads		<p>Criteria</p> <ul style="list-style-type: none"> Land use is not rural (that is, adjacent land use is transitioning to urban and has an access density of 10/km or more). <p>Desired characteristics</p> <ul style="list-style-type: none"> Continuous formed footpath provided on at least one side of the road. 	<p>SAAS is 60km/h unless criteria are satisfied for a higher or lower SAAS</p>	<p>Criteria</p> <p>Is sealed, has a marked centreline and:</p> <ul style="list-style-type: none"> alignment is straight, and carriageway width is 7.6m or more <p>OR:</p> <ul style="list-style-type: none"> alignment is curved, and carriageway width is 8.5m or more. <p>Desirable characteristics</p> <ul style="list-style-type: none"> Has some form of edge delineation such as edgeline pavement markings and/or edge marker posts.
Rural roads			<p>SAAS is 60km/h unless criteria are satisfied for a higher SAAS</p>	<p>Criteria</p> <p>Is sealed, has a marked centreline and:</p> <ul style="list-style-type: none"> is multilane undivided <p>OR:</p> <ul style="list-style-type: none"> alignment is straight <p>OR:</p> <ul style="list-style-type: none"> alignment is curved, and land use is remote rural or no access <p>OR:</p> <ul style="list-style-type: none"> alignment is curved, and land use is rural residential, and carriageway width is 8.5m or more <p>OR:</p> <ul style="list-style-type: none"> alignment is curved, and land use is rural residential, and AADT is less than 6,000vpd, and carriageway width is 7.6m or more, and <p>OR:</p> <ul style="list-style-type: none"> alignment is winding, and AADT is less than 3,000vpd, and carriageway width is 7.6m or more, and access density is less than 5/km. <p>Desirable characteristics</p> <ul style="list-style-type: none"> Has some form of edge delineation such as edgeline pavement markings and/or edge marker posts.

Figure Appendix D.3: Criteria for safe and appropriate speed limits – stopping place, peri-urban roads and rural roads

ONF street category	Safe and appropriate speed limit 60km/h	Safe and appropriate speed limit 80km/h	Safe and appropriate speed limit 100km/h	Safe and appropriate speed limit 110km/h
Rural connector	<p>Criteria</p> <ul style="list-style-type: none"> Road stereotype is unsealed OR: Alignment is tortuous OR: Infrastructure Risk Rating is 1.8 or over OR: Access Density $\geq 10/\text{km}$ 	<p>SAAS is 80km/h unless criteria are satisfied for a higher or lower SAAS</p> <p>Criteria</p> <ul style="list-style-type: none"> Road is sealed and has a marked centreline and edgeline pavement markings <p>OR:</p> <ul style="list-style-type: none"> edge marker posts. <p>NOTE:</p> <p>Any roads that do not meet these criteria should have a SAAS of under 80km/h until such time that delineation is improved to the minimum standard.</p>	<p>Criteria</p> <p>Road is:</p> <ul style="list-style-type: none"> median divided, and alignment is straight or curved. 	
Interregional connectors	<p>Criteria</p> <ul style="list-style-type: none"> Road stereotype is unsealed <p>OR:</p> <ul style="list-style-type: none"> Alignment is tortuous <p>OR:</p> <ul style="list-style-type: none"> Infrastructure Risk Rating is 1.8 or over <p>OR:</p> <ul style="list-style-type: none"> Access Density $\geq 10/\text{km}$ 	<p>SAAS is 80km/h unless criteria are satisfied for a higher or lower SAAS</p> <p>Criteria</p> <p>Road is:</p> <ul style="list-style-type: none"> sealed and has a marked centreline and edgeline pavement markings <p>OR:</p> <ul style="list-style-type: none"> edge marker posts. <p>NOTE:</p> <p>Any roads that do not meet these criteria should have a SAAS of under 80km/h until such time that delineation is improved to the minimum standard.</p>	<p>Criteria</p> <p>Road is:</p> <ul style="list-style-type: none"> median divided, and alignment is straight or curved. 	<p>Criteria</p> <p>Corridor is at least 5 km in length, and has:</p> <ul style="list-style-type: none"> stereotype is dual carriageway or median divided, and alignment is straight or curved, and land use is No Access, and 2 or more lanes in each direction, and AADT is less than 25,000 per direction, and intersections are grade separated and have spacing of 1.5km or more, and personal Risk of Low or Low-Medium. <p>NOTE: Approval is required from Waka Kotahi for a speed limit of 110km/h. The implications of increased emissions from a 110km/h speed limit should also be considered</p>

Figure Appendix D.4: Criteria for safe and appropriate speed limits – rural connector and interregional connectors

Appendix E Reported fatal and serious injury crashes involving inappropriate speeds on local roads in Carterton and South Wairarapa districts

Crash ID	Crash road	Side road	Metres from side Road/feature	Day	Date	Time	FAT	SEV	MIN	School Zone	Urban or open road	Surface	Natural light	Weather	Description
201211368	HUGHES LINE	CORNWALL ROAD	260	Fri	24/02/2012	18:20	0	1	2	Yes	Open	Dry	Bright sun	Fine	A vehicle attempted to have a car racing with another vehicle but then lost control when travelling onto the opposite side.
201211632	KAHUTARA ROAD	EAST-WEST ACCESS ROAD	540	Sun	22/04/2012	12:25	0	1	0	No	Open	Dry	Bright sun	Fine	Front wheel of vehicle lost control on change of road surface when the driver of exiting raised bridge downhill with possible excessive speed.
201211934	PONATAHI ROAD	CARTERTON LONGBUSH ROAD	1500	Tue	15/05/2012	13:30	0	1	0	Yes	Open	Dry	Overcast	Fine	A truck loaded with logs travelling north to Martinborough had its trailer rolled over and started to slide down the road.

201310008	KOKOTAU ROAD	PONATAHI ROAD	1200	Tue	12/02/2013	18:15	1	0	0	Yes	Open	Dry	Bright sun	Fine	A vehicle travelling home came a round a moderate bend and went to the right side of the road then lost control and went through the fence. The vehicle rolled and the driver was ejected possible through the sunroof.
201310009	WILTONS ROAD		0	Sun	17/02/2013	8:11	1	1	0	Yes	Open	Dry	Bright sun	Fine	A vehicle collided with the side of a locomotive after failing to stop at railway crossing with East Taratahi Road. The driver was thrown out of the vehicle landing 20-30m south of the crossing.
201310024	KAHUTARA ROAD	ROTOTAWAI ROAD	870	Thu	30/05/2013	2:59	1	1	0	No	Open	Wet	Dark	Fine	A vehicle came around a bend and lost control sliding sideways into a fencepost before coming to a full stop.
201310051	ADMIRAL ROAD	TE WHITI ROAD	2800	Mon	14/10/2013	15:30	1	0	0	Yes	Open	Dry	Overcast	Fine	A truck lost control and overturned when turning left.

201311725	TE WHARAU ROAD	PUKETIRO ROAD	2040	Sat	18/05 /2013	4:00	0	1	0	Yes	Open	Wet	Dark	Fine	A car travelling down Te Wharau Hill Road and drove straight ahead over the side of the hill and broke through a fence. Driver probably intoxicated and there were no brake marks prior to the crash.
201414055	PONATAHI ROAD	JOHNS WAY	2250	Mon	14/07 /2014	17:15	0	1	0	No	Open	Dry	Twilight	Fine	A vehicle lost control after a possible tyre blowout. The vehicle hit grass verge before overcorrecting and crossed centreline hitting a bank and rolled once.
201510997	LAKE FERRY ROAD	POUAWHA ROAD	50	Sat	21/03 /2015	18:00	0	1	0	No	Open	Dry	Bright sun	Fine	Head-to-tail crash occurred at a right-hand bend on Lake Ferry Road. The front vehicle slowed down as approaching the bend but the car behind didn't reduce the speed and crashed into a ditch.

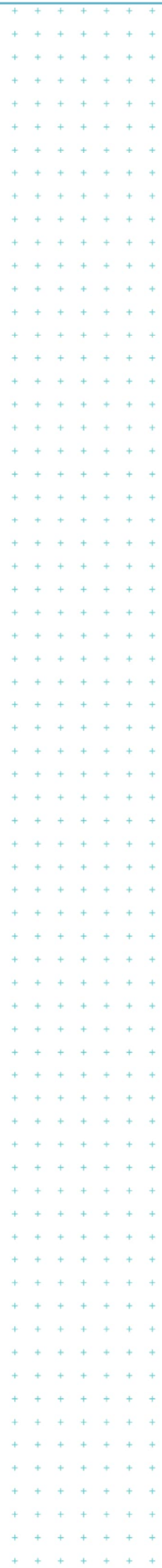
201600026	CAPE PALLISE R ROAD	WHANGAIM OANA BEACH ROAD	750	Sun	24/01 /2016	13:00	1	0	0	No	Open	Dry	Bright sun	Fine	A motorcyclist enters corner too fast and from too far to the left and fell from the bike and got trapped under a car travelling in the opposite direction.
201600219	SHOOTI NG BUTTS ROAD	WHITE ROCK ROAD	1170	Thu	29/09 /2016	7:00	1	0	0	No	Open	Dry	Dark	Fine	Driver travelling west has failed to remain on a straight section of Butts Road with gravel surface. The vehicle left road and collided with deep culvert then rolled.
201617176	MORET ON ROAD	BOOTH ST	100	Fri	4/11/ 2016	1:27	0	1	0	No	Urban	Dry	Dark	Fine	Driver driving west along Moreton Road. Vehicle has veered to the left hitting a tree on the side of the road
201810317	WESTER N LAKE ROAD	ROTOMANU RISE	1090	Fri	12/01 /2018	15:50	0	1	1	No	Open	Dry	Overcas t	Fine	A truck was heading north on Western Lake Road when it went across the road and slid sideways back onto the left-hand side where the front has hit a tree breaking the tree off and causing the van to roll over onto the driver-side.

201950099	TE WHITI ROAD	WAIPOAPOA ROAD	235	Sat	2/02/2019	20:20	0	1	0	Yes	Open	Dry	Twilight	Fine	Driver consumed alcohol and drove off at speed then crashed into a bank and rolled his vehicle.
201960957	NORFOLK ROAD	CHESTER ROAD	567	Fri	2/08/2019	8:26	0	1	1	Yes	Open	Dry	Bright sun	Fine	The driver was possibly exceeding the speed limit when coming to the corner past Chester Road. The driver hit the grass verge, then fence and rolled multiple times and then coming to a stop in the middle of a grass paddock.
2020143468	LAKE FERRY ROAD	WHAKATO MOTOMO ROAD	537	Su	19/01/2020	11:45	0	1	0	No	Open	Wet	Overcast	Light rain	The motorcyclist was approaching a left hand bend with poor visibility at an estimated speed of 120kmph. The motorcyclist was then thrown from his motorcycle into a ditch on his side of the road.

202014897 1	DAKINS ROAD	EAST TARATAHI ROAD	567	Sat	21/03 /2020	17:36	0	2	0	Yes	Open	Dry	Overcas t	Fine	A vehicle was driving at speed and hit the bank to the left of the road which caused the vehicle to roll approximately 50 metres down the road. Neither passenger nor driver was wearing seatbelts.
202015537 8	HIGH STREET SOUTH	PEMBROKE STREET		Fri	19/06 /2020	12:26	1	0	1	Yes	Urban	Wet	Overcas t	Fine	A driver overtook a line of northbound traffic at speed. He then clipped one of the cars he has overtaken and then has collided head-on with a southbound vehicle.
202016524 4	BUCKS ROAD	UNDERHILL ROAD	2430	Sat	26/09 /2020	13:30	0	1	2	No	Open	Dry	Overcas t	Fine	A driver lost control of the vehicle on a corner travelling at about 50km/h. The vehicle came to a stop once it made impact with the grass bank and tree.
202016796 0	ADMIRA L ROAD	TE WHITI ROAD	3142	Sat	17/10 /2020	11:23	0	2	0	Yes	Open	Dry	Overcas t	Fine	Competitor's vehicle has left the road on the exit to a right hand bend.

202117579 9	VICTORIA A STREET	GARRISON STREET		Fri	8/01/ 2021	15:02	0	1	1	Yes	Urban	Dry	Bright sun	Fine	A vehicle intended to turn right into Garrison Street but then veered left and turned right and collided with another vehicle travelling on the opposite direction.
202117630 3	FRATERS ROAD	WHITE ROCK ROAD	645	Sun	10/01 /2021	7:45	0	1	0	No	Open	Dry	Bright sun	Fine	The driver entered the corner too fast and veered off onto the grass verge on the left of the road before crashing into a ditch and flipped onto its side causing extensive damage.
202120117 3	EAST WEST ACCESS ROAD	TE HOPAI ROAD	653	Mon	27/09 /2021	23:30	0	1	0	No	Open	Wet	Dark	Light rain	A vehicle lost control and the vehicle spun 180 degrees as it crossed both lanes and went into a culvert on the other side of the road.
202120893 9	TORA ROAD	WHITE ROCK ROAD	4315	Sat	25/12 /2021	15:07	0	1	1	No	Open	Dry	Overcast	Fine	Driver lost control of the vehicle shortly after transitioning onto gravel road due to inexperience with driving on gravel road.

www.tonkintaylor.co.nz



Appointments to the District Licensing Committee

1. Purpose

The purpose of the report is to seek Council's direction on the appointment of a replacement District Licensing Committee (DLC) Chair or Commissioner and Deputy Chair for the South Wairarapa District.

2. Recommendations

Officers recommend that the Council:

1. a) Advise the appointment of a Councillor to the District Licensing Committee list; and then appoint as a Chairperson in accordance with section 189 of the Sale and Supply of Alcohol Act 2012, to take effect from 21 December 2022; or
b) Instruct the Chief Executive to pursue an expression of interest process to appoint a commissioner to the South Wairarapa District Licensing Committee who would have all the functions, powers and duties of a Chairperson.
2. Advise the appointment of a Councillor to the District Licensing Committee list; and then appoint as a Deputy Chairperson in accordance with section 189 of the Sale and Supply of Alcohol Act 2012, to take effect immediately.

3. Executive Summary

Council direction is sought on the appointment of a replacement Chair or Commissioner for the South Wairarapa District Licensing Committee following the resignation of Commissioner Angela Yeoman. Council may also consider appointing an elected member as Deputy Chairperson.

4. Background

The Sale and Supply of Alcohol Act 2012 (the Act) requires Territorial Authorities to establish 1 or more licensing committees, as, in its opinion, are required to deal with licensing matters for its district. A territorial authority must appoint 1 member as the chairperson and that person must be a member of that territorial authority or a commissioner appointed to the licensing committee.

The Act embodies a shift from a liberal policy on licensing of alcohol outlets to a stricter regime aimed to reduce the harm to the community from excessive consumption appointed to the licensing committee. The key features of the Act include

- Local communities having more say about where and when alcohol can be sold, and there are broader criteria for objecting to alcohol licence applications through local area plans.
- Alcohol licences are harder to get and easier to lose by virtue of the introduction of local alcohol policies and broader criteria for objecting to licence applications.

The purpose of the Act is for the benefit of the community as a whole to “put in place a new system of control over the sale and supply of alcohol”. With the object being that “the sale and supply and consumption of alcohol should be undertaken safely and responsibly” and “the harm caused by the excessive or inappropriate consumption of alcohol should be minimised”.

A District Licensing Committee (DLC) and therefore a Chair or Commissioner has a very important role in considering whether the granting of a licence is likely to increase alcohol related harm and whether it will negatively impact on the local communities.

Our current Commissioner Angela Yeoman has resigned from her role on the South Wairarapa District Council’s DLC, effective 20 December 2022. Ms Yeoman has undertaken the role of Commissioner for the last two years. Now that Ms Yeoman has resigned Council must decide on a replacement appointment. This appointment is either to continue the role as a Commissioner or elect a councillor onto the DLC list and then make an appointment as a Chair.

Council may also appoint a councillor as Deputy Chair to replace Brenda West who was appointed in the 2019-2022 triennium in her capacity as an elected member.

5. Prioritisation

5.1 Te Tiriti obligations

Engagement considered not required in this case. The proposal of this paper is not inconsistent with the principles of the Treaty of Waitangi.

5.2 Strategic alignment

How does this align with strategic outcomes?

- Spatial Plan
- Long Term Plan
- Annual Plan

The expenditure of the District Licensing Committee (DLC) and Commissioner costs are within the budgets of the Annual Plan for Public Protection portfolio.

6. Discussion

6.1 District Licensing Committees

Section 186 of the Sale and Supply of Alcohol Act 2012 states that “each territorial authority must appoint 1 or more licensing committees as, in its opinion, are required to deal with licensing matters for its district.”

A licensing committee’s functions are:

- (a) To consider and determine applications for new and renewal of licences and manager’s certificates; and
- (b) To consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136 of the Act; and
- (c) To consider and determine applications for the variation, suspension, or cancellation of licences, specials unless the application is brought under section 280; and
- (d) With the leave of the Authority Licensing Regulatory Authority (ARLA) to refer applications to the licensing authority; and
- (e) To conduct inquiries and to make reports as may be required by ARLA.

6.2 Composition of licensing committees

In accordance with section 189, each licensing committee consists of 3 members appointed by the territorial authority for that territorial authority’s district. A territorial authority must appoint 1 member as the chairperson and that person must be a member of that territorial authority (meaning an elected member on Council) or a Commissioner appointed to the licensing committee.

The other two members of each licensing committee must be appointed from the territorial authority’s list maintained under section 192.

A territorial authority must not approve a person to be included on the list unless that person has experience relevant to alcohol licensing matters.

6.2.1. Chairperson

A Chair who is a member of the territorial authority must meet the criteria set out in the Act. A member must have relevant experience relevant to alcohol licensing matters.

Members of a DLC hold a semi judicial role and must make fair and legally correct decisions. They must not be influenced by concerns that a decision may be unpopular or have political implications.

A person must be excluded if a territorial authority believes that person has, directly or indirectly or by virtue of his or her relationship with another person, such as involvement or appearance of involvement with the alcohol industry that he or she could not perform his or her duties without actual bias or the appearance of bias.

The term would be for a period of up to five years, as long as they remain an elected Councillor.

6.2.2. Commissioner

The Chief Executive of a territorial authority may, on the recommendation of the territorial authority, appoint a commissioner or commissioners to any of the territorial authority’s licensing committees and any person so appointed has all the functions, powers and duties of the chairperson of the licensing committee.

The Chief Executive may only appoint a person as a commissioner if that person is of good standing in the community and has the necessary knowledge, skill, and experience relating to matters that are likely to come before the committee.

A person must not be appointed as a commissioner if -

- (a) The territorial authority believes that person has, directly or indirectly or by virtue of his or her relationship with another person, such an involvement or appearance of involvement with the alcohol industry that he or she could not perform his or her duties without actual bias or the appearance of bias.
- (b) The person is a constable, a Medical Officer of Health, an Inspector, or an employee of the Territorial authority.

A Commissioner appointed under section 193 of the Act holds office for a term, stated when the commissioner is appointed, of up to 5 years and may be reappointed for 1 or more further periods of up to 5 years and may be reappointed for 1 or more further periods up to 5 years.

6.2.3. Deputy Chairperson

A territorial authority may appoint a member of that territorial authority to be deputy chairperson, and act in place of the chairperson if the chairperson is unable to act because of illness, absence from New Zealand, or for other sufficient reason.

While acting in place of the chairperson, the deputy chairperson has all the powers and duties of the chairperson.

7. Options

	Option 1 – Appoint elected member as DLC Chairperson	Option 2 – Appoint commissioner who would carry out the duties of a Chairperson
Description	Appoint an elected member as Chairperson	Appoint a commissioner as Chairperson to be sought via an expression of interest (EOI) process
Advantages	Appointment effective from 21 December 2022	Maintains level of independence A suitably experienced candidate may be sought.

Disadvantages	There may not be an elected member that meets the criteria of the Act. Conflicts or perceived conflicts may be present from pool of internal candidates. Appointed member may not be able to serve the full term of 5 years if the elected member does not stand or get elected in 2025. Elected member can not be Chair during election period.	An appointment would not be made by 21 December 2022. If a Deputy Chairperson is not appointed, there would be no ability for chairing duties to be performed until an appointment is made. Alcohol licenses need to be issued again as of 15 th January.
Costs	No additional costs identified.	There will be a small additional cost associated with undertaking an EOI process
Timeline	Appointment is to be effective from 21 December 2022.	An EOI process is expected to take approximately 2-3 months. To mitigate any risk associated with not having a Chair/Commissioner from 21 December 2022, the appointment of an elected member as Deputy Chair is recommended.
Non-negotiables	Must meet the criteria of the Act for appointment described in section 6.1.2 above.	Must meet the criteria of the Act for appointment described in section 6.2.2 above.

8. Strategic Drivers and Legislative Requirements

8.1 Significant risk register

The decision not to appoint a Chairperson or Commissioner would be outside of legislative requirements.

- Relationship with iwi, hapū, Māori
- Climate Change
- Emergency Management
- IT architecture, information system, information management, and security
- Financial management, sustainability, fraud, and corruption
- Legislative and regulative reforms
- Social licence to operate and reputation
- Asset management
- Economic conditions
- Health and Safety

8.2 Policy and legislative implications

As outlined in this report the Territorial Authority must adhere to criteria as outlined in the Sale and Supply of Alcohol Act 2012.

9. Consultation

9.1 Communications and engagement

This is a legislative matter and is considered of low significance under the Council's Significance and Engagement Policy.

9.2 Partnerships

Have you completed a communications plan for the work described/project to engage/communicate with partners/key stakeholders e.g. Waka Kotahi, Kainga Ora, community groups, particular individuals etc?

Yes No

If no, is a communications plan required?

Yes No

10. Financial Considerations

The financial implications are outlined below.

	Yes/No/NA	Commentary
Inclusion in the AP/LTP?	Yes	Remuneration of DLC members is determined by section 195 of the Sale and Supply of Alcohol Act and in accordance with the Cabinet Fees Framework. It is paid in additional to the councillor remuneration pool at a rate of \$624 per day for the Chairperson (\$78 per hour for part days) and \$408 per day for other members (\$51 per hour for part days). Small administrative costs to carry out an expression of interest process would be met from within existing budgets.
Confirmed cost code (provide commentary on what is budgeted and any variance)		
Cost code owner	Environmental Services	
Manager responsible / delegations	Rick Mead	
OPEX or CAPEX	OPEX	
Considered/endorsed by ELT	N/A	
Procurement process	N/A	

Contact Officer: Rick Mead, Manager Environmental Services

Reviewed By: Russell O'Leary, Group Manager Planning & Environment

Wellington Region Waste Management and Minimisation Plan 2023-2029

1. Purpose

The purpose of this report is to provide a recommendation to formally proceed with the development of a new Wellington Region Waste Management and Minimisation Plan (2023-2029).

2. Recommendations

Officers recommend that the *Council*:

1. Agree to proceed with the development of the Wellington Region Waste Management and Minimisation Plan 2023-2029 (Option 3).
2. Note that the Waste Management and Minimisation Plans (WMMP) have to be reviewed every six years as a statutory requirement. The current WMMP is required to be reviewed by January 2023. If the timeframes to approve the review and approve the new plan are not met, the waste levy payments to Councils may be withheld by the Ministry for the Environment (MFE).

3. Executive Summary

The Ministry for the Environment considers that a Territorial Authority has reviewed its WMMP if it has:

1. Completed a waste assessment in accordance with section 51 of the Waste Minimisation Act (WMA)
2. From this completed waste assessment, made a decision to continue, amend or revoke and substitute its existing WMMP under section 50(3) of the WMA.

The draft waste assessment presented was issued to the Te Whatu Ora on 18 November 2022 with a request to have a formal Medical Officer of Health provide feedback. With this feedback, the draft waste assessment will meet the requirements of a completed waste assessment under Section 21 of the WMA.

Based on the waste assessment a formal decision must now be made by each Council in the Wellington Region to proceed with the development of a new WMMP 2023-2029. Proof of this decision is required to the ministry for the

Environment by 16th December 2022 in order to ensure that January 2023 waste levy payments are not withheld.

The eight territorial authorities in the Wellington Region have agreed to continue to work together on a review and preparing a plan. The Regional Solid Waste and Waste Minimisation Managers steering group (Mandy DeRitter for the Wairarapa) will manage this process on behalf of their Councils.

Beca has been appointed to work on the new WMMP with the Councils.

Elected members from each Council will also provide information back to the Council.

A number of stakeholder workshops are due to be held in the New Year, including Community Boards.

4. Background

Councils play an important role in managing and reducing waste, including under the Waste Minimisation Act 2008 (WMA). Councils are required to adopt a Waste Management and Minimisation Plan (WMMP) under section 43 of the WMA every six years to promote effective and efficient waste management and minimisation within their cities/districts.

All eight territorial authorities in the Wellington Region jointly developed the Wellington Region Waste Management and Minimisation Plan (2017-2023) which promotes effective and efficient forms of waste management and minimisation across the region and establishes a related set of waste reduction targets. The councils of the Wellington region are currently progressing with a range of local and regional actions to support waste reduction.

The current Wellington Region WMMP is due for review in January 2023. To conduct a review of a WMMP, a Waste Assessment is required under section 51 of the WMA.

A Waste Assessment provides background information and data to support councils' waste management and minimisation planning processes. Following the completion of a Waste Assessment, councils must review their WMMP and determine if their WMMP should be amended or revoked and a new plan substituted or continue without amendment. All three of these options require the special consultative procedure set out in section 83 of the Local Government Act 2002 to be carried out.

Each territorial authority in the Wellington Region must adopt a WMMP by October 2023 to comply with the requirements under section 43 of the WMA.

5. Prioritisation

5.1 Te Tiriti obligations

Beca has Iwi and Māori standing committee representatives that will liaise with Council Māori officers to ensure we work together to produce a local action plan.

5.2 Strategic alignment

How does this align with strategic outcomes?

Spatial Plan

Long Term Plan

Annual Plan

6. Discussion and Options

Based on the information from the draft Wellington Region Waste Assessment where waste to landfill is continuing to increase rather than decrease, there are three options available to Council:

6.1 Option One

Agree to continue with the current Wellington Region WMMP.

This is not the preferred option because the current WMMP is out of date, no longer reflects the new direction set by central government in waste and resource recovery, and has not been effective in driving the necessary change required to reduce waste to landfill.

6.2 Option Two

Agree to amend the current Wellington Region WMMP.

The current WMMP requires substantive changes if we are to meet community expectations on waste minimisation and shift to the direction being set by central government as indicated in their Transforming Recycling consultation document.

It would be more efficient to start developing a new plan rather than amend our current plan to meet the needs of our city and Wellington Region for the next six years.

6.3 Option Three

Agree to revoke the current Wellington Region WMMP and substitute it with a newly developed Wellington Region WMMP.

The current WMMP is not fit for purpose and requires a new direction. Beca has been contracted by the eight territorial authorities in the Wellington Region to help us develop a new WMMP. The new WMMP will support a shift in direction, focusing more so on the upper levels of the waste hierarchy. It will also support the Wellington

Region's move to meet the direction set in central government's Transforming Recycling consultation document.

6.4 Recommended Option

Option 3 is the recommended option. It enables Council to set a new, future-focused direction that embraces circular economy principles to manage waste effectively and efficiently in The Wairarapa.

7. Strategic Drivers and Legislative Requirements

7.1 Significant risk register

- Relationship with iwi, hapū, Māori
- Climate Change
- Emergency Management
- IT architecture, information system, information management, and security
- Financial management, sustainability, fraud, and corruption
- Legislative and regulative reforms
- Social licence to operate and reputation
- Asset management
- Economic conditions
- Health and Safety

8. Consultation

8.1 Communications and engagement

The persons who are affected by or interested in this matter are the general public, rate payers, and businesses in the Wairarapa.

8.2 Partnerships

Have you completed a communications plan for the work described/project to engage/communicate with partners/key stakeholders e.g. Waka Kotahi, Kainga Ora, community groups, particular individuals, etc?

Yes No

If no, is a communications plan required?

Yes No

Beca will be producing a project plan with timelines for engagement and workshops with stakeholders. Communications will be produced with all Councils in the Wellington region.

9. Financial Considerations

The approved budget for the total cost of the whole life project ex GST up to \$500,000 is sourced from the Ministry of The Environment waste levy funds that are allocated to each Council quarterly. The Council will pay 2% of these costs based on the ratio of population in each Council district.

	Yes/No/NA	Commentary
Inclusion in the AP/LTP? (if no – provide commentary)	Yes	For the next LTP 2023-2027
Confirmed cost code (provide commentary on what is budgeted and any variance)	87635398	Waste Levy payments are to be used to pay for the review and implementation of the new plan.
Cost code owner	James O'Connor	
Manager responsible / delegations	James O'Connor	
OPEX or CAPEX	CAPEX	
Considered/endorsed by ELT	No	
Procurement process	NA	

10. Appendices

Appendix 1 – Draft Wellington Region Waste Assessment 2022

Contact Officer: Mandy DeRitter, Environmental Sustainability Advisor

Reviewed By: Stefan Corbett, Group Manager Partnerships and Operations

Appendix 1 – Draft Wellington Region Waste Assessment 2022

Wellington Region Waste Assessment

2022

Prepared for the Council's of the Wellington Region

DRAFT

TABLE OF CONTENTS

1	Introduction	8
1.1	Purpose of this Waste Assessment	8
1.2	Scope of this Regional Waste Assessment	8
1.3	Structure of this Report	9
2	Legislative Context for this Waste Assessment	11
2.1	National Legislative Context	11
2.1.1	Waste Minimisation Act (WMA 2008)	11
2.1.2	Local Government Act (LGA 2002)	12
2.1.3	The Resource Management Act 1991 (RMA 1991)	12
2.1.4	New Zealand Emissions Trading Scheme and the Climate Change Response Act 2002	12
2.1.5	Climate Change Response Act 2002 and Climate Change Response (Zero Carbon) Amendment Act 2019	12
2.1.6	Waste Disposal Levy	13
2.1.7	Other Relevant Legislative Instruments	14
2.2	Wellington Region Waste Regulatory Instruments	15
2.2.1	Council Solid Waste Bylaws	15
2.2.2	Local Planning Context	16
3	Overview of the Wellington Region	20
3.1.1	Introduction	20
3.1.2	Demographics	20
3.1.3	Economy	23
3.1.4	Overview of Potential Future Changes to the Region	28
4	Wellington Waste Infrastructure Overview	30
4.1	Overview of Wellington Region Waste Infrastructure	30
4.1.1	Resource Recovery Centres	31
4.1.2	Recycling and Reprocessing Facilities	32
4.1.3	Refuse Transfer Stations	34
4.1.4	Landfills	36
4.1.5	Hazardous Waste Facilities and Services	38
4.1.6	Waste Disposed of to the Environment	40
4.2	Overview of Waste Services in the Wellington Region	42

4.2.1	Council Waste Services.....	42
4.2.2	Waste Minimisation and Behaviour Change Initiatives	47
4.2.3	Joint Solid Waste Initiatives and Services.....	49
4.2.4	Waste Minimisation and Other Council Services	53
4.2.5	Council Service Funding.....	54
4.2.6	Current Joint Solid Waste Initiatives and Services across the Wellington Region	55
4.2.7	Assessment of Council Services.....	56
4.2.8	Assessment of Non-Council Services.....	57
5	Situation Review	58
5.1	Overview.....	58
5.2	Waste Quantities.....	58
5.2.1	Class 1 Landfill Quantities.....	58
5.2.2	Cleanfill (Class 2-4 Landfills) Quantities.....	60
5.2.3	Summary of Waste Disposed of to Land	60
5.2.4	Composition of Waste to Class 1 Landfills.....	61
5.2.5	Activity Source of Waste.....	64
5.2.6	Diverted Materials.....	65
5.2.7	Commercially Collected Diverted Materials.....	71
5.2.8	Diversion of Organic Material.....	71
6	Performance Measurement	73
6.1	Overview.....	73
6.1.1	Per Capita Waste to Class 1 Landfill	73
6.1.2	Per Capita Domestic Kerbside Refuse to Class 1 Landfills.....	74
6.1.3	Per Capita Kerbside Recycling	75
6.1.4	Diversion Rate – by Material Type	76
6.1.5	Diversion Potential of Waste to Class 1 Landfills in the Wellington Region	77
7	Future Demand and Gap Analysis.....	79
7.1	Future Population of the Wellington Region.....	79
7.2	Economic Activity and Waste Management	80
7.3	Changes in Lifestyle and Consumption.....	80
7.4	Changes in Waste Management Approaches	81
7.5	Summary of Demand Factors and Future Projections	81
7.6	Future Demand Gap Analysis	82
7.6.1	Waste Streams.....	82

7.6.2	Hazardous Waste.....	83
7.6.3	Hazardous Waste.....	83
7.6.4	Medical Waste.....	83
7.6.5	E-Waste.....	84
8	High-Level Review of the 2017-2023 Wellington Region Waste Management and Minimisation Plan	85
8.1	High-Level Review of the 2017-2023 Regional Waste Management and Minimisation Plan.....	85
8.1.1	Data	85
8.1.2	Key Issues.....	85
8.1.3	Issues not Addressed.....	85
8.1.4	New and In Development Guidance.....	86
8.1.5	2017-2023 WMMP Wellington Region Actions.....	86
8.1.6	2017-2023 WMMP Implementation Plan	87
8.1.7	2017-2023 WMMP Progress to Date.....	87
9	Statement of Options	88
9.1	Key Issues to be Addressed by the Next Wellington Region Waste Management and Minimisation Plan	88
9.2	Options	90
9.2.1	Regulation.....	90
9.2.2	Measuring and Monitoring.....	91
9.2.3	Communication and Education	94
9.2.4	Collection Service	97
9.2.5	Infrastructure.....	103
9.2.6	Leadership and Management.....	105
10	Statement of Councils Intended Role.....	108
10.1	Statutory Obligations and Powers.....	108
10.2	Overall Strategic Direction and Role	108
11	Statement of Proposals.....	109
11.1	Statement of Extent	109
11.1.1	Protection of Public Health.....	109
11.1.2	Effective and Efficient Waste Management and Minimisation.....	109

TABLE OF TABLES

Table 1	Increase and Expansion of the Waste Levy.....	14
Table 2	Wellington Region Solid Waste Management and Minimisation Bylaws	15

Table 3	Wellington Region Estimated Resident Population.....	21
Table 4	Dwelling Occupancy Status in the Wellington Region Compared with New Zealand.....	23
Table 5	Main Industry Contributors to Gross Domestic Product within the Wellington Region.....	25
Table 6	Annual Number and Percentage Change of New Dwellings Consented in the Wellington Region	28
Table 7	Details of Recycling and Reprocessing Facilities in the Wellington Region.....	32
Table 8	Refuse Transfer Stations within the Wellington Region and Resources Accepted.....	34
Table 9	Class 1 Landfills in the Wellington Region.....	37
Table 10	Approximate Travel Distances to the Three Region Based Landfills.....	37
Table 11	Class 2-4 Landfills in the Wellington Region.....	38
Table 12	Hazardous Waste Operators from across the Wellington Region.....	39
Table 13	Summary of Kerbside Recycling Services and Current Charges.....	43
Table 14	Summary of Kerbside Refuse Services and Current Charges.....	44
Table 15	Waste Minimisation and Behaviour Change Initiatives of the Wellington Region.....	48
Table 16	Summary of Wellington Region Actions.....	50
Table 17	Wellington Region Council Climate Change Strategies.....	53
Table 18	Summary of 2020/21 Annual Reports	54
Table 19	Waste to Class 1 Landfill in the Wellington Region.....	58
Table 20	Levied Waste from the Wellington Region – by Class 1 Landfill.....	60
Table 21	Waste Disposed to Land – 2021/22.....	60
Table 22	Composition of Levied Waste to Class 1 Landfills in the Wellington Region.....	62
Table 23	Activity Source of Waste to Class 1 Landfills in the Wellington Region.....	65
Table 24	Combined Drop-Off Recycling/Bulk Recycling Station and Kerbside Recycling Tonnages.....	69
Table 25	Kerbside Recycling and Drop-Off Facilities in the Wellington Region.....	70
Table 26	Composition of Kerbside Recycling in the Wellington Region.....	70
Table 27	Commercially-Collected Diverted Materials in the Wellington Region.....	71
Table 28	Diversion of Greenwaste and Food Waste in the Wellington Region.....	72
Table 29	Waste Disposal per Capital across the Wellington Region.....	73
Table 30	Waste Disposal per Capita – by Waste Catchment (2020/21 and 2021/22).....	74
Table 31	Per Capita Kerbside Recycling – Kg/Capita/Annum.....	75
Table 32	Per Capita kerbside recycling – Kg/Capita/Annum – By Area.....	76
Table 33	Diversion Rates for Selected Recoverable Materials – 2020/21-2021/22	77
Table 34	Diversion Potential of Levied Waste to Class 1 Landfills.....	77
Table 35	Forecasted Population Growth Rates from across the Wellington Region.....	79
Table 36	2017-2023 Summary of Regional Actions.....	86

TABLE OF FIGURES

Figure 1	Wellington Region illustrating the Eight Territorial Authorities and Population Spread.....	20
Figure 2	Total Population of the Wellington Region reported between 2010 and 2021.....	21
Figure 3	Age and Sex of People in the Wellington Region (2018 census Data).....	22
Figure 4	Population Growth Rate of the Wellington Region Compared with wider New Zealand reported between 1997 and 2021.....	22
Figure 5	Gross Domestic Product Growth Reported for the Wellington Region between 2001 and 2021	24

Figure 6	Proportion of Gross Domestic Product by Industry Type for the Wellington Region between 2001 and 2021	24
Figure 7	2020 GDP Contribution by Industry in the Wellington Region compared with New Zealand ...	25
Figure 8	Work and Labour Force Status for People in the Wellington Region compared with New Zealand, 2018 Census Data	27
Figure 9	Occupations for People in the Wellington Region compared with New Zealand, 2018 Census Data	27
Figure 10	Key Industries by Contribution to Employment Growth in the Wellington Region between 2020 and 2021	27
Figure 11	Total Personal Income for People in the Wellington Region compared with New Zealand, 2018 Census Data	28
Figure 12	Waste minimisation hierarchy and resource recovery and disposal infrastructure (Te Waihanga, New Zealand Infrastructure Commission 2020, adapted from s44 Waste Minimisation Act 2008 and Auckland Council 2018)	30
Figure 13	Approximate Location of the Three Wellington Region Landfills	36
Figure 14	Public Place Recycling Bins	40
Figure 15	Composition of Waste to Class 1 Landfills in the Wellington Region – General Waste – Excludes Special Waste and Cleanfill	63
Figure 16	Composition of Waste to Class 1 Landfills in the Wellington Region – General Waste and Special Waste – Excludes Cleanfill	64
Figure 17	OECD Municipal Waste Compared with New Zealand Total Kilograms/Capita	80

APPENDICES

Appendix A	Aotearoa New Zealand Waste Management and Minimisation Legislative Instruments
Appendix B	Medical Officer of Health Statement
Appendix C	Supporting Data

ABBREVIATIONS AND TERMS

Abbreviation and Term	Definition
CBD	Central Business District
CDC	Carterton District Council
Cleanfill	A cleanfill (properly referred to as a Class 4 landfill) is any disposal facility that accepts only cleanfill material. This is defined as material that, when buried, will have no adverse environmental effect on people or the environment.
C&D	Construction and Demolition materials
Diverted Material	Anything that is no longer required for its original purpose and, but for commercial or other waste minimisation activities, would be disposed of or discarded.
Domestic Waste	Waste from domestic activity in households
ETS	Emissions Trading Scheme
GDP	Gross Domestic Product
HCC	Hutt City Council
HSWA	Health and Safety at Work Act 2015
KCDC	Kāpiti Coast District Council
Landfill	A disposal facility as defined in S.7 of the Waste Minimisation Act 2008, excluding incineration. Includes, by definition in the WMA, only those facilities that accept 'household waste'. Properly referred to as a Class 1 landfill
LGA	Local Government Act 2002
LTP	Long Term Plan
Managed Fill	A disposal site requiring a resource consent to accept well--- defined types of non-household waste (e.g., low-level contaminated soils or industrial by-products, such as sewage by-products). Properly referred to as a Class 3 landfill.
MDC	Masterton District Council
MfE	Ministry for the Environment
MRF	Material Recovery Facility
MSW	Municipal Solid Waste
NDR	No Data Received
NZ	Aotearoa New Zealand
NZ ETS	New Zealand Emissions Trading Scheme
PCC	Porirua City Council
PPR	Public Place Recycling
Putrescible, garden, greenwaste	Plant based material and other bio---degradable material that can be recovered through composting, digestion or other similar processes.
RMA	Resource Management Act 1991
RRF	Resource Recovery Facility
RTS	Refuse Transfer Station
Service Delivery	As defined by s17A of the LGA 2002. Councils are required to review the cost---effectiveness of current arrangements for meeting the needs of communities within its district or region for good---quality local infrastructure, local public services, and performance of regulatory

Abbreviation and Term	Definition
	functions. A review under subsection (1) must consider options for the governance, funding, and delivery of infrastructure, services, and regulatory functions.
SWDC	South Wairarapa District Council
TA	Territorial Authority
UHCC	Upper Hutt City Council
Waste	Means, according to the WMA: a) Anything disposed of or discarded; b) Includes a type of waste that is defined by its composition or source (for example, organic waste, electronic waste, or construction and demolition waste); and c) To avoid doubt, includes any component or element of diverted material, if the component or element is disposed or discarded.
WA	Waste Assessment as defined by s51 of the Waste Minimisation Act 2008. A Waste Assessment must be completed whenever a WMMP is reviewed
WCC	Wellington City Council
WMA	Waste Minimisation Act 2008
WMES	Regional Waste Minimisation Education Strategy
WMMP	Wellington Region Waste Management and Minimisation Plan
WWTP	Wastewater Treatment Plant

1 INTRODUCTION

This Waste Assessment has been prepared for the territorial authorities of the Wellington region in accordance with the requirements of the Waste Minimisation Act 2008 (WMA). This document provides background information and data to support the constituent Councils' waste management and minimisation planning process.

1.1 Purpose of this Waste Assessment

This Waste Assessment is intended to provide the background data and information to support the development of the next Regional Waste Minimisation and Management Plan (WMMP), including the development of priority actions, objectives and targets to support the minimisation of waste and the maximisation of reuse and recovery.

As required by Part 4 Section 51 of the Waste Minimisation Act (WMA 2008) (see Section 1.2 for further detailed discussion), a waste assessment has a series of prescribed elements which must be included:

- a description of the collection, recycling, recovery, treatment, and disposal services provided within the territorial authority's district (whether by the territorial authority or otherwise)
- a forecast of future demands for collection, recycling, recovery, treatment, and disposal services within the district
- a statement of options available to meet the forecast demands of the district with an assessment of the suitability of each option
- a statement of the territorial authority's intended role in meeting the forecast demands
- a statement of the territorial authority's proposals for meeting the forecast demands, including proposals for new or replacement infrastructure
- a statement about the extent to which the proposals will:
 - i. ensure that public health is adequately protected
 - ii. promote effective and efficient waste management and minimisation

Further, Part 4 Section 51 of the WMA (2008) notes that a waste assessment is not required to contain any assessment in relation to individual properties. Section 1.2 below provides further information regarding the legislative context underpinning this Waste Assessment.

1.2 Scope of this Regional Waste Assessment

Territorial Authorities (TAs) are required as per the WMA (2008) to complete a review of the WMMP at least every six years (Part 4 Section 50, Item 1), with the Waste Assessment to be completed in advance of this review (Part 4 Section 50, Item 2). As reported in the 2016 Waste Assessment, while the Regional WMMP is reviewed at least every six years, the time horizon of the 2017-2023 plan takes a longer 10-year timeframe which is aligned to Councils Long Term Plans (LTPs). As such, this Waste Assessment also considers a 10-year timeframe where applicable.

Further, the focus of this Regional Waste Assessment is on the solid waste fraction that is disposed of to land (e.g., landfill), and where possible, to focus on the quantity of waste that is diverted away from disposal (e.g., recovery and reuse of resources). However, as reported in the 2016 Regional Waste Assessment, the Manatū Mō Te Taiao – Ministry for the Environment Waste Assessments and Waste Management and Minimisation

Planning guidance for Territorial Authorities suggests including liquid (e.g., biosolids) and gaseous (e.g., landfill gas capture) wastes be included in the scope of a Waste Management and Minimisation Plan (WMMP); and by association these waste types to be included within the associated waste assessment.

As such and as reported in 2016, gas from the three Class 1 landfills in the Wellington Region continue to be managed by the facility operator with gas captured according to the national environmental standard for air quality. Further, since the 2016 Regional Waste Assessment, significant developments have been made in Wellington City to remove the disposal of biosolids from the Wastewater Treatment Plant (WWTP) to the Southern Landfill.

For the purpose of this Regional Waste Assessment, solid waste will again be the focus of the report along with commentary on the changes in biosolid management.

In addition to assessing the solid waste component for the Wellington Region, this assessment also considers the effects on the environment, including that of the effect of waste activities on public health. Examples where waste activities interface with public health are listed in the 2016 assessment and are reproduced here noting all have continued relevance.

- Population health profile and characteristics
- Meeting the requirements of the Health Act 1956
- Management of putrescible wastes
- Management of nappy and sanitary wastes
- Timely collection of kerbside materials
- Locations of waste activities
- Management of spillage
- Litter and illegal dumping
- Medical waste from households and healthcare operators
- Storage and collection of waste materials
- Management of biosolids from the WWTP
- Management of hazardous waste (e.g., asbestos, e-waste)
- Management of private wastes (e.g., burning and burying)
- Management of closed landfills
- Health and safety consideration relating to collection and handling of waste materials

While the above health considerations may occur across any waste management and minimisation activity, including for example, collection of kerbside waste and illegal dumping, many can be minimised by implementing and/or developing appropriate mitigation measures, such as implementing convenient recycling drop-off locations, ensuring convenient, accessible and equitable level of service to residents and ratepayers.

1.3 Structure of this Report

This report is structured into eleven discrete sections each representing an important building block in the development of the Wellington Regional Waste Assessment, as follows:

- Section 1 – Introduction
 - Purpose and scope of the Waste Assessment

- Section 2 – Legislative Context for the Waste Assessment
 - National legislative context including additional regulations for consideration
- Section 3 – Overview of the Wellington Region
 - Overview of the current region, including demographics, economic profile, waste and resource management sector and potential future changes to the region
- Section 4 – Wellington Region Infrastructure Review
 - Overview of the waste and resource management infrastructure in the region, district and regional services as well as waste minimisation initiatives provided
- Section 5 – Situation Review
 - Overview and analysis of the current waste and resource management quantities as provided by each of the eight territorial authorities
- Section 6 – Performance Measurement
 - Overview of the performance measurement per capita based on data provided by each of the eight territorial authorities, potential diversion rates and potential diversion of waste to Class 1 landfills
- Section 7 – Future Demand and Gap Analysis
 - Overview of potential regulatory changes, economic and demographic trends that may influence waste streams across the Wellington Region
- Section 8 – High-Level Review of the 2017-2023 Wellington Region Waste Management and Minimisation Plan
 - Overview of the 2017-2023 Regional WMMP including key issues, WMMP actions and progress against these
- Section 9 – Statement of Options
 - Statement of options and proposals
- Section Error! Reference source not found. – Statement of Council’s Intended Role
 - Overview of Council’s statutory obligations and powers and overall strategic direction and role
- Section 11 – Statement of Proposals
 - Overview of the statement of extent including public health

This report brings together evidence-based information culminating with a look towards the future and the next Regional Waste Minimisation and Management Plan.

2 LEGISLATIVE CONTEXT FOR THIS WASTE ASSESSMENT

The following sections outline the national waste legislative context to set the scene for the overarching guiding legislative instruments and strategies for this Waste Assessment and that help to shape and inform the Aotearoa waste sector as well as its many activities. Following the national overview, a local planning context is provided, acknowledging the range of local Long-Term Plans (LTPs) that each of the Wellington Region Councils have developed and implemented and which help to shape how waste is managed within the respective regions.

2.1 National Legislative Context

To manage waste and assist in the transition from a linear economy to ōhanga āmiomio – circular economy, a series of central and local government legislative instruments set the expectations and requirements to enable and facilitate this process, including the establishment of the New Zealand Waste Strategy – the overarching framework for managing and minimising waste.

To give effect to the Strategy, there are several legislative Acts that provide the drivers to enable waste management and minimisation in Aotearoa New Zealand:

1. The Waste Minimisation Act 2008 (WMA 2008).
2. The Local Government Act 2002 (LGA 2002).

Both Acts have relevance for this report and are discussed further below.

