



# ORDINARY MEETING of Council AGENDA

**Time:** 9:30 am  
**Date:** Wednesday, 2 April 2025  
**Venue:** Waiata House, 27 Lincoln Road,  
Masterton

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## MEMBERSHIP

Mayor Gary Caffell (Chairperson)

Councillor Bex Johnson  
Councillor Craig Bowyer  
Councillor Brent Goodwin  
Councillor David Holmes

Councillor Tom Hullena  
Councillor Stella Lennox  
Councillor Tim Nelson  
Councillor Marama Tuuta

## Values

1. **Public interest:** members will serve the best interests of the people within the Masterton district and discharge their duties conscientiously, to the best of their ability.
2. **Public trust:** members, in order to foster community confidence and trust in their Council, will work together constructively and uphold the values of honesty, integrity, accountability and transparency.
3. **Ethical behaviour:** members will not place themselves in situations where their honesty and integrity may be questioned, will not behave improperly and will avoid the appearance of any such behaviour.
4. **Objectivity:** members will make decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.
5. **Respect for others:** will treat people, including other members, with respect and courtesy, regardless of their ethnicity, age, religion, gender, sexual orientation, or disability. Members will respect the impartiality and integrity of Council staff.
6. **Duty to uphold the law:** members will comply with all legislative requirements applying to their role, abide by this Code, and act in accordance with the trust placed in them by the public.
7. **Equitable contribution:** members will take all reasonable steps to ensure they fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.
8. **Leadership:** members will actively promote and support these principles and ensure they are reflected in the way in which MDC operates, including a regular review and assessment of MDC's collective performance.

These values complement, and work in conjunction with, the principles of section 14 of the LGA 2002; the governance principles of section 39 of the LGA 2002; and our MDC governance principles:

<b>Whakamana Tangata</b>	Respecting the mandate of each member, and ensuring the integrity of the committee as a whole by acknowledging the principle of collective responsibility and decision-making.
<b>Manaakitanga</b>	Recognising and embracing the mana of others.
<b>Rangatiratanga</b>	Demonstrating effective leadership with integrity, humility, honesty and transparency.
<b>Whanaungatanga</b>	Building and sustaining effective and efficient relationships.
<b>Kotahitanga</b>	Working collectively.

## Order Of Business

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The Chairperson will open the meeting with the karakia

**Karakia timatanga**

Kia tau ngā manaakitanga a te mea ngaro	Let the strength and life force of our ancestors
ki runga ki tēnā, ki tēnā o tātou	
Kia mahea te hua mākihikihi	Be with each and everyone of us
kia toi te kupu, toi te mana, toi te aroha, toi te Reo Māori	Freeing our path from obstruction
kia tūturu, ka whakamaui kia tīna! Tīna!	So that our words spiritual, power, love and language are upheld
Hui e, Tāiki e!	Permanently fixed established and understood
	Forward together

At the appropriate time, the following karakia will be read to close the meeting

**Karakia whakamutunga**

Kua mutu ā mātou mahi	Our work has finished
Mō tēnei wā	For the time being
Manaakitia mai mātou katoa	Protect us all
Ō mātou hoa	Our friends
Ō mātou whānau	Our family
Āio ki te Aorangi	Peace to the universe

## **1 CONFLICTS OF INTEREST**

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

## **2 APOLOGIES**

The Chair invites notice from members of:

- leave of absence for future meetings of Masterton District Council
- apologies, including apologies for lateness and early departure from the meeting where leave of absence has not previously been granted.

## **3 PUBLIC FORUM**

## **4 ITEMS NOT ON THE AGENDA**

The Chairperson will give notice of items not on the agenda as follows:

*Matters requiring urgent attention as determined by resolution of the Council*

- The reason why the item is not on the agenda; and
- The reason why discussion of the item cannot be delayed until a subsequent meeting.

*Minor matters relating to the general business of Council*

No resolution, decision or recommendation may be made in respect of the item except to refer it to a subsequent meeting of Masterton District Council for further discussion.

**5 CONFIRMATION OF COUNCIL MINUTES****5.1 MINUTES OF COUNCIL MEETING HELD ON 19 FEBRUARY 2025**

**File Number:**

**Author:** Harriet Kennedy, Governance Team Leader

**Authoriser:** Karen Yates, Acting Chief Executive

**RECOMMENDATION**

That the Minutes of Council Meeting held on 19 February 2025 be received and confirmed as a true and correct record of the meeting.

**ATTACHMENTS**

- 1. Minutes of Council Meeting held on 19 February 2025**



# **MINUTES**

**Ordinary Council Meeting  
Wednesday, 19 February 2025**

## Order Of Business

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<b>3</b>	<b>Public Forum.....</b>	<b>3</b>
<b>4</b>	<b>Items not on the Agenda .....</b>	<b>3</b>
<b>5</b>	<b>Confirmation of Council Minutes .....</b>	<b>3</b>
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5.4	Minutes of Extraordinary Council Meeting held on 19 December 2024.....	4
<b>6</b>	<b>Committee Reports.....</b>	<b>4</b>
	There were no Committee Reports.	
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**MINUTES OF MASTERTON DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON  
ON WEDNESDAY, 19 FEBRUARY 2025 AT 9:30 AM**

**PRESENT:** Mayor G Caffell (Chair), Councillors B Johnson, C Bowyer, B Goodwin, D Holmes, T Hullena, S Lennox, T Nelson and M Tuuta

**IN ATTENDANCE:** Iwi Representative Jo Hayes, Iwi Representative Robin Potangaroa, Acting Chief Executive, General Manager Finance, Chief Advisor, General Manager Infrastructure and Assets, General Manager Community, General Manager Corporate, Policy Manager, Policy Advisor, Economic Development Lead, Graduate Policy Advisor, Governance Team Leader

**1 CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**2 APOLOGIES**

There were no apologies.

**3 PUBLIC FORUM**

The Acting Chief Executive advised that Item 7.4 had been withdrawn, as some late advice had been received that had implications on the treatment of shared properties and that would require more work. The report would be brought back to the next Council meeting.

**4 ITEMS NOT ON THE AGENDA**

**5 CONFIRMATION OF COUNCIL MINUTES**

**5.1 MINUTES OF COUNCIL MEETING HELD ON 11 DECEMBER 2024**

**RESOLUTION 2025/1**

Moved by Councillor B Johnson  
Seconded by Councillor S Lennox

That the Minutes of Council Meeting held on 11 December 2024 be received and confirmed as a true and correct record of that meeting.

**CARRIED**

**5.2 MINUTES OF COUNCIL MEETING HELD ON 18 DECEMBER 2024**

**RESOLUTION 2025/2**

Moved by Councillor S Lennox  
Seconded by Councillor C Bowyer

That the Minutes of Council Meeting held on 18 December 2024 be received and confirmed as a true and correct record of that meeting.

**CARRIED**

### **5.3 MINUTES OF COUNCIL MEETING HELD ON 19 DECEMBER 2024**

#### **RESOLUTION 2025/3**

Moved by Councillor M Tuuta  
Seconded by Councillor B Johnson

That the Minutes of Council Meeting held on 19 December 2024 be received and confirmed as a true and correct record of that meeting.

**CARRIED**

### **5.4 MINUTES OF EXTRAORDINARY COUNCIL MEETING HELD ON 19 DECEMBER 2024**

#### **RESOLUTION 2025/4**

Moved by Councillor M Tuuta  
Seconded by Councillor C Bowyer

That the Minutes of Extraordinary Council Meeting held on 19 December 2024 be received and confirmed as a true and correct record of that meeting.

**CARRIED**

## **6 COMMITTEE REPORTS**

There were no Committee Reports.

## **7 REPORTS FOR DECISION**

### **7.1 TRAFFIC BYLAW AMENDMENTS - KITCHENER STREET**

The report seeking Council approval of amendments to Schedule 2D: Special Vehicle Lanes and Schedule 2F: No Stopping Areas in the Wairarapa Consolidated Bylaw, Part 10: Masterton District Traffic Bylaw Schedules was presented by the Graduate Policy Advisor.

In response to a question about houses that would be affected it was advised that the land to the north had not been developed yet.

#### **RESOLUTION 2025/5**

Moved by Councillor C Bowyer  
Seconded by Councillor B Johnson

That Council

1. **receives** the Traffic Bylaw Amendments – Kitchener Street Report;
2. **notes** that changes are proposed to introduce a Special Vehicle Lane and No Stopping Areas on Kitchener Street to enhance safety and improve accessibility;
3. **agrees** to:
  - a. amend Schedule 2D: Special Vehicle Lanes by adding a shared path for pedestrians and cyclists commencing at the intersection to Gordon Street and Kitchener Street on the Northern side of Kitchener Street, extending to a point 496m west towards French Street;

b. amend Schedule 2F: No Stopping Areas by adding a no stopping area on:

- i. the Northern side of Kitchener Street, commencing at 8 metres from the intersection of Kippenberger Street and Kitchener Street, extending in an eastern direction for a distance of 47 metres; and
- ii. the Southern side of Kitchener Street, commencing at 8 metres from the intersection of Kippenberger Street and Kitchener Street, extending in an eastern direction for a distance of 47 metres; and

4. **notes** that the bylaw schedule amendments will be publicly notified on the Council website.

**CARRIED**

## **7.2 ADOPTION OF THE DRAFT DANGEROUS, AFFECTED AND INSANITARY BUILDINGS POLICY AND STATEMENT OF PROPOSAL**

The report seeking Council approval of the draft Dangerous, Affected and Insanitary Buildings Policy: Kaupapa Here mō ngā Hanganga Mōrearea, Tūtata, Paru hoki and Statement of Proposal for consultation was presented by the Policy Advisor.

### **RESOLUTION 2025/6**

Moved by Councillor B Johnson

Seconded by Councillor B Goodwin

### **THAT COUNCIL**

1. **notes** a review of the Dangerous, Affected and Insanitary Buildings Policy (the Policy) is underway;
2. **notes** that Ministry of Business Innovation and Employment and Heritage New Zealand Pouhere Taonga have provided feedback on the Policy;
3. **adopts** the Statement of Proposal, which incorporates the Policy, (Attachment 1) for consultation with the community (Option 1);
4. **notes** that the proposed consultation, using the special consultative procedure, will run between 21 February to 21 March 2025;
5. **delegates** authority to the Chief Executive to approve minor edits that do not alter the intent of the content, prior to publication of the Statement of Proposal (incorporating the Policy) for consultation;
6. **notes** that the Hearings Committee will hear submissions on 9 April 2025 and undertake deliberations on 30 April 2025; and
7. **notes** that, following hearings and deliberations, the Hearings Committee will make final recommendations to Council in May 2025

**.CARRIED**

## **7.3 ADOPTION OF THE DRAFT DOG POLICY, DRAFT CONTROL OF DOGS BYLAW, AND STATEMENT OF PROPOSAL FOR CONSULTATION**

The report seeking Council adoption of the Statement of Proposal and draft Dog Policy: Kaupapa Here Kuri ki Whakaoriori and draft Control of Dogs Bylaw: Whakahaere Ture ā-Rohe mō ngā Kuri for consultation was presented by the Graduate Policy Advisor.

In response to a question, re whether people would still be able to exercise dogs from scooters or mobility scooters, staff advised that the definition came from Section 2 of the Land Transport Act so only applied to motor vehicles on the road. *[Note to minutes: further clarification was provided that the definition of motor vehicles excluded mobility scooters but wasn't clear on e-bikes. Clarification would be provided in the FAQs and in the bylaw]*

## **RESOLUTION 2025/7**

Moved by Councillor D Holmes

Seconded by Councillor B Johnson

That Council:

1. **notes** amendments are proposed to the Dog Policy (the Policy) and Control of Dogs Bylaw (the Bylaw) relating to four key themes:
  - (a) dog access in selected public places;
  - (b) reducing roaming, minimising danger, distress, and nuisance to the community;
  - (c) providing more flexibility for the community in appropriate circumstances; and
  - (d) updates for clarity;
2. **determines** that in accordance with section 155 of the Local Government Act 2002 (the LGA), a Bylaw is the most appropriate way of addressing the perceived problem;
3. **determines** that in accordance with section 155(2)(a) of the LGA the draft bylaw is the most appropriate form of bylaw;
4. **determines** that in accordance with section 155(2)(b) of the LGA the draft bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 1990;
5. **adopts** the Statement of Proposal which incorporates the draft Policy and Bylaw (Attachment 1), for consultation;
6. **notes** that the proposed consultation, using the special consultative procedure, will run between 21 February to 21 March 2025;
7. **delegates** authority to the Chief Executive to approve minor edits that do not alter the intent of the content, prior to publication of the Statement of Proposal (incorporating the draft Policy and Bylaw) for consultation; and
8. **notes** that the Hearings Committee will undertake hearings and deliberations and make recommendations to the Council on a final Dog Policy and Control of Dogs Bylaw for adoption.

**CARRIED**

## **7.4 WATER METER CHARGING IMPLEMENTATION REPORT**

The report seeking decisions from Council to support implementing the water meter charging approach was withdrawn due to additional advice received and would be considered at the 2 April Council Meeting.

## **7.5 CLIMATE ADVISORY GROUP UPDATE**

The report seeking Council approval of an update to the Climate Advisory Group Terms of

Reference (TOR) and agreement to carry forward the 2024/25 Climate Grant Funding to the 2025/26 year was presented by the Environmental Lead.

## **RESOLUTION 2025/8**

Moved by Councillor S Lennox

Seconded by Councillor B Johnson

That Council:

1. **Receives** the Climate Advisory Group Update Report; and
2. **Approves** the changes to the Climate Advisory Group Terms of Reference
3. **Agrees** to carry over the 2024/2025 pool of funding of \$50,000 for the Community Climate Fund to 2025/2026.

**CARRIED**

Councillor Tuuta requested her vote against the motion be recorded.

## **7.6 2025/26 ANNUAL PLAN AND CONSULTATION APPROACH**

The report seeking decisions from Council regarding the 2025/26 Annual Plan, including the consultation approach was presented by the General Manager Finance, the Strategic Planning Manager and the Corporate Planning Lead.

In response to questions it was advised that the engagement approach did not involve specifically asking for feedback on the Annual Plan, but that, depending on what the feedback was, it would either go through the normal service request process or, if it was about other matters it would be collated and dealt with in the next formal process, rather than being used to influence the Annual Plan; that the proposed engagement document would be brought back to the next Council meeting; and, in relation to rural rates, the portion of rates paid by rural properties was based on the Revenue & Financing Policy allocations which recognise that 70% of the subsidised roading budget was spent in the rural area and the principle that, where possible, properties that benefit from services should pay for them. If the Council wanted to move away from that principle and spread those costs wider, then a policy review would be needed.

## **RESOLUTION 2025/9**

Moved by Councillor C Bowyer

Seconded by Councillor S Lennox

1. That Council:
  - (a) Confirms that the work programme for the 2025/26 Annual Plan will align with Year 2 of the 2024-34 Long-Term Plan, noting the following key variances:
    - (i) Roothing programme of \$12.2 million reflects changes in the work that NZTA will fund, resulting in an overall increase of \$328,000 (2.76%) more rates funding than the indicated in Year 2 of the 2024-34 Long-Term Plan.
    - (ii) Urban water supply costs will be \$165,000 (3.0%) more than indicated in Year 2 of the 2024-34 Long-Term Plan due to increased compliance and asset management focus.
    - (iii) Building development cost increases are a net of \$221,000 more than indicated in Year 2 of the 2024-34 Long-Term Plan reflecting higher liability insurance

premiums.

- (iv) Emergency Management cost increase of \$106,000 more than indicated in Year 2 of the 2024-34 Long-Term Plan reflects additional capacity being added to Council's capability to respond to events.
- (b) Notes the projected rates revenue increase at 7.8% after predicted growth in the rating base of 1.5% and that this revenue includes metered water charging for a portion of the revenue required to fund the urban water supply.
- (c) Notes that the increase in rates from the urban rating area will be 6.2% average but will vary due to the introduction of metered water charging for a portion of the revenue required to fund the urban water supply.
- (d) Notes the average increase in rates on rural properties is expected to be 12.7% compared to 12.1% predicted in Year 2 of the 2024-34 Long-Term Plan.
- (e) Notes there is no legal requirement to consult on the 2025/26 Annual Plan given no significant or material differences have been identified compared to Year 2 of the 2024-34 Long-Term Plan.
- (f) In accordance with Section 95 (2A) of the Local Government Act 2002, confirms Council will not consult but will undertake engagement on the 2025/26 Annual Plan to inform the community of key variances and reasons for those.
- (g) Notes that the 2025/26 Annual Plan must 1) be adopted and the rates struck by resolution before 30 June 2025 and 2) include an overview of minor changes in costs along with all other information required under Part 2, Schedule 10 of the Local Government Act 2002.

**CARRIED**

Councillor Nelson and Councillor Hullena requested their votes against the motion be recorded.

## **7.7 LOCAL WATER DONE WELL UPDATE**

The report updating Council on the Local Water Done Well programme and seeking Council's agreement to the Wairarapa & Tararua Joint Arrangement Commitment Agreement was presented by the General Manager Infrastructure and Assets.

In response to questions about harmonisation the Acting Chief Executive clarified that that wasn't a question for consultation but would be discussed down the track as part of a shareholder agreement. It was also clarified that the consultation document needed to explain what harmonisation may be in general terms but wouldn't be able say what any impact might be.

### **RESOLUTION 2025/10**

Moved by Councillor S Lennox

Seconded by Councillor D Holmes

That Council

1. **Receives** the report.
2. **Agrees** the Wairarapa & Tararua Joint Arrangement Commitment Agreement and authorises His Worship the Mayor and Councillor Bowyer to sign the agreement.

**CARRIED**

## **Meeting adjourned at 11.00 and reconvened at 11.12**

All members were present when the meeting reconvened

### **8 REPORTS FOR INFORMATION**

#### **8.1 ELECTION 2025 UPDATE**

The report providing Council with an update on key personnel and dates/timelines for the 2025 Local Elections was presented by the General Manager Strategy and Development.

#### **RESOLUTION 2025/11**

Moved by Councillor D Holmes

Seconded by Councillor S Lennox

That Council notes that Warwick Lampp from electionz.com remains as the Electoral Officer for Masterton District Council and that Harriet Kennedy has been appointed Deputy Electoral Officer.

**CARRIED**

#### **8.2 INFRASTRUCTURE AND ASSETS ACTIVITY REPORT**

The report providing Council with an update from the Infrastructure and Assets Team was presented by the General Manager Infrastructure and Assets.

In relation to the library project a request was made for an update for the community on the progress made.

Clarification was provided in relation to the Waiata House project, that if the scope or cost of the project changed, that would come back to Council and, in relation to the Town Hall project, that if demolition happened, there would be more detailed analysis of the price of a new construction which would be brought back to Council.

#### **RESOLUTION 2025/12**

Moved by Councillor C Bowyer

Seconded by Councillor T Nelson

That Council receives the update from the Infrastructure and Assets Team.

**CARRIED**

#### **8.3 STRATEGY, POLICY AND GOVERNANCE ACTIVITY REPORT**

The report providing Council with an update from the Strategy, Policy and Governance team was presented by the General Manager Strategy and Governance.

In response to a question about the recent government decision about food waste, staff advised that although it was no longer mandated by government, the Waste Minimisation Fund would continue to fund food waste and Council could still apply to the fund. The goal was still to divert food waste from landfill.

## **RESOLUTION 2025/13**

Moved by Councillor M Tuuta  
Seconded by Councillor S Lennox

That Council receives the update from the Strategy, Policy and Governance teams.

**CARRIED**

## **8.4 POU AHUREA MAORI ACTIVITY REPORT**

The report providing Council with an update from the Pou Ahurea Māori on key projects and activities was presented by the Pou Ahurea Māori.

## **RESOLUTION 2025/14**

Moved by Councillor S Lennox  
Seconded by Councillor M Tuuta

That Council receives the update from the Pou Ahurea Māori on key projects and activities

**CARRIED**

## **8.5 COMMUNITY ACTIVITY REPORT**

The report providing Council with an update from the Community team on key projects and activities was presented by the Library and Archive Manager, the Customer Service Manager, the Environmental Services Manager, the Community Development Team Leader and the Positive Ageing Coordinator.

## **RESOLUTION 2025/15**

Moved by Councillor B Johnson  
Seconded by Councillor S Lennox

That Council receives the update from the Community team on key projects and activities.

**CARRIED**

## **8.6 CHIEF EXECUTIVE'S REPORT**

The Chief Executive provided an update on Council operations (as at 10 February 2025).

## **RESOLUTION 2025/16**

Moved by Councillor B Johnson  
Seconded by Councillor D Holmes

That Council receives the Chief Executive's Report as at 10 February 2025.

**CARRIED**

## **8.7 MEETING REPORTS FROM COUNCILLORS**

Councillors are appointed to a number of external groups and organisations as representatives of Masterton District Council. This agenda item allows Councillors to report back on meetings



attended in that capacity.

Councillor Johnson reported on the Wairarapa Youth Governance Group which was making progress, and the Pasifika o Wairarapa Trust which was still trying to secure future funding.

Councillor Lennox reported on the Youth Council recruitment process which had received over 15 applications.

Councillor Holmes provided an update on the Wairarapa Water Resilience Strategy and the work being done on putting together a water storage proposal.

## 8.8 MAYOR'S REPORT

The Mayor provided a verbal report including:

- The Mayor's Task Force for Jobs - 76 youth had been put into employment in the Wairarapa in the past year. The contract is run by REAP who do a great job. Government funding has been reduced so there was a proposal to bring the programme in-house with Carterton District Council hosting. The programme had been extremely successful in the Wairarapa. Positions coming up in hospitality and retail have been rising in the last couple of months which is a positive sign.
- He had met with two young people who will be part of the 2025 Tuia programme. He will meet with them on a regular basis, and will invite them to a meeting to introduce them to Council. They will meet with their counterparts from other parts of NZ and are both keen to start up their own initiatives and will bring those ideas to Council.
- He acknowledged the huge workload on staff at the moment and wanted to publicly thank staff for the work they were doing.

## 9 PUBLIC EXCLUDED

### RESOLUTION TO EXCLUDE THE PUBLIC

#### RESOLUTION 2025/17

Moved by Councillor S Lennox

Seconded by Councillor D Holmes

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>9.1 - Public Excluded Minutes of Council Meeting held on 11 December 2024</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(i) - the withholding of the information is necessary to	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	
<b>9.2 - Contract Extension</b>	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>9.3 - Property Purchase</b>	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>9.4 - Mataikona - Funding and Next Steps</b>	<p>s7(2)(e) - the withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**CARRIED**

**The meeting moved into public excluded at 12.41pm**

**The Meeting closed at 1.38pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 2 April 2025.**

.....  
**CHAIRPERSON**

**5.2 MINUTES OF EXTRAORDINARY COUNCIL MEETING HELD ON 5 MARCH 2025****File Number:****Author:** Harriet Kennedy, Governance Team Leader**Authoriser:** Kym Fell, Chief Executive**RECOMMENDATION**

That the Minutes of Extraordinary Council Meeting held on 5 March 2025 be received and confirmed as a true and correct record of the meeting.

**ATTACHMENTS**

1. Minutes of Extraordinary Council Meeting held on 5 March 2025



# **MINUTES**

**Extraordinary Council Meeting  
Wednesday, 5 March 2025**

**Order Of Business**

<b>1</b>	<b>Conflicts of Interest .....</b>	<b>3</b>
<b>2</b>	<b>Apologies .....</b>	<b>3</b>
<b>3</b>	<b>Items not on the Agenda .....</b>	<b>3</b>
<b>4</b>	<b>Public Excluded .....</b>	<b>3</b>
4.1	Contract Award .....	3

**MINUTES OF MASTERTON DISTRICT COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON  
ON WEDNESDAY, 5 MARCH 2025 AT 9:30 AM**

**PRESENT:** Mayor G Caffell (Chair), Councillors B Johnson, C Bowyer, B Goodwin, D Holmes, T Hullena, S Lennox, T Nelson and M Tuuta

**IN ATTENDANCE:** Iwi representative Jo Hayes, Iwi representative Robin Potangaroa, Chief Executive, General Manager Finance, General Manager Infrastructure and Assets, General Manager Community, Chief Advisor, General Manager Strategy and Development, Pou Ahurea Māori, General Manager Corporate, Facilities and Open Spaces Manager and Governance Team Leader.

**1 CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**2 APOLOGIES**

There were no apologies.

**3 ITEMS NOT ON THE AGENDA**

There were no late items.

**4 PUBLIC EXCLUDED**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RESOLUTION 2025/16**

Moved by Councillor B Johnson  
Seconded by Councillor D Holmes

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>4.1 - Contract Award</b>	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or sect

**CARRIED**

**The Meeting moved into public excluded at 9.32am**

**The Meeting moved out of public excluded at 9.46am**

**The Meeting closed at 9.46am**

**The minutes of this meeting were confirmed at the Ordinary Meeting of the Masterton District Council held on 2 April 2025.**

.....  
**CHAIRPERSON**

**5.3 MINUTES OF EXTRAORDINARY COUNCIL MEETING HELD ON 19 MARCH 2025****File Number:****Author:** Harriet Kennedy, Governance Team Leader**Authoriser:** Kym Fell, Chief Executive**RECOMMENDATION**

That the Minutes of Extraordinary Council Meeting held on 19 March 2025 be received and confirmed as a true and correct record of the meeting.

**ATTACHMENTS**

1. Minutes of Extraordinary Council Meeting held on 19 March 2025





# **MINUTES**

**Extraordinary Council Meeting  
Wednesday, 19 March 2025**

**Order Of Business**

<b>1</b>	<b>Conflicts of Interest .....</b>	<b>3</b>
<b>2</b>	<b>Apologies .....</b>	<b>3</b>
<b>3</b>	<b>Items not on the Agenda .....</b>	<b>3</b>
<b>4</b>	<b>Reports for Decision.....</b>	<b>3</b>
4.1	Amendments to the 2025 Meeting Schedule .....	3
4.2	Submission to GWRC re the Waipoua Flood Risk Management Concepts Engagement.....	4
4.3	Annual Report Information Document .....	5
4.4	Local Water Done Well Statement of Proposal for Consultation .....	5

**MINUTES OF MASTERTON DISTRICT COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON  
ON WEDNESDAY, 19 MARCH 2025 AT 3:00 PM**

**PRESENT:** Mayor G Caffell (Chair), Councillors B Johnson, C Bowyer, B Goodwin, D Holmes, T Hullena, S Lennox, and M Tuuta

**IN ATTENDANCE:** Iwi Representative Jo Hayes, Iwi Representative Robin Potangaroa, Chief Executive, General Manager Finance, General Manager Strategy and Development, General Manager Community, Chief Advisor, General Manager Infrastructure and Assets, Strategic Planning Manager, Environmental Lead, Corporate Planning Lead, Governance Team Leader

**1 CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**2 APOLOGIES**

**RESOLUTION 2025/18**

Moved by Councillor S Lennox

Seconded by Councillor C Bowyer

That the apology received from Councillor Nelson be accepted

**CARRIED**

**3 ITEMS NOT ON THE AGENDA**

There were no late items.

**4 REPORTS FOR DECISION**

**4.1 AMENDMENTS TO THE 2025 MEETING SCHEDULE**

The report seeking Council approval of an amendment to the Schedule of Council and Committee meetings for 2025 was taken as read.

**RESOLUTION 2025/19**

Moved by Councillor B Johnson

Seconded by Councillor S Lennox

That Council approves the amendments to the 2025 Schedule of Council and Committee Meetings as set out in Attachment 1 to Report 4.1 *Amendments to the 2025 Meeting Schedule*.

**CARRIED**

**4.2 SUBMISSION TO GWRC RE THE WAIPOUA FLOOD RISK MANAGEMENT CONCEPTS ENGAGEMENT**

The report presenting the draft Masterton District Council (MDC) submission on the Greater Wellington Regional Council (GWRC) Waipoua Flood Risk Management Concepts consultation

was presented by the Environment Lead.

Members discussed the submission and noted the importance of Council's input as parts of the town were at risk if there was a major flood. Staff advised that the work was at an early stage and GWRC had recognised that the final solution would be a combination of the concepts outlined so the submission highlighted what Council's priorities were.

#### **RESOLUTION 2025/20**

Moved by Councillor C Bowyer  
Seconded by Councillor S Lennox

That Council

1. **Receives** the *Submission to GWRC Re the Waipoua Flood Risk Management Concepts Engagement Report*; and
2. **Agrees** for officers to make a submission to Greater Wellington Regional Council on behalf of the Council; and
3. **Authorises** the Mayor and Chief Executive to make any consequential changes to the submission resulting from this meeting, and correct any minor typographical, editorial, arithmetic and formatting errors that may be identified; and
4. **Notes** that MDC officers are currently participating in a multi-criteria analysis with the GWRC project team.

**CARRIED**

#### **4.3 ANNUAL PLAN INFORMATION DOCUMENT**

The report presenting the 2025/26 Annual Plan Information Document for endorsement was presented by the Manager Strategic Planning and the Corporate Planning Lead.

#### **RESOLUTION 2025/21**

Moved by Councillor C Bowyer  
Seconded by Councillor B Johnson

That Council:

1. **Endorses** the *Masterton District 2025/26 Annual Plan Information Document*; and
2. **Authorises** the Mayor and Chief Executive to approve the correction of any minor typographical, editorial, arithmetic and formatting errors that may be identified; and
3. **Notes** copies of the information document will be available online and at all community workshops/engagement sessions held during the Local Water Done Well consultation period of Friday 21 March 2025 to Monday 22 April 2025.

**CARRIED**

#### **4.4 LOCAL WATER DONE WELL STATEMENT OF PROPOSAL FOR CONSULTATION**

The report presenting the Masterton District Council Local Water Done Well Statement of Proposal for adoption for consultation was presented by the General Manager Strategy and Governance.

Standardisation of pricing and the process around that was discussed. Staff advised that, as

referred to in the consultation document, when or if standardisation of pricing would occur was something that would be part of the discussions between councils when forming a CCO. If Council decided to proceed with the Wairarapa-Tararua option, that is where the minimums or game breakers for each organisation would be established. The decision for the meeting was to sign off the consultation document so consultation could begin. The risks and uncertainties around the unknowns, like future price standardisation, had been included in the consultation document, but weren't part of what Council was consulting on.

## **RESOLUTION 2025/22**

Moved by Councillor C Bowyer

Seconded by Councillor D Holmes

That Council:

1. **Adopts** the *Masterton District Council Local Water Done Well Statement of Proposal* (Attachment 1) for consultation with our community; and
2. **Authorises** the Mayor and Chief Executive to approve the correction of any minor typographical, editorial, arithmetic and formatting errors that may be identified; and
3. **Notes** consultation will commence on Friday 21 March 2025 and will close at 4pm on Monday 22 April 2025.
4. **Notes** hearings are scheduled for 14 and 15 May 2025; and deliberations on 21 May 2025.

In Favour: Mayor Gary Caffell, Councillor Bex Johnson, Councillor Craig Bowyer, Councillor David Holmes, Councillor Stella Lennox, Councillor Marama Tuuta

Against: Councillor Brent Goodwin, Councillor Tom Hullena

**CARRIED 6/2**

**The Meeting closed at 3.50pm.**

**The minutes of this meeting were confirmed at the Ordinary Meeting of the Masterton District Council held on 2 April 2025.**

.....  
**CHAIRPERSON**

## **6 COMMITTEE REPORTS**

### **6.1 AUDIT AND RISK COMMITTEE MEETING - 26 FEBRUARY 2025**

**File Number:**

**Author:** Harriet Kennedy, Governance Team Leader

**Authoriser:** Karen Yates, Acting Chief Executive

**Members:** Philip Jones (Chair), Mayor Gary Caffell, Councillor Craig Bowyer, Councillor Brent Goodwin, Iwi representative Jo Hayes, Councillor David Holmes, Councillor Tom Hullena, Councillor Stella Lennox, Councillor Tim Nelson, Iwi representative Robin Potangaroa and Councillor Marama Tuuta

#### **THE COMMITTEE RECOMMENDS:**

That Council confirms the report of the Audit and Risk Committee Meeting held on 26 February 2025 including the following resolutions:

- Procurement Policy

*That the Audit and Risk Committee*

1. **notes** that the Executive Leadership Team (ELT) approved the Procurement Policy on 13 February 2025.
2. **endorses** the Procurement Policy as amended to include reporting on deviations to the Policy (Attachment 1).