2.1.1 Waste Minimisation Act (WMA 2008)

The Waste Minimisation Act 2008 (WMA 2008) was established to provide a regulatory framework to encourage the reduction in the amount of waste produced and disposed of by New Zealanders with the aim to reduce environmental effects whilst generating economic, social and cultural benefits. The purpose of the Act is to:

‘Encourage waste minimisation and a decrease in waste disposal in order to:

- *Protect the environment from harm; and*
- *Provide environmental, social, economic, and cultural benefits.’*

As noted in Section 1.1, this Waste Assessment is a requirement for the next Regional WMMP. As required by the WMA (2008), territorial authorities are required to complete a review of the WMMP at least every six years (Part 4 Section 50, Item 1) with the Waste Assessment to be completed in advance of this review (Part 4 Section 50, Item 2).

The current Waste Assessment was written in 2016 with the Regional WMMP adopted in 2017. This 2022 Waste Assessment report has been prepared to meet the requirements of the WMA (2008) and will support the development of the next Regional WMMP.

In addition to the WMA (2008), there are several additional legislative Acts that provide the drivers to enable waste management and minimisation in Aotearoa New Zealand:

- The Local Government Act 2002 (LGA 2002).
- The Resource Management Act 1991 (RMA 1991).

- New Zealand Emissions Trading Scheme and the Climate Change Response Act 2002.
- Climate Change Response Act 2002 and Climate Change Response (Zero Carbon) Amendment Act 2019.

These documents are discussed briefly in the following sections with a broader description included in Appendix A.

2.1.2 Local Government Act (LGA 2002)

The Local Government Act (LGA 2002) provides the legislative framework for democratically elected local authorities to promote the social, economic, environmental and cultural well-being of communities in the present and for the future. This includes taking “appropriate account of the principles of the Treaty of Waitangi” and facilitating “participation by Māori in local authority decision making processes”.

2.1.3 The Resource Management Act 1991 (RMA 1991)

The Resource Management Act (1991) (RMA) is Aotearoa New Zealand’s key environmental legislative document providing the framework for the sustainable management of environmental resources (including development activities). The RMA also manages and controls the environmental impacts of waste facilities such as disposal facilities, recycling and recovery facilities and cleanfills.

2.1.4 New Zealand Emissions Trading Scheme and the Climate Change Response Act 2002

In addition to the WMA (2008), LGA (2002) and the RMA (1991), the New Zealand Emissions Trading Scheme (NZ ETS) is a key tool for ensuring Aotearoa New Zealand meets domestic and international climate change targets from a range of activities, including disposal facilities defined within the Climate Change Response Act (2002)¹ (Act). Broadly, the NZ ETS was created through the Act in recognition of Aotearoa New Zealand’s obligations under the Kyoto Protocol. The importance of the NZ ETS is the application of the Act and emission targets which applies to disposal facilities including landfills.

Further, Aotearoa New Zealand has made climate change commitments² under the United Nations Framework Convention on Climate Change (the Convention), the Paris Agreement and the Kyoto Protocol. Aotearoa New Zealand’s targets are as follows:

- To reduce greenhouse gas emissions to 30% below 2005 levels by 2030;
- An unconditional target to reduce our greenhouse gas emissions to 5% below 1990 levels by 2020;
- A conditional target to reduce New Zealand’s emissions to between 10% and 20% below our 1990 levels by 2020; and
- To reduce New Zealand’s emissions to 50% below 1990 levels by 2050.

2.1.5 Climate Change Response Act 2002 and Climate Change Response (Zero Carbon) Amendment Act 2019

The Climate Change Response Act (2002) puts in place the legal framework to support Aotearoa New Zealand to meet its international obligations. Relatedly, the Climate Change Response (Zero Carbon) Amendment Act (2019) sets out the framework by which Aotearoa New Zealand can develop and implement clear climate change policies that:

¹ Climate Change Response Act 2002. Public Act 2002 No 40, Date of assent 18 November 2002. Administered by the Ministry for the Environment

² [Our climate change targets | New Zealand Ministry of Foreign Affairs and Trade \(mfat.govt.nz\)](https://www.mfat.govt.nz/en/about-mfat/our-climate-change-targets/)

- Contribute to the global effort under the Paris Agreement to limit the global average temperature increase to 1.5°C above pre-industrial levels; and
- All Aotearoa New Zealand to prepare for, and adapt to, the effects of climate change.

Enactment of the Climate Change Response Act (2002) is carried out under seven regulations, with the Climate Change (Waste) Regulations 2010³ of direct relevance to this report and Aotearoa New Zealand's commitment to reducing GHG emissions from the sector. Specifically, the Climate Change (Waste) Regulations 2010 sets out the information required and methodology to calculate emissions from operating disposal facilities. Under the Climate Change Response Act 2002, Aotearoa New Zealand is committed to reducing biogenic methane emissions by 10 per cent by 2030 and 24–47 per cent by 2050, relative to 2017 levels.

In addition to the above legislative Acts, the waste disposal levy is an additional significant influencing factor on regional waste minimisation and management initiatives, and which may present significant additional opportunities due to the increase and expansion of the levy. The Waste Disposal Levy is discussed further in Section 2.1.6 below.

2.1.6 Waste Disposal Levy

The cost of landfill disposal has also had an influence on product recovery with disparity amongst the national cost of landfill disposal resulting in disparate behaviours by the waste industry and different levels of investment throughout the country. The New Zealand Government has confirmed an increase and expansion of the national waste disposal levy to divert more material from landfill recognising the ever-increasing amount of waste ending up in Aotearoa New Zealand's landfills⁴. Consequently, increased investment in alternatives to landfill disposal is anticipated in keeping with the objectives of the WMA (2008).

The waste disposal levy was introduced under the WMA (2008) to⁵:

- Raise revenue for the promotion and achievement of waste minimisation
- Recognise that disposal imposes costs on the environment, society and the economy

The levy was also established to encourage organisations and individuals to:

- Take responsibility for the waste they create
- Find more effective and efficient waste to reduce, reuse, recycle or reprocess waste

The current waste levy is set at NZD\$10/tonne (excluding GST) on all waste sent to landfill. From 01 July 2021 the levy will progressively increase starting with an increase for municipal (Class 1) landfills. As reported, disposal facility operators are required to pay the levy based on the weight of material disposed of at their facility, and they may pass this cost on to the waste producer such as households and businesses. **Table 1** below summarises the increase and expansion of the waste levy.

As reported in the waste reduction strategy, levy increases will result in significantly more revenue estimated to increase from \$65 million from 01 July 2021 to \$270 million from 01 July 2024. The increased revenue will create a significant opportunity for local and central government to invest in priority areas such as resource

³ https://www.legislation.govt.nz/regulation/public/2010/0338/latest/DLM3249508.html?search=ts_regulation%40deemedreg_climate+change_resel_25_a&p=1

⁴ [Waste disposal levy | Ministry for the Environment](#)

⁵ [About the waste disposal levy | Ministry for the Environment](#)

recovery infrastructure and systems, research and development, innovation, community projects, public information, and tea o Māori initiatives.

Table 1 Increase and Expansion of the Waste Levy⁶

Landfill Class	Waste Types	01 July 2021	01 July 2022	01 July 2023	01 July 2024
Municipal landfill (Class 1)	Mixed municipal wastes from residential, commercial and industrial sources	\$20	\$30	\$50	\$60
Construction and demolition fill (Class 2)	Accepts solid waste from construction and demolition activities, including rubble, plasterboard, timber, and other materials	-	\$20	\$20	\$30
Managed or controlled fill (Class 3 and 4)	One or more of: <ul style="list-style-type: none"> contaminated but non-hazardous soils and other inert materials (e.g., rubble) soils and other inert materials. 	-	-	\$10	\$10
Total Levy Revenue, estimate (\$ million)		\$65	\$150	\$210	\$270

As such, an increase in the waste disposal levy is anticipated to create more funding opportunities for waste minimisation initiatives for Aotearoa New Zealand’s territorial authorities including those within the Wellington Region, noting that at present:

- Half of the levy money goes to territorial authorities to spend on promoting or achieving waste minimisation activities set out in their Waste Minimisation and Management Plans (WMMPs).
- The remaining half of the levy money (excluding administration fees) is put into the contestable Waste Minimisation Fund for waste minimisation activities in Aotearoa New Zealand.

Further, it is acknowledged that Manatū Mō Te Taiao – Ministry for the Environment have signalled potential changes under the WMA 2008 review process, including allocations of funding.

2.1.7 Other Relevant Legislative Instruments

In addition to those Acts discussed in Section 2.1.1 to Section 2.1.5, several other legislative instruments have relevance and applicability to this Waste Assessment, including:

- Te Tiriti o Waitangi – The Treaty of Waitangi
- Litter Act 1979
- Health and Safety at Work Act (HSWA) 2015
- Ozone Layer Protection Act 1996

See Appendix A for a full description of the above listed legislative instruments. Further, this section does not preclude the addition of other legislative instruments and/or updates to existing legislation and regulations, including for example, the current Central Government initiative to update the WMA (2008) and Litter Act (1979).

⁶ [About the waste disposal levy | Ministry for the Environment](#)

2.2 Wellington Region Waste Regulatory Instruments

The following sections outline the range of local waste regulatory instruments available to each of the eight territorial authorities to help manage and minimise waste.

2.2.1 Council Solid Waste Bylaws

In order to regulate and manage waste within territorial authority areas, the WMA (2008) provides for the establishment of solid waste bylaws which enable Councils to serve as local regulators.

Since the 2016 Regional Waste Assessment, each of the eight territorial authorities have undertaken, or begun, the process of reviewing their existing Solid Waste Management and Minimisation Bylaws as required under the WMA (2008). Further, the Regional Waste Management and Minimisation Plan (2017-2023) set out a key priority for the eight territorial Wellington region authorities to consider which focussed on the development of a regional bylaw or a set of regionally consistent bylaws for waste management and minimisation. As such, this has since resulted in the development of regionally consistent bylaws for the eight councils, with Upper Hutt City Council in the process of consulting on a new solid waste bylaw.

The purpose of the revised bylaws is to support the following elements and are consistent across the eight territorial Wellington region authorities:

- a. The promotion and delivery of effective and efficient waste management and minimisation as required under the Waste Minimisation Act 2008;
- b. The implementation of the Wellington Region Waste Management and Minimisation Plan;
- c. The purpose of the Waste Minimisation Act 2008 and the goals in the New Zealand Waste Strategy 2010, being to encourage waste minimisation and a decrease in waste disposal to protect the environment from harm; and provide environmental, social, economic, and cultural benefits;
- d. The regulation of waste collection, transport and disposal, including recycling, waste storage and management;
- e. Controls regarding the responsibilities of customers who use approved solid waste services, and the licensing of waste collectors and waste operators;
- f. The protection of the health and safety of waste collectors, waste operators and the public; and
- g. The management of litter and nuisance relating to waste in public places.

Further, the Bylaws are made pursuant to section 56 of the Waste Minimisation Act 2008, sections 145 and 146 of the Local Government Act 2002, section 64 of the Heath Act 1956, and section 12 of the Litter Act 1979.

Table 2 below summarises the revoked and current solid waste management and minimisation bylaws for the Wellington region territorial authorities (in alphabetical order).

Table 2 Wellington Region Solid Waste Management and Minimisation Bylaws

Territorial Authority Solid Waste Bylaw	Revocation
Hutt City Solid Waste Management and Minimisation Bylaw 2021	Refuse Collection and Disposal Bylaw 2008.

Territorial Authority Solid Waste Bylaw	Revocation
Kāpiti Coast Solid Waste Management and Minimisation Bylaw 2021	Bylaw repeals and replaces the Kāpiti Coast District Solid Waste Bylaw 2010, and Part 7 of the General Bylaw 2010.
Porirua City Solid Waste Management and Minimisation Bylaw 2021	Bylaw repeals and replaces the Porirua City Council General Bylaw 1991 – Part 13 Solid Waste 2010.
Upper Hutt City Council (NOTE 1)	Upper Hutt City Council Solid Waste Bylaw (2005) expired in 2015.
Wairarapa Solid Waste Management and Minimisation Bylaw 2021	Bylaw repeals and replaces the Masterton and South Wairarapa District Council Solid Waste Bylaw 2012 for the Masterton and South Wairarapa District Councils. This is a new Bylaw and does not repeal or replace any existing solid waste bylaw for Carterton District Council.
Wellington Solid Waste Management and Minimisation Bylaw 2020	Bylaw repeals and replaces Part 9 (Waste Management) of the Wellington City Council Consolidated Bylaw 2008.

NOTE 1: No current solid waste bylaw in place as the previous Upper Hutt City Council Solid Waste Bylaw (2005) expired in 2015. Upper Hutt City Council (Council) is proposing a new Solid Waste Management and Minimisation Bylaw for Upper Hutt City.

2.2.2 Local Planning Context

Acknowledging the national legislative context and framework documents, this Regional Waste Assessment has been developed to support the development of the updated Regional Waste Management and Minimisation Plan, noting that both documents are foundation reports in the establishment of appropriate waste management and minimisation activities and targets within the Wellington Region.

Further, the following Council Long-Term Plans (LTP) are important foundation documents for the development of this Regional Waste Assessment and help to set out Councils priorities, programme and projects over a 10-year period. As such, the LTPs for the individual Councils in the Wellington Region is based on the outputs of the Regional Waste Assessment as well as acknowledgment of the Regional WMMP outcomes specific to the waste sector. The importance of the LTPs is to show what Councils will seek to achieve over the 10-year period, the significance and/or importance of these activities and the expected costs to achieve the activities.

As such, for Councils to provide clarity and transparency on progress against LTP activities, an Annual Plan is produced in each of the two years between LTP reviews and which set out what the council plans to do over the following 12-month period to move towards achieving the activities of the LTP; including setting out the annual budget. A key step in the Annual Plan process as for the LTP is the ability for the public to submit on the documents before they are adopted. By following this consultative approach, communities and other interested stakeholders and individuals have an active voice in helping to shape the respective Council activities.

A broad overview of the Long-Term Plans for each of the Councils in the Wellington Region and specifically those waste focussed elements are provided in Section 2.2.2.1 to Section 2.2.2.8 below (in alphabetical order).

2.2.2.1 Te Kaunihera-Ā-Rohe O Taratahi – Carterton District Council

As reported, Carterton District Council has developed a ten-year plan (Ten-Year Plan – Te Māhere Ngahurutanga 2021-2031⁷) that sets out the Council’s priorities, programmes and projects for the next ten

⁷ [2021-31-LTP-document-Final-signed.pdf \(cdc.govt.nz\)](#)

years and shows how the activities will contribute to improving the community's well-being and achieve progress towards the community outcomes.

To progress the Long-Term Plan, the Carterton District Councils vision focusses on 'a welcoming and vibrant community where we all enjoy living' supported by a range of community, environmental, economic, and cultural outcomes, including for example the following outcomes which influence and shape waste minimisation and management:

- An environmentally responsible community committed to reducing our carbon footprint and adapting to the impacts of climate change;
- Quality fit for purpose infrastructure and services that are cost-effective and meet future needs; and
- Te Āo Māori/ Māori aspirations and partnerships are valued and supported.

In addition to the Long-Term Plan, Carterton District Council has also adopted the Ruamāhanga Strategy – Carbon Reduction Strategy which commits the Council to the following and which will further influence waste minimisation and management activities in the district:

- Reducing gross emissions;
- Increasing the amount of greenhouse gas sequestered; and
- Reducing biogenic methane emissions by 10% below 2017 levels, in 2030.

It is also important to note here that Carterton District Council undertakes many joint operations with neighbouring councils including Masterton and South Wairarapa District Councils as well as Greater Wellington Regional Council, and in so doing undertaking joint operations such as a common waste management contract.

2.2.2.2 Te Awa Kairangi – Hutt City Council

As reported, Hutt City Council has developed a 10-year Long-Term Plan 2021-2031 (E whakatika ana i ngā mea matua: getting the basics right) to support the city's vision of "a city where everyone thrives". The key priorities for the next 10-years are as follows:

- Investing in infrastructure | Whakangao i ngā poupu hapori
- Increasing housing supply | Hei Āhuru Mōwai mō te Katoa
- Caring for and protecting our environment | Tiaki Taiao
- Supporting an innovative, agile economy and attractive city | Taunaki Ōhanga Auaha, Tāone Whakapoapoa
- Connecting communities | Tūhono Hapori
- Financial sustainability | Whakauka Ahumoni

As reported, the 10-year plan sets out a plan to support Hutt City achieve zero carbon by 2050 by making operations more sustainable and climate friendly by for example, better managing waste disposal, reducing the amount of waste going to landfill to increase its longevity and to develop the ability to manage asbestos.

2.2.2.3 Te Kaunihera o Te Awa Kairangi ki Uta – Upper Hutt City Council

As reported, Upper Hutt City Council has developed a 10-year Long-Term Plan 2021-2031 with the following vision:

"We have an outstanding natural environment, leisure, and recreational opportunities, and we are a great place for families to live, work, and play"

As reported in the Long-Term Plan, Council is committed to taking a sustainable development approach in all activities with a key target to become a carbon neutral organisation by 2035. Further, as part of Councils sustainable work, it is required to promote effective and efficient waste management and minimisation within the city.

2.2.2.4 Me Huri Whakamuri, Ka Titiro Whakamua – Kāpiti Coast District Council

As reported, Kāpiti Coast District Council has developed a 20-year Long-Term Plan (Our plan for securing our future – Toitū Kāpiti) that focusses on the Kāpiti Coast Districts future needs, the challenges and the outcomes the Kāpiti Coast District area. The four key decisions underpinning the plan are:

1. Take a bigger role in housing
2. Rebuild Paekākāriki seawall in timber with improved beach access
3. Set up a CCO (Council-Controlled Organisation)
4. Explore whether Council may be able to have a role in the airport.

The Long-Term Plan also recognises the need to reduce emissions and to support the community to minimise waste and reduce emissions by:

- Leading by example through reducing Council’s carbon emissions to be carbon neutral by 2025
- Embedding sustainable practices within Council service delivery
- Facilitating and empowering community projects and initiatives
- Educating and promoting sustainable practices in the community to see a reduction in carbon and waste
- Restoring our environment through dune restoration and native planting
- Ensuring our freshwater quality and protection through our stormwater network

2.2.2.5 Te Kaunihera Ā-Rohe O Whakaoriori – Masterton District Council

The Masterton District Council Long-Term Plan (Stepping Up Long-Term Plan 2021-31) sets out what the Council intends to achieve over a ten-year timeframe and to help achieve Councils vision: *Masterton/Whakaoriori offers the best of rural provincial living.*

As reported in the Long-Term Plan, Masterton District Council provides solid waste services to the community to contribute to the following community outcomes:

- A sustainable and healthy environment
- A thriving and resilient economy
- Efficient, safe and effective infrastructure

As per the Plan, the key waste management priorities over the next 10-years are as follows:

- Undertaking renewal work at the Nursery Road Transfer Station. \$290,640 has been allowed across the 10 years of the Long-Term Plan for this.
- Undertaking landfill capping. \$264,520 has been allowed across the ten years of this Long-Term Plan.
- Implementing the Solid Waste Bylaw that has been developed with Councils across the Wellington region. This bylaw is being progressed as part of the joint Waste Management and Minimisation Plan.

2.2.2.6 Porirua District Council

The Porirua City Council Long-Term Plan (Porirua – our people, our harbour, our home 2021 – 2051) sets out the 30-year plan to help achieve the vision of: our people, our harbour, our home. As reported, in June 2019, Porirua City Council declared a climate change emergency. Further, to accelerate Porirua’s response to this declaration, the Council has agreed to invest an additional \$6 million across years 2022/23 and 2023/24 to reduce greenhouse gas emissions from council facilities, reduce organic waste going to the landfill and accelerate the transition of Council’s fleet to electric vehicles where possible.

2.2.2.7 Kia Reretahi Tātau – South Wairarapa District Council

As reported in the South Wairarapa District Council 2021-2031 ten-year Long-Term Plan (Te Pae Tawhiti), waste minimisation activities fall within the environmental wellbeing strategic driver (sustainable living, safe and secure water and soils, waste minimised, biodiversity enhanced) with the following key action areas:

- Enhancing 3 water delivery and environmental quality
- Take active measures to adapt and mitigate the impacts of climate change
- Minimise waste and provide environmentally sustainable Council services
- Empower and enable our community to drive behavioural change for the benefit of the environment

A key focus for Council as reported is on minimising waste volumes by promoting the waste management hierarchy “reduce, reuse, recycle, reprocess, treat, dispose”. Further, and as reported, the Council also working with other councils in the region to look at Wairarapa-wide solutions to solid waste management.

2.2.2.8 Me Heke Ki Pōneke – Wellington City Council

Wellington City Council’s 10-year Long-Term Plan 2021-2031 (Tō mātou mahere ngahuru tau) sets out the long-term strategic vision of: Wellington 2040 – an inclusive, sustainable and creative capital for people to live, work and play. This vision as reported, is supported by four community outcomes that reflect each of the four dimensions of wellbeing and are at the centre of the long-term plan:

- Environmental – a sustainable, climate friendly eco capital
- Social – a people friendly, compact, safe and accessible capital city
- Cultural – an innovative, inclusive and creative city
- Economic – a dynamic and sustainable economy

The Long-Term plan also sets out priority objectives for the first three years with priority 5 of 6 directly relevant to the management of waste:

- An accelerating zero-carbon and waste-free transition: with communities and the city economy adapting to climate change, development of low carbon infrastructure and buildings, and increased waste minimisation.

3 OVERVIEW OF THE WELLINGTON REGION

This section provides a high-level demographic and economic overview of the territorial authorities that make up the Wellington Region to provide context to the production and management of waste and resources within the region.

3.1.1 Introduction

The Wellington Region is located in the lower North Island of Aotearoa New Zealand and comprises eight territorial areas with a total resident population of approximately 547,000⁸ as reported in 2021 (**Figure 1**). The region includes a diverse range of land uses including both dense city areas, suburban and rural communities, with the region’s population reflective of this. As such, this diversity is also reflected in the types and quantities of waste and resources produced within each of the eight territorial areas. Further discussion of waste types and quantities can be found in Section 5.

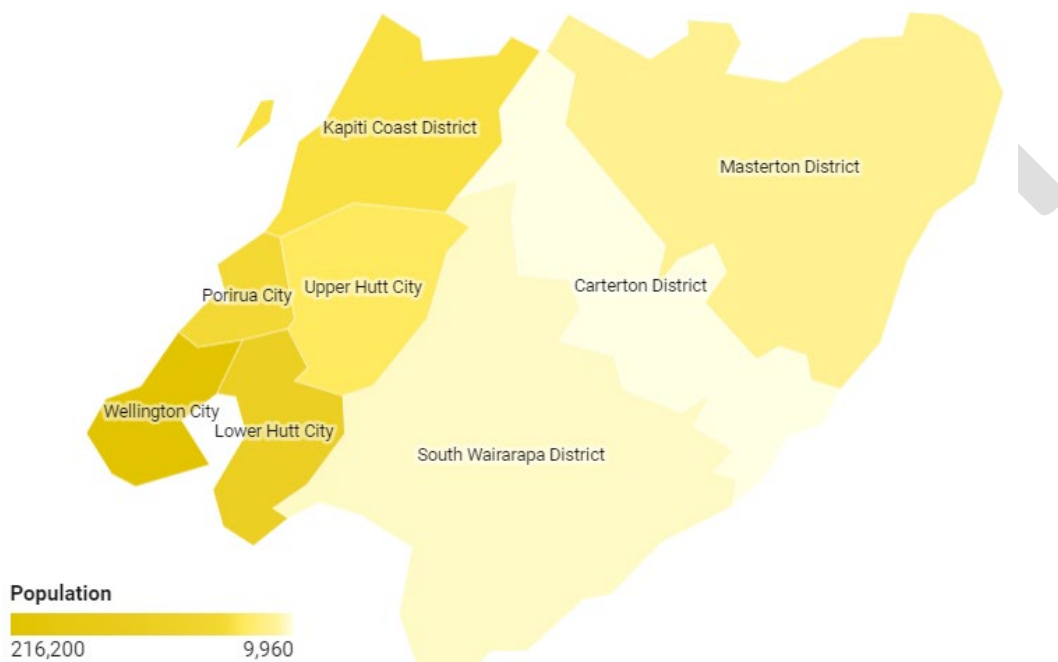


Figure 1 Wellington Region illustrating the Eight Territorial Authorities and Population Spread⁹

Additionally, **Figure 1** clearly illustrates the predominant regional population lies within the Wellington City, Lower Hutt and Porirua City areas and it is probable that due to the close proximity of these areas that residents may travel between territorial authorities for work and other activities.

3.1.2 Demographics

As noted in Section 3.1.1 above, the Wellington region has experienced steady annual growth as illustrated in **Figure 2** with the largest and most consistent increases reflected from 2014 onwards. Further, with a total resident population of approximately 547,000, the largest proportion resides in Wellington City (40%) followed by Lower Hutt (20%) and Kāpiti Coast District and Porirua City both at 11%. The remaining four authorities

⁸ https://ecoprofile.infometrics.co.nz/Wellington_Region/Population

⁹ Stats NZ

report populations of less than 10% of the Wellington region (**Table 3**). However, of interest is the annual growth rate experience by each of the eight territorial authority areas, with the Masterton District reporting the highest annual growth rate of 2.5% between 2018 and 2020 followed by South Wairapapa District, Kāpiti Coast District and Carterton District all reporting annual growth changes at or above 2%. All remaining districts reported annual growth rates of between 1.3 and 1.8% (**Table 3**). As such, it is probable that the current population spread throughout the main centres may differ in the coming years should growth rates continue to increase across the semi-rural and rural districts and as a result the waste profiles within these districts may also change accordingly.

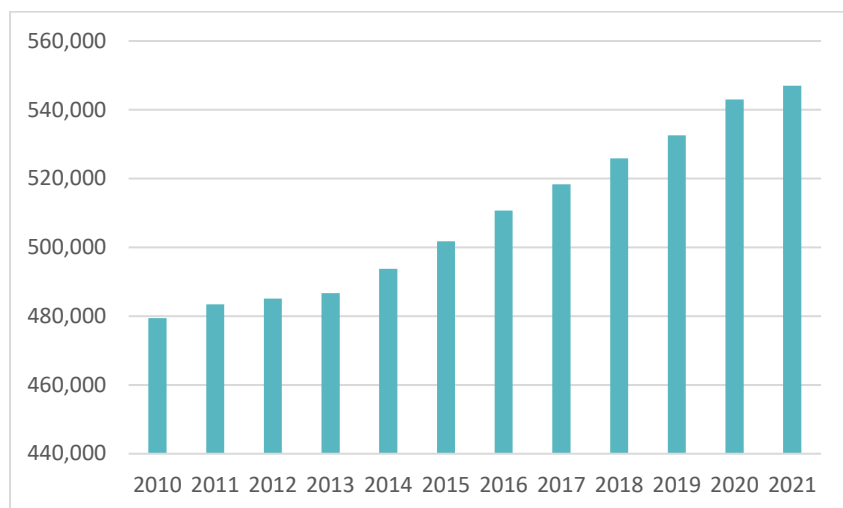


Figure 2 Total Population of the Wellington Region reported between 2010 and 2021¹⁰

Table 3 Wellington Region Estimated Resident Population¹¹

	2018	2019	2020	2021	Average Annual Change 2018-2020		Approximate Proportion of the Wellington Region Population (%)
					Number	Percent (%)	
Kāpiti Coast District Council	55,200	56,100	57,400	58,000	1,100	2.0	11
Porirua City	58,900	59,800	61,000	61,900	1,100	1.8	11
Upper Hutt City	45,400	46,200	46,900	47,500	750	1.6	9
Lower Hutt City	108,600	109,900	112,000	112,800	1,700	1.6	20
Wellington City	211,200	212,900	216,700	217,000	2,800	1.3	40
Masterton District	26,400	26,900	27,700	28,200	660	2.5	5
Carterton District	9,510	9,660	9,890	10,050	190	2.0	2
South Wairarapa District	10,900	11,100	11,450	11,650	250	2.3	2

While population growth and spread throughout the region is an important factor to help understand waste flows and quantities, other factors such as age also help to provide greater clarity on the makeup of waste and associated resources. Within the Wellington region, the median age as reported by Stats NZ is 37 years with

¹⁰ https://ecoprofile.infometrics.co.nz/Wellington_Region/Population/Growth

¹¹ [Subnational population estimates: At 30 June 2021 \(provisional\) | Stats NZ](#)

Figure 3 illustrating the spread of peoples age and sex. While age may be considered a proxy for the types and quantities of waste that may be produced within a district and/or wider region, it is only one influencing factor and cannot be considered in isolation of other factors including, accessibility to and equity of services and the impacts that seasonality and health events.

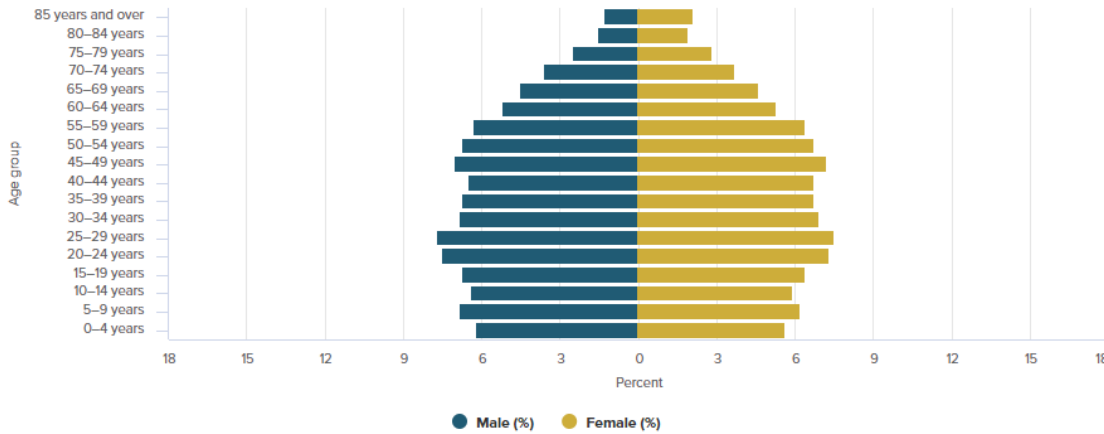


Figure 3 Age and Sex of People in the Wellington Region (2018 census Data)¹²

Further, when comparing the Wellington Region population to that of wider Aotearoa New Zealand, it is clear that population growth has declined rapidly from 2020 to 2021 (**Figure 4**). While there are a range of factors that would contribute to a decline, it is likely that reduce immigration due to COVID-19 border closures during the same period will be the main causative factor. With borders now reopening, it is plausible that population growth rate within the Wellington Region will again begin to increase and shows signs of pre-2020 rates (**Figure 4**).



Figure 4 Population Growth Rate of the Wellington Region Compared with wider New Zealand reported between 1997 and 2021¹³

¹² [Place Summaries | Wellington Region | Stats NZ](#)

¹³ <https://ecoprofile.infometrics.co.nz/Wellington-Region/Population/Growth>

Further, when looking at the population and density of residents across the region, dwelling count is an interesting factor to help understand the pressures that may be placed on households and the resulting influence this may have on household waste production. For example, the Wellington region has approximately 11% of the national number of occupied dwellings (186,225) with approximately 7% of the national number under construction (1,068), which when combined suggest that the Wellington Region population and dwelling occupancy is set to continue (**Table 4**). With this in mind and acknowledging the previous demographic information, the resultant waste quantities and types are also expected to increase proportionately. However, with an increased focus on redesign of products, behaviour change, reduction and recycling of resource initiatives both at a Central Government and Local Government levels, the amount of waste being produced and subsequently disposed of is anticipated to change accordingly. However, this change will require wider initiatives such as investment in waste and resource management infrastructure as well as supporting legislative instruments.

Table 4 Dwelling Occupancy Status in the Wellington Region Compared with New Zealand¹⁴

Dwelling Type	Wellington Region (count)	New Zealand (count)
Occupied Dwelling	186,225	1,664,313
Unoccupied Dwelling	14,754	191,649
Dwelling under Construction	1,068	15,972
Total Private Dwellings	202,047	1,871,934

3.1.3 Economy

3.1.3.1 Gross Domestic Product (GDP)

Gross Domestic Product (GDP) is an important economic indicator that measures the size of an economy. For the Wellington Region GDP in 2021 declined -0.5% to \$43,623million, with a similar reduction seen throughout Aotearoa New Zealand with national GDP dropping -1.2%. **Figure 5** below illustrates the change in GDP across the Wellington Region and nationally illustrating a significant and sharp decline from late 2019/early 2020. While a range of factors are likely responsible, the occurrence of the global COVID-19 pandemic is likely to be the key contributing factor, and which continues to influence regional and national GDP levels. As such, it is important to contextualise this decline as GDP growth throughout other global countries are also showing signs of contraction and slowing of markets.

¹⁴ [Place Summaries | Wellington Region | Stats NZ](#)

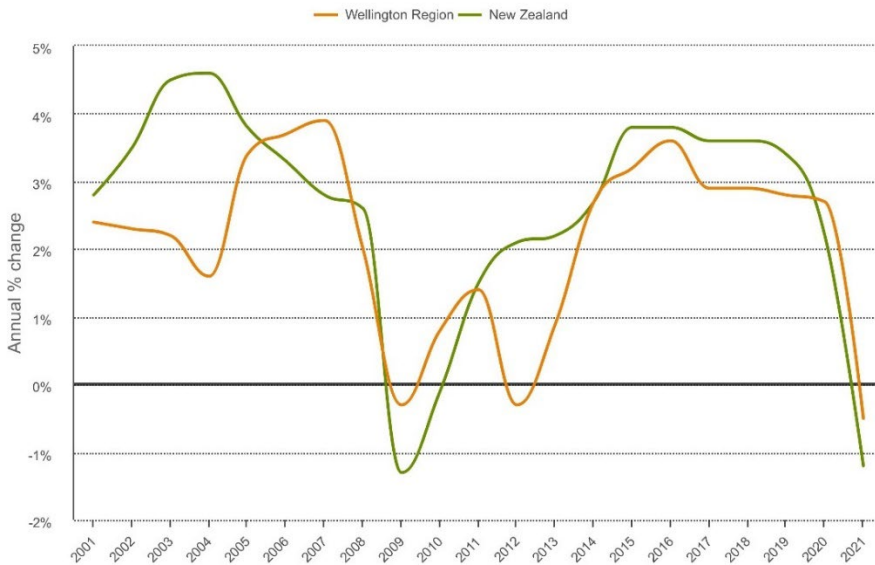


Figure 5 Gross Domestic Product Growth Reported for the Wellington Region between 2001 and 2021¹⁵

Further, of the key industries contributing to GDP within the Wellington region, public administration and safety (13.1%) followed by professional, scientific and technical services (12.8%) (Figure 6) contributed to more than \$3,300million or approximately 40% of the regions GDP (Table 5).

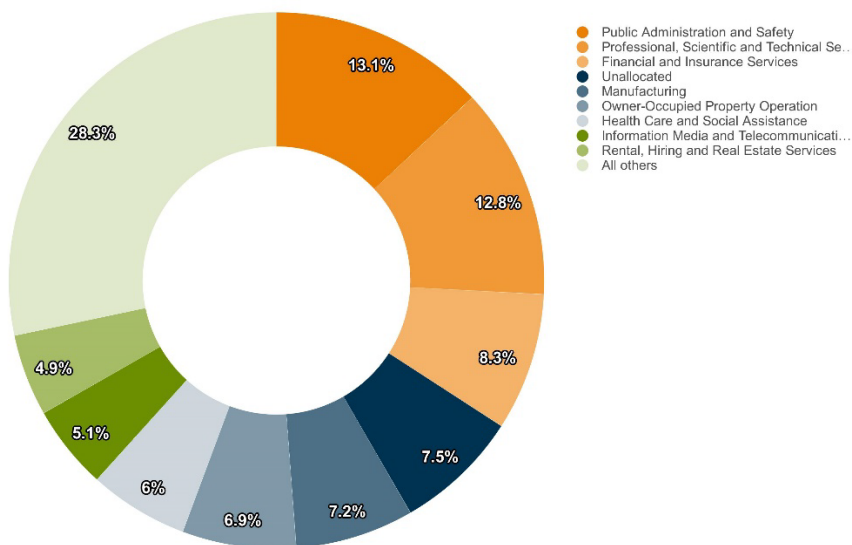


Figure 6 Proportion of Gross Domestic Product by Industry Type for the Wellington Region between 2001 and 2021¹⁶

¹⁵ <https://ecoprofile.infometrics.co.nz/Wellington Region/Gdp>

¹⁶ <https://ecoprofile.infometrics.co.nz/Wellington Region/Gdp>

Table 5 Main Industry Contributors to Gross Domestic Product within the Wellington Region¹⁷

Industry	Proportion of Gross Domestic Product (\$million)
Public administration and safety	\$1,738M
Professional, scientific and technical services	\$1,577M
Financial and insurance services	\$631M
Health care and social assistance	\$618M
Construction	\$588M
All other industries	\$2,973M
Total Increase in GDP	\$8,125M

Further, when comparing the GDP by industry types within the Wellington Region to those of New Zealand, it is clear that the Wellington Region has a much higher GDP contribution associated with the professional, scientific and technical services and public administration and safety than that of the wider New Zealand (Figure 7). This most likely due to the higher proportion of administrative and office-based roles within Wellington City, as the capital of Aotearoa New Zealand and comparatively less agriculture and forestry and fishing-based industries within the wider region than compared with wider Aotearoa New Zealand. As reported in the 2016 Waste Assessment Report, the type of industries comprising the Wellington Region have a direct influence on the type of waste produced and available for management. For example, the high proportion of administrative roles would suggest a waste stream comprising materials common place in office-based roles (e.g., paper, cardboard, food scraps) compared with agricultural and rural waste comprising for example, agricultural chemical containers, treated timber and livestock waste.

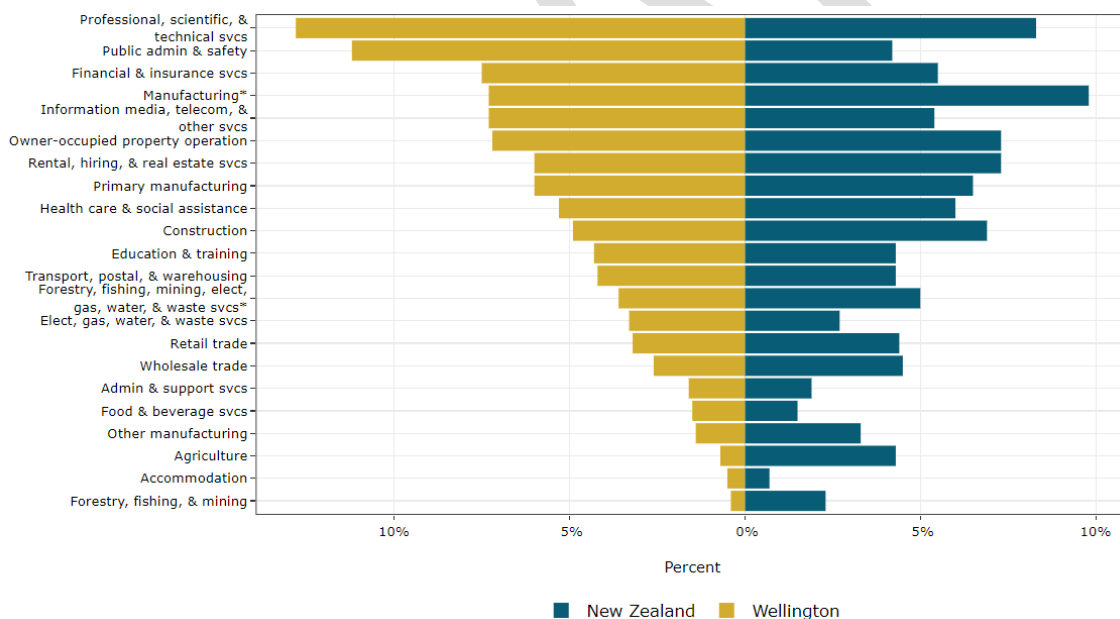


Figure 7 2020 GDP Contribution by Industry in the Wellington Region compared with New Zealand¹⁸

¹⁷ <https://ecoprofile.infometrics.co.nz/Wellington Region/Gdp>

¹⁸ <https://ecoprofile.infometrics.co.nz/Wellington Region/Gdp/GrowthIndustries>

3.1.3.2 Work and Labour Force

When looking at the composition of the Wellington Region economy, the work and labour force are two key aspects for consideration as both underpin GDP. **Figure 8** clearly shows that the Wellington Region compared to the national 2018 census data has a higher proportion of full-time employed workers (approximately 53%) and slightly fewer part-time employees (approximately 14%). However, while the 2018 census data has reported a slightly higher proportion of unemployed people (4.4%) in the Wellington Region compared with the national average of (4%), this difference can be considered minor for the purpose of this report. Taking a deeper look into the 2018 census occupations of people in the Wellington Region compared to the wider Aotearoa New Zealand, ‘professionals’ represent approximately 32% of the Wellington Region occupations and which is significantly above the New Zealand percentage of 23%. Managerial occupations represent the second highest percentage at approximately 17% followed by ‘clerical and administrative workers’ at approximately 12% and again above the national average of approximately 11% (**Figure 9**).

Acknowledging the current COVID-19 pandemic and the impacts this has had on global and local economies, Figure 10 illustrates the key industries that are currently contributing to growth in the Wellington Region. Of note, ‘public administration and safety’ has seen an annual growth of 9.3% with an additional 3,463 jobs established since 2020 which reported 37,075 jobs in this industry. Similarly, health care and social assistance saw an annual increase of 4.5% with an additional 1,301 jobs established since 2020 which reported 28,723 jobs. Unsurprisingly, the construction industry saw an annual growth of 3.8% with an additional 936 jobs established since 2020 numbers of 24,462 jobs; most likely attributed to the significant increase in residential and commercial construction across the industry and which has been broadly seen nationally. However, and in comparison, the accommodation and food services industry saw a contraction with -6.1% annual growth rate reported with a loss of 1,234 jobs since 2020 numbers of 20,383 jobs. Similarly, the administrative and support services and retail trade industries both saw a contraction of -4.4% (a loss of 699 jobs) and -1.4% (a loss of 329 jobs), most likely attributed to the COVID-19 pandemic affecting hospitality spend and retail sales.

Further, while the total personal income for people in the Wellington Region varied, the four main income categories were reported in the 2018 census data as (**Figure 11**):

- \$70,001-\$100,000 (11.2% of people; 9.6% nationally)
- \$40,001-\$50,000 (8.9% of people; 9.7% nationally)
- \$15,001-\$20,000 (8.6% of people; 9.9% nationally)
- \$100,000-\$150,000 (7.1% of people; 4.7% nationally)

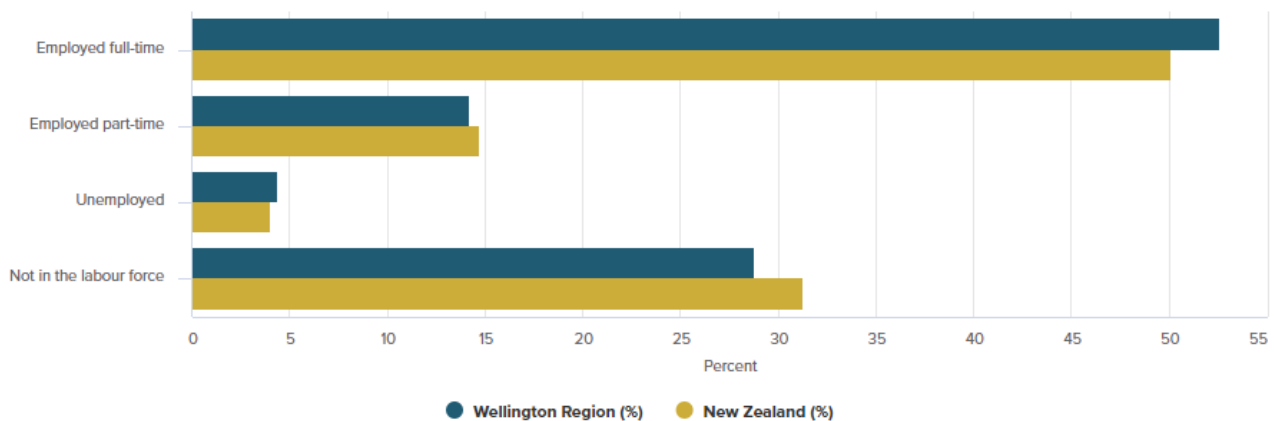


Figure 8 Work and Labour Force Status for People in the Wellington Region compared with New Zealand, 2018 Census Data¹⁹

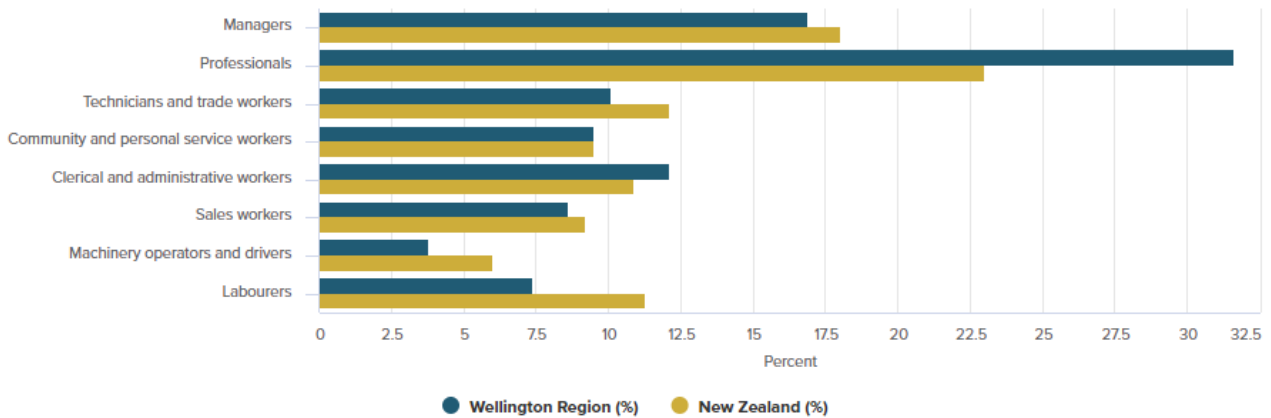


Figure 9 Occupations for People in the Wellington Region compared with New Zealand, 2018 Census Data²⁰



Figure 10 Key Industries by Contribution to Employment Growth in the Wellington Region between 2020 and 2021²¹

¹⁹ [Place Summaries | Wellington Region | Stats NZ](#)

²⁰ [Place Summaries | Wellington Region | Stats NZ](#)

²¹ <https://ecoprofile.infometrics.co.nz/Wellington-Region/Employment/GrowthIndustriesBroad>

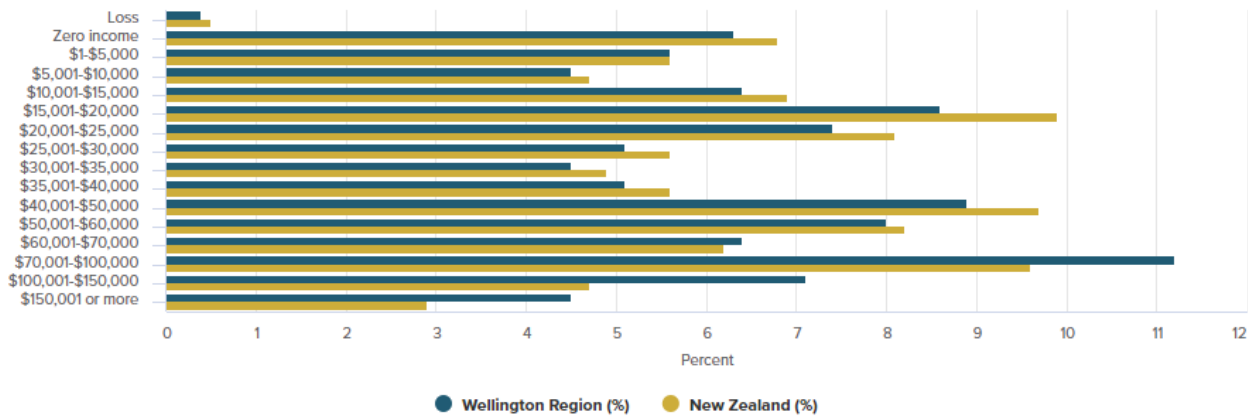


Figure 11 Total Personal Income for People in the Wellington Region compared with New Zealand, 2018 Census Data²²

As was reported in the 2016 Waste Assessment and acknowledging the 3.8% annual growth of the construction industry, it is clear that the Wellington Region is experiencing a significant increase in the construction of new multi-unit houses with a 33.2% increase (2,091 multi-unit houses) from 2020 (1,570 multi-unit houses), and which is almost reflective of pre-COVID levels in 2019 of 47.9% (Table 6). Similarly, in 2021 there was a reported 5.2% increase in the number of consented houses, however when compared to previous years and excluding the 2019-2020 periods due to COVID-19, the percentage change is significantly lower than reported between 2016 to 2018. While this might signal a decline in the construction of houses due to market demand it is probable that this decline is a result of greater emphasis being placed on the construction of higher density housing; a theme seen throughout Aotearoa New Zealand.

Table 6 Annual Number and Percentage Change of New Dwellings Consented in the Wellington Region²³

	Year ended December (Number)						Year ended December (Percentage Change from Previous Year)					
	2016	2017	2018	2019	2020	2021	2016	2017	2018	2019	2020	2021
Houses	1,233	1,432	1,595	1,540	1,487	1,565	25.6	16.1	11.4	-3.4	-3.4	5.2
Multi-Unit Houses	759	862	1,136	1,680	1,570	2,091	2.7	13.6	31.8	47.9	-6.5	33.2
TOTAL	1,992	2,294	2,731	3,220	3,057	3,656	15.7	15.2	19.0	17.9	-5.1	19.6

3.1.4 Overview of Potential Future Changes to the Region

At the time of writing, the Ministry for the Environment is working on developing several key waste and resource management initiatives along with appropriate legislation and updating several key existing legislative instruments. Acknowledging the development of several key new initiatives are not yet in place at the time of writing this waste assessment, it is expected that the below list will largely be in effect over the coming years and as such will influence and shape the waste and resource management activities carried out by each of the Councils in the Wellington Region.

- Development of a new national waste strategy and new legislation to better regulate how we manage products and materials circulating on our economy

²² [Place Summaries | Wellington Region | Stats NZ](#)

²³ [Building consents issued: December 2021 | Stats NZ](#)

- Development of a long-term infrastructure plan to provide a national view of the waste investment Aotearoa New Zealand needs over the next 15-years
- Standardising kerbside recycling to make it simpler and easier for people to recycle correctly
- Container return scheme to incentivise people to return their empty beverage containers for recycling in exchange for a small refundable deposit (20-cents proposed)
- Developing end-of-life solutions for the six priority products:
 - Plastic packaging
 - Tyres
 - Electrical and electronic products (e-waste including large batteries)
 - Agrichemicals and their containers
 - Refrigerants
 - Farm plastics
- Phasing out certain single-use plastic items and hard-to-recycle plastic packaging (e.g., type #3 PVC containers, type #6 polystyrene drink packaging)
- Diversion of business food scraps from landfill to reduce greenhouse gas emissions and make better use of organic material
- Reducing construction and demolition waste and move towards more circular systems for building materials used

4 WELLINGTON WASTE INFRASTRUCTURE OVERVIEW

To provide an understanding of how waste and resources are managed within the Wellington Region, this section aims to provide an overview of the range of infrastructure options available through the eight territorial authorities. Where possible, infrastructure has been aligned to the waste hierarchy to show case how individual and collective authorities currently manage waste and resources, whilst also providing an overview of the potential opportunities to maximise reuse and recovery of materials and products throughout a products lifecycle.



4.1 Overview of Wellington Region Waste Infrastructure

The following sections provide an overview of the waste and resource management infrastructure in the Wellington Region and are based on the outputs of the 2016 Regional Waste Assessment. Of note, the information has been presented to broadly align with the waste hierarchy (Figure 12) beginning with infrastructure that aligns with recovery and recycling of materials through to disposal; including landfilling and littering. The intent of this approach is to acknowledge the efforts within the region to recover and reuse as much material as possible to avoid disposal to landfill, thereby supporting efforts to reduce per capita waste production.



Figure 12 Waste minimisation hierarchy and resource recovery and disposal infrastructure (Te Waihangā, New Zealand Infrastructure Commission 2020, adapted from s44 Waste Minimisation Act 2008 and Auckland Council 2018)²⁴

²⁴ New Zealand Infrastructure Commission – Te Waihangā: Sector State of Play: Resource Recovery and Waste Discussion Document

Further, it is important to note here that since the 2016 Waste Assessment Report there have been significant efforts undertaken by each of the eight territorial authorities to reduce the amount of waste produced; however the unfortunate global COVID-19 health pandemic has had significant impacts regionally and nationally resulting in reduced ability for the Wellington Region to meet the primary²⁵ waste reduction target of reducing total waste sent to Class 1 landfills from 600kg per person to 400kg per person by 2026. However, each territorial authority has remained committed to achieving this primary target and has where able, continued to progress initiatives, albeit at a slower rate due to the impacts COVID-19 has had across the waste and resource management sector.

As noted, the following sections are broadly aligned to the waste hierarchy and the material life-cycle as follows:

- Reuse
 - Resource Recovery Centres (Section 4.1.1)
- Recycle and Recover
 - Recycling and Reprocessing Facilities (Section 4.1.2)
 - Refuse Transfer Stations (Section 4.1.3)
- Treat and Dispose
 - Landfills (Section 4.1.4)
 - Hazardous Waste Facilities and Services (Section 4.1.5)



Littering has been included in this report as it represents an important pathway by which materials enter the environment, thereby bypassing council managed material recovery and recycling services (e.g., kerbside recycling, public place recycling). Littering is discussed further in Section 4.1.6.

4.1.1 Resource Recovery Centres

For clarity, a resource recovery centre is defined here as a location that primarily provides a service to the public whereby resources are collected, sorted, transported and on sold via a range of methods (e.g., resource recovery shops, social media platforms). These centres may include shops located at a transfer station and/or landfill site, community recycling centre and reuse stores. A resource recovery centre may also bulk collect materials (e.g., paper and cardboard) for collection and transportation for further processing (see Section 4.1.2 for further discussion). While this report generally focusses on the waste and resources that are controlled and/or influenced by Council activities, it is important to recognise and acknowledge the connection with other non-Council facilities such as hospice shops and other community stores as providing complementary recovery of resources.

Further, the above description also recognises the WasteMINZ Recycling & Resource Recovery Sector Group vision:

A Resource Recovery Sector Group working with the people of Aotearoa to maximise the recovery and delivery of high-quality materials for remanufacturing that aligns with a move to a circular economy, and which keep products and materials in use, at their highest level.

Across the Wellington Region, a range of public drop-off facilities and second-hand stores are managed by councils, and which accept a wide range of materials (e.g., household goods, building materials, clothing and

²⁵ as set out in the Regional Waste Management and Minimisation Plan (2017-2023)

textiles). These facilities include but are not limited to Wairarapa Resource Centre (Masterton), Otaihanga Resource Recovery Centre (Kāpiti Coast), 'Tip Shop' (Wellington City). Supporting these council facilities are a wide range of complementary facilities accepting a range of materials from paint (e.g., Paintwise, Resene), e-waste, used cartridges (e.g., Cartridge World), car parts (e.g., scrap metal yards, mechanics) and scrap metal (e.g., various scrap metal yards). As the continued focus on resource management and diverting resources from landfill becomes more mainstream coupled with diversification of facilities to both accept and reprocess materials, it is probable that the number, location and type of facilities that accept material will continue to grow and expand throughout the Wellington Region.

The following section further discusses the range of recycling and reprocessing facilities throughout the Wellington Region, and which represent the next stage in the management of a product and/or materials lifecycle.

4.1.2 Recycling and Reprocessing Facilities

Recycling and reprocessing facilities are many and varied throughout the Wellington Region. For clarity, these facilities relate to the collection, sorting, processing and conversion into new products but does not include the use of these materials for energy production (e.g., energy from waste facilities).

Table 7 has been adapted from the 2016 Waste Assessment and includes information of materials that are currently recycled and reprocessed within the Wellington Region. All data has been provided by each of the Councils (except Carterton where no data was available) in the Wellington Region. Further, as has been discussed in Section 4.1.1 above, the range of recycling and reprocessing facilities are also supported by a wide and diverse range of smaller supporting facilities which may undertake indirect activities that support recycling and reprocessing (e.g., dismantling).

Table 7 Details of Recycling and Reprocessing Facilities in the Wellington Region

Facility Type	Council Area	Materials	Description
Composting	Wellington	Accepts food waste and greenwaste	Capital Compost, Static pile windrow, Southern landfill
	Masterton	Accepts greenwaste	Nursery Road, Static pile windrow
	South Wairarapa	Greenwaste	Envirocomp, In-vessel
	Kāpiti	Accepts greenwaste	Composting NZ, Static pile windrow. Drop off and processing facility is in Otaihanga and there is a satellite drop off location at the Otaki RTS.
	Upper Hutt	Food waste	Mahinga Kai
CnD Waste	Wellington	Timber, metal, concrete, brick, etc	Woods Waste
Drop-Off	Wellington	Used paint	4 Paintwise paint drop off point
		Nappies	8 Envirocomp sites
		Soft plastics (plastic bags)	Various retail sites (Warehouse, New World, Pak'n'Save)
		E-Waste (drop off)	Second Treasures (Southern landfill)
	Masterton	E-waste dismantling, refurbishment and reuse	Wairarapa Resource Centre
	Kāpiti	Used paint	1 Paintwise paint drop off point and Otaihanga Reuse Shop
		Soft plastics (plastic bags)	Various retail sites (New World and Countdown supermarkets)
E-waste (TVs, whiteware, fridges/freezers, small electronic items, batteries,		Otaihanga RRF and Otaki RTS	

Facility Type	Council Area	Materials	Description
		Recycling (paper and cardboard, tins and cans, plastic containers 1, 2 and 5, glass)	Otaihanga RRF and Otaki RTS
		Child carseats (Seatsmart programme)	Otaihanga RRF
		Household hazardous	Otaihanga RRF
	Upper Hutt	Soft plastics (plastic bags)	Various retail sites (Warehouse, New World, Pak'n'Save)
		Greenwaste	Taken to CNZ in Paraparaumu
	Hutt City	Paint	Resene and Dulux outlets
		Soft plastics (plastic bags)	Following retail sites: Countdown (Petone) The Warehouse (Petone, Queensgate) New World Pak N Save (Petone)
		E-Waste	Noel Leeming (LH depot for TechCollect) Earthlink (items scrapped onsite)
	Porirua	Used paint	1 Paintwise paint drop off point
		Soft plastics (plastic bags)	Various retail sites (Warehouse, New World, Pak'n'Save)
		Tetra Pak	Earthlink, remanufacture into saveBOARD. Drop off for recycling at Spicer Landfill
		E-Waste	Electronic waste drop-off locations: Trash Palace, Earthlink, IT Recyla, Remarkit, E-Cycle
		Green waste	Compositing New Zealand drop-off
		Used oil	Spicer landfill accepts used vehicle oil
Car batteries		Exide Technologies, Barry & Mexted and Macauley Metals	
Printer cartridges		Drop-off cartridges for recycling at Warehouse Stationary	
E-Waste Processing	Wellington	E-waste dismantling, refurbishments and reuse	ReMarkIT
	Upper Hutt	E-waste	Remarkit, Recycling for charity
Hazardous	Wellington	Free drop off of domestic hazardous wastes	Up to 20L/kg per visit, Southern landfill
	Hutt City	Hazardous and chemical wastes	Waste Management Technical Services
	Porirua	Hazardous quarantine and medical waste	Broken Hill Rd, Porirua
Other Organic	Wellington	Food rescue	Kaibosh and Kiwi Community Assistance
Plastics Reprocessing	Porirua	Polystyrene	Poly Palace, Remanufacture into panel insulation products
Re-Use Stores	Wellington	Building materials	No.8 Recyclers
		Household items	Second Treasures (Southern landfill)
		Cartridges	Cartridge World
		Car parts	Various
	Masterton	Building materials	Renovators Ltd, Rummages
		Household items	Wairarapa Resource Centre
	Kāpiti	Household items	Otaihanga RRC and various second-hand stores
		Building materials	Kāpiti Building Recyclers Ltd, Ace Building Recycle Barn
		Cartridges	Cartridge World, Second Image
	Upper Hutt	Car parts	Various
Building materials		Recyclers, James Henry Joinery	

Facility Type	Council Area	Materials	Description
	Hutt City	Cartridges	Cartridge World
		Car parts	Hillside auto wreckers
		Building materials	Various
		Household items	Earthlink Op shops Second-hand good retailers
		Cartridges	Cartridge World
	Porirua	Car parts	Various
		Building materials	The Building Recyclers
		Household items	Trash Palace, Free for all, various charity stores eg St Vincent De Paul Op Shop, Salvation Army
		Cartridges	Cartridge World
		Clothing	Save Mart
Scrap Metal	Wellington	Ferrous and non-ferrous	Wellington Scrap Metals
	Masterton	Ferrous and non-ferrous	Wairarapa Scrap Metal Ltd
	Kāpiti	Ferrous and non-ferrous	Remaka Metal Recyclers Ltd
	Upper Hutt	Ferrous and non-ferrous	Upper Hutt Metals
	Hutt City	Ferrous and non-ferrous	Macaulay Metals Ingot Scrap Metals Sims Pacific General Metal Recyclers Total Recycling Ltd
	Porirua	Ferrous and non-ferrous	Drop-off sites: AKB Ingot Scrap Metals, Wellington Scrap Metals, Macauley Metals
	Wellington	Animal by-products form meat processing	Taylor Preston Ltd
Rendering	Wellington	Animal by-products form meat processing	Taylor Preston Ltd

4.1.3 Refuse Transfer Stations

As reported in the 2016 Waste Assessment Report, recycling collectors and the public have access to twelve refuse transfer stations throughout the Wellington Region (**Table 8**). It is important to note here that the Waikanae Greenwaste and Recycling Centre is no longer available as this facility closed in July 2022. For clarity, refuse transfer stations are commonly commercial operations with limited public access, and serve as a point of disposal, consolidation and sorting before materials are transported to either landfill for final disposal, or to alternative recovery pathways (e.g., additional recycling, reuse, repurposing). It is worth noting here that commercial operators may also refer to a transfer station as a resource recovery park or resource drop-off centre to highlight the industries transition to providing modern facilities that accommodate a wider range of services.

The twelve facilities are also supported by the three regional landfills which also accept a wide range of materials for drop-off, including greenwaste and recyclable items. **Table 8** has been adapted from the 2016 Assessment to ensure consistency.

Table 8 Refuse Transfer Stations within the Wellington Region and Resources Accepted

Refuse Transfer Station	Owner / Operator	Hours of Access	Materials Accepted
Seaview Recycle and Transfer Station (Hutt City)	Waste Management (NZ) Ltd	Monday – Saturday 7.30am - 5.00pm Sunday and Public Holidays 8.30am - 4.30pm	Refuse Recycling Greenwaste

Refuse Transfer Station	Owner / Operator	Hours of Access	Materials Accepted
Otaihanga Resource Recovery Facility (Kāpiti Coast)	Kāpiti Coast District Council / Midwest Disposals Ltd	Monday to Saturday 8.00am – 5.00pm Sunday and Public Holidays 9.00am – 5.00pm	Refuse Recycling Greenwaste
Waikanae Greenwaste and Recycling Centre (Kāpiti Coast)	Facility Closed as at 15 July 2022		
Ōtaki Refuse Transfer Station (Kāpiti Coast)	Kāpiti Coast District Council / EnviroWaste Services Ltd	Monday to Saturday 8.00am – 5.00pm Sunday and Public Holidays 9.00am – 5.00pm	Refuse Recycling Greenwaste
Martinborough Transfer Station (South Wairarapa District)	South Wairarapa District Council / Wairarapa Environmental	Wednesday: 10.00am – 4.00pm Saturday: 10.00am – 4.00pm Sunday: 10.00am – 4.00pm Agricultural recycling only from 1.00pm – 3.00pm on the third Wednesday of each month	Refuse Recycling Greenwaste E-waste (free of charge)
Greytown Recycling Station (South Wairarapa District)	South Wairarapa District Council / Wairarapa Environmental	Tuesday: 1.00pm – 3.30pm Saturday: 10.00am – 12.00pm Sunday: 10.00am – 1.00pm	Recycling Greenwaste
Featherston Recycling Station (South Wairarapa District)	South Wairarapa District Council / Wairarapa Environmental	Thursday: 11.00am – 3.00pm Saturday: 11.00am – 3.00pm Sunday: 11.00am – 3.00pm	Recycling Greenwaste
Pirinoa Recycling Station (South Wairarapa District)	South Wairarapa District Council / Wairarapa Environmental	Wednesday: 1.00pm – 3.00pm Saturday: 10.00am – 12.00pm Sunday (May to August): 3.00pm – 5.00pm Sunday (September to April): 4.00pm – 6.00pm	Recycling Greenwaste
Castlepoint (Masterton District)	Masterton District Council / Wairarapa Environmental	Wednesday: 9.00am–12.00pm Sunday: 11.00am–3.00pm	Refuse Recycling Greenwaste
Riversdale (Masterton District)	Masterton District Council / Wairarapa Environmental	Wednesday and Sunday: 1:30pm–4:30pm Sundays in December, January and February: 1:30pm–7:30pm	Refuse Recycling Greenwaste
Masterton (Masterton District)	Masterton District Council / Wairarapa Environmental	Monday-Friday: 7:30am–4:30pm Saturday: 8:30am–4:30pm Sunday and Public holidays: 10am–4pm ANZAC Day: 1pm–4:30pm	Refuse Recycling Greenwaste

Refuse Transfer Station	Owner / Operator	Hours of Access	Materials Accepted
		Closed on Christmas Day, New Year's Day and Good Friday	
Dalefield Road Transfer Station (Carterton District)		Tuesday-Friday: 9.00am – 11.00am Saturday: 9am–12pm Sunday: 1:30pm–4:30pm	Refuse Recycling Greenwaste
Woods Waste (Ngaio, Wellington)	Woods Waste	No public access	Refuse Recycling

4.1.4 Landfills

This section provides an overview of the types of landfills operating throughout the Wellington Region and which accept a range of materials for disposal. In general, and as reported by Manatū Mō Te Taiao – Ministry for the Environment, landfills are facilities for the final controlled disposal of waste in or onto land. Under the Resource Management Act 1991, landfills must have consent conditions which are appropriate to the material they accept (e.g., municipal solid waste, construction and demolition, hazardous waste). The information contained in the following sections reflects that provided in the 2016 Waste Assessment and includes updates and additional components where appropriate.

4.1.4.1 Class 1 Landfills

There are three Class 1 landfill disposal facilities in the Wellington Region (all located on the western boundary of the region) which accept municipal solid waste from around the region (**Figure 13**). **Table 9** details the three landfills including the approximate annual tonnage accepted, consent expiry and capacity and current advertised general waste gate fees.

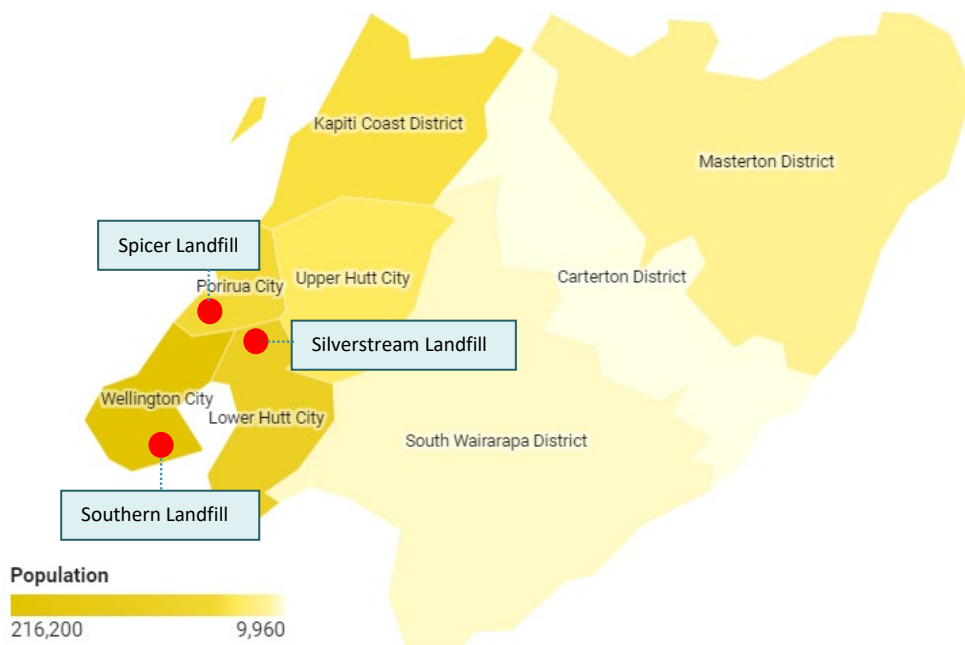


Figure 13 Approximate Location of the Three Wellington Region Landfills

Table 9 Class 1 Landfills in the Wellington Region

Disposal Facility	Location	Approximate Annual Tonnage Accepted	Consent Expiry	Advertised General Waste Gate Fee
Southern Landfill	Wellington	100,000	Current cell capacity to approximately 2026 Valley capacity for 100yrs	Domestic vehicles \$245.50 per tonne Commercial \$196.07 per tonne ²⁶
Bonny Glen landfill (Mid West Disposals)	Rangitikei District (outside of region)	Up to 250,000	Consented to 2050	\$166.19
Levin landfill (Horowhenua DC)	Horowhenua District (outside of region)	30,000	Consented to 2037	\$163.50
Silverstream	Hutt City	141,000	Consented to 2055	All vehicles \$189.75 per tonne ²⁷
Spicer Landfill	Porirua	45,000	Consented to 2030, capacity to 2045	Domestic \$27.50 - \$73.00 (per vehicle or per trailer) Commercial \$189.97 per tonne ²⁸

While the region has good access to a range of landfills, including landfill capacity to service a growing regional population, the geography of the region and the location of the landfills means that districts including Masterton, Carterton and South Wairarapa must transport waste material long distances. Further, weather events and seasonality (e.g., winter weather road closures) also influence the accessibility of the roading network and therefore the ability to transport waste when required. **Table 10** below reports²⁹ the approximate travel distances from each region to the three regional landfills.

Table 10 Approximate Travel Distances to the Three Region Based Landfills

Territorial Authority	Southern Landfill	Spicers Landfill	Silverstream Landfill
Carterton District Council	91	85	61
Hutt City Council	24	29	12
Kāpiti Coast District Council	64	42	52
Masterton District Council	106	100	76
Porirua City Council	28	5	25
South Wairarapa District Council	88	82	60
Upper Hutt City Council	41	35	11
Wellington City Council	8	24	28

²⁶ Southern Landfill, Tip Shop and Recycle Centre - Landfill charges - Wellington City Council – data provided Wellington City Council

²⁷ [Landfill location and charges, and litter penalties | Hutt City Council](#)

²⁸ [Spicer Landfill hours and fees - Porirua City](#)

²⁹ Extracted from the 2016 Regional Waste Assessment Report

As reported in the 2016 Regional Waste Assessment, this report also acknowledges that Bonny Glen landfill and Horowhenua landfill both located outside of the Wellington Region that accept waste from Kāpiti Coast District Council.

4.1.4.2 Closed Landfills

As reported in the 2016 Waste Assessment the following description remains current:

‘Most closed landfills in the Wellington region have become open space areas and are used as sports fields or passive recreation reserves. In many cases, the extent of the fill in the closed landfill is not known with any degree of accuracy. There are approximately eighty closed landfill sites in the Wellington region, of which thirty-three are within Wellington City Council area.’

4.1.4.3 Cleanfills (Class 2-4 Landfills)

Within the Wellington Region, the Class 2-4 landfills are reported to directly compete with Class 1 landfills. The difference between these landfills grades is based on the cost of disposal with the Class 2-4 landfills generally less expensive than Class 1 landfills. **Table 11** below summarises the range of Class 2-4 landfills present within the Wellington Region including the approximate consent timeframes.

Table 11 Class 2-4 Landfills in the Wellington Region

Facility Name	Landfill Class	Approximate Consent Expiry
Carterton Transfer Station (Dalefield Road, Carterton District)	4	No Data Provided
T&T Landfill (Happy Valley, Owhiro Bay, Wellington)	4	June 2049
C&D Landfill (Happy Valley, Owhiro Bay, Wellington)	2	June 2026
Masterton Landfill (Nursery Road, Masterton District)	4	September 2045
Colonial Knobb Farm Holdings Ltd (Broken Hill Road, Porirua City)	4	September 2039
Higgins Quarry (Kāpiti Coast District)	4	February 2049

4.1.5 Hazardous Waste Facilities and Services

Hazardous Waste is any waste that is defined as follows:

- Contains hazardous substances at sufficient concentrations to exceed the minimum degrees of hazard specified by Hazardous Substances (Minimum Degrees of Hazard) Regulations 2001 under the Hazardous Substances and New Organism Act 1996, or
- Meets the definition for infectious substances included in the Land Transport Rule: Dangerous Goods 2005 and NZ Standard 5433: 2007 – Transport of Dangerous Goods on Land, or
- Meets the definition for radioactive material included in the Radiation Protection Act 1965 and Regulations 1982.

Examples of hazardous waste include but are not limited to:

- Corrosives (acids and alkaline)

- Explosives and fireworks
- Flammable liquids (e.g., fuels, paints and solvents)
- Flammable gases and aerosols (e.g., LPG and spray cans)
- Flammable solids (e.g., sodium metal, sulphur, silicon powder)
- Oxidising materials (chlorine, iodine, hypochlorite-bleach, peroxides)
- Toxics (cleaning fluids, pesticides and other garden chemicals).

As reported by the Manatū Mō Te Taiao – Ministry for the Environment, the lack of formal record keeping and reporting on waste flows in the past has led to limited information on hazardous waste throughout Aotearoa New Zealand. Additionally, as a large proportion of hazardous waste is reported to be managed by private waste operators, much of this data is commercially sensitive and not shared by the operators. This has led to paucity of information and a subsequent incomplete picture of hazardous waste volumes.

Further, it is acknowledged that local authority trade waste bylaws control a large proportion of New Zealand’s hazardous wastes, of which as much as 70–85% are liquid and discharged to municipal wastewater treatment systems. As reported by the Manatū Mō Te Taiao – Ministry for the Environment, in 2004, solid hazardous waste was estimated to account for 11% of waste disposed of in landfills. About one-quarter of this waste is rendered inert (stabilised) at waste treatment facilities before disposal.

Table 12 provides a summary of Council known hazardous waste operators from across the Wellington region (excluding Carterton District Council, Masterton District Council and South Wairarapa District Council where no data was available).

Table 12 Hazardous Waste Operators from across the Wellington Region

Hazardous Waste Operator	Location
Dawson Waste Services	Owhiro Bay, Wellington
Waste Petroleum Combustion (Oil Recovery)	Throughout North Island
Waste Management Technical Services	Seaview
Enviropaints Ltd	Ōtaki, Kāpiti Coast
Waste Management technical services	Silverstream Landfill
Upcycle, Domestic Battery collection	Auckland
Silverstream Landfill: - house + garden chemicals - leftover oil + petrol + diesel - batteries - paint - gas bottles	Reynolds Back Drive, Stokes Valley, Lower Hutt
Various Retailers/Service Providers : - pharmacies (medication, sharps etc) - paint retailers - dive shops (gas bottles) - lighting outlets (fluorescent light bulbs)	Hutt City
Envirowaste (NZ) incorporating ChemWaste. Offer a hazardous waste collection and transport service (request is made online)	127R Gracefield Road, Gracefield, Lower Hutt 5010 (NOTE: Hutt City is unsure if this is the location where the hazardous waste is managed from)
Waste Management (NZ) Offer a hazardous waste collection service (request is made online)	97/99 Port Road, Seaview, Lower Hutt 5010 (NOTRE: Hutt City is unsure if this is the location where the hazardous waste is managed from)
InterWaste Services	Broken Hill Rd, Porirua
Clear Air Asbestos Management Limited	Gracefield, Lower Hutt

Hazardous Waste Operator	Location
Legacy Contracting Limited	35 Broken Hill Road, Porirua
Intergroup Limited	Gracefield, Lower Hutt
T G Civil Limited	Aotea, Porirua

4.1.6 Waste Disposed of to the Environment

4.1.6.1 Environmental Litter

Acknowledging the current processes offered by each of the Councils to manage and minimise waste disposal and maximise resource recovery, littering of materials and products is acknowledged as a significant environmental risk. Littering also represents the loss of potentially valuable resources from the material life cycle.

To reduce the amount of litter entering the environment, public place recycling (PPR) has been offered in locations around the Wellington Region (e.g., Wellington City) and nationally as part of a joint initiative between Love NZ/Be a Tidy Kiwi and delivered by the Packaging Forum. The scheme provided dedicated bins for the collection of general rubbish, glass and mixed recyclables with an aim to reduce the amount of materials going to landfill (**Figure 14**).



Figure 14 Public Place Recycling Bins

Case Study – Wellington City Public Place Recycling

In 2018^{30,31} Wellington City Council implemented the PPR bins at eight locations around the Central Business District (CBD) and ran the trial until mid-July 2021 after which time the trial stopped and the bins were removed. While approximately 36 tonnes per annum of recycling was captured and diverted from landfill the cost to service the bins, including processing were reported to be over \$6,500 per tonne which was ten times the cost per tonne for kerbside recycling. In comparison, Wellington’s kerbside recycling collections divert approximately 11,200 tonnes per year from landfill.

While cost of servicing the scheme was an important consideration in stopping the trial, other factors including Central Government initiatives such as the imminent pending decision on implementing a Aotearoa New Zealand Container Return Scheme is anticipated to have a significant effect on how the public view and value

³⁰ [News and information - Public Place Recycling trial ends, stations to be removed - Wellington City Council](#)

³¹ [Reducing your waste - Public Place Recycling project - Wellington City Council](#)

recyclables. Specifically, by placing a value (e.g., proposed 20-cents) on items that are commonly littered (i.e., single-use beverage containers), it is anticipated that people will want to redeem the container and therefore avoid littering and the need for widespread PPR bins.

Further, Wellington City Council also recognises and encourages reusable options for reducing single-use packaging waste as well as encouraging Wellingtonians to make smart choices about what is consumed. Additionally, the Council also recognised that future funding was better focussed on waste reduction initiatives which align with the waste hierarchy.

For this Waste Assessment, the process of littering has been included here to recognise that not all materials are correctly disposed of using council and/or commercially operated services. A such, illustrating the loss of materials (e.g., household recyclable items) via environmental littering helps to provide further clarity on the efficacy of council provided services. However, it is important to note that not all littered material can be collected via council services. Further discussion regarding environmental litter within the Wellington Region can be found in Section 5.1.8.

4.1.6.2 Rural Waste Disposal

In 2020, the Manatū Mō Te Taiao – Ministry for the Environment made farm plastics, and agrichemicals and their containers priority products under the Waste Minimisation Act (2008). Farm plastics and agrichemicals along with four other products were prioritised as part of a wider plan to reduce the amount of rubbish ending up in landfills or the environment. By prioritising the products, a product stewardship scheme will be required to provide a ‘cradle to grave’ approach to minimising the environmental impacts of these products and their packaging. The six priority products are as follows:

- Agrichemicals and their containers
- Farm plastics
- Plastic packaging
- Tyres
- Electrical and electronic products (e-waste including large batteries)
- Refrigerants

The Agrecovery Foundation³² is currently working with the the Manatū Mō Te Taiao – Ministry for the Environment to make the transition from a voluntary product stewardship scheme to a regulated scheme. The revised scheme includes identifying ways to improve access to recycling services and optimising packaging design for reuse or recyclability. The regulated scheme includes all agrichemicals and their containers, up to and including 1L, or equivalent packaging for dry goods that are used for:

- any horticulture, agricultural and livestock production, including veterinary medicines;
- industrial, utility, infrastructure and recreational pest and weed control;
- forestry;
- household pest and weed control operations; and
- similar activities conducted or contracted by local and central government authorities.

³² [Agrecovery | Priority Products](#)

As reported by the Agrecovery Foundation, this includes but is not limited to all substances that require registration under the Agricultural Compounds and Veterinary Medicines Act 1997, whether current or expired, and their containers (packaging), which are considered hazardous until they have been triple-rinsed.

While rural waste is not a consistent waste stream throughout the Wellington Region, local authorities such as South Wairarapa, Carterton and Masterton are likely to be influenced by this waste stream due to the inclusion of rural and farming communities within their boundaries. However, the collection of rural waste data is significantly limited throughout Aotearoa New Zealand and so any discussion of rural waste in this Waste Assessment should be treated with caution and not relied upon.

4.2 Overview of Waste Services in the Wellington Region

The following sections provide an overview of the range of waste services provided by Councils within the Wellington Region. The intent of this section is to highlight the current services and to help inform future opportunities.

This section also discusses the importance of behaviour change, stakeholder engagement and Mana Whenua partnership initiatives occurring throughout the region, and which underpin and help shape the range of waste services provided in the districts. Behaviour change initiatives are also critically important to facilitate and support placing more emphasis on waste prevention and maximising the benefits and use of materials over disposal.

4.2.1 Council Waste Services

The following sections have been separated into kerbside Council provided services to provide clarity on the range of services offered within the Wellington Region, specifically:

- Recycling
- Refuse
- Organics

Commentary on service changes since the 2016 Regional Waste Assessment has been included where appropriate.

4.2.1.1 Kerbside Recycling

A review of Council provided recycling services has been summarised in **Table 13** with discussion of key items below. At present, all Councils provide a rates funded kerbside recycling service using either bins or bags, except for Kāpiti Coast District Council where private commercial collection arrangements are in place and Upper Hutt City Council. Upper Hutt City Council provides free drop-off to the Upper Hutt Recycling Station or private commercial collection arrangements.

A review of kerbside recycling provided by each of the eight local authorities identified a change in the type of plastics which are now collected and recycled. Specifically, where plastic grades 1-7 were collected and reported in the 2016 Regional Waste Assessment, these have now reduced to either 1 and 2 only, or 1, 2 and 5.

Additionally, while there was difference in collection timing and bin sizes, there was general consistency across the eight Councils in the range of materials collected, particularly with glass commonly collected separately and via crates. Of note, the current Central Government initiative to standardise kerbside collections is

expected to influence the provision of Council kerbside recycling service, including potential service contract amendments.

Table 13 Summary of Kerbside Recycling Services and Current Charges

Local Authority	Type of Kerbside Collection Service	Materials Accepted	Cost	Collection Contractor
Carterton District Council	140L bin (fortnightly, alternating weeks with bins) Crate (glass only) (fortnightly, alternating weeks with bins)	Bins – plastics 1 and 2, tins, paper and cardboard, cans Crates – glass only	\$100,878 per annum kerbside collection service. \$64.89 per tonne for processing recyclables	EarthCare
Hutt City Council	120L or 240L bin (fortnightly, alternating weeks with crates) Crate (glass only) (fortnightly, alternating weeks with bins)	Bins – paper and cardboard, tins and cans, plastic containers 1, 2 and 5 Crates – glass only	\$111 per year	Waste Management NZ Ltd
Kāpiti Coast District Council	No Council funded service – private commercial contractors only	Bins – paper and cardboard, tins and cans, plastic containers 1, 2 and 5, glass	Not applicable	EnviroWaste (also trading as Clean Green and Budget Waste) Low Cost Bins Lucy's Bins Organic Wealth Pae Cycle Waste Management (previously trading as Transpacific)
Masterton District Council	140L bin (fortnightly, alternating weeks with bins) Crate (glass only) (fortnightly, alternating weeks with bins)	Bins – paper and cardboard, tins and cans, plastic containers 1, 2 and 5 Crates – glass only	\$270,671 per annum kerbside collection service. \$64.89 per tonne for processing recyclables	EarthCare
Porirua City Council	240L bin (mixed recycling) (fortnightly) 140L bin for glass (every four weeks)	Bins – paper and cardboard, tins and cans, plastic containers 1 and 2 Crates – glass only	\$57 per property per annum	Waste Management NZ Ltd
South Wairarapa District Council	140L bin (fortnightly, alternating weeks with bins) Crate (glass only) (fortnightly, alternating weeks with bins)	Bins – paper and cardboard, tins and cans, plastic containers 1, 2 and 5 Crates – glass only	\$171,250 (urban) and \$98,925 (rural) per annum kerbside collection service.	EarthCare

Local Authority	Type of Kerbside Collection Service	Materials Accepted	Cost	Collection Contractor
			\$64.89 per tonne for processing recyclables	
Upper Hutt City Council	Free drop-off to Upper Hutt Recycling Station OR Private bin service	Bins – paper and cardboard, tins and cans, plastic containers 1, 2 and 5 (caps off), glass, Tetra Pak	\$300,000	Private bin service – Low-Cost Bins, Waste Management
Wellington City Council	User pays bags (fortnightly) 45L crate (glass only) (fortnightly) 140L bins (allocated properties only) (fortnightly)	Paper and cardboard, tins and cans, plastics, glass	Homes in the city centre – 10 bag pack for \$3.10 (5 for glass 5 for general recycling) Homes outside the city centre – 26 bag pack for \$13 Glass crate \$15	Suburban – EnviroWatsé CBD – Fulton Hogan

4.2.1.2 Kerbside Refuse

A review of Council provided recycling services has been summarised in **Table 14** with discussion of key items below. Across the eight Councils, household refuse is collected and managed via one of three mechanisms:

- Rates funded
 - Carterton District Council, Hutt City Council, Masterton District Council, Porirua City Council and South Wairarapa District Council
- User pays
 - Upper Hutt City Council, Wellington City Council
- Private commercial collection
 - Kāpiti Coast District Council

Generally, household refuse is collected via either bins or bags with an associated service cost.

Table 14 Summary of Kerbside Refuse Services and Current Charges

Local Authority	Type of Kerbside Collection Service	Cost	Collection Contractor
Carterton District Council	Rubbish bags (weekly)	\$2.80 per bag and includes the cost of collection and disposal	EarthCare
Hutt City Council	80L bin (weekly) 120L bin (weekly) 240L bin (weekly)	\$105 per year \$148 per year \$296 per year	Waste Management NZ Ltd
Kāpiti Coast District Council	No Council funded service – commercial contractors only	Not applicable	EnviroWaste (also trading as Clean Green and Budget Waste) Low Cost Bins Lucy's Bins

Local Authority	Type of Kerbside Collection Service	Cost	Collection Contractor
			Waste Management (previously trading as Transpacific) Kapiti Skips Wood Waste Interwaste
Masterton District Council	Rubbish bags (weekly)	\$3.20 per bag or 5 bag pack for \$16	EarthCare
Porirua City Council	70L Council bags (weekly)	\$3.50 per bag or 10 bag pack for \$35	Civic Group
South Wairarapa District Council	Rubbish bags (weekly)	\$3.00 per bag, includes collection and disposal	EarthCare
Upper Hutt City Council	User pays bags (weekly)	Bag cost set by retailers	Waste Management
Wellington City Council	User pays 70L bags (weekly)	\$3.29 per bag or 5 bag pack for \$16.45	Suburban – EnviroWaste CBD – Fulton Hogan

4.2.1.3 Kerbside Organics

Of the eight Councils in the Wellington Region, Hutt City Council is the single local authority that currently provides residents with an option to collect organics from kerbside. This four-weekly service uses a 240L bin at a cost of \$101³³ per year. While no other council offers a Council funded service, all support residents and ratepayers to collect and separate organics (i.e., greenwaste and food scraps) and home compost, where able.

It is also acknowledged that Central Government is proposing to transform recycling in Aotearoa New Zealand. To achieve this, the Manatū Mō Te Taiao – Ministry for the Environment has recently closed consultation on a proposal this includes three key areas to transform recycling:

- Part 1: Te Kaupapa whahahoki ipu – Container Return Scheme
- Part 2: Te hangarua paeara ā-kāinga – Improvements to kerbside recycling
- Part 3: Te whakawehe i ngā para kai ā-pakihi – Separation of business food waste

Within Part 2 (Te hangarua paeara ā-kāinga – Improvements to kerbside recycling), it is proposed that all councils provide a kerbside food scraps collection to urban households³⁴. The intent of this approach is to divert more food scraps from landfill, reducing emissions³⁵ and recycling nutrients back to the soil.

Further, Part 3 (Te whakawehe i ngā para kai ā-pakihi – Separation of business food waste) focusses on the diversion of food scraps from businesses, acknowledging that an estimated 25% or more of all food waste sent to landfill comes from businesses. As noted by the Manatū Mō Te Taiao – Ministry for the Environment this equates to approximately 75,000 tonnes today (2022) rising to an estimated 100,000 tonnes by 2030. To reduce business food waste sent to landfill, the Government is proposing that all businesses should separate food waste from their general waste. Businesses would then choose what they do with their food scraps with

³³ [Rubbish, recycling and garden waste bins | Hutt City Council](#)

³⁴ Households in towns with more than 1,000 residents

³⁵ More than 300,000 tonnes of food scraps are sent to New Zealand landfills every year, rotting and producing methane, a potent greenhouse gas. Food scraps are estimated to contribute 22% of New Zealand’s emissions from landfills that accept general household and business waste [Kerbside-recycling-Snapshot-of-the-consultation.pdf \(environment.govt.nz\)](#)

some potentially being used as stock food or turned into compost or digestate. In addition, Part 3 encourages businesses to also look for opportunities to further reduce their food waste by donating edible food or explore opportunities for upcycled food products³⁶.

It is probable that should the Part 2 and Part 3 food waste components be implemented by the Manatū Mō Te Taiao – Ministry for the Environment, that these will have a flow on effect to all territorial authorities. This will likely result in the need for territorial authorities to collect and process organic materials (i.e., greenwaste and food scraps) from households. As such, it is probable that one or more additional Wellington Region councils will have implemented a kerbside organics service before the next Regional Waste Assessment. Additionally, Part 3 may present opportunities for territorial authorities to provide opportunities (e.g., collection, processing, end-market relationships) to their local businesses.

Case Study – Para Kai Miramar Peninsula Trial

In September 2020, Wellington City Council initiated a 12-month Para Kai Trial comprising a weekly kerbside food scrap collection service and household home composting. The intent of the trial was to understand how much food scraps could be diverted from landfill through kerbside collections and home composting. The trial was carried out on the Miramar Peninsula and representative of Wellington’s demographics, socioeconomics, and topography. Of the trial participants, 500 households trialled a weekly kerbside food scrap collection service with another 450 households trialling a home composting system in either a worm farm, compost bin or bokashi system.



Of the food scraps collected from kerbside, approximately 33,000kg was diverted from landfill with an average food scrap reduction per household of approximately 40%. In comparison, approximately 13,000kg of food scraps was diverted from landfill using the range of home composting systems; an average food scrap reduction per household of approximately 16%. Key findings³⁷ reported through the trial survey indicated that a kerbside collection service is the most effective method for diverting food scraps from landfill with home composting systems also supporting diversion of food scraps from landfill. Further, from a willingness to participate perspective, at least four out of five respondents across both the kerbside collection and home composting groups indicated they would continue to use the service if the trial continued. Overall, it was reported³⁸ that people found the kerbside food scrap collection service a more convenient method than home composting systems due to the flexibility in the types of food scraps accepted. As such, the level of interest and willingness from residents to continue collecting food scraps suggests that a city-wide roll-out of a food scraps collection service complemented by ongoing home composting methods would support Wellington City Councils Te Atakura – First to Zero greenhouse gas emission reduction initiatives.

³⁶ [Separation-of-business-food-waste-Snapshot-of-the-consultation.pdf \(environment.govt.nz\)](#)

³⁷ [Para Kai Trial Phase One Survey Topline Report \(wellington.govt.nz\)](#)

³⁸ [2022-04-27-agenda-inf-final.pdf \(wellington.govt.nz\)](#)

Case Study – Porirua and Hutt City Councils Business Case for Organic Waste Facility and Collections

Both Porirua and Hutt City Councils are currently (commissioned in 2022³⁹) undertaking a business case to understand the options available to manage food scraps in both cities. Acknowledging that both Councils receive approximately 90,000 tonnes per annum of organic waste at Spicer and Silverstream landfills, the intent of the project is to inform options to manage business and household food scraps in both districts. While the outcomes of this project are not available at the time of writing, this project may provide valuable insights for other neighbouring authorities should they also seek to investigate a kerbside food scrap collection service.

4.2.2 Waste Minimisation and Behaviour Change Initiatives

Focused and relevant behaviour change initiatives developed in partnerships with Mana Whenua and supported by stakeholder engagement are critical elements to support Council waste minimisation goals and objectives. Effective behaviour change supports the development and implementation of initiatives focussed on a reduced waste future for the Wellington Region, whilst supporting stakeholders to envisage opportunities to minimise waste, save money and have a benefit to the wider environment. Further, partnership with Mana Whenua is a critical component to ensure culturally appropriate outcomes and considerations support goals in minimising use of resources and maximising reuse and recovery. Additionally, engagement with stakeholders including but not limited to community organisations, resident and ratepayer associations has the benefit of establishing strong relationships to support the effective implementation of Councils Local Action Plans. By establishing and maintaining these partnerships and relationships, development and implementation of Local Action Plans will inevitably benefit from access to the breadth and depth of external knowledge and resources. It also recognises that Council may have limited capacity and capability to undertake all projects and so acknowledges the opportunity to partner and work with external individuals and/or organisations that may be better suited to deliver on projects.

Across the eight Wellington Region Councils, waste minimisation and behaviour change activities (e.g., education campaigns) are often provided via Council websites and direct engagement with stakeholders (e.g., schools, community organisations). As reported in the 2016 Waste Assessment Report, these activities generally focus on reduction, reusability, recyclability of resources, such as:

- Steps to reduce household food scraps (e.g., meal planning, home composting)
- Event waste minimisation and management planning
- Educational video series
- Opportunities to maintain and repair products or borrow, rent, share items
- Provision of information (e.g., weblinks, downloadable brochures)
- Options to reuse items to give item another life

Table 15 provides a high-level summary of the range of waste minimisation and behaviour change initiatives across the Wellington Region Councils. It is worth noting that while **Table 15** focusses on Council initiatives there are a range of external initiatives operated by, for example, community, social enterprise, Mana Whenua and businesses that collectively contribute the Regions broader waste minimisation efforts.

³⁹ [GETS | Porirua City Council - Organic Waste Facility and Collections](#)

Table 15 Waste Minimisation and Behaviour Change Initiatives of the Wellington Region

Council	Education Institutions	Community	Businesses
Carterton District Council	EnviroSchools Ruamāhanga Strategy – Climate Change Strategy and Action Plan and website information Website information and links to supporting organisations	Website information and links to supporting organisations Climate Change Strategy and Action Plan and website information	Climate Change Strategy and Action Plan and website information Website information and links to supporting organisations
Hutt City Council	EnviroSchools Website information and links to supporting organisations	Website information and links to supporting organisations	Website information and links to supporting organisations
Kāpiti Coast District Council	EnviroSchools Zero Waste Education Programme Waste Levy Grants Website information and links to supporting organisations	Website information and links to supporting organisations Waste Levy Grants	Waste Levy Grants Website information and links to supporting organisations
Masterton District Council	EnviroSchools Online Wasted Video Series Website information and links to supporting organisations	Website information and links to supporting organisations Online Wasted Video Series Love Food hate Waste NZ campaign	Love Food hate Waste NZ campaign Online Wasted Video Series Website information and links to supporting organisations
Porirua City Council	EnviroSchools Love Food hate Waste NZ campaign Waste Free Living Compost Classroom programme Website information and links to supporting organisations	Website information and links to supporting organisations Love Food hate Waste NZ campaign Waste Free Living Event waste management	Love Food hate Waste NZ campaign Waste Free Living Recycling Soft Plastics Working with Shopping Villages (Recycling Rewards Programme) Event waste management Website information and links to supporting organisations
South Wairarapa District Council	EnviroSchools Love Food hate Waste NZ campaign Website information and links to supporting organisations	Website information and links to supporting organisations Love Food hate Waste NZ campaign	Love Food hate Waste NZ campaign Wairecycle – kerbside recycling and rubbish collection information for businesses and commercial customers Agricultural container recycling information

Council	Education Institutions	Community	Businesses
Upper Hutt City Council	EnviroSchools Battery recycling trial Website information and links to supporting organisations	Website information and links to supporting organisations Battery recycling trial	Battery recycling trial Website information and links to supporting organisations
Wellington City Council	EnviroSchools Website information and links to supporting organisations Event waste management Capital compost community grants Zero waste education for schools	WasteFree Welly Sustainability Trust Event waste minimisation support Home composting support Landfill tours Website information and links to supporting organisations Para Kai Miramar Peninsula Trial Event waste management Household battery recycling	Workprogramme working alongside businesses to provide waste minimisation material Website information and links to supporting organisations Event waste management Business waste audit supporting links and information Information to reduce food waste

4.2.3 Joint Solid Waste Initiatives and Services

Acknowledging the breadth and depth of local Council initiatives to minimise waste and maximise reuse and recovery of resources, this section further explores the range of current joint solid waste initiatives and services provided across the Region (see Section 4.2.3.1). This section also looks ahead to the future and explores the potential joint opportunities that may be available in recognition of current Central Government transforming recycling initiatives, including (see Section 4.2.3.2):

- Waste sector emission reductions
- Container Return Scheme
- Improvement to kerbside recycling
 - Collection of a standardised set of materials in kerbside recycling and food scrap collections
 - All councils to provide a kerbside food scraps collection service to urban households
 - Require reporting for both council and private kerbside collections
 - Set councils a minimum baseline performance and a high achieving target for kerbside diversion
 - Consideration given to collecting glass or cardboard and paper separately
 - All councils provide a kerbside recycling collection to urban households
- Separation of business food waste
 - Require all businesses to collect food scraps separately from other waste materials

4.2.3.1 Current Joint Initiatives

In addition to individual Council initiatives, the 2017-2023 Regional Waste Management and Minimisation Plan includes a set of regional actions that are shared between the eight Councils. **Table 16** summarises these actions and provides an indication of their individual status. It is also important to note that several major global events (i.e., China National Sword, COVID-19 global health pandemic) have had a significant impact on individual and collective Council ability to progress development and implementation of initiatives. Recognising these external factors is important context in understanding the status of the suite of regional

actions. However, all Councils in the Wellington Region have been progressing initiatives and preparing for the potential Central Government Transforming Recycling initiatives that will inevitably influence and shape waste and resource management throughout the Region.