- Service Provision Report – Aratoi Regional Trust

*That the Audit and Risk Committee receives the Service Provision Report for Aratoi Regional Trust, covering the summary results of the key result indicators for the quarter 1 October – 31 December 2024.*

- Destination Wairarapa Quarterly Report (1 October 2024 to 31 December 2024)

*That the Audit and Risk Committee receives the first quarter report (1 October 2024 – 31 December 2024) from Destination Wairarapa.*

- Business Wairarapa Half-Yearly Report (1 July 2024 to 31 December 2024)

*That the Audit and Risk Committee receives the first half-year report (1 July 2024 – 31 December 2024) from Business Wairarapa.*

- Non-Financial Performance 2024/25 Quarter 2 Report

*That the Audit and Risk Committee receives the Quarter 2 non-financial performance report for the 2024/25 financial year (Year 1 of the 2024-34 LTP).*

- Emissions Reduction Plan - Risks

*That the Audit and Risk Committee receives the Emissions Reduction Plan Risks Report.*

- Key Policies Monitored by the Audit and Risk Committee

*That the Audit and Risk Committee:*

1. **notes** that the following policies are monitored by the Audit and Risk Committee:
  - Asset Management Policy

- *Dangerous and Insanitary Buildings Policy*
  - *Fraud, Dishonesty and Corruption Control Policy*
  - *Workplace Health and Safety and Staff Wellbeing Policy*
  - *Procurement Policy*
  - *Revenue and Financing Policy*
  - *Risk Management Policy*
  - *Significance and Engagement Policy*
  - *Sensitive Expenditure Policy, and*
  - *Treasury Management Policy.*
- 2. notes** the status update for each of these policies in this Report.
- *Health and Safety Quarterly Report*  
*That the Audit and Risk Committee notes the content and receives the Health and Safety Report for the quarter: (1 October 2024 to 31 December 2024).*
  - *Six Months to Date Financial Report 2024/25*  
*That the Audit and Risk Committee receives the 6 months to date financial report and commentary.*  
*Audit Report for the Year ended 30 June 2024*  
*That the Audit and Risk Committee **receives** the Auditor's Report to the Council on the audit of Masterton District Council for the year ended 30 June 2024.*
  - *Building and Planning Update*  
*That the Audit and Risk Committee receives the update from the Building Control Services team and the Consents and Planning team.*

## **ATTACHMENTS**

- 1. Minutes of Audit and Risk Committee Meeting held on 26 February 2025**



# **MINUTES**

**Audit and Risk Committee Meeting  
Wednesday, 26 February 2025**



**Order Of Business**

<b>1</b>	<b>Conflicts of Interest .....</b>	<b>3</b>
<b>2</b>	<b>Apologies .....</b>	<b>3</b>
<b>3</b>	<b>Public Forum.....</b>	<b>3</b>
<b>4</b>	<b>Items not on the Agenda .....</b>	<b>3</b>
<b>5</b>	<b>Reports for Decision.....</b>	<b>4</b>
5.1	Procurement Policy .....	4
<b>6</b>	<b>Reports for Information .....</b>	<b>4</b>
6.1	Minutes of the Previous Meeting held on 13 November 2024 .....	4
6.2	Service Provision Report Aratoi Regional Trust.....	5
6.3	Destination Wairarapa Quarterly Report (1 October 2024 to 31 December 2024).....	5
6.4	Business Wairarapa Half-Yearly Report (1 July 2024 to 31 December 2024).....	6
6.5	Non-Financial Performance 2024/25 Quarter 2 Report.....	6
6.6	Emissions Reduction Plan – Risks .....	6
6.7	Key Policies Monitored by the Audit and Risk Committee .....	7
6.8	Health and Safety Quarterly Report.....	7
6.9	Six Months to Date Financial Report 2024/25 .....	8
6.10	Audit Report for the Year ended 30 June 2024 .....	8
6.1	Building and Planning Update .....	9
<b>7</b>	<b>Public Excluded .....</b>	<b>9</b>
5.1	Minutes of the Audit and Risk Committee Meeting held with the public excluded on 13 November 2024.....	9
5.2	Emergency Management Risk Report.....	10
5.3	Technology and Information Quarterly Risk Report .....	11
5.4	2024/2025 Quarter 2 Risk Management Update .....	11
5.5	Chief Executive Update on Risk .....	11

**MINUTES OF MASTERTON DISTRICT COUNCIL  
AUDIT AND RISK COMMITTEE MEETING  
HELD AT WAIATA HOUSE, 27 LINCOLN ROAD, MASTERTON  
ON WEDNESDAY, 26 FEBRUARY 2025 AT 1:00 PM**

**PRESENT:** Philip Jones (Chair), Mayor Gary Caffell and Councillors B Johnson, C Bowyer, B Goodwin, D Holmes, T Hullena, S Lennox, T Nelson and M Tuuta and Iwi Representative Robin Potangaroa

**IN ATTENDANCE:** Acting Chief Executive, Manager Finance, General Manager Community, General Manager Infrastructure and Assets, General Manager Corporate, Chief Advisor, Strategic Planning Manager, Economic Development Lead, Corporate Planning Lead and Governance Team Leader

**1 CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**2 APOLOGIES**

**COMMITTEE RESOLUTION 2025/1**

Moved by Councillor C Bowyer

Seconded by Councillor B Johnson

That the apology received from Iwi representative Jo Hayes be accepted

**CARRIED**

**3 PUBLIC FORUM**

There was no public forum.

**4 ITEMS NOT ON THE AGENDA**

The meeting was advised of the following items for inclusion in the agenda:

- Six Months to Date Financial Report 2024/25
- Building and Planning Update

**COMMITTEE RESOLUTION 2025/2**

Moved by Councillor B Goodwin

Seconded by Councillor D Holmes

That in terms of section 46A(7) of the Local Government Official Information and Meetings Act 1987 the items be dealt with at this meeting.

**CARRIED**

Reports 6.3 Destination Wairarapa Quarterly Report, Report 6.4 Business Wairarapa Half-Yearly Report and Report 6.2 Service Provision Report Aratoi Regional Trust were taken before item 5.1 due to the attendance of external presenters.

## 5 REPORTS FOR DECISION

### 5.1 PROCUREMENT POLICY

The report seeking endorsement of the Procurement Policy was presented by the Policy Manager.

The Chair requested an addition to the Policy, to include a process for reporting on when the Policy was not followed to give assurance to elected members that the Policy was working, and when using the the exemption, that those policies were being followed. The recommendation was amended to note the requested change.

*[Note to minutes: Wording added was in the Monitoring and Evaluation Section stating:*

*Staff will report to Council (or its relevant committee if governance oversight of this Policy has been delegated) on any breaches or exemptions provided under this Policy on a six-monthly basis*

*The Policy is attached as Minutes Attachment 1.]*

In relation to a question about the dollar value limits in the Policy, the Policy Manager advised that they hadn't been updated but that any issues raised in the update of the Policy Procedure which required further changes to the Policy would be brought back to the Committee.

A question was asked whether the Policy had safeguards to prevent a repeat of the situation where a supplier went into receivership. The Chair advised that the Policy Procedure should set out how due diligence was done and should ask whether the company has the financial resources to deliver the project.

The Chair also raised whether the Procurement Procedure would include guidance on how to undertake the whole of life assessment referred to in the Policy

### COMMITTEE RESOLUTION 2025/3

Moved by Philip Jones

Seconded by Councillor B Johnson

That the Audit and Risk Committee:

1. **notes** that the Executive Leadership Team (ELT) approved the Procurement Policy on 13 February 2025.
2. **endorses** the Procurement Policy as amended to include reporting on deviations to the Policy (Attachment 1).

**CARRIED**

### Attachments

- 1 Procurement Policy

## 6 REPORTS FOR INFORMATION

### 6.1 MINUTES OF THE PREVIOUS MEETING HELD ON 13 NOVEMBER 2024

The minutes of the Committee held on 13 November 2024 were confirmed by Council at its meeting on 11 December 2024 and were brought to the Committee for their receipt.

### COMMITTEE RESOLUTION 2025/4

Moved by Philip Jones

Seconded by Councillor C Bowyer

That the Audit and Risk Committee receives the minutes of the previous meeting held 13 November 2024

**.CARRIED**

## **6.2 SERVICE PROVISION REPORT ARATOI REGIONAL TRUST**

This report providing the Audit and Risk Committee with the second quarter report for 2024/25 on the key result areas for Aratoi Regional Trust was taken as read.

The Chair noted that Aratoi had achieved a significant number of their KRAs with six months to go. The General Manager Community advised that the KRAs had recently been revised and they would continue to be monitored.

### **COMMITTEE RESOLUTION 2025/5**

Moved by Councillor C Bowyer

Seconded by Councillor B Johnson

That the Audit and Risk Committee receives the Service Provision Report for Aratoi Regional Trust, covering the summary results of the key result areas for the quarter 1 October – 31 December 2024.

**CARRIED**

## **6.3 DESTINATION WAIRARAPA QUARTERLY REPORT (1 OCTOBER 2024 TO 31 DECEMBER 2024)**

The report providing the Audit and Risk Committee with the second quarter (1 October 2024 – 31 December 2024) progress report on key deliverables for Destination Wairarapa was presented by the General Manager Destination Wairarapa. Robin Dunlop, Masterton District Council's appointment to the Board, was also in attendance and drew Council's attention to the impact that the closure of the Remutaka Hill Road in November had on local events and the risk the road posed for businesses throughout the Wairarapa.

### **COMMITTEE RESOLUTION 2025/6**

Moved by Councillor D Holmes

Seconded by Councillor S Lennox

That the Audit and Risk Committee receives the second quarter report (1 October 2024 – 31 December 2024) from Destination Wairarapa.

**CARRIED**

## **6.4 BUSINESS WAIRARAPA HALF-YEARLY REPORT (1 JULY 2024 TO 31 DECEMBER 2024)**

The report providing the Audit and Risk Committee with the first half-year (1 July 2024 – 31 December 2024) progress report on key deliverables for Business Wairarapa was presented by the General Manager Business Wairarapa.

A request was made for the next report to include more information on the work that Tupu Ana

were doing.

#### **COMMITTEE RESOLUTION 2025/7**

Moved by Councillor B Johnson

Seconded by Mayor G Caffell

That the Audit and Risk Committee receives the first half-year report (1 July 2024 – 31 December 2024) from Business Wairarapa.

**CARRIED**

#### **6.5 NON-FINANCIAL PERFORMANCE 2024/25 QUARTER 2 REPORT**

The report providing the Committee with an update on performance against non-financial measures for the year to date was presented by the Corporate Planning Lead.

#### **COMMITTEE RESOLUTION 2025/8**

Moved by Councillor B Johnson

Seconded by Councillor C Bowyer

That the Audit and Risk Committee receives the Quarter 2 non-financial performance report for the 2024/25 financial year (Year 1 of the 2024-34 LTP).

**CARRIED**

#### **6.6 EMISSIONS REDUCTION PLAN – RISKS**

The report providing the Audit and Risk Committee with responses to questions raised at its November 2024 meeting relating to the implementation of the Corporate Carbon Emissions Reduction Plan through to 31 December 2025 was presented by the Strategic Policy Manager.

It was noted that future reporting would come through the General Manager Activity Reports to Council, along with an annual report.

#### **COMMITTEE RESOLUTION 2025/9**

Moved by Councillor M Tuuta

Seconded by Councillor C Bowyer

That the Audit and Risk Committee receives the Emissions Reduction Plan Risks Report.

**CARRIED**

#### **6.7 KEY POLICIES MONITORED BY THE AUDIT AND RISK COMMITTEE**

The report providing a status update of policies that are monitored by the Audit and Risk Committee was presented by the Policy Manager.

The Chair noted that Audit NZ had raised the question of the approval of the CE Expenditure in the the Sensitive Expenditure Policy and advised that the question would be raised with Audit NZ in the Audit Report agenda item.

## **COMMITTEE RESOLUTION 2025/10**

Moved by Mayor G Caffell  
Seconded by Councillor M Tuuta

That the Audit and Risk Committee:

1. **notes** that the following policies are monitored by the Audit and Risk Committee:
  - Asset Management Policy
  - Dangerous and Insanitary Buildings Policy
  - Fraud, Dishonesty and Corruption Control Policy
  - Workplace Health and Safety and Staff Wellbeing Policy
  - Procurement Policy
  - Revenue and Financing Policy
  - Risk Management Policy
  - Significance and Engagement Policy
  - Sensitive Expenditure Policy, and
  - Treasury Management Policy.
2. **notes** the status update for each of these policies in this Report.

**CARRIED**

## **6.8 HEALTH AND SAFETY QUARTERLY REPORT**

Under the Health and Safety at Work Act 2015, all elected members are deemed 'officers' and must exercise a duty of due diligence in relation to health and safety. The quarterly report providing information to assist elected members to carry out that role was presented by the General Manager Corporate.

Annual leave was discussed. The Chair commented that 25 days was not overly excessive and asked for the number of people who had over 50 days leave to also be reported. The Chair also noted that the March figures in the next report would likely be lower as people took leave over the summer.

## **COMMITTEE RESOLUTION 2025/11**

Moved by Councillor S Lennox  
Seconded by Councillor B Johnson

That the Audit and Risk Committee notes the content and receives the Health and Safety Report for the quarter: (1 October 2024 to 31 December 2024).

**CARRIED**

## 6.9 SIX MONTHS TO DATE FINANCIAL REPORT 2024/25

The report providing the Audit and Risk Committee with financial reporting for the six months to 31 December 2024 was presented by the General Manager Finance.

In relation to the rates receivable information a request was made to provide a breakdown between rural, urban and commercial ratepayers.

In relation to a question asked about the variance under economic development in the Rates Requirement Summary, the General Manager Finance advised that he would provide that information.

*[Note to minutes: In response to the question in relation to economic development, the variance of 5.1% more than Plan YTD results from the water resilience project grant being \$4,600 more than planned and timing of several payments not aligning with budgets. These will not be over-spent by year end.]*

### COMMITTEE RESOLUTION 2025/12

Moved by Councillor B Goodwin  
Seconded by Councillor D Holmes

That the Audit and Risk Committee receives the 6 months to date financial report and commentary.

**CARRIED**

## 6.10 AUDIT REPORT FOR THE YEAR ENDED 30 JUNE 2024

The report providing the Committee with the Auditor's Report to governors on the audit of the Annual Report for the year ended 30 June 2024 was presented by the General Manager Finance. The report was adopted by the Council on 4 December 2024 and this auditor's report is provided at the earliest opportunity.

Council's Audit Manager at Audit NZ, Karen Young, was in attendance by Teams and advised that their audit verified Council's performance as reported and they had issued an unmodified audit opinion. Audit NZ had made some recommendations for improvement, however none were urgent.

In relation to the approval process for sensitive expenditure, the suggested change to the Sensitive Expenditure Policy was noted by the General Manager Finance and he advised that he would report back on some improvements to the Policy. The Chair advised that he currently approves Mayoral expenditure for some councils.

In relation to the fair value assessments the Audit Manager advised that they weren't insisting the assessments needed to be done a certain way but that Council needed to demonstrate how it complied with the accounting standard and be able to demonstrate that the assessments were robust and often an external expert provides that.

### COMMITTEE RESOLUTION 2025/13

Moved by Councillor B Johnson  
Seconded by Mayor G Caffell

That the Audit and Risk Committee **receives** the Auditor's Report to the Council on the audit of

**CARRIED**

## **6.1 BUILDING AND PLANNING UPDATE**

The report providing the Audit and Risk Committee with an update from the Building Control team and the Consents and Planning team was presented by the Building Services Manager and the Planning and Consents Manager.

The determination by MBIE in relation to the number of toilets in a building was discussed. Staff advised that the determination process was part of the consenting process where there was a difference in interpretation of the legislation and provided an alternative to having to go to court. It didn't mean that Council had done anything wrong.

### **COMMITTEE RESOLUTION 2025/14**

Moved by Councillor D Holmes  
Seconded by Councillor S Lennox

That the Audit and Risk Committee receives the update from the Building Control Services team and the Consents and Planning team.

**CARRIED**

## **7 PUBLIC EXCLUDED**

### **RESOLUTION TO EXCLUDE THE PUBLIC**

### **COMMITTEE RESOLUTION 2025/15**

Moved by Councillor D Holmes  
Seconded by Councillor B Johnson

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

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>5.1 - Minutes of the Audit and Risk Committee Meeting held with the public excluded on 13 November 2024</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons  s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7



	<p>information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public</p> <p>s7(2)(e) - the withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	
<b>5.2 - Emergency Management Risk Report</b>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>5.3 - Technology and Information Quarterly Risk Report</b>	s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>5.4 - 2024/2025 Quarter 2 Risk Management Update</b>	s7(2)(c)(i) - the withholding of the information is necessary to protect information which is	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would

	<p>subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p>	<p>be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p><b>5.5 - Chief Executive Update on Risk</b></p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(i) - the withholding of the information is necessary to</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

	enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	
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**CARRIED**

**The Meeting moved into public excluded at 3.25pm**

**The Meeting closed at 4.19pm**

**The minutes of this meeting were confirmed at the Council meeting held on 2 April 2025.**

## **7 REPORTS FOR DECISION**

### **7.1 ORDER OF CANDIDATE NAMES ON VOTING DOCUMENTS**

**File Number:**

**Author:** Karen Yates, General Manager Strategy & Development

**Authoriser:** Kym Fell, Chief Executive

#### **PURPOSE**

The purpose of this report is to seek a decision from Council regarding the order in which candidate names will be printed on voting documents for the 2025 Local Elections.

#### **EXECUTIVE SUMMARY**

The Local Electoral Regulations 2001 provide that councils may decide the order of candidate names on voting documents. For past elections, Masterton District Council candidate names have been listed in alphabetical order by surname. The default position in the regulations is alphabetical order by surname so, unless there is a resolution to change this (to either pseudo-random or random order) by 30 June 2025, the current arrangement will continue.

#### **RECOMMENDATION**

That Council, in accordance with Clause 31 of the Local Electoral Regulations 2001, agrees that, for the 2025 local elections and any subsequent by-election during the 2025-2028 triennium, the names under which each candidate is seeking election be arranged on the voting document: **[EITHER]**

- (i) in alphabetical order of surname, **[OR]**
- (ii) in random order **[OR]**
- (iii) in pseudo-random order

#### **CONTEXT**

Clause 31 of the Local Electoral Regulations 2001 provides that councils may decide the order of candidate names on voting documents. For past elections, Masterton District Council candidate names have been listed in alphabetical order by surname. Unless there is a resolution to change this by 30 June 2025, the current arrangement will continue (see Attachment 1).

Masterton Community Trust, Masterton Trust Lands Trust and the Montfort Trimble Foundation have also listed candidate names in alphabetical order in the past, aligning with Council's approach. For 2025, the Trusts and the Foundation also have until 30 June 2025 to resolve to change this, or the current arrangement continues.

#### **ANALYSIS**

##### Alphabetical Order

As noted, Masterton District Council has opted for alphabetical ordering of candidate names on voting papers in the past, so the community is familiar with this way of displaying candidate names. Candidates are listed in alphabetical order based on their surname. This is also the order in which information about candidates is published in the Candidate profile booklet (which is sent out with the voting papers).

Criticism of this approach is that there may be an order effect i.e. those candidates with a surname starting with a letter at the beginning of the alphabet may have an advantage over those whose surnames start with a letter at the end of the alphabet. The order effect may influence voting outcomes, especially if voters don't know who they want to vote for and/or there is a longer list of candidates to choose from, leading to a tendency to choose candidates at the top of the list.

In 2019, the Auckland Council Research and Evaluation Unit undertook an assessment of the academic research on candidate order impacts and election outcomes. They noted that while a large number of international research studies suggested that candidates listed first were more likely to be elected, their analysis of Auckland Council election data showed no compelling evidence for this effect.<sup>1</sup> This research was updated in 2023, and included analysis of how many candidates were standing in each election and at positions other than the first listed candidate. The analysis found that where there were a larger number of candidates, being lower on the list in certain types of election appeared to bring significant disadvantages. Where the number of candidates was smaller, being lower on the list was also a disadvantage, but the observed effect was weaker<sup>2</sup>.

The data on the impact of name order on voting outcomes in Masterton District Council's 2013, 2016, 2019 and 2022 elections (see Attachment 2) shows that for most elections those listed first were elected but weren't the highest polling candidates and that candidates much further down the list were also elected.

In 2022 the three highest polling candidates in each of the elections below were listed on the voting papers as follows:

- Masterton District Council At Large (9 candidates) – 5<sup>th</sup>, 7<sup>th</sup>, 2<sup>nd</sup>
- Masterton District Council General Ward (8 candidates) - 6<sup>th</sup>, 2<sup>nd</sup>, 4<sup>th</sup>
- Masterton Community Trust (7 candidates) – 4<sup>th</sup>, 3<sup>rd</sup>, 5<sup>th</sup>
- Masterton Trust Lands Trust (5 candidates) – 2<sup>nd</sup>, 3<sup>rd</sup>, 1<sup>st</sup>

The Representation Review undertaken by Council in 2018 moved from an urban and rural ward to all members elected at large. This meant that in 2019 all candidates standing for Council were listed in one at large category on voting documents. The at large election in 2019 attracted 20 candidates, so the list of candidates for voters to choose from was longer than any previous ward list.

Order bias would suggest that, particularly with a longer list of candidates, those listed first would be more likely to be elected, however the results of the Masterton District Council election in 2019 (see Attachment 2) show that this wasn't the case, and again, while the person listed first on the voting paper was elected, they weren't the highest polling candidate and those who were second and fourth on the list were not elected and candidates with surnames further down the list were also elected.

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<sup>1</sup> From Auckland Council Governing Body Agenda 23 February 2022, Attachment to Item 10 Local Government Elections 2022 – Order of Names on Voting Documents  
[https://infocouncil.aucklandcouncil.govt.nz/Open/2022/02/GB\\_20220224\\_AGN\\_10159\\_AT\\_files/GB\\_20220224\\_AGN\\_10159\\_AT\\_Attachment\\_85719\\_1.PDF](https://infocouncil.aucklandcouncil.govt.nz/Open/2022/02/GB_20220224_AGN_10159_AT_files/GB_20220224_AGN_10159_AT_Attachment_85719_1.PDF)

<sup>2</sup> See [Auckland Council Governing Body Agenda 27 June 2024](#), page 29 and [Attachments](#) page 105.

Masterton District Council undertook a further representation review in 2021. The result of this was that for the 2022 election, Masterton District Council returned to a ward/at large system, with one councillor to be elected from the Māori ward, four councillors elected from a general ward, and three councillors elected at large. This was similar to the previous ward system and lead to shorter lists of candidates for election as had been the case prior to having all members elected at large (the bullet points above set out the three highest polling candidates and their alphabetical place on the list).

While the results of the previous four elections for Masterton District Council (and the Trusts and Montfort Trimble Foundation) are a small sample size and haven't been subject to the in depth statistical analysis undertaken by Auckland Council, the information suggests that there does not appear to be a disadvantage to being lower on the list of candidate names. Most of the elections have a small number of candidates – prior to the Masterton District Council election in 2019, where there were no wards and all 20 candidates stood at large, the largest number of candidates for any election was 10. While no research has been undertaken on why people vote the way they do in our local election, the voting patterns may be due to the size of the community and the likelihood that voters know or know about the candidates standing for election.

### Alternative Options

Alternative options for listing candidate names on voting documents include:

1. *Pseudo-Random Order*

Names are listed in a random order but the same random order is listed on every voting document. The order is determined randomly - essentially the equivalent of drawing names from a hat. While this changes the order of candidates, if there is an order effect in voter decision making (i.e. a tendency to vote for the first listed candidates), this isn't eliminated as some candidates will be at the top of every voting paper and others will be at the bottom.

2. *Random Order*

Candidate names are listed in a different order on each and every voting document. The advantage of true random order (i.e. a different order on every voting paper) is that it completely eliminates any potential for an order effect and removes any perception of name order bias.

Some of the disadvantages of random order include that it may be less easy for voters to locate who they want to vote for (particularly where there are longer lists of candidates); it is not possible for the candidate profile booklet, which accompanies voting papers, to follow the order of random papers; and, voters living in the same household could find random order confusing as their voting paper will be different to those they live with. Anything that makes voting more difficult carries the risk of deterring the voter.

Papers can also be more time consuming to count if a manual count is required.

Historically these alternative options have cost more than alphabetical order, however with evolving technology there is no longer a cost difference.

A greater number of councils are moving to random order. Electionz.com (Council's election provider) have advised that in 2022 approximately 73% of all territorial and regional authority

elections were conducted with random name order. In 2022 Carterton, South Wairarapa District Council and Greater Wellington Regional Council all used random name order.

The Justice and Electoral Committee *Inquiry into the 2013 Local Authority Elections* (25 July 2014)<sup>3</sup> recommended that the order of candidate names for local authority elections be completely randomised given the main argument against random order, which was the additional cost, is no longer applicable.

## OPTIONS CONSIDERED

A summary of the options considered is included in the table below.

Option	Advantages	Disadvantages
1 Alphabetical Order	<ul style="list-style-type: none"> <li>Familiarity for voters given this system has been used in the past</li> <li>If a voter knows who they want to vote for it is easier to find that candidate's name</li> <li>The list of candidates on the voting papers is in the same order as the candidate profile booklet, making it easier for voters to find information about candidates on the voting paper</li> </ul>	<ul style="list-style-type: none"> <li>There is a risk that those whose names are listed first potentially have an advantage over those listed further down, especially when voters don't know who they want to vote for and/or when there is a longer list of candidates to choose from.</li> </ul>
2 Pseudo-random order	<ul style="list-style-type: none"> <li>Removes any potential bias towards those whose surnames are at the beginning of the alphabet being elected</li> </ul>	<ul style="list-style-type: none"> <li>As the list generated is the same across all voting papers, the risk of potential advantage for those whose names are listed first remains.</li> </ul>
3 Random order	<ul style="list-style-type: none"> <li>Equitable for all candidates as this method removes the risk of those whose surnames come at the beginning of the alphabet having an advantage over others</li> <li>Removes any perception that those at the top of a list of candidates by virtue of their surname are more likely to be elected than those at the bottom of the list</li> </ul>	<ul style="list-style-type: none"> <li>Potentially confusing for voters: voting papers will differ from voter to voter; it will be harder to locate preferred candidates in a longer list; the candidate list won't align with the candidate profile handbook which is arranged alphabetically.</li> </ul>

<sup>3</sup> Justice and Electoral Committee *Inquiry into the 2013 Local Authority Elections* (25 July 2014), page 8  
[https://www.parliament.nz/resource/en-NZ/50DBSCH\\_SCR56857\\_1/ca8b97160aa5b2a95f5ef70e9f6419aac3ac3b49](https://www.parliament.nz/resource/en-NZ/50DBSCH_SCR56857_1/ca8b97160aa5b2a95f5ef70e9f6419aac3ac3b49)

Option		Advantages	Disadvantages
4.	Make no decision (default will be alphabetical order of surnames)	See 1. above	See 1. above

## SUMMARY OF CONSIDERATIONS

### Strategic, Policy and Legislative Implications

As noted, the Local Electoral Regulations 2001 allow councils to determine the order of candidates' names on voting papers. If Council wish to change the way candidate names are listed on voting documents, a resolution needs to be made by 30 June 2022 to comply with public notice requirements. If there is no resolution to change, the regulations provide for the default to be alphabetical order.

### Significance, Engagement and Consultation

The decision has been assessed against Council's Significance and Engagement Policy and is considered to be of low significance given it is an option provided for by regulation and is a procedural matter. For this reason, consultation with the community is not recommended.

Public notice is required if Council agree to list candidates in random order on voting documents. Additional communication during the voting period as part of our elections messaging is also recommended to alert voters to the fact that their voting papers will appear different.

### Financial Considerations

There are no financial implications as there is no difference in cost between the different options.

### Implications for Māori

No implications for Māori have been identified in relation to this decision. Candidate names for those standing in the Māori ward will be listed in the same order (alphabetical, random or pseudo-random) as those standing in the general ward or at large.

### Communications/Engagement Plan

As noted above, consultation is not recommended. It is recommended that the community be informed if there is a decision to change the current arrangement, (public notice is required); and reminded of any change again closer to the voting period as part of our elections messaging.

### Environmental/Climate Change Impact and Considerations

No environmental/climate change impacts have been identified in relation to this decision.

## ATTACHMENTS

1. Local Electoral Regulations 2001 [↓](#)
2. Order of Candidate Results from Previous Elections [↓](#)



**LOCAL ELECTORAL REGULATIONS 2001***Voting documents***31 Order of candidates' names on voting documents**

- (1) The names under which each candidate is seeking election may be arranged on the voting document in alphabetical order of surname, pseudo-random order, or random order.
- (2) Before the electoral officer gives further public notice under [section 65\(1\)](#) of the Act, a local authority may determine, by a resolution, which order, as set out in subclause (1), the candidates' names are to be arranged on the voting document.
- (3) If there is no applicable resolution, the candidates' names must be arranged in alphabetical order of surname.
- (4) If a local authority has determined that pseudo-random order is to be used, the electoral officer must state, in the notice given under [section 65\(1\)](#) of the Act, the date, time, and place at which the order of the candidates' names will be arranged and any person is entitled to attend.
- (5) In this regulation,—

**pseudo-random order** means an arrangement where—

- (a) the order of the names of the candidates is determined randomly; and
- (b) all voting documents use that order

**random order** means an arrangement where the order of the names of the candidates is determined randomly or nearly randomly for each voting document by, for example, the process used to print each voting document.

**ATTACHMENT 2: Order of Candidates and Results from 2013, 2016, 2019 and 2022 Elections**

Placement of Candidate on Voting Document (alphabetical)	Ranking by Highest Number of Votes 2013, 2016 and 2019																				
	Mayoralty		Rural Ward (1 vacancy)	Urban Ward (4 vacancies)		At Large Ward (5 vacancies)		All at large* (10 vacancies)	Licensing/ Community Trust (6 vacancies)			Montfort Trimble Foundation (2 vacancies)		Masterton Trust Lands Trust (4 vacancies)							
	2013*	2019	2016*	2013	2016	2013	2016	2019	2013	2016	2019	2013*	2019	2013	2016	2019					
	3	3	2	2	3	5	2	3	5	5	5	2	1	2	3	2					
1 <sup>st</sup>	3	3	2	2	3	5	2	3	5	5	5	2	1	2	3	2					
2 <sup>nd</sup>	2	4	1	3	1	1	5	15	7	6	4	3	2	5	5	3					
3 <sup>rd</sup>	1	2		6	6	2	10	5	3	3	1	1	3	6	8	7					
4 <sup>th</sup>		1		5	2	3	4	20	2	2	10			7	4	1					
5 <sup>th</sup>		7		5	7	8	4	1	1	3	1			1	9						
6 <sup>th</sup>		4		4	6	1	14	9	5	2	8			6	6						
7 <sup>th</sup>		1			4	6	18	6	7	9	4			7	8						
8 <sup>th</sup>						3	1	4		8	3			2	4						
9 <sup>th</sup>						9	11	8		7					5						
10 <sup>th</sup>						7	17			6											
11 <sup>th</sup>							16														
12 <sup>th</sup>							19														
13 <sup>th</sup>							2														
14 <sup>th</sup>							12														
15 <sup>th</sup>							6														
16 <sup>th</sup>							8														
17 <sup>th</sup>							7														
18 <sup>th</sup>							10														
19 <sup>th</sup>							9														
20th							13														

NB the Rural Ward candidate was elected unopposed in 2013, the Mayor was elected unopposed in 2016 and there was only 1 Montfort Trimble Foundation candidate in 2016 so a by-election was held subsequently. Masterton District Council wards were disestablished for the 2019 election with all members elected at large.

**Order of Candidates and Results from 2022 Elections**

Placement of Candidate on Voting Document (alphabetical)	Ranking by Highest Number of Votes - comparison with previous election where possible							
	Mayoralty		MDC At Large (3 vacancies)	MDC General Ward (4 vacancies)	Community Trust (6 vacancies)		Masterton Trust Lands Trust (4 vacancies)	
	2019	2022	2022	2022	2019	2022	2019	2022
1 <sup>st</sup>	3	2	5	5	5	4	2	3
2 <sup>nd</sup>	4	1	3	2	4	6	3	1
3 <sup>rd</sup>	2	6	8	6	1	2	7	2
4 <sup>th</sup>	1	3	4	3	10	1	1	5
5 <sup>th</sup>		5	1	8	3	3	9	4
6 <sup>th</sup>		4	7	1	2	5	6	
7 <sup>th</sup>			2	4	9	7	8	
8 <sup>th</sup>			6	7	8		4	
9 <sup>th</sup>				9	7		5	
10 <sup>th</sup>					6			

Note: In 2022 the Māori ward member was elected unopposed, as were the Montfort Trimble Foundation Members

## **7.2 WATER METER CHARGING IMPLEMENTATION REPORT**

### **File Number:**

**Author:** Maseina Koneferenisi, General Manager Infrastructure and Assets

**Authoriser:** Kym Fell, Chief Executive

### **PURPOSE**

To seek decisions from Council on the timing and implementation of water meter charging.