Table 16 Summary of Wellington Region Actions⁴⁰

Regional Actions	Description	Status Summary
Develop and implement a regional bylaw, or a suite of regionally consistent bylaws	Set standards and gather data so they can plan and manage waste better	Individual and joint bylaws have been developed (see Section 2.2.1)
Implement Waste Data Framework	Consistent, high-quality data will help us track our progress.	Development of a waste licensing framework is currently underway.
Regional engagement	More consistent regional communications and education around waste services and waste minimisation will help households and communities to be inspired and supported so they can play their part.	A Wellington regional Waste Committee has been established with sharing of knowledge and opportunities. Collective sharing of and knowledge exchange between Councils to maximise opportunities.
Optimise collection systems	Work to improve collections so that they maximise diversion and are cost effective to communities.	Ongoing individual Council work programmes to assess value for money and effectiveness for ratepayers as well as monitoring the potential developments regarding Central Government Transforming Recycling initiatives.
Resource recovery network	Make sure the Wellington Region has the facilities to divert more material like construction and demolition waste, food and/or biosolids, and other organic waste.	Individual Councils are progressing initiatives to investigate the range of waste streams including opportunities for regional collaboration focussed on organics processing and recovery of resources.
Beneficial use of biosolids	This is a large waste stream that, if we divert it, will make a big contribution to our regional targets.	Wellington City Council has made significant progress towards developing the Sludge Minimisation project with the aim to have a solution in place by 2026.
Shared governance and service delivery	Potential to join together as a Region to deliver higher levels of service more efficiently.	Recognising the Joint Regional Steering Committee, progress is being made in identifying and potentially delivering joint services to maximise opportunities. Ongoing collaboration will be a key focus of the steering group moving forward recognising the potentially significant developments proposed by Central Government.
Resourcing for regional actions	Make sure the Region has the means to deliver on what we set out in the plan.	Resourcing to support local action plans is a key consideration to ensure delivery of projects and initiatives and may also require new and innovative opportunities including partnering with Mana Whenua, community, and business organisations in recognition of the breadth and depth of available knowledge.

⁴⁰ Regional Waste Management and Minimisation Plan 2017-2023

Regional Actions	Description	Status Summary
Collaborate and lobby	Work with other local government organisations, NGOs and other key stakeholders on undertaking research, lobbying and actions on various waste management issues such as (but not limited to) product stewardship, electronic waste, tyres, plastic bags, etc.	Where possible the Wellington Region Councils collaborate, with more opportunities to progress these relationships potentially available once Central Government confirms direction on several transforming recycling initiatives (e.g., Container Return Scheme).

Several additional joint initiatives are discussed in more detail below.

Wellington Region Waste Minimisation Education Strategy

The development of the Wellington Region Waste Minimisation Education Strategy (WMES) was an output of the 2017-2023 Wellington Region Waste Management and Minimisation Plan. As reported⁴¹, the WMES seeks to provide a consistent Region education strategy for each Council to engage communities and businesses in a cohesive and constructive way, helping people to better understand the benefits of adopting a waste minimisation culture. Through greater understanding and instilling the motivation to change current waste related behaviours, benefits to the region’s population include reducing the waste of valuable resources, improving our region’s economic efficiency (saving money), and reducing our impacts on the environment. The WMES also states, identifying a preferred methodology for undertaking future regional actions related to each target waste stream. By focussing on target waste streams, as identified in the WMMP, through initiatives that successfully engage communities and stakeholders, behaviour change outcomes that yield economic, environmental, social and cultural benefits to all can be achieved.

Recognising the WMES and the strategic guidance provided for within the strategy, each council in the Wellington Region has their own unique waste minimisation and behaviour change initiatives which reflect the diverse communities within each district. As such, for the WMES to be effective is to ensure there is sufficient flexibility to reflect the uniqueness of the Wellington districts. It also reflects the need to cater for a range of audiences, rather than require a ‘one size fits all’ approach to behaviour change and waste minimisation activities.

Wellington Regional Event Waste Reduction Guide

Recognising the opportunity to minimise waste from events as well as connect with and help educate the public on waste minimisation initiatives, the Wellington Regional Event Waste Reduction Guide⁴² was developed. All eight Wellington Region Councils have endorsed this Guide which helps event organisers to minimise waste from the earliest planning stages by setting out clear and accessible steps to support event waste minimisation. These steps include:

- How to become a waste minimisation hero
- Understanding how to reduce, reuse and recycle
 - In public areas



⁴¹ [Wellington Region Strategy \(swdc.govt.nz\)](https://www.swdc.govt.nz/)

⁴² [Reducing waste at your event \(mstn.govt.nz\)](https://www.mstn.govt.nz/)

- At back of house
- During set up/pack down
- Developing a site plan
- Appointing an on-site waste operations manager
- Engaging stakeholders
- Sharing your message pre-event, during event and post-event
- Writing a waste-free event plan

As such, the Guide provides Wellington Region Councils with consistent and clear foundation information with which event organisers can access and implement across the region. This then supports a streamlined approach to undertaking event waste minimisation activities across the region.

Wellington Regional Event Packaging Guidelines

As with the Wellington Regional Event Waste Reduction Guide, the eight Wellington Region Councils have also endorsed the Event Packaging Guidelines⁴³. The Packaging Guidelines provide event organisers, stallholders and food and beverage vendors information to reduce waste generated through their products and services by providing a range of alternative options, including:

- Compostable food packaging materials
- Setting out which materials can be accepted for recycling at events (e.g., plastic grades 1 and 2, tins and cans, glass bottles and jars, cardboard and paper)

The guidelines also set out what products and materials should be avoided, including:

- Avoiding the use of bioplastics (e.g., compostable coffee cups and lids)
- Avoiding compostable/biodegradable/corn-starch bags
- Use of branding that uses non-toxic inks
- Setting out products that cannot be recycled or composted (e.g., paper or cardboard lined with plastic, foil or wax, compostable/plant based 'hard' plastics, aluminium foil)

As such, the Regional Event Packaging Guidelines provides the important consistency of messaging and transparency of which products should be used and avoided. Of note, with the rapidly evolving range of packaging products available on the market, these guidelines will likely require revision at specific time intervals to ensure information is accurate, up-to-date and reflects any new and or emerging products that could be used and/or should be avoided at events.



⁴³ [Regional-Event-Packaging-Guidelines-1.pdf \(mstn.govt.nz\)](https://www.mstn.govt.nz/Regional-Event-Packaging-Guidelines-1.pdf)

Table 20 Levied Waste from the Wellington Region – by Class 1 Landfill

Levied Waste to Class 1 Landfill (tonnes/annum)	Year						
	2014/15	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Bonny Glen and Levin	45,214	43,231.67	40,747.56	38,723.43	34,285.03	38,730.47	40,789.18
Silverstream	125,885	123,824	121,519	125,226	129,839	153,537.32	143,464.32
Southern	81,492	93,642	102,470	95,414	97,745	89,288	85,223
Spicer	49,485	55,269.20	63,131.79	73,434.90	79,563.21	79,488.40	89,765.15
Wainuiomata	N/D	N/D	N/D	N/D	N/D	N/D	N/D
Total	302,076	315,966.87	327,868.35	332,798.33	341,432.24	361,044.19	359,241.65

NDR – no data received

More detailed data on the quantity of waste disposed of at the individual Class 1 landfills and transfer stations in Wellington region is provided in Appendix C.

5.2.2 Cleanfill (Class 2-4 Landfills) Quantities

It is acknowledged that in addition to Class 1 landfills, there are Class 2-4 landfills that accept waste. However, from the information provided by the Councils of the Wellington Region, there is little to no available data to determine the quantities of waste disposed of to these landfills. As such, determining the quantities disposed of across Wellington is not possible and estimating the quantities would lead to significant errors in the total waste disposal calculations. As such and in recognition of the paucity of information, the disposal quantities to Class 2-4 landfills cannot be included in this waste assessment. It is recommended that the Wellington Region Waste Management and Minimisation Plan provide mechanisms for and options for Councils to obtain this information in preparation for the next assessment.

5.2.3 Summary of Waste Disposed of to Land

Taking the information provided in the preceding sections and acknowledging no data can be provided for Class 2-4 landfills, **Table 21** provides a summary of the waste disposed of across the Wellington Region. Broadly, from the data provided by the Wellington Region Councils (noting Masterton District Council, South Wairarapa District Council, Kāpiti Coast District Council and Carterton District Council did not provide completed data), it is estimated that a total of 370,745tonnes of solid waste were disposed of to landfill in the Wellington Region in 2021/22; equating to approximately 480kg per person. Further, noting the lack of Class 2-4 landfill tonnages and the risks associated with estimating regional tonnages from minimal data sets, these tonnages have not been included in this assessment. It is recommended that the Wellington Region Waste Management and Minimisation Plan provide mechanisms to enable councils to collect this data in order to support a comprehensive assessment for the next waste assessment.

Table 21 Waste Disposed to Land – 2021/22

Waste Disposed of to Land in the Wellington Region 2021/22	Tonnes 2021/22	% of Total	Tonnes/Capita/Annum
Levied Waste to Class 1 Landfills			
General¹	165,390	45%	0.302
Special¹	6,625	2%	0.012
Sludge¹	25,441	7%	0.047
TOTAL²	197,456	53%	0.361
Levied Waste³	302,586	-	-
Levied Waste minus TOTAL⁴	105,130	-	-
Non-Levied Waste to Class 1 Landfills			

4.2.3.2 Future Joint Initiative Opportunities

There are currently a range of Central Government initiatives underway that are anticipated to influence and shape waste minimisation and resource recovery initiatives in the Wellington Region. The following list provides a high-level indication of potential future joint opportunities including a brief description:

- Container return scheme
 - Consideration given to accessible locations for residents and ratepayers to return eligible scheme containers.
- Organics processing
 - Consideration given to a single regional facility or a network of facilities to support a range of providers and build-in system resilience.
- Resource Recovery / Zero Waste Network
 - Consideration given to establishing a network of resource recovery centres that focus on circular economy principles and promoting the repair, recovery and reuse of materials.
- Construction and Demolition waste collection and reuse network
 - Consideration given to the large quantities of construction and demolition waste that could be recycled and/or repurposed.
- Plastic processing and remanufacturing
 - The Government is planning to phase out certain hard-to-recycle plastics and six single use items between 2022 to 2025. Acknowledging the current global market constraints for Aotearoa New Zealand’s recycled materials an opportunity to establish and/or invest in local manufacturing, processing technologies and/or upgrades to Council owned facilities may present regional collaborative opportunities.
- Central Government Advocacy
 - Collective regional advocacy to Central Government to inform and shape legislative instruments before being issued for consultation and provide a collective regional voice on submissions.

Further investigation will be needed to determine the exact opportunity and the how each could be progressed at a regional level.

4.2.4 Waste Minimisation and Other Council Services

As the effects of human consumption on the environment, specifically climate change is acknowledged and strategies developed to focus on minimising impacts, strategies to minimise waste disposal and associated emissions are now recognised as key areas for consideration. As such, many Councils are now developing or have implemented respective climate change strategies which include goals and targets to reduce emissions from key contributing sectors such as transport and waste. Examples of such strategies in place within the Wellington Region are included in **Table 17**.

Table 17 Wellington Region Council Climate Change Strategies

Council	Strategy	Focus
Carterton and South Wairarapa District Councils	Ruamāhanga Change Strategy	Climate During the period 2020 – 2030, Carterton and South Wairarapa District Councils aim to: <ul style="list-style-type: none"> • Reduce their gross greenhouse gas emissions; • Increase the reservoirs, therefore the amount of greenhouse gas sequestered every year; • Reduce biogenic methane by 10% below 2017 levels.

Council	Strategy	Focus
Hutt City Council	Lower Hutt Climate Action Pathway Te Ara Whakamua o Te Awa Kairangi ki Tai, entitled 'Our race against time Ka whati te tai, ka pao te tōrea	As a community accelerate efforts to halve Lower Hutt's direct emissions by 2030 and reach net zero by 2050. Lower Hutt's main source of greenhouse gas emissions are transport, stationary energy and waste. Industry and agriculture are minor sources of emissions.
Kāpiti Coast District Council	Climate Emergency Action Framework	The vision at the heart of the Climate Emergency Action Framework is a thriving, vibrant and strong Kāpiti that has reduced its carbon footprint significantly, transitioned to a low-carbon future, and prepared for challenges and opportunities that come from responding to the climate crisis.
Masterton District Council	Climate Action Plan (in development)	Council established a climate change Focus Group to help draft a set of proposed actions for the district's Climate Action Plan. Eight climate change themes were consulted on, including 'Waste and Circular Economy – how we reduce our consumption and repurpose old items'.
Porirua City Council	Rautaki o Te Ao Hurihuri Climate Change Strategy	Focus areas are: 1. Mitigation: A zero-carbon Council 2. Adaptation: A resilient city 3. Transition: A low-carbon future
Upper Hutt City Council	Sustainability Strategy 2020 and Our Sustainability Plan 2021-2024	Focus on Sustainability Goals: • Carbon reduction – Council will be a carbon neutral organisation by 2035 • Natural environment – we will prioritise protecting and enhancing our natural environment. • Resilient and inclusive community – our community will be resilient, adaptable and inclusive. • Waste – we will reduce waste.
Wellington City Council	Te Atakura – First to Zero	Council has committed to ensuring Wellington is a net zero emission city by 2050, with a commitment to making the most significant cuts (43%) in the next 10 years.

Further, the implementation of such strategies set clear targets and expectations for each of the eight Councils as well as having clear influence on the development of tailored and appropriate waste minimisation and management activities. While each Council is responsible for developing their own individual local waste action plan in accordance with the Wellington Region Waste Management and Minimisation Plan, each plan considers wider strategic targets including climate change targets. Additionally, the Wellington Region Waste Management and Minimisation Plan sets out the agreed regional targets which may also consider appropriate targets to meet local and nationally agreed climate change emission targets.

4.2.5 Council Service Funding

Table 18 provides a summary of the respective Council expenditure and income related to Council provided waste services. All data presented has been provided by the respective TA authority.

Table 18 Summary of 2020/21 Annual Reports

Council	Expenditure (\$000)				Income (\$000)				
	Landfill/RTS	Collections	Other	Total	User Charges	General Rates	Targeted Rates	Levy and Other	Total
Carterton	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR
Hutt City	\$15,474	NDR	\$173,508	\$188,982	\$19,319	\$75,160	\$38,844	\$91,556	\$205,560
Kāpiti	\$273,670	\$660	\$182,001	\$456,331	NDR	\$20,550	\$443,352	\$302,607	\$766,509

Council	Expenditure (\$000)				Income (\$000)				
	Landfill/RTS	Collections	Other	Total	User Charges	General Rates	Targeted Rates	Levy and Other	Total
Masterton	\$3,084	\$317	\$1,607	\$5,008	\$3,690	NDR	\$1,064	\$254	\$5,008
Porirua	NDR	NDR	NDR	NDR	\$10,833	\$1,960	\$1,102	\$369	\$14,264
South Wairarapa	\$721	\$741	\$389	\$1,852	\$514	\$580	\$722	\$57	\$1,874
Upper Hutt	\$20,000 UHCC proportion of Hazardous waste collections	\$312,630 Recycling Station	\$105,970 Levy spend, including Hazardous Waste	\$398,600	NDR	\$450,000 Recycling Station Rates	NDR	\$243,152 Levy Received	\$783,152
Wellington	\$8,902	\$11,410	\$3,332	\$3,332	\$28,511	N/D	N/D	\$1,121	\$29,632

NDR = No Data Received

The data provided by each of the Wellington TAs summarises the ways in which Council services are funded. Expenditure ranged from \$*** in *** Council to \$**** in **** Council. No data was provided by Carterton District Council with no expenditure data provided by Porirua City Council (**Table 18**). Acknowledging the incomplete data sets, **Table 18** broadly shows that Kāpiti Coast District Council, Upper Hutt City Council and Wellington City Council all receive considerably more income compared with expenditure.

4.2.6 Current Joint Solid Waste Initiatives and Services across the Wellington Region

The following list summarises the range of shared services Councils currently work together on and include those also reported within the 2016 Waste Assessment:

- Landfill ownership and management – Wellington and Porirua have joint ownership of Spicers landfill
- Facility usage – Hutt and Upper Hutt– agreement for usage of Silverstream landfill, all Councils in the Wairarapa use Masterton’s Nursery Road Resource Recovery Centre
- Bulk haulage – the Wairarapa councils have a joint agreement for haulage of waste to landfill
- Waste management and minimisation planning – all the Councils of the region are participating in the development of the waste assessment and joint WMMP
- Investigation of a regional network of resource recovery centres
- Solid waste bylaws – individual Councils are progressing solid waste bylaw updates recognising the regional connection
- Porirua and Hutt City Councils are progressing an investigation into a joint organics processing option which may also have regional opportunities
- Waste operator licensing
- Joint initiative between Porirua City Council and Hutt City Council to investigate organic processing options. The options analysis also includes Wellington City Council.
- Promoting and supporting waste minimisation at events – development of regional guides on ‘reducing waste at your event’ and ‘event packaging guidelines’.
- Optimisation of regional communications – regional officers meet regularly and collaborate where appropriate.
- Wellington Regional Waste Education Strategy – ensure systems and resources are in place to support implementation.

4.2.7 Assessment of Council Services

4.2.7.1 Collection Services

Collection services vary across the Wellington Region which recognise the different Council jurisdiction needs. As reported in the 2016 Waste Assessment commentary was included regarding the potential substantial benefit of greater standardisation and adoption of industry practice (e.g., moving to two stream recyclable collection with glass collected separately) and move towards smaller bin sizes for refuse. This would be complemented with greater options for people to divert materials from disposal, for example, donation to recycling centres. However, any modification to Council services will require either a contract renewal or amendment and will also need to consider and account for all health and safety matters as per the Health and Safety at Work Act 2015.

Further, in early 2022, the government consulted the public on improvements to household kerbside recycling in recognition that large amounts of recyclable material are lost to landfill, long-term plan to reduce waste, litter and emissions and increase resource recovery and to transform our systems to build a more circular future for Aotearoa New Zealand. The government also consulted on two other proposals, namely a container return scheme for single-use beverage containers and separation of food scraps from general waste for all businesses. Supporting these three proposals was recognition that globally many countries have already progressed on this journey and so Aotearoa New Zealand as a global citizen is also now faced with ensuring foundations are established to ensure a low-emission future by establishing best-practice recycling systems and improving national recycling rates.

Acknowledging the three government proposals, each will bring significant changes to the way in which Councils of the Wellington region provide services to their residents and ratepayers. For example, standardised kerbside collections will require Councils to collect a standard set of materials in household kerbside recycling across all of Aotearoa New Zealand as well as providing all urban households with a food scraps collection. To reduce confusion and improve the quality and quantity of collected material, the government proposes to standardise collections to include glass bottles and jars, paper and cardboard, plastics 1, 2 and 5 and aluminium, steel tins and cans. Similarly, government has proposed that all Councils provide a weekly kerbside food scrap collection using a 23L bin and which may be presented at the same time as either the recycling and rubbish collections. Further, the requirement to implement a kerbside food scrap collection will also require Councils to consider the end-fate of the material and therefore the type of processing required. This might include composting and/or anaerobic digestion which in turn will provide valuable nutrients and energy which can be returned to the soils or be used in other activities (i.e., energy). Ultimately, government intends this proposal to keep food scraps out of landfill and to support an overall reduction in nationwide emissions.

Similarly, the proposal to implement a container return scheme intends to reduce litter, landfilling and stockpiling, and to increase recovery and recycling rates by incentivising people to recycle beverage

Proposed materials for kerbside collection:

	Glass bottles and jars
	Paper and cardboard
	Plastic bottles and containers 1, 2, and 5
	Aluminium and steel tins and cans

containers. Further, the proposal to include all single-use 3L or smaller beverage containers (i.e., metal, glass, plastic, liquid paper board) is expected to have a significant impact on kerbside recycling rates. This will likely result in fewer containers being presented for kerbside collection. However it is important to note here that containers not included in a container return scheme will continue to require collection however the type of material will be dependent on the final landing of the governments standardised kerbside collection proposal.

Where Councils currently do not provide kerbside collection services the standardised kerbside collection and food scrap collection proposal could present a challenge and may eventually require Councils to provide one or more services.

4.2.7.2 Other Services

As reported in 2016, the provision of other waste services across the Wellington Region Councils is variable. Most Councils have school environmental education programmes and there are a variety of services available to provide advice and support to the community and businesses in some areas. Further, all Councils provide litter and illegal dumping clean up, with public place recycling services not consistent throughout the region.

4.2.8 Assessment of Non-Council Services

To minimise repetition, a list of non-council waste and recycling providers that operate within the Wellington Region are summarised in **Table 7**. These providers provide services in, for example, composting, CnD waste management, drop-off facilities (e.g., used paint, soft plastics, e-waste dismantling), e-waste processing, hazardous waste management, plastic reprocessing, re-use stores and scrap metal recyclers.

As reported in 2016, the three landfills in the region are Council-controlled, the operation of two of these are contracted to the large waste companies: Waste Management NZ Ltd and EnviroWaste Services Ltd, with the third managed by another significant national landfill operator, HG Leach.

Of particular concern to Councils in the Wellington Region and similarly across wider Aotearoa New Zealand is the increasing proportion of the kerbside refuse market that is controlled by private waste operators and influence this has on councils progressing and subsequently meeting their respective waste minimisation outcomes. While commercial operators provide a valuable service to regions with limited to no council provided kerbside collection, care must be taken to minimise any potential perverse outcomes that may result in greater volumes of waste collected via private operators.

Further, while there are a range of commercial operators servicing the Wellington Region, there are still areas of the market that would benefit from greater investment, therefore providing off-take for diverted and recovered materials:

- Construction and demolition material recovery
- Organic waste processing
- Recycling and reprocessing of a range of materials – e.g., plastics, recoverable materials

5 SITUATION REVIEW

5.1 Overview

The intent of this section is to provide an overview of the waste flows within the Wellington Region.

The information included in this section has been presented to broadly align with the waste hierarchy with waste quantities and composition presented as bulleted below. Where data was available, quantity, and composition of waste disposed via environmental pathways have been included to provide a holistic view of waste flows.

- Resource Recovery
- Recycling and Reprocessing
- Refuse Transfer Stations
- Residual Waste Management



5.2 Waste Quantities

5.2.1 Class 1 Landfill Quantities

The tonnes per annum of waste disposed of to Class 1 Landfills from across the Wellington Region has been estimated from data provided by seven of the eight Wellington Councils.

The analysis is based on the following:

- All data was provided by Wellington City Council, Masterton District Council, South Wairarapa District Council, Kāpiti Coast District Council, Hutt City Council, Carterton District Council and Porirua City Council. No data was available for Upper Hutt City Council.
- Hutt City Council provided data has been extrapolated from the 2014 and 2022 SWAP Report.
- Levied waste figures are calculated using the data provided by each of the Councils. In some cases, the levied waste data sum exceeds the aggregated total of general, special and sludge waste resulting in a higher total waste to Class 1 sum.
- Total waste to Class 1 landfills in the Wellington Region is a sum of the levied waste and cleanfill data for each of the Council provided data points.
- For comparison, the tonnage for 2014/15 extracted from the previous waste assessment is also shown.

The estimates from the past six financial years 2016/17 to 2021/22 are presented in **Table 19**. As reported in the previous waste assessment, tonnages for separate waste streams, based on the activity sources of the waste materials. The levied waste by disposal facility is presented in **Table 20**.

Table 19 Waste to Class 1 Landfill in the Wellington Region

Class 1 Landfill (tonnes/annum)	Year						
	2014/15 ⁸	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
General ¹	252,536	215,325	218,761	215,980	222,059	233,955	165,390
Special ¹	17,717	23,822	27,715	33,935	42,722	38,385	6,625

Class 1 Landfill (tonnes/annum)	Year						
	2014/15 ⁸	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Sludge ¹	31,823	26,768	27,391	27,249	25,523	31,188	25,441
TOTAL²	-	265,915	273,867	277,164	290,304	303,529	197,456
Levied Waste ³	302,076	411,264	432,116	430,110	440,720	449,655	302,586
Levied Waste minus TOTAL⁴	-	145,348	158,249	152,946	150,416	146,126	105,130
Cleanfill ⁵	24,942	98,743	118,838	81,616	92,817	116,540	68,159
TOTAL⁶	327,018	510,006	550,954	511,725	533,537	566,195	370,746
TOTAL/Levied Waste⁷	-	63%	64%	66%	68%	65%	65%

¹Excludes Masterton District Council, South Wairarapa District Council, Kāpiti Coast District Council and Carterton District Council data

²Total General, Special, Sludge

³Total Levied Waste as provided by Councils

⁴Difference between Levied Waste data provided by Councils versus sum total of General, Special, Sludge

⁵Excludes Masterton District Council, South Wairarapa District Council and Carterton District Council data

⁶This total is based on Levied Waste and Cleanfill

⁷Based on data provided by the Council and the difference between the Total waste data and Levied Waste data ranged between 63% and 68% leaving a difference of between 32% and 37% that is not accounted for

⁸2016 Waste Assessment data

The four categories of waste clearly show an increase in tonnage over the first five-year period (i.e., 2016/17-2020/21) then a decrease in 2021/22. While COVID-19 activities may be a contributing factor the paucity of data available is also likely a contributing factor to this lower total tonnage. As such, the 2020/21 tonnage is expected to be more representative of the current situation – noting though that COVID-19 is acknowledged as having had a significant influence on the waste sector during this time period. Broadly, general waste (i.e., construction and demolition, domestic kerbside, industrial/commercial, landscaping and residential waste) has remained relatively consistent over the period with some moderate fluctuations across the time period. Interestingly, 2020/21 shows a decrease in general waste reported from across the Wellington Region and may in part be due to the effects of COVID-19 on waste disposal behaviours along with Council access to specific waste tonnage data.

Special waste showed a similar trend with again a significant reduction in 2020/21, increasing again in 2021/22. Tonnages of sludge remained relatively consistent over the six-year period. However, total levied waste showed a marked increase between 2016/17 and 2019/20 which is likely due to the provided Council data exceeding the aggregated total of general, special and sludge waste (see above bullet notes).

Further, cleanfill tonnages fluctuated between 2017/18 and 2021/22 likely due to increasing construction demand across the region before tonnages significantly reduced in 2020/21. Overall, the total waste to Class 1 landfills in the Wellington Region has increased significantly between 2016/17 to 2020/21 before reducing significantly in 2021/22 (370,746tonnes) to reflect the 2014/15 tonnage (327,018tonnes). However, caution should be taken when interpreting this data given several Council aggregate data (i.e., general, special, sludge) exceeds the aggregated total. It is recommended that the Regional Wellington Waste Minimisation and Management Plan (WMMP) provide mechanisms to support the reporting of data via contracts and other activities. Further, based on data provided by the Councils and the difference between the total waste data and levied waste data ranged between 63% and 68% leaving a difference of between 32% and 37% that is not accounted for.

Waste Disposed of to Land in the Wellington Region 2021/22	Tonnes 2021/22	% of Total	Tonnes/Capita/Annum
Cleanfill ⁵	68,159	18%	0.125
Waste to Class 2-4 Landfills			
All Waste	ND	ND	ND
TOTAL⁶	370,745	72%	0.485
TOTAL⁽³⁾/Levied Waste⁷	65%	-	-

*No available data

¹Excludes Masterton District Council, South Wairarapa District Council, Kāpiti Coast District Council and Carterton District Council data

²Total General, Special, Sludge

³Total Levied Waste as provided by Councils

⁴Difference between Levied Waste data provided by Councils versus sum total of General, Special, Sludge

⁵Excludes Masterton District Council, South Wairarapa District Council and Carterton District Council data

⁶This total is based on Levied Waste and Cleanfill

⁷Based on data provided by the Councils and the difference between the total waste data provided by council and levied waste data provided was 65% leaving a difference of 35% that is not accounted for.

5.2.4 Composition of Waste to Class 1 Landfills

This section presents the composition of waste disposed of at Class 1 landfills in the Wellington Region during the 2021/22 financial year. For comparison with the previous waste assessment, the 12 primary classifications used in the Solid Waste Analysis Protocol (SWAP) are used. All data has been provided by each of the Tas and represents their best estimate of volumes. **Table 20** summarises the composition of levied waste sent to Class 1 landfills in the Wellington Region.

The composition has been calculated as follows:

- All data was provided by Wellington City Council, Masterton District Council, Kāpiti Coast District Council, Hutt City Council, and Porirua City Council. No data was available for Upper Hutt City Council, Carterton District Council and South Wairarapa District Council.
- Porirua City Council data is based on the composition of levied waste reported in their 2020 SWAP data with tonnage data obtained from Council records. All figures are based on estimates.
- Kāpiti Coast District Council data is extracted from a SWAP survey conducted at a transfer station and therefore does not include the biosolids/sludge proportion sent directly from the wastewater treatment plant to Silverstream landfill.
- Hutt City Council data is extracted directly from their 2022 SWAP report which considers; (1) that all potentially hazardous waste is epical waste, (2) classifies rubble as cleanfill, new plasterboard and other – as such, the cleanfill component has been removed and consequently the percentages for Hutt City Council will not equate to 100%.
- Resource recovery tonnages are presented for Wellington City Council only. This additional category represents an opportunity for future assessment to calculate the Wellington Region initiatives supporting resource recovery.

The primary composition of levied waste to Class 1 landfills in the Wellington Region for 2021/22 are summarised in **Table 20** for general waste – excluding special waste and cleanfill (**Figure 15**), and general waste and special waste – excluding cleanfill (**Figure 16**). Further detailed breakdown is included in Appendix C.

Broadly, organic material represented the largest proportion (approximately 32%) of the waste disposed to Class 1 landfills, followed by timber (approximately 20%) and rubber (approximately 12%). Combined these

three waste streams represented approximately 60% of the total waste being disposed of to Class 1 landfills. Paper (approximately 8%) and plastic (approximately 9%) also represented significant waste streams and which may present an opportunity to increase recyclable capture rates. Compared to the previous waste assessment, the organic waste stream has remained relatively consistent, however there has been a reduction in plastics from the previous approximate 13% to a current approximate 8%. This may be representative of greater plastic recycling capture rates and individual awareness of recycling (e.g., Council supported behaviour change initiatives).

Further, as discussed above, it is recommended that the Regional Wellington Waste Minimisation and Management Plan (WMMP) provide mechanisms to support improved recyclable capture rates from across the Wellington Region.

Table 22 Composition of Levied Waste to Class 1 Landfills in the Wellington Region

Composition of Levied Waste to Class 1 Landfill 2021/22	General Waste – Excludes Special Waste and Cleanfill		General Waste and Special Waste – Excludes Cleanfill	
	Tonnes 2021/22	% of Total	Tonnes 2021/22	% of Total
Paper	18,087.35	8	15,826.72	8
Plastic	20,525.93	9	17,503.88	9
Organic	72,251.12	33	62,938.32	32
Ferrous Metal	5,836.56	3	5,206.11	3
Glass	2,188.62	1	1,940.23	1
Textiles	6,129.17	3	5,362.33	3
Sanitary	11,302.18	5	9,629.36	5
Rubble	10,239.52	5	8,599.04	4
Timber	44,292.53	20	41,246.28	21
Rubber	28,997.08	13	25,154.79	13
Potentially Hazardous	2,142.34	1	1,721.47	1
Resource Recovery	14	0.01	14	0.01
Total	222,006	100%	195,143	100%

General Waste - Excludes Special Waste and Cleanfill

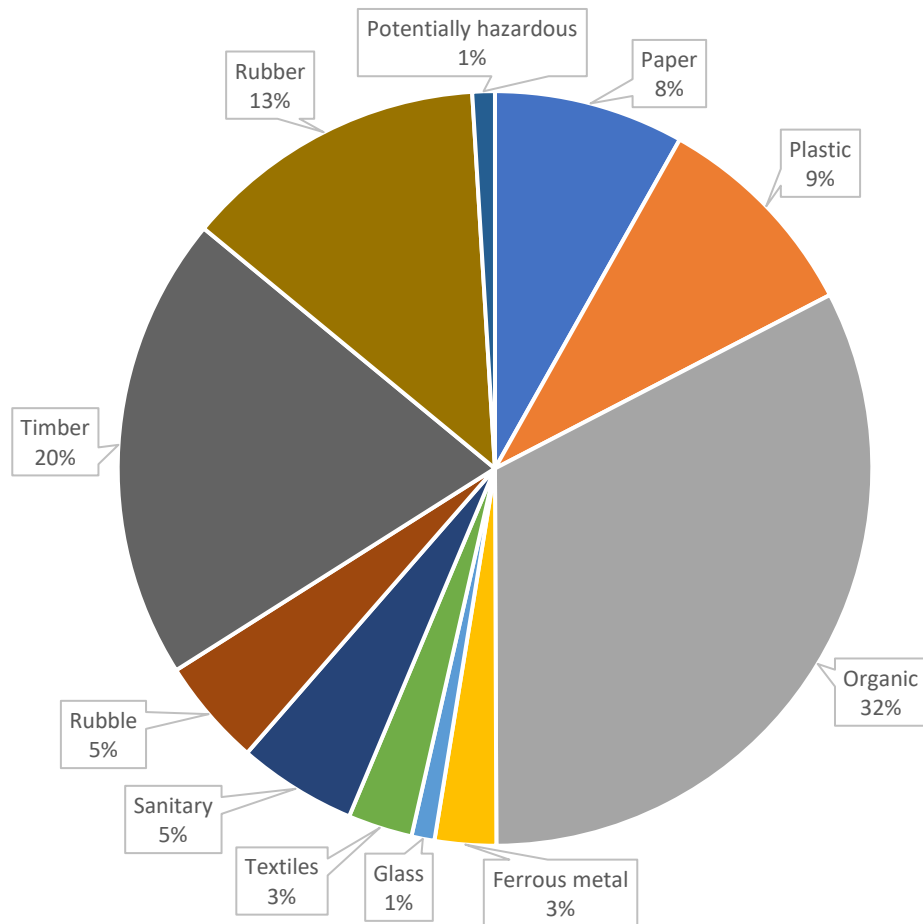


Figure 15 Composition of Waste to Class 1 Landfills in the Wellington Region – General Waste – Excludes Special Waste and Cleanfill

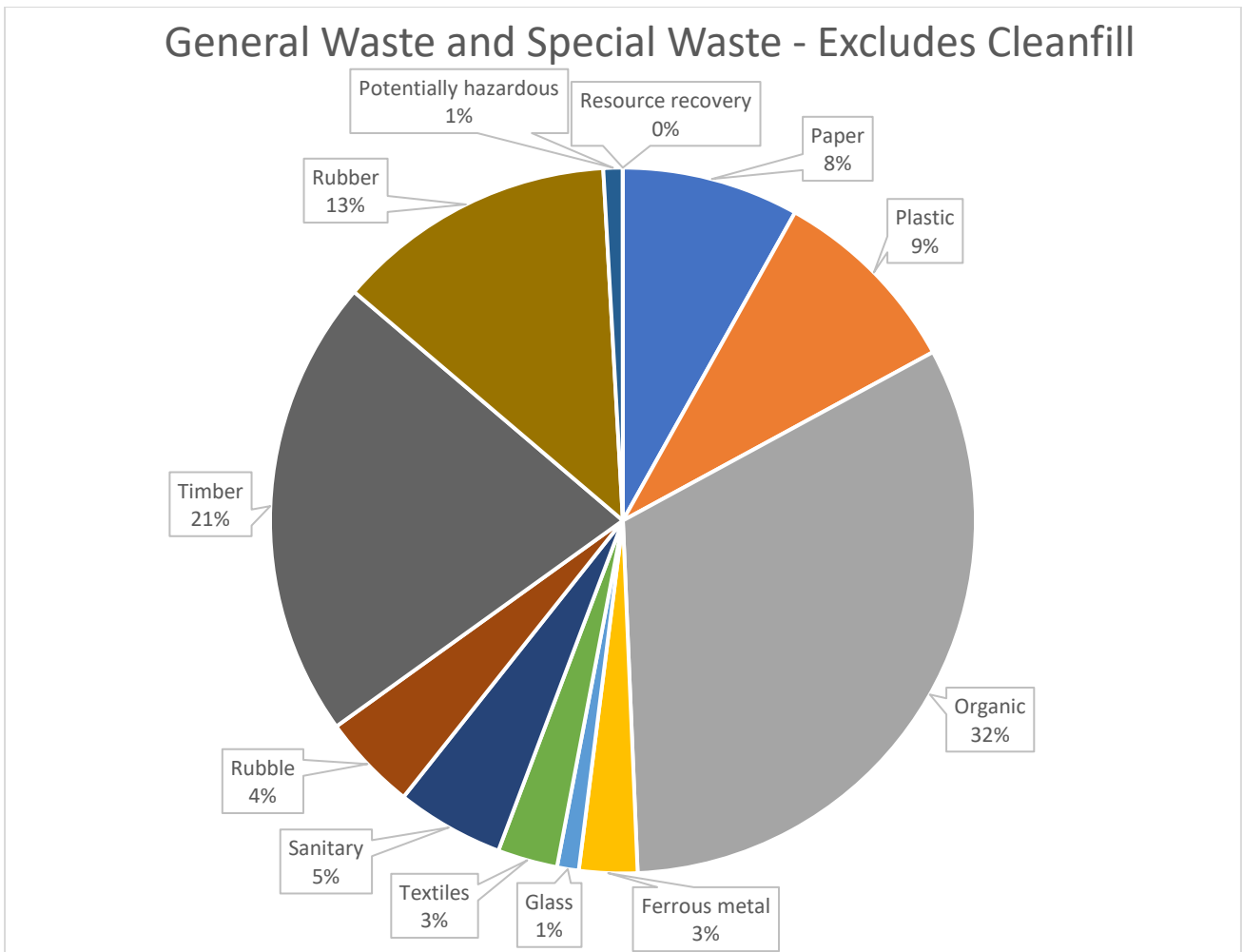


Figure 16 Composition of Waste to Class 1 Landfills in the Wellington Region – General Waste and Special Waste – Excludes Cleanfill

5.2.5 Activity Source of Waste

This section provides a summary of the levied waste disposed of to Class 1 landfills in the Wellington Region. The composition is again presented using the seven ‘activity sources’ as presented in the previous waste assessment and as specified in the New Zealand Waste Data Framework.

The activity source of waste to Class 1 landfills has been calculated as follows:

- All data was provided by Wellington City Council, Kāpiti Coast District Council, Hutt City Council, and Porirua City Council. No data was available for Upper Hutt City Council, Carterton District Council, South Wairarapa District Council and Masterton District Council.
- Hutt City Council data is extracted from their 2022 SWAP report with data extrapolated to provide the respective activity source tonnages. As such, Hutt City Council note there may be discrepancies in the total tonnages for the area and which will be reflected in the overall regional totals.
- Data presented is for the 2021/22 year.
- Kai to Compost and Resource recovery activity sources are presented for Wellington City Council only. These additional categories represent an opportunity for future assessments to calculate the Wellington Region initiatives supporting resource recovery.

Table 24 summarises the activity source of waste disposed of to Class 1 landfills in the Wellington Region, specifically received from those Councils where data was available.

Table 23 Activity Source of Waste to Class 1 Landfills in the Wellington Region

Activity Source of Levied Waste to Class 1 Landfills in Wellington	General Waste – Excludes Special Waste		General Waste and Special Waste – Excludes Cleanfill	
	Tonnes 2021/22	% of Total	2021/22 Tonnes	% of Total
Construction and demolition	23,586	8%	18,575	6%
Domestic kerbside	47,668	17%	33,192	11%
Industrial/ commercial/ institutional	130,981	46%	125,135	42%
Landscaping	11,563	4%	10,728	4%
Residential	55,203	19%	53,533	18%
Specials	14,578	5%	53,235	18%
Kai to compost(commercial)	1,201	0.4%	1,201	0.4%
Resource recovery	105	0.04%	105	0.04%
TOTAL	284,885	100%	295,704	100%

Industrial/commercial/institutional waste was reported to be the largest source of levied waste disposed of the Class 1 landfills in the Wellington Region (approximately 42%), likely due to the nation-wide increasing trend in construction related activities (e.g., housing). This was followed by residential waste (approximately 18%) and domestic waste (approximately 11%). In comparison to the previous waste assessment, the total tonnage of both general waste – excluding special waste showed a moderate increase of approximately 32,000 tonnes and a moderate decrease in general waste and special waste – excluding cleanfill of approximately 6,000 tonnes.

5.2.6 Diverted Materials

With increasing focus on reducing, reusing, recycling, and recovering products and materials, territorial local authorities are continuing to provide resource recovery activities for ratepayers and residents, whilst also investigating new opportunities to reduce the amount of waste disposed to landfill.

The establishment of resource recovery centres/network/hubs and/or facilities and efficient Material Recovery Facilities (MRFs) has become increasingly important. For clarity and consistency, resource recovery centres/network/hubs and/or facilities is hereafter referred to as a Resource Recovery Facility (RRF). An RRF is defined as a facility that caters to the reuse, recovery and resale of products and materials. Similarly, for clarity, a MRF is referred to here as a facility that accepts (e.g., kerbside recycling), separates and prepares single-stream recycling materials to be sold to end buyers.

Materials collected at a RRF varies from household items, organic waste, electronics through to hazardous items (e.g., paints) and recyclable containers (i.e., those items commonly collected in kerbside recycling collections – glass, aluminium/tin, paper and cardboard, plastic grades 1, 2 and 5). Similarly, a MRF will commonly accept kerbside recycled materials (e.g., plastic grades 1, 2 and 5, glass, aluminium) with sorting (e.g., optical sorters, trommels, magnets) to prepare single stream recycling materials. It is worth noting here that since the previous waste assessment report was published, several Councils have made changes to their kerbside recycling collections by reconfiguring the materials accepted to improve consistency of collections across the region. This is also in line with the Central Government proposal to standardise national kerbside recycling.

This section provides a summary of available information to highlight the significant efforts the Wellington Region has placed into reduction and recycling activities; two of the highest elements of the waste hierarchy. It is also important to highlight here that while this section presents a summary of Council information, there are a myriad of organisations operating throughout the region, all which support recovery and reuse of products and materials. These organisations include, but are not limited to:

- Sustainability Trust
- WasteFree Welly
- KaiCycle
- Hospice NZ
- Salvation Army Opportunity Shops
- Scrap metal yards
- E-waste recyclers
- Organic waste recyclers
- Construction and demolition waste recyclers

Available data for private organisations was limited and so the quantities of recovered resources cannot be accurately determined in view of the broader waste flows. However, where data was available for recovery of Council managed resources this has been presented in the following sections to illustrate the composition and relative quantities.

Case Study – Southern Landfill Tip Shop and Recycle Centre⁴⁴

As part of Wellington City Councils initiatives to reduce and reuse materials and divert waste away from landfill disposal, the Tip Shop and Recycle Centre provides the public with a convenient and accessible opportunity to engage with Councils waste minimisation efforts. The Tip Shop, located at the Southern Landfill provides the public an opportunity to drop-off and donate unwanted items rather than throwing these items out. Additionally, the shop offers visitors an opportunity to buy a range of collected items, including, but not limited to:

- Clothing
- Books
- Toys
- Household items
- Building and gardening materials
- Electronics
- Tools
- Sporting equipment



⁴⁴ [Southern Landfill, Tip Shop and Recycle Centre - Tip Shop and Recycle Centre - Wellington City Council](#)

While most items are accepted free of charge, items such as TVs and computer monitors incur a small charge to support activities including electrical checks.

Additionally, the Recycling Centre enables the collection of glass bottles and jars, paper and cardboard, plastic packaging (i.e., numbers 1, 2 and 5 only), aluminium cans and tins in dedicated recycling bins which are then collected and recycled separately.

Other supporting activities at the site include the opportunity for the public to purchase water tanks and Capital Compost garden products, as well as bottle recycling crates and Council rubbish bags.



Case Study – Trash Palace⁴⁵

As part of Porirua City Council's initiatives to reduce and reuse materials and divert waste away from landfill disposal, Trash Palace located at Spicer Landfill provides the public with an opportunity to drop-off and donate items for resale or recycling. Trash Palace accepts a range of items, generally free of charge, including but not limited to:



TRASH PALACE
RETHINK REUSE RECYCLE

- Clothing
- Books
- Toys
- Whiteware (charges may apply)
- Building and gardening materials
- Electronics (charges may apply)
- Scrap metal
- Car batteries

Additionally, Trash Palace also operates a Building Recycling Centre focussing on the collection and resale of a range of building materials including:

- Doors
- Windows
- Bathroom and laundry materials
- Bricks

5.2.6.1 Resource Recovery Quantities

To understand the potential diversion quantities of recovered and repurposed materials, access to consistent and complete data is needed. However, in many cases, recovery centres/network/hubs and/or facilities record data in terms of sales and not volumes. As such quantity cannot always be used as a measure of potential diversion from such facilities. Generally, there is inconsistent resource recovery initiatives across the Wellington Region combined with inconsistencies in the types of materials recovered. Where information was available from the region, this has been summarised below. Importantly, while there is no current standard

⁴⁵ [Welcome to the iconic Trash Palace in Porirua, New Zealand - Trash Palace](#)

resource recovery network or materials collected from throughout the Wellington Region, significant efforts have been made by the respective districts to address this with plans in place (e.g., Climate Change Strategies) to recover and reuse more materials before they are disposed of to landfill.

Porirua City Council estimated that the total diversion from Trash Palace during the period July 2021 to June 2022 was approximately 797 tonnes⁴⁶. Unfortunately, while no categories were recorded to provide greater detail on the tonnage split, the types of materials accepted by the facility provide the best indication of the tonnage makeup. In comparison, the quantity of materials diverted from the Southern Landfill Tip Shop was not available at the time of writing, however Wellington City Council is in the process of determining how this information can best be captured going forward. However, given this limitation for the Tip Shop, data is available for the recycling tonnages collected at the Tip Shop and Recycling Centre.

Additionally, the percentage of materials that could be diverted from landfill provides another lens of potential diversion quantities. For example, the Wellington City Council Solid Waste Analysis Protocol (SWAP) (2018) indicated that:

- approximately 12% (72 tonnes/week) of the combined kerbside waste stream could have been recycled through Council's kerbside recycling collection or at a drop-off facility; and
- approximately 55% (322 tonnes/week) of organic materials could have been composted.

As such, a total of approximately 67% (394 tonnes/week) of kerbside waste could be diverted from landfill disposal by either recycling or organic processing.

Further, data provided by Kāpiti Coast District Council report approximately 460 tonnes of recovered materials (car tyres, whiteware, scrap metal and clothing) was diverted from landfill disposal during the 2020/21 period. An additional 1,011 individual items of TV's (592 units) and fridges/freezers (419 units) were also reported by Kāpiti Coast District Council to have been diverted from landfill disposal. Although no other data was available for the preceding years, this represents a significant reduction in the amount of waste Kāpiti Coast District Council sends to landfill. It also suggests that over the coming years this amount, and the types of materials diverted from landfill will continue to increase, thereby supporting ongoing waste minimisation efforts, reduced per capita waste generation and contribute to lower emissions from waste disposal.

Alongside the above Council examples, Upper Hutt City Council is also progressing resource recovery initiatives with the collection of car seat (53 sets during July 2021-April 2022) and collecting approximately 360kg (August 2021-April 2022) of batteries as part of the Upcycle battery collection programme.

As summarised in **Table 24**, and where data was available, the combined volumes of drop-off recycling/bulk recycling and kerbside recycling tonnages from Upper Hutt City Council and Wellington City Council have remained relatively stable since 2016/17 with minor fluctuations in annual volumes recorded. In comparison, Kāpiti Coast District Council has shown reduced volumes. Of note has been the effects of a changing global recyclable material market and the global health pandemic, both events having had significant impacts on Aotearoa New Zealand's local and domestic waste markets. For example, anecdotal evidence suggests that the stay-at-home orders during the COVID-19 Level 4 health response resulted in increased online shopping both for groceries and other items which resulted in greater levels of packaging received at the household and therefore presented to kerbside recycling. Similarly, the volumes of household residual waste were also

⁴⁶ Information provided by Porirua City Council

reported to increase as more people worked from home (and are continuing to do so) and as a result present more residual waste to kerbside refuse collections.

Table 24 Combined Drop-Off Recycling/Bulk Recycling Station and Kerbside Recycling Tonnages⁴⁷

Council	Tonnes per Annum					
	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Carterton District Council	NDR	NDR	NDR	NDR	NDR	417.4
Hutt City Council	NDR	NDR	NDR	NDR	NDR	1,414.4
Kāpiti Coast District Council ⁴⁸	4,525.6	4,987.5	4,608.9	3,228.5	2,700.5	N/D
Masterton District Council	NDR	NDR	NDR	NDR	NDR	1,589.2
Porirua City Council	NDR	NDR	NDR	NDR	NDR	2,452.5
South Wairarapa District Council	NDR	NDR	NDR	NDR	NDR	1,443.8
Upper Hutt City Council	827.4	1,245.3	1,558.7	1,301.8	1,419.9	1,601.5
Wellington City Council	18,077.6	18,098.5	19,676.6	17,597.5	18,024.4	17,179.3

NDR: No data received

5.2.6.2 Kerbside Recycling and Drop-Off Facilities

The tonnage data for kerbside recycling and drop-off facilities in the Wellington Region is summarised in **Table 25** below.

The following points relate to **Table 25** below:

- All data was provided by Wellington City Council, Kāpiti Coast District Council, Hutt City Council, Porirua City Council, Upper Hutt City Council, Carterton District Council, South Wairarapa District Council and Masterton District Council.
- Kāpiti Coast District Council drop-off recycling data was not collected and reported prior to 2019/20. Kerbside recycling provided data represents operating collectors and is noted to not provide an accurate reflection of recycling activities carried out during the 2016-2019 period. As recycling drop-off at the transfer station is free, tonnages are not captured and recorded. Recycling data has been calculated from total recycling sent for sorting at OJI (total out) minus the reported tonnage of the recycling collected. This only includes drop off of 'kerbside recyclable material' and not other recoverable drop off items (e.g., whiteware, TVs, child carseats, etc).
- Hutt City Council data reported for 2019/20 and 2020/21 are impacted by COVID-19 – recycling was diverted to landfill, average contamination for drop-off facilities for this period was 25.08%, contamination has been included in all figures, drop-off facilities ceased in 2021 due to the high levels of contamination. Hutt City Council is unsure why a sudden decrease in kerbside recycling occurred in 2021/22.
- Porirua City Council data only includes weights from kerbside collection and the bulk recycling station at Spicer Landfill. It does not include diverted material from Trash Palace.

Broadly, kerbside recycling and drop-off waste tonnages consistently increased from 2016/17 to 2019/20 but then showed signs of a decreasing trend during 2020/21 and 2021/22 (**Table 25**). However, while this may be

⁴⁷ Data provided by each of the Councils and/or supplemented with data from relevant SWAP surveys

⁴⁸ For the 16/17 – 19/20-year Kāpiti Coast District Council was counting the recycling out of both transfer stations. However, they are consolidated at the larger facility before being sent away for sorting. The 20/21 data reflects this better understanding and explains the drop in recycling total in comparison to previous years. 20/21 is a clearer representation to what is happening in the district.

a result of COVID-19, it is unclear whether this trend will continue. Further, with the potential implementation of a New Zealand Container Return Scheme, it is likely that the kerbside recycling tonnages will decrease due to the change in quantities presented for collection.

Table 25 Kerbside Recycling and Drop-Off Facilities in the Wellington Region

Tonnes/annum	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Kerbside Recycling	21,672	21,926	21,865	23,727	24,027	17,792
Drop-Off Facilities	7,784	8,299	8,814	9,309	7,828	7,943
Total	29,456	30,225	30,678	33,035	31,855	25,735

5.2.6.3 Composition of Kerbside Recycling

The tonnage data for the composition of kerbside recycling across the Wellington Region is summarised in **Table 26** below.

The following points relate to **Table 26** below:

- All data was provided by Wellington City Council, Hutt City Council, Porirua City Council and Upper Hutt City Council. No data was available from Masterton District Council, South Wairarapa District Council, Carterton District Council and Kāpiti Coast District Council.
- Wellington City Council tonnage data includes kerbside and drop off recycling.
- Upper Hutt City Council provided aggregated data for plastic containers 1,2, 5, aluminium cans and steel cans therefore for consistency all other council provided data has been aggregated to reflect this.
- Upper Hutt City Council data (except glass) has been extracted from the 2022 Lower Hutt kerbside audit. Glass was estimated based on glass comprising 39% of all Lower Hutt recycled material (39% taken from Auckland City Council <https://ourauckland.aucklandcouncil.govt.nz/news/2021/01/recycling-right-in-2021/>). The percentages provided are adjusted percentages that take into account the estimated glass figure; the 2022 kerbside audit estimated contamination of 11.9% or 8.56%. Scoop testing audits completed by the OJI MRF consistently place contamination between 17.9% and 19.7%.
- Porirua City Council data are based on a scoop test from OJI Fibre Solutions and Council glass tonnages from 2021/22.

Broadly, **Table 26** shows that mixed paper (38%, 6,767 tonnes/annum) and glass bottles and jars (37%, 6,502 tonnes/annum) represented the two largest kerbside recyclable streams, followed by the aggregated category of plastic containers (1,2,5), aluminium and steel can at 15% (2,641 tonnes/annum). Lastly, contamination in 2021/22 was reported at 10% (1,769 tonnes/annum) and increase of 5.4% or 561 tonnes/annum.

Table 26 Composition of Kerbside Recycling in the Wellington Region

Composition of Kerbside Recycling – 2021/22	Tonnes/Annun	% of Total
Mixed Paper	6,767	38%
Glass Bottles and Jars	6,502	37%
Plastic Containers 1, 2, 5, aluminium cans, steel cans	2,641	15%
Contamination	1,769	10%
Total	17,679	100%

5.2.7 Commercially Collected Diverted Materials

The availability to commercially collected diverted materials from across the Wellington Region was limited with only Wellington City Council and Kāpiti Coast District Council providing data. It is though acknowledged that across the Wellington Region commercially collected materials may include concrete, clothing and textiles and e-waste, however, tonnage data for these waste streams was not available or accessible at the time of this assessment. It is recommended that the Regional Wellington WMMP provides for Councils to obtain this data to help inform knowledge of material diversion.

Availability of commercially collected diverted materials was scarce across the Wellington Region with only Wellington City Council and Kāpiti Coast District Council able to provide data. Of note, Kāpiti Coast District Council reported that commercially collected data is difficult to separate as often as these can be mixed into a residential collection (depending on the size of the business). The data presented by Kāpiti Coast District Council should be used with caution as it is unlikely to provide a comprehensive indication of commercial tonnages. It is recommended that the Regional Wellington WMMP provides for Councils to obtain this data to help inform knowledge of material diversion. No further commentary on commercially collected diverted materials for the remaining Council areas is included here.

With the limited available data, approximately 1,130 tonnes/annum comprising cardboard/paper/containers and scrap metal was diverted in 2021/22 from across Wellington and Kāpiti (**Table 27**). However, this number is likely to underestimate what is actually diverted in these Council areas. Additionally, while the remaining six councils were not able to access data, it is expected that actual commercially collected diverted tonnage is significant. As reported above, it is recommended that the Regional Wellington WMMP provides for Councils to obtain this data to help inform knowledge of material diversion.

Table 27 Commercially-Collected Diverted Materials in the Wellington Region

Diverted Materials, excluding Council and Private Domestic Kerbside Recycling Collections	Tonnes/Annum 2021/22
Cardboard/paper/containers	600
Scrap metal	529.7
Total	1,129.7

5.2.8 Diversion of Organic Material

Across the Wellington Region, greenwaste (including wood waste) and food waste are the two primary organic material streams collected and diverted. Compared with the previous waste assessment, no data was available to provide clarity on the tonnes per annum of meat waste diverted and as such is excluded from **Table 28** below. As reported in the previous assessment, greenwaste is collected on a commercial basis from residential properties and separately at transfer stations and landfills. Across the Wellington Region greenwaste is processed by a range of commercial operators including Capital Compost (Wellington), Nursery Road (Masterton), Envirocomp (South Wairarapa) and Composting NZ (Kāpiti Coast).

Additionally, Kaibosh and Kiwi Community Assistance in Wellington also collect and redistribute rescued food throughout the Wellington community. It is recommended that the Regional Wellington WMMP provides for Councils to obtain comprehensive organic material diversion data to help inform knowledge of organic diversion across the region. This information will also help to support Council led or a regional approach to organic management whilst supporting initiatives, for example, food rescue and community outreach where needed.

Table 28 summarises the diversion of greenwaste and food waste from across the Wellington Region. Broadly, the largest proportion comprised greenwaste (including wood waste) followed by recovered food waste. Interestingly, the tonnes per annum for all categories were significantly greater than compared with the previous waste assessment. In summary, there was an increase of 12,249 tonnes/annum greenwaste and food waste diverted from landfill.

Table 28 Diversion of Greenwaste and Food Waste in the Wellington Region

Organic Waste Diversion – 2021/22	Tonnes per Annum – 2015	Tonnes per Annum – 2021/22
Greenwaste and wood waste	19,785	32,729
Food waste – composted	1,121	5,387
Food waste – recovered	200	20,239.44
TOTAL	46,106	58,355

DRAFT

6 PERFORMANCE MEASUREMENT

6.1 Overview

For consistency and to support comparisons the following sections have been aligned with the previous 2016 waste assessment. Information has been extracted from the previous waste assessment where appropriate. The data presented in this section has been provided, where available, by each of the eight Wellington Councils.

6.1.1 Per Capita Waste to Class 1 Landfill

As reported in the 2016 waste assessment, The total quantity of waste disposed of at Class 1 landfills in a given area is related to a number of factors, including:

- The size and levels of affluence of the population
- The extent and nature of waste collection and disposal activities and services
- The extent and nature of resource recovery activities and services
- The level and types of economic activity
- The relationship between the costs of landfill disposal and the value of recovered materials
- The availability and cost of disposal alternatives, such as Class 2---4 landfills
- Seasonal fluctuations in population (including tourism).

To ensure consistency with the previous waste assessment, the Statistics NZ population estimate and the Class 1 landfill waste data from Section 3, the per capita per annum waste to landfill in 2021/22 from the Wellington region has been calculated (**Table 29**).

Table 29 Waste Disposal per Capital across the Wellington Region

Calculation of Per Capita Waste to Class 1 Landfills in the Wellington Region –2021/22	
Population Estimate (Stats NZ 2021/22 Estimate)	547,100
Total Waste to Class 1 Landfill (Tonnes 2021/22)	302,586
Tonnes/Capita/Annum of Waste to Class 1 Landfills	0.553

In summary, in 2020/21 approximately 0.828 tonnes of levied waste was disposed of at Class 1 landfills for each person in the Wellington region. Further, and for comparison, in 2021/22, approximately 0.553 tonnes of levied waste was disposed of at Class 1 landfills for each person in the Wellington region. Both tonnages are presented here due to the effects of COVID-19 on the waste sector and subsequently the amount of waste produced per capita across the Wellington Region.

As noted in the previous waste assessment, the movement of waste across territorial authority boundaries makes it difficult to estimate per capita waste disposal rates for the individual Council across the region. Similarly, the access to accurate and specific data is often complex and challenging for each Council and as a result the above tonnes per capita per annum figures should be considered with caution.

Further, the following assumptions apply and have been extracted for consistency from the previous waste assessment:

- All waste from Upper Hutt City and Hutt City is disposed of at Silverstream landfill
- All waste from Wellington City and Porirua City is disposed of at Southern landfill and Spicer landfill

- All waste from Kāpiti Coast District is disposed of at the transfer stations in the district
- All waste from Carterton, Masterton, and South Wairarapa Districts is disposed of at the transfer stations in the districts

As such, based on these assumptions, which as reported previously are known not to be entirely accurate, per capita disposal rates for the four waste catchments are provided in **Table 30** below. The estimates include special wastes but exclude unlevied cleanfill materials.

Table 30 Waste Disposal per Capita – by Waste Catchment (2020/21 and 2021/22)

Calculation of per Capita Waste to Class 1 Landfills	Kāpiti Coast District	Wellington and Porirua	Hutt City	Wairarapa
2020/21				
Population (Stats NZ 2020/21 Estimate)	57,400	277,700	112,000	49,040
Total Levy Paid Waste to Class 1 Landfills (Tonnes 2020/21)	28,034	163,071	151,344	17,918
Tonnes/Capita/Annum of Waste to Class 1 Landfill	0.488	0.587	1.351	0.365
2021/22				
Population (Stats NZ 2020/21 Estimate)	58,000	278,900	NDR	49,900
Total Levy Paid Waste to Class 1 Landfills (Tonnes 2020/21)	27,839	168,733	NDR	20,791
Tonnes/Capita/Annum of Waste to Class 1 Landfill	0.480	0.605	-	0.417

Note: Upper Hutt City is excluded from the calculation as no data was available.

NDR: No data received

From the available data provided in 2020/21, the rate of waste per capita disposed of to Class 1 landfills was greatest from Hutt City (noting Upper Hutt is excluded as there was no available data) followed by Wellington and Porirua (0.587 tonnes/capita/annum), Kāpiti Coast District (0.488 tonnes/capita/annum) and lastly the Wairarapa catchment (0.365 tonnes/capita/annum). As reported in the previous assessment, the low disposal rate from the Wairarapa catchment is likely associated with a lower level of industrial and commercial activity and a higher proportion of rural properties. Further, it is expected that a substantial proportion of waste produced in the Wairarapa catchment is disposed of on-site or on-farm.

Further, the following is extracted from the 2016 waste assessment and remains current:

“The high disposal rate from Upper Hutt City and Hutt City could be associated with higher levels of industrial and commercial activity than in the other areas. Additionally, waste from other areas is understood to be transported to Silverstream landfill for disposal. Anecdotally, it is understood that some kerbside refuse from Kāpiti Coast District is disposed of at Silverstream landfill. As the major waste collectors’ depots are all in Hutt City, it is likely that collection vehicles often dispose of their final load of waste at Silverstream landfill. Quantitative information on any other cross---boundary movements of waste to Silverstream is not available.”

6.1.2 Per Capita Domestic Kerbside Refuse to Class 1 Landfills

The following description is extracted from the 2016 waste assessment and remains largely current for this assessment:

“The quantity of domestic kerbside refuse disposed of per capita per annum has been found to vary considerably between different areas. There are several reasons for this variation.

Kerbside refuse services are used primarily by residential properties, with small-scale commercial businesses comprising a relatively small proportion of collections (typically on the order of 5-10%). In districts where more businesses use kerbside wheelie bin collection services --- which can be related to the scale of commercial enterprises and the services offered by private waste collectors - - the per capita quantity of kerbside refuse can be higher. There is relatively little data in most areas on the proportion of businesses that use kerbside collection services, so it is not usually possible to provide data solely on residential use of kerbside services.

The type of service provided by the local territorial authority has a considerable effect on the per capita quantity of kerbside refuse. Councils that provide wheelie bins (particularly 240-litre wheelie bins) or rates-funded bag collections generally have higher per capita collection rates than councils that provide user-pays bags. The effect of rates-funded bag collections is reduced in those areas where the council limits the number of bags that can be set out on a weekly basis.

Evidence indicates that the most important factor determining the per capita quantity of kerbside refuse is the proportion of households that use private wheelie bin collection services. Households that use private wheelie bins, particularly larger, 240-litre wheelie bins, tend to set out greater quantities of refuse than households that use refuse bags. As a result, in general terms the higher the proportion of households that use private wheelie bins in a given area, the greater the per capita quantity of kerbside refuse generated.

Other options that are available to households for the disposal of household refuse include burning, burying, or delivery direct to a disposal facility. The effect of these on per capita disposal rates varies between areas, with residents of rural areas being more likely to use one of these options.”

Further, the 2021/22 disposal rate of domestic kerbside refuse for the Wellington region⁴⁹ has been calculated to be approximately 88 kg per capita per annum. It is stressed that this figure is an estimate using the data provided by three of the eight councils in the Wellington Region, specifically, Kāpiti Coast District Council, Hutt City Council and Porirua City Council. It is recommended that the Wellington Regional WMMP provides measures to support the collation and recording of specific data categories to support future detailed calculations. Further, to provide a more accurate estimate, it is recommended that each council complete SWAP surveys to allow kerbside quantities to be quantified and provide mechanisms for council to collect data that that is controlled by private waste collectors.

6.1.3 Per Capita Kerbside Recycling

The per capita recycling rates for the Wellington Region are summarised in **Table 31** below. It is noted that kerbside recycling rates have decreased compared with the previous waste assessment. Broadly, the per capita rate of kerbside recycling in the Wellington Region has remained relatively stable between 2016/17 to 2020/21, with a marked decrease in 2021/22. The main outcome of this was noted by Hutt City Council where a sudden decrease in kerbside recyclables was reported but the reason for this was unknown. At present, during 2021/22 approximately 33kg of kerbside recycling is collected for every resident across the Wellington Region. For comparison, the 2014/15 data presented in the previous waste assessment is shown.

Table 31 Per Capita Kerbside Recycling – Kg/Capita/Annum

Kerbside recycling	2014/15	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Kerbside recycling	26,375	21,672	21,926	21,865	23,727	24,027	17,792
Population	496,900	501,800	510,700	518,300	532,600	543,000	547,000

⁴⁹ noting Masterton District Council, South Wairarapa District Council, Upper Hutt City Council and Carterton District Council are excluded from the calculation as no data was available

Kg/Capita/Annum	53	43	43	42	45	44	33
-----------------	----	----	----	----	----	----	----

The per capita recycling rates for the individual territorial authorities are summarised in **Table 32** below.

Table 32 Per Capita kerbside recycling – Kg/Capita/Annum – By Area

Kerbside Recycling Includes Council and private Collections – Kg/Capita/Annum	2018/19	2019/20	2020/21	2021/22
Carterton	68	75	63	81
Hutt	74	69	51	32
Kāpiti Coast	NDR	58	67	63
Masterton	185	188	178	206
Porirua	49	54	55	40
South Wairarapa	115	115	107	120
Upper Hutt	34	28	30	34
Wellington	54	50	50	46

Note: Includes kerbside recycling and drop-off facility data
NDR: No data received

As reported in 2016, there are several factors that should be considered noting the range of per capita recycling rates between the councils:

- The number of households in each area served by kerbside recycling collections has not been taken into account in the calculations
- Residents of rural areas, both those with kerbside recycling and those without, may be more likely to use drop-off facilities than residents of urban areas because of the convenience factor
- Many residents of Carterton District may use Masterton transfer station for their recycling drop-off
- COVID-19 has impacted recycling rates across the Wellington Region during the 2019/20 and 2020/21 periods
- Kāpiti Coast did not collect drop-off facility tonnages prior to 2019/20

6.1.4 Diversion Rate – by Material Type

Section 5.2.1 presented the composition of waste disposed of at Class 1 landfills from across the Wellington Region (noting several councils did not provide completed data sets). Further, Section 5.2.6 the diversion from landfill disposal of several waste materials was summarised. As completed the 2016, by combining the two data sets, a high-level mass balance for these materials can be estimated (noting current data limitations provided by each of the Councils) and diversion rates estimated for each. **Table 33** provides a summary of this data with Appendix C providing full data. Caution should be taken when interpreting this data due to the limited data provided by the councils. It is anticipated that the below tonnages will underestimate the actual potential diversion volumes and so it is recommended that the next Wellington Region Waste Management and Minimisation Plan provide mechanisms for councils to report on and collect data to inform the diversion rate by material type.

Table 33 Diversion Rates for Selected Recoverable Materials – 2020/21-2021/22

Diversion Rates of Selected Recoverable Materials	Mixed Paper and Containers	Scrap Metal	Greenwaste and Wood Waste ³	Food Waste
Kerbside Recycling Collections ¹	17,679	0	0	0
Commercial recycling Collections ²	600	530	0	0
Composted	0	0	32,729	5,387
Food Waste Recovered	0	0	0	20,239.44
Subtotal	18,279	530	32,729	25,626
Class 1 Landfill (potential recoverable component)	19,629	15,474	24,105	28,033
Recovery Rate				

¹excludes Masterton District Council, South Wairarapa District Council, Kāpiti Coast District Council, Carterton District Council

²includes single data set provided by Wellington City Council (scrap metal) and Kāpiti Coast District Council (mixed paper and containers) only. No data was provided by all other councils.

³excludes Carterton District Council and Upper Hutt City Council. South Wairarapa District Council noted volumes are processed off site and not weighed.

⁴excludes Upper Hutt City Council, Carterton District Council, Masterton District Council, South Wairarapa District Council, Wellington City Council, Porirua City Council, Kāpiti Coast District Council

6.1.5 Diversion Potential of Waste to Class 1 Landfills in the Wellington Region

An estimate of the composition of waste disposed of to Class 1 landfills in the Wellington Region has been provided in Section 5.2.5. As produced in the 2016 waste assessment, the twelve primary categories recommended by the SWAP have been used. The diversion potential of waste disposed of to Class 1 landfills is summarised in **Table 34** below. It is also noted, that recovering 100% of all waste materials from the waste stream is not possible and so a proportion of materials will inevitably be disposed of to landfill or another pathway. The diversion estimates presented in **Table 34** below as such represent a best estimate rather than an actual figure. The figures do though provide some indication of the potential opportunities to recover waste materials. As with the primary composition presented in **Table 22**, the diversion potential is presented for both general waste – excluding special waste and non-levy paid cleanfill – and general waste and special waste combined – excluding non-levy paid cleanfill.

Table 34 Diversion Potential of Levied Waste to Class 1 Landfills

Diversion Potential of Levied Waste to Class 1 Landfills in the Wellington Region		General Waste – Excludes Special Waste and Cleanfill		General Waste and Special Waste – Excludes Cleanfill	
Primary Category	Secondary Category	Tonnes 2021/22	% of Total	Tonnes 2021/22	% of Total
Paper	Recyclable	13,201	7%	12,083	6%
Plastics	Recyclable	4,183	2%	1,872	0.9%
Putrescibles	Kitchen/Food	28,033	15%	23,742	12%
Putrescibles	Greenwaste	24,105	13%	14,300	7%
Ferrous Metals	All	14,222	7%	3,942	2%
Non-Ferrous Metals	All	1,253	0.7%	1,004	0.5%
Glass	Recyclable	2,245	1%	1,716	0.9%
Textiles	Clothing/Textiles	557	0.9%	2,142	1%
Rubble	Cleanfill	40,619	21%	38,335	19%
Rubble	Plasterboard	771	0.4%	520	0.3%
Timber	Untreated/Unpainted	334	0.2%	-	-

Diversion Potential of Levied Waste to Class 1 Landfills in the Wellington Region		General Waste – Excludes Special Waste and Cleanfill		General Waste and Special Waste – Excludes Cleanfill	
Primary Category	Secondary Category	Tonnes 2021/22	% of Total	Tonnes 2021/22	% of Total
Potentially Hazardous		2,744	1%	22,590	11%
TOTAL DIVERTABLE POTENTIAL		132,267	69%	122,246	61%

Broadly, more than 60% of both waste streams could be diverted from landfill disposal. As reported in 2016, the top three largest divertible components are cleanfill (20.7%) followed by kitchen/food waste (14.3%) and greenwaste (12.3%). Paper recyclables also appear as an opportunity for greater diversion with 6.7% potentially divertible from landfill. A similar trend is again reported in 2021/22 (**Table 34**). It is also worth noting here that Councils within the Wellington Region are progressing great initiatives to significantly reduce the quantities of organics being disposed of to Class 1 landfill, including investigating local and regional approaches to the processing of organic material. It is also worth noting that the Ministry for the Environment is too proposing to require no further disposal of organic material to Class 1 landfills which if enacted, would result in all councils implementing some mechanism to collect and divert and process organic material from their territorial area.

7 FUTURE DEMAND AND GAP ANALYSIS

The intent of this section is to provide an overview of the future demand for waste and resource management services acknowledging the wide range of factors that are expected to contribute to this. The key factors discussed in this section include:

- Future population of the Wellington Region
- Economic activity and waste management
- Changes in Lifestyle and Consumption
- Changes in Waste Management Approaches

The ability to have awareness of the key challenges and opportunities will support the Councils of the Wellington Region to prepare for upcoming changes and ensure residents and ratepayers are brought along on the journey.

7.1 Future Population of the Wellington Region

Population projections⁵⁰ for the Councils within the Wellington Region are summarised in **Table 35** below. Broadly, the forecasted population growth from across the Wellington Region show increases between 31% (Wellington City) and 57% (Carterton District) across the range of TAs. This information is important for each TA to support estimating future demand on existing waste services and forecasting any additional infrastructure construction and/or upgrades to existing facilities and services. Of particular note, is the projected population growth in the Carterton District which is forecasted to grow from a population of approximately 9,547 in 2018 to 13,016 in 2038 and further to 14,968 in 2051. As such, understanding the relative projected growth will support important decisions to be made and planning undertaken to cater for this increased growth.

Table 35 Forecasted Population Growth Rates from across the Wellington Region

Area	2018	2028	2038	2048	2051	Percentage change between 2018-2051 for the 50th percentile
Carterton District	9,547	11,324	13,016	14,606	14,968	57%
Masterton District	26,400	31,644	36,054	39,635	41,012	55%
South Wairarapa District	10,939	12,992	14,782	16,320	16,830	54%
Kapiti Coast District	55,127	64,198	72,956	80,793	83,288	51%
Porirua City	58,852	67,646	75,402	83,308	85,854	46%
Upper Hutt City	45,368	52,442	58,598	63,736	65,751	45%
Lower Hutt City	108,557	122,288	135,553	148,466	152,786	41%
Wellington City	211,222	228,392	247,692	268,114	276,472	31%

⁵⁰ [Population forecast 2020 to 2051 \(sensepartners.nz\)](https://www.sensepartners.nz/population-forecast-2020-to-2051)

7.2 Economic Activity and Waste Management

As reported by the OECD, total kilograms waste/capita has remained relatively stable and below the 550kg/capita (**Figure 17**). However, New Zealand has shown an increasing trend of waste production per capita from approximately 740kg/capita in 2017 to approximately 781kg/capita in 2018; an increase of 41kg/capita. Further, New Zealand has shown continual increases in waste generated per capita from 2012 onwards (**Figure 17**). It is also reasonable to conclude that as New Zealand's population continues to grow, the waste generated per capita will also increase if the current status quo of waste minimisation and management activities remains the same. However, it is recognised that greater effort at a national and local level is needed to reduce the amount of waste produced per capita and so significant efforts are being made by TAs to develop and implement greater recovery of resources (e.g., diverting organics from landfill disposal), establish a wider network of recovery facilities (e.g., resource recovery centres) and improved service provision (e.g., cost effective and convenient ratepayer services).

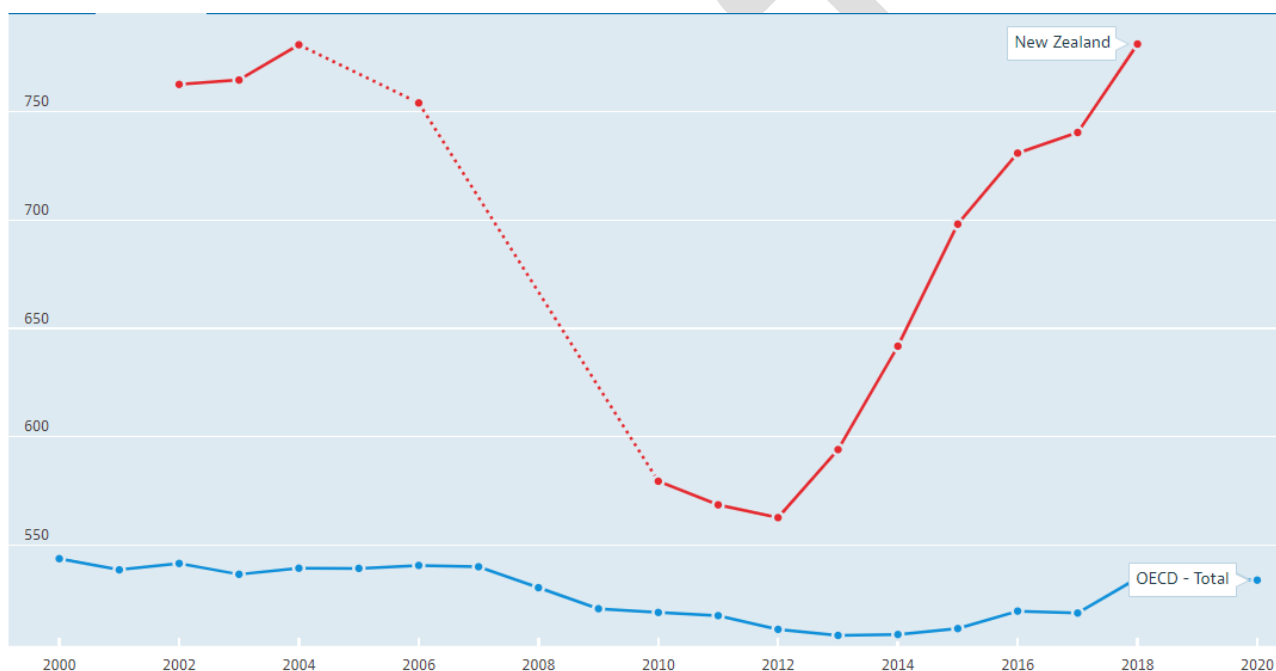


Figure 17 OECD Municipal Waste Compared with New Zealand Total Kilograms/Capita⁵¹

7.3 Changes in Lifestyle and Consumption

As noted in the previous waste assessment and which remains current, community expectations relating to recycling and waste minimisation are anticipated to lead to increased demand for recycling and material recovery services.

Further, central Government has also recognised the importance of providing mechanisms to support greater recovery of resources before they are disposed to landfill. In this regard, central government is beginning to transition the New Zealand economy from a linear (take-make-dispose) to a more circular economy where resources and materials are kept in circulation for longer. To support this transition, initiatives such as the

⁵¹ [Waste - Municipal waste - OECD Data](#)

proposed Container Return Scheme are set to disrupt the current waste system by placing more responsibility on beverage producers for the products they produce. As such, each single-use beverage container will have a deposit applied to it which will support individual behaviour change by placing a value on each single-use beverage container. The intent of this approach is to incentivise individuals and reduce the amount of single-use beverage containers being littered to our environment.

Further, while these are standalone initiatives, they are part of a much wider and holistic approach to minimising waste.

7.4 Changes in Waste Management Approaches

As noted in the previous waste assessment, there are a range of drivers and mechanisms to manage waste, and which will continually evolve and adapt to a changing economy. The following list provides a high-level summary of these and where applicable reflects those reported in the previous assessment:

- Statutory requirement in the Waste Minimisation Act 2008 to encourage waste minimisation and decrease waste disposal – with a specific duty for TAs to promote effective and efficient waste management and minimisation and to consider the waste hierarchy in formulating their WMMPs.
- Requirement in the New Zealand Waste Strategy 2010 to reduce harm from waste and increase the efficiency of resource use
- Increased cost of landfill. Landfill costs have risen in the past due to higher environmental standards under the RMA, introduction of the Waste Disposal Levy (currently \$20 per tonne and set to progressively increase over the next couple of years up to \$60/tonne from 01 July 2024) and the New Zealand Emissions Trading Scheme. While these have not been strong drivers to date, there remains the potential for their values to be increased and to incentivise diversion from landfill.
- Collection systems. More convenient systems encourage more material recovery. Conversely, more convenient recycling systems with more capacity help drive an increase in the amount of recycling recovered.
- Waste industry capabilities. As the nature of the waste sector continues to evolve, the waste industry is changing to reflect a greater emphasis on recovery and is developing models and ways of working that will help enable effective waste minimisation in cost-effective ways.
- Local policy drivers, including actions and targets in the WMMP, bylaws, and licensing.
- Recycling and recovered materials markets. Recovery of materials from the waste stream for recycling and reuse is dependent on the recovered materials having an economic value.

7.5 Summary of Demand Factors and Future Projections

The above summary information suggests that as population continues to grow in Aotearoa New Zealand so to will the per capita waste generated if the status quo continues. However, with greater focus on minimising disposal of waste to landfill and increasing the recovery of resources along with ensuring materials and products are kept in circulation for as long as possible, it is anticipated that the per capita waste produced will either stabilise or begin to reduce over time. However, it must also be acknowledged that Aotearoa New Zealand is a global citizen and as such is also at the influence of overseas markets for recycled products and materials. As such, there is potential for greater investment onshore to process materials such as plastics into higher value products compared with exporting offshore for processing.

Further, it is expected that several waste streams will be significantly impacted upon over the coming years. Most notably, construction and demolition waste is expected to continue to increase due to housing and construction demand, and volumes of organics set to decrease from landfill disposal with the Ministry for the Environment proposal to remove organics from Class 1 landfills. Similarly, volumes of kerbside recycling are expected to be impacted over the coming years with the potential implementation of a Container Return Scheme. This scheme is expected to reduce the volume of kerbside recyclables presented for collection noting that individuals and households will be encouraged to separately collect eligible containers for the appropriate refund. Similarly, many New Zealand jurisdictions are progressing the development of resource recovery centres, either individual or networked, to provide communities with a location to drop-off unwanted items for repurposing, or products (e.g., greenwaste) for collection and processing. Combined, these efforts are expected to support the goal to reduce waste disposed to landfill and to ultimately ensure materials and products are kept in circulation for as long as possible (i.e., circular economy).

7.6 Future Demand Gap Analysis

As reported in the 2016 waste assessment, the aim of waste planning is to achieve effective and efficient waste management and minimisation. From this waste assessment the following gaps have been identified. It is recommended that the Wellington Region WMMP acknowledges the below list, and where possible makes recommendations and/or suggested mechanisms to support improved waste management and minimisation throughout the Wellington Region.

- Data quality and management of data
- Access to commercial operator data where private services provided (i.e., contractual requirement)
- Cleanfill numbers and tonnages
- Council market share of kerbside refuse and recycling collections
- The amount of kerbside recycling per capita is relatively low compared with the previous waste assessment
- Low diversion rate of organics, including both greenwaste and food waste
- Councils operate a range of different funding and management models, which is a barrier to greater collaboration. Despite this, there is potential for greater joint working in Council service delivery (e.g., more consistent approach to kerbside services)
- Information about the amount and type of waste that is going to unregulated disposal (farm pits, cleanfill and burning) is unavailable at present
- Recycling performance declining
- Preparation for the proposed Container Return Scheme and implications on kerbside recycling collections as well as contractual relationships with Material Recovery Facilities
- Diversification of the current resource recovery sites throughout the Wellington Region and opportunities to provide a coordinated network

7.6.1 Waste Streams

The following priority waste streams could be targeted to further reduce waste disposed of to landfill. Where relevant, information has been extracted from the 2016 waste assessment and further expanded where required.

- Kerbside recyclables (i.e., single-use beverage containers) in line with the proposed Container Return Scheme

- Reuseable goods including but not limited to whiteware, clothing, household items
- More kerbside recyclables both from domestic and commercial properties
- Organic waste, particularly food waste both from domestic and commercial properties
- Industrial and commercial plastic is a significant part of the waste stream which may be able to be recycled
- Farm waste is a relatively unknown quantity and increased awareness of the problems associated with improper disposal may drive demand for better services
- Construction and demolition waste in particular timber is a significant part of the waste stream which may be able to be recovered
- E-waste collection and processing capacity in the district, while better than many areas, has room for improvement
- Biosolids
- Waste tyres may not be a large proportion of the waste stream, however the effectiveness of the management of this waste stream is unknown
- Investment in infrastructure will be required to manage increased quantities of waste diverted from landfill disposal

7.6.2 Hazardous Waste

As reported in 2016 and included here potentially hazardous household wastes such as paint, oil, and chemicals are collected at transfer stations. There is a need to review the provision of these services at the transfer stations to ensure proper storage and management procedures are followed, so as to protect the health of workers, the public and the environment.

For clarity, the below list is included from the 2016 waste assessment given the ongoing relevancy to the current assessment.

- Reviewing management procedures of hazardous wastes at transfer stations
- Undertaking more detailed monitoring and reporting of hazardous waste types and quantities, including medical waste
- Improving public information about correct procedures for managing hazardous wastes, including medical waste and asbestos
- Continuing to introduce waste bylaw licensing. This will improve information on hazardous waste movements and enable enforcement of standards

7.6.3 Hazardous Waste

As reported in 2016, some commonly used products that contain asbestos include roof tiles, wall claddings, fencing, vinyl floor coverings, sprayed fire protection, decorative ceilings, roofing membranes, adhesives and paints. The most likely point of exposure is during building or demolition work. All three Class 1 landfills in the region are consented to take asbestos and operators must comply with consent conditions and operational Health and Safety requirements.

7.6.4 Medical Waste

The Pharmacy Practice Handbook⁵² states:

⁵² [Disposal of unwanted medicines | New Zealand Pharmacy Network \(wordpress.com\)](https://www.nzpharmacist.org.nz/disposal-of-unwanted-medicines/)

“Members of the public should be encouraged to return unused and expired medicines to their local pharmacy for disposal. Medicines, and devices such as diabetic needles and syringes, should not be disposed of as part of normal household refuse because of the potential for misuse and because municipal waste disposal in landfills is not the disposal method of choice for many pharmaceutical types. Handling and disposal should comply with the guidelines in NZ Standard 4304:2002 – Management of Healthcare Waste.”

As reported in 2016 and relevant for this assessment, medical waste removal and disposal are currently adequately catered for in the region in respect of institutional wastes. Sources of medical waste from households have no special provision.

7.6.5 E-Waste

The Ministry for the Environment declared in July 2020 six priority products⁵³ for regulated product stewardship. Included in this list is e-waste (electrical and electronic products – including large batteries). A national product stewardship scheme is currently in development to manage the nations e-waste with submission of a final recommendations report due to be issued to the Ministry for the Environment in November 2022. At present, the scheme manager application(s) for priority product stewardship scheme accreditation, including asking for regulations to be enacted to support the scheme is set for 2023⁵⁴.

Currently, there are a limited number of collection points in the region at the transfer stations and resource recovery facilities and there is no consistent region wide approach to e-waste management. This is consistent with the previous 2016 waste assessment.

⁵³ [Regulated product stewardship | Ministry for the Environment](#)

⁵⁴ [E-Waste Product Stewardship – New Zealand - TechCollect](#)

8 HIGH-LEVEL REVIEW OF THE 2017-2023 WELLINGTON REGION WASTE MANAGEMENT AND MINIMISATION PLAN

8.1 High-Level Review of the 2017-2023 Regional Waste Management and Minimisation Plan

An initial review of the 2017-2023 Wellington Region WMMP was undertaken to inform the current Waste Assessment, and to help identify potential improvements to the effectiveness of a new WMMP. The key points emerging from the initial review are noted below. For consistency, the following sections follow that of the previous waste assessment.

8.1.1 Data

The data contained in the 2016 waste assessment and the 2017-2023 Wellington Region WMMP provided a good basis using the data that was available at the time. The data was of variable quality, with gaps leading to problematic extrapolations being made and applied to the Wellington Region. Further, there was limited data regarding rural wastes, privately managed waste disposal sites and quantities of materials that were recovered from across the Wellington Region.

8.1.2 Key Issues

The 2016 waste assessment and 2017-2023 Wellington Region WMMP rightfully identified many of the key issues facing the region. For clarity, these have been summarised in the below list:

- Poor data quality and availability of data
- Lack of data to illustrate the problem of environmental litter and illegal dumping
- Lack of data for the Wellington region rural waste sector
- Lack of comprehensive litter data for the Wellington Region
- Lack of commercial sector data and availability of commercial operator data where kerbside services are provided

8.1.3 Issues not Addressed

The following list summarises several items that were not covered in the previous 2017-2023 WMMP or which have since emerged:

- Recycling rates
 - The previous and current waste assessment are reporting the quantities of materials being recycled by households is relatively low across the region and is showing continued decline.
 - The potential implementation of a Container Return Scheme is expected to have a significant impact on the volumes of kerbside recyclable material being presented for kerbside collection.
 - The potential implementation of standardised kerbside collections across Aotearoa New Zealand is a key focus for the Ministry for the Environment.
 - The potential implementation of kerbside food scraps collections to urban households.
- Recovery of construction and demolition materials
 - The previous and current waste assessment are reporting the current low level of infrastructure available to recover construction and demolition materials, including for example, concrete, brick, wood, plasterboard.

8.1.4 New and In Development Guidance

At the time of writing, the Ministry for the Environment is working on developing several key waste and resource management initiatives along with appropriate legislation and updating several key existing legislative instruments. Acknowledging the development of several key new initiatives are not yet in place at the time of writing this waste assessment, consideration of these has been integrated into the analysis where relevant and appropriate. It is anticipated that the below list will largely be in effect at the time of the next Regional Waste Assessment.

- Development of a new national waste strategy and new legislation to better regulate how we manage products and materials circulating on our economy
- Development of a long-term infrastructure plan to provide a national view of the waste investment Aotearoa New Zealand needs over the next 15-years
- Standardising kerbside recycling to make it simpler and easier for people to recycle correctly
- Container return scheme to incentivise people to return their empty beverage containers for recycling in exchange for a small refundable deposit (20-cents proposed)
- Developing end-of-life solutions for the six priority products:
 - Plastic packaging
 - Tyres
 - Electrical and electronic products (e-waste including large batteries)
 - Agrichemicals and their containers
 - Refrigerants
 - Farm plastics
- Phasing out certain single-use plastic items and hard-to-recycle plastic packaging (e.g., type #3 PVC containers, type #6 polystyrene drink packaging)
- Diversion of business food scraps from landfill to reduce greenhouse gas emissions and make better use of organic material
- Reducing construction and demolition waste and move towards more circular systems for building materials used

8.1.5 2017-2023 WMMP Wellington Region Actions

The 2017-2023 WMMP proposed nine regional actions as summarised in **Table 36** below. The intent of the regional actions was to set out the key areas that the councils would collectively carry out or support to deliver on the WMMP.

Table 36 2017-2023 Summary of Regional Actions

Regional Action	What it will do
Develop and implement a regional bylaw, or a suite of regionally consistent bylaws	This will help councils set standards and gather data so they can plan and manage waste better.
Implement Waste Data Framework	Consistent, high-quality data will help track progress.
Regional engagement	More consistent regional communications and education around waste services and waste minimisation will help households and communities to be inspired and supported so they can play their part.
Optimise collection systems	We will work to improve collections so that they maximise diversion and are cost effective to communities.

Regional Action	What it will do
Resource recovery network	This will make sure we have the facilities to divert more material like construction and demolition waste, food and/or biosolids, and other organic waste.
Beneficial use of biosolids	This is a large waste stream that, if we divert it, will make a big contribution to our regional targets.
Shared governance and service delivery	There is potential to join together to deliver higher levels of service more efficiently.
Resourcing for regional actions	This will make sure we have the means to deliver on what we set out in the plan.
Collaborate and lobby	We can work with other local government organisations, NGOs and other key stakeholders on undertaking research, lobbying and actions on various waste management issues such as (but not limited to) product stewardship, electronic waste, tyres, plastic bags, etc.

In addition to the nine regional WMMP actions, each of the Wellington region Councils produce individual or collective Local Action Plans that set out how each will deliver on the WMMP while ensuring that they meet the needs and concerns of their own communities.

8.1.6 2017-2023 WMMP Implementation Plan

To support and guide the development and implementation of the 2017-2023 WMMP, the Wellington Region WMMP Joint Governance Committee was established. This committee is currently made up of elected members from each Council and is responsible for overseeing the development and implementation of the regional WMMP. Oversight of regional level actions is undertaken by the WMMP Joint Governance Committee, with implementation of the actions managed through the Regional Officer Steering Group and when funding is available and/or approved. Additionally, and in acknowledgment of the significance of the WMMP to the region, a regional WMMP planner role was established with each Council providing funding support through their respective Annual and Long-Term Plans. As noted in the 2017-2023 WMMP, a range of indicative metrics for each of the nine regional actions was developed, however the context-appropriate metrics were noted to be developed and agreed as part of the individual Council implementation plans. No detailed implementation plan, including responsibility, resources or delivery timeframes were included in the 2017-2023 WMMP. This information may be included within the individual Council implementation plans that was not available for inclusion in this waste assessment.

8.1.7 2017-2023 WMMP Progress to Date

Potentially as a result of the last two points, limited progress has been made on implementing the actions contained in the 2011 WMMP. Only four of the 19 actions have been taken forward, with only the education strategy having so far been completed. Work on a regional solid waste bylaw is in progress, there has been some progress on biosolids investigation, and development of a subsequent WMMP is underway.

9 STATEMENT OF OPTIONS

This section sets out the key issues raised in this waste assessment (Section 9.1) and the range of options for further Council consideration to address the key matters (Section 9.2). For clarity, the list of options provides a high-level review of the strategic importance of each option, the potential impact on current and future demand for waste services in the region and Councils anticipated role in implementing the option. The range of options follows the structure of the previous assessment as follows:

- Regulation
- Measuring and Monitoring
- Communication and Education
- Collection Service
- Infrastructure
- Leadership and Management

It is recommended that further detailed investigations be carried out on each of the following options before any are selected and/or implemented. The intent for this is to ensure that a full and comprehensive investigation is undertaken to underpin any decision making.

9.1 Key Issues to be Addressed by the Next Wellington Region Waste Management and Minimisation Plan

The key matters addressed in this waste assessment that have the greatest effect on the eight Councils ability to meet their statutory obligations are included in the below bulleted list. The list has been extracted and amended from the previous waste assessment as many of the key issues remain relevant to the current assessment:

- Data quality and management of data
 - A lack of data, particularly on the activities of the private waste and recycling sector, limits Councils' ability to effectively manage waste in the region. This constrains ability to plan for and respond to future demand
- Disposal of unknown quantities of waste to Class 2-4 landfills
 - While the data on Class 2-4 landfills that is available to the Councils is very limited, it is likely that considerable quantities of recoverable materials are disposed of to these facilities.
- Suboptimal overall recycling performance.
 - The Wellington region has a below average level of recycling performance compared to other centres in NZ.
- Recycling performance static/declining.
 - Not only is recycling performance weak overall, but data suggests it is static or declining in most areas.
- Sewage sludge/biosolids management.
 - The primary disposal pathway for biosolids is landfill. Where this material has high moisture content it can create landfill management issues. It also represents a high fraction of organic waste that could potentially be recovered for beneficial use.
- Low diversion rate on organics.

- While a reasonable fraction of garden waste is composted, there is very little diversion of food scraps and there is further room to capture and process more garden waste and food scraps (i.e., either combined [food and green waste] or separately as food only and green only). Food and green waste represent the largest fractions of material being landfilled and so this is potentially the biggest opportunity to improve diversion and reduce landfill greenhouse emissions emitted from decomposing organic material.
- Councils operate a range of different funding and management models.
 - Perhaps the greatest barrier to enhanced collaboration is that waste is managed in divergent ways among the constituent councils and each council responds primarily to the particular drivers within their area. Differing ownership of assets, service delivery expectations, and rates funding levels all create differing imperatives.
- Unrealised potential for greater joint working in Council service delivery.
 - The locally focused approach to waste management has resulted in a range of systems, many of which have evolved over time, and are not necessarily configured to deliver optimum results in terms of cost and waste minimisation performance. There are likely to be gains from a more consistent approach that utilises best practice (e.g. more consistent approach to kerbside services).