### **EXECUTIVE SUMMARY**

Council consulted on a proposed water meter charging approach in late 2024 and agreed to begin a three-year transition to volumetric charging based on water meter readings being taken from 1 July 2025.

Staff are monitoring water meter readings to support a smooth transition. This report provides an update based on the latest available water meter reading data and ongoing financial analysis. It highlights risks associated with transitioning to volumetric charging from 1 July 2025 and seeks a decision from Council to defer the transition. Staff recommend that Council reviews the timing once the outcome of community consultation on Local Water Done Well is known and the Water Service Delivery Plan has been developed.

Council also agreed changes to its Rates Remission Policy to support those with less ability to pay and agreed to define financial hardship for the purposes of this Policy. Due to complexities associated with assessing financial hardship, we recommend it be assessed based on appropriate evidence provided by the applicant to support the claim. We also recommend Council allocate a funding pool of \$50,000 in the 2025/26 Annual Plan for water leak related remissions to support our community to prepare for volumetric charging.

At the deliberations meeting in December 2024, staff undertook to provide advice on the charging approach for properties that share a meter as part of implementing the charging approach. Staff recommend Council agree that established residential rating units that are one of a number of rating units supplied from a single point of supply will be serviced by one meter unless the ratepayer applies for a check meter that enables Council to calculate the quantity of water provided to the individual rating unit. Council will supply the check meter free of charge but all other costs are to be met by the applicant.

This report also provides Council information on other operational procedures to implement water meter charging.

### **RECOMMENDATIONS**

That Council:

1. **agrees** to defer the transition to volumetric charging based on water meters and review the timing once the outcome of community consultation on Local Water Done Well is known and the Water Service Delivery Plan has been developed.
2. **revokes** Resolution 2024/119:
  6. **notes** that the Revenue and Financing Policy and Rates Remission Policy would take effect from 1 July 2025.

3. **notes** that ratepayers will be sent 'dummy invoices' from 1 July 2025 to inform them of their water usage and an indication of what they would likely be charged once volumetric charging commences.
4. **notes** that the Revenue and Financing Policy adopted in March 2024 will apply until further notice.
5. **notes** that the Rates Remission Policy relating to temporary financial assistance for households experiencing financial hardship for repair of water leaks (Remission 14 of Attachment 1) will apply from 1 July 2025. Remissions relating to high water use (Remission 13 and 15) would not be applicable until the transition to volumetric charging commences.
6. **agrees** that financial hardship for the purposes of the Rates Remission Policy will be determined based on appropriate evidence provided by the applicant to support the claim. This will include consideration of household income, household occupancy, and other government financial support applied for and/or received.
7. **agrees** to allocate a pool of \$50,000 to support residential ratepayers to repair water leaks on their property, as part of the draft water budget in the 2025/26 Annual Plan.
8. **notes** that established residential rating units that are one of a number of rating units supplied from a single point of supply will be serviced by one meter unless the ratepayer applies for a check meter that enables Council to calculate the quantity of water provided to the individual rating unit.
9. **notes** that the Council will fund the cost of check meters from existing budgets but applicants will be required to meet installation costs and any necessary remediation costs.
10. **agrees** that residential properties consented in the future will be required to be serviced by an individual water meter.
11. **note** that staff will update the Council's standard operating procedures to reflect the information and Council decisions from this report.
12. **notes** that staff will provide regular updates on the water meter project through the Infrastructure and Assets Activity Report.

## CONTEXT

Water meters have been installed for the majority of properties connected to the Masterton urban water supply. The Long-Term Plan 2024-34 signalled a charging approach for water meters to take effect from 1 July 2025. To give effect to this, Council consulted on amendments to the Revenue and Financing Policy and Rates Remission Policy adopted under section 102 of the Local Government Act 2002 (LGA).

At the deliberations meeting on 19 December 2024, Council agreed to begin a three-year transition to volumetric charging based on water meter readings from 1 July 2025. By the end of the transition, the urban water supply is planned to be funded through a targeted service charge making up 50 per cent of the costs, with the remaining 50 per cent based on volumetric charges.

Council also agreed changes to its Rates Remission Policy and agreed to define financial hardship for the purposes of this policy. This report provides advice on a suitable approach to defining financial hardship.

Council made the following resolutions at the Water Meter Charging Deliberations on 19 December 2024:

**RESOLUTION 2024/116**

Moved by Councillor C Bowyer

Seconded by Councillor B Goodwin

That Council:

1. notes that the Council have been provided with the full set of submissions on the Water Meter Charging Approach as part of the Hearings Report.
2. receives the late submission from Sustainable Wairarapa.
3. considers the community feedback received and advice from staff.

**CARRIED**

**RESOLUTION 2024/117**

Moved by Councillor M Tuuta

Seconded by Councillor B Johnson

That Council:

4. (a) **agrees** to the proposed charging approach as outlined in the Consultation Document and Revenue and Financing Policy (Attachment 1): 50 per cent targeted service charge / 50 per cent volume charges by the end of the three-year transition period; and  
(b) **adopts** the Revenue and Financing Policy.

**CARRIED 5/3**

**RESOLUTION 2024/118**

Moved by Councillor B Goodwin

Seconded by Councillor T Nelson

That Council:

5. (a) **agrees** to the key proposed changes to the Rates Remission Policy (Attachment 2):
  - (i) Proposal 1: Remission for households experiencing financial hardship who have incurred high volumetric water charges.
  - (ii) Proposal 2: Temporary financial assistance for households experiencing financial hardship for repair of water leaks.
  - (iii) (Proposal 3: Remission for excess consumption due to water leaks;
- (b) **agrees** a definition for financial hardship for the purposes of the Rates Remission Policy.
- (c) **adopts** the Rates Remission Policy excerpt to be inserted into the Rates Remission Policy; and
- (d) **agrees** to allocate a pool of funds through the 2025/26 Annual Plan process to support providing rates relief.

**CARRIED**

**RESOLUTION 2024/119**

Moved by Councillor C Bowyer

Seconded by Councillor B Goodwin

That Council

6. **notes** that the Revenue and Financing Policy and Rates Remission Policy would take effect from 1 July 2025.
7. **notes** that staff will provide advice to Council in early 2025 on the implementation of the water meter charging approach for properties with a shared meter.

**CARRIED**

## **ANALYSIS AND ADVICE**

Preparing for water meter charging is a high priority project ahead of transitioning to the new charging model from 1 July 2025. To support a smooth transition, staff are monitoring monthly water meter readings, validating the accuracy of water meter readings, and investigating high-water meter readings whilst completing the remaining meter installs across the network. This has included contacting high-use households to inform them of their use and encourage them to check for leaks and to have them repaired.

Investigations show there are a higher number of anomalies in the data across the network than previously estimated through the financial modelling completed in October 2024, many of which require onsite confirmation to determine if they are leaks on private property or otherwise.

Staff reported the risks of the proposed charging approach to Council at the time of adopting the proposal for consultation, however the extent of the financial risk was not fully known at this time.

At the time of adopting the water meter charging proposal for consultation, staff advised the disadvantages of the proposed approach were:

- Less stability for ratepayers as their bill will vary based on usage. The proposed targeted service charge portion was intended to support providing some consistency for ratepayers.
- Less stability in Council revenue, which could result in a significant deficit dependent on how users change their behaviour. The proposed transition approach intended to reduce this risk and enable the impacts to be monitored.
- Not all properties have a meter installed. Applying two approaches at once may not be considered fair and may be administratively challenging.

Staff advised that a charging approach that includes a volumetric component will result in fluctuating revenue. Once volumetric charging is introduced, water consumption is expected to reduce over the longer term. Staff advised the biggest uncertainty is a more significant drop in water consumption than anticipated, leading to a revenue deficit. Staff advised this risk is exacerbated by the number of high users that Masterton currently has and it is difficult to predict how quickly these users will change their behaviour once volumetric charging is in place. The financial modelling for the charging approach assumed 50 per cent of the highest users would reduce their consumption before volumetric charging begins.

At the time of reporting it was unclear how many high users there were from undetected leaks compared to genuine high-water use. Based on the volumes going through these meters we expect these high users will largely be caused by leaks within their private pipework. If the majority of leaks were repaired (rather than 50 percent as assumed) Council would not recover all of the 26 per cent of costs of supplying the service from volumetric charging as planned. Our engagement with affected ratepayers reveals some may be financially unable to address their water leaks. If

property owners are unable to meet the costs of leak repairs, some residential property owners could face an annual water bill of over \$10,000.

Continued monitoring and analysis has shown that proceeding with volumetric charging from 1 July 2025 under the agreed settings could result in a significant revenue shortfall in 2025/26 and/or a substantial number of unpaid volumetric bills.

Further work is required to engage with affected property owners, verify data accuracy and conduct the necessary internal testing to ensure a smooth transition to volumetric charging. This testing will provide Council confidence that the internal systems and processes are working as expected.

Given the financial risks, staff recommend deferring the transition to volumetric charging. Staff propose to instead send 'dummy invoices' to ratepayers in the coming financial year, which will inform them of their water usage, including indicative charges once volumetric charging is in place. The settings for this would be based on revised thresholds and charges from those outlined in the 2024 consultation. However, they would need to be reevaluated prior to charging to ensure water meter revenue targets would be met.

*Deferral is recommended until the outcome of the Council's Local Water Done Well consultation is known and the water services delivery plan is developed*

In December 2023, the Government announced a new direction for water services which it has called Local Water Done Well.

The Local Government (Water Services Preliminary Arrangements) Act 2024 requires councils to prepare water service delivery plans by September 2025 that identify the current state of the council's water services and demonstrates council's commitment to deliver water services in a way that ensures compliance, meets drinking water standards, is financially sustainable, and supports housing growth and urban development.

The Wairarapa District Councils and Tararua District Council are exploring options for future water services delivery and consulting their communities on options in early 2025. Masterton District Council consultation is open from 21 March – 22 April 2025. The outcome of the consultation will inform the development of the water service delivery plan. The new arrangements are expected to take effect from 1 July 2026. This timing is likely to be key elements of any new entity with the remaining elements to be transitioned over an agreed period.

Staff recommend Council agrees to defer water meter charging until the outcome of community consultation on Local Water Done Well is known and the water service delivery plan has been developed. This will provide greater certainty for the community, recognising that a transition to volumetric charging could be followed shortly by a shift to a new entity which may be challenging for our community to navigate.

### **Operational Procedures for Water Meter Charging**

As part of the water meter charging consultation and deliberations, there were questions about the practical implementation of volumetric charging, including water meter reading and billing frequency, water use monitoring, notification to property owners, and the approach for properties with a shared water meter. Clarifying information is provided below which will be reflected in MDC's operating procedures.

#### ***Water Meter Reading and Billing Frequency***

Water meter readings are being taken monthly for monitoring purposes. This helps staff understand water usage and supports leak detection.



Once the transition begins, billing frequency will be quarterly (every three months). This is consistent with the rates instalment frequency. However, as rates are due before the period they cover ends (e.g. rates for the period covering 1 July to 30 September are due in August) the due dates for water charges will differ and fall later than the rates due date. This is because volumetric charging relies on the usage for the full period being known.

To smooth the administrative load of undertaking water meter readings for all urban properties, the specific billing cycle for a particular property may depend on where it is located. Water meter reading in Masterton is not automatic; a mix of manual and smart meters are installed across the network requiring staff to collect the data across a number of days each month. Billing cycle dates will be established as part of implementing the water meter charging approach. This information will be available on the Council website.

Water invoices will include the ratepayer's information (name, address etc) and water meter information including the amount of water the property has used during the billing period and the associated water volume charges. The volumetric charges for the period will be determined by the usage which has exceed 1/4<sup>th</sup> of the annual bulk allocation threshold (i.e. the annual limit is divided by the number of billing periods for the year).

Ratepayers will also be able to monitor their own water usage by checking the meter at their property. Instructional information, including a video, is available on the Council website.

### ***Properties with a Shared Connection***

While staff recommend a deferral of volumetric charging, we continue to install water meters on unmetered properties and new developments. We are therefore seeking direction on the approach for properties with a shared connection to guide our installation procedures.

The majority of Masterton properties connected to the urban water supply have their own supply via a toby with an individual meter. However, there are scenarios where multiple properties are serviced by one toby and one meter. Examples include some cross-lease unit flats, properties where a back property is supplied by a front property, and commercial/compound properties (e.g. rest homes and accommodation). To date we have identified that 231 properties share 102 meters.

The Infrastructure and Services Committee considered the water metering installation approach for properties with a shared toby in 2019 to guide installation procedures. Council confirmed the resolution of the Infrastructure and Services Committee on 3 April 2019 as follows:

### **WATER METERING INSTALLATION PROCEDURES (034/19)**

*THAT the Infrastructure Services Committee recommends that Council approves the preparation of Standard Operating Procedures (SOPs) for universal water meter installation in the Masterton district based on the following:*

1. The Council will install meters on properties and invoice property owners per usage. If within annual allowance, there will be no additional water charge (the annual allowances will be covered by a water component of the rates bill);
2. The owner of commercial properties/flats will receive the water bill and be responsible for on-charging different users on the property;
3. The Council will install meters and check meters on cross-lease or common supplies when they are straightforward to separate;
4. Cross-lease supplies with internal piping that cannot easily be separated will be advised that water charges will be shared between users.

Staff have been guided by this procedure in the installation of water meters. This has resulted in properties that share a meter due to internal piping not being able to be easily separated. In these cases, it was intended that customers would be advised that they would share the water volume charges.

Further investigations show Council does not have the legal ability to estimate consumption and split volume charges equally among the number of properties connected to one meter.

Council's ability to set a targeted rate for the quantity of water provided (i.e. volumetric charging) comes from section 19 of the Local Government Rating Act 2002.

### **19 Targeted rate for water supply**

- (1) A local authority may set a targeted rate in accordance with its funding impact statement for the quantity of water provided by the local authority.
- (2) A targeted rate under subsection (1) may be calculated —
  - (a) as a fixed charge per unit of water consumed or supplied; or
  - (b) according to a scale of charges.

The liability for rates attaches to rating units (and the ratepayer in respect of each rating unit) as set out in sections 12 and 43 of the Local Government Rating Act 2002. Section 43(1)(c) states that in the case of a targeted rate under section 19, rates must be assessed in accordance with the quantity of water provided by the local authority to the rating unit during the period specified in the resolution setting that rate. This means the rates must be based on the quantity of water provided to the individual rating unit. There is no ability for Council to estimate consumption.

A Council decision is therefore sought on an approach for multiple properties that are serviced by one meter to guide installation procedures.

#### *Proposed approach for shared connections*

The ideal scenario under volumetric charging is to have each property connected to the urban water supply metered individually so that each property is charged for its own use. However, in cases where this is not practical, it is proposed that:

1. **Commercial properties where there is one owner that controls the agreement for supply (e.g. rest homes/villages, accommodation, multiple tenancies)** – volumetric water charges will be charged to the property owner who will be responsible for on-charging the different users. Multiple targeted service charges will apply where the Rating Information Database (RID) identifies multiple separate uses.
2. **Multiple residential properties serviced by one meter** – every effort will be made to reduce the number of properties with this scenario by offering check meters on application. These rating units will not be charged volumetrically until July 2026 at the earliest, by which time there will be good knowledge of the actual usage through the shared meter and whether that will justify installation of check meters. If the usage by multiple properties connected to a shared meter exceeds their combined usage threshold then installing a check meter for each property would be of benefit so that the Council can charge the quantity of water used by each individual property. If the Council cannot determine that, a second tier of targeted service charge could be introduced for unmetered properties, once the use of the CV rate is fully phased out.

Staff propose that residential properties connected to a shared meter could apply to Council to have a check water meter installed on their private supply side. The Council would fund the cost of

the check meter (estimated at \$200 - \$300), but the owner would be responsible for the cost and completion of changes to private plumbing (by an approved contractor) within the property boundary that are necessary to connect the check meter, and any remediation costs (e.g. to driveways, gardens and landscaping).

Once a check meter is installed, Council would measure the water provided to the individual rating unit and they would be transitioned to the volumetric charging settings in place for individually metered properties. Any properties that remain on a shared meter and exceed the combined usage threshold would then be charged the increased targeted service charge per rating unit after the CV rating is phased out.

Shared meters installed at the point of supply would only be used for monitoring and leak detection purposes (not charging purposes). Staff would calculate usage for any remaining unmetered properties (where there is more than one) connected to the shared meter, but cannot use that to charge for usage as the individual property usage cannot be determined.

Disputes over leaks on the private side of the point of supply would remain the responsibility of the individual property owners and Council would not get involved in the leak detection or repair but would need to notify all property owners connected to the shared meter.

#### *Procedure for future water meter installation*

Around 846 properties are yet to have a meter installed; this includes those properties currently on a shared meter. Staff propose that water meters will continue to be installed on the existing point of supply for these properties with exceptions made at the discretion of the Three Waters Operations and Transition Manager. Check meters will not be installed unless an application is received by the ratepayer to do so.

For new subdivisions, water meters will be required to be placed on individual rating units. The outcome being that new residential properties in Masterton would not have shared water connections where they are capable of separate ownership.

New developments in single ownership (e.g. rest home) would continue to have a single meter installed on the supply from the water main (point of supply). It would be at the discretion of the developer as to whether they install individual water meters. In this case, Council would only be responsible up to the point of supply (shared meter) but multiple targeted service charges for water will apply, with the associated thresholds.

### **Rates Remission Policy**

The Council agreed to offer support through its Rates Remission Policy for households with less ability to pay volumetric charges. The three forms of financial support Council agreed to are summarised below. Further details are in Attachment 1.

#	Remission or financial assistance	Description
13	Rates remission for households in financial hardship and high water use	Enable households experiencing financial hardship who have incurred high volumetric water charges to apply for a remission provided certain criteria are met. This would support low-income households, particularly those with many people living in them. The remission would apply to the volumetric charges and some or all of the charge could be waived.

<b>14</b>	Temporary financial assistance for repair of water leaks	Enable households who are experiencing financial hardship caused or made worse by significant one-off expenditure to repair a water leak or for essential maintenance required to the water supply network on their private property to apply for assistance of up to \$300.
<b>15</b>	Rates remission for excess water consumption due to leak	Enables ratepayers to apply for a remission where they have incurred excess volumetric water charges due to a leak on their private property, provided the leak has been repaired promptly (within one calendar month of leak identification or leak notification by the Council) and other criteria is met. The remission would be up to a maximum of 50 per cent of the difference in volumetric charges between actual and historical average consumption for that property between the date of leak identification and date of repair.

It is proposed Remission 14 would take effect from 1 July 2025. This would provide financial assistance to households experiencing financial hardship with the repair of water leaks.

Remissions 13 and 15 relate to high water usage and would not apply until the transition to volumetric charging commences. However, retaining them in the policy provides transparency to the community about support available once the transition begins.

Remission 13 and 14 would be available to those experiencing financial hardship. The Consultation Document stated there are different ways that the Council could define financial hardship for the purposes of the Rates Remission Policy and sought community feedback on this.

#### *Defining Financial Hardship*

Many submitters supported linking financial hardship to an existing scheme (e.g. Community Services Card (CSC), DIA Rates Rebate Scheme, NZ Superannuation). CSC was the most popular scheme referenced by submitters, followed by an income threshold although submitters had different views on what the income threshold should be. Further information on the referenced schemes is provided below.

Other submitters supported a case-by-case approach with appropriate evidence to support the claim. These submitters advocated for a nuanced and flexible approach given the complexities associated with determining financial hardship.

#### *Community Services Card*

As noted, being a CSC holder was the most referenced scheme. A CSC is intended to help with the costs of health care and public transport. It is administered by Work and Income on behalf of the Ministry of Health. A person may be eligible for a CSC if they are 16 years or over; are either a New Zealand citizen, permanent resident, or have (or have applied for) refugee or protection status; and normally live in New Zealand and intend to stay here. It also depends on how much income a person and their partner receive. Income limits vary dependent on whether a person is single, in a couple, or have dependents.

There were 6,801 CSC holders in Masterton as at November 2024.

The Health Entitlement Cards Regulations 1993 limits who can request a CSC as a form of identification. Section 13 states that no person, other than an employee of the department (being the Ministry of Social Development) or the Ministry of Health or a pharmacist or any person mentioned in regulation 12(b) or 12(ba) shall demand or request a community services card as a form of identification of the cardholder or as evidence that the cardholder is eligible for that CSC. Councils are excluded from this list which means councils are unable to use a CSC to identify people for a rates remission.

LGNZ has recently written to the Minister of Health and Minister of Social Development urging the Health Entitlements Cards Regulations 1993 to be amended to allow the CSC to be used as a form of identification by councils<sup>4</sup>. At this time it is uncertain if an amendment will be considered by Central Government. In any case, we do not expect an amendment in time for the implementation of water meter charging.

#### *DIA Rates Rebate Scheme*

The DIA Rates Rebate Scheme is an annual rates subsidy for low-income homeowners. The Scheme is run by the Department of Internal Affairs (DIA) and councils process the applications.

Eligibility is determined based on household income, number of dependents and the rates levied against the property. As a rough guide, a household income of \$35,000 or less may qualify for the maximum rebate. Ratepayers with a household income above this may qualify for a partial rebate. This is a rough guidance and eligibility and the amount of the rebate depends on individual circumstances.

During 2023/24, 1,245 Masterton ratepayers applied for and were eligible for a rate rebates under the criteria established by the DIA<sup>5</sup>. Feedback from staff who process applications indicates the majority of ratepayers that receive the DIA Rates Rebate in Masterton are people living alone or retired couples. For the remission relating to financial hardship and high-water use, this may not adequately target support towards the intended high-occupancy households.

#### *New Zealand Superannuation*

Basing financial hardship on eligibility for NZ Superannuation was recommended by a small number of submitters. NZ Superannuation or Veteran's Pension is available to those 65 years and over. As at September 2024, there were 6,405 people receiving NZ Superannuation or Veteran's Pension in Masterton.

Using NZ Superannuation and Veteran's Pension eligibility to assess eligibility for a remission would not recognise financial hardship experienced by those under 65 years. NZ Superannuation and Veteran's Pension are also not means tested and therefore may not necessarily correlate well with ability to pay.

Given the above, staff do not consider eligibility for Superannuation or Veteran's Pension an appropriate criteria for the purposes of the Rates Remission Policy.

#### *Income Threshold*

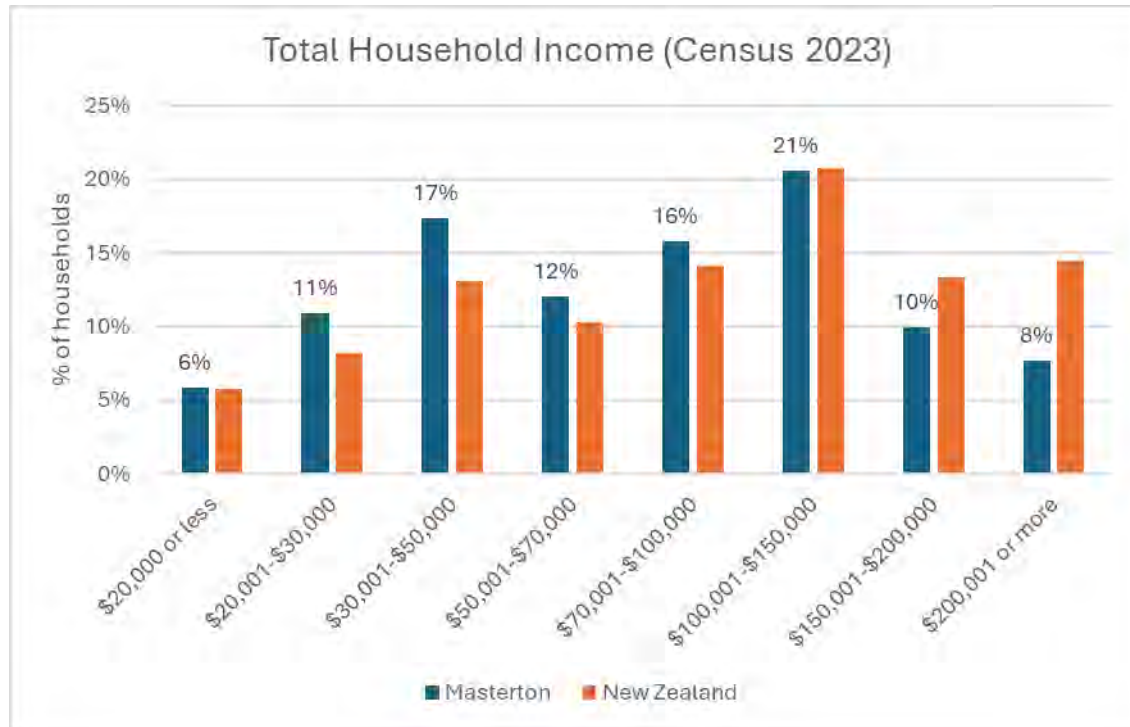
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<sup>4</sup>[www.lgnz.co.nz/news/media-releases/remove-barriers-for-people-accessing-council-services-with-community-services-cards/](https://www.lgnz.co.nz/news/media-releases/remove-barriers-for-people-accessing-council-services-with-community-services-cards/)

<sup>5</sup> [Audit and Risk Committee Meeting Report 14 August 2024 - Item 5.12 Rates Receivable Report for the Year Ended 30 June 2024](#)

Some submitters supported applicants being eligible for a remission if their household income was below a certain amount.

Household income levels in Masterton are below the national average. The median total annual household income in Masterton is \$77,400 compared to \$97,000 nationally (Census 2023). Approximately 17 per cent of Masterton households have an annual income of \$30,000 or less (1,755 households).



Finance staff (who will be responsible for administering the remissions) support the use of household income to determine eligibility. However, setting a limit may not be appropriate as ability to pay is also influenced by other factors such as the number of people in the household (e.g. living alone, in a couple, or with dependents).

Rather than prescribing an income threshold alone, staff recommend an approach which provides discretion to delegated staff to determine eligibility based on a combination of information including household income, household occupancy, other government financial support applied for or received, and other relevant information to evidence the claim of financial hardship. Applicants would be required to provide this information to Council to be considered for a remission.

We propose that to be considered for a rates remission applicants would generally be required to meet the following criteria:

1. Households with five or more usual residents in the household whose average per person water use is less than or equivalent to the average per person water use in Masterton District (Remission 13 only). Household using more water per person than the average per person water use in Masterton District would not be eligible for a remission to incentivise reduced water consumption.
2. Households with a total household income of less than 50 percent of the total median household income for Masterton District as determined by the latest Census figures (Remission 13 and 14). The current value under this criteria would be a household income

of less than \$38,700 (Census 2023: Median Household Income \$77,400). This is adapted from low-income definitions utilised by Central Government.

3. Households will need to demonstrate that they have applied for or are receiving other relevant government financial support (e.g. Accommodation Supplement) (Remission 13 and 14).

We propose that delegated Council staff will have discretion to grant a remission based on the above criteria although exceptions may apply in appropriate circumstances. We consider this provides a more nuanced approach and recognises that ability to pay is based on a combination of factors.

To support a transparent approach, we propose to report to Council on the water rates remission uptake on a quarterly basis.

### ***Remission Funding – Annual Plan 2025/26***

As noted, only Remission 14 would apply until the transition to volumetric charging commences. We expect demand for this remission to be high as there are a number of water leaks across the network and engagement with property owners to date has revealed many are financially unable to meet the cost of leak repairs. Council may wish to consider whether the limit of \$300 per property is still appropriate or whether the limit should be increased (e.g. up to \$500). Council may also like to direct staff to explore alternative options to support our community funding the costs of leak repairs such as an interest free loan scheme.

Staff recommend Council allocate \$50,000 to the Annual Plan 2025/26. This would be budgeted in the water area meaning the cost would be spread among ratepayers connected to the urban water supply rather than all ratepayers. This balances the provision of Council support against a wider rates increase. The uptake could be monitored and the allocated amount adjusted in future Annual or Long-Term Plans as required.

## **OPTIONS CONSIDERED**

A summary of options considered for the decisions sought in this report are provided in the tables below.

**Table 1: Timing of Water Meter Charging Approach**

Option	Advantages	Disadvantages
1 Recommended Option – defer the transition to volumetric charging based on water meters and review the timing once the outcome of community consultation on Local Water Done Well is known and the Water Service Delivery Plan has been developed.	<ul style="list-style-type: none"> <li>- Minimises risk of a significant financial deficit in 2025/26.</li> <li>- Minimises reputational risks to Council.</li> <li>- Provides sufficient time for ongoing monitoring, investigations and community engagement to</li> </ul>	<ul style="list-style-type: none"> <li>- Is a shift from Council's prior decision which was made following community consultation.</li> <li>- May cause confusion among the community.</li> <li>- May not encourage reduction in water usage across urban</li> </ul>

Option		Advantages	Disadvantages
	This option would mean that the Revenue and Financing Policy adopted in March 2024 would continue to apply until further notice.	<ul style="list-style-type: none"> <li>ensure a smooth transition.</li> <li>- Enables sufficient time to ensure Council's internal systems and processes are tested.</li> <li>- Enables the timing of the transition to be confirmed once the outcome of Local Water Done Well is known.</li> <li>- Removes complexity for community by changing billing once with Local Water Done Well (should Wairarapa Tararua be the preferred option).</li> </ul>	Masterton.
2	Alternative Option – proceed with a transition to volumetric charging based on water meters from 1 July 2025.	<ul style="list-style-type: none"> <li>- Consistent with Council's prior decision.</li> </ul>	<ul style="list-style-type: none"> <li>- Significant financial deficit projected for 2025/26.</li> <li>- Reputational risk to Council.</li> <li>- Does not allow time to engage with affected property owners, verify data accuracy and undertake required internal testing.</li> </ul>

**Table 2: Residential Properties with a Shared Meter**

Option		Advantages	Disadvantages
1	Alternative Option – Make provision for customers to be able to apply to Council for a check meter to enable Council to measure the quantity of water provided. The Council	<ul style="list-style-type: none"> <li>- Reasonably easy for Council to implement.</li> <li>- Offers a reasonable alternative for those who would like to transition to volumetric charging.</li> <li>- Supports behaviour</li> </ul>	<ul style="list-style-type: none"> <li>- Additional cost to Council to fund check meters on application (circa \$60k).</li> <li>- Some property owners may consider it to be</li> </ul>



Option		Advantages	Disadvantages
	would fund the check meter itself but the customer would be responsible for meeting installation and any necessary remediation costs.	change in relation to water consumption. - Council actively managing demand. - Increase in data acquisition across the network.	Council responsibility and object to costs.
2	Alternative Option – No ability for customers to apply to Council to for a check meter to measure the quantity of water provided. The customers would not transition to volumetric charging and would be retained on a targeted service charge indefinitely.	- Easy for Council to implement. - No additional costs to Council.	- No ability for ratepayers to influence their water bill. - No alternative offered for those who wish to transition to volumetric charging. - Council not actively managing water consumption and demand.

**Table 3: Rates Remission Policy - Financial Hardship**

Option		Advantages	Disadvantages
1	Recommended Option - assess financial hardship based on the applicant providing appropriate evidence to support the claim (including information on household income, occupancy, other government financial support applied for and/or received).	- Recognises that financial hardship is complex and enables staff to assess each case on its merits. - Approach is supported by the Finance Team responsible for processing applications who have experience processing remission applications under the existing policy. - Creates flexibility for Council to consider when there are unusual	- Less transparency and certainty for the community/applicants and staff assessing applications. - Could create inconsistencies in approach.

Option	Advantages	Disadvantages
2 Alternative Option – link financial hardship to an already established scheme.	circumstances. - More certainty for the community/applicants and staff assessing applications.	- A suitable scheme has not been identified as existing schemes may not enable support to be adequately targeted. - Not supported by staff responsible for processing applications.

## RECOMMENDED OPTION

**Option 1 is recommended for the timing of volumetric charging.** Deferral minimises the financial and reputational risks and provides time for ongoing monitoring and investigations to ensure a smooth transition.

**Option 1 is recommended for multiple residential properties serviced by one meter.** This option complies with Council's ability to set rates under the Local Government Rating Act 2002 and offers a viable alternative for ratepayers to request a check meter should they wish to transition to volumetric charging.

**Option 1 is recommended for assessing financial hardship.** This recognises that financial hardship is complex and enables staff to consider each case on its merits.

## SUMMARY OF CONSIDERATIONS

### Strategic, Policy and Legislative Implications

Council's Standing Orders (section 24) covers the revocation or alteration of resolutions. It states:

#### 24.6 Revocation or alteration by recommendation in report

The local authority, on a recommendation in a report by the chairperson, chief executive, or any committee or subcommittee, local or community board, may revoke or alter all or part of a resolution passed by a previous meeting. The chief executive must give at least two clear working days' notice of any meeting that will consider a revocation or alteration recommendation.