9.2 Options

9.2.1 Regulation

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
Maintain existing bylaw regimes	<ul style="list-style-type: none"> Maintaining bylaw status quo would have limited positive effect on any of the key issues. 	<p><i>Social/Cultural:</i> uneven understanding of the waste flows in the district</p> <p><i>Environmental:</i> variable ability to guard against environmental degradation through illegal disposal, variable ability to require environmental performance standards are met (e.g. recyclable material is separated)</p> <p><i>Economic:</i> No change to current systems.</p> <p><i>Health:</i> Limited ability to monitor and enforce actions of current providers and ensure public health is protected</p>	A lack of data and controls on private operators limits Councils' ability to effectively manage waste in the region. This constrains ability to plan for and respond to future demand	Councils would implement and enforce existing bylaws; monitoring and reporting on waste quantities and outcomes. Minor changes will be required to align with the National Waste Data Framework.
Review Solid Waste Bylaws	<ul style="list-style-type: none"> Data quality and management of data Disposal of unknown quantities of waste to Class 2-4 landfills Suboptimal overall recycling performance Recycling performance static/ declining 	<p><i>Social/Cultural:</i> better understanding of the waste flows in the district, wider range of services offered to residents</p> <p><i>Environmental:</i> would increase diversion from landfill and information about disposal practices and could potentially</p>	Improved bylaws would, as a minimum, require reporting of waste material quantities. Collecting waste data is imperative to planning how to increase waste minimisation across Council provided services and commercial waste streams The bylaw could also	Councils would develop and enforce the bylaws; monitoring and reporting on waste quantities and outcomes The solid waste bylaw Should not be an unreasonable hindrance on private business seeking to take advantage of opportunities to take part in

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
	<ul style="list-style-type: none"> Low diversion rate on organics 	<p>guard against environmental degradation through illegal disposal</p> <p><i>Economic:</i> increase cost for operators; additional resources will be required to monitor and enforce the regulatory system</p> <p><i>Health.</i> Greater monitoring of providers to ensure no adverse health risks occur</p>	<p>be used to require minimum performance standards. This could be a key mechanism for addressing waste streams currently controlled by the private sector and how they provide their collection services. Requiring provision of a recycling collection to all customers and preventing the use of large bins for refuse collection, could decrease the amount of waste sent to landfill. The amount of recyclables requiring processing would increase.</p>	<p>waste minimisation and waste management activities. This includes how waste, recovery, diversion, recyclables, and disposal is defined within the document. In considering a licensing approach, the Councils should seek to liaise with the other outer regional initiatives. Consistency across regions would help reduce unnecessary administrative burden for private operators, and unintended consequences such as less well---regulated areas becoming a target for undesirable practices, such as clean filling, and poorly managed waste facilities.</p>

9.2.2 Measuring and Monitoring

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
Status Quo	<ul style="list-style-type: none"> Maintaining data status quo would not have a positive effect on any of the key issues 	<p><i>Social/Cultural:</i> uneven understanding of the waste flows in the district in particular in respect of recovered material and material to other than Class 1 disposal facilities</p>	<p>A lack reliable information to monitor and plan for waste management in the region</p>	<p>Councils currently gather data on waste streams they manage or facilities or services they own as well as information supplied by the private sector through licensing or similar</p>

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
		<p><i>Environmental:</i> Limited ability to monitor and report on environmental outcomes</p> <p><i>Economic:</i> Limited understanding of waste flows restricts ability to identify waste recovery opportunities and creates risk around waste facility and service planning which increases costs.</p> <p><i>Health.</i> Lack of data on potentially harmful wastes and their management</p>		
Implement National Waste Data Framework	<ul style="list-style-type: none"> Data quality and management of data 	<p><i>Social/Cultural:</i> improved knowledge of waste flows and better information available to the public on waste and recovery performance</p> <p><i>Environmental:</i> Improved ability to monitor and manage waste collection and disposal information and make appropriate planning and management decisions</p> <p><i>Economic:</i> improved understanding of waste flows resulting in better targeted waste and recovery services and facilities.</p>	The Waste Data Framework would enhance the ability to share and collate information improving overall knowledge of waste flows. It currently only covers material to disposal however.	Councils would implement the Waste Data Framework by putting standard protocols in place for the gathering and collation of data. This would enable sharing and consolidation of data at a regional level

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
<p>Audit waste stream at transfer stations and kerbside every 4-6 years and before and after significant service changes and monitoring of waste flows through contract for</p>	<ul style="list-style-type: none"> Data quality and management of data 	<p><i>Health.</i> Potential for improved data on hazardous and harmful wastes</p> <p><i>Social/Cultural:</i> Identifying material streams for recovery could lead to job creation</p> <p><i>Environmental:</i> Ability to identify materials and waste streams for potential recovery and reduction</p> <p><i>Economic:</i> Ability to identify materials and waste streams for potential recovery and reduction, giving rise to new business opportunities and reduction of disposal costs</p> <p><i>Health.</i> Potential for improved data on hazardous and harmful wastes</p>	<p>Would not impact on the status quo prediction of demand directly, but would assist in identifying recovery opportunities which could impact facility provision</p>	<p>Councils would maintain existing service arrangements</p> <p>Minor changes would be required to align with the National Waste Data Framework</p>
<p>Increase monitoring to gather more information in strategic areas, such as commercial waste composition; waste management in rural areas; cleanfill, construction and demolition waste. Audit cleanfill waste streams wherever possible to understand composition of waste.</p>	<ul style="list-style-type: none"> Data quality and management of data Disposal of unknown quantities of waste to Class 2-4 landfills 	<p><i>Social/cultural:</i> could raise awareness of waste management in areas where currently very little is known; enable greater monitoring of providers to ensure no adverse health effects occur.</p> <p>Identifying material streams for recovery could lead to job creation. <i>Environmental:</i> increased ability to identify additional/altered services to</p>	<p>Analysis of available data has shown that there are gaps in knowledge and understanding of waste streams. Availability of more data, and tailoring of services accordingly, could increase demand for recycling services and reduce waste to landfill.</p>	<p>Councils could initiate and oversee research, studies and audits; and feed results into future iterations of waste assessments and WMMP. Councils may need to develop bylaw and licensing systems to gather more data.</p>

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
		<p>increase diversion of waste from landfill.</p> <p><i>Economic:</i> there may be additional costs for new programmes put in place. Ability to identify materials and waste streams for potential recovery and reduction, giving rise to new business opportunities and reduction of disposal costs. <i>Health.</i> Potential for improved data on hazardous and harmful wastes</p>		

9.2.3 Communication and Education

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
Continue existing education programmes	<ul style="list-style-type: none"> • Suboptimal overall recycling performance • Recycling performance static/declining 	<p><i>Social/Cultural:</i> community will be aware of options, engaged in the waste management process, and take a level of ownership of waste issues.</p> <p><i>Environmental:</i> education programmes aim to establish and support positive behaviours that reduce environmental impact.</p> <p><i>Economic:</i> currently funded.</p> <p><i>Health.</i> Public informed of health risks of waste materials</p>	Awareness of waste issues and behaviour would not change significantly from current situation.	Councils would continue to fund and coordinate a wide range of education programmes.

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
		and appropriate disposal pathways		
Extend existing communication programme to focus on current and additional target audiences (e.g., low users)	<ul style="list-style-type: none"> Suboptimal overall recycling performance Recycling performance static/declining 	<p><i>Social/cultural:</i> community will be more aware of options and more engaged in the waste management process, taking a higher level of ownership of the issue.</p> <p><i>Environmental:</i> education programmes would seek to establish, support and extend positive behaviours that reduce environmental impact.</p> <p><i>Economic:</i> could potentially be funded through waste levy funding.</p> <p><i>Health.</i> Information regarding health risks of waste materials and appropriate disposal pathways would reach a wider audience. More vulnerable sectors of the public informed of health risks related to waste management. Messages better targeted to audiences needs</p>	Expanding the target audience may improve results in increased recycling and decreased unwanted behaviour such as landfilling and other land disposal.	Councils would fund and/or coordinate education programmes.
Extend existing communication programmes to support any new rates--funded services provided by the Councils (e.g., food scrap or food and greenwaste collections)	<ul style="list-style-type: none"> Suboptimal overall recycling performance Recycling performance static/declining 	<p><i>Social/cultural:</i> community will be more aware of options and more engaged in the waste management process, taking a higher level of ownership of the issue. Information</p>	Depending on the new rates-funded services that are provided, this could potentially contribute to a significant reduction in demand for landfill, and an increase in	Councils would fund and coordinate education programmes.

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
		<p>regarding health risks of waste materials and appropriate disposal pathways would reach a wider audience</p> <p><i>Environmental:</i> education programmes would seek to establish, support and extend positive behaviours that reduce environmental impact</p> <p><i>Economic:</i> could initially be funded through waste levy funding when new services are introduced; subsequent communications would be rates---funded</p> <p><i>Health.</i> Information regarding health risks of relevant waste materials and appropriate management targeted to audiences needs</p>	<p>demand for recycling services and processing. Education alone will not support behaviour change. Pathways need to be provided for residents and businesses to take action on education messages.</p>	
<p>Regional co-ordination and delivery of waste education programmes</p>	<ul style="list-style-type: none"> • Data quality and management of data • Suboptimal overall recycling performance • Recycling performance static/declining 	<p><i>Social/cultural:</i> More consistent messaging and better leverage on education spend assisting community to be more aware of options and more engaged in the waste management process.</p> <p><i>Environmental:</i> Enhanced ability to establish positive behaviours that reduce environmental impact.</p>	<p>The data suggests there is significant potential to reduce, reuse and recycle more waste. Communities should reduce their reliance on residual waste collections and demand for recycling services will increase.</p>	<p>Regional coordination and delivery would be undertaken on behalf of Councils (through a jointly funded position or structure). Local needs could be met by working more closely with specific councils and the community</p>

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
		<p><i>Economic:</i> consider funding through waste levy funds.</p> <p><i>Health.</i> Information regarding health risks of relevant waste materials and appropriate management able to be targeted to audiences needs</p>		

9.2.4 Collection Service

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
Status Quo. Different types of collection services and mechanisms for provision are continued throughout the region	<ul style="list-style-type: none"> Maintaining collections status quo would have a limited positive effect on any of the key issues 	<p><i>Social/Cultural:</i> Council and the collection contractor have a responsibility to mitigate the risks associated with kerbside bag collections. Private operators do not necessarily always provide the appropriate levels of service, for example, at peak times. <i>Environmental:</i> no new impacts. <i>Economic:</i> no new impacts. <i>Health.</i> Vulnerable sectors of the community may chose not to access waste services due to cost. In some areas there is limited capacity to reduce costs through recycling</p>	Not expected to impact on the status quo prediction of demand.	Each Council's role is varied depending on their service provision configuration.
Councils seek to standardise collection systems (noting MfEs proposed standardised)	<ul style="list-style-type: none"> Data quality and management of data 	<p><i>Social/Cultural:</i> The impacts will vary depending on the configurations of services that</p>	The impacts will vary depending on the configurations of services	Currently each Council's role is varied depending on their service provision configuration.

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
<p>kerbside collection methodology) and methodologies and procure shared services where there are clear strategic advantages</p>	<ul style="list-style-type: none"> • Declining Council kerbside refuse market share • Suboptimal overall recycling performance • Recycling performance static/declining • Councils operate a range of different funding and management models • Unrealised potential for greater joint working in Council service delivery 	<p>are implemented. In general, council and the collection contractor have a responsibility to mitigate the risks associated with kerbside bag collections. Private operators do not necessarily always provide the appropriate levels of service, for example, at peak times.</p> <p><i>Environmental:</i> The impacts will vary depending On the configurations of services that are implemented. It could be expected that standardising of services would lead to overall improved levels of service provision including recycling</p> <p><i>Economic:</i> The impacts will vary depending on the configurations of services that are implemented. Shared services should lead to more economically efficient outcomes and reduce total costs to the community.</p> <p><i>Health:</i> The impacts will vary depending on the configurations of services that are implemented. Vulnerable sectors of the community may chose not to access waste services due to cost. Where</p>	<p>that are implemented. It could be expected that standardising of services would lead to overall improved levels of diversion due to wider participation in recycling and the ability to present more consistent messages to the community</p>	<p>Varying roles would be expected to continue but each councils role could change – for example if one council takes a lead role in contract management for a shared service. Councils will need to consider shared service arrangements as part of their S17A reviews and this should inform future procurement programmes</p>

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
		there is limited capacity to reduce costs through recycling this could be mitigated through improved service provision		
Public sector exits collection service provision and licenses private sector operators to provide services to nominated service levels	<ul style="list-style-type: none"> • Data quality and management of data • Disposal of unknown quantities of waste to Class 2-4 landfills • Declining Council kerbside refuse market share • Suboptimal overall recycling performance • Recycling performance static/declining 	<p><i>Social/Cultural:</i> Private operators do not necessarily always provide the appropriate levels of service, for example, at peak times, or in more remote/less economic areas.</p> <p><i>Environmental:</i> Potential for increased waste to disposal/less recycling if the licensing regime does not contain appropriate measures.</p> <p><i>Economic:</i> Rates would reduce for households but private user pays charges would increase for households.</p> <p><i>Health.</i> Vulnerable sectors of the community may chose not to access waste services due to cost.</p>	Could impact on the status quo prediction of demand slightly if private provision leads to increased disposal (e.g., through larger waste containers.) or reduced recycling (e.g. through reduced levels of service)	Councils would (individually or collectively) have responsibility for licensing operators, and monitoring and enforcing license provisions. Provisions could include supply of data, restrictions on container size, requirement to provide recyclables collections etc. A number of councils are currently faced with declining market share (particularly for waste collection services). This option acknowledges this reality and sees councils withdrawing from competition with private services
The Councils in the region provide kerbside food scrap or food scrap and greenwaste collection services funded through rates.	<ul style="list-style-type: none"> • Data quality and management of data • Suboptimal overall • Recycling performance • Recycling performance static/declining 	<p><i>Social/Cultural:</i> residents would be provided with an increased range of services. Collection services would not be provided to rural dwellings (these may or may not have access to private providers). <i>Environmental:</i> Food</p>	This is likely have a significant impact on the amount of waste diverted; reducing the future demand for landfill, and increasing the future demand for organic waste processing. A facility/facilities	Councils would provide food waste kerbside collection services through a contract or other type of service agreement. Councils would manage and monitor service provision and

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
	<ul style="list-style-type: none"> • Low diversion rate on organics • Councils operate a range of different funding and management models • Unrealised potential for greater joint working in Council service delivery 	<p>scraps (or food scraps and greenwaste) to landfill would be reduced which would lessen the environmental impact from landfills. <i>Economic:</i> residents would pay for the collections through rates, By providing an organic waste collection service, rubbish collection costs can be reduced (through container size and/or frequency of collection). <i>Health.</i> Households would be able to manage organic wastes safely through a regular collection</p>	<p>would be required to process the collected organic waste. In the Wellington Region landfill pricing is an important variable/driver to consider in the business case for any new service or the regionalisation of existing services</p>	<p>collect full data on the collection service. Additional resource may be required to manage this new service. Councils would need to recover costs for this service through rates; either general rate or a targeted rate charged to those residents that are eligible for the service.</p>
<p>The Councils are required to provide a standardised recycling service across the region as a result of the MfE standardised kerbside collection proposal. This would not necessarily entail procuring a single service provider but adoption of an agreed methodology which will be used as the basis for procurement of the service by Councils either on their own or in shared service arrangements</p>	<ul style="list-style-type: none"> • Data quality and management of data • Suboptimal overall recycling performance • Recycling performance static/declining • Councils operate a range of different funding and management models • Unrealised potential for greater joint working in Council service delivery 	<p><i>Social/Cultural:</i> residents would be provided with a more standardised range of services <i>Environmental:</i> Recycling rates could be expected to improve due to wider participation in recycling and the ability to present more consistent messages to the community. <i>Economic:</i> residents would pay for the collections through rates, by providing improved recycling services, rubbish collection costs can be reduced (through container size and/or frequency of collection).</p>	<p>The impacts will vary depending on the configurations of services that are implemented. It could be expected that standardising of services would lead to overall improved levels of diversion due to wider participation in recycling and the ability to present more consistent messages to the community</p>	<p>Currently each Council's role is varied depending on their service provision configuration. Varying roles would be expected to continue but each council's role could change – for example if one council takes a lead role in contract management for a shared service. Councils that do not currently provide a rates funded recycling service would need to enter into a contract management role (or have this done on their behalf by a shared service partner council)</p>

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
		<p><i>Health.</i> More households would be able to manage recyclables through a consistent collection</p>		<p>Councils will need to consider recycling service provision including shared service arrangements as part of their S17A reviews and this should inform future procurement programmes</p>
<p>The Councils in the region provide full kerbside collection services funded through rates. This service would enable recycling, organic waste and rubbish to be collected.</p>	<ul style="list-style-type: none"> • Data quality and management of data • Declining Council kerbside refuse market share • Suboptimal overall recycling performance • Recycling performance static/declining • Low diversion rate on organics • Unrealised potential for greater joint working in Council service delivery 	<p><i>Social/Cultural:</i> residents would be provided with a much wider range of services. Communication would be based on a consistent system, resulting in a community that is more aware of options and engaged in the waste management process. Collection services would not be provided to rural dwellings (these may or may not have access to private providers). <i>Environmental:</i> the new services would provide for positive behaviours that reduce environmental impact. Vehicle movements around the region would be reduced. <i>Economic:</i> residents would pay for all collections through rates; however most residents would no longer need to pay a private collector for services. A small number of households might</p>	<p>This would likely have a significant impact on the amount of waste diverted; reducing the future demand for landfill significantly and reducing reliance on recycling drop—off points; and increasing the future demand for recycling and organic waste services and processing. Improvements to recycling processing facility/ies may be required, and a facility/facilities would be required to process the collected organic waste.</p>	<p>Councils would provide three kerbside collection services, through a contract or other type of service agreement. Councils would manage and monitor service provision and collect full data on the collection service. Additional resource may be required to manage this new service, which could be managed through a CCO, joint business unit or in-house. Councils would need to recover costs for this service through rates; either general rate or a targeted rate charged to those residents that are eligible for the service.</p>

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
		<p>experience an increase in rates but not receive the service; unless the service is funded through a targeted rate. There would be an impact on the private sector as their customer base would be significantly reduced (there is the potential for some operators to go out of business); however there would conversely be the opportunity to provide services on behalf of the Councils. <i>Health.</i> Vulnerable sectors of the community would have access waste and recovery services. Households would be able to manage organic wastes safely through a regular collection</p>		
<p>Wairarapa and Kāpiti councils provide farm waste and recycling collection services targeted at improving management of farm wastes. The exact nature of the services would need to be determined but could encompass on property on demand collections using skips/hiab bins or similar to accommodate large quantities</p>	<ul style="list-style-type: none"> • Data quality and management of data • Disposal of unknown quantities of waste to Class 2-4 landfills • Suboptimal overall recycling performance • Recycling performance static/declining • Unrealised potential for greater joint working in Council service delivery 	<p><i>Social/Cultural:</i> All sectors of the community would be catered for. <i>Environmental:</i> Rural waste is an issue that is receiving increasing attention, with particular concern around management of hazardous wastes. Provision of appropriate services could substantially improve local soil and groundwater quality.</p>	<p>Most rural waste does not enter the formal waste management system, and so uptake of a service would increase demand for recycling and disposal capacity.</p>	<p>Councils would provide a facilitation role for the service and would look to link with and leverage from any work being done nationally and regionally on farm waste services. There is potential for this initiative to be supported by RMA rules and objectives in the Regional Plan</p>

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
and reduce the frequency of collection		<p><i>Economic:</i> It is proposed that the service would be user pays or part user pays. Farms are commercial enterprises and from that perspective should have the same expectations on them for managing their wastes. It would mean additional costs for farms some of whom would not be willing to pay, and whom would view traditional on farm means of disposal (burn or bury) as preferable.</p> <p><i>Health:</i> Hazardous wastes would be better managed and reduce risks of entry of these substances into the environment through land air and water contamination.</p>		

9.2.5 Infrastructure

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
<p>Status Quo: Council owned Class 1 landfills and transfer stations. Council and private Class 2-4 disposal facilities Private recyclable processing</p>	<ul style="list-style-type: none"> Maintaining infrastructure status quo would not have a positive effect on any of the key issues. 	<p><i>Social/Cultural:</i> No change. Variable access to facilities for communities. Variable reuse opportunities.</p> <p><i>Environmental:</i> No change. Organics, C&D waste still going to disposal</p>	Would not impact significantly on the status quo prediction of demand for materials	Councils owning landfills and facilities would continue to manage/oversee these

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
Private organic waste processing		<p><i>Economic:</i> Economic impacts will vary across the region. Landfills can be valuable assets for the community and reduce the rates burden from waste management.</p> <p><i>Health.</i> Health impacts are managed through ensuring consent conditions are adhered to.</p>		
A Resource Recovery Network is developed including for example, a network of 'community recycling centres' (building on and adding to existing transfer stations, establishing new standalone facilities or partnering with organisations)	<ul style="list-style-type: none"> • Data quality and management of data • Suboptimal overall recycling performance • Recycling performance static/declining • Sewage sludge/biosolids management • Low diversion rate on organics • Unrealised potential for greater joint working in Council service delivery 	<p><i>Social/Cultural:</i> enhanced services enabling separation of materials and access to low-cost used goods.</p> <p><i>Environmental:</i> improvement to waste recovery depending on exactly which expanded/additional services are introduced.</p> <p><i>Economic:</i> Councils will need to invest funding in improving existing facilities and extending the network.</p> <p><i>Health.</i> Enhanced services enabling separation of materials such as hazardous waste would facilitate appropriate disposal and reduce health impacts.</p>	Would have an impact on demand for landfill and would increase demand for recycling/recovery services and processing facilities.	Councils' key role would be in overseeing and planning the development and implementation of the network. Councils could fund any new facility(s) in a variety of ways: capital funding (potentially partly through waste levy funds) could be provided; or it could be developed through a BOOT contract or similar. The application of funding should ideally recognise the wider value of initiatives, including potential social and economic benefits. Councils would provide capital funding (potentially partly through waste levy funds) to significantly upgrade and

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
				improve the current RRP and drop-off facilities. This could be done through a direct service arrangement, or by sub-leasing space to the private or community sectors.
Organic waste processing facility developed to manage food scraps.	<ul style="list-style-type: none"> • Low diversion rate on organics • Unrealised potential for greater joint working in Council service delivery 	<p><i>Environmental:</i> improved management of landfills through removal of and food waste. Improved landfill life. Potential for beneficial use of organic wastes to improve soil health</p> <p><i>Economic:</i> Capital and operations implications from development of a facility</p> <p><i>Health.</i> Health impacts are managed through ensuring consent conditions are adhered to and national and international guidelines on the application of compost and digestate to land are followed.</p>	Would result in reduced demand for landfill and would increase demand for recovery processing facilities.	Councils would oversee the development of a processing facility, but the technical specifications and management could be contracted out. Councils could fund the new facility(s) in a variety of ways: capital funding (potentially partly through waste levy funds) could be provided; or it could be developed through a BOOT contract or similar

9.2.6 Leadership and Management

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
Collaborate with private sector and community groups to investigate opportunities to	<ul style="list-style-type: none"> • Suboptimal overall recycling performance 	<p><i>Social/Cultural:</i> potential for downstream job creation.</p> <p><i>Environmental:</i> potential</p>	Councils use contractors to provide a range of cost-effective waste management	Councils to lead and facilitate. Councils to recognise the importance of diversity in the

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
enhance economic development through waste minimisation.		enhancement through waste minimisation. <i>Economic:</i> could result in benefits for the local economy. <i>Health.</i> Health impacts dependent on the nature of the collaboration.	services. There are other waste minimisation activities such as reuse shops that are marginally cost effective in strictly commercial sense but provide a great opportunity for a social enterprise/charitable community group. Having all sectors working together can provide mutual benefits for all.	mix of scales of economy and localised solutions. Councils to support a mix of economic models to target best fit solutions depending on the situation.
Councils enter into shared service or joint procurement arrangements where there is mutual benefit	<ul style="list-style-type: none"> Data quality and management of data Declining Council Kerbside refuse market share Suboptimal overall recycling performance Recycling performance static/declining Councils operate a range of different funding and management models Unrealised potential for greater joint working in Council service delivery 	<i>Social/Cultural:</i> some improved consistency in approach. <i>Environmental:</i> impacts depend on the implementation of collaborative strategies and projects. <i>Economic:</i> shared services could reduce costs and enable access to better quality services. <i>Health.</i> Enhanced services enabling separation of materials such as hazardous waste would facilitate appropriate disposal and reduce health impacts.	No significant impact on status quo forecast of future demand. The Wairarapa councils currently have a shared service contract, there may be opportunity for other areas or if a new service is introduced (e.g., food scrap collection)	Councils make a joint formal approach to neighbouring authorities to form collaborative partnerships on various strategic or operational projects, particularly those already highlighted as collaborative opportunities in the Waste Assessment. Where services are to be shared there will be a need to align service provision and contract dates
Lobby for enhanced product stewardship programmes	<ul style="list-style-type: none"> Data quality and management of data Suboptimal overall recycling performance 	<i>Social/Cultural:</i> product take back will require behaviour change; potentially better management of hazardous materials.	Product stewardship is specifically enabled in the WMA. Fully enacting this principle will help ensure true costs of products are reflected.	Continue to promote current schemes and support the implementation of proposed schemes including the container return scheme, as

Option	Issues Addressed	Strategic Assessment	Impact on Current/Future Demand	Council's Role
	<ul style="list-style-type: none"> Recycling performance static/declining 	<i>Environmental:</i> improved resource efficiency. <i>Economic:</i> potential for producer pays schemes.		well as tyres and e-waste currently in development.

DRAFT

10 STATEMENT OF COUNCILS INTENDED ROLE

10.1 Statutory Obligations and Powers

As reported in the previous waste assessment, Councils have several statutory obligations and powers in respect of the planning and provision of waste services. For clarity these have been reproduced below:

- Under the WMA each Council “must promote effective and efficient waste management and minimisation within its district” (s 42). The WMA requires TAs to develop and adopt a Waste Management and Minimisation Plan (WMMP)
- The WMA also requires TAs to have regard to the New Zealand Waste Strategy 2010 (noting this strategy is as at 2022 currently being reviewed by the Ministry for the Environment). The Strategy has two high level goals: ‘Reducing the harmful effects of waste’ and ‘Improving the efficiency of resource use’. These goals must be taken into consideration in the development of the Councils’ waste strategy.
- Under the Local Government Act 2002 (LGA) the Councils must consult the public about their plans for managing waste
- Under the Resource Management Act 1991 (RMA), TA responsibility includes controlling the effects of land-use activities that have the potential to create adverse effects on the natural and physical resources of their district. Facilities involved in the disposal, treatment or use of waste or recoverable materials may carry this potential. Permitted, controlled, discretionary, non-complying and prohibited activities and their controls are specified within district planning documents, thereby defining further land-use-related resource consent requirements for waste-related facilities.
- Under the Litter Act 1979 TAs have powers to make bylaws, issue infringement notices, and require the clean-up of litter from land.
- The Health Act 1956. Health Act provisions for the removal of refuse by local authorities have been repealed by local government legislation. The Public Health Bill is currently progressing through Parliament. It is a major legislative reform reviewing and updating the Health Act 1956, but it contains similar provisions for sanitary services to those currently contained in the Health Act 1956.
- The Hazardous Substances and New Organisms Act 1996 (the HSNO Act). The HSNO Act provides minimum national standards that may apply to the disposal of a hazardous substance. However, under the RMA a regional council or TA may set more stringent controls relating to the use of land for storing, using, disposing of or transporting hazardous substances.
- Under current legislation and the new Health and Safety at Work Act the Council has a duty to ensure that its contractors are operating in a safe manner

10.2 Overall Strategic Direction and Role

The overall strategic direction and role is presented in the Wellington Region Waste Management and Minimisation Plan.

11 STATEMENT OF PROPOSALS

Based on the options identified in this Waste Assessment and the Councils' intended role in meeting forecast demand a range of proposals are put forward. Actions and timeframes for delivery of these proposals will be identified in the next Waste Management and Minimisation Plan, currently in development. It is expected that the implementation of these proposals will meet forecast demand for services as well as support the Councils' goals and objectives for waste management and minimisation. These goals and objectives will be confirmed as part of the development and adoption of the Waste Management and Minimisation Plan.

11.1 Statement of Extent

In accordance with section 51 (f), a Waste Assessment must include a statement about the extent to which the proposals will (i) ensure that public health is adequately protected, (ii) promote effective and efficient waste management and minimisation.

11.1.1 Protection of Public Health

The Health Act 1956 requires the Councils to ensure the provision of waste services adequately protects public health. The Waste Assessment has identified potential public health issues associated with each of the options, and appropriate initiatives to manage these risks would be a part of any implementation programme.

As reported in the previous waste assessment and in respect of Council provided waste and recycling services, public health issues will be able to be addressed through setting appropriate performance standards for waste service contracts and ensuring performance is monitored and reported on, and that there are appropriate structures within the contracts for addressing issues that arise. Privately provided services will be regulated through local bylaws. Further, uncontrolled disposal of waste, for example in rural areas and in cleanfills, will be regulated through local and regional bylaws.

Subject to any further issues identified by the Medical Officer of Health, the proposals are expected to adequately protect public health.

11.1.2 Effective and Efficient Waste Management and Minimisation

The Waste Assessment has investigated current and future quantities of waste and diverted material and outlines the Councils' role in meeting the forecast demand for services.

It is considered that the process of forecasting has been robust, and that each Council's intended role in meeting these demands is appropriate in the context of the overall statutory planning framework for each Council.

Therefore, it is considered that the proposals would promote effective and efficient waste management and minimisation.

APPENDICES

DRAFT

APPENDIX A

Aotearoa New Zealand Waste Management and Minimisation Legislative Instruments

DRAFT

Local Government Act 2002 (LGA 2002)

The Local Government Act (2002) provides the legislative framework for democratically elected local authorities to promote the social, economic, environmental and cultural well-being of communities in the present and for the future. This includes taking “appropriate account of the principles of the Treaty of Waitangi” and facilitating “participation by Māori in local authority decision making processes”. The Act also gives effect to any schemes (including kaitiakitanga whakanaonga – product stewardship schemes) accredited through the WMA, including any bylaws defined within the Local Government Act 2002.

Resource Management Act 1991 (RMA 1991)

The Resource Management Act (1991) (RMA) is Aotearoa New Zealand’s key environmental legislative document providing the framework for the sustainable management of environmental resources (including development activities). The RMA also manages and controls the environmental impacts of waste facilities such as disposal facilities, recycling and recovery facilities and cleanfills.

Section 31 of the RMA sets out the functions of territorial authorities to give effect to the RMA, including to control the actual or potential effects of land-use activities on the taiao – environment within the district. All exercising functions under the RMA need to take into account the principles of Te Tiriti o Waitangi – the Treaty of Waitangi and recognize and provide for matters of national significance, including Māori and their cultural relationship to their taonga (including land, water, sacred sites and so forth).

New Zealand Emissions Trading Scheme (NZTS) and the Climate Change Response Act 2002

The importance of the NZ ETS is the application of the Climate Change Response Act (2002)⁵⁵ (Act) and emission targets which applies to disposal facilities including landfills:

Disposal facility means any facility, including a landfill –

- (a) At which waste is disposed; and*
- (b) At which the waste disposed includes waste from a household that is not entirely from construction, renovation, or demolition of a house; and*
- (c) That operates, at least in part, as a business to dispose of waste; but*
- (d) Does not include a facility, or any part of a facility, at which waste is combusted for the purpose of generating electricity or industrial heat*

Dispose, in relation to waste –

- (a) Means-*

⁵⁵ Climate Change Response Act 2002. Public Act 2002 No 40, Date of assent 18 November 2002. Administered by the Ministry for the Environment

- (i) *The final or more than short-term deposit of waste into or onto land set apart for that purpose; or*
 - (ii) *The incineration of waste by deliberately burning the waste to destroy it; but*
- (b) *Does not include any deposit of biosolids for rehabilitation or other beneficial purposes.*

The 2050 target as set by the Act is described as:

Part 1B Emission reduction, Subpart 1 – 2050 target

- (1) *The target for emissions reduction (the 2050 target) requires that –*
 - (a) *Net accounting emissions of greenhouse gases in a calendar year, other than biogenic methane, are zero by the calendar year beginning on 1 January 2050 and for each subsequent year; and*
 - (b) *Emissions of biogenic methane in a calendar year –*
 - (i) *Are 10% less than 2017 emissions by the calendar year beginning on 1 January 2030; and*
 - (ii) *Are 24% to 47% less than 2017 emissions by the calendar year beginning on 1 January 2050 and for each subsequent calendar year.*
- (2) *The 2050 target will be met if emissions reductions meet or exceed those required by the target.*
- (3) *2017 emissions means the emissions of biogenic methane for the calendar year beginning on 1 January 2017.*

As reported by the New Zealand Environmental Protection Authority – Te Mana Rauhi Taiao, if a landfill site is currently subject to the waste disposal levy, then its operator is also a mandatory participant of the NZ ETS. However, other types of waste related facilities including cleanfills and/or sewage treatment facilities are not currently included in the NZ ETS scheme. For example, remote disposal facilities are exempt from the NZ ETS as per the Climate Change (General Exemptions) Order 2009⁵⁶ (Clause 12A). It is important to note that the NZ ETS notes waste disposal facilities are only responsible for methane emissions from their facilities and not responsible for other greenhouse gas emissions (e.g., carbon dioxide from waste decomposition) associated with landfills or other methods of waste disposal.

In terms of waste operator obligations under the NZ ETS, operators are required to record information about the gross tonnage of waste entering their landfill facility in a year and submit this as part of their annual emissions return. As noted by the New Zealand Environmental Protection Authority – Te Mana Rauhi Taiao, this figure is then multiplied by an emissions factor that estimates the methane emissions per tonne of waste to give a total emissions figure. Once the return is completed, the operator is required to surrender emissions units corresponding to the amount of emissions reported to the NZ ETS.

⁵⁶ Climate Change (General Exemptions) Order 2009 (SR 2009/370)

Other Relevant Legislative Instruments

Legislation	Description
Litter Act 1979	<p>The Litter Act 1979 was established to facilitate abatement and control of litter with Keep New Zealand Beautiful Incorporated appointed as the body primarily responsible for the promotion of litter control in Aotearoa New Zealand.</p> <p>The Act enables local authorities to enforce the provisions of the Act through measures such as litter control officers with powers to issue infringement fines to <i>“any individual or body corporate who deposits any litter or, having deposited any litter, leaves it:</i></p> <p>a) <i>In or on a public place; or</i> b) <i>In or on private land without the consent of its occupier.”</i></p> <p>Litter as defined by the Act includes <i>“any refuse, rubbish, animal remains, glass, metal, garbage, debris, dirt, filth, rubble, ballast, stones, earth, or waste matter, or any other thing of a like nature.”</i></p>
Health and Safety at Work Act (HSWA) 2015	<p>The Health and Safety at Work Act 2015 (HSWA) is Aotearoa New Zealand’s key work health and safety legislation including regulations under the Act. The aim of the HSWA is to provide a framework to protect the safety of all workers and workplaces together with regulations under the HSWA.</p> <p>The HSWA includes mechanisms to protect workers and other persons from harm, provide for resolution of workplace health and safety issues, and promote health and safety education.</p> <p>The HSWA includes provisions for a range of roles, including the Person Conducting a Business or Undertaking (PCBU) that may have a primary duty of care, including, for example, workers and contractors operating in the waste sector and associated businesses.</p>
Ozone Layer Protection Act 1996	<p>The Ozone Layer Protection Act 1996 was established to fulfil Aotearoa New Zealand’s commitments under the Montreal Protocol on substances that deplete the ozone layer.</p> <p>The Act relates to the waste management sector by setting the broad controls and requirements for any ozone depleting substances.</p>

Te Tiriti o Waitangi – The Treaty of Waitangi signed in 1840 is Aotearoa New Zealand’s founding document with New Zealand’s system of government strongly influenced by Te Tiriti o Waitangi. While Te Tiriti o Waitangi is between the Crown and Māori, Local Government New Zealand (LGNZ) imposes certain obligations on local government to reflect Treaty obligations as well as via several other legislative documents (e.g., LGA 2002 and RMA 1991). A key obligation is to provide an opportunity for Māori to contribute to the decision-making processes of a local authority, including decisions and consultation supporting waste minimisation and management initiatives.

APPENDIX B

Medical Officer of Health Statement

DRAFT

APPENDIX C

Supporting Data

DRAFT

Waste to Class 1 Landfills – by Facility

Wellington City Council – Southern Landfill	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
General	68,093	68,255	64,422	60,117	64,008	63,683
Special	10,414	18,486	14,961	22,524	8,108	5,757
Sludge	14,467	14,849	15,154	14,463	15,846	14,578
Levied Waste	93,642	102,470	95,414	97,745	89,288	85,223
Cleanfill	3,364	1,012	1,024	1,164	1,261	1,117

Masterton District Council	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
General	NDR	NDR	NDR	NDR	NDR	NDR
Special	NDR	NDR	NDR	NDR	NDR	NDR
Sludge	NDR	NDR	NDR	NDR	NDR	NDR
Levied Waste	13,049.59	14,139.97	14,260.94	11,535.73	14,418.24	17,160.21
Cleanfill	NDR	NDR	NDR	NDR	NDR	NDR

South Wairarapa District Council	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
General	NDR	NDR	NDR	NDR	NDR	NDR
Special	NDR	NDR	NDR	NDR	NDR	NDR
Sludge	NDR	NDR	NDR	NDR	NDR	NDR
Levied Waste	2,218.08	2,219.59	2,669.49	1,825.30	1,982.23	2,044.97
Cleanfill	NDR	NDR	NDR	NDR	NDR	NDR

Kāpiti Coast District Council	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
General	27,964	24,388	25,720	26,455	28,034	27,839
Special	NDR	NDR	NDR	NDR	NDR	NDR
Sludge	NDR	NDR	NDR	NDR	2193.32	2089.32
Levied Waste	27,964	24,388	25,720	26,455	28,034	27,839
Cleanfill	29,148	21,151	3,710	1,862	2,624	2,707

Hutt City Council	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
General	71729	71173	64517	68621	76515	NDR
Special	13020	8725	18470	19097	29668	NDR
Sludge	4959	4859	4412	4995	5373	NDR
Levied Waste	123824	121519	125226	129839	151344	NDR
Cleanfill	1,411.59	2,770.63	4,282.73	5,920.66	8,626.61	NDR
TOTAL	123,824.00	121,519.00	125,226.00	129,839.00	151,344.00	NDR

Hutt City Council Note: No specific cleanfill data is collected from Silverstream Landfill. However, a 2014 and 2022 SWAP Report (undertaken by Waste Not Consulting Ltd) determined that cleanfill was 1.5% and 7.2% of total waste to the Silverstream Landfill respectively. The cleanfill figures have been by (a) calculating the difference in cleanfill percentages between the two SWAPs, (b) dividing the difference between the number of annual periods to find an approximate annual increase, (c) adding the approximate annual increase to each annual period. Please also note that because Lower Hutt does not have a separate cleanfill facility, clean fill is considered 'general waste' and therefore levied as it entered the Landfill. In this table, cleanfill figures have not been included in the levied waste figures. To get the actual total amount of levied waste, the cleanfill tonnages need to be added to the levied waste figures in the table.

Carterton District Council	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
General	NDR	NDR	NDR	NDR	NDR	NDR
Special	NDR	NDR	NDR	NDR	NDR	NDR
Sludge	NDR	NDR	NDR	NDR	NDR	NDR
Levied Waste	1,654.74	1,777.68	1,897.35	1,542.81	1,517.20	1,586.14
Cleanfill	NDR	NDR	NDR	NDR	NDR	NDR
TOTAL	1,654.74	1,777.68	1,897.35	1,542.81	1,517.20	1,586.14

Porirua City Council	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
General	47,539.20	54,944.79	1,320.90	66,866.21	65,398.40	73,867.83
Special	388.00	504.00	504.00	1,101.00	609.00	868.40
Sludge	7,342.00	7,683.00	7,683.00	6,065.00	7,776.00	8,773.92
Levied Waste	55,269.20	63,131.79	69,507.90	74,032.21	73,783.40	83,510.15
Cleanfill	64,819.00	93,904.00	72,599.00	83,870.00	104,028.64	64,335.43
TOTAL	120,088.20	157,035.79	142,106.90	157,902.21	177,812.04	147,845.58

Porirua City Council Note: The figures reflect the tonnage that has been deposited into Spicer Landfill, irrespective of the source. Porirua City Council is unable to determine where the waste originated from.

Composition of Levied Waste to Class 1 Landfills – 2021/22

Wellington City Council	General Waste – Excludes Special Waste and Cleanfill		General Waste and Special Waste – Excludes Cleanfill	
	% of Total	Tonnes 2021/22	% of Total	Tonnes 2021/22
Paper	0.0%	0	0.0%	0
Plastic	0.0%	0	0.0%	0
Organic	93.0%	5,716.00	93.0%	5,716.00
Ferrous metal	6.6%	406.00	6.6%	406.00
Glass	0.0%	0	0.0%	0
Textiles	0.0%	0	0.0%	0
Sanitary	0.0%	0	0.0%	0
Rubble	0.0%	0	0.0%	0
Timber	0.0%	0	0.0%	0
Rubber	0.0%	0	0.0%	0
Potentially hazardous	0.2%	12.00	0.2%	12.00
Resource recovery	0.2%	14.00	0.2%	14.00
TOTAL	100.0%	6,148.00	100.0%	6,148.00

Masterton District Council	General Waste – Excludes Special Waste and Cleanfill		General Waste and Special Waste – Excludes Cleanfill	
	% of Total	Tonnes 2021/22	% of Total	Tonnes 2021/22
Paper	10	1,716.02	10	1,716.02
Plastic	5	858.01	5	858.01
Organic	35	6,006.07	35	6,006.07
Ferrous metal	5	858.01	5	858.01
Glass	10	1,716.02	10	1,716.02
Textiles	10	1,716.02	10	1,716.02
Sanitary	5	858.01	5	858.01
Rubble	5	858.01	5	858.01
Timber	10	1,716.02	10	1,716.02
Rubber	4	686.41	4	686.41
Potentially hazardous	1	171.60	1	173.60 (includes 2 tonnes per year of grease fats)
Resource recovery	10	1,716.02	10	1,716.02
TOTAL	100	858.01	100	858.01

Kāpiti Coast District Council	General Waste – Excludes Special Waste and Cleanfill		General Waste and Special Waste – Excludes Cleanfill	
	% of Total	Tonnes 2021/22	% of Total	Tonnes 2021/22
Paper	8.3%	2,311	NDR	NDR
Plastic	11.0%	3,062	NDR	NDR
Organic	34.3%	9,549	NDR	NDR
Ferrous metal	2.3%	640	NDR	NDR
Non-Ferrous Metal	0.9%	251	NDR	NDR
Glass	2.8%	779	NDR	NDR
Textiles	6.1%	1,698	NDR	NDR
Sanitary	6.0%	1,670	NDR	NDR
Rubble	12.3%	3,424	NDR	NDR
Timber	14.0%	3,897	NDR	NDR
Rubber	0.9%	251	NDR	NDR
Potentially hazardous	1.1%	306	NDR	NDR
Resource recovery	100%	27,840	-	-
TOTAL	8.3%	2,311	NDR	NDR

Hutt City Council	General Waste – Excludes Special Waste and Cleanfill		General Waste and Special Waste – Excludes Cleanfill	
	% of Total	Tonnes 2021/22	% of Total	Tonnes 2021/22
Paper	7.5	9,776.00	7.5	9,776.00
Plastic	10.2	13,208.00	10.2	13,208.00
Organic	23.8	30,888.00	23.8	30,888.00
Ferrous metal	2.4	3,120.00	2.4	3,120.00
Non-Ferrous Metal	NDR	NDR	NDR	NDR
Glass	2	2,600.00	2	2,600.00
Textiles	5.1	6,604.00	5.1	6,604.00
Sanitary	4	5,200.00	4	5,200.00
Rubble	5.5	7,020.00	5.5	7,020.00
Timber	15.2	19,760.00	15.2	19,760.00
Rubber	1.2	1,560.00	1.2	1,560.00
Potentially hazardous	NDR	NDR	15.5	20,124.00
Resource recovery	NDR	NDR	NDR	NDR
TOTAL	76.9%	99,736.00	92.4%	119,860.00

Porirua City Council	General Waste – Excludes Special Waste and Cleanfill		General Waste and Special Waste – Excludes Cleanfill	
	% of Total	Tonnes 2021/22	% of Total	Tonnes 2021/22
Paper	5.8	4,284.33	5.8	4,334.70
Plastic	4.6	3,397.92	4.6	3,437.87
Organic	27.2	20,092.05	27.2	20,328.25
Ferrous metal	1.1	812.55	1.1	822.10
Non-Ferrous Metal	0.3	221.60	0.3	224.21
Glass	1.4	1,034.15	1.4	1,046.31
Textiles	2.9	2,142.17	2.9	2,167.35
Sanitary	3.4	2,511.51	3.4	2,541.03
Rubble	43.5	32,132.51	43.5	32,510.26
Timber	6.3	4,653.67	6.3	4,708.38
Rubber	0.2	147.74	0.2	149.47
Potentially hazardous	3.3	2,437.64	3.3	2,466.30
Resource recovery	NDR	NDR	NDR	NDR
TOTAL	100%	73,867.83	100%	74,736.23

No data received from Upper Hutt City Council, Carterton District Council, South Wairarapa District Council

Activity Source of Waste to Class 1 Landfills – 2021/22

Wellington City Council	General Waste – Excludes Special Waste and Cleanfill		General Waste and Special Waste – Excludes Cleanfill	
	% of Total	Tonnes 2021/22	% of Total	Tonnes 2021/22
Construction & demolition	0%	NDR	0%	NDR
Domestic kerbside	0%	NDR	0%	NDR
Industrial/ commercial/ institutional	64.8%	54,788	60.6%	54,788
Landscaping	1.6%	1,324	1.5%	1,324
Residential	14.9%	12,610	14.0%	12,610
Specials	17.2%	14,578	22.5%	20,335
Kai to compost(commercial)	1.4%	1,201.00	1.3%	1,201.00
Resource recovery	0.1%	105	0.1%	105
TOTAL	100%	84,606	100%	90,363

Kāpiti Coast District Council	General Waste – Excludes Special Waste and Cleanfill		General Waste and Special Waste – Excludes Cleanfill	
	% of Total	Tonnes 2021/22	% of Total	Tonnes 2021/22
Construction & demolition	18%	5,011	NDR	NDR
Domestic kerbside	52%	14,476	NDR	NDR
Industrial/ commercial/ institutional	21%	5,846	NDR	NDR
Landscaping	3%	835	NDR	NDR
Residential	6%	1,670	NDR	NDR
Specials	N/D	N/D	NDR	NDR
TOTAL	100%	27,839	NDR	NDR

Hutt City Council	General Waste – Excludes Special Waste and Cleanfill		General Waste and Special Waste – Excludes Cleanfill	
	% of Total	Tonnes 2021/22	% of Total	Tonnes 2021/22
Construction & demolition	16.58%	18,574.92	16.58%	18,574.92
Domestic kerbside	24%	31,250.00	24%	31,250.00
Industrial/ commercial/ institutional	30.96%	38,067.7856	30.96%	38,067.7856
Landscaping	7.08%	5,353.2561	7.08%	5,353.2561
Residential	4.38%	2,297.0001	4.38%	2,297.0001
Specials	NDR	NDR	18.00%	23,088.00
TOTAL	83%	95,542.96	101%	118,630.96

Porirua City Council	General Waste – Excludes Special Waste and Cleanfill		General Waste and Special Waste – Excludes Cleanfill	
	% of Total	Tonnes 2021/22	% of Total	Tonnes 2021/22
Construction & demolition	NDR	NDR	NDR	NDR
Domestic kerbside	2.50%	1,942.48	2.20%	1,942.48
Industrial/ commercial/ institutional	42.00%	32,279.47	37.20%	32,279.47
Landscaping	5.30%	4,050.78	4.70%	4,050.78
Residential	50.20%	38,625.64	44.50%	38,625.64
Specials	NDR	NDR	11.30%	9,811.62
TOTAL	100%	76,898.37	100%	86,709.99

No data received from Masterton District Council, Upper Hutt City Council, Carterton District Council, South Wairarapa District Council

Kerbside Recycling and Drop-Off Facilities

Wellington City Council Tonnes/annum	Year 2016/17	Year 2017/18	Year 2018/19	Year 2019/20	Year 2020/21	Year 2021/22
Kerbside Recycling	10,371	10,616	10,857	9,992	10,176	9,454
Drop-Off Facilities	813	506	524	687	592	559
TOTAL	11,184	11,122	11,381	10,679	10,768	10,013

Masterton District Council Tonnes/annum	Year 2016/17	Year 2017/18	Year 2018/19	Year 2019/20	Year 2020/21	Year 2021/22
Kerbside Recycling	1,552	1,507	1,488	1,470	1,307	1,392
Drop-Off Facilities	2,845	3,122	3,394	3,599	3,620	4,417
TOTAL	4,397	4,629	4,883	5,069	4,928	5,809

South Wairarapa District Council Tonnes/annum	Year 2016/17	Year 2017/18	Year 2018/19	Year 2019/20	Year 2020/21	Year 2021/22
Kerbside Recycling	650.7	705.5	694.5	643.3	618.9	586.6
Drop-Off Facilities	436.3	474.9	559.2	638.5	611.7	814.7
TOTAL	1,086.92	1,180.32	1,253.77	1,281.79	1,230.66	1,401.31

Kāpiti Coast District Council Tonnes/annum	Year 2016/17	Year 2017/18	Year 2018/19	Year 2019/20	Year 2020/21	Year 2021/22
Kerbside Recycling	503	366	605	2,940	3,392	3,251
Drop-Off Facilities	NDR	NDR	NDR	289	429	391
TOTAL	NDR	NDR	NDR	3,228	3,821	3,642

Upper Hutt City Council Tonnes/annum	Year 2016/17	Year 2017/18	Year 2018/19	Year 2019/20	Year 2020/21	Year 2021/22
Kerbside Recycling	713.94	884.20	974.02	663.04	642.48	719.35
Drop-Off Facilities	113.46	361.13	584.63	638.76	777.51	882.16
TOTAL	827.40	1,245.33	1,558.65	1,301.80	1,419.99	1,601.50

Hutt City Council Tonnes/annum	Year 2016/17	Year 2017/18	Year 2018/19	Year 2019/20	Year 2020/21	Year 2021/22
Kerbside Recycling	5,293.53	5,537.83	5,377.86	4,947.17	4,550.10	3,608.1
Drop-Off Facilities	2,440.83	2,567.28	2,678.46	2,592.14	1,173.48	NDR
TOTAL	7,734.36	8,105.11	8,056.32	7,539.31	5,723.58	3,608.1

Hutt City Council Note: (1) Periods 2019/2020 and 2020/2021 impacted by Covid 19 – all recycling diverted to landfill. (2) Average Contamination for Drop-Off Facilities for this period was 25.08%. (3) Note: contamination has been included in all figures. (4) Drop-Off facilities ceased in 2021 due to the high levels of contamination. (5) Uncertainty regarding sudden decrease in kerbside recycling 2021/22 year.

Carterton District Council Tonnes/annum	Year 2016/17	Year 2017/18	Year 2018/19	Year 2019/20	Year 2020/21	Year 2021/22
Kerbside Recycling	454.88	489.93	473.09	438.27	419.39	389.21
Drop-Off Facilities	323.11	245.65	172.90	285.18	202.95	426.22
TOTAL	777.99	735.58	645.99	723.45	622.34	815.43

Porirua City Council Tonnes/annum	Year 2016/17	Year 2017/18	Year 2018/19	Year 2019/20	Year 2020/21	Year 2021/22
Kerbside Recycling	2,133.00	1,820.00	2,000.00	2,633.00	2,921.00	2,000.00
Drop-Off Facilities	813.00	1,022.00	900.00	579.00	421.00	453.00
TOTAL	2,946.00	2,842.00	2,900.00	3,213.00	3,342.00	2,453.00

Porirua City Council Note: This only includes weights from kerbside collection and the bulk recycling station at Spicer Landfill. It does not include diverted materials from Trash Palace.

Diverted Materials to Kerbside Recycling and Drop-Off Facilities – by area

Kerbside recycling includes council and private collections – tonnes per annum	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Carterton	777.99	735.58	645.99	723.45	622.34	815.43
Hutt	7,734.35	8,105.11	8,056.32	7,539.31	5,723.58	3,608.10
Kapiti Coast	5,118.00	5,560.00	5,173.00	3,824.00	4,535.00	4,027.00
Masterton	8,462.71	8,634.90	9,464.82	9,080.37	9,042.01	9,990.33
Porirua	2,133.00	1,820.00	2,000.00	2,633.00	2,921.00	2,000.00
South Wairarapa	1,086.92	1,180.32	1,253.77	1,281.79	1,230.66	1,401.31
Upper Hutt	827.40	1,245.33	1,558.65	1,301.80	1,419.99	1,601.50
Wellington	11,184.00	11,122.00	11,381.00	10,679.00	10,768.00	10,013.00

Diverted Materials to Drop-Off Facilities – by area

Recycling drop-off- excludes private drop-off facilities – tonnes per annum	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Carterton	323.11	245.65	172.90	285.18	202.95	426.22
Hutt	2,440.83	2,567.28	2,678.46	2,592.14	1,173.48	348.19

Recycling drop-off- excludes private drop-off facilities – tonnes per annum	2016/17	2017/18	2018/19	2021/20	2020/21	2021/22
Kapiti Coast	592.00	572.00	564.00	884.00	1,143.00	776.00
Masterton	6,910.55	7,128.23	7,976.46	7,610.25	7,734.52	8,598.66
Porirua	813.00	1,022.00	900.00	597.00	421.00	453.00
South Wairarapa	436.26	474.86	559.23	638.53	611.71	814.68
Upper Hutt	113.46	361.13	584.63	638.76	777.51	882.16
Wellington	813.00	506.00	524.00	687.00	592.00	559.00

Composition of Waste to Class 1 Landfills from across the Wellington Region

Composition of Levied Waste to Class 1 Landfill 2021/22		General Waste – Excludes Special Waste and Cleandfill		General Waste and Special Waste – Excludes Cleandfill	
		Tonnes 2021/22	% of Total	Tonnes 2021/22	% of Total
Paper	Recyclable	13,201	6.88%	12083	6.0%
	Non-recyclable	2,780	1.45%	2028	1.0%
	Subtotal	15,981		14,111	
Plastics	Recyclable	4,183	2.18%	1872	0.9%
	Non-recyclable	12,062	6.29%	11700	5.8%
	Subtotal	16,245		13,572	
Putrescibles	Kitchen/food	28,033	14.61%	23,742	11.8%
	Comp. G'waste	24,105	12.57%	14,300	7.1%
	Non-comp G'waste	5,290	2.76%	1,560	0.8%
	Multi/other	12,135	6.33%	11,614	5.8%
	Subtotal	69,563		51,216	
Ferrous Metals	Primarily ferrous	12,144	6.33%	2226.1	1.1%
	Multi/other	2,078	1.08%	1716	0.9%
	Subtotal	14,222		3,942	
Non-ferrous metal	Subtotal	1,253	0.65%	1004.21	0.5%
Textiles	Clothing/textiles	557	0.29%		0.0%
	Multimaterial/other	1,141	0.59%		
	Subtotal	1,698		2142.17	1.1%
Glass	Recyclable	2,245	1.17%	1,716	0.9%
	Glass multi/other	1,083	0.56%	832	0.4%
	Subtotal	3,328		2,548	
Sanitary	Subtotal	9,382	4.89%	7,741	3.9%
Rubble	Cleanfill	40,619	21.18%	38,335	19.1%
	Plasterboard	771	0.40%	520	0.3%
	Multi/other	11,716	6.11%	10,087	5.0%
	Subtotal	53,106		48,942	
Timber	Cleanfill	139	0.07%		0.0%
	Plasterboard	334	0.17%		0.0%

Composition of Levied Waste to Class 1 Landfill 2021/22		General Waste – Excludes Special Waste and Cleandfill		General Waste and Special Waste – Excludes Cleandfill	
		Tonnes 2021/22	% of Total	Tonnes 2021/22	% of Total
	Multi/other	3,424	1.79%		0.0%
	Subtotal	3,897		32510.26	16.2%
Rubber	Subtotal	399	0.21%	149.47	0.1%
Pot hazard	Subtotal	2,744	1.43%	22590.3	11.3%
TOTAL		191,816	100%	200,469	100%

*excluding Carterton District Council, South Wairarapa District Council, Upper Hutt City Council, Masterton District Council

Diverted Materials to Kerbside Recycling and Drop-Off Facilities – by Area

Kerbside recycling includes council and private collections – tonnes per annum	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Carterton	777.99	735.58	645.99	723.45	622.34	815.43
Hutt	7,734.35	8,105.11	8,056.32	7,539.31	5,723.58	3,608.10
Kapiti Coast	5,118.00	5,560.00	5,173.00	3,824.00	4,535.00	4,027.00
Masterton	8,462.71	8,634.90	9,464.82	9,080.37	9,042.01	9,990.33
Porirua	2,133.00	1,820.00	2,000.00	2,633.00	2,921.00	2,000.00
South Wairarapa	1,086.92	1,180.32	1,253.77	1,281.79	1,230.66	1,401.31
Upper Hutt	827.40	1,245.33	1,558.65	1,301.80	1,419.99	1,601.50
Wellington	11,184.00	11,122.00	11,381.00	10,679.00	10,768.00	10,013.00

Note: Kapiti Coast District Council data includes collected and dropped off recycling plus other materials dropped off for recovery (e.g., whiteware, e-waste, scrap metal, clothing, child carseats, etc). Excludes items that are count only (e.g., gas bottles, fridge/freezer, TVs, oil litres). Masterton District Council data includes compost and total recyclables only

Diverted Materials to Drop-Off Facilities – by Area

Recycling drop-off- excludes private drop-off facilities – tonnes per annum	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Carterton	323.11	245.65	172.90	285.18	202.95	426.22
Hutt	2,440.83	2,567.28	2,678.46	2,592.14	1,173.48	348.19
Kapiti Coast	592.00	572.00	564.00	884.00	1,143.00	776.00
Masterton	6,910.55	7,128.23	7,976.46	7,610.25	7,734.52	8,598.66
Porirua	813.00	1,022.00	900.00	597.00	421.00	453.00
South Wairarapa	436.26	474.86	559.23	638.53	611.71	814.68
Upper Hutt	113.46	361.13	584.63	638.76	777.51	882.16
Wellington	813.00	506.00	524.00	687.00	592.00	559.00

Note: Hutt City Council data includes (1) Periods 2019/2020 and 2020/2021 impacted by Covid 19 – all recycling diverted to landfill. (2) Average Contamination for Drop-Off Facilities for this period was 25.08%. (3) Note: contamination has been included in all figures. (4) Drop-Off facilities ceased in 2021 due to the high levels of contamination – the figure is the collected tonnage prior to drop-off facilities being removed. Masterton District Council data is less kerbside recycling (see above table).

Private Service Providers (NDR = No data received)

General Classification	Masterton	South Wairarapa	Kapiti	Upper Hutt	Hutt City	Carterton	Porirua	Wellington
Diverted Materials Collection	EarthCare	EarthCare	Envirowaste	Waste Management	Envirowaste	EarthCare	Residential PCC	NDR
			Low Cost Bins	Low Cost Bins	JJ's Waste and Recycling		Commercial Waste Management, Envirowaste, Low cost, Daily Waste, Daily karts, Woods waste, JJ waste, Reclaim	
			Lucy's Bins		Waste Management			
			Waste Management					
Organics Collection	Bin operators	NDR	Organic Wealth – Food to Farm (food scraps)	Mahinga Kai – Food Waste	Waste Management NZ	NDR	Waste Management	NDR
			Pae Cycle (food scraps)	Low Cost Bins – Green Waste			Envirowaste	
			Low Cost Bins (garden waste)	Waste Management – Green Waste				
			Waste Management (garden waste)					
Waste Collection	EarthCare	EarthCare	Envirowaste	Waste Management	Waste Management	EarthCare	All of the above	NDR
			Low Cost Bins	Low Cost Bins	Lo Cost Bins			
			Lucy's Bins	EnviroWaste	JJ's Waste and Recycling			
			Waste Management		Envirowaste			
			Kapiti Skips					
			Wood Waste					
			Interwaste					

Transfer Station Detail (NDR = No data received)

	Refuse per tonne	Green	Metal	Polystyrene	Wood	Inert	Tyres	TVs	Hazardous / Special	Recyclables	Reuse
Seaview Recycle & Transfer Station (Hutt City)	\$228.85	\$151.80	Not collected	2222.76	228.85	228.85	\$55.69 each or \$8567.69 per tonne	\$30.19 each or \$2,415.2 per tonne	Not collected	Not collected	Not collected
Otaihanga Resource Recovery Facility (Kāpiti Coast)	\$228	Charged by m3	At same rate as general waste	\$5,500	At same rate as general waste	-	\$8 per tyre	\$25 per item	\$50 per unit (household chemicals)	Free	Free
Waikanae Greenwaste and Recycling Centre (Kāpiti Coast)	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR
Ōtaki Refuse Transfer Station (Kāpiti Coast)	\$239	\$100 per tonne	Free	\$5,500	Free if during Zero waste otaki opening hours, otherwise at general rate	-	\$8 per tyre	\$25 per item	Not accepted	Free	-
Martinborough Transfer Station (South Wairarapa District)	\$200.00	From \$5.50	No Charge	NDR	NDR	NDR	\$555.00 per tonne	NDR	NDR	No Charge	NDR
Greytown Recycling Station (South	NDR	From \$5.50	No Charge	NDR	NDR	NDR	NDR	NDR	NDR	No Charge	NDR

	Refuse per tonne	Green	Metal	Polystyrene	Wood	Inert	Tyres	TVs	Hazardous / Special	Recyclables	Reuse
Wairarapa District)											
Featherston Recycling Station (South Wairarapa District)	NDR	From \$5.50	No Charge	NDR	NDR	NDR	NDR	NDR	NDR	No Charge	NDR
Pirinoa Recycling Station (South Wairarapa District)	NDR	From \$5.50	N/A	NDR	NDR	NDR	NDR	NDR	NDR	No Charge	NDR
Castlepoint (Masterton District)	\$255 per tonne	\$78 per tonne or from \$6.50 per load	N/D	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR
Riversdale (Masterton District)	\$255 per tonne	\$78 per tonne or from \$6.50 per load	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR
Nursery Road Transfer Station (Masterton)	\$220 per tonne	\$64 per tonne or from \$5.90 per load	NDR	NDR	NDR	NDR	\$610 per tonne (more than 4 tyres) or from \$4.40 per tyre	E-waste no charge	\$220 per tonne	No charge	NDR
Dalefield Road Transfer Station (Carterton District)	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR
Woods Waste (Ngaio, Wellington City)	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR

	Refuse per tonne	Green	Metal	Polystyrene	Wood	Inert	Tyres	TVs	Hazardous / Special	Recyclables	Reuse
Southern Landfill	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR
Spicers landfill	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR	NDR
Silverstream landfill	\$189.75	\$126.50	\$189.75	\$530.00	\$189.75	\$189.75	\$530.00	\$189.75	\$270.25	\$189.75	\$189.75

DRAFT



Grant Funding

1. Purpose

To present Council with an outstanding funding application and consideration of delegation options for the remaining 2022/2023 Community and Youth Grant funds.

2. Recommendations

Officers recommend that Council:

1. Consider funding \$7,500 to Wharekaka Trust to support the Meals on Wheels Program.
2. Consider the delegation of the remaining 2022/2023 Community and Youth Fund equally between the Community Boards and Māori Standing Committee.

3. Executive Summary

As the responsibility for grants has not yet been established, Council has the authority to delegate the remaining 2022/2023 Community and Youth Funds to a governance body.

4. Background

Throughout the 2019/2022 Triennium, the Grants Subcommittee has had delegated authority to make financial decisions within the confines of the allocated and available budget and operates its grant fund in accordance with the Council's [Grants Policy](#).

The total available discretionary grants for the 2022-23 financial year were set by Council as part of the Long-Term Plan 2021-31. Council allocated \$170,000 for community grants and \$75,000 for youth grants for 2022/2023. In the past, the Grants Subcommittee has held two funding rounds each financial year.

Applications for the first funding round of the Community and Youth discretionary grants for 2022-23 year closed on 19 August 2022. On 7 September 2022, the Grants Subcommittee considered applications from 28 organisations. There is one outstanding application from this funding round that requires consideration by Council in accordance with the Grants Policy.

Council may wish to consider the equal distribution of the limited remaining funds between the three Community Boards and the Māori Standing Committee.

5. Prioritisation

5.1 Te Tiriti obligations

Engagement considered not required in this case.

5.2 Strategic alignment

- Spatial Plan
- Long Term Plan
- Annual Plan

Allocation for Grant funding is approved through the Annual Plan/Long Term Plan and supports the social, environmental, economic, and cultural outcomes.

6. Discussion

6.1 Available Funding 2022/2023

There is currently a remainder of \$30,160 for distribution for the 2022/2023 financial year.

6.2 Application from Wharekaka Trust

On 19 August 2022, the Grants Subcommittee considered the application for funding from Wharekaka Trust. This application will be provided to members in confidence. The committee noted that there may be more suitable and sustainable options for funding the Meals on Wheels program and agreed to defer the application for consideration until these were explored in full. It was noted by the committee that this application would be considered at the next available Council meeting following the election and Council is now asked to consider the application.

6.3 Consideration of Application Against the Policy

Council's policy seeks to support and resource initiatives that meet identified community needs, which contribute to community empowerment and strengthen communities. Community and Youth grants are primarily for the benefit of the district's residents.

The Policy sets out the eligibility and outcomes Council considers when allocating grant funding.

6.3.1 Outcomes

Grants will be allocated to organisations which contribute to the community in at least one of the following six areas. The funding categories are aligned to the community outcomes as outlined in the Long-Term Plan (LTP).

Funding Categories	LTP Community Outcome
Arts, museums, heritage and culture (includes Maoritanga)	Vibrant and Strong Communities
Environment	Sustainable South Wairarapa
Events	Vibrant and Strong Communities

Sport and Recreation	Accessible Communities, Vibrant and Strong Communities, Healthy and Economically Secure
Social and Educational Services	Educated and Knowledgeable, Healthy and Economically Secure, Vibrant and Strong Communities
Economic Development	Healthy and Economically Secure, Accessible Communities

The activities must benefit the South Wairarapa district, or, at the discretion of the Council, the Wairarapa region. Regional funding will be considered on a per capita basis and must show a tangible direct or indirect benefit to South Wairarapa. In addition, Youth Grants are targeted to support activities that encourage development and enable participation of young people in the South Wairarapa.

6.3.2. Eligibility

As per the Grants Policy applicants need to meet the following eligibility criteria:

- Community organisations with a formal legal structure e.g. incorporated societies, trusts, clubs with formal rules.
- Commercial organisations where the activity has tangible benefit to the wider South Wairarapa community and the application is:
 - To cover the costs of delivering a free community event or activity;
 - To subsidise the costs of a charged-for event or activity (i.e. reducing fees to enable community access); or
 - To provide a charged-for event or service that would otherwise not be commercially viable, where that event or service will help achieve community outcomes. Any charge must be set at level that encourages broad participation.
- The applicant does not need to be based in the South Wairarapa but the applicant must be able to demonstrate that the activity benefits the South Wairarapa community. Applications for region-wide or national activities must have tangible benefit to the South Wairarapa community.
- Applicants may not be in receipt of any other Council or Council-administered grant given for the same activity in the same financial year.

6.3.3. Project Funding

Project funding is for the purpose of delivering a project and does not include operational costs. Recipients will be required to return an Accountability Report from previous grant allocations prior to receiving further funding. A set of financial statements is also required for any applications in excess of \$5,000.

6.4 Delegation of remaining funds to the Community Boards and Māori Standing Committee

Mayor Connelly has expressed interest in the Council considering the distribution of the remaining funds between the three Community Boards and the Māori Standing Committee.

7. Options

	Option 1	Option 2
Description	Equally distribute the remaining funds between the three community boards and the Māori Standing Committee and delegate the authority for the boards/committee to make financial decisions within the confines of the remaining budget.	As the responsibility for grants has not yet been established, there is an option for Council to retain decision making or to delegate to another committee.
Advantages	<p>Provide the boards/committee with further funding to support community organisations and align with the social, environmental, economic and/or cultural outcomes of Council.</p> <p>Supports alignment with legislation that Council consider delegating to a community board if the delegation would enable the community board to best achieve its role.</p>	Maintains clarity for community groups whose services/projects cover more than one ward.
Disadvantages	May disadvantage community groups whose services/projects cover more than one ward.	Council must hold a funding round to allocate the remaining grant funds.

8. Strategic Drivers and Legislative Requirements

8.1 Significant risk register

There are no significant risks identified.

8.2 Policy implications

Allocation decisions are made in accordance with Councils [Grants Policy](#).

9. Consultation

9.1 Communications and engagement

The decisions are considered as low significance as determined by the Councils Significance and Engagement Policy.

9.2 Partnerships

Have you completed a communications plan for the work described/project to engage/communicate with partners/key stakeholders e.g. Waka Kotahi, Kainga Ora, community groups, particular individuals etc?

Yes No

If no, is a communications plan required?

Yes No

In collaboration with the community boards, a short social media post will promote the available funding.

10. Financial Considerations

The available funding amounts have been provided. In accordance with the Financial Delegations Policy, a resolution is required to allocate this fund to the applicants and delegate the distribution of remaining funds to the boards/committee.

Contact Officer: Kaity Carmichael, Committee Advisor

Reviewed By: Amanda Bradley, General Manager, Policy & Governance

Members' Remuneration 2022/23

1. Purpose

To set the remuneration and allowances for members in accordance with the Remuneration Authority Determination and seek consideration of an updated policy.

2. Recommendations

Officers recommend that the Council:

1. Consider the options and agree a proposal to put forth to the Remuneration Authority.
2. Adopt the Members' Remuneration and Allowances Policy (PI-GSL-001) to replace the Remuneration – Elected Members Policy (A300) and the Conferences, Seminars & Training Policy (A500).
3. Agree that the schedule of the Members' Remuneration and Allowances Policy (PI-GSL-001) may be updated by officers once the amending determination has been gazetted, and then annually to reflect the updated determination that takes effect from 1 July each year.

3. Executive Summary

This paper presents information on members' remuneration and allowances and seeks decisions on:

- A preferred option to put forward to the Remuneration Authority (the Authority) of how to split the remuneration pool among councillors.
- The adoption of an updated Members' Remuneration and Allowances Policy.

4. Background

Members' remuneration and entitlements to allowances is currently guided by the SWDC [Remuneration – Elected Members Policy](#) and the Local Government Members Determination (the determination) made each year by the Authority. The current determination is available [here](#).

The determination sets the total amount that elected members get paid (called the remuneration pool) and the minimum amount that each councillor must get paid. As the remuneration pool is more than the minimum amount paid to each councillor, councils are invited to put forth a proposal to the Authority on how the rest of the

money gets allocated between councillors. The proposals are then considered by the Authority before drafting and subsequently gazetting an amendment to the principal determination.

The determination also sets the salary of the Mayor, Community Board Chairs and Community Board members (which is separate from and paid in addition to the remuneration pool) as well as elected member entitlements to allowances, including for travel distance and travel time, ICT, childcare, and hearings fees. Councils are unable to submit proposals on these aspects of the Determination but can agree adjusted allowance entitlements as long as it is not higher than provided for in the Determination.

The Authority is legally unable to set the remuneration of non-elected members, such as members appointed to committees. This is therefore to be set by Council policy.

Officers have undertaken a review of the [Remuneration – Elected Members Policy](#) (A300) and the [Conferences, Seminars and Training Policy](#) (A500) with a view to combining them. A revised draft policy is attached for consideration in Appendix 1 which updates and replaces both policies.

5. Prioritisation

5.1 Te Tiriti obligations

Engagement is considered not required in this case.

5.2 Strategic alignment

The remuneration budget is set through the Long Term Plan and Annual Plan.

6. Remuneration

6.1 Remuneration of elected members

The 2022/23 salaries for the Mayor, community board chairs and members are outlined in the schedule of the proposed policy.

If Council was to delegate significant other responsibilities to the community boards and wanted to propose an increase to the remuneration of community board members, the additional funds would need to come out of the councillor remuneration pool.

6.2 Allocation of remuneration pool among councillors

The councillor remuneration pool (set as \$245,998 for 2022/23) includes the minimum allowable remuneration that councillors must be paid (\$18,855), the remuneration for councillors who hold positions of additional responsibility (e.g. deputy mayor, committee chairs), and the remuneration for councillors with no additional responsibilities. Councils are required to fully allocate their pool.

The difference between the councillor minimum allowable remuneration and total pool (\$76,303) is available for the remuneration of councillors who take on extra

responsibilities and/or to increase the base payment for all councillors with no additional responsibilities.

Each Council is required to put forth a proposal to the Authority of how it wants to allocate its pool according to its own priorities and circumstances. Roles to which additional differential remuneration can be attached may include not just internal roles (e.g. deputy mayor, committee chair), but also other roles representing the council on outside groups (e.g. cross-council groups).

Officers have provided three main options below for splitting the pool, each with their own advantages and disadvantages. It is noted that in all options, any other additional roles or workshop attendance (e.g. Annual Plan or Long Term Plan workshops) will be considered part of the base councillor remuneration. All amounts are gross before deducting withholding tax.

6.2.1. Option 1 – Agree to split the remuneration pool equally between all councillors

Splitting the remuneration pool equally between all councillors would equate to an annual salary of \$27,333 for each councillor.

6.2.2. Option 2 – Agree additional remuneration for the Deputy Mayor and share the remainder of the pool equally between all remaining councillors

Of the territorial authorities that remunerated in this manner prior to the 2022 elections, the Deputy Mayor was paid on average 15.6% of the share of the total remuneration pool (range of 7.1% to 23.0%), and all other councillors were paid on average 11.4% of the share (range of 6.2% to 16.4%).

Applying both the averages together to the SWDC remuneration pool results in a total remuneration in excess of the allowable pool due to the total number of councillors so both have been adjusted downwards proportionately to fit our membership and remuneration pool as follows.

	Minimum allowable salary	Proposed additional remuneration p.a.	Proposed adjusted salary p.a.
Deputy Mayor	\$18,855	\$17,071	\$35,926 (14.6% of pool)
All other councillors (8)	\$18,855	\$7,404	\$26,259 (10.7% of pool)
Total	\$169,695	\$76,303	\$245,998

This is not too dissimilar from what was paid to the SWDC Deputy Mayor prior to the 2022 elections (\$35,275).

6.2.3. Option 3 – Agree additional remuneration for members based on councillor responsibilities and expected workload

Council may choose to set additional remuneration rates for specific internal roles (e.g. deputy mayor, committee chairpersons), or to allocate remuneration based on expected workload.

The Mayor has signalled the appointment of councillors as chairs to the following proposed committees:

- Infrastructure and Community Services Committee – 6 meetings per year
- Climate Change and Environment Committee – 4 meetings per year
- Finance Committee – 4 meetings per year
- CEO Employment Committee – 2 meetings per year.

One way of structuring remuneration could be to allocate the Deputy Mayor role 10% of the pool (\$7,630) to reflect additional responsibilities, and committee chairs 15% of the pool to share to reflect an increased workload (approximately \$715 per meeting chaired under the proposed committee structure and meeting frequency).

The remaining funds could be used to increase the base salary of all councillors as follows. Note that this table assumes Council adopts the committee structure. If Council adopts an alternative option an updated version will be tabled at the meeting.

	Deputy Mayor	Infrastructure Committee and Community Services Chair	Climate Change and Environment Committee Chair	Finance Committee Chair	CEO Employment Committee Chair	Councillor with no chairing responsibilities
Base salary	\$18,855	\$18,855	\$18,855	\$18,855	\$18,855	\$18,855
Additional top-up	\$6,359	\$6,359	\$6,359	\$6,359	\$6,359	\$6,359
Deputy Mayor allocation	\$7,630	\$0	\$0	\$0	\$0	\$0
Committee Chair allocation	\$0	\$4,292	\$2,861	\$2,861	\$1,431	\$0
Total	\$32,844	\$29,506	\$28,075	\$28,075	\$26,644	\$25,214

6.2.4. Consideration of options for splitting the councillor remuneration pool

The advantages and disadvantages of the options are outlined below.

Note that there remains an option for councillors to propose alternative amounts within the options presented or a different remuneration structure, provided it equals the total remuneration pool and each councillor receives no less than the minimum allowable remuneration. The advantages and disadvantages would be dependent on the proposal and are therefore not discussed.

Options	Advantages	Disadvantages
---------	------------	---------------

1	Split the remuneration pool equally among all councillors	Is not susceptible to changes in committee structure/councillor appointments. Easy to understand and administer.	Councillors who take on additional responsibilities, or a higher workload, such as chairing a committee, are not compensated for this.
2	Set additional remuneration for the Deputy Mayor and share the remainder of the pool equally between all remaining councillors	Is less susceptible to changes in committee membership/councillor appointments. Easy to understand and administer. Deputy Mayor is compensated for additional responsibilities.	Aside from the Deputy Mayor, Councillors who take on additional responsibilities, or a higher workload, such as chairing a committee, are not compensated for this.
3	Set additional remuneration for members based on councillor responsibilities	Councillors who take on additional responsibilities, such as chairing a committee, are compensated for the additional workload.	Is susceptible to changes in committee structure throughout the triennium and Council has discussed a review after a six month period. Amending the determination is generally a three month process. Does not take into account variations in workload of councillors who are non-chairing members across committees/community boards.

6.2.5. Remuneration proposals process

Once Council has agreed a proposal, officers will submit the proposal to the Authority who will consider it and make an amending determination.

Determinations will be backdated so that:

- For a councillor with no additional responsibilities, remuneration will take effect on and from the date on which the official result of the 2022 election of members was declared
- The accepted proposals for remuneration for positions of responsibility will take effect from the day after Council formally votes on those positions.

Council is only able to pay the proposed new remuneration rates once the Authority has gazetted its amending determination as outlined below. Until then, all councillors will receive the minimum allowable remuneration rate.

	Action	By Whom	Timeline
1.	Council decide remuneration attached to different roles and forward proposals to the Remuneration Authority	Council	Proposals must be submitted by Friday 27 January 2023
2.	Remuneration Authority considers councils' proposals	Remuneration Authority	From 16 January to 31 January 2023

3.	Amending determination drafted	Parliamentary Counsel Office	From 3 February to 17 February 2023
4.	Amending determination is gazetted	Remuneration Authority	Late February/early March

Councils are able to make proposals to the Authority to change remuneration during the term however this process generally takes up to three months to complete. This is because the drafting has to be peer reviewed by the Parliamentary Counsel Office and the amending determination then published in the NZ Gazette. The Authority accepts proposals no later than three months (normally 31 March) before the expiry of the principal determination (normally 30 June).

6.3 Remuneration of non-elected members

The Authority is legally unable to set the remuneration of non-elected members, such as members appointed to committees established by Council. This is therefore to be set by Council through its Members' Remuneration Policy.

Officers have proposed setting the remuneration of appointed committee chairpersons at the same rate as community board chairpersons, and appointed committee members at the same rate as community board members. This is based on the expectation that the governance and workload level is anticipated to be approximately equivalent.

It is proposed any appointed youth representatives (non-voting) be paid an honorarium payment of \$50 per meeting attended, consistent with the 2019-22 triennium.

7. Allowances and fees

Under the determination, an elected member is entitled to the following within the limits and criteria as set out in the determination. The policy proposes extending this eligibility to appointed members.

- Vehicle kilometre allowance (or provision of a motor vehicle in the case of the Mayor)
- Travel time allowance (excluding the Mayor)
- ICT allowances
- Childcare allowance
- Applicable hearing fees.

In accordance with previous years and to reflect expected workloads, it is proposed for the ICT allowance that the Mayor and councillors are eligible for the full amount set in the determination, and that a partial allowance is payable to community board and

appointed committee members, at a rate of 45% for chairs and one-third 33% for members.

8. Options

Options		Advantages	Disadvantages
1.	Adopt the revised remuneration policy	<p>Greater clarity and transparency of remuneration and allowance entitlements</p> <p>Greater equity of remuneration and allowance entitlements between elected and appointed member</p>	Increased budget required to reflect an increase in remuneration and allowance entitlement for appointed members
2.	Adopt the revised remuneration policy with changes	Advantages would be dependent on the proposed changes.	Disadvantages would be dependent on the proposed changes
3.	Do not adopt the revised remuneration policy	Less budgetary impact as fewer entitlements for appointed members	<p>Reduced clarity and transparency of remuneration and allowance entitlements</p> <p>Uneven distribution of remuneration and allowance entitlements between elected and appointed members.</p>

9. Strategic Drivers and Legislative Requirements

- Relationship with iwi, hapū, Māori
- Climate Change
- Emergency Management
- IT architecture, information system, information management, and security
- Financial management, sustainability, fraud, and corruption
- Legislative requirements
- Social licence to operate and reputation
- Asset management
- Economic conditions
- Health and Safety

9.1 Policy implications

Council is asked to consider adopting a revised remuneration and allowances policy.

10. Consultation

10.1 Communications and engagement

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

11. Financial Considerations

This forms part of the Annual Plan budget each year as determined by the Authority.

12. Appendices

Appendix 1 : Proposed Members' Remuneration and Allowances Policy

Contact Officer: Steph Frischknecht, Policy and Governance Advisor

Reviewed By: Amanda Bradley, General Manager Policy and Governance

Appendix 1 – Proposed Members’ Remuneration and Allowances Policy



SOUTH WAIRARAPA
DISTRICT COUNCIL

Kia Reretahi Tātau

Members' Remuneration and Allowances Policy

Date of Approval	TBC
Policy ID	PI-GLS-001 (previously A300 and A500)
Next Review	October 2025 Note: The attached schedule of remuneration and allowances (Appendix 1) is updated annually to reflect the latest determination issued by the Remuneration Authority.
Document History	26/10/2022 replaced Policies A300 Remuneration – Elected Members and A500 Conferences, Seminars & Training A300 Remuneration – Elected Members first adopted 26/08/2015, revised December 2017 A500 Conferences, Seminars and Training amended 7/10/2015

Members' Remuneration and Allowances Policy

1. Relevant Legislation

- » [Local Government Act](#)
- » [Local Government Members \(2022/23\) Determination](#)
- » [Remuneration Authority Act 1977](#)

2. Purpose

The Members' Remuneration and Allowances Policy sets out remuneration and entitlement of allowances to elected and appointed members during their term of office for South Wairarapa District Council (SWDC).

This policy ensures that all remuneration and allowances paid to elected members are in accordance with the Local Government Elected Members' Determination (determination) issued by the Remuneration Authority (the Authority) for the appropriate year.

3. Scope

This policy covers the remuneration and allowances of members during their term of office for SWDC. It includes:

- » Elected members (Mayor, councillors and community board members)
- » Appointed members
 - » Appointed members of committees, subcommittees and joint committees (excludes councillors)
 - » Appointed (non-voting) youth representatives (honoraria).

This policy also sets out information regarding attendance at conferences, seminars and training. Member expenses are covered in the [Discretionary Expenditure Policy](#).

Attached to this policy is a schedule of remuneration and allowances (the schedule). It is updated annually to reflect the latest determination issued by the Authority. If any inconsistencies arise between the schedule and the determination, Council will make payments to members in accordance with the relevant determination.

4. Principles

SWDC is guided by the criteria the Authority has regard to in determining remuneration. This includes the need to:

- » attract and retain competent members
- » be fair both to the member whose remuneration is being determined and to ratepayers
- » achieve and maintain fair relativity with the levels of remuneration received elsewhere

- » minimise the potential for certain types of remuneration to distort the behaviour of members.

5. Remuneration

5.1. Elected members

In accordance with clause 6 of Schedule 7 of the Local Government Act 2002, elected members receive remuneration as determined by the Authority, outlined in the schedule. A new determination, which takes effect from 1 July, is issued each year which may result in adjustments to the level of remuneration received.

Councillors who are appointed as members on a community board receive no additional remuneration outside of the share of the councillor remuneration pool.

5.1.1. Hearings

Elected members (other than the Mayor) who sit on hearings, as defined in clause 5 of the Local Government Members Determination, are entitled to a fee per hour of hearing time. This is paid in addition to the councillor remuneration pool. Payable hearing fees are outlined in the Schedule.

5.1.2. District Licencing Committee

Remuneration for members appointed to the District Licencing Committee (DLC) is determined by section 195 of the Sale and Supply of Alcohol Act 2012. This includes entitlement to receive remuneration in accordance with the Cabinet fees framework, and to be reimbursed for actual and reasonable travelling and other expenses incurred.

The remuneration as determined by the Minister of Justice and in accordance with the Cabinet Fees Framework is outlined in the Schedule. This is paid in addition to the councillor remuneration pool.

5.2. Appointed members

Council approves the remuneration of appointed members. The remuneration of appointed committee chairs is set equivalent to the remuneration of community board chairs, and the remuneration of appointed committee members is set equivalent to the remuneration of committee members.

6. Allowances

Members are eligible to the following allowances. Any claims are required to be submitted within a reasonable timeframe.

6.1. Vehicles, mileage and travel time allowances

6.1.1. Vehicles

SWDC may provide the mayor with a vehicle for restricted private use, partial private use or full private use in accordance with [section 9](#) of the determination. The use is negotiated with the incoming Mayor at the start of each triennium.

If the vehicle is provided for partial private or full private use the mayor's remuneration will be adjusted in accordance with the determination.

6.1.2. Mileage allowance

Elected and appointed members may claim mileage allowance to reimburse for costs incurred in relation to eligible travel.

Travel is eligible if it occurs when the member is not provided with a vehicle by Council, and the member is travelling in a private vehicle, on Council business, and by the most direct route that is reasonable in the circumstances.

If a member resides outside of the South Wairarapa district and is travelling to the South Wairarapa district, the member is only eligible for a mileage allowance for travel that occurs once the member crosses the South Wairarapa district boundary.

Mileage will be paid at the full rate determined by the Authority, outlined in the schedule.

6.1.3. Travel time allowance

Elected and appointed members (other than the Mayor) can claim a travel time allowance for eligible travel within New Zealand after the first hour of eligible travel time in a day. Travel is eligible if it is on Council business, and by the quickest form of transport and most direct route that is reasonable in the circumstances.

If a member resides outside of the South Wairarapa district and is travelling to the South Wairarapa district on Council business, the member is only eligible for a mileage allowance for travel that occurs once the member crosses the South Wairarapa district boundary and after the first hour of eligible travel time within the South Wairarapa district.

Travel time allowance will be at the rate determined by the Authority, outlined in the schedule.

The maximum amount of travel-time allowance that can be paid for eligible travel in a 24-hour period is eight hours.

6.2. ICT allowance

Elected and appointed members are eligible for an allowance in recognition of use of personal communication equipment and services for Council business as outlined in the schedule.

The allowance payable to the Mayor and councillors is the full maximum amount. A partial allowance is payable to community board and appointed committee members, at a rate of 45% for chairs and 33% for members.

The allowance will be pro-rated in election years, and in any year where a member does not serve the full year.

6.3. Childcare allowance

Elected and appointed members may claim a childcare allowance as a contribution towards expenses incurred by the member for childcare when the member is engaged on Council business.

Members are eligible for an allowance if:

- » they are the parent or guardian of the child or usually have responsibility for the day-to-day care of the child
- » the child is under 14 years of age
- » the childcare is provided by a person who is not a parent or partner of the member and does not ordinarily reside with the member
- » evidence of payment made is attached to the expense claim.

The maximum allowable allowance is outlined in the schedule.

7. Expenses

Elected and appointed members are able to claim for other actual and reasonable expenses in accordance with the [Discretionary Expenditure Policy](#).

8. Conferences, seminars and training

All members are entitled to payment of actual and reasonable registration expenses incurred for attendance at conferences, seminars or training events which contribute to the member's ability to carry out Council business. Expenses incurred during attendance (e.g. travel, accommodation and meals) are able to be claimed in accordance with the [Discretionary Expenditure Policy](#).

The selection of members to attend conferences, seminars or training is made based on the identified development needs of the member.

9. Definitions

Appointed member is a person who is not elected but is appointed to a formal committee of Council (including subcommittees or joint committees) or a community board (e.g. youth representative). It does not include community representatives or external members appointed to an advisory or user group (or similar).

Council business is any business of the local authority, including formal Council, community board and committee meetings (including subcommittees and joint committees), meetings of working parties/groups whereby that member is appointed, cross-council forums, workshops, seminars, conferences, training courses, hearings, Council site visits, meetings with staff, community groups and members of the public.

Elected member is a person who is declared to be elected under the Local Electoral Act 2001, or who, as the result of further election or appointment under that Act of the Local Government Act 2002, is an office holder in relation to the local authority. It includes the Mayor, councillors and community board members.

Hearing means:

- a) a hearing arising from a resource consent application made under [section 88](#) of the RMA
- b) a meeting for determining a resource consent application without a formal hearing

- c) a hearing arising from a notice of requirement (including one initiated by the local authority)
- d) a pre-hearing meeting held under [section 99](#) of the RMA in relation to a hearing referred to in paragraph (b) or (d); or
- e) a hearing as part of the process of the preparation, change, variation, or review of a district or regional plan or regional policy statement; or
- f) a mediation hearing in the Environment Court as part of an appeal from a decision of a local authority; or
- g) a hearing on an objection against a charge fixed by a local authority under [section 36](#) of the RMA.

Hearing time means time spent on any of the following:

- a) conducting a hearing:
- b) formal deliberations to decide the outcome of a hearing:
- c) participating in an official group site inspection related to a hearing:
- d) determining a resource consent application where a formal hearing does not take place:
- e) preparing for a hearing and participating in any inspection of a site for the purposes of a hearing (other than an official group site inspection under paragraph (c));
- f) writing a decision arising from a hearing or communicating for the purpose of the written decision.

Appendix 1 – 2022/23 Schedule of Remuneration and Allowances (Post 2022 Election)

This schedule sets out the rates of remuneration and allowances for 2022/23, post the 2022 Local Body Elections. The schedule is updated annually to reflect the latest determination issued by the Remuneration Authority.

Payments are made in advance, paid on the 5th of each month by direct credit.

Remuneration of the mayor and councillors

Mayor	\$105,157 per annum
Councillor (minimum allowable remuneration)	\$18,855 per annum
Total remuneration pool for councillors	\$245,998 per annum

Remuneration of community boards

Chairperson	\$6,697 per annum
Member	\$3,349 per annum

Remuneration of appointed members (excluding District Licencing Committee)

Chairperson (equivalent to community board chairs)	\$6,697 per annum
Member (equivalent to community board members)	\$3,349 per annum
Appointed youth representative (non-voting)	\$50 per meeting attended (honoraria)

Note: The meeting fee of a youth representative is to be paid from the relevant Community Board or Māori Standing Committee budget.

District Licencing Committee

Chair	\$624 per day (\$78 per hour for part days)
Member	\$408 per day (\$51 per hour for part days)

Fees related to RMA Hearings

Elected member who is chairperson of a hearing	\$116 per hour of hearing time
Elected member not chairperson of a hearing	\$93 per hour of hearing time

The Mayor or a member who is acting as mayor and is paid the mayor's remuneration will not receive meeting fees for hearings.

Vehicle Mileage Allowance

Vehicle type	first 14,000km of eligible travel	after 14,000km
Petrol or diesel vehicle	83 cents per km	31 cents per km
Petrol hybrid vehicle	83 cents per km	18 cents per km
Electric vehicle	83 cents per km	10 cents per km

Travel time allowance

Travel time allowance is payable at a rate of \$40.00 per hour for travel that exceeds one hour per day.

Annual ICT allowance

The maximum annual ICT allowances payable are outlined below. The Mayor and councillors are eligible for the full amounts.

A partial allowance is payable to community board and appointed committee members, at a rate of 45% for chairs and 33% for members.

Equipment

- \$400 p.a. for the use of a personal computer, tablet or laptop and docking station
- \$50 p.a. for the use of a personally owned printer
- \$200 p.a. for use of a personally owned mobile phone
- Up to \$200 p.a. for use of ICT consumables (e.g. printer paper, ink cartridges).

Services

- Up to \$800 p.a. for own Internet services for Council business
- Up to \$500 p.a. for mobile phone services for Council business, or reimbursement of actual telephone calls made on SWDC business on production of relevant phone records and receipts.

Childcare allowance

Eligible members can claim up to a maximum of \$6,000 per year per child if the childcare meets the criteria above.

ITEM D1

CHIEF EXECUTIVE'S REPORT

14 December 2022



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Contents

- Statement from the Chief Executive 3
- Reforms and central government updates4
- Legislative Updates.....6
- Regional strategic updates 7
- Partnerships.....8
- Strategy/Policy updates.....8
- Financial update8
- Upcoming engagement and consultation9
- Significant projects9
- People and Capability 12



Statement from the Chief Executive

Kia ora koutou,

It's been about 10 weeks since the local government elections. This new beginning provides us the opportunity to reflect on what else might be useful and relevant information to our community. This inaugural CEO's report is a direct response from you for more accessible and digestible information.

Over the last few weeks there has been a great deal of work done to induct our new Council. The induction process has been in-depth and I have had many positive comments from elected members about it. There is much for them to get their heads around.

These initial weeks and months are crucial in establishing a strong base understanding of essential information so that elected members can quickly come up to speed when they are required to make sound decisions.

Some examples of what elected members have had to understand include the Hinekura landslide situation; key issues with our rural roading network; how the funding for different projects and categories of priorities work; the 2021/22 Annual Report; current financial position of Council; accounting practices used; the Featherston wastewater treatment plant options; Martinborough water treatment plant, Featherston dog pound, Tauherenikau bridge; Three

Waters reform; Reform of Local Government; and the list goes on.

New people lead to forging new relationships and understanding how we may best work together to be an effective Council. To that effect, a set of principles was recently agreed between elected members and the executive leadership team. These will help guide us all and create an effective partnership. Principles and values such as respect for each other are especially important during times when we may not see eye-to-eye or have to work on 'wicked' problems that require robust discussions.

This is an exciting time for us all, and I know staff are eager to work constructively with elected members. After all, we all have the same vision.

Ngā mihi

Harry Wilson
CHIEF EXECUTIVE

BY-ELECTION 2022/ 23

An extraordinary by-election will be held to fill the vacancy on the Greytown Community Board

Key dates for voters

- Nominations open 24 November 2022 and close at **midday on 22 December 2023**
- Voting documents delivered to households **from 26 January 2023**
- Voting period **26 January – noon 17 February 2023**
- Official results declared **21 February 2023**

Reforms and central government updates

Three Waters

[Water Services Entities Bill – Finance and Expenditure Committee Report](#)

On 11 November the Finance and Expenditure Committee reported back on The Water Services Entities Bill (Bill 1), which provides the basis to establish the water services entities. The most significant changes relate to: WSEs being responsive to councils' planning processes; ensuring all voices are heard at the table; and increased accountability to communities.

[Chief Executive Forums](#)

The first Entity C Chief Executives Forum meeting was on Wednesday 2 November. It had excellent attendance, a very positive atmosphere, and many CEs brought their Transition Leads to the meeting, signalling their commitment to the transition programme. The CEs confirmed the Terms of Reference for the CE Forum and thereby formally established it. Discussion at the forum focussed on risks and impacts for councils, timing of legislation, Iwi engagement updates, challenges around the LTP timeline for councils and also communications and engagement processes.

Waka Kotahi – NZ Transport Agency

[What's on the Ministerial Radar – GPS 2024 and Climate Emergency Response Funding](#)

A draft GPS 2024 is expected to be delivered to the Minister by the end of the year, and it is likely that it will provide direction for land transport funding across all sources – not just the NLTF. This in turn may mean a change to RLTPs. Guidance on the emerging strategic direction for GPS 2024 is expected to be released by the end of the year, with public consultation on the draft slated for March-April next year. The Minister has already signalled that emissions reduction will be a key focus for GPS 2024.

[National Land Transport Programme - Investment Targets](#)

Investment targets in the 2021-24 National Land Transport Programme have been reviewed. Forecast funding demand is lower than expected as is forecast revenue. In response the Board has changed the

investment targets for activity classes and established target ranges to reflect uncertainty and to be in line with what we know we can afford to fund or finance. Investment limits have been reduced for the Road to Zero, Public Transport Infrastructure, Local Road Improvements and Walking & Cycling, and Investment Management activity classes, but increased for Public Transport Services. We expect to be able to fund all probable activities and meet all existing commitments. We are not cancelling or reprioritising any work programmes.

[Early 2024-27 National Land Transport Programme \(NLTP\) Investment Signals](#)

We're expecting the landscape in which Waka Kotahi develop the 2024-27 NLTP will be challenging, with similar funding constraints to the 2021-24 NLTP based on forecast revenue and programme commitments. A significant proportion of funding in the 2024-27 NLTP is expected to be committed for continuous programmes - state highway and local road maintenance and public transport services - and that there will be a high carry-over of activities because of project delays and cost increases. The release of the Emissions Reduction Plan (ERP) is changing our investment focus, with the transport sector expected to reduce emissions by 41 percent by 2035. To help achieve this target, we're developing a National Vehicle Kilometres Travelled (VKT) Reduction Plan. This will provide you with the framework to help develop your own regional plans in line with the government's targets for your region.

[Provisional Indications of Funding Ranges for Continuous Programmes and Low Cost / Low Risk](#)

Waka Kotahi has begun a process in collaboration with Te Ringa Maimoa (formerly known as REG) to undertake an assessment of likely funding for continuous programmes (Local Roads, Operations, Maintenance and Renewals, Public Transport and Road Safety Promotion) and Low Cost Low Risk programmes. The intention is to provide councils with an early indication of likely investment from Waka Kotahi for the 2024-27 NLTP to help inform conversations about the development of their three-year programmes for submission to the RLTP and NLTP process. Councils will still be expected to develop robust activity management plans, but if Waka Kotahi can successfully land and agree investment ranges early as councils are developing these plans, they will reduce the level of detailed assessment required.

[Potholes and maintenance communications](#)

The media's coverage of potholes on the state highway network has seen us needing to better communicate why potholes happen and the timelines around fixing them. Before next winter we will be looking to front-foot the fact that potholes will return, educating the public on why this is, what we are doing about it, and what they can do to avoid them. We are also undertaking our largest ever renewals programme this summer. State highways are going to be busy with roadworks over the next six months, and there will be disruption to road users. To support this, we are developing a variety of content to educate and inform road users about our renewal activity. You are more than welcome to share any of our content with your communities.

[Road to Zero update](#)

It's been a busy year for the Road to Zero team with key highlights including the introduction of the new Land Transport Rule: [Setting of Speed Limits](#) and the [Speed Management Guide](#), the development of the [draft Interim State Highway Speed Management Plan](#) and the [Drug Driving Bill](#) receiving Royal Assent.