*LGA 2002, sch 7, cl 30(6).*

Council must demonstrate compliance with its broader responsibilities under section 101, 102 and 103 of the Local Government Act (LGA). Sections 101 to 103 of the LGA relate to Council's responsibilities in setting rates and ensuring sound financial management. This requires the Council to adopt a Revenue and Financing Policy.

Revoking the proposed resolution would defer the date the Revenue and Financing Policy takes effect. The policy adopted in March 2024 would continue to apply. This policy complies with

Council's requirements under the LGA and does not give rise to any further policy and legal implications.

Councils may adopt a Rates Remission Policy under section 102 of the LGA. Consultation on the water remission proposals met the requirements of the LGA. Agreeing an approach to financial hardship for the purposes of the Policy is a continuation of the deliberation decisions from this consultation.

### **Significance, Engagement and Consultation**

Consultation on the proposed water meter charging approach was undertaken in late 2024. This met the requirements of the special consultative procedure as outlined in section 83 of the LGA.

Council's preferred option was to adopt the proposed charging option which would result in the urban water supply service being funded through a 50 per cent targeted service charge / 50 per cent volume charges by the end of the three-year transition period. The transition proposed to commence from 1 July 2025.

The alternative options were:

- Option 2: adopt an alternative charging approach, e.g. a different combination of a targeted service charge and volume charges, a different transition length, or an alternative approach; or
- Option 3: Do not adopt a new charging approach (status quo).

A decision to defer the charging approach is consistent with Option 2 of the Consultation Document. Although this is inconsistent with Council's preferred option, new information highlights significant risks associated with the preferred option that were not fully known at the time of consultation. Further community consultation is not required.

Decisions sought in this report in respect of properties connected to a shared meter are a continuation of deliberation decisions and do not trigger a further requirement to consult.

### **Financial Considerations**

The estimated cost of the urban water supply service in 2025/26 is \$6.6 million (incl GST). The recommended option avoids any financial risks associated with meeting these costs.

Staff recommend Council allocate \$50,000 to the Annual Plan 2025/26 to support households with leak repairs.

Costs associated with the ongoing monitoring, analysis and installing remaining water meters are expected to be met from existing budgets. There is \$250,000 allocated for the capital programme relating to water meters in 2025/26 with an additional provision expected to be reallocated from other water capital expenditure budgets.

The financial risks associated with proceeding with a transition from 1 July 2025 are a potential revenue shortfall of over \$1 million in 2025/26.

### **Implications for Māori**

Māori make up 22.6 per cent of the population of Masterton.

Cultural importance is placed on water by Māori. The benefits of volumetric charging are reduced water demand and water loss in the longer term. Staff will work proactively to detect leaks and

engage with affected property owners to help realise these benefits ahead of a transition to volumetric charging.

### **Communications/Engagement Plan**

Information about water meter charging will be available to the wider community on the Council website. Ongoing communications with ratepayers will occur. Staff will contact, via letter or email, all properties that are indicating a leak and follow up with those showing exceptionally high usage.

### **Environmental/Climate Change Impact and Considerations**

A benefit of volumetric charging is supporting the environmental wellbeing of the community by improving leak detection and raising awareness of water usage to enhance water conservation.

Staff will work proactively to detect leaks and engage with affected property owners to help realise these benefits ahead of a transition to volumetric charging.

### **NEXT STEPS**

The Revenue and Financing Policy adopted in March 2024 will continue to apply and is available on the Council website.

The Rates Remission Policy to take effect from 1 July 2025 will be made available on the Council website.

Staff will continue to monitor water meter readings and work proactively with the community to resolve issues to support the transition.

Staff will provide regular updates on the water meter project through the Infrastructure and Assets Activity Report.

### **ATTACHMENTS**

1. **Draft Rates Remission Policy Excerpt** [↓](#)

## Rates Remission Policy Excerpt

**Note:** This is a draft excerpt for the Masterton District Council [Rates Remission Policy](#) to support the Council's proposed water meter charging approach. Remission 14 would apply from 1 July 2025. Remissions 13 and 15 would apply once the transition to volumetric charging commences.

### Purpose

The purpose of the Rates Remission Policy is to state the circumstances where Masterton District Council (MDC) will consider a rates reduction.

### Rates Remission

MDC will apply rates remissions for the rating units or circumstances detailed in the table below, if the conditions described within this policy are met.

Ratepayers seeking remission should apply in writing, taking into account the relevant conditions and criteria. Approved remissions will be effective from the rating year immediately after the year in which application is made, unless otherwise stated.

No.	Rating Unit/Circumstance	Remission
13	Remission for households experiencing financial hardship who have incurred high volumetric water charges	Up to 100% of the water supply volumetric charges
14	Temporary financial assistance for households experiencing financial hardship for repair of water leaks	Up to \$300 per rateable property
15	Remission for excess consumption due to water leak	Up to 50% of the difference in charge between the estimated consumption and the actual consumption. Consumption will be estimated in accordance with the Water Supply Part of the Wairarapa Consolidated Bylaw.

### **Rates assistance associated with volumetric water charging**

This section sets out the circumstances in which the Council will offer financial assistance to those experiencing financial hardship and/or to those who have received high volumetric water charges due to excess consumption.

Three remissions are provided for in this section:

1. Water remission for households experiencing financial hardship who have incurred high volumetric water charges:
  - a. Ratepayers who own their own home
  - b. Ratepayers who own rental properties, who are applying jointly with and on behalf of a tenant facing difficult financial circumstances.
2. Temporary financial assistance for households who are experiencing financial hardship and require support to repair a water leak.
3. Water remission for excess consumption due to a water leak.

#### **1) Households experiencing financial hardship who have incurred high volumetric water charges**

##### Objective

To support households experiencing financial hardship who have incurred high volumetric charges.

##### Conditions and Criteria

Applications are open from 1 April each year until 30 June, or until the available Council funding under the Rates Remission Policy is fully subscribed, whichever occurs first.

The Council may remit volumetric water charges where the Council is satisfied that financial hardship would be caused or made worse by requiring payment of the whole or part of the charges and all of the following apply:

*Ratepayer: owner of property – water meter volumetric charge paid by property owners:*

- the property is metered and is used for personal residential purposes;
- the applicant owns the property (with or without a mortgage);
- the applicant resides at the property at the time of application; and
- the applicant provides evidence that Council deems appropriate to support the claim of financial hardship.

*Landlord and tenant: water volumetric charge paid by landlord and on- charged to tenant*

- the property is metered and is used for residential purposes;
- the tenant has a rental agreement for no less than six months and a copy of the rental agreement is provided to the Council;
- the tenant resides at the property at the time of application;
- the tenant provides evidence that Council deems appropriate to support the claim of financial hardship; and
- the landlord makes the application with, and on behalf of the tenant, and agrees to adjust any on-charged water volumetric charge to the tenant by the amount remitted by the Council. Should the landlord receive the remission and then not pass on the remission to the tenant, the amount of the remission will be subsequently charged to the relevant rateable property.

To assess a claim of financial hardship, the Council may request information on household income, household occupancy, other government financial support applied for and/or received, and other relevant information. Generally, applicants that meet the following criteria will be considered for a remission although exceptions may apply:

- Households with five or more usual residents in the household whose average per person water use is less than or equivalent to the average per person water use in Masterton District.
- Households with a total household income of less than 50 percent of the total median household income for Masterton District as determined by the latest Census figures<sup>1</sup>.
- Households will need to demonstrate that they have applied for or are receiving other relevant government financial support (e.g. Accommodation Supplement) (Remission 1 and 2).

A remission will only be granted for consumption that is ordinary use for domestic purposes as defined by the Water Supply Part of the Wairarapa Consolidated Bylaw. The Council must also be satisfied that the high water use is genuine and is not caused by an ongoing undetected water leak.

The assistance for any particular property will only be granted once in a three-year period.

#### Remission

Refer category 13 in the table above.

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<sup>1</sup> The value in 2025/26 is a household income of less than \$38,700 (Census 2023: Median Household Income \$77,400).

## **2) Temporary financial assistance for households experiencing financial hardship repair of water leaks**

### Objective

To provide relief for ratepayers who are experiencing financial hardship caused or made worse by one-off expenditure to repair a water leak.

### **Policy conditions and criteria**

Applications may be made throughout the year and will be considered until the available Council funding under the Rates Remission Policy is fully subscribed.

A ratepayer who has incurred one-off expenditure may be eligible for assistance through a remission of rates if they meet the following criteria:

- the applicant is the owner of the property;
- the applicant resides at the property at the time of application;
- the applicant provides evidence that Council deems appropriate to support the claim of financial hardship;
- one-off expenditure has been incurred in relation to repairs for a water leak within the same financial year and proof of expenditure and reasons for expenditure are provided; and
- the expenditure occurred on a property connected to the urban water supply.

To assess a claim of financial hardship, the Council may request information on household income, other government financial support applied for and/or received, and other relevant information. Generally, applicants that meet the following criteria will be considered for a remission although exceptions may apply:

- Households with a total household income of less than 50 percent of the total median household income for Masterton District as determined by the latest Census figures<sup>2</sup>.
- Households will need to demonstrate that they have applied for or are receiving other relevant government financial support (e.g. Accommodation Supplement).

Costs to repair a water leak includes costs for essential repairs or maintenance to the private water supply side and costs associated with essential civil repairs.

The assistance for any particular property will generally only be granted once in a three-year period, unless the property has had a change of ownership or extenuating circumstances apply.

### Remission

Refer category 14 in the table above

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<sup>2</sup> The value in 2025/26 is a household income of less than \$38,700 (Census 2023: Median Household Income \$77,400).



### **3) Remission for excess consumption due to water leak**

#### Objective

To provide relief where a water leak has been detected on a ratepayers property resulting in excess consumption, and prompt remedial action to repair the leak has been undertaken.

The ratepayer remains responsible for water leaks, the pipes and the usage of water on their property in accordance with the Water Supply Part of the Wairarapa Consolidated Bylaw.

#### Conditions and Criteria

The Council may remit volumetric water charges for properties where all of the following apply:

- the application is made within three months of the invoice date;
- the leak occurred on a metered water property;
- the Council is satisfied that the leak on the property has caused excess water consumption;
- the leak has been repaired as soon as practical, and within one calendar month of being identified (unless evidence is provided that the services of an appropriate repairer could not be obtained within this period); and
- proof of the leak being repaired is provided to the Council.

The remission is limited to the last invoice and the period between:

- the date of leak identification and the date of repair; or
- the date of leak notification by the Council to the ratepayer and the date of repair.

The remission for any particular property will generally only be granted once in a three-year period, unless the property has had a change of ownership or extenuating circumstances apply. In the event of a recurrence of a water leak on a particular property, the Council may require the ratepayer to get a condition assessment of the pipes on the property at the property owners' expense prior to any decision to consider a subsequent remission.

#### Remission

Refer category 15 in the table above.

## Delegations

The Chief Executive is delegated the authority to exercise all discretions available within this policy. Further delegations are made to the Manager Finance and Revenue Manager as per the table below.

Policy reference	Chief Executive	General Manager Finance	Revenue Manager
Households experiencing financial hardship who have incurred high water meter volumetric charges	✓	✓	
Temporary financial assistance for households experiencing financial hardship who have one-off expenditure to repair a water leak.	✓	✓	
Excess water consumption due to water leak	✓	✓	

## Reporting

The uptake of water rates remissions will be reported to the Council on a quarterly basis.

**7.3 PROPERTY DISPOSAL PROCESS (COVERING REPORT)****File Number:****Author:** Maseina Koneferenisi, General Manager Infrastructure and Assets**Authoriser:** Kym Fell, Chief Executive**EXECUTIVE SUMMARY**

This document acts as a 'placeholder' for the report 'Property Disposal Process' which was unable to be completed in time for the circulation of the agenda.

The report will be sent out to members under separate cover.

## **8 REPORTS FOR INFORMATION**

### **8.1 COMMUNITY ACTIVITY REPORT**

**File Number:**

**Author:** Corin Haines, General Manager Community

**Authoriser:** Kym Fell, Chief Executive

#### **PURPOSE**

The purpose of this report is to provide Council with an update from the Community team on key projects and activities (See Attachment 1).

#### **RECOMMENDATION**

That Council receives the update from the Community team on key projects and activities.

#### **ATTACHMENTS**

- 1. Community Activity Report** [↓](#)

**COUNCIL MEETING**  
**AGENDA**  
**2 APRIL 2025****COMMUNITY TEAM ACTIVITY REPORT****Library and Archive****One Book, One Community 2025**

One Book, One Community is a community-wide reading event funded through the generous donation from Masterton Trust Lands Trust and supported by Hedley's Booksellers and Read by Reid. This year's event focused on women's health in midlife and the book *This Changes Everything* and *The Everything Guide* by Niki Bezzant.

Alongside and in support of the subject matter in the book the library hosted a Yoga event, a discussion on perimenopause with local experts Sarah Percy and Helen Hickson and a workshop called Women's Wellness: Fill Your Cup" featuring several activities. Special thanks to Divine River for their support of this event. This was one of our more popular events, being fully booked 10 days after opening registrations.

Finally, on 22 March we hosted our Evening with the Author event, featuring Niki Bezzant. Held at the Copthorne, the event drew over 50 attendees for an insightful and inspiring discussion about women's health.

**Parks Week**

Masterton District Library warmly embraced Parks Week 2025 by taking Library STARS into Queen Elizabeth Park. Staff created a cozy reading nook between a large conifer and the swings, where they shared stories that focused on mindfulness and wellbeing. Selections included *ABC Breathing*, *Feet That Go*, *People in Our Neighbourhood*, and a captivating tale about a magical violin! To make the experience even more special, children were provided scrapbooking materials to create their own keepsake books. The event received a fantastic response from both passersby and our regular STARS, who loved the change of scenery. Not to miss an opportunity to document our town's heritage, Mark Pacey, the Wairarapa Archive's Local Heritage Specialist filmed a video showcasing the beautiful Queen Elizabeth Park. [Watch here.](#)

**Outreach**

Danielle, our Library Assistant - Lifelong Learning has been encouraging daycares to visit the library and explore our offerings. Recently, SPACE at Playcentre visited the library where they were introduced to different learning activities we can provide at the library.

On 19 February, our Library Outreach Coordinator, Janet was on Mike Thomson's "Well Well Well" community wellbeing show on Arrow FM. This collaboration was a result of discussions

with Michael Wilson of Arrow FM about promoting the library services and resources. The show's primary focus is on presenting ways to access wellbeing within our community, and it provided an excellent platform for us to reach both local listeners and a broader audience, as the show is broadcast on various platforms.

On 26 February, we welcomed a group of 23 older persons from Pasifika O Wairarapa to the library. The group, known as Aosinasina (translated as "Our wise and respected treasures"), spent the morning refreshing their memories of the library since their last visit in 2024. They observed Digital Seniors in action, assisting people their age with digital issues. The visit included an enjoyable hour with our Library Assistant – Lifelong Learning where they exchanged stories about their younger selves and used fabric pens to decorate tea tray cloths and scarves. It was wonderful to have the Aosinasina group back in the library.

Wrapping up outreach for the month, on 27 February, Janet visited *Waicare*, a community-based day activity programme for older adults living alone and gave a presentation on library services and resources. The presentation was well received, and we are planning a follow-up session featuring Virtual Reality in the near future.

### **Wairarapa Archive**

February was a busy month for outreach at the Wairarapa Archive. Mark Pacey kicked things off by speaking to four different Age Concern groups about writing, inspiring several members to begin their memoirs. On 24 February he addressed his largest audience yet—around 250 members of the Model A Club—who gathered to hear his talk on Wairarapa shipwrecks and lighthouses. For the anniversary of the Featherston Incident, Mark was invited by South Wairarapa District Council to deliver a speech at the commemoration service, followed by an interview on RNZ's late show. On 25 February he welcomed the Rotary Club to the Archive for a tour. Finally, wrapping up an eventful month, he spoke to the newly formed Pioneer and Settlers Society, introducing Wairarapa history and the Archive.

## **Customer Services**

### **Customer Services Team**

The Customer Service Team have raised 1,077 service requests from the end of January to 13 February 2025. Many requests were assigned to Water (Utilities) with 291, 176 for General Inspectorate dealing with compliance and parking explanations. Close behind is Dog Control 174, many requests related to barking dogs, followed by roaming dogs.

### **Call Centre**

Call numbers from end of January to 13 March 2025 total 2,342 calls received and 109 unanswered. Any unanswered calls are directed to the answer phone and cleared within an hour or the following day if received after hours. Many of the calls create Service Requests (SR), while almost half are general enquires which the team can respond to without creating an SR.

### **Service Desk**

Both Waiata and Queen Street service desks have remained busy with walk-in customers. Visitors from out of town popping in to get directions or seek out a map. Over the counter service requests also being raised.

## **Community Development**

### **Events**

- **Waitangi Wrap Up** - Both events this year were a success. “On the Couch” at Aratoi was a sold-out event, and we’ve received great feedback from attendees, highlighting the impact the conversations had on their lives. One attendee didn’t realize there were two versions of Te Tiriti, while another is now eager to learn more about the whenua she lives on and the hapū connected to it. The Year 13 Te Tiriti wānanga was also a success, with around 450 students and teachers in attendance. Rathkeale was an excellent host; their students raised the Tino Rangatiratanga flag and welcomed the other schools with a mihi whakatau. The use of the Slido app was a great way to engage students and provided us with valuable statistics from the day. A report has been sent to the School Principals.
- **One NZ Summer Series** - In February and March, we held the fourth and fifth events of the One NZ Summer Series at the Skatepark, with live music, a free sausage sizzle, and some fantastic One NZ giveaways. Both events were well-attended, and we were lucky to have great weather for both. The series will wrap up with the final event in April.
- **Parks Week** - Parks Week was held from 3 – 9 March, featuring a fantastic video of Queen Elizabeth Park filmed by Mark Pacey, a Library Stars session also at the park, and a barbeque hosted by Green by Nature.
- **Upcoming Events**
  - **Matariki** – Planning is in progress for our Matariki event. *Te Ara o ngā Whetu o Matariki* – Follow The Stars of Matariki grants will open in early April, offering support to event organizers for activities that are free, open to the public, and aligned with one of the Matariki stars.

### **Disability Advisory Group**

The first Disability Advisory Group meeting was held on 6 March 2025. Members reviewed a list of key priorities and selected their top three; footpath and road safety, disability parking, and public transport accessibility. They are now working on action items for each priority. The group also highlighted the need to raise awareness of their role and plans to take a group photo, feature a profile on the council website, and use media to promote their work. In the coming weeks, they will meet informally over coffee to strengthen relationships, with their next official meeting scheduled for June.

### **Masterton Refugee Settlement Steering Group**

The Steering Group met on 24 February 2025. Discussion included projects for the Meaningful Refugee Participation funding from Ministry of Business, Innovation & Employment, which must be spent or committed by May 2025. In 2024, this funding supported the Business 101 Project. A Leadership Course is planned for 2025 for new and aspiring leaders in the

Ahmadiyya Community, including auxiliary group leaders. The group is finalising its aspirations and key focus areas for the year, with confirmation planned for the next meeting.

### **Youth Council**

The newly established Youth Council for 2025, consists of seven previous members, as well as eight new members. They range in age from 14 – 19 years, with five over the age of 18. We have a diverse range of rangatahi, who we look forward to supporting this term. The team attended their first hui on 8 March, where they adopted their Terms of Reference, did a quiz about council, met with the Policy team to look at how they can support in this space, and created their workplan for the year. They will meet the last Monday of each month, both at Waiata House and at the Youth Hub and this year will be engaging in some civics training, supporting Youth Week events and Youth Grants, as well as creating their own event and initiative. We are also exploring them attending and watching council meetings and we will be seeking opportunities for them to grow their understanding of local government and council.

- **Civics Education Training** - Working collaboratively with Carterton District Council, South Wairarapa District Council and the Electoral Commission, we are running a Civics Wānanga for our Youth Councils and youth representatives on the 3 April 2025. The session will be addressing civic participation for youth, overcoming barriers, as well as learning about local government and if there is time, a mock general election. Our hope is that this better equips our Youth Council to consider their role in this process, as well as how they can support others in their communities to learn and engage in civics.
- **Youth Grants** - As part of the most recent youth grant funding awarded by the Youth Council, Masterton Squash Club held a Juniors Training Day at the beginning of December which was well attended by junior squash players from the region. They had a professional squash coach, assistant squash coach, fitness trainer and a yoga instructor to carry out a warm-up/stretching session and finished the day with a Zoom call to Piper Johnson, a member of the US Junior Ski Team. She shared her experiences about being an elite junior athlete in an American sports programme. The Squash Club sent through the following comment *“this was an exceptionally beneficial day for these junior sports stars and was made possible with funding from the Masterton District Council Youth Council. We greatly appreciate your support.”*

### **Rangatahi – Tuia Programme 2025**

The Tuia mentoring programme is an intentional, long-term, intergenerational approach to developing and enhancing how rangatahi (youth) Māori contribute to their communities throughout Aotearoa New Zealand. We have confirmed two Tuia mentees this year; Iraia Matthews (22 years old) and Aaliyah Savaliga (19 years old), who both whakapapa and have connections to Whakaoriori. As a part of this programme, our Tuia are mentored by the mayor and engage in some reciprocal learning, meeting monthly. They also attend five wānanga, learning stays across the country, with their first one in Hamilton from 14-16 March 2025. Tuia also have the chance to work on a community project, with support from Masterton District Council, so we look forward to working with them towards how they would like to contribute to their communities.

### **Play Trailer (Waka Tākaro)**

As part of our on-going play partnership with Kia Hakinakina, Nuku Ora, Carterton District Council and South Wairarapa District Council, we are working towards a calendar of pop-up play sessions, utilising and enabling waka tākaro to move across the Wairarapa in the upcoming school holidays.



## Youth Hub

We have two new groups who have recently started accessing the Youth Hub; The Youth Band, who use it on Tuesday afternoon and HUA Collective, a social and entrepreneurial group, who bring neurodiverse people together, using it Fridays.

## Welcoming Communities

- **Riversdale Beach Safety Programme** - On 23 February, Welcoming Communities hosted the *Riversdale Beach Water Safety* event in partnership with WREMO, the Wairarapa Recovery Team, Red Cross, Wairarapa Community Networks, Riversdale Community Association, and the Trust House Recreation Centre. Nearly 110 people attended, learning important beach safety and tsunami preparedness skills to stay safe on the coast.
- **Community Learning Hub Initiative, Ministry of Education** - We've submitted the Community Learning Hub application with Masterton Intermediate School and are now waiting for the outcome. This will be Wairarapa's first-ever Community Learning Hub, designed to support inclusive education and strengthen community connections. We plan to work with schools across the region, helping migrant parents get more involved in their children's learning.
- **Business 101 Project** - The Business 101 programme finished up on 2 March after six successful months. We're excited to share that three participants have started their own businesses, boosting the local economy and creating future job opportunities.
- **Women's Day Celebration Event** - On 8 March, Welcoming Communities teamed up with the Wairarapa Women's Centre to celebrate *Women's Day* and highlight the contributions of women to Wairarapa's economy. The event featured a panel discussion with inspiring speakers, covering the opportunities and challenges women face in business.
- **Orientation for Newly Arrived Families** - On 10 February, Welcoming Communities ran an orientation session in Masterton, providing key information and support to help them settle in.
- **Upcoming Initiatives:**
  - *Acknowledgment Evening* – Celebrating the success of Business 101 participants at the end of March.
  - *Repair Café Project* – Partnering with the Wairarapa Women's Centre to promote sustainability and bring the community together.
  - *Men's and Women's-Only Swim Sessions* – Organising the next sessions for the upcoming holidays.
  - *Community Learning Hub Engagement* – Connecting with families and encouraging them to take part in hub sessions.



## Resident Associations and Groups

- **Eastside Community Group:**

- *Te Koru Kai Project* - Waiwaste is now assisting with kai waste collection, with the project expanding to include 50 homes. The next phase involves purchasing two pigs, and efforts are now focused on marketing.
- *Eastside Festival* - The festival, held on 15 February 2025 was another successful event, providing a great day for the community, particularly in fundraising efforts. There were 37 stalls, 15 providing food and drink and 22 providing information services from organisations including government and the private sector. Council contributed to the festival with a grant of \$3,000 for their Events Fund application.

### **Te Hōkai Nuku Positive Ageing Strategy**

- **The Grab Bag** – this project will complement efforts by the Wellington Region Emergency Management Office's Community Engagement Lead, who plans to host soup and emergency planning sessions for older adults this winter. The Coordinator will identify suitable locations and organisations for these sessions.
- **Pedal Ready** - The Coordinator is putting together cycle training for older persons through Pedal Ready. If successful, this will be run in Masterton in Spring. New figures from ACC show injuries among this group have increased by more than 100 per cent in five years – from 2,256 in 2016 to 4,526 in 2020. [Cycling-related injuries double among our older population](#). Pedal Ready [adults | Pedal Ready](#) is funded by Greater Wellington Regional Council and Waka Kotahi New Zealand Transport Agency and provides free courses for those wanting support with their cycling.
- **Quarterly Kaumātua/kuia and Older Persons Meeting** - The Coordinator has organised the upcoming quarterly meeting in partnership with Wairarapa Community Networks. There will be a speaker from Whangārei District Council to discuss their yearly Silver Festival [Silver Festival Whangārei - Whangarei District Council](#).
- **Digital Collaboration Group** - The Coordinator organised the quarterly group meeting with Digital Seniors, Masterton and Wairarapa Libraries and REAP. Most of the meeting was used to discuss the recent DORA bus visit late last year and opportunities for going forward. Lisa promoted the need for accessibility in information to the group and followed up with training information.
- **National Network Meeting** - The Coordinator attended the quarterly meeting hosted by the Office for Seniors. The Office for Seniors also hosted a briefing from the Ministry of Health for councils to input into the Long-Term Insights Briefing paper on the topic of age friendly.
- **Women's Institute** - The Coordinator spoke at the annual general meeting and attended the *Hapori Aotearoa – Growing Communities Together* conference.

### **Grants and Funding**

- **Masterton District Creative Communities Scheme** - Round 3 applications were considered by the assessment committee on 6 March with \$7,400 allocated to four projects seeking funding. The focus for the funding in this round was music, theatre, exhibition and young people. Two assessors have completed the maximum term of six years on the committee, and one assessor has resigned. Advertising for nominations has opened and will close on 18 April 2025. Three members will be selected by the committee from all nominations received prior to the next meeting on 5 June. Round 4 will open on 22 April and close on 23 May for projects commencing from 6 June 2025.

- **Masterton Arts Fund** - Round 2 funding of \$4,000 was allocated to two projects of theatre and crafts. The balance of \$1,334 will be carried forward to the 2025/26 funding year.

## Environmental Services

### **Bylaws**

- **Parking** - Community complaints about poor parking behaviour in isolated pockets of Masterton by residents and visitors to their address, parking on and across the footpaths have reduced as a result of enforcement activity on those areas. Those properties had been having a significant impact on people using the footpaths, particularly elderly, disabled, parents with strollers and young children. Staff have received positive feedback from a resident in one of the affected areas saying there had been a positive impact since enforcement had been undertaken against the drivers exhibiting the negative parking behaviours that were being complained about. With the return of children to school, the team have commenced patrols in partnership with the Wairarapa Road Safety Council and New Zealand Police at school pick-up times. The focus has been on educating parents on the appropriate places to park and encouraging them to look at other options when picking up their children, such as delaying pick up by 10 minutes and asking their children to wait inside the school gate until they arrive or if their children are old enough to walk to a meeting point near the school for pick-up so as to reduce the demand on parks outside the schools. A small number of infringements have been issued to those who do not comply with requests to move off bus stops, yellow broken lines or across driveways. School parking patrols will be ongoing through out the year. This photograph was taken outside Douglas Park School showing the type of parking behaviours being exhibited by some drivers.
- **Parking meters** - In mid-February 2025, staff were notified of ongoing issues with the screen on Meter 1 (top end of Queen Street, outside SuperLiquor). As there are no replacement parts available, Meter 1 was decommissioned on 21 February. This brings the number of decommissioned meters within the central business district to nine.



### **Animal Services**

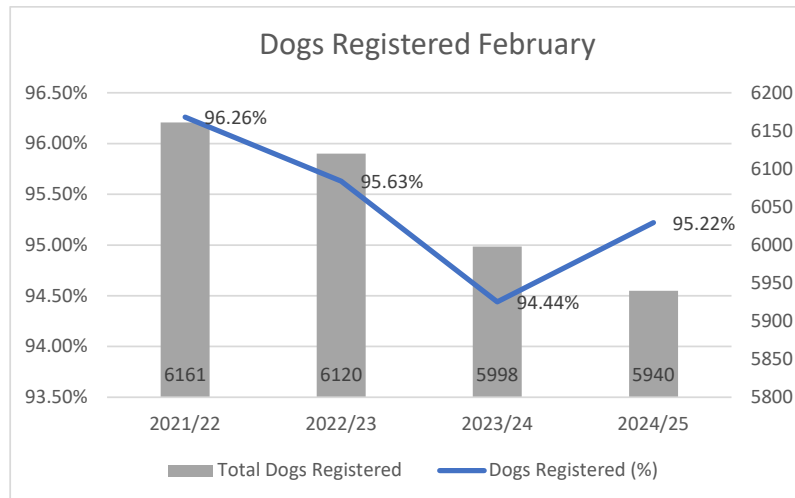
- **No Dogs in Central Business District** - No Dog signage in the central business district was refreshed at the end of 2024. Over January and February 2025, the team have been conducting foot patrols, engaging with business owners and dog owners to educate them on the bylaw and reduce the number of dogs coming into this area. The team will continue with education until the end of March 2025 and then enforcement action may be taken for those found in breach of the no dogs in the central business district bylaw.

- **Dog poo bins** - In late January and early February 2025, Animal Services completed the third and final stage of replacing all of the old green poo bins. As part of the third stage, there were twelve new bins installed in positions around town, including Henley Lake, Nikau Heights, Cashmere Oaks, and Manuka Reserve. The new bins at Henley Lake have resulted in a reduction in other rubbish being placed in the bins.

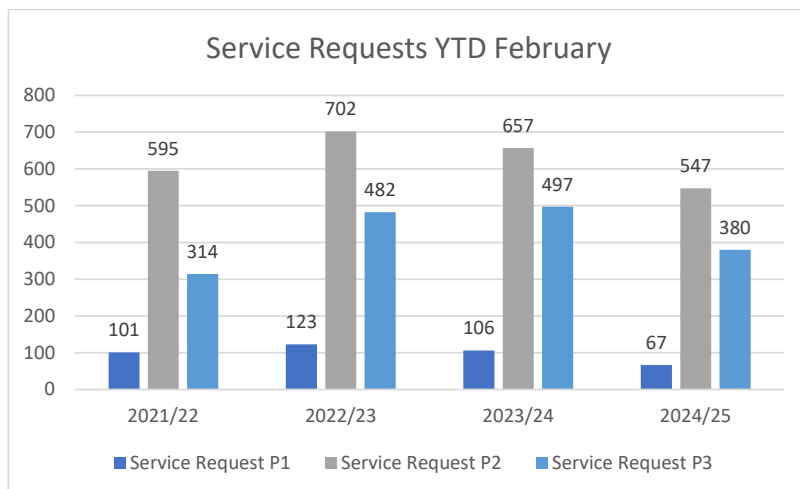


The smaller openings are only suitable for the small poo bags and not general rubbish. Disappointingly, when one of the new bins was full at Henley lake, people chose to dump bags beside the bin instead of carrying the waste a little further to the next poo bin or rubbish bin. People dumping rubbish including bags of dog poo could be infringed up to \$400. Four additional bins have been ordered for installation. Three more will be going in at Henley Lake and one in the green space in Taranaki Street.

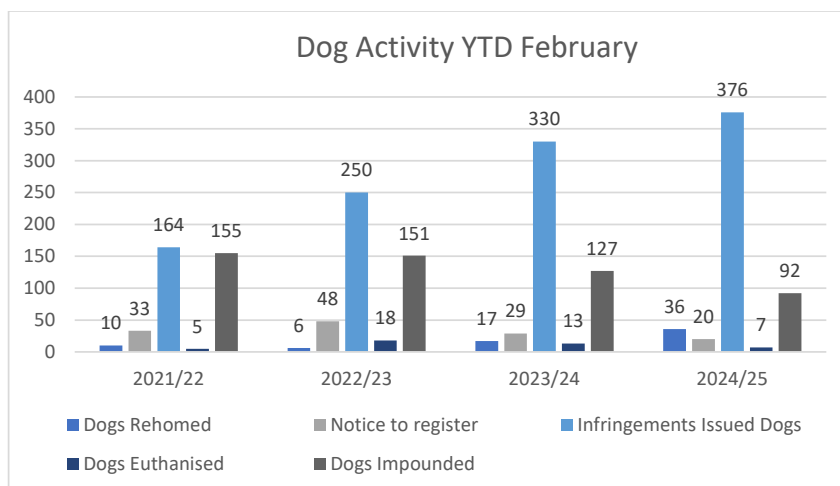
- **Dog Registration** - Dog registrations continue to trickle in with 95.22% of known dogs as registered. There were still 298 known dogs unregistered in the month of February 2025.



- **Dog Activity** - It has been another busy period for dogs. Over the months of January and February 2025 there were two attacks by dogs on other animals and 10 attacks on persons. There were 52 complaints of barking dogs for the period. This accounted for the majority of calls for service to the Animal and Bylaw Services team along with 28 service requests of roaming and 16 notifications of wandering or roaming dogs. The number of impounds has reduced from 35 for the last report to 18 for the current period. There were 23 infringements issued for January and February, up from 13 in the previous period.



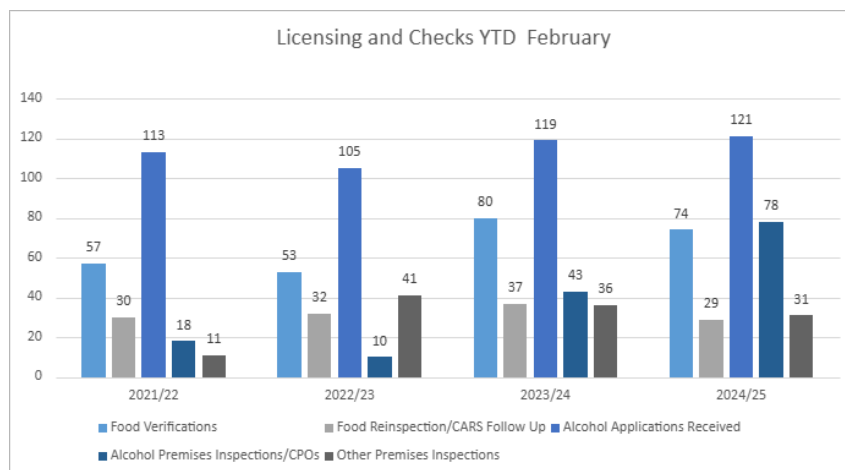
- **Trust House Funded Dog Desexing** - Council received a grant of \$10,000 from Trust House to offer reduced desexing costs for dogs in Masterton. The campaign was launched in mid-February and Masterton dog owners could apply for funding to assist with getting their dog desexed. Dog owners who were successful needed to contribute \$100 towards the cost of desexing and this funding covered the rest. Applications were closed mid-March because the funding was all allocated. The Animal and Bylaws team will seek more funding in the future to support more Masterton dog owners to desex their dogs. Thank you to Trust House for supporting this initiative.



### Environmental Health

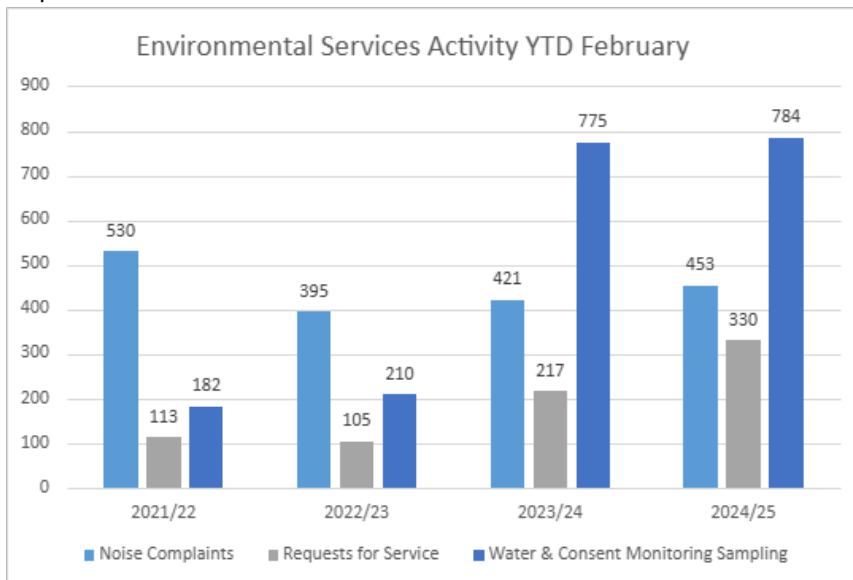
- **Food** - There has been an increasing trend in service requests for food stall applications in February, with several applicants reporting they are trying to test the market with the intention to register as a food business in Masterton.
- **Wellington Regional Food Cluster** - The Masterton Environmental Health team hosted the Wellington Regional Food Cluster meeting. This is a quarterly forum attended by Ministry for Primary Industries (MPI) Compliance Officers and Senior

Advisors Food Risk Management from Auckland, Tauranga and Wellington and council staff from Wellington, Lower and Upper Hutt, Porirua Kapiti, Masterton, Carterton and South Wairarapa. This meeting is an opportunity for council staff and MPI to meet regularly and share information and concerns. MPI compliance provided updates including food investigations and prosecutions in the media, rules around donating meat and training opportunities in Food Safety and guidance on legislation. Specific updates were provided about Biltong, reviews of National Programme guidance, and domestic food levy. Case studies are provided and worked through by the group. Council staff value the opportunity to develop good working relationships with MPI staff and also other councils to share learnings and information. Masterton District Council Environmental Health Officers are planning a workshop to develop training competencies for the manufacture cheese. Many of the other councils have expressed an interest in attending.



- **Alcohol Licensing** - Alcohol Licensing Inspectors have been carrying out compliance checks at special events and licensed premises during night and weekend visits over January and February 2025. Two larger events in Masterton (Hops in the Vines and Golden Shears) were visited while the events were taking place jointly with Masterton Police and Regional Public Health. Compliance visits were also carried out on a Friday night, checking 12 licences in Masterton and coastal areas with Masterton Police. Alcohol Licensing Inspectors have been involved in Wellington regional meetings with other council Licensing Inspectors, Regional Public Health and Police. These ensure inspectors are kept up to date with emerging issues in the district, and allows for collaboration with the reporting agencies.
- **Noise** – Fifty-three noise complaints for January 2025 resulting in 17 excessive noise directions (END notices) and one breach of fixed term noise abatement notice which resulted in a seizure of a stereo. There were 57 noise complaints for February, resulting in 13 END notices and one END notice breached, which resulted in a seizure of a stereo. When equipment is seized, the noise maker must get in touch with Council's Environmental Health team to apply to get their equipment back. The officer must be satisfied that the return of the equipment is not likely to lead to a resumption of the emission of noise beyond a reasonable level, along with fees relating to costs

incurred. One fixed term abatement notice ended, and one fixed term abatement notice was issued for February. Currently there are seven fixed term abatement notices active for persistent noise offenders.







**8.2      POU AHUREA MĀORI ACTIVITY REPORT****File Number:****Author:**                    Leanne Karauna, Pou Ahurea Māori**Authoriser:**            Kym Fell, Chief Executive**PURPOSE**

The purpose of this report is to provide Council with an update from the Pou Ahurea Māori on key projects and activities (See Attachment 1).

**RECOMMENDATION**

That Council receives the update from the Pou Ahurea Māori on key projects and activities

**ATTACHMENTS**

1.    Pou Ahurea Māori Activity Report [📎](#)

# POU AHUREA ACTIVITY REPORT



## Iwi Liaison Context

### Current Representation

Our iwi representatives Robin Potangaroa, Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua Trust and Jo Hayes from Rangitāne o Wairarapa continue to represent the two iwi on matters of significance to Māori.

### Strategic Goals

#### Our Workforce is Fit for Purpose:

Masterton District Council is committed to building a workforce equipped with the cultural competencies to engage effectively with Māori communities. This is achieved through the following initiatives:

Implementation of the Māori Cultural Competency Framework – Te Aka Poutama

- Launch of Te Aka Poutama internally on Tohu for all staff.
- Ongoing competency assessment finalisation.
- Sourcing of resources and leading Māori cultural development internally.
- Maintaining the Council's external perception of Māori cultural competency with iwi, hapū, and marae.

Iwi Liaising – Staff Cultural Competency Development

- Liaising with managers and assisting staff directly.
- Regular mailouts of resources and updates.
- Ongoing links and updates on Te Aka Poutama to support staff development in Māori cultural competencies.

#### Māori Advisory:

- Providing advice to support staff and Council engagement with Māori on a variety of issues.

#### We Hold the Trust and Confidence of Our Elected Members:

- Supporting Iwi Representation and Council  
Assisting and advising Council staff in engaging with Māori on areas of importance including resource consent, planning, environmental matters (Taiao), naming

opportunities, water, policy, and bylaws.

- **Current Engagement & Consultation**

The Council maintains continuous engagement with Post Settlement Governance Entities (PSGE), hapū, and marae to address matters of significance to Māori. Key activities include:

- **Partnerships:** Ongoing efforts to support and strengthen relationships with iwi and identify future opportunities for collaboration.
- **Protection:** Ensuring that mana whenua are engaged with in processes that may possible effect taonga, waahi tapu or hold cultural significance.
  - **Local Water Done Well:** Water or wai is highly regarded as a taonga by Māori then it is important that mana whenua through iwi representation remains included in the decision making of any future planning for Wairarapa water.
- **Participation:** Mana whenua have been invited to engage in key Council projects such as:
  - Masterton District Council Library Extension Project
  - Masterton District Council Town Hall Demolition
  - Ngā Waipikopikora o Whakaoriori Project – Integration of tangata whenua pūrākau (stories).
  - Masterton District Council Road Naming & Parks Naming – Collaboration with iwi to ensure cultural significance is reflected.

**Planning & Land Matters:**

- Collaboration and correspondence with tangata whenua on naming new subdivision roads and matters of significance related to land and water.

**District-Wide Iwi Engagement:**

- **Wairarapa Recovery Board Sub-Committee:** Attendance of Pou Ahurea at monthly meetings to provide an overview and convey matters of importance to and from iwi Māori as required.
- **WREMO Collaboration:**  
Progress continues in the development of the role of Pou Māori (Tākahere) for district-wide Māori engagement in emergency planning and response.
- **Wairarapa Moana Statutory Board:**  
The recently advertised Project Manager position has been appointed to lead the multi-stage strategic vision project for Wairarapa Moana and the Ruamāhanga catchment.

## Internal Support for Council & Cultural Competency

### Cultural Competency Framework

The Te Aka Poutama Māori Cultural Competency Framework was launched on the internal Tohu platform in March 2025. This framework provides a structured approach to improving Māori cultural competency within the Masterton District Council. It includes specified actions and an assessment to support staff in developing their understanding of te reo Māori, tikanga, and kaupapa Māori. The framework aims to strengthen relationships with Māori communities, iwi, and hapū, ensuring Council operates in a way that aligns with Te Tiriti o Waitangi principles and fosters meaningful, mana-enhancing engagement with tangata whenua.

### Cultural Competency Progression

We continue to engage staff in strengthening their knowledge of Māori culture. Staff are encouraged to discuss their te reo Māori learning journey with our Kaihautū o te Reo Māori—staff with some te reo māori proficiency who provide guidance and support. Currently, some staff are participating in online lunchtime te reo Māori classes. There has also been ongoing support to help staff improve their pronunciation of local place names. This year, the Executive Leadership Team (ELT) has made pronunciation a key focus, there is encouragement for staff to work with the Kaihautū o te Reo Māori to ensure accuracy and confidence when using local names. This effort is part of our commitment to normalising te reo Māori across Council.

The Executive Leadership Team have been invited to the Marae at Pūkaha, Te Whare (Wānanga) Taiao o Manukura by Rangitane o Wairarapa on the 7<sup>th</sup> April 2024 as a māori cultural competency engagement. This will be an active form of learning that will also strengthen executive leadership relationships with tangata whenua. Following this initial Marae cultural competency engagement by the executive leadership team, similar opportunities will be offered to all staff as part of the Te Aka Poutama Cultural Competency Framework

### Cultural Advice

Providing advice on tikanga and kawa, with the guidance of the Council's Kaumatua, on matters such as on Te Reo Māori and its associated tikanga.

### Council Representation

Available as required.

### Report Writer

**Pou Ahurea, Kaitakawaenga** | Leanne Karauna

**Dated:** 28 March 2025

### **8.3 INFRASTRUCTURE AND ASSETS ACTIVITY REPORT**

**File Number:**

**Author:** Maseina Koneferenisi, General Manager Infrastructure and Assets

**Authoriser:** Kym Fell, Chief Executive

#### **PURPOSE**

This report provides Council with an update from the Infrastructure and Assets Team (see Attachment 1).

#### **RECOMMENDATION**

That Council receives the update from the Infrastructure and Assets Team.

#### **ATTACHMENTS**

- 1. Infrastructure and Assets Activity Report** [↓](#)

# Infrastructure & Assets Report

Reporting Period: February - March 2025

On track/low impact

At risk/ medium impact

Behind plan/ high risk

## General Update

The change in leadership in the I & A Group has reached the 12-month mark. Now is the time to reflect, self assess, review our progress and be candid about what still needs to be done to fully embed our enhancements knowing that this is a journey. Business improvements are a long game and not something that can be ticked off as achieved and then stepped away from. Taking this approach increases the risk of reverting back to what may have been appropriate in former times. As we move through the next couple of months, we will take stock, do this reflection work and update our improvement plan in preparation for the coming financial year. The I & A staff have kept momentum and been both dedicated and committed to improving how we work.

We have started internal discussions on the capital expenditure water storage project scheduled for 2025-2028 (MDCs largest project) and are shaping some early thinking that we will test with Kanoa. There is potential for financial support from central government. This will include working with Iwi and liaising with the Wairarapa water resilience group.

The current project portfolio is being well managed and excellent inroads is being made on some of the long-standing projects. Whilst the new framework requires more discipline, it provides us with greater control and confidence of the deliverables and ensures we are focusing on quality and risk. It is being well adopted by the team. We have however, been inconsistent with the frequency of updates on the MDC website projects page. This is something we are addressing now.

The LGFA Taituara Excellence Awards opened last month. A submission was entered for the Excellence in Digital category sharing the work on our asset management system (Adapt) and our compliance management system (Infrastructure Data). The submission was some 5 pages (2300 words) accompanied by a 3-minute video. Finalists will be advised end of May, early June.

More in-depth updates and reporting on our Solid Waste function will start to be presented shortly. It is typically a function that is considered of lower priority than that of other infrastructure functions, however we are starting to position ourselves to give this important work the emphasis it merits. We will be providing greater transparency and information on the local waste minimisation projects. A full audit of our solid waste contract and service will be undertaken before the new financial year.

4. Top issues and risks	Impact	Mitigation / action plan
Health & Safety	Incidents & injuries	Review of procedures, development of an audit programme and H & S operational training. Currently amber but progressing well towards green.
Failure of critical assets	Loss of service delivery	This has gone from High to Medium many mitigations are starting to progress, i.e. Asset Management System, Hydraulic model for water and wastewater, plant reviews.
Poor project delivery & contract management	Scope creep, poor quality & over budget	PM Framework complete and in use. This risk will be removed in future reports.

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# Roading

Reporting Period: February - March 2025

On track/low impact

At risk/ medium impact

Behind plan/ high risk

## Summary Update

February was a short but productive month for the department. We worked at full capacity on major road repairs and made good progress on resealing roads, helped by better weather and longer working hours, including weekends, to catch up after a slow start.

- **Key work completed during the month** by the maintenance team included addressing drainage issues, such as installing soak pits on Bodel Drive, replacing missing grates, and cleaning 2 km of stormwater drains. The team also repaired 24 potholes, strengthened 1,400 m<sup>2</sup> of road, and replaced 28 damaged road signs. Additionally, approximately 800 km of roadside grass in rural areas was mowed, with some spraying of sections to control growth in drains and around markers.
- **School Speed Limits:** From February, permanent speed limits outside four schools have been replaced with 30 km/h variable speed limits (using static signs only) in accordance with the new Speed Rule.
- **Budgets:** The final quarter forecast is in line with budget following increases in pavement maintenance and renewal spending. These adjustments account for inflation, ongoing maintenance needs, and rate variations.
- **KiwiRail, Judds Road/Ngaumutawa Road Level Crossing:** KiwiRail has agreed to keep the crossing open to traffic from Ngaumutawa Road into Judds Road. Design work is currently underway. A paper will be coming through on a proposed temporary non enforceable sign to mitigate the current risk of short stacking.

Top Issues and Risks	Impact details	Mitigations	Impact
Budget & weather	Delays, reduced scope/quality, potential contractual dispute	Monitor & Report, some funding has been reallocated from roading improvement projects	
Asset deterioration	Consequential damages to vehicles Increase in complaints Increase in backlog	Review programme Reallocation of Council road safety improvement budget into other roading maintenance, operations & renewals (MOR)	
Further deterioration EW sites and ground movement /consenting delays	Cost, approvals, work programme scheduling , resourcing	Monitor & report. Seek Geotech expertise if significant	

## PROJECTS

1. Roading Renewals	Overall Status:
<ul style="list-style-type: none"> <li>• <b>Road resurfacing:</b> Approximately 70% 2024/25 sealing programme is complete with full completion expected to be mid April.</li> <li>• <b>Footpaths:</b> Sites have been confirmed and programmed for May-June 2025.</li> <li>• <b>Drainage:</b> Registered contractors from a Registration of Interest (ROI) have been approached for pricing on urban kerbing renewals on Pownall Street and associated stormwater improvements. The pricing period closes on 14 March.</li> <li>• <b>Pavement Rehabilitation:</b> Work is finished on Bute Road, and sections of the Masterton-Castlepoint Road have commenced. The contractor has brought in additional resources to enable completion by target date whilst remaining within budget.</li> </ul>	
2. Capital Improvements	Overall Status:
<ul style="list-style-type: none"> <li>• <b>Bridge Replacements:</b> Procurement planning and Geotech investigations are underway to replace two bridges—one on Upper Waingawa Road and another on Grahams Road. These are scheduled for replacement in late 2025 to early 2026.</li> <li>• <b>Stormwater Resilience:</b> We are preparing to go to market for Tranche 1 of stormwater resilience improvements for cyclone-affected sites identified in our stormwater resilience programme. The RFT is expected to be released by late March.</li> <li>• <b>Mataikona Crown Resilience Funding:</b> Projects have been prioritised and estimated for the Mataikona Crown resilience funding case. Funding has been approved by NZTA. Procurement Work will start in July 2025.</li> </ul>	

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# Roading

Reporting Period: February – March 2025

## Emergency Works & Strategy

## Overall Status:

### • Stream Diversion:

The resource consent to divert a stream away from the road on Masterton-Castlepoint Road has been granted and we are about to award a contract for this work. Target completion date is end of May.

### • Mataikona River Slip:

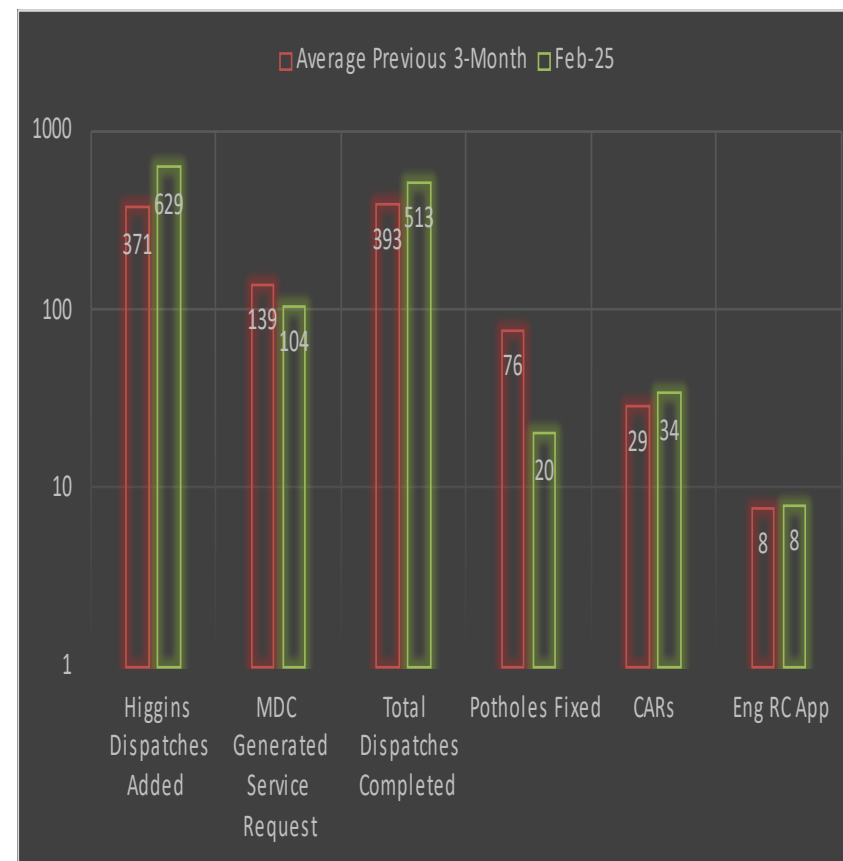
We are progressing through the consenting process for a large slip and road loss in the Mataikona River area. Delays in consent approvals and management plan processes through GWRC mean this project will now extend into the next financial year.

### • Dropout Site Monitoring:

We are investigating dropout sites caused by recent cyclones and monitoring their condition to ensure they remain stable through winter without affecting the road surface. Sites showing increased movement or higher risk will be assessed for engineering interventions.

## Roading Dashboard

- **Higgins Dispatches Added:** Increased by approx. 70% (629 vs 371), this is likely a result of a ramp-up in activity following a seasonal slowdown or the start of new projects after the new year.
- **MDC Generated Service Requests:** Decreased by 33% (104 vs 139), possibly due to the shorter month.
- **Total Dispatches Completed:** Increased by 30% (513 vs 393),
- **Potholes Fixed:** Decreased significantly by 280% (76 vs 20), suggesting a potential reduction in temporary road repairs, this is likely due to weather conditions and a focus on more permanent fixes rather than temporary ones.
- **CARs (Corridor Access Requests):** Increased (29 vs 34), this is a likely result of more construction or maintenance projects requiring road access in February.
- **Engineering Resource Consent Applications:** Remained stable (8 vs 8).



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# Utilities

Reporting Period: February – March 2025

## Water supply – Ops & Projects

- Completed 140 service requests; 135 to City Care and 5 to Utilities
- Three Waters Maintenance Contract Extension expires June 2026.

### Water Projects

- The first phase of the **District Metered Areas project** establishing appropriate zones is complete with the report expected next week. The analysis suggests 6 zones across the network. Once the report is accepted, drawings will be marked up in preparation for the installation of the zone meters. A dashboard will be developed in our compliance management system (Infrastructure Data) to present the data & analysis on a recurring basis. All work will be completed next financial year.
- Nikau reservoir tank** replacement project is underway. Analysis confirms the land owned by the golf course is the most appropriate location, acquisition of this land is in progress.
- Planning is in progress to **replace laterals on High Street** with rider mains to coincide with NZTA resurfacing road program. By installing rider mains rather than replacing services across the carriageway means less disruption to the community in the future and a more efficient use of funding for repairs. The tender process has been completed and the contract awarded, physical works started the week of 10th of March.
- Water meter installations** continue to progress, a separate paper will be presented to discuss this work in more detail.

### Water Renewals

- Opaki Road Water Main Renewal**, 1.3km x 250mm diameter construction started in September, approx. 500m laid. The second stage of this project has commenced.
- Engineering design for the water main renewal at the **Cornwall Street** railway crossing is in progress.
- Pownall Street to Hillcrest Street water main replacement, 702m x 150mm – Completed.
- Intermediate Street to Lowes Place water main replacement, 277m x 100mm – Awarded, start date of May.
- The Bledisloe Street water main renewal, 100mm diameter x 403m has been deferred due to a higher priority water main replacement being required.

### Opaki Water Race

Early engagement is underway with the OWR Committee further to elected members direction to staff to 'assist' the committee with a resource consent application. A paper will be presented to Council with some recommendations on defining 'assist' including risks to be considered. A legal agreement should then be developed with the OWR committee to mitigate any risks of staff involvement in the application or unintended obligations placed on council.

**Health & Safety** assessments have been completed at the treatment plants. Work is underway to determine the prioritisation of procedures and protocols that need to be updated or developed.

## Opportunities for Improvement work

**Procurement process** will be reviewed which will result in an updated procurement procedure for the whole organisation.

**Security of Plant Control Systems** – A review of the current security and back up protocols and automated controls needs to be undertaken.

**Processes** - To build resilience into our operating model, processes need to be reviewed, optimised and automated where beneficial.

On track/low impact

At risk/ medium impact

Behind plan/ high risk

## Wastewater – Ops & Projects

Overall Status:

- Hydraulic model for wastewater is near completion.

### Wastewater Projects

- An engineering review of the capacity of the Tama Road, Riversdale sewer network has confirmed the system is fit for purpose and functioning as expected.
- Relining of Westside (Olive, Perry & Grey Streets) is in the tender evaluation phase.
- Taranaki St sewer relining is complete.
- The stormwater and wastewater strategy project (Cockburn Street) is near completion. A summary report will be provided in April 2025.

## Solid Waste – *new dedicated reporting item that will now form part of recurring activity report*

- Work is being undertaken to revisit the **KPIs** with the contractor
- An audit** is scheduled for the coming quarter and will be undertaken in partnership with the contractor. The purpose is to verify performance against KPIs, confirm the billing and claims process and determine any opportunities for improvement (for both parties). The findings will inform any new contract.
- A new internal report** is being worked up by staff and an increase in recurring meetings across the three Wairarapa councils has commenced.
- There is no formal shared services contract with SWDC and CDC in place for this work. This is another priority task for the coming quarter. It is intended to incorporate not only the contract but the local waste minimisation project also.

Top Issues and Risks	Impact Details	Mitigations	Impact
Health & safety	Incidents & injuries	Update procedures, implement audit programme and H & S operational training	
Failure of critical assets	Loss of service delivery	Asset Management System, Condition Assessments, Demand Management	
Approving new supplies without understanding network capacity	Scope creep, poor quality & over budget	PM methodology and contract management process being reviewed	

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# Projects, Assets & Compliance

## COMPLIANCE

Reporting Period: February – March 2025

Compliance	Update	Status:
<b>Resource Consents</b>	<p><b>Henley Lake Consent</b> – Application lodged, working with GWRC on some additional information requested.</p> <p><b>Opaki Water Race</b> – Consent to close by 2026 has been granted by GWRC. Development of the closure management plan is underway. Further compliance breaches have occurred despite changes to the telemetry settings. An automated valve is now scheduled for installation.</p> <p><b>Homebush WWTP</b> – Review by GM required. This was placed on hold prior to reform.</p> <p><b>Kaituna WTP</b> – Renewal of water take consent in progress, the ecological assessment report is in progress. Further information has been requested by GWRC.</p>	
<b>Drinking Water Standards</b>	Fully compliant year to date for council managed schemes.	
	<p>The Drinking Water Quality Assurance Rules state specific requirements for mixed use schemes. At present the <b>Wainuioru</b> scheme is non-compliant. Work is underway to understand which users have the appropriate treatment barriers in place (current state) to inform discussions with Taumata Arowai (TA). Note: there are a number of complexities associated with this compliance requirement, namely that council are still responsible for ensuring the water is compliant regardless of the scheme being operated by the user group and self funded. TA are aware of these complexities and appreciate some time will be required to work this through.</p>	

## PROJECTS

On track/low impact

At risk/ medium impact

Behind plan/ high risk

<b>Animal Shelter</b>	<b>Overall Status:</b>	
Physical work is underway and on track and budget. Progress to date: <ul style="list-style-type: none"> <li>Reinforcing installed and tied. In-slab services &amp; insulation completed. Foundation footings completed</li> <li>First concrete pour completed 1 November. Framing complete and cladding being installed.</li> </ul>		
<b>Library Upgrade</b>	<b>Overall Status:</b>	
<ul style="list-style-type: none"> <li>Work is underway to secure a temporary library site.</li> <li>The draft preliminary design is complete and under review by the various engineers (fire, services and civil). Final preliminary design is due to be delivered on 28 March 2025.</li> <li>Workshop with Iwi took place on 18 March.</li> </ul>		
<b>Hood Infrastructure &amp; Certification</b>	<b>Overall Status:</b>	
<ul style="list-style-type: none"> <li>Lighting ducting complete. Installation team on site from 17 March to end May with practical completion due end May.</li> <li>Analysis work on potential hanger development and lease options is underway.</li> <li>Landing fee review is underway. A council workshop will be scheduled for April. The goal is to undertake consultation in April 2025 (as per CAA rules, not LG Act).</li> <li>Certification application was submitted to Civil Aviation Authority for processing mid July 2024.</li> <li>Senior Person and CEO interviews completed successfully.</li> <li>The Runway End Safety Area (RESA) application has been with CAA since June 2024, CAA are making progress, we hope to have an outcome by end March 2025.</li> </ul>		
<b>Waiata House - Extension</b>	<b>Overall Status:</b>	
<ul style="list-style-type: none"> <li>Initial design is underway. Concept kick off has been held and the geotech test bores drilled. The draft report has been received. Services RFP closed.</li> <li>Detailed programme to be developed in conjunction with lead consultants.</li> </ul>		

Storm & Wastewater Strategy (Cockburn/Taranaki Streets Trial)	Overall Status:	Town Hall	Overall Status:
<b>Cross connections</b> <ul style="list-style-type: none"><li>In total 32 defect letters were sent to homes in the pilot area: 9 have been resolved, 3 are Council issues (work is underway to remediate), 10 are open where contact has been made by the owner – the team are working with these homeowners, 9 homeowners have not yet made contact. A reminder notice is being sent to the 9 remaining homes this coming week.</li></ul> <b>Roadmap</b> <ul style="list-style-type: none"><li>A summary report will be presented outlining the work to date next month. The project scope has been reduced as a result of the successful asset replacements and cross connection work undertaken. The work will now move to business as usual, asset &amp; operations management.</li></ul>		<ul style="list-style-type: none"><li>The consent application was lodged on 29 November 2024.</li><li>Submissions closed on 10 Feb.</li><li>Hearing dates have been set down for 12-14 April at Copthorne.</li><li>Procurement documentation for the demolition has commenced in preparation for the tender process once the commissioner has completed their assessment and issued a decision.</li></ul>	

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# Projects, Assets & Compliance

Reporting Period: February – March 2025

## PROJECTS cont.+

On track/low impact	At risk/ medium impact	Behind plan/ high risk
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Top Issues and Risks	Impact Details	Mitigations	Impact
Poor project delivery	Scope creep, poor quality & over budget	PM framework is near completion. Projects are now being managed via new framework Plan for formal implementation is underway from January 2025.	
Resources	Delivery to programme	Project schedules will be reviewed frequently. All projects have now been allocated. Weekly reporting in place.	
Accuracy of planning and funding documents	Inaccurate due to low level of data collection	Asset Management Project GIS project Asset Management methodology maturity improvement programme	

# Facilities & Open Spaces

Reporting Period: February – March 2025

On track/low impact

At risk/ medium impact

Behind plan/ high risk

## Summary Update

### Facilities

- Road & driveway resurfacing at Laurent Place has been completed
- Truro Flats had a new water main installed prior to the resurfacing of driveway and carpark areas, planned late March.
- The Open Day Event at Hood Aerodrome on the 2<sup>nd</sup> of March was well received by the public, there are opportunities that have been identified to build on this success and promote the aviation activity at Hood Aerodrome more frequently.
- The buy-out of three Tinui properties affected by Cyclone Gabriel is complete; a preferred contractor has been engaged to remove buildings and clear the three sites for land disposal by end of May.
- Painting renovations of the QEP Mini Putt and Come Sew With Me buildings have been completed.
- Senior housing and general rental inspections have been completed, most of the units and housing are being kept to a good standard, with minimal issues identified.

### Open Spaces

- The Bodle Drive concept design prepared by Xyst Consultants, which supports an action point in the Riversdale Beach Community Action Plan, has been finalised following consultation with the community.
- Engineering assessments are being obtained for abutment designs for a pedestrian bridge at Henley Lake, and as part of initiating work on the QEP access bridge onto the Park Lake island
- QEP Skate Park was closed to the public in early March to enable work on addressing surface defects
- Resurfacing the carpark area behind the Skate Park off Memorial Drive is underway
- GWRC have finished the rock groyne constructions along the Ruamahunga River and have handed back the remediated areas of the Transfer Station and Riverside Cemetery.
- Work completed to add flood protection to areas near the Wetlands and improve access for Disc Golf at Henley Lake.

## PROJECTS

Waiata House HVAC	Overall Status:
The existing HVAC system re-design has been commissioned and finalised and the procurement process underway. Supply chain and additional resource costs have added pressure to current budget allocations. The thermal impact of the Atrium on the HVAC system design, and the water ingress issue is now being assessed.	