Review into the Future for Local Government

The Department of Internal Affairs has released the draft report, [He mata whāriki, he matawhānui](#). This is the second of three reports, and follows the interim report, *Ārewa ake te Kaupapa*, which was released in September last year. You can read the draft report [here](#). The submissions portal is now open until 28 February 2023 at submissions.futureforlocalgovernment.govt.nz

Our Marine Environment 2022

The Ministry for the Environment and Stats NZ released the [Our Marine Environment 2022](#) report in October 2022. The report, published every three years, examines the most pressing issues in our oceans, seas, coastlines and estuaries. The marine indicators, including interactive graphs and maps, are available [here](#).

Resource Management Reform

[Reforming the resource management system](#)

continues to be a priority for the Government, which has committed to repealing the RMA and enacting the Natural and Built Environment Act and Spatial Planning Act this parliamentary term. The new resource management system represents a new way

of thinking, with a shared vision and focus on a common aspiration to protect and restore our environment. The Government is expected to introduce the Natural and Built Environment Bill and the Spatial Planning Bill to Parliament before the end of this year, with the Climate Adaptation Bill expected to follow in 2023.

Resource Management Implementation

The National Policy Statement for Highly Productive Land (NPS-HPL) 2022 came into effect on 17 October 2022. From this date, councils have three years to identify and map highly productive land in their region. The NPS-HPL 2022 is developed under the Resource Management Act 1991 (RMA). The policy's purpose is to enhance protection for Aotearoa New Zealand's remaining highly productive land so it can be prioritised for food and fibre production. The policy provides clear and consistent guidance for councils. More information can be found [here](#).

Freshwater

From 1 November 2022, the amended intensive winter grazing regulations will come into effect to manage grazing livestock on annual forage crops between 1 May and 30 September each year. The next few months will be a busy time for farmers and councils preparing for the new regime before the 2023 winter season kicks off. For an overview of what the regulations cover and the pathways available to undertake intensive winter grazing next season, please refer to the [IWG factsheet](#).

Ministry for the Environment is also developing Technical Guidance, primarily for councils and industry professionals, and this will explain key concepts such as 'critical source areas', groundcover and pugging. Release of the Technical Guidance is scheduled for later this year and it will join the guidance already available on the [Ministry's IWG page](#).

Waste

To support New Zealand's move towards a low waste economy, we have banned a range of hard-to-recycle plastics and single-use items. From 1 October 2022 it became illegal to provide, sell or manufacture the following plastic products in Aotearoa New Zealand:

- Single-use plastic drink stirrers
- Single-use plastic cotton buds
- Degradable plastics (such as oxo and photodegradable)

- Certain PVC food trays and containers
- Polystyrene takeaway food and beverage packaging
- Expanded polystyrene food and beverage packaging.

More information on the plastics phase-out can be found [here](#).

Legislative Updates

Progress of relevant Bills currently in the House

Interim State Highway Speed Limit Plan

This plan sets out proposed speed limit changes and safety improvements included in the current 2021-2024 National Land Transport Programme (NLTP) period and precedes the full state highway speed management plan that will cover the next NLTP period.

For more information, please visit: [Tackling Unsafe Speeds programme](#)

Natural and Built Environment Bill

First of two Bills giving effect to RMA reform. This focuses the setting of environmental limits, environmental and land use planning, and the governance of those activities.

Spatial Planning Bill

The second of two Bills giving effect to RMA reforms. This one focuses on regional spatial strategies and the governance of these activities.

Local Government Official Information Act Amendment Bill

This bill makes changes to law governing disclosure of information about natural hazards on LIMS.

For the full list of bills currently in progress, please visit: <https://www.parliament.nz/en/pb/bills-and-laws/bills-proposed-laws/>

Bills on the horizon

Sale and Supply of Alcohol (Harm Minimisation) Amendment Bill

Part 1 of the Bill abolishes appeals on local alcohol policies. Part 2 removes the advertising link between sport and alcohol by banning alcohol sponsorship and advertising of all streamed and live sports and bans alcohol sponsorship at all sporting events.

NB – this is a Private Members Bill that is waiting first reading. Details about consultation will only be known if and when the Bill gets a first reading.

Water Services Entities Amendment Bill

The second of two Bills giving effect to water reform. Bill will cover powers, funding and pricing, links to land use planning, and amendments to LGA (including LTP 2024).

Climate Adaptation Bill

This bill will introduce the legal framework for managed retreat and other climate response matters.

Current central government consultations

The following relevant Government initiatives (related to the local government sector) are currently open for public submissions:

Natural and Built Environment Bill

Agency engaging: Environment Select Committee

Due date: Submissions due 30/01/2023

Description: First of two Bills giving effect to

RMA reform. This focuses the setting of environmental limits, environmental and land use planning, and the governance of those activities.

Planned action:

Taitura or LGNZ submitting on local government sector behalf

Spatial Planning Bill

Agency engaging: Environment Select Committee

Due date: Submissions due 30/01/2023

Description: First of two Bills giving effect to RMA reform. This focuses the setting of environmental limits, environmental and land use planning, and the governance of those activities.

Planned action:

Taitura or LGNZ submitting on local government sector behalf

Local Government Official Information Act Amendment Bill

Agency engaging: Governance and Administration Select Committee

Due date: Submissions due mid-February 2023 – date TBC.

Description: This bill makes changes to law governing disclosure of information about natural hazards on LIMS.

Planned action:

Taitura or LGNZ submitting on local government sector behalf

For the full list of initiatives, please contact:
governance@swdc.govt.nz

Regional strategic updates

Wairarapa Library Service

The Wairarapa Library Service operates as a shared service across four sites in Carterton District and South Wairarapa District Councils.

October - December Highlights

A thank you morning tea held for Featherston Knitters and the OWLS of Featherston WI. Attended by approximately 50 people, we thanked the group for supplying board books and knitting to put into the Library baby packs which are distributed by Plunket to all new-borns in the South Wairarapa and Carterton districts each year. This year so far 160 baby packs have been given out.

Continuing on the theme of libraries or life, November has seen 35 school class visits in November - a direct result of engagement with school principals at all schools and promotion of the teachers Educator borrower card.

A new monthly pilot called Reading Aloud kicked off in Greytown. Delivered in conjunction with Greytown Little Theatre, the monthly event features performers reading extracts from their chosen books.

The Wairarapa Walking Festival saw the opening of a Storywalk in Considine Park, Martinborough. The walk was a collaboration between WLS, the (now disbanded) Friends of Martinborough Library, and the Martinborough Menzshed. The initiative celebrates local authors with plans already underway for its next development.

On the technology front, the WLS app continues to be showcased as we work to move people toward self-issue of items, thus freeing up staff time from simple transactions. Libraries went live with the ability for public to wirelessly print from their own devices.

Covid and the current round of gastro bugs and flu has been continuing to make everyday operations challenging. The additional pressure of library staff time being used to take rates payment, which have just finished in SWDC, further reduces service capacity.

Coming up in December / January

With school holidays approaching, libraries are preparing ways to keep young people engaged with reading. Stringbean Puppets are booked for workshops in all sites and Australian author and performer Deano Yipadee is booked for two events in January.

Wairarapa Rangatahi Strategy

The Strategy Project Team has completed an assessment of our engagement feedback provided by rangatahi (youth 12–24-years-old). We received over 3000 suggestions relating to the aspirations and needs of rangatahi to make the Wairarapa a region where young people thrive. The Project Team developed a framework to assess the feedback which has resulted in eight priority areas for rangatahi. These will be tested further with the Wairarapa Rangatahi Focus Group (the Focus Group) on 7 December.

The three Councils recruited the Focus Group through our 27 engagement sessions. The Focus Group (25 rangatahi) has representation from across the three districts [10 rangatahi in the group are based in the South Wairarapa district]. The Focus Group also includes rangatahi with a diverse range of backgrounds including LGBTQIA+, Māori and Pasifika communities.

The Project Team has also completed a review of the 2016 Strategy and has identified that the objectives and goals will all need to be updated based on the rangatahi engagement results. The aim of the revised strategy will be to provide a more rangatahi centric voice within the document.

The Project Team will report back to the Wairarapa Policy Working Group in early 2023 to share in more detail the feedback results, assessment of the 2016 Strategy, outcomes of the workshop and next steps.

Destination Wairarapa

Destination Wairarapa's [Q1 2022/2023 reports](#) have been received, including their audited financial statement for the 2021/2022 financial year, which was received and accepted at the AGM on 31 October 2022.

For more information about Destination Wairarapa, please visit: <https://wairarapanz.com/home>

Partnerships

Council's newly appointed Pou Māori has been working alongside the Māori Standing Committee on the development of a partnerships policy. The policy development will be facilitated and supported by a series of hui with our Treaty partners and council officers over the next months to strengthen collaboration and engagement with Mana Whenua under the principles of Te Tiriti o Waitangi.

In addition, the Māori Standing Committee is focusing on representation arrangements, which will form a core part of their work over the triennium.

The elected member induction programme has involved an introduction to community planning with the three community boards. These plans, to be developed and delivered alongside the community, will be linked to Council's strategic direction and community outcomes and form a key part of the Board's work programme.

Strategy/Policy updates

The following governance policy instruments are currently under-going review:

- Revenue and Financing Policy (Rating Review)
- Grants Policy
- Wairarapa Local Alcohol Policy (research phase)
- Wairarapa Smoke and Vape Free Policy
- Psychoactive Substances Local Approved Products Policy
- Local Easter Sunday Shop Trading Policy
- Dangerous and Insanitary Buildings Policy

- Control of Dogs Policy and Bylaw.

Upcoming engagement and consultation

South Wairarapa District Council is currently engaging or consulting on the following initiatives:

- Wairarapa Combined District Plan is seeking public feedback through informal consultation, drop-in sessions were held from 1 – 16 November; public feedback is sought by 6 December 2022.
- Featherston WWTP hosted a second drop-in session, this time at the Featherston market on Saturday 26 November.
- *Featherston Masterplan consultation phase 1 is complete.*

South Wairarapa District Council is preparing for engagement and consultation on the following initiatives:

- Featherston Masterplan
- Featherston Wastewater Project
- Representation Review
- Annual Plan 2023/24
- Revenue and Financing Policy (Rating Review)
- Control of Dogs Policy and Bylaw.

Significant projects

Governance

Representation Review

Summary: Determines the optimal number of councillors, the way they are elected and the geographical ward boundaries.

Next immediate milestones: Community engagement

PROJECT STATUS:



Finance

Summary: Rating review workshops continuing in November 2022 with newly elected members, part one completed

Next immediate milestones: Council workshop part two, Thursday 24th November 2022.

PROJECT STATUS:



Corporate Services

IT architecture, disaster recovery and security

Summary: Historical levels of under investment in our IT systems architecture and information management, a reliance on maintaining hard copy documents and a lack of strategic long-term planning that reflects our evolving and complex technology needs; has left Council with inefficient ways of managing information and workflows, a reliance on increased exposure to cyber-attacks and a much-reduced ability to recover essential information after a crisis.

PROJECT STATUS:



Next immediate milestones: Work so far has been focused on getting the basics right and significantly reducing security risks associated with cyber-attack, ensuring we have efficient IT Disaster Recovery (DR) systems in place, and

replacing aged assets.

The next stage of improvements through to June 2023 are:

1. the rollout of multifactor authentication ensuring appropriate individual user access to our IT network,
2. improving the security of our servers against opportunistic or planned cyber-attacks (also known as server hardening)
3. enhancing our ability to work off site and away from desk (office and venue wireless networks and security)
4. and addressing several of our operational IT user efficiencies (i.e., remote distribution of system updates and access to software).

Planning and Regulatory Services

Combined District Plan Review

Summary: The review, led through the advisory groups and WCDP Review Committee, considers the extent of change needed for chapters, alongside the national planning standards, national direction. The project extends from 2021-2023 with appeals work in 2024.

Final drafts provided to the committee include:

- Strategic Direction
- Natural Hazards
- General Rural Zone
- Future Urban Zone
- Open Spaces/Natural Open Space/Sport and Active Recreation Zones
- Notable Trees
- Historic Heritage
- Network Utilities.

Further drafts to come include:

- Tangata Whenua, Sites of Significance to Māori
- Town Centre, Mixed Use and Industrial
- Contaminated land, Transport
- Noise, Subdivision.

Next immediate milestones: Release of draft plan for engagement in late October. The draft plan has been sent out for informal feedback,

the feedback will be considered to inform the proposed District Plan.

PROJECT STATUS:



Spatial Plan and Featherston Masterplan

Summary: Council approved the development of a Featherston Masterplan following adoption of the Spatial Plan in 2021. The project involves engagement, foundation discussion document, reporting a draft plan, consultation and feedback, refinement work and compilation of a final plan. The final plan will help inform the new District Plan, the Long-Term Plan and Council and central government projects.

Next immediate milestones: Compilation of a draft, further engagement/formal consultation, finalisation of the plan, which will also include an implementation plan.

PROJECT STATUS:



Dog Pound

Summary: Earthworks for access have been completed. Construction of the modular system is well advanced with delivering on-site expected in the near future. Remaining deliverables are under construction and/or awaiting delivery on site.

Next immediate milestones: Future opening of the dog pound.

PROJECT STATUS:



Roading Summary

Hinekura Road

Our engineering consultants WSP are developing a GIS dashboard to capture findings at the site. This will help public understanding of what is being proposed.

A drone survey of the landslide will be redone to confirm movements in the vicinity of the landslide

at Hinekura Rd. It is very important we correctly assess any continued movement on site.

Optioneering is being finalised ready for consideration. Once we have an options analysis we will be re-engaging with the community and approaching Council for decisions in the New Year.

Cape Palliser Rd

Now the weather has improved, ECOREEF stage 2 is being installed, following the success of stage one of the project.

Planned investigations for Johnsons Hill are programmed to commence

Reseals

Programme is well underway, however market price increases of between 10-20% will impact on whether Council can meet the target lengths for resealing.

Emergency Works Reinstatement

Works on dropouts have commenced including Ponatahi Road. We ask patience of motorists at the Stop/Go point while we continue the work.

Western Lake Road

Additional funding from Waka Kotahi and ACC has been spent to improve motorcycle safety along the route.

Three Waters

Featherston Wastewater Treatment Plant Consent Project

Summary: Council is working with Wellington Water Limited (WWL) to seek a new consent for Featherston wastewater treatment plant. The proposed consent will incorporate upgrades to improve the performance of the plant. It will allow time to trial and implement innovative treatment systems and supporting the transition to land-based treatment overtime. Council is working with WWL and mana whenua to refine the proposal ahead of lodging a consent application in January 2023.

Next immediate milestones: MBBR trial report received to inform design workstream, further

meetings with GWRC, finalise consenting application.

PROJECT STATUS:



There have been some delays particularly in the communications workstream, expected to be accelerated once the plan is finalized after stakeholder review. We are confident the environmental and design workstreams will be able to be ramped up quickly.

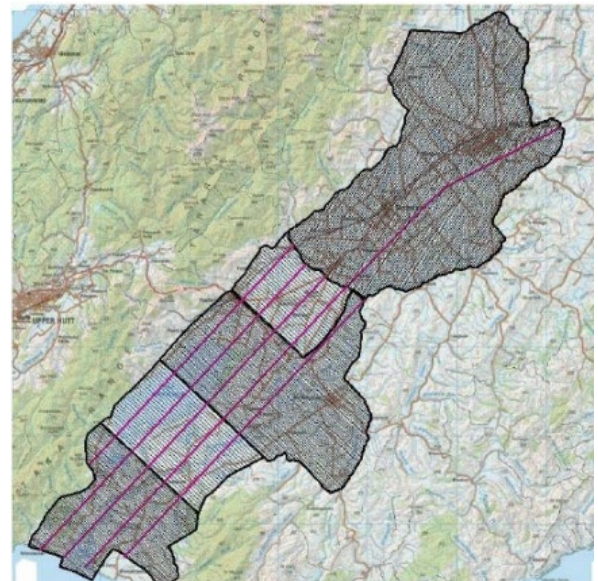
In terms of budget there have been some small contingency spends not expected to impact on the overall approved budget.

Provincial Growth Funded SkyTEM Aerial Water Survey Project

Summary: The Provincial Growth Fund invested funds to conduct the Ruamāhanga Groundwater Aerial Electromagnetic Survey to gain a clearer picture of the region's water resources. It aims to create a clearer picture of how the entire system interacts.

Next immediate milestones: Flying the aerial survey over summer, starting late January 2023, noting it is expected to take 6-8 weeks to fly (weather dependent). Following the aerial survey outputs (3D mapping) are expected in mid-2025.

Proposed flight path orientations and spacings:



PROJECT STATUS:



Financial update

Anticipated total revenue 2022/23 (all income streams)	\$30.0m
Revenue year to date as at end of Oct 2022 (all income streams)	\$14.5m
Anticipated total operating expenditure 2022/23	\$27.0m
Operational spend year to date as at end of Oct 2022	\$8.3m
Anticipated total capital expenditure 2022/23	\$15.8m
Capital spend year to date as at end of Oct 2022	\$1.9m

**Note: These figures are subject to change. Final financial figures will be presented in the Annual Report.*

People and Capability

Talent shortages across the country and a slowness of the immigrant talent market returning to NZ add to the pressures of recruitment, as does salary competition from neighbouring Councils.

An analysis of our resourcing needs and pressure points has identified several key roles, including the Rooding team. Workforce planning discussions with

Managers have started ahead of the Annual Planning process for FY23/24. A Strategic Workforce Plan has been developed with a 3-year outlook.

Vacancies across council remain very low. In November there have been two, one of which was our support for extending a secondment to a central government agency and the second from a resignation from an EA role. An appointment has been made to one of the two roles, with a further one hoped to take place before Christmas.

Planning is underway for the rollout of training on the obligations of local authorities under Te Tiriti o Waitangi Treaty of Waitangi. Courses will begin in mid-March 2023 and run throughout the year. Learning outcomes will build from knowledge of the Treaty, on to practicing Te Reo in the workplace. These courses will also be open to all elected members.

Staff wellbeing remains a high priority with many staff feeling tired from a busy year and looking forward to a long break over the holidays.

Crisis and Emergency Management

A revised draft Business Continuity Plan and Crisis Management Plan have been tabled at the ELT for adoption. This effort is aligned with the IT architecture work mentioned earlier in the significant projects section.

The team has begun engaging with Community Boards on the plan to incorporate resilience planning into their Community Development Plans.

Our internal resourcing needs ahead of an emergency arising continues to be a challenge as we build capability within council.

South Wairarapa District Council
19 Kitchener Street, Martinborough 5711 | PO Box 6, Martinborough 5741
Ph 06 306 9611 | enquiries@swdc.govt.nz | www.swdc.govt.nz



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau



Council Action Items

1. Purpose

To present the Council with updates on actions and resolutions.

2. Executive Summary

Action items from recent meetings are presented to Council for information. The Chair may ask the Chief Executive for comment and all members may ask the Chief Executive for clarification and information through the Chair.

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will remain in a master register but no longer reported on. Procedural resolutions are not reported on.

3. Appendices

Appendix 1 – Action Items to 14 December 2022

Contact Officer: Amy Andersen, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Office

Appendix 1 – Action Items to 14 December 2022

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
739	10-Feb-21	R O'Leary	<p>COUNCIL RESOLVED (DC2021/07):</p> <ol style="list-style-type: none"> To receive the Recommendations from Planning and Regulatory Committee Report. (Moved Cr Fox/Seconded Cr Hay) Carried To endorse the methodology used to establish the value of a 7000m2 section of legal, unformed road reserve (part of Hickson Street) contained within the property at 185 Boundary Road, Featherston. To agree to sell and transfer that section of road to the owner of 185 Boundary Road, Featherston for the price of \$53,550 and all other costs relating to the stopping of the road, sale, and transfer to be met by the purchaser. To stop that section of road in accordance with Section 342 and Schedule 10 of the Local Government Act 1974. (Moved Cr West/Seconded Cr Vickery) Carried 	Open	<p>31/3/21: Council decision presented to owner for consideration. 12/11/21: Officers to check in with owners on their intention. 29/03/2022: Still progressing in terms of payment considerations by purchaser. 06/04/22: Officers to make contact with owners. 11/05/22: Officers awaiting response from the owners. Email sent 05/05/22. 20/06/22: No new updates. 30/06/22: Officer update at DC meeting - contact made with resident via letters, meetings, emails. Members requested further contact giving a timeframe for response and the proposal of a payment plan. 8/07/22: Further payment request has been sent to owner seeking payment for the subject portion of land; legal advice is being requested should there be no response from the owner. 10/08/22: Noted the owner has been given timeframe to respond to communication from Council; report on progress to Council expected at next meeting in September. 08/09/22: Conveyancing agreement for sale and purchase, currently occurring between lawyers for applicant and Council involved. Road stopping aspect will occur after signing of agreement. Brandon Property Lawyers confirmed Council cannot enforce any arrangement to pay for the stopped road unless a written agreement has been entered into by both parties. 7/12/22: No new updates</p>
420	15-Sep-21	S Corbett	<p>Provide reporting on roading asset management planning, particularly around heavy vehicle use (e.g. logging trucks) on smaller rural roads; info is to be directed into ratings review.</p>	Open	<p>28/03/22: Need to revisit and request clarification on what is required and why this information is being sought to produce the information required. 11/05/22: Officers request clarification on what is required and why this information is being sought to produce the information required. Council requested to provide more specifics.</p>

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
					18/05/22: Members clarified required info at meeting re: forestry, logging trucks and impacts on rural roads, e.g. safety, future costs. GWRC to give more info, David Boone has been contacted. NZTA may also provide further info on road safety. 20/06/22: No new updates. 01/08/22: No new updates. 13/09/22: No new updates. Clarification on whether this item can be closed has been requested. 7/12/22: No new updates.
435	15-Sep-21	A Bradley	Prepare a report on options and implications for Māori representation at Council and Council Committees to discuss with the Māori Standing Committee in the first instance	Actioned	12/11/21: Work has started on this project 24/03/22: A Bradley to talk with MSC Chair - discussed at Governance Team meeting; working with Kaity on this. 01/08/22: No new updates. 21/09/22: Work in progress with new ToR, Pou Māori in place. Action closed.
534	10-Nov-21	R O'Leary	Distribute information on infill design guides with a view to a future decision report being presented to Council.	Open	29/03/22 - Design guides are to be considered within the Wairarapa Combined District Plan (WCDP) review - there will be a further update as the WCDP progresses. 11/05/22: No new updates. 20/06/22: No new updates. 13/09/22: No new updates. 21/09/22: Council Officers to investigate further with Boffa Miskell and provide information to new Council.
552	17-Nov-21	H Wilson	Consider the budgetary impact of removing Featherston wastewater and water races away from Wellington Water as the provider	Open	14/02/2022 - S Corbett continuing to work with WWL to fully understand the impact 28/03/2022 - Still open and actively being progressed. 18/05/22 - Report back to council shortly. Workshop coming up for this. 20/06/22 - Workshop completed in June 22. 30/06/22: Further work on budgets with WWL required prior to next council meeting. 13/07/22: Reported to Assets and Services.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
					25/07/22: Featherston WWTP re-consenting project has been agreed to stay with WWL. Further work needed to resolve the location of water races management. 21/09/22: Action to remain open. Workshops for MSC to be held next week.
137	6-Apr-22	S Corbett	Schedule workshop to discuss the future of housing for pensioners.	Open	11/05/22: To be further discussed with Mayor Beijen re: expectations/attendees. 20/06/22: No new updates. 09/09/22: Meeting scheduled with Council Officers week of 12/09/22. 21/09/22: Meeting with officers held, next steps TBC.
227	18-May-22	TBC	Greytown Community Board to provide an update on the relocation of the information centre to Cobblestones.	Open	20/06/22: No new updates. 30/06/22: Action updated. Noted, deciding bodies need to confirm the location change before an update can be provided by GCB. 13/09/22: No new updates. 23/09/22: Awaiting further information on this matter, as the Cobblestones' board must communicate their decision to the Greytown Community Board. Council officers to discuss further with Cobblestones to ascertain progress.
259	18-May-22	A Bradley	COUNCIL RESOLVED (DC2022/39) to: 1.Receive the Partnership Funding Request 2021-2022 Report. (Moved Cr Hay/Seconded Cr Colenso) Carried 2. Defer making a decision on partnership funding with Greytown Sport and Leisure until further information is received. (Moved Cr Olds/Seconded Cr Hays) Carried	Open	20/06/22: Greytown Sport and Leisure notified of decision and advised of suggested next steps. 13/09/22: No new updates. Noted there were no requests received for the latest round of grant funding. Request to close action. 29/11/22: In progress - GSL are working with Council Officers as their funding situation isn't guaranteed long term and they are currently exploring at options. Paper to Council expected February 2022.

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
409	10-Aug-22	A Bradley	Destination Wairarapa to provide more detailed data on tourism expenditure in next quarterly financial report.	Open	13/09/22: No new updates. 7/12/22: No new updates.
488	21-Sep-22	S Corbett	Provide overview of work completed / work in progress to increase road safety on rural roads throughout South Wairarapa in 2022/23.	Open	7/12/22 – See CEO report for roading summary.

Report from The Mayor

1. Purpose

To update Council on activities and issues which have arisen since my last report to Council, and to seek approval for appointments to external committees/groups.

2. Recommendations

The Mayor recommends that the *Council*:

1. Approve the following appointments:
 - a. Brian Jephson to the Wairarapa Combined District Plan Review Joint Committee, leaving a vacancy for one alternate.
 - b. Deputy Mayor Sadler-Futter (alternate) to the Wairarapa Committee.
 - c. Following Councillor Maynard's resignation, Councillor Gray to the Wellington Region Waste Management and Minimisation Plan Joint Committee.
 - d. Councillor Gray to the Waste Forum – Wellington Region.
 - e. Deputy Mayor Sadler-Futter and one representative (to be named) to the Wairarapa Policies Working Group.
 - f. One representative (to be named) to the Hood Aerodrome Strategic Advisory Group.
 - g. Councillor Olds and Mayor Connelly to the Wairarapa Trails Action Group.

2. Appointments to External Committees

The following appointments have been requested through local and regional councils:

Wairarapa Combined District Plan Joint Committee

At the Council meeting held on 26 October 2022, I undertook to meet with Brian Jephson to discuss the vacancy for the Wairarapa Combined District Plan Joint Committee. Mr Jephson has since accepted my invitation to represent South Wairarapa District Council on this Committee.

Change to appointment Wellington Region Waste Management and Minimisation Plan Joint Committee

Cr Maynard has advised she is unable to take up her position on this Committee and has resigned this appointment. Cr Gray has indicated she would be able and willing to attend these meetings.

Waste Forum – Wellington Region

The Waste Forum is a non-profit organisation which provides a forum where commercial operators, council officers, elected representatives, regional and central government agencies, and other organisations active in the waste sector can network and share information. Please refer to the attached Terms of Reference for more information. Cr Gray has indicated she would be able and willing to attend these meetings.

Wairarapa Policies Working Group – *each council appoints two members. The group develops the policies we have across the Wairarapa (includes Carterton District Council and Masterton District Council).*

The Wairarapa Policy Working Group is involved in the development and review of policies and strategies that have application across the Wairarapa and its work programme in the current triennium will include progressing the reviews of the Rangatahi Strategy, Local Alcohol Policy, Smoke and Vape Free Policy and the Gambling and TAB Venues Policy. In addition to this, the Group also supports the development and review of our Wairarapa Consolidated Bylaws. Each of the Wairarapa District councils appoint two members to the Group.

Wairarapa Committee – *current proposed membership is the Mayor of each Wairarapa Territorial Authority, plus an alternate (administered by Greater Wellington District Council).*

The Wairarapa Committee considers areas and matters of strategic importance to the Wairarapa, and recommend to Council on these matters. Please refer to the attached Terms of Reference for more information.

Wairarapa Trails Action Group – *each council appoints two members (administered by Carterton District Council).*

The Wairarapa Trails Action Group is made up of representatives from the three Wairarapa councils, Destination Wairarapa, Greater Wellington Regional Council, the Department of Conservation and various local trails trusts, to coordinate trail development and management in the Wairarapa. Each of the Wairarapa councils appoints two members to the Group.

Hood Aerodrome Strategic Advisory Group – *Carterton District Council and South Wairarapa District Council appoint one member each to this group.*

Hood Aerodrome is a regional aviation facility serving the Masterton district and wider Wairarapa region. The purpose of the Hood Aerodrome Strategic Advisory Group is to provide oversight and input into the strategic direction for Hood Aerodrome. Please refer to the attached Terms of Reference for more information.

4. Appendices

Appendix 1 – Wairarapa Committee, Terms of Reference

Appendix 2 – Hood Aerodrome Strategic Advisory Group, Terms of Reference

Appendix 3 – Waste Forum – Wellington Region, Terms of Reference

Prepared By: The Mayor, Martin Connelly

Appendix 1 – Wairarapa Committee, Terms of Reference

1. Wairarapa Committee

1 Purpose

To consider areas and matters of strategic importance to the Wairarapa, and recommend to Council on these matters.

2 Specific responsibilities

The areas for consideration and recommendation to Council include, but are not limited to:

- Flood protection
- Land management
- Biosecurity
- Biodiversity
- Climate
- Public transport
- Natural resource management
- Broader areas of common interest to the territorial authorities and Council.

3 Members

3.1 The Councillor elected by the Wairarapa constituency.

3.2 Two other Councillors, appointed by Council.

3.3 Three other members, appointed by Council as follows:

- a The Mayor of Carterton District Council
- b The Mayor of Masterton District Council
- c The Mayor of South Wairarapa District Council.

3.4 Two other members, appointed by Council for each person's skills, attributes or knowledge that will assist the work of the Committee, being:

- a One member, nominated by Ngāti Kahungunu ki Wairarapa
- b One member, nominated by Rangitāne ō Wairarapa.

4 Alternate members

4.1 For the members in sections 3.1 and 3.2, Council may nominate a pool of up to three alternate Councillors for appointment by Council. If one of those members is unable to attend a meeting any person from this pool may sit at the table, speak and vote in their place.

4.2 Each territorial authority in section 3.3 may nominate an alternate elected member for appointment by Council. If an appointed member is unable to attend a meeting their alternate member may sit at the table, speak and vote in their place.

- 4.3 Each iwi authority in section 3.4 may nominate an alternate member for appointment by Council. If an appointed member is unable to attend a meeting their alternate member may sit at the table, speak and vote in their place.

5 Quorum

Four members, including two Councillors.

6 Voting entitlement

- 6.1 All members have equal speaking and voting rights.
- 6.2 Council's Standing Orders apply to the Committee; except that the Chair, in the case of an equality of votes, does not have a casting vote (and therefore the motion is defeated, and the status quo is preserved).

7 Servicing

The Committee is serviced by Greater Wellington.

8 Committee consideration

- 8.1 Matters of strategic importance to the Wairarapa Constituency (that are proposed for consideration by each of the Climate, Environment, and Transport Committees) shall first be referred to the Wairarapa Committee or its members for their consideration.
- 8.2 Proposals developed by Wairarapa-focused advisory groups formally established by Council shall be considered by the Committee for direct recommendation to Council for decision.

9 Council's decisions on Committee recommendations

- 9.1 Council's decisions on the Committee's recommendations are reported to the Committee.
- 9.2 Where Council makes any decision that is materially different from the Committee's recommendation, Council's report to the Committee will set out the reason/s for that decision.

10 Remuneration and expenses

- 10.1 The expenses of the elected members shall be met by the council they represent.
- 10.2 Non-elected members (who are not otherwise being remunerated) may claim Greater Wellington's standard daily meeting attendance allowances and expenses.

11 Meeting frequency

The Committee shall meet quarterly, with additional meetings as required.

Appendix 2 – Hood Aerodrome Strategic Advisory Group, Terms of Reference

Hood Aerodrome Strategic Advisory Group

Terms of Reference

Background

Hood Aerodrome is a regional aviation facility serving the Masterton district and wider Wairarapa region.

The Aerodrome is managed and operated by Masterton District Council (MDC) on behalf of the community and is located a short distance south-west of Masterton. While the aerodrome is well-known for the biennial Wings Over Wairarapa air show, it also provides a base for both commercial and non-commercial aviation and is home to extensive collections of vintage aircraft. It also provides a venue for a range of other activities such as sky-diving, gliding, flight training, radio-controlled model aircraft, and drag racing.

Commercial activities on the airfield include agricultural aircraft operations, aircraft maintenance, Met Service weather station and aviation fuel supplies.

Wairarapa Search and Rescue and the Amateur Radio Association are also based at Hood Aerodrome.

Why have a Hood Aerodrome Strategic Advisory Group?

The Strategic Advisory Group (SAG) will provide strategic advice, guidance and monitor progress of the aerodrome management plan.

The Hood User Group remains an important stakeholder engagement group and will continue to be used for advice, consultation and engagement with all users. The SAG is a distinct small group that is focused on strategy and direction. It is not a governance body or a stakeholder engagement forum.

Vision

Masterton District Councils goal is to offer the best of rural and urban living.

Hood Aerodrome has a significant role in support of the Regional Economic Development Strategy. These include tourism, community, knowledge intensive sectors, value add food and beverage and transport.

The **vision statement** for Hood Aerodrome is 'A destination for all'. Our aim is to make Hood Aerodrome a world-class multi-use destination for the community, aviation enthusiasts and visitors both from other regions and from overseas.

Principles for the Strategic Advisory Group

- **Kotahitanga** - Working collectively. Building and nurturing a unity of vision and purpose.
- **Kaitiakitanga** - Acknowledging our respective responsibilities for the management and protection of the local environment and resources.

- **Whakamana Tangata** - Respecting the mandate of each member and ensuring the integrity of the Working Group Party as a whole by acknowledging the principle of collective responsibility and decision-making.
- **Manaakitanga** - Recognising and embracing the mana of others.
- **Rangatiratanga** Demonstrating effective leadership with integrity, humility, honesty and transparency.
- **Whanaungatanga** - Building and sustaining effective and efficient relationships
- Members will commit to functioning in an environment that creates and extends opportunities for collaboration, consensus, collective effort and innovation.
- Members will act at all times in the spirit of providing constructive feedback and will not take any issues to media or use social media to communicate unless otherwise agreed by MDC/Hood Aerodrome.

Objectives

To ensure a sound long term strategic plan for Hood Aerodrome

To ensure long-term financial viability with a goal to break even

Purpose

To provide oversight and input into the strategic direction for Hood Aerodrome.

This may include:

- Provide strategic and compliance guidance and know-how
- Monitoring progress of the Hood Aerodrome plan
- To consider current and future direction for Hood Aerodrome
- Ensure strategies are economically, environmentally and culturally appropriate
- To encourage partnership with key stakeholders to achieve shared outcomes
- Provide advice to Masterton District Council as the Airport owners
- Provide recommendations for the strategic elements of the “Hood Aerodrome Management Plan”

Membership

Members are appointed by the Chief Executive of MDC with advice from the SAG Chairperson.

The Chairperson should be independent and recruited based on skills and experience.

The Mayor of Masterton and the Mayor of Carterton District Council (or their alternates) and the Mayor of South Wairarapa District (or their alternate) if they wish to be represented shall be members of the SAG.

A balance of competent individuals is required to join this advisory board to ensure robust but constructive debate.

This is a non-representational group however alignment with other groups operating at the Aerodrome is important. Preferably there would be a member from the Aviation Centre Trust, Sport and Vintage Aviation Society and other users.

Preferred skill criteria are those associated with business development, airport management, strategy, community development, airline operations, tourism and marketing. Recruitment should include an

objective assessment and look for the right chemistry (respect, shared vision, challenge and ability to get over disagreements).

A wide skill set is preferred at start-up of the SAG and this may be refined as experience and focus evolves. Membership should change over time.

To ensure effective and robust discussions the group should have no more than 8 members. As “Business Owner” council should have one member and council management and operations should have one member.

Meetings and reporting

The secretariat will be provided by MDC.

The normal business of the Hood Aerodrome SAG will be conducted through meetings and agenda papers. The expected frequency of meetings is quarterly in a face-to-face situation, and at other times as may be deemed necessary by the Chairperson based on demands and priorities.

Members are expected to attend and participate in all meetings. Members should give advance notice of non-availability to attend a meeting to the Chairperson.

The Chairperson shall establish appropriate meeting systems and processes. Minutes and Agendas shall be retained and filed in MDC document management systems.

Minutes shall be prepared within a week and confirmed by the Chairperson before coming to council with a 10-day maximum date for circulation.

Agendas should be circulated at least five days in advance and any member can propose agenda items.

The Hood Aerodrome SAG will communicate recommendations to the Chief Executive, MDC. These recommendations will be tabled at the next most appropriate council meeting.

Confidentiality

All matters are confidential. Communications are by agreement with MDC.

Conflicts of Interest

It is anticipated that most members will have conflicts of interest to manage. Conflicts of interest and the method of mitigating these conflicts are to be included as an agenda item for all meetings and a register maintained and recorded with minutes.

Compensation

Membership is voluntary, and no remuneration is payable. Members are responsible for insurance and personal liability.

Recruitment

The appointment of a chairperson shall be considered by the Chief Executive. A structured but simple process for the recruitment of the members will be agreed by the Chairperson and the Chief Executive.

Changes to these Terms of Reference

Revisions to these Terms of Reference require agreement and acceptance by the MDC and the SAG. Any changes should be made through a formal change control process. Cancellation of the Terms of Reference requires approval by Council.

Appendix 3 – Waste Forum – Wellington Region, Terms of Reference

WASTE FORUM – WELLINGTON REGION

Terms of Reference (updated 21 February 2020)

1. NAME

The name of this society is the

Waste Forum – Wellington Region (formerly Wellington Region Environmental Agency)

(Hereafter called “Waste Forum”.)

2. PURPOSE

The “Waste Forum – Wellington Region” is a non-profit organisation with the following objectives:

- 2.1. To provide a forum where commercial operators, council officers, elected representatives, regional and central government agencies, and other organisations active in the waste sector can network and share information.
- 2.2. To take on an advocacy role and generate awareness throughout the Greater Wellington Region regarding waste minimisation and diversion, resource efficiency and resource recovery.
- 2.3. To provide feedback and information to our organisations.
- 2.4. To increase awareness of environmental issues, relating to the management of waste, by providing a forum for local authorities to discuss issues and disseminate information.
- 2.5. To promote and encourage joint involvement in environmental campaigns on a region-wide basis.
- 2.6. To encourage local authorities to adopt environmentally sound policies/practices.
- 2.7. To liaise with other agencies including government departments on environmental issues.
- 2.8. To keep up to date with environmental issues through this network.
- 2.9. To do anything else that would further any of these aims.

3. ROLES AND RESPONSIBILITIES

The Waste Forum will have the following roles and responsibilities to assist in achieving its objectives:

- 3.1. To enter into any arrangement or contract with any individual, Government Department or corporate body.
- 3.2. To pay all or any of the expenses incurred in establishing and running the Waste Forum.
- 3.3. To employ or engage staff, advisors or other people and to pay their wages, salaries and/or expenses in terms suitable to the Waste Forum.

3.4. To alter the powers and rules of the Waste Forum provided that no addition to or alteration or recession of the rules shall be approved if it affects the non-profit objectives, personal benefit clause or the winding up clause.

3.5. To do all other things that in the opinion of the Waste Forum will further its charitable objects.

4. MEMBERSHIP

Membership of the Waste Forum shall fall into two categories, Members and Associates:

4.1. **Members** – representing Councils within the boundaries of the Greater Wellington Regional Council.

4.1.1. Each member Council may appoint representatives to the Waste Forum. This generally includes at least one elected representative and at least one staff member representative.

4.2. **Associates** – Associate membership can be conferred on an individual or a representative of an organisation that works in the environment field and can make a significant contribution to the Waste Forum.

4.3. Membership shall commence from when payment of the annual membership fee is received. If membership is accepted part-way through the financial year a proportional part-fee will apply.

4.4. Membership ceases by verbal or written resignation to the Chairperson of the Waste Forum, who will inform the Honorary Secretary and Treasurer.

4.5. Membership shall be terminated where any member, in the opinion of the Waste Forum, has acted in a manner harmful to the Waste Forum, or failed to act in accordance with the rules of the Waste Forum.

4.6. Membership will be reviewed annually.

5. MEMBERSHIP FEE

The Waste Forum may, at its Triennial Meeting or Special Meeting, set membership fees for any of its classes of members.

This nominal fee shall be set annually to cover speaker and educational costs.

Current fees are:

1. Large Councils (WCC, HCC,) - \$100 per year
2. Small Councils (UHCC, PCC, KCDC, MDC, SWDC, CDC) - \$50 per year
3. Corporate Membership - \$100 per year
4. Affiliate Membership - \$50 per year
5. Associate Membership - \$10 per year

6. VOTING

- 6.1. Members are entitled to vote when they pay the nominated membership fee.
- 6.2. Members are entitled to full voting and speaking rights.
- 6.3. Associate members have speaking rights but no voting rights.
- 6.4. Membership shall be reviewed annually.
- 6.5. Where deemed necessary in the opinion of the Chairperson or in the opinion of at least three Members, matters may be raised and voting may take place by email.

7. DECISION-MAKING

- 7.1 Decision-making shall be by consensus. Every provision shall be made to facilitate this process. Should this fail; decisions shall be made by a simple majority of members who shall have one vote each. Community Boards don't have membership but may attend meetings.
- 7.2 When undertaking or endorsing advocacy initiatives or campaigns, the Waste Forum acts as an independent body and Members are not required to seek approval from their individual Councils before voting. Information on such initiatives or campaigns shall be circulated amongst Members at least fourteen days before the meeting where voting is to take place.

8. MEETINGS

- 8.1. Each meeting is to be hosted by members of the Waste Forum, by rotation, and the costs incurred (e.g. morning tea) by the host organisation is borne by that organisation unless otherwise arranged and agreed by the executive committee
- 8.2. Fourteen days' notice shall be given to all members by telephone, or email to inform members of an upcoming meeting.
- 8.3. The quorum for all meetings shall be 50% of the full membership
- 8.4. Meetings of the Waste Forum shall be held not less than twice a year in addition to the Triennial General Meeting.
- 8.5. Triennial General Meetings shall be held no later than six months after the Local Body Elections. The business of the Triennial General Meeting shall be
 - 8.5.1. To receive the Triennial General Report and financial statement of accounts of the Waste Forum.
 - 8.5.2. To elect the officers of the Waste Forum.
 - 8.5.3. The consideration of general business.
- 8.6. Special General Meetings may be called by the Chairperson or by written or email request of three member organisations at any time.

8.7. Council Officer-only meetings can be called by any Officer by written or email request of three member organisations at any time.

9. STANDING ORDERS

The New Zealand Standards Standing Orders shall apply.

10. REGISTER OF MEMBERS

The Waste Forum will keep a register of all current Members and Associates including

10.1. The organisation name, their representative and title;

10.2. Contact details.

11. MANAGEMENT

11.1. Management of the Waste Forum is the responsibility of all Members and Associates.

11.1A. In keeping with the spirit of the group, where a conflict might arise

a) within a member organisation, it is the responsibility of the member organisation to address the conflict, within a culture of mutual respectfulness;

b) between member organisations, the Executive Committee will work with affected members working towards resolution, within the expected culture of mutual respectfulness.

11.2. The Executive Committee of the Waste Forum shall consist of the Chairperson, Deputy Chairperson, Honorary Secretary, Honorary Treasurer.

11.3. The Chairperson shall chair all meetings at which he or she is personally present. In his or her absence, the Deputy Chairperson shall chair the meeting.

11.4. The Chairperson shall ensure that for each meeting a host organisation is appointed and is on track for the running of each meeting.

11.5. Only the Chairperson or his/her delegate shall be entitled to comment externally on behalf of the Waste Forum, including the media.

11.6. The Honorary Secretary shall ensure information from external sources is circulated as appropriate to members, ensure the register of members is kept up to date and maintain the records of the Waste Forum.

11.7. The Honorary Treasurer shall keep financial records on behalf of the Waste Forum, and shall receive and bank money as appropriate. The money shall be kept in a bank account set up in the name of Waste Forum.

12. HOST RESPONSIBILITIES

12.1. A Member of the Waste Forum is to take responsibility to act as host for each meeting.

12.2. The host organisation shall take all administrative responsibility for the setting up, management and running of the meeting.

12.3. The host organisation shall take and record minutes and ensure minutes are sent out to Members and Associates.

12.4. The host organisation is able to recover costs incurred as agreed by Members.

13. ELECTION OF OFFICERS

13.1. The officers of the Waste Forum shall be elected at the Triennial General Meeting. These are the Chairperson, Deputy Chairperson, Honorary Secretary and Honorary Treasurer.

13.2 These elections shall be held following each local government election.

13.3. The term of office for the Chairperson shall be limited to 2 consecutive trienniums.

13.4. The Honorary Secretary and Honorary Treasurer shall be elected from the Council staff membership for purposes of continuity of operation and public financial accountability, unless another means to address these issues are identified and agreed by the Waste Forum membership.

14. CONTROL OF FUNDS

14.1. All funds received by the Waste Forum will be paid into its bank account.

14.2. The Honorary Treasurer shall keep financial records on behalf of the Waste Forum and shall receive and bank money as appropriate.

14.3. All cheques and withdrawal slips drawn on the Waste Forum's account will be signed by any two of the three signatories designated to operate the account, and to make payments as necessary and approved by the Waste Forum.

14.4. The Honorary Treasurer and Secretary are the designated signatories to this account.

14.5. The financial year shall run from July 1st to June 30th.

14.6. The income of the Waste Forum is to be applied solely to further the objectives of the Waste Forum.

15. PERSONAL BENEFIT

15.1. With the exception outlined in clause 15.4, no income or property is to be paid or transferred directly or indirectly to any Member or Associate.

15.2. A Member or Associate may charge, and the Waste Forum may make reasonable remuneration and/or reimbursement for any service carried out by him or her where the Waste Forum would have had to pay for that service if it was carried out by a person who was not a Member or Associate.

15.3. No Member or Associate of the Waste Forum or any person associated with a Member or Associate shall participate in or materially influence any decision made by the Waste Forum in

respect of the payment to or on behalf of the Member or Associate of any income, benefit or advantage whatsoever.

15.4. Any such income, benefit or advantage whatsoever paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value). The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

16. ALTERATIONS TO RULES

16.1. Alterations or additions to the Rules of the Waste Forum may be made at Triennial General Meetings provided that at least fourteen days written notice of such alterations is given to all members.

16.2. The meeting may amend the proposed change.

16.3. A two-third majority of the Members present at the meeting must agree to the change.

16.4. No addition to or alteration or recession of the rules shall be approved if it affects the non-profit objectives, personal benefit clause or the winding up clause of these Rules.

17. WINDING UP

17.1. The Waste Forum may be wound up if

17.1.1. A simple majority of member organisations at a Triennial General Meeting of the Waste Forum pass a resolution to wind up the Waste Forum

17.1.2. A second meeting is held not earlier than 30 days since the first meeting to confirm or reject the resolution; and

17.1.3. At the second meeting two-thirds (2/3) majority of the Members confirm the resolution.

17.2. If upon the winding up or dissolution of the Waste Forum there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the Members or Associates of the organisation, but shall be given to some other organisation or body having objectives similar to the objectives of the Waste Forum.

The foregoing Rules were formally amended by the Waste Forum – Wellington Region at its meeting held 24 November 2017 at Kāpiti Coast District Council.

Witnessed by:

Chairperson:

Deputy Chairperson:

APPOINTMENTS REPORT
for
South Wairarapa District Council Meeting
14 December 2022

Appointee Name	Allan Hogg
Meeting – Date & Venue	Destination Wairarapa Board 31 October 2022 @2 pm Copthorne Hotel Masterton, and AGM @ 4pm
Key issues from meeting	<ol style="list-style-type: none"> 1. Funding MOU with Wairarapa councils – Board agreed with qualified acceptance around the specified deliverables. Letter from Chair to the Mayors approved 2. 2022/23 budget for DW approved 3. Tourism performance for August 2022 – Wairarapa \$10m up 20% on August 2019. Southern regions have done well driven by ski season. The Wairarapa has performed second highest in international spend (55% up) compared with August 2019 4. Board noted DWs high product management performance with existing and new members. Also, the support to events promotion and collaboration by the Marketing team given he hard times events have been through. 5. Board spent some time to identify the exit and focus points for the new Board to note 6. Chairs report noted 7. AGM started at 4 pm. Well attended, New board members voted in - Katherine Jacobs Big Sky Wines and Rosie Rogers, Experience Collective and White Swan Country Hotel (re-elected) Council representatives to be confirmed over ensuing weeks
Speakers	AGM -Keynote speaker was from Tourism Industry Aotearoa. Her presentation was on the current policy and advocacy work in play, the organisations wider brief and collaboration across government sector and peak bodies was well received.
Specific item/s for Council consideration	MOU qualification on deliverables.