Playground Replacements	Overall Status:
<b>Henley Lake playground upgrade</b> - The new playground component of the Henley Lake upgrade is complete. Groundworks to install the obstacle course and prep for the exercise equipment will be finished late March. Delays in the arrival of the exercise equipment will see the whole project completion date pushed out to late May. MDC have an online Project page.	

Trust House Recreation Centre	Overall Status:
The needs and feasibility study of the Stadium is nearing completion of the report, this includes the addition of a fire impact assessment to inform what additional alterations may be necessary. Kanoa funding for Golden Shears has been declined however work is underway to scope a fit for purpose revamp on priority areas. Quotes for the roofing works over the Toddler Pool and Foyer is in play, quotes for re-roofing the five-lane pool are being assessed.	

Riverside Park Cemetery Upgrade	Overall Status:	Top Issues and Risks	Impact details	Mitigations	Impact
<ul style="list-style-type: none"> <li>Masterton Cemetery Network Capacity and Site Analysis continues to progress. This will feed into the future development of a Cemetery Master Plan.</li> <li>Consultation feedback from relevant parties is currently under review.</li> </ul>		Trust House Recreation Centre <ul style="list-style-type: none"> <li>Roofing issue</li> </ul>	Water ingress poses risk to electrics and hydraulics for the elevator. (Internal parapet panels form part of flashing system)  Reinforcing for concrete beam in filtration area has become exposed.	Roof design work completed, contractor appointed, discretionary Building Consent approval has been obtained.  Engineered solution being actioned.	
<b>Motuwaireka Stream Edge Stabilisation</b>	Overall Status:	<ul style="list-style-type: none"> <li>Structural concrete fault</li> </ul>	Waiata House - Atrium leaks	Seals replaced, water catchment intervention being monitored, added to HVAC upgrade considerations.	
<b>Upcoming work</b>	Overall Status:	Tinui Water Treatment Plant - land stability	Safety of staff using vehicle driveway access to the Water Treatment Plant.  Future periods of heavy rain could further destabilise the site, placing water supply for Tinui at risk.	Engineer has carried out testing of the ground surface, quantity surveying of design still in progress so costs can be considered as part of the next Annual Plan.	

**8.4 STRATEGY, POLICY AND GOVERNANCE ACTIVITY REPORT****File Number:****Author:** Karen Yates, General Manager Strategy & Development**Authoriser:** Kym Fell, Chief Executive**PURPOSE**

The purpose of this report is to provide Council with an update from the Strategy, Policy and Governance team (see Attachment 1).

**RECOMMENDATION**

That Council receives the update from the Strategy, Policy and Governance team.

**ATTACHMENTS**

1. **Strategy Policy and Governance Activity Report** [↓](#)

# STRATEGY, POLICY AND GOVERNANCE ACTIVITY REPORT



## Strategy

### National

#### Resource Management Act Reforms

1. On Monday 24 March 2025 the government released the *Blueprint for resource management reform* - [New planning laws to end the culture of 'no' | Beehive.govt.nz](#)
2. This announces the intent to introduce two new Acts:
  - A Planning Act focussed on regulating the use, development and enjoyment of land,
  - A Natural Environment Act focused on the use, protection and enhancement of the natural environment.
3. Taituarā (who support the local government sector) have undertaken an initial assessment: [Resource Management Reform : Taituarā](#) and [Attachment](#)
4. The 'headline changes' that Taituarā have identified include:
  - Each Act will have a single set of national direction and a set of goals
  - Mandatory regional spatial plan - will have regulatory weight
  - More prescription and standardisation: national standards, nationally standardised land use zones – enabling a national E-plan
  - Reduced duplication with other regulatory systems
  - Main protections for Māori interests are carried forward
  - Some transfer of functions from territorial authorities to regional councils
5. Staff are reviewing the information released - and Taituarā's assessment - and will then provide a more thorough update on the proposed Acts.

#### Treaty Principles Bill

6. The Justice Select Committee had hearings from Monday 27 January to Friday 28 February, with 80 hours of hearings.
7. The Select Committee is considering all submissions and will report back to the House on any recommendations by 14 May.
8. The Bill then goes back to Parliament, where it will have its second reading. All parties except ACT have stated they will not be voting it through to a third reading. If voted down at its second reading, that means it does not become law.

**Local Water Done Well**

9. The Local Government (Water Services) Bill (the Local Water Done Well Bill #3) was referred to the Finance and Expenditure Select Committee.
10. Submissions on the bill were due by 23 February 2025. Council officers reviewed and provided feedback on a submission prepared by Taituarā.
11. Across the country local authorities are consulting with their communities on water service delivery options to inform the development of their Water Service Delivery Plan that is due by 3 September 2025. Refer to "Local Water Done Well Consultation" under Corporate Planning for more information.

**Help Shape New Zealand's Wastewater Future**

12. Water Service Agency / Taumata Arowai is seeking feedback on four national wastewater environmental performance standards. Feedback is due by 24 April. Council officers are preparing a submission.

**Back to Basics of Local Government**

13. A Cabinet paper was released in February seeking approval for the first tranche of drafting instructions for the first Local Government Systems Improvements Bill (the Bill).
14. The purpose of the Bill includes refocusing the purpose of the local government and reinstate a list of core services in the Local Government Act 2002 and improving council performance measurement and reporting standards.
15. The Bill is planned to be introduced in June 2025 and enacted in late 2025 following the local elections.

## Corporate Planning

**2025/26 Annual Plan**

16. Council met on 19 February and agreed to inform the community (rather than consult) on the 2025/26 Annual Plan as there were no significant or material changes to what was planned in Year 2 of the LTP.
17. On 19 March Councillors endorsed the Masterton District 2025/26 Annual Plan Information Document. The Information Document is now available on our website: <https://www.mstn.govt.nz/repository/libraries/id:2jr77ddvv17q9sn6a3db/hierarchy/Documents/Council/Plans%20and%20Strategies/Plans/Annual%20Plans/2024-25%20Annual%20Plan%20info%20report/2025-26%20Annual%20Plan%20information%20report>
18. Copies of the information document will be available at all community workshops/ engagement sessions held during the Local Waters Done Well consultation period.

**Local Water Done Well Consultation**

19. The Local Water Done Well Consultation Document was adopted by Council on 19 March. The Consultation Document is available on our website: <https://www.mstn.govt.nz/repository/libraries/id:2jr77ddvv17q9sn6a3db/hierarchy/Documents/Council/Plans%20and%20Strategies/Plans/Annual%20Plans/2024-25%20Annual%20Plan%20info%20report/2025-26%20Annual%20Plan%20information%20report>

[cuments/Consultations/Local%20water%20done%20well/LWDW%20Consultation%20Document](#)

20. Consultation on the proposed and alternative water services delivery option will run from 21 March to 22 April.
21. Three community workshops will take place in the Kiwi Room at Waiata House on Wednesday 2 April (5.30pm); Friday 4 April (10am) and Monday 14 April (3pm).
22. A range of awareness raising 'pop up' events will also take place across the community during the consultation period.

## Economic

### Infometrics Update

23. In March 2025 Infometrics released its Quarterly Economic Monitor for the October – December 2024 quarter. Key information from this period includes:
  - Economic output in the district declined 0.4% over the year to December 2024, similar to the national GDP decline of 0.5%pa. The economic decline has been felt across a wide range of industries, led by construction, professional services, and wholesale and retail trade. The rebounding property market has provided a slight offset to the declining industries with output from the rental, hiring and real estate services industry growing 7.7% over the year to December 2024.
  - Although consumer spending lifted 1% over the year to December 2024, it was below the rate of inflation of 2.2%, and well below population growth. This means that the average household left the tills with a lot fewer goods than the previous year.
  - The number of Masterton residents in employment declined 0.7% over the year to December 2024, pushing the unemployment rate up to 4.2%, its highest rate since September 2021. The industries shedding the most jobs were construction (-41), accommodation and food services (-27), and retail trade (-18).
  - There are reasons for optimism for the local economy. Mortgage rates are tracking down which puts more disposable income into the hands of households and will give a shot in the arm to retail and hospitality. Prospects for the large agricultural sector have improved considerably. Beef prices were up 24%pa in December 2024 to reach record highs, sheep-meat prices are recovering and were up 29%pa in the same period. Fonterra's farmgate milk price is currently sitting at a mid-point of \$10/kgMS, meaning the payout to Masterton dairy farmers is likely to reach \$32m, up \$7m on last season and the highest payout ever.
  - House sales continue their upward trajectory, up 19% over the year to December 2024, boosted by a 28% rise in new listings.

### Dark Skies

24. Mapping of municipal lighting infrastructure as part of our Dark Sky certification process is almost complete. All lights in Masterton, Riversdale and Castlepoint urban areas have been mapped, with Hood Aerodrome and rural halls being the only



outstanding areas to complete. Nighttime light readings of these lights will commence later in April.

25. A Dark Sky Business Capability course, delivered by Milky Way Kiwi, commences on 3 April. This course is crafted specifically for business owners who aim to tap into the astro-tourism market. The course offers practical insights and essential skills, providing a tailored approach to help businesses thrive in this sector. The course includes two classroom sessions at MDC, a nighttime session at Star Safari, and site visits for each business to provide advice on how they can make their business dark sky friendly.
26. Our dark sky application process involves measuring night sky darkness across the district. We will install special meters at local schools to record sky darkness consistently each night. These meters will automatically collect data that will be downloaded and used in our application.
27. We have begun working with several schools in the district to host these meters. Additionally, we're partnering with the Wairarapa Dark Sky Association to create educational learning opportunities for students involved in the data collection process.

#### **Regional Public Transport Plan 2025-2035 Consultation**

28. Greater Wellington Regional Council and the Metlink group have recently undertaken consultation on the Regional Public Transport Plan review. The review aims to provide an update on the network and the intentions for public transport over the next 10 years.
29. MDC has submitted on the plan (attached). The submission focused on the issues that residents are experiencing with public transport, including lack of options for public transport users in off-peak times, as well as the ongoing issues being experienced on the Wairarapa train line.

## **Environment**

### **International**

30. The World Economic Forum has released the [Global Risk Report 2025](https://www.weforum.org/publications/global-risks-report-2025)<sup>1</sup>. This is the 20<sup>th</sup> edition of the report. It captures insights from over 900 experts worldwide and analyses global risks to support decision makers to balance current and long-term priorities.
31. When compared to the previous report, the top risks have remained reasonably stable. As per the 2024 report, environment risks are predicted to increase over the next decade - five of the top ten risks are from the environment category. Furthermore, the two predicted societal risks, inequality and societal polarisation, are in part driven by environment outcomes.

---

<sup>1</sup> <https://www.weforum.org/publications/global-risks-report-2025>

Global Risk Landscape 2025			
Two years		10 years	
1	Misinformation and disinformation	1	Extreme weather events
2	Extreme weather events	2	Biodiversity loss and ecosystem collapse
3	State-based armed conflict	3	Critical change to earth systems
4	Societal polarisation	4	Natural resource shortages
5	Cyber espionage and warfare	5	Misinformation and disinformation
6	Pollution	6	Adverse outcomes of AI technologies
7	Inequality	7	Inequality
8	Involuntary migration or displacement	8	Societal polarisation
9	Geoeconomic confrontation	9	Cyber espionage and warfare
10	Erosion of human rights &/or civic freedoms	10	Pollution

**Risk categories key:**

■ Economic 
 ■ Environmental 
 ■ Geopolitical 
 ■ Societal 
 ■ Technological

*Above: the top 10 risks over the next two and 10 years, as defined by the Global Risk Report 2025.*

32. The recent Cyclone Alfred in Queensland has shown what beach erosion can look like, in the wake of a weather event. Massive swells hit the coastline shifting millions of cubic metres of sand, largely back into the ocean. This has left sand cliffs metres high, and exposed rock formations on previously sandy beaches. Without aid, it could take years for the beaches and dunes to recover, however sand pumping can speed up the process. The Gold Coast Council has committed to using sand pumping to have the beach in shape by the April school holidays.



33. Above: Queensland's Gold Coast before and after Cyclone Alfred. Image source: [BBC](#). Further interactive depictions of the erosion can be found on [ABC news](#)<sup>2</sup>.

<sup>2</sup> <https://www.abc.net.au/news/2025-03-15/drone-maps-reveal-scale-of-sand-swallowed-in-cyclone/105053372>

## Regional

### Regional Greenhouse Gas Inventory

34. The Regional Greenhouse Gas Inventory has been completed and is attached to this report as **Attachment 1**. The report compares gross emissions (i.e. it does not include forestry sequestration) across the region from 2023/24 to the baseline year of 2018/19. It also lists the emissions of each territorial authority.

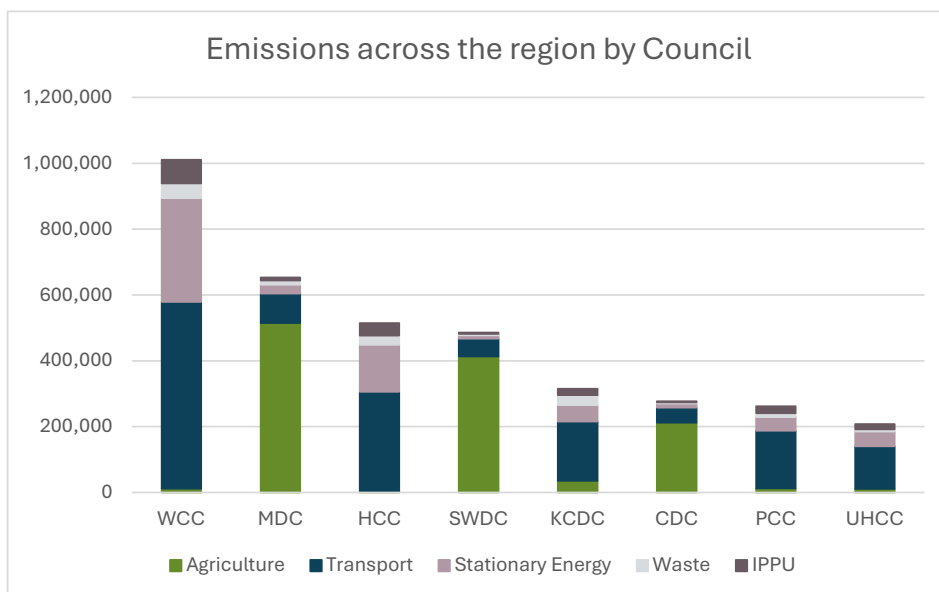
35. Highlights from the inventory for the regional emissions include:

- A 6.75 per cent (269,405 tCO<sub>2</sub>e) overall reduction in gross emissions compared to 2018/19.
- A long term estimated emission reduction of 17 percent compared to 2000/01. To do this, annual emissions were estimated back to 2000/01. While this is a positive trend, we need to reduce emissions by much more.
- A reduction of transport emissions of 8.23% (138,510 tCO<sub>2</sub>e). This has been largely driven by behaviour change: post-COVID-19, there has been reduction of air travel, marine travel (marine freight, ferries, cruise ships), and on road diesel and petrol use.
- The only sector that had an emission increase was Industrial Processes and Product Use (IPPU) emissions. They increased by 1.93 per cent (3,476 tCO<sub>2</sub>e) largely due to an increase of refrigerant and air conditioning gases.

This is not necessarily a negative sign - it could reflect a move towards heat pumps, away from gas and fireplaces across the region. Stationary energy (emissions relating to natural gas consumption) have decreased by 4.25 per cent (28,755 tCO<sub>2</sub>e), so the increase pales in comparison.

36. The report also lists emissions for each territorial authority. Points of note from Masterton's profile include:

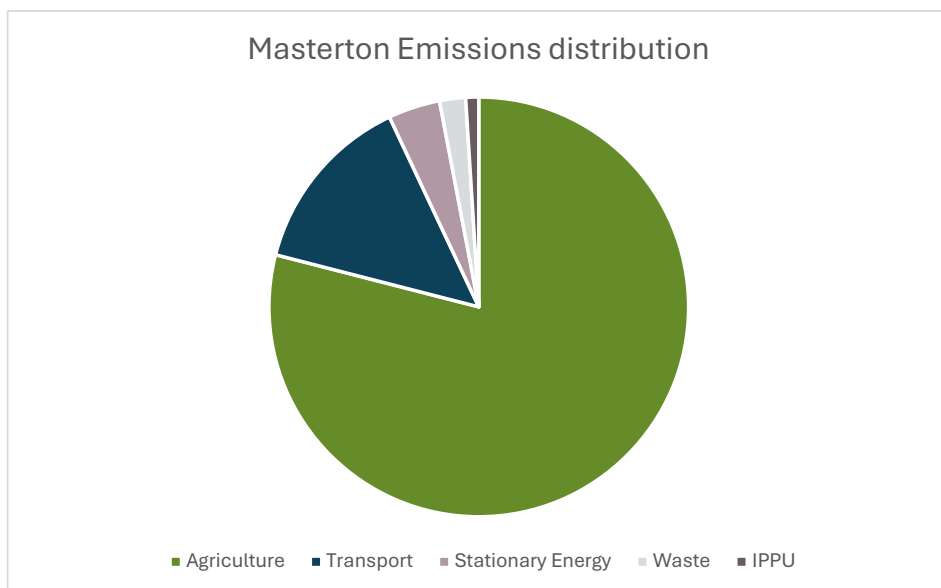
- The Masterton region had the second highest total of emissions of all the territorial authorities, second only to Wellington. To give context, the Masterton district is home to 5.3% of the Greater Wellington Region population and generates 17.53% of the Region's emissions.
- As expected, agriculture is responsible for the vast majority (79%) of emissions. 2023/24 agriculture emissions in Masterton have reduced by 6% (34,909 tCO<sub>2</sub>e) when compared to 2018/19.



Above: Graph showing cumulative emissions across the region, by Council.

Masterton district emissions profile: 2018/19 compared to 2023/24					
Emissions source	2018/19		2023/24		Change (tCO <sub>2</sub> e / %)
	Emissions (tCO <sub>2</sub> e)	% of gross emissions	Emissions (tCO <sub>2</sub> e)	% of gross emissions	
Agriculture	549,568	76%	514,659	79%	↓ 34,909   6%
Transport	117,700	16%	89,792	14%	↓ 27,908   24%
Stationary Energy	29,884	4%	26,682	4%	↓ 3,202   11%
Waste	15,244	2%	12,459	2%	↓ 2,785   18%
IPPU	9,027	1%	9,651	1%	↑ 624   7%
<b>Total gross emissions</b>	<b>721,424</b>		<b>653,243</b>		<b>↓ 68,181</b>

Above: Table showing changes in Masterton District's emissions: 2018/19 results compared to 2023/24.



*Above: Masterton District emissions distribution*

## **Masterton District**

37. Council submitted on Greater Wellington Regional Council's Waipoua Flood Risk Management Concepts, as per the Extraordinary Council meeting on 19 March. It is expected that GWRC will bring a preferred concept to Elected Members in the next few weeks.

### **Climate Change Work Programme Delivery**

38. We have revisited how we deliver the MDC climate change work programme, including the implementation of the Climate Action Plan. This is in response to Council's agreed climate change deliverables, which include both community focussed action and adaptation workstreams.
39. The outcome is that the Climate Change Activator roles have been disestablished, and this work will be transitioned to the Strategic Planning and Community Development teams here at MDC.
40. The Activator roles were funded by the DIA's Better Off Three Waters Funding to help us implement our plans and build organisational and community strength and resilience in the climate change area. We will continue to build on this work as we deliver for our community.

### **Emissions Reduction Plan**

41. The internal greenhouse gas inventory is almost completed. This inventory will show us where our emissions are being generated at Council, and help inform the review of the Emissions Reduction Plan, scheduled for 2026.
42. The dark skies project is progressing. Security lighting at Memorial Park is reaching its end of life, and officers are working on a replacement plan. The new lights will meet the dark skies requirements, offer enhanced security, and be more efficient than the existing lighting.

## Policy

### Regional

#### **Wairarapa Consolidated Bylaw Review**

43. The Wairarapa District Councils share a joint Wairarapa Consolidated Bylaw (the Bylaw) made under sections 145 and 146 of the Local Government Act 2002, and other relevant statutes. It regulates a broad range of matters such as activities in public places, keeping of animals, cemeteries and crematorium, and water supply and wastewater infrastructure.
44. A review of the Bylaw is currently underway. The Wairarapa Policy Working Group (WPWG) has been delegated the authority to support the review and make recommendations back to the Wairarapa District Councils.
45. The WPWG met on 20 March 2025 to consider a draft Bylaw and Statement of Proposal. The Wairarapa District Councils will consider adopting the material for community consultation in April (SWDC) and May (MDC and CDC). Consultation is planned to open from mid-May. WPWG hearings and deliberations are planned for July with final adoption by the Wairarapa District Councils in August 2025.

### District

#### **Masterton Dog Policy and Control of Dogs Bylaw**

46. Masterton District Council has a Dog Policy and Control of Dogs Bylaw made under the Dog Control Act 1996. A review is underway.
47. The purpose of the Policy is to:
  - minimise danger, distress, and nuisance to the community generally;
  - avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not the children are accompanied by adults;
  - enable, to the extent that is practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation by dogs; and
  - meet the exercise and recreational needs of dogs and their owners.
48. Community consultation ran from 21 February to 21 March 2025 alongside the Dangerous, Affected and Insanitary Buildings Policy. Hearings (9 April) and Deliberations (30 April) will follow and will be held by the Hearings Committee. We received 135 submissions on the Policy and Bylaw.
49. The opportunity for the community to have their say was widely advertised through direct emails or letters to key stakeholders and registered dog owners, posters, social media channels, radio and traditional print media.

#### **Masterton Dangerous, Affected and Insanitary Buildings Policy**

50. Dangerous, affected and insanitary buildings have the potential to cause serious harm to people, or damage other property. In some situations, buildings may be

being used for something they were not designed for, have suffered structural damage or they may not have functioning sanitary facilities. Such buildings may pose risks to people or to other property.

51. Community consultation ran from 21 February to 21 March 2025 alongside the Dog Policy and Control of Dogs Bylaw. MBIE, Iwi entities, Heritage NZ Pouhere Taonga, and Fire Emergency New Zealand were informed of the consultation. We received 15 submissions on the Policy. Hearings (9 April) and Deliberations (30 April) will follow and will be held by the Hearings Committee.

### **Masterton Alcohol Control Bylaw**

52. Councils are able to make alcohol control bylaws under section 147 of the Local Government Act 2002 following community consultation. This bylaw controls the consumption and possession of alcohol in public places. Alcohol control bylaws aim to reduce crime or disorder caused or made worse by alcohol consumption. Masterton District Council has had a bylaw controlling alcohol in public places since 2013 and it was last reviewed in 2018.
53. Staff are at the exploration and research phase of the bylaw review. Staff have met with local Police to discuss the bylaw and are looking at Police and internal data sources. Staff note recent changes to regional public health will impact the availability of local health data from Health NZ Te Whatu Ora.
54. The current bylaw has some permanent alcohol ban areas (Masterton CBD, Skatepark and Queen Elizabeth Park) and it also enables the Council to resolve temporary alcohol bans, often used at peak holiday times in our coastal areas.
55. Staff are aiming to provide a draft Bylaw and Statement of Proposal to Council in June this year, followed by community consultation in July. Staff are aiming to seek Council adoption of a final Bylaw in August.

## **Governance**

### **Local Government Official Information and Meetings Act Requests**

56. For the period 1 February to 14 March 2025, Council received a total of 16 Local Government Official Information Act (LGOIMA) requests.

#### **Requests in Progress**

Subject	Requester	Date Received	Due Date
Geotechnical Seismic Assessments for the Town Hall site	Masterton Ratepayers and Residents Association	26/02/2025	26/03/2025
Noise complaints for site	Individual	3/03/2025	31/03/2025
MDC Treaty Workshop and Interactive Event	Individual	6/03/2025	02/04/2025
Council workshops in 2024	Stuff	6/03/2025	03/04/2025

Subject	Requester	Date Received	Due Date
Social media guidelines and advice to elected members	Individual	7/03/2025	04/04/2025
Pedestrian crossings	Stuff	14/03/2025	11/04/2025
One Music NZ licensing fees	Individual	14/03/2025	11/04/2025
Rangitūmau Hall	Individual	14/03/2025	11/04/2025

**Requests Completed Since Last Report**

Subject	Requester	Date Received	Days to respond
Māori Wards referendum	New Zealand Taxpayers' Union	18/02/2025	16
Jonathan Hall – Fraudulent building consent sign-offs	Stuff	17/02/2025	16
Council trees – Miro Street	Individual	19/02/2025	14
Request for letter sent to Auditor General	Stuff	27/02/2025	6
Complaints received	Individual	12/02/2025	15
Urban water supply data	ManukaMed	20/02/2025	9
On and Off Licence data	Alcohol Healthwatch	04/02/2025	17
Building consent applications	Masterton Ratepayers and Residents Association	28/01/2025	20
Drinking water outage data	University of Canterbury	04/02/2025	13
Submission on the Treaty Principles Bill	Masterton Ratepayers and Residents Association	14/01/2025	20



SUMMARY (by financial year)	2024-2025 (year to date)	2023- 2024	2022- 2023
Total Received	82	116	100
% sent in timeframe (including extensions)	74 requests completed to date 64 were sent within timeframe	93%	87%

### Privacy Act Complaints

57. No Privacy Act complaints have been received for the period 1 February to 14 March 2025.

58. No Privacy Act requests were received for the period 1 February to 14 March 2025.

### Ombudsman Investigations

59. Two are still in progress.

## Attachments:

**Attachment 1:** The Wellington region GHG Inventory

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### Approved by:

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Prepared for  
Greater Wellington Regional Council  
Co No.: N/A

**AECOM**

# Greater Wellington Region GHG Emissions Inventory 2024

10-Dec-2024  
Commercial-in-Confidence

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Greater Wellington Region GHG Emissions Inventory 2024  
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## Greater Wellington Region GHG Emissions Inventory 2024

Client: Greater Wellington Regional Council

Co No.: N/A

Prepared by

,

10-Dec-2024

Job No.: 60737611

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Revision 1 – 10-Dec-2024  
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Greater Wellington Region GHG Emissions Inventory 2024  
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## Quality Information

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Verifier/s       Anthony Hume

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			Name/Position	Signature
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 Greater Wellington Region GHG Emissions Inventory 2024  
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## Executive Summary

This report details the Greenhouse Gas (GHG) emissions within the geographic boundaries of the Greater Wellington Regional area administered by the Greater Wellington Regional Council. The emissions have been measured and reported using the production-based Global Protocol methodology for Community-Scale Greenhouse Gas Emissions Inventory (GPC). This document reports GHG emissions produced in or resulting from activity during the 2024 government financial year (FY24: 1st July 2023 to 30th June 2024).

The Greater Wellington Region's most recent complete GHG emissions inventory was produced for the FY22 financial year. For the FY24 inventory, Greater Wellington Regional Council (GWRC) have engaged AECOM to produce a streamlined inventory for FY23 and FY24. Data covering approximately 90% of emissions produced in Greater Wellington has been collected and calculated in a manner consistent with the last inventory. The remaining emission sources have been estimated based on the FY22 inventory. This is consistent with the approach used for the FY23 Wellington City Emissions Inventory.

Greenhouse gas emissions are generally reported in this document in units of carbon dioxide equivalent emissions (CO<sub>2</sub>e) and are referred to as 'emissions'.

The GHG emission inventory results for each territorial authority in the Greater Wellington Region are provided in section 5.0. Net emissions (i.e., including forestry and land-use change) are outside the scope of this inventory.

### Findings of the Greater Wellington Region FY24 inventory include:

- **Total gross emissions** in Greater Wellington were 3,725,477 tCO<sub>2</sub>e.
- **Transport** (e.g. emissions resulting from road, marine, and air travel) represented 41% of Greater Wellington's total gross emissions, with on-road petrol and diesel consumption accounting for 28% of total gross emissions.
- **Agriculture** represented 33% of Greater Wellington's total gross emissions. Enteric fermentation (methane released from the digestive process of cattle and sheep) represented 24% of total gross emissions.
- **Stationary Energy** (e.g., emissions relating to electricity and natural gas consumption) produced 17% of total gross emissions, mainly from grid-connected electricity use and natural gas consumption.
- **Industrial Processes and Product Use (IPPU)** (e.g. emissions from refrigerant gases and aerosols) represented 5% of Greater Wellington's total gross emissions.
- **Waste** (e.g. emissions from landfill and wastewater treatment) was responsible for 4% of Greater Wellington's total gross emissions.

### Emissions changes since the Baseline Year:

- Greater Wellington uses FY19 as its baseline year against which to track emissions and progress towards emission reduction targets.
- **Annual total gross emissions decreased 7% from FY19 to FY24** driven by a reduction in petrol and diesel fuel use in the Region, a reduction in air travel to and from the region post-COVID-19, a decrease in landfill emissions due to improvements in landfill gas capture, and a decrease in the emissions intensity of electricity per unit consumed from the grid.

### Long-term emissions changes:

- Greater Wellington has estimated annual emissions to cover FY01 to FY24.
- **Annual total gross emissions decreased 17% from FY01 to FY24** driven by a reduction in the number of livestock in the Region, a decrease in landfill emissions due to improvements in landfill gas capture, and a decrease in the emissions intensity of electricity per unit consumed due to the greater use of renewable energy generation in Aotearoa New Zealand.

## 1.0 Introduction

Greater Wellington Regional Council commissioned AECOM New Zealand Limited (AECOM) to assist in developing a production-based community-scale Greenhouse Gas (GHG) emissions footprint for the Greater Wellington regional area for the 2023 and 2024 financial years (FY23 and FY24). The financial year used here covers 1<sup>st</sup> July to 30<sup>th</sup> June (Government financial year). The study boundary incorporates the jurisdiction of the Greater Wellington Regional Council. The Greater Wellington Region is hereafter referred to as Greater Wellington for ease.

The purpose of the GHG emissions inventory for FY24 is to estimate the relative scale of GHG emissions produced in the Greater Wellington area and the relative contribution of different emission sources to Greater Wellington's total emissions. The results of this inventory can be used to assess trends and changes in the emissions produced in Greater Wellington over time.

## 2.0 Approach

The method used to calculate emissions follows the Global Protocol for Community-Scale Greenhouse Gas Emissions Inventory v1.1 (GPC) guidelines, published by the World Resources Institute (WRI) in 2021. The GPC methodology follows a production-based approach and allocates emissions to industries rather than final users. Production-based approaches exclude global emissions relating to consumption (i.e., embodied emissions relating to products produced elsewhere but consumed within the geographic area, such as imported food products, cars, phones, clothes, etc.).

This emissions footprint assesses both direct and indirect emissions sources. Direct emissions are production-based and occur within the geographic area (Scope 1 in the GPC reporting framework). Indirect emissions are produced outside the geographic boundary (Scope 2 and 3) but are allocated to the consumption location. An example of indirect emissions are those associated with electricity consumption supplied by the national grid (Scope 2). All other indirect emissions, such as cross-boundary travel (e.g., flights) and energy transmission and distribution losses, are Scope 3.

The FY24 GHG emission inventory calculation method differs from previous GHG emission inventories completed for Greater Wellington by AECOM. Data for this inventory has been collected for a selected list of emission sources covering approximately 90% of Greater Wellington's emissions. Selected emission sources were calculated as per previous inventories, and the remaining sources have been estimated based on the FY22 (1<sup>st</sup> July 2021 to 30<sup>th</sup> June 2022) inventory, applying a population change adjustment where appropriate.

The inventory is based on data and reporting guidance available at the time of calculation, using reasonable assumptions in line with the GPC reporting guidance, and may need to be updated in the future to account for changes in data availability or reporting guidance.

The emission factors and Global Warming Potential values (GWPs) used in these calculations use those from the Ministry for the Environment (MfE) National Emissions Inventory (2024) and IPCC Sixth Assessment report (2021). This represents the best practice for reporting GHG emissions at the regional level. The previously published FY19 to FY22 inventory results have been updated using these emission factors to allow direct comparison across this timeframe.

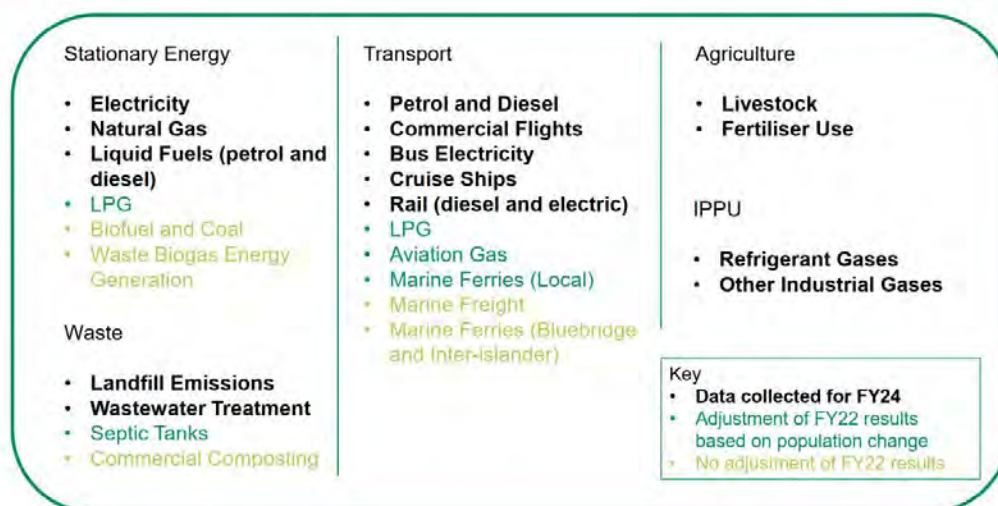
Greenhouse gas emissions are generally reported in this document in Carbon Dioxide Equivalent Emissions (CO<sub>2</sub>e) units and are referred to as 'emissions'.

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## 2.1 Data Collection Approach

The data collection approach for the FY24 GHG emissions inventory is shown in Figure 1. This figure details for each emission source whether data has been collected, adjusted based on the population change between FY22 and FY24, or not adjusted from FY22. Data sources where data was collected represent approximately 90% of Greater Wellington's total gross emissions.



**Figure 1 Data Collection Approach for each Emission Source**

A description of the method used, and major assumptions made during data collection and analysis have been detailed within **Appendix B – Assumptions**.

Considering the uncertainty associated with the results is essential, particularly given the different datasets used. At the national level, in New Zealand's Greenhouse Gas Inventory, the estimate of gross emissions uncertainty was  $\pm 8.8\%$  (MfE, 2024).



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## 3.0 Greater Wellington Emissions Inventory for FY24

### 3.1 Total Gross Emissions

Total emissions can be reported as both gross emissions (excluding forestry harvesting and sequestration) and net emissions (including forestry harvesting and sequestration). This report solely reports gross emissions at the request of GWRC. This report focussed on FY24, however the annual emissions inventory for FY23 has also been calculated and results are presented in Appendix A.

During FY24, Greater Wellington's **total gross emissions** amounted to **3,725,477 tCO<sub>2</sub>e**. Transport and Agriculture emissions are Greater Wellington's most significant contributors to total gross emissions. Section 4.0 details the change in Greater Wellington's gross emissions since the baseline year (FY19) as well as changes over the longer term (since FY01).

The population of Greater Wellington in FY24 was approximately 550,500 people, resulting in per capita gross emissions of 6.8 tCO<sub>2</sub>e/person.

### 3.2 Emission Sectors and Sources

Figure 2 and Table 1 illustrate the six sectors that comprise the emissions inventory. Table 2 shows the breakdown of Greater Wellington's emissions by source. A discussion of emissions from each sector follows in Sections 3.3 through Section 3.7.

Due to rounding, there may be some discrepancies between totals and the sum of results in the tables.

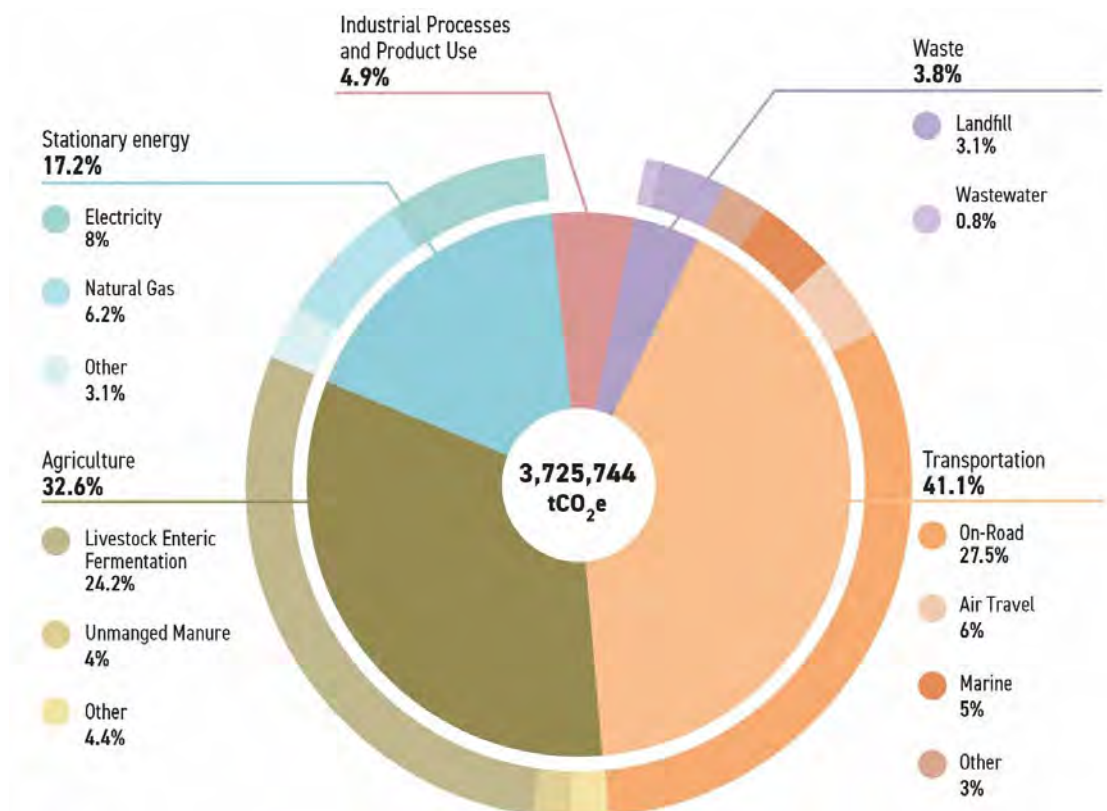


Figure 2: Greater Wellington's FY24 total gross GHG emissions split by sector (tCO<sub>2</sub>e)

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**Table 1 Greater Wellington FY24 emissions by sector**

Emissions Source	Emissions (tCO <sub>2</sub> e)	Percentage of Total Gross Emissions (%)
Transport	1,544,113	41.4%
Agriculture	1,213,503	32.6%
Stationary Energy	642,422	17.2%
Industrial Processes and Product Use (IPPU)	182,768	4.9%
Waste	142,670	3.8%
<b>Total Gross Emissions</b>	<b>3,725,477</b>	<b>100%</b>

**Table 2 Greater Wellington FY24 emissions by source**

Emissions Source	Emissions (tCO <sub>2</sub> e)	Percentage of Total Gross Emissions (%)
On-Road Transport	1,025,445	28%
Enteric Fermentation from Livestock	901,402	24%
Other Agriculture Emissions	312,101	8%
Electricity Consumption (including transmission and distribution losses)	298,126	8%
Natural Gas (including transmission and distribution losses)	230,165	6%
Air Travel	222,599	6%
Marine Transport	184,607	5%
Refrigerant and Air Conditioning Gases (IPPU)	171,548	5%
Solid Waste	113,806	3%
Off-Road Transport	105,069	3%
Stationary Diesel and Petrol Use	56,998	2%
LPG (Stationary Use)	36,331	1%
Wastewater Treatment (incl. household septic tanks)	28,864	1%
Other Stationary Energy	20,803	1%
Other Industrial Gases (IPPU)	11,220	<1%
Rail	6,393	<1%
<b>Total Gross Emissions</b>	<b>3,725,477</b>	<b>100%</b>

### 3.3 Transport

Transport was the highest emitting sector in Greater Wellington in FY24, producing 1,544,113 tCO<sub>2</sub>e (41% of total gross emissions). Petrol and diesel use represented 73% of the Transport emissions in Greater Wellington (630,739 tCO<sub>2</sub>e and 494,567 tCO<sub>2</sub>e, respectively).

Diesel and petrol transport emissions are split into on-road and off-road use. On-road transport, consisting of all standard road vehicles (cars, trucks, buses, etc.), was responsible for 66% of Transport emissions and 28% of total gross emissions. Off-road transport, consisting of all fuel used for off-road vehicles (agricultural tractors and vehicles, forklifts, etc.), was responsible for 7% of Transport emissions.

The next largest emission source in the transport sector was air travel, contributing 14% of the sector's emissions and 6% of total gross emissions. Marine Transport emissions (including marine freight, cruise ships, inter-island ferries, and local ferries) produced 12% of Transport emissions and 5% of total gross emissions. Cruise ship emissions have been included in Greater Wellington's emissions inventory for the first time using a method developed by AECOM for Wellington City Council. Cruise ship emissions represented 2% of Greater Wellington's emissions inventory in FY24.

Rail emissions produced <1% of the sector's emissions. Rail emissions were calculated for both rail freight and public commuter electric trains.

Cross-boundary journey emissions (e.g., for air travel, marine transport, and rail) are based on the fuel consumed during journeys to and from Greater Wellington, with emissions split equally between the origin and destination locations. It is acknowledged that marine transport and air travel hubs in Greater Wellington support an area wider than the immediate Wellington Region.

### 3.4 Agriculture

Agricultural livestock and crop farming emissions were responsible for 33% of Greater Wellington's total gross emissions in FY24. Enteric fermentation represented 74% of agricultural emissions. Enteric fermentation is the methane (CH<sub>4</sub>) released from the digestive process of cattle and sheep. The second highest source of agricultural emissions was produced from nitrous oxide (N<sub>2</sub>O) released by unmanaged manure from grazing animals on pasture.

Livestock was responsible for the majority of the Agriculture sector's GHG emissions. Sheep accounted for 45% of agricultural emissions in FY24 while accounting for 84% of the total number of livestock in Greater Wellington. Dairy and non-dairy cattle accounted for 23% and 24% of agricultural emissions in Greater Wellington, respectively, despite representing 15% of the total number of livestock due to their more significant annual GHG emissions impact per head compared to sheep. Fertiliser use and other livestock (e.g. pigs and deer) represented the remaining 4% of agricultural emissions.

Agriculture continues to be the largest contributor to the total gross emissions for Masterton, South Wairarapa, and Carterton districts.

It is important to note that these agricultural results do not include emissions related to the consumption of agricultural products supplied to Greater Wellington as per the GPC methodology.

### 3.5 Stationary Energy

Stationary Energy was the third-highest emission source in FY24, producing 17% of Greater Wellington's total gross emissions.

Electricity consumption (including transmission and distribution losses) accounted for 46% of Stationary Energy emissions and 8% of Greater Wellington's total gross emissions in FY24. Electricity consumption emissions depend upon the amount of consumption (in kWh) and the emissions intensity of the national grid (tCO<sub>2</sub>e/kWh), which changes annually. The emissions intensity of the grid was relatively low in FY24 relative to recent years but higher than in FY23.

Natural gas consumption, including transmission and distribution losses from the reticulated gas system, accounted for 36% of Stationary Energy emissions (6% of total gross emissions).

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The remaining stationary energy emissions were produced by LPG, petrol, diesel, coal, biofuels, and landfill biogas used for energy generation.

Biogenic CO<sub>2</sub> emissions from biofuels and landfill gas flaring have not been included in these totals as per GPC guidance and are reported separately in section 3.9.

### **3.6 Industrial Processes and Product Use (IPPU)**

IPPU includes emissions associated with the consumption of industrial products and synthetic gases containing GHGs for refrigerants, foam blowing, fire extinguishers, aerosols, metered dose inhalers and Sulphur Hexafluoride for electrical insulation and equipment production. No known industrial processes (as defined in the GPC requirements) are present in Greater Wellington (e.g., aluminium manufacture).

IPPU contributed 5% to total gross emissions in FY24. The most significant contributor to IPPU emissions was refrigerant gases, which produced 94% of IPPU emissions.

IPPU emissions do not include energy use for industrial manufacturing, which is included in the relevant Stationary Energy sub-category (e.g., coal, electricity and/or petrol and diesel). These emissions are based on nationally reported IPPU emissions and apportioned based on population due to the difficulty of allocating emissions to geographic locations.

### **3.7 Waste**

Waste processed in Greater Wellington (solid waste, wastewater, and compost) comprised 4% of Greater Wellington's total gross emissions in FY24.

Solid waste produced 77% of total Waste emissions. Solid waste emissions include emissions from open (operating) landfill sites (32,091 tCO<sub>2</sub>e) and closed landfill sites (77,373 tCO<sub>2</sub>e). Both open and closed landfills emit landfill (methane) gas from the breakdown of organic materials disposed of in the landfill for many years after waste enters the landfill. The reported emissions here relate to the emissions produced in FY24 from all waste produced in Greater Wellington that has entered landfill sites over the last 50+ years, as per the GPC guidance for region-level reporting. This approach differs from other reporting methods, which estimate the future emissions related to waste entering the landfill in the reporting year.

Open landfill emissions relate to emissions from waste produced in Greater Wellington and sent to landfill sites accepting waste in the most recent reporting year. Some landfill sites in Greater Wellington have landfill gas capture systems that reduce emissions released into the atmosphere. Landfill gas capture has improved in recent years, contributing to reduced annual solid waste emissions. Owing to the lack of gas capture systems at closed landfill sites, emissions from closed landfill sites were greater than those from currently open sites. It is noted that the annual emissions from closed landfill sites will continue to decrease over time as no new waste enters these sites.

Wastewater treatment (treatment plants and individual septic tanks) accounted for 20% of total Waste emissions. Most households in Greater Wellington (88%) are connected to wastewater treatment plants, which resulted in emissions of 21,338 tCO<sub>2</sub>e from wastewater treatment and processing. Households not connected to wastewater treatment plants (i.e., using individual septic tanks) produced 7,526 tCO<sub>2</sub>e in wastewater emissions. Due to methane production, septic tanks have a higher emissions intensity per quantity of wastewater than the wastewater treatment plants in Greater Wellington.

Waste diverted from landfill for commercial composting in Greater Wellington includes horticultural, animal waste products, green waste, bark, and sawdust. Composting this organic waste produces lower emissions than if sent to a landfill. Diverted and composted organic waste produced 4,343 tCO<sub>2</sub>e in FY24.

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### 3.8 Total Gross Emissions by Greenhouse Gas

Each greenhouse gas has a different level of impact on climate change, which is accounted for when converting quantities of each gas into units of carbon dioxide equivalent (CO<sub>2</sub>e). This assessment uses conversion figures (i.e. global warming potentials with climate change feedback) from the IPCC 6<sup>th</sup> Assessment Report (2021). Other/Unknown gases are either industrial gases (e.g. SF<sub>6</sub>), or where calculation of the carbon dioxide equivalent emissions was possible however it was difficult to determine the breakdown of these emissions into the respective greenhouse gases.

**Table 3: Greater Wellington's total gross emissions by greenhouse gas**

Greenhouse Gas	Tonnes	Global Warming Potential (GWP)	Tonnes of CO <sub>2</sub> e
Carbon Dioxide (CO <sub>2</sub> )	2,060,412	1	2,060,412
Biogenic Methane (CH <sub>4</sub> )	39,306	27.2	1,069,134
Non-biogenic Methane (CH <sub>4</sub> )	1,100	29.8	32,790
Nitrous Oxide (N <sub>2</sub> O)	1,177	273	321,412
Other / Unknown Gas (in CO <sub>2</sub> e)	241,728	1	241,728
<b>Total</b>	<b>2,343,725</b>	<b>-</b>	<b>3,725,477</b>

### 3.9 Biogenic Emissions

Biogenic CO<sub>2</sub> emissions result from the combustion of biomass materials that store and sequester CO<sub>2</sub>, including materials used to make biofuels (e.g., trees, crops, vegetable oils, or animal fats). Biogenic CO<sub>2</sub> emissions from plants and animals are excluded from gross emissions as they are part of the natural carbon cycle.

**Table 4: Biogenic Carbon Dioxide in Greater Wellington in FY24 (Excluded from gross emissions)**

Biogenic Carbon Dioxide (CO <sub>2</sub> ) (Excluded from gross emissions)		
Biofuel	127,017	tCO <sub>2</sub>
Landfill Gas (Biogas)	56,146	tCO <sub>2</sub>
<b>Total Biogenic CO<sub>2</sub></b>	<b>183,163</b>	<b>tCO<sub>2</sub></b>

Biogenic CH<sub>4</sub> emissions (e.g., produced by farmed cattle via enteric fermentation) are included in gross emissions due to their relatively large impact on global warming relative to biogenic CO<sub>2</sub>. Biogenic methane represented 2% of the total gross tonnage of GHG emissions in Greater Wellington but 30% of total gross GHG emissions when expressed in CO<sub>2</sub>e. This is due to the relatively higher global warming impact of methane per tonne compared to carbon dioxide. Table 5 shows biogenic methane in Greater Wellington in FY24 in tonnes of methane by emission source.

**Table 5: Biogenic Methane in Greater Wellington in FY24 (Included in gross emissions)**

Biogenic Methane (CH <sub>4</sub> ) (Included in gross emissions)		
Enteric Fermentation	33,140	tCH <sub>4</sub>
Landfill Gas	4,016	tCH <sub>4</sub>
Manure Management	1,126	tCH <sub>4</sub>
Wastewater Treatment	530	tCH <sub>4</sub>
Biofuel	398	tCH <sub>4</sub>
Composting (Green Waste)	97	tCH <sub>4</sub>
<b>Total Biogenic CH<sub>4</sub></b>	<b>39,306</b>	<b>tCH<sub>4</sub></b>

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## 4.0 Gross Emissions Changes

This section presents changes and trends in emissions since Greater Wellington's baseline year (FY19) and longer-term changes since the FY01 financial year (2000/01).

To calculate the FY23 and FY24 inventory years for this inventory, updated emission factors and global warming potential values since the last published inventory for Greater Wellington (June 2023) have been used. To enable direct comparison of annual emissions since the baseline year, the FY19 to FY22 inventory years have been updated using the same emission factors and global warming potential values as for FY23 and FY24. These changes alongside the inclusion of cruise ship emissions to the FY19 to FY22 inventory, are explained in detail in Section 7.1.

The updated FY19 to FY22 inventory results presented here differ from those previously published by Greater Wellington, particularly for agriculture, waste, and IPPU. The results presented in this report supersede previously published inventory results.

### 4.1 Changes Since Baseline Year

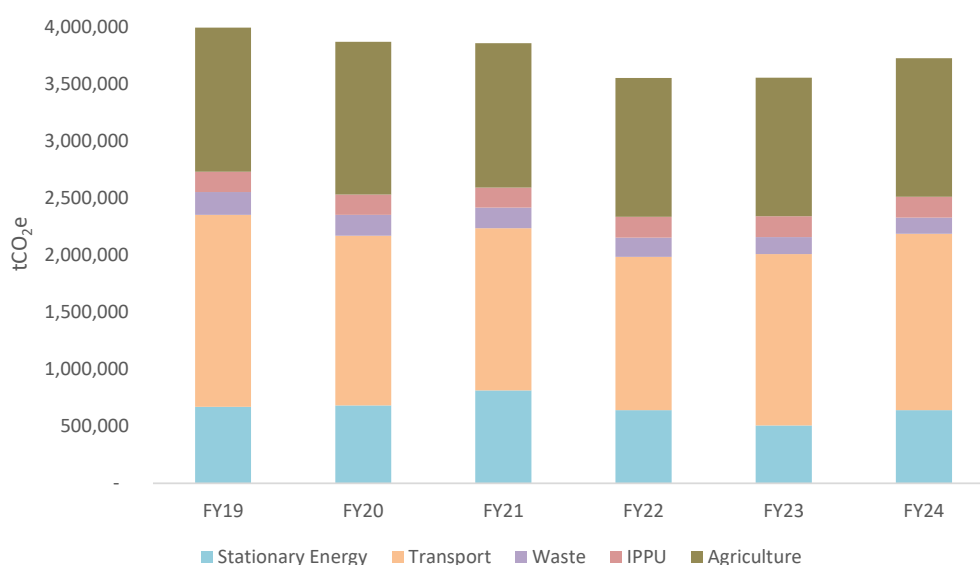
Greater Wellington uses FY19 as its baseline year against which to track emissions and progress towards emission reduction targets. Annual total gross emissions decreased by 7% from FY19 to FY24. This decrease was driven by reduced Transport, Waste, and Stationary Energy emissions.

Transport emissions decreased 8% between FY19 and FY24, primarily due to a reduction of on-road transport emissions (-7%) and air travel emissions (-15%). The number of international flights in FY24 was still below pre-COVID levels for air travel.

Stationary Energy emissions have also decreased (-4%), with electricity emissions lower than in FY19. Despite an increase in electricity consumption there was a reduction in the emission intensity of electricity per unit generated. A greater proportion of grid electricity generation from renewable energy sources during this period has reduced the emissions intensity of electricity consumption during the reporting period.

Waste emissions have also reduced by 28% during this time, primarily due to improved gas capture methods at open landfill sites and a gradual reduction in emissions from closed landfill sites.

Industrial Processes and Product Use (IPPU) emissions have increased by 2%, following nationwide trends, particularly because of an increase in the usage of refrigerant and air conditioning gases.



**Figure 3 Change in Greater Wellington total gross emissions from FY19 to FY24**

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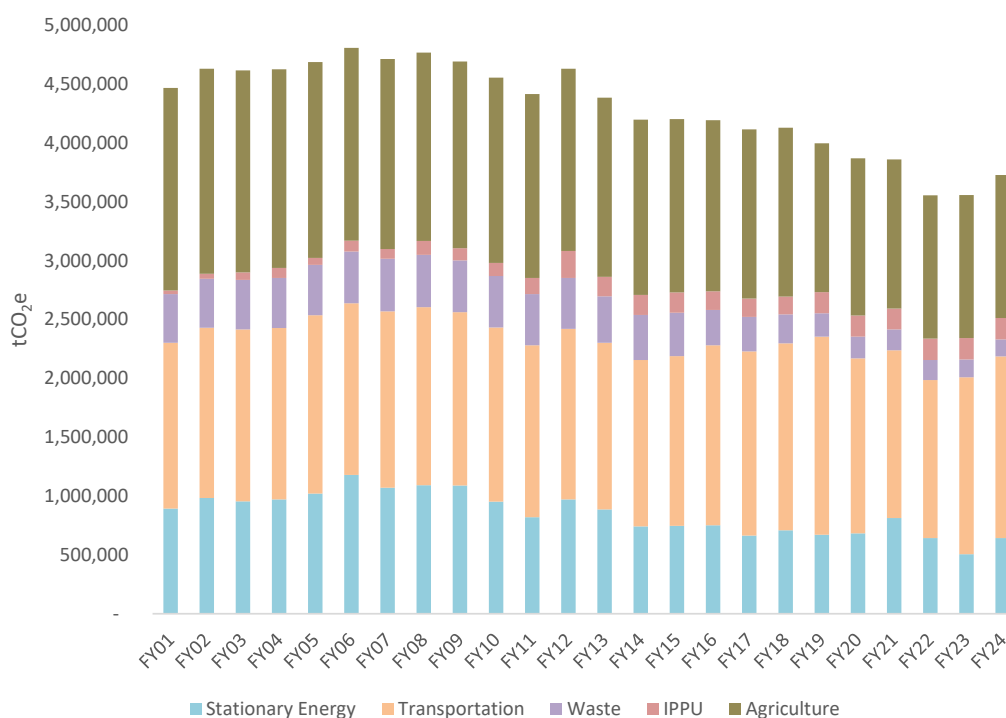
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## 4.2 Longer Term Changes

Greater Wellington has estimated annual emissions each year from FY01 to FY24. Before the FY19 year, differences in the methodology and data used to calculate emissions exist; however, these differences do not prevent the ability to assess trends in emissions over this period.

Annual total gross emissions have decreased by 17% from FY01 to FY24. The decrease has been driven by reductions in Waste (-65%), Stationary Energy (-28%), and Agriculture emissions (-29%). Of note are emissions reductions due to the improvements to landfill emission capture, improvements in the emissions intensity of the electricity grid, and a reduction in livestock numbers. These reductions were partially balanced by increased Transport fuel emissions (+10%) and IPPU emissions (+486%).

As the population has increased (by 25%), and gross emissions have decreased (by 17%), per capita gross emissions have reduced by 33%.



**Figure 4** Change in Greater Wellington total gross emissions from FY01 to FY24

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## 5.0 Territory Authorities in Greater Wellington

### 5.1 Overview

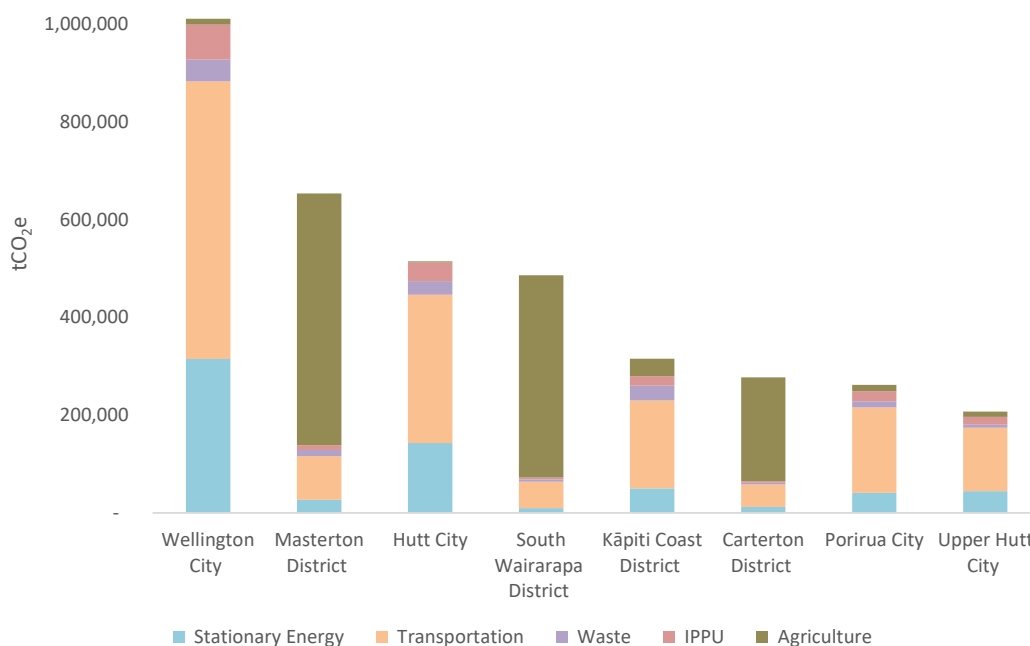
The Greater Wellington regional area contains eight territorial authorities, comprised of Wellington City, Porirua City, Kāpiti Coast District, Hutt City, Upper Hutt City, Masterton District, Carterton District, and South Wairarapa District. These areas are those under the jurisdiction of the respective city or district council.

Using the GPC methodology, emissions are predominantly allocated to where they are produced (e.g. on-road transport and agriculture), with grid electricity generation emissions allocated to where the electricity is consumed. For cross-boundary transport emissions (e.g. air travel, marine freight, and cruise ships), emissions are calculated for each journey and allocated equally between the origin and destination location. Emissions related to air travel to/from Wellington airport, marine freight, and inter-island ferries to/from Wellington have been allocated across the region based on the relative population size of each territorial authority, meaning that all territorial authorities have some air travel and marine transport emissions. Cruise ship emissions related to travel to/from CentrePort have been solely allocated to Wellington City.

Figure 5 shows total gross emissions for the territorial authorities in the Greater Wellington Region, split by sector.

Wellington City is the territorial authority with the highest annual emissions in the region, representing 27% of Greater Wellington's total gross emissions. Transport and Stationary Energy represent most of Wellington City's emissions inventory, with the remaining smaller proportion produced by IPPU, Waste, and Agriculture. Wellington City's emissions profile generally reflects all territorial authorities in Greater Wellington except the three territorial authorities in Wairarapa.

The GHG emissions profile of the three Wairarapa districts (Carterton, Masterton, and South Wairarapa) are dominated by Agricultural emissions, mainly from livestock, with relatively small Transport and Stationary Energy emissions.



**Figure 5 Total gross emissions by territorial authority in the Greater Wellington region FY24 (tCO<sub>2</sub>e).**

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This section presents an overview of the FY24 emissions inventory for each territorial authority area in Greater Wellington. A detailed breakdown of each territorial authority's FY24 emissions inventory and gross emissions changes since FY19 is provided in section 7.3.

The full emissions inventory results for each territorial authority have been supplied separately covering the FY23 and FY24 reporting years and the updated FY19-FY22 reporting years which supersede those previously published (as described in section 7.3).

Due to rounding, there may be some discrepancies between totals and the sum of results in the tables.

## 5.2 Wellington City

**Table 6 Wellington City FY24 emissions by sector (tCO<sub>2</sub>e)**

Emissions Source	FY24 Emissions (tCO <sub>2</sub> e)	Percentage of Total Gross Emissions (%)
Transport	567,518	56%
Stationary Energy	314,775	31%
Industrial Processes and Product Use (IPPU)	72,048	7%
Waste	44,560	4%
Agriculture	11,491	1%
<b>Total Gross Emissions</b>	<b>1,010,392</b>	<b>100%</b>

During FY24, Wellington City's total gross emissions were 1,010,392 tCO<sub>2</sub>e. Transport and Stationary Energy emissions were the City's most significant contributors to total gross emissions.

Transport was the highest emitting sector estimated in Wellington City, producing 567,518 tCO<sub>2</sub>e (56% of total gross emissions). Petrol and diesel use represented 65% of the Transport emissions in Wellington City (213,791 tCO<sub>2</sub>e and 155,197 tCO<sub>2</sub>e, respectively). Diesel and petrol transport emissions are split into on-road and off-road use. On-road transport, consisting of all standard road vehicles (cars, trucks, buses, etc.), was responsible for 60% of Transport emissions and 33% of total Wellington City gross emissions. Cruise ship emissions have been included in Greater Wellington's emissions inventory for the first time using a method developed by AECOM for Wellington City Council. Cruise ship emissions represented 6% of Wellington City's emissions inventory in FY24.

The next largest emission source in Wellington City was Stationary Energy, contributing 31% to the city's total gross emissions. Electricity consumption (including transmission and distribution losses) accounted for 48% of Stationary Energy emissions and 15% of Wellington City's total gross emissions. In contrast, natural gas consumption, including transmission and distribution losses from the reticulated gas system, accounted for 40% of Stationary Energy emissions (12% of total gross emissions). Electricity consumption emissions depend upon the amount of consumption (in kWh) and the emissions intensity of the national grid (tCO<sub>2</sub>e/kWh), which changes annually. The emissions intensity of the grid was relatively low in FY24 compared to recent years but higher than in FY23.

When combined, estimated emissions from Waste (e.g., from landfill and wastewater treatment), Industrial Processes and Product Use (e.g., from refrigerant gases and aerosols), and Agriculture accounted for 13% of Wellington City's total gross emissions.

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### 5.3 Hutt City

**Table 7 Hutt City FY24 emissions by sector (tCO<sub>2</sub>e)**

Emissions Source	FY24 Emissions (tCO <sub>2</sub> e)	Percentage of Total Gross Emissions (%)
Transport	303,487	59%
Stationary Energy	142,775	28%
Industrial Processes and Product Use (IPPU)	37,781	7%
Waste	28,016	5%
Agriculture	2,603	<1%
<b>Total Gross Emissions</b>	<b>514,662</b>	<b>100%</b>

During FY24, Hutt City's total gross emissions were 514,662 tCO<sub>2</sub>e. Transport and Stationary Energy emissions were the city's most significant contributors to total gross emissions.

Transport was the highest emitting sector estimated in Hutt City, producing 303,487 tCO<sub>2</sub>e (59% of total gross emissions). Petrol and diesel use represented 77% of the Transport emissions in Hutt City (135,859 tCO<sub>2</sub>e and 98,624 tCO<sub>2</sub>e, respectively).

Diesel and petrol transport emissions are split into on-road and off-road use. On-road transport, consisting of all standard road vehicles (cars, trucks, buses, etc.), was responsible for 71% of Transport emissions and 42% of total gross emissions.

The next largest emission source in Hutt City was Stationary Energy, contributing 28% to the city's total gross emissions. Electricity consumption (including transmission and distribution losses) accounted for 49% of Stationary Energy emissions and 14% of Hutt City's total gross emissions, while natural gas consumption, including transmission and distribution losses from the reticulated gas system, accounted for 35% of Stationary Energy emissions (10% of total gross emissions). Electricity consumption emissions depend upon the amount of consumption (in kWh) and the emissions intensity of the national grid (tCO<sub>2</sub>e/kWh), which changes annually. The emissions intensity of the grid was relatively low in FY24 compared to recent years but higher than in FY23.

When combined, estimated emissions from Waste (e.g., from landfill and wastewater treatment), Industrial Processes and Product Use (e.g., refrigerant gases and aerosols), and Agriculture accounted for 13% of Hutt City's total gross emissions.

### 5.4 Upper Hutt City

**Table 8 Upper Hutt City FY24 emissions by sector (tCO<sub>2</sub>e)**

Emissions Source	FY24 Emissions (tCO <sub>2</sub> e)	Percentage of Total Gross Emissions (%)
Transport	129,474	62%
Stationary Energy	44,560	21%
Industrial Processes and Product Use (IPPU)	15,973	8%
Agriculture	10,787	5%
Waste	6,655	3%
<b>Total Gross Emissions</b>	<b>207,449</b>	<b>100%</b>

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During FY24, Upper Hutt City total gross emissions amounted to 207,449 tCO<sub>2</sub>e. Transport emissions were Upper Hutt City's most significant contributor to total gross emissions, followed by Stationary Energy.

Transport was the highest emitting sector estimated in Upper Hutt City, producing 129,474 tCO<sub>2</sub>e (62% of total gross emissions). Petrol and diesel use represented 77% of the Transport emissions in Upper Hutt City (57,455 tCO<sub>2</sub>e and 41,708 tCO<sub>2</sub>e respectively). Diesel and petrol transport emissions are split into on-road and off-road use. On-road transport, consisting of all standard road vehicles (cars, trucks, buses, etc.), was responsible for 70% of Transport emissions and 44% of total gross emissions.

The next largest emission source in Upper Hutt City was Stationary Energy, contributing 21% to the city's total gross emissions. Natural gas consumption, including transmission and distribution losses from the reticulated gas system, accounted for 48% of Stationary Energy emissions (10% of total gross emissions), while electricity consumption (including transmission and distribution losses) accounted for 31% of Stationary Energy emissions and 7% of Upper Hutt's total gross emissions. Electricity consumption emissions depend upon the amount of consumption (in kWh) and the emissions intensity of the national grid (tCO<sub>2</sub>e/kWh), which changes annually. The emissions intensity of the grid was relatively low in FY24 compared to recent years but higher than in FY23.

When combined, estimated emissions from Waste (e.g., from landfill and wastewater treatment), Industrial Processes and Product Use (e.g., refrigerant gases and aerosols), and Agriculture accounted for 16% of Upper Hutt's total gross emissions.

## 5.5 Porirua City

**Table 9 Porirua City FY24 emissions by sector (tCO<sub>2</sub>e)**

Emissions Source	FY24 Emissions (tCO <sub>2</sub> e)	Percentage of Total Gross Emissions (%)
Transport	174,527	67%
Stationary Energy	41,224	16%
Industrial Processes and Product Use (IPPU)	20,631	8%
Agriculture	12,888	5%
Waste	12,298	5%
<b>Total Gross Emissions</b>	<b>261,568</b>	<b>100%</b>

During FY24, Porirua City total gross emissions were 261,568 tCO<sub>2</sub>e. Transport emissions were the most significant contributors to total gross emissions, followed by Stationary Energy.

Transport produced 174,527 tCO<sub>2</sub>e in FY24 (67% of total gross emissions). Petrol and diesel use represented 78% of the Transport emissions in Porirua City (78,903 tCO<sub>2</sub>e and 57,278 tCO<sub>2</sub>e respectively). Diesel and petrol transport emissions are split into on-road and off-road use. On-road transport, consisting of all standard road vehicles (cars, trucks, buses, etc.), was responsible for 71% of Transport emissions and 48% of total gross emissions.

The next largest emission source in Porirua City was Stationary Energy, contributing to 16% of the city's total gross emissions. Electricity consumption (including transmission and distribution losses) accounted for 17% of Stationary Energy emissions and 3% of Porirua's total gross emissions. In comparison, natural gas consumption, including transmission and distribution losses from the reticulated gas systems, accounted for 53% of Stationary Energy emissions (8% of total gross emissions). Electricity consumption emissions depend upon the amount of consumption (in kWh) and the emissions intensity of the national grid (tCO<sub>2</sub>e/kWh), which changes annually. The emissions intensity of the grid was relatively low in FY24 compared to recent years but higher than in FY23.

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When combined, estimated emissions from Waste (e.g., from landfill and wastewater treatment), Industrial Processes and Product Use (e.g., refrigerant gases and aerosols), and Agriculture accounted for 18% of Porirua City's total gross emissions.

## 5.6 Kāpiti Coast District

**Table 10 Kāpiti Coast District FY24 emissions by sector (tCO<sub>2</sub>e)**

Emissions Source	FY24 Emissions (tCO <sub>2</sub> e)	Percentage of Total Gross Emissions (%)
Transport	179,733	57%
Stationary Energy	50,300	16%
Agriculture	35,474	11%
Waste	30,332	10%
Industrial Processes and Product Use (IPPU)	19,336	6%
<b>Total Gross Emissions</b>	<b>315,176</b>	<b>100%</b>

During FY24, Kāpiti Coast total gross emissions amounted to 315,176 tCO<sub>2</sub>e. Transport and Stationary Energy emissions were Kāpiti Coast's most significant contributors to total gross emissions.

Transport was the highest emitting sector estimated in Kāpiti Coast, producing 179,733 tCO<sub>2</sub>e (57% of total gross emissions). Petrol and diesel use represented 78% of the Transport emissions in Kāpiti Coast (81,451 tCO<sub>2</sub>e and 59,128 tCO<sub>2</sub>e respectively).

Petrol and diesel transport emissions are split into on-road and off-road use. On-road transport, consisting of all standard road vehicles (cars, trucks, buses, etc.), was responsible for 72% of Transport emissions and 41% of total gross emissions.

The next largest emission source in Kāpiti Coast was Stationary Energy, contributing to 16% of the district's total gross emissions. Electricity consumption (including transmission and distribution losses) accounted for 53% of Stationary Energy emissions and 9% of Kāpiti Coast's total gross emissions. Electricity consumption emissions depend upon the amount of consumption (in kWh) and the emissions intensity of the national grid (tCO<sub>2</sub>e/kWh), which changes annually. The emissions intensity of the grid was relatively low in FY24 compared to recent years but higher than in FY23. Natural gas consumption, including transmission and distribution losses from the reticulated gas system, accounted for 22% of Stationary Energy emissions.

When combined, estimated emissions from Waste (e.g., from landfill and wastewater treatment), Industrial Processes and Product Use (e.g., from refrigerant gases and aerosols), and Agriculture accounted for 27% of Kāpiti Coast's total gross emissions.

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## 5.7 Carterton District

**Table 11 Carterton District FY24 emissions by sector (tCO<sub>2</sub>e)**

Emissions Source	FY24 Emissions (tCO <sub>2</sub> e)	Percentage of Total Gross Emissions (%)
Agriculture	212,274	77%
Transport	45,767	17%
Stationary Energy	12,212	4 %
Waste	3,541	1%
Industrial Processes and Product Use (IPPU)	3,422	1%
<b>Total Gross Emissions</b>	<b>277,216</b>	<b>100%</b>

During FY24, Carterton City total gross emissions amounted to 277,216 tCO<sub>2</sub>e. Agriculture emissions were Carterton's most significant contributors to total gross emissions, followed by Transport.

Agriculture produced 212,274 tCO<sub>2</sub>e in FY24 (77% of total gross emissions). Livestock Enteric Fermentation represented 74% of the Agriculture emissions in Carterton (156,718 tCO<sub>2</sub>e). Unmanaged Manure on Pasture accounted for 12% (25,533 tCO<sub>2</sub>e) with Agricultural Leaching and Deposition responsible for 8% (17,606 tCO<sub>2</sub>e) Sheep and cattle represented most agricultural emissions in Carterton.

Carterton's next largest emission source was Transport, producing 45,767 tCO<sub>2</sub>e (17% of total gross emissions). Petrol and diesel use represented 82% of the Transport emissions in Carterton (16,200 tCO<sub>2</sub>e and 21,154 tCO<sub>2</sub>e respectively).

Total estimated emissions from Waste (e.g. emissions from landfill and wastewater treatment), Industrial Processes and Product Use (e.g. emissions from refrigerant gases and aerosols), and Stationary Energy accounted for 7% of Carterton's total gross emissions.

## 5.8 Masterton District

**Table 12 Masterton District FY24 emissions by sector (tCO<sub>2</sub>e)**

Emissions Source	FY24 Emissions (tCO <sub>2</sub> e)	Percentage of Total Gross Emissions (%)
Agriculture	514,659	79%
Transport	89,792	14%
Stationary Energy	26,682	4%
Waste	12,459	2%
Industrial Processes and Product Use (IPPU)	9,651	1%
<b>Total Gross Emissions</b>	<b>653,243</b>	<b>100%</b>

During FY24, Masterton district total gross emissions amounted to 653,243 tCO<sub>2</sub>e. Agriculture emissions were Masterton's most significant contributors to total gross emissions, followed by Transport.

Agriculture produced 514,659 tCO<sub>2</sub>e in FY24 (79% of total gross emissions). Livestock Enteric Fermentation represented 74% of the Agriculture emissions in Masterton (383,272 tCO<sub>2</sub>e). Unmanaged Manure on Pasture accounted for 13% (65,359 tCO<sub>2</sub>e), with Agricultural Leaching and Deposition

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responsible for 9% (44,372 tCO<sub>2</sub>e). Sheep and cattle represented most agricultural emissions in Masterton.

Masterton's next largest emission source was Transport, producing 89,792 tCO<sub>2</sub>e (14% of total gross emissions). On-road petrol and diesel use represented 63% of Transport emissions in Masterton (56,835 tCO<sub>2</sub>e).

Total estimated emissions from Waste (e.g. emissions from landfill and wastewater treatment), Stationary Energy, and Industrial Processes and Product Use (e.g. emissions from refrigerant gases and aerosols) accounted for 7% of Masterton's total gross emissions.

## 5.9 South Wairarapa District

**Table 13 South Wairarapa District FY24 emissions by sector (tCO<sub>2</sub>e)**

Emissions Source	FY24 Emissions (tCO <sub>2</sub> e)	Percentage of Total Gross Emissions (%)
Agriculture	413,327	85%
Transport	53,814	11%
Stationary Energy	9,894	2%
Waste	4,809	1%
Industrial Processes and Product Use (IPPU)	3,926	<1%
<b>Total Gross Emissions</b>	<b>485,770</b>	<b>100%</b>

During FY24, South Wairarapa's total gross emissions were 485,770 tCO<sub>2</sub>e. Agriculture emissions are by far the most significant contributors to total gross emissions.

Agriculture produced 413,327 tCO<sub>2</sub>e in FY24 (85% of total gross emissions). Livestock Enteric Fermentation represented 74% of the Agriculture emissions in South Wairarapa (306,242 tCO<sub>2</sub>e). Unmanaged Manure on Pasture accounted for 12% (48,684 tCO<sub>2</sub>e) with Agricultural Leaching and Deposition responsible for 8% (33,451 tCO<sub>2</sub>e). Sheep and cattle represented the vast majority of agricultural emissions in South Wairarapa.

The next largest emission source in South Wairarapa was Transport, producing a total of 53,814 tCO<sub>2</sub>e (11% of total gross emissions). Petrol and diesel use represented 83% of the Transport emissions (19,312 tCO<sub>2</sub>e and 25,217 tCO<sub>2</sub>e respectively).

Total estimated emissions from Waste (e.g. emissions from landfill and wastewater treatment), Industrial Processes and Product Use (e.g. emissions from refrigerant gases and aerosols), and Stationary Energy accounted for 4% of South Wairarapa's total gross emissions.

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## 6.0 Closing Statement

Greater Wellington's GHG emissions inventory provides information for decision-making and action by the council, Greater Wellington stakeholders, city and district councils, and the wider community. We encourage the council to use the results of this study to update current climate action plans, set and measure emission reduction targets, and track changes in emissions over time.

The emissions footprint developed for Greater Wellington covers emissions produced in the Stationary Energy, Transport, Waste, IPPU, and Agriculture sectors using the GPC reporting framework. Sector-level data allows Greater Wellington to target and work with the sectors that contribute the most emissions to the footprint.

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# Appendix A



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## 7.0 Appendix A: Additional Inventory Results

Due to rounding, there may be minor discrepancies between totals and the sum of results in the tables.

Further detailed breakdowns of emissions have been provided to the Greater Wellington Regional Council and the respective city and district councils separately from this report.

### 7.1 FY19 to FY22 Inventory Updates

To calculate the FY23 and FY24 inventory years for this inventory, updated emission factors and global warming potential values since the last published inventory for Greater Wellington (June 2023) have been used. To enable direct comparison of annual emissions since the baseline year (FY19), the FY19 to FY22 inventory years have been updated using the same emission factors and global warming potential values as for FY23 and FY24.

The updated FY19 to FY22 results presented in this report differ from those previously published and supersede the previously published inventory results.

The updated FY19 to FY22 results for the Greater Wellington Region and the territorial authorities within it are presented alongside the FY23 and FY24 years in sections 7.2 and 7.3.

#### Global Warming Potential Values

- Global warming potential values are used to calculate the carbon dioxide equivalent (CO<sub>2</sub>e) impact of methane, nitrous oxide, and other greenhouse gases. The previous inventory used IPCC AR5 values with climate feedbacks (IPCC, 2014). For this report IPCC AR6 values (IPCC, 2021) have been used.
- Using AR6 values instead of AR5 values has reduced the estimated CO<sub>2</sub>e impact of methane by approximately 20% and the estimated CO<sub>2</sub>e impact of nitrous oxide by approximately 8%, particularly affecting the results for agriculture and waste. The CO<sub>2</sub>e impact of industrial gases such as refrigerants has been increased between AR5 and AR6, impacting the IPPU results.

#### Emission Factors

- The previous inventory used Ministry for the Environment 2022 emission factor values. For this report Ministry for the Environment 2022 values have been used. This update has affected most emission sources to a small extent. The largest impacts of this update were in natural gas transmission and distribution losses, jet kerosene, aviation gas, and biofuels.

#### Other updates

- Minor updates to data on IPPU emissions, aviation gas, and coal have also been applied to the FY19 to FY22 calculations to allow direct comparison with the FY23 and FY24 years.
- Cruise ship emissions have been included in Greater Wellington's emissions inventory for the first time.

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## 7.2 FY19 to FY24 Inventory Results (Region)

Table 14 Greater Wellington FY19 to FY24 emissions by sector (including updated results for FY19 to FY22)

Emissions Source	FY19 (tCO <sub>2</sub> e)	FY20 (tCO <sub>2</sub> e)	FY21 (tCO <sub>2</sub> e)	FY22 (tCO <sub>2</sub> e)	FY23 (tCO <sub>2</sub> e)	FY24 (tCO <sub>2</sub> e)
Transport	1,682,623	1,485,869	1,423,226	1,343,717	1,502,805	1,544,113
Agriculture	1,263,315	1,336,958	1,265,229	1,217,354	1,214,188	1,213,503
Stationary Energy	671,177	683,486	813,759	642,091	506,646	642,422
Industrial Processes and Product Use (IPPU)	179,292	178,744	177,159	182,768	182,768	182,768
Waste	198,475	183,970	178,480	168,134	149,837	142,670
<b>Total Gross Emissions</b>	<b>3,994,882</b>	<b>3,869,027</b>	<b>3,857,852</b>	<b>3,554,064</b>	<b>3,556,244</b>	<b>3,725,477</b>

Table 15 Greater Wellington FY19 to FY24 emissions by source (including updated results for FY19 to FY22)

Emissions Source	FY19 (tCO <sub>2</sub> e)	FY20 (tCO <sub>2</sub> e)	FY21 (tCO <sub>2</sub> e)	FY22 (tCO <sub>2</sub> e)	FY23 (tCO <sub>2</sub> e)	FY24 (tCO <sub>2</sub> e)
On-Road Transport	1,097,132	996,002	1,089,262	999,199	1,046,875	1,025,445
Air Travel	262,227	193,853	74,040	109,202	174,460	222,599
Electricity Consumption	321,194	337,869	457,188	302,496	168,274	298,126
Natural Gas	232,852	230,484	238,574	226,913	223,518	230,165
Marine Transport	205,800	186,160	141,317	124,883	167,951	184,607
Other Transport	117,464	109,854	118,607	110,433	113,519	111,463
Stationary Diesel and Petrol Use	60,024	55,757	60,028	56,044	58,195	56,998
LPG (Stationary Use)	34,669	34,879	36,209	35,866	35,866	36,331
Other Stationary Energy	22,439	24,497	21,760	20,773	20,794	20,803
Solid Waste	167,537	152,065	146,091	137,820	120,213	113,806
Wastewater Treatment (incl. household septic tanks)	30,937	31,906	32,389	30,314	29,624	28,864
Refrigerant and Air Conditioning Gases (IPPU)	166,266	166,329	165,663	171,548	171,548	171,548
Other Industrial Gases (IPPU)	13,026	12,416	11,496	11,220	11,220	11,220
Enteric Fermentation from Livestock	934,871	989,824	941,849	905,691	901,958	901,402
Other Agriculture Emissions	328,444	347,134	323,380	311,664	312,229	312,101
<b>Total Gross Emissions</b>	<b>3,994,882</b>	<b>3,869,027</b>	<b>3,857,852</b>	<b>3,554,064</b>	<b>3,556,244</b>	<b>3,725,477</b>

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### 7.3 FY19 to FY24 Inventory Results (Territorial Authorities)

#### Wellington City

Table 16: Wellington City FY19 to FY24 emissions by sector (including updated results for FY19 to FY22)

Emissions Source	FY19 (tCO <sub>2</sub> e)	FY20 (tCO <sub>2</sub> e)	FY21 (tCO <sub>2</sub> e)	FY22 (tCO <sub>2</sub> e)	FY23 (tCO <sub>2</sub> e)	FY24 (tCO <sub>2</sub> e)
Transport	605,365	544,411	458,191	434,250	543,547	567,518
Stationary Energy	326,464	332,485	403,679	314,647	246,580	314,775
Industrial Processes and Product Use (IPPU)	71,824	71,435	70,495	72,048	72,048	72,048
Waste	78,655	64,383	62,311	59,513	52,633	44,560
Agriculture	12,282	12,499	12,231	12,176	12,176	11,491
<b>Total Gross Emissions</b>	<b>1,094,590</b>	<b>1,025,213</b>	<b>1,006,906</b>	<b>892,634</b>	<b>926,984</b>	<b>1,010,392</b>

Table 17 Wellington City FY19 to FY24 emissions by source

Emissions Source	FY19 (tCO <sub>2</sub> e)	FY20 (tCO <sub>2</sub> e)	FY21 (tCO <sub>2</sub> e)	FY22 (tCO <sub>2</sub> e)	FY23 (tCO <sub>2</sub> e)	FY24 (tCO <sub>2</sub> e)
On-Road Transport	350,601	325,895	338,730	308,961	348,152	337,893
Electricity Consumption	160,748	173,010	236,014	154,105	85,977	151,052
Natural Gas	126,842	120,764	129,229	124,164	121,967	125,401
Marine Transport	112,083	105,038	52,861	47,832	88,737	105,393
Air Travel	103,647	76,343	28,279	41,926	67,404	86,389
Refrigerant and Air Conditioning Gases	66,606	66,473	65,921	67,625	67,625	67,625
Solid Waste	68,947	54,675	52,246	49,837	43,009	35,654
Off-Road Transport	33,631	31,969	32,667	30,305	34,383	33,483
Stationary Diesel and Petrol Use	18,138	17,173	17,550	16,215	18,530	18,001
LPG (Stationary)	13,888	13,939	14,408	14,134	14,058	14,263
Wastewater Treatment	9,708	9,708	10,065	9,676	9,624	8,906
Enteric Fermentation from Livestock	9,468	9,641	9,518	9,463	9,463	8,907
Rail	5,403	5,166	5,655	5,226	4,870	4,361
Other Industrial Gases	5,218	4,962	4,574	4,423	4,423	4,423
Biofuel and Biogas (Stationary)	3,272	3,156	3,131	3,097	3,118	3,127
Coal (Stationary)	3,577	4,442	3,346	2,931	2,931	2,931
Other Agriculture Emissions	2,814	2,858	2,712	2,712	2,712	2,584
<b>Total Gross Emissions</b>	<b>1,094,590</b>	<b>1,025,213</b>	<b>1,006,906</b>	<b>892,634</b>	<b>926,984</b>	<b>1,010,392</b>

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**Hutt City**
**Table 18: Hutt City FY19 to FY24 emissions by sector (including updated results for FY19 to FY22)**

Emissions Source	FY19 (tCO <sub>2</sub> e)	FY20 (tCO <sub>2</sub> e)	FY21 (tCO <sub>2</sub> e)	FY22 (tCO <sub>2</sub> e)	FY23 (tCO <sub>2</sub> e)	FY24 (tCO <sub>2</sub> e)
Transport	295,079	253,248	267,758	254,891	294,438	303,487
Stationary Energy	150,633	152,347	179,098	140,482	110,682	142,775
Industrial Processes and Product Use (IPPU)	37,004	36,882	36,562	37,781	37,781	37,781
Waste	40,602	39,981	40,927	38,992	29,291	28,016
Agriculture	2,499	2,864	2,827	2,604	2,603	2,603
<b>Total Gross Emissions</b>	<b>525,818</b>	<b>485,321</b>	<b>527,171</b>	<b>474,749</b>	<b>474,794</b>	<b>514,662</b>

**Table 19 Hutt City FY19 to FY24 emissions by source**

Emissions Source	FY19 (tCO <sub>2</sub> e)	FY20 (tCO <sub>2</sub> e)	FY21 (tCO <sub>2</sub> e)	FY22 (tCO <sub>2</sub> e)	FY23 (tCO <sub>2</sub> e)	FY24 (tCO <sub>2</sub> e)
On-Road Transport	194,561	171,836	206,290	189,881	215,422	214,365
Natural Gas	53,827	54,474	53,832	50,113	49,555	50,556
Electricity Consumption	76,075	77,667	103,716	69,792	39,041	70,067
Air Travel	53,400	39,416	14,666	21,985	35,584	45,552
Refrigerant and Air Conditioning Gases	34,316	34,320	34,189	35,462	35,462	35,462
Solid Waste	36,837	36,144	37,166	35,156	25,547	24,150
Marine Transport	28,131	24,659	26,379	24,073	21,983	21,983
Off-Road Transport	18,596	16,840	19,732	18,476	21,126	21,081
Stationary Diesel and Petrol Use	10,067	9,057	10,690	9,973	11,473	11,439
LPG (Stationary)	7,155	7,197	7,473	7,415	7,425	7,524
Wastewater Treatment	3,766	3,837	3,761	3,835	3,743	3,866
Other Industrial Gases (IPPU)	2,688	2,562	2,372	2,319	2,319	2,319
Enteric Fermentation from Livestock	1,900	2,173	2,171	2,005	1,999	1,999
Biofuel and Biogas (Stationary)	1,666	1,658	1,652	1,652	1,652	1,652
Coal (Stationary)	1,843	2,293	1,735	1,537	1,537	1,537
Other Agriculture Emissions	599	691	655	599	604	604
Rail	392	497	691	475	323	506
<b>Total Gross Emissions</b>	<b>525,818</b>	<b>485,321</b>	<b>527,171</b>	<b>474,749</b>	<b>474,794</b>	<b>514,662</b>

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**Upper Hutt City**
**Table 20: Upper Hutt City FY19 to FY24 emissions by sector (including updated results for FY19 to FY22)**

Emissions Source	FY19 (tCO <sub>2</sub> e)	FY20 (tCO <sub>2</sub> e)	FY21 (tCO <sub>2</sub> e)	FY22 (tCO <sub>2</sub> e)	FY23 (tCO <sub>2</sub> e)	FY24 (tCO <sub>2</sub> e)
Transport	124,347	110,947	113,966	107,542	125,135	129,474
Stationary Energy	45,970	46,926	52,741	43,843	37,815	44,560
Industrial Processes and Product Use (IPPU)	15,513	15,471	15,359	15,973	15,973	15,973
Agriculture	10,776	11,650	12,049	11,247	10,787	10,787
Waste	10,101	10,325	11,195	10,752	6,861	6,655
<b>Total Gross Emissions</b>	<b>206,707</b>	<b>195,320</b>	<b>205,311</b>	<b>189,357</b>	<b>196,572</b>	<b>207,449</b>

**Table 21 Upper Hutt City FY19 to FY24 emissions by source**

Emissions Source	FY19 (tCO <sub>2</sub> e)	FY20 (tCO <sub>2</sub> e)	FY21 (tCO <sub>2</sub> e)	FY22 (tCO <sub>2</sub> e)	FY23 (tCO <sub>2</sub> e)	FY24 (tCO <sub>2</sub> e)
On-Road Transport	81,393	75,751	87,242	79,623	90,662	90,655
Natural Gas	22,565	22,851	22,614	21,187	20,744	21,313
Air Travel	22,386	16,534	6,161	9,295	15,088	19,300
Refrigerant and Air Conditioning Gases	14,386	14,397	14,362	14,993	14,993	14,993
Electricity Consumption	14,722	15,406	21,043	13,990	7,747	13,873
Marine Transport	12,530	10,995	11,895	10,638	10,350	10,350
Off-Road Transport	7,780	7,404	8,342	7,751	8,894	8,916
Enteric Fermentation from Livestock	8,290	8,954	9,411	8,779	8,399	8,399
Solid Waste	8,487	8,680	9,584	9,108	5,256	4,998
Stationary Diesel and Petrol Use	4,211	3,992	4,521	4,182	4,828	4,838
LPG (Stationary)	3,000	3,019	3,139	3,135	3,148	3,188
Other Agriculture Emissions	2,486	2,697	2,638	2,468	2,388	2,388
Wastewater Treatment	1,614	1,644	1,612	1,644	1,604	1,657
Other Industrial Gases (IPPU)	1,127	1,075	997	981	981	981
Biofuel and Biogas (Stationary)	698	696	694	698	698	698
Coal (Stationary)	773	962	729	650	650	650
Rail	258	263	325	235	143	254
<b>Total Gross Emissions</b>	<b>206,707</b>	<b>195,320</b>	<b>205,311</b>	<b>189,357</b>	<b>196,572</b>	<b>207,449</b>

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**Porirua City**
**Table 22: Porirua City FY19 to FY24 emissions by sector (including updated results for FY19 to FY22)**

Emissions Source	FY19 (tCO <sub>2</sub> e)	FY20 (tCO <sub>2</sub> e)	FY21 (tCO <sub>2</sub> e)	FY22 (tCO <sub>2</sub> e)	FY23 (tCO <sub>2</sub> e)	FY24 (tCO <sub>2</sub> e)
Transport	205,603	183,691	177,195	175,344	173,787	174,527
Stationary Energy	40,103	42,373	45,470	41,152	37,186	41,224
Industrial Processes and Product Use (IPPU)	20,102	20,030	19,864	20,631	20,631	20,631
Agriculture	13,956	14,142	13,397	13,119	12,888	12,888
Waste	15,540	15,733	13,948	11,488	12,306	12,298
<b>Total Gross Emissions</b>	<b>295,305</b>	<b>275,968</b>	<b>269,874</b>	<b>261,734</b>	<b>256,798</b>	<b>261,568</b>

**Table 23 Porirua City FY19 to FY24 emissions by source**

Emissions Source	FY19 (tCO <sub>2</sub> e)	FY20 (tCO <sub>2</sub> e)	FY21 (tCO <sub>2</sub> e)	FY22 (tCO <sub>2</sub> e)	FY23 (tCO <sub>2</sub> e)	FY24 (tCO <sub>2</sub> e)
On-Road Transport	146,569	135,087	140,604	136,527	128,947	124,497
Air Travel	29,009	21,406	7,968	12,005	19,484	24,934
Natural Gas	18,934	21,400	22,159	21,196	20,685	21,775
Refrigerant and Air Conditioning Gases	18,642	18,638	18,575	19,364	19,364	19,364
Off-Road Transport	13,816	13,015	13,317	13,121	12,597	12,211
Marine Transport	15,819	13,787	14,765	13,391	12,576	12,576
Enteric Fermentation from Livestock	10,767	10,915	10,399	10,171	9,980	9,980
Solid Waste	11,930	12,071	10,246	8,411	8,638	8,912
Electricity Consumption	7,792	7,799	10,124	6,995	3,827	6,945
Stationary Diesel and Petrol Use	7,584	7,120	7,286	7,171	6,868	6,644
LPG (Stationary)	3,887	3,908	4,060	4,049	4,066	4,119
Wastewater Treatment	3,610	3,662	3,702	3,077	3,668	3,387
Other Agriculture Emissions	3,190	3,227	2,998	2,948	2,909	2,909
Other Industrial Gases (IPPU)	1,460	1,391	1,289	1,267	1,267	1,267
Biofuel and Biogas (Stationary)	905	901	897	902	902	902
Coal (Stationary)	1,001	1,246	943	839	839	839
Rail	389	396	540	300	183	309
<b>Total Gross Emissions</b>	<b>295,305</b>	<b>275,968</b>	<b>269,874</b>	<b>261,734</b>	<b>256,798</b>	<b>261,568</b>

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**Kāpiti Coast**
**Table 24: Kāpiti Coast District FY19 to FY24 emissions by sector (including updated results for FY19 to FY22)**

Emissions Source	FY19 (tCO <sub>2</sub> e)	FY20 (tCO <sub>2</sub> e)	FY21 (tCO <sub>2</sub> e)	FY22 (tCO <sub>2</sub> e)	FY23 (tCO <sub>2</sub> e)	FY24 (tCO <sub>2</sub> e)
Transport	200,050	167,894	173,513	157,825	175,052	179,733
Stationary Energy	53,493	54,195	64,923	49,647	37,994	50,300
Agriculture	34,674	38,959	37,745	35,216	35,474	35,474
Waste	27,617	27,242	25,252	24,102	27,298	30,332
Industrial Processes and Product Use (IPPU)	18,849	18,848	18,705	19,336	19,336	19,336
<b>Total Gross Emissions</b>	<b>334,684</b>	<b>307,137</b>	<b>320,138</b>	<b>286,127</b>	<b>295,153</b>	<b>315,176</b>

**Table 25 Kāpiti Coast District FY19 to FY24 emissions by source**

Emissions Source	FY19 (tCO <sub>2</sub> e)	FY20 (tCO <sub>2</sub> e)	FY21 (tCO <sub>2</sub> e)	FY22 (tCO <sub>2</sub> e)	FY23 (tCO <sub>2</sub> e)	FY24 (tCO <sub>2</sub> e)
On-Road Transport	140,530	119,593	135,326	119,102	129,135	128,517
Solid Waste	23,232	23,042	20,940	20,766	24,258	27,268
Electricity Consumption	30,106	31,200	41,614	27,710	15,115	26,836
Air Travel	30,697	22,970	10,477	14,099	20,769	25,946
Enteric Fermentation from Livestock	25,076	28,256	27,614	25,734	25,885	25,885
Refrigerant and Air Conditioning Gases	17,480	17,539	17,491	18,149	18,149	18,149
Off-Road Transport	13,237	11,550	12,807	11,480	12,581	12,554
Marine Transport	15,173	13,355	14,353	12,805	12,350	12,350
Natural Gas	10,684	10,994	10,739	10,254	10,568	11,120
Other Agriculture Emissions	9,599	10,702	10,131	9,482	9,589	9,589
Stationary Diesel and Petrol Use	7,271	6,303	7,013	6,256	6,878	6,858
LPG (Stationary)	3,645	3,678	3,823	3,795	3,802	3,855
Wastewater Treatment	4,386	4,200	4,312	3,336	3,040	3,065
Other Industrial Gases	1,369	1,309	1,214	1,187	1,187	1,187
Biofuel and Biogas (Stationary)	848	847	845	845	845	845
Coal (Stationary)	939	1,172	888	787	787	787
Rail	412	426	550	340	217	366
<b>Total Gross Emissions</b>	<b>334,684</b>	<b>307,137</b>	<b>320,138</b>	<b>286,127</b>	<b>295,153</b>	<b>315,176</b>

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**Carterton District**
**Table 26: Carterton District FY19 to FY24 emissions by sector (including updated results for FY19 to FY22)**

Emissions Source	FY19 (tCO <sub>2</sub> e)	FY20 (tCO <sub>2</sub> e)	FY21 (tCO <sub>2</sub> e)	FY22 (tCO <sub>2</sub> e)	FY23 (tCO <sub>2</sub> e)	FY24 (tCO <sub>2</sub> e)
Agriculture	218,809	234,435	221,231	211,715	212,274	212,274
Transport	61,474	55,263	57,705	53,246	46,439	45,767
Stationary Energy	13,729	13,753	16,374	13,103	9,614	12,212
Waste	4,793	5,559	5,214	4,663	3,652	3,541
Industrial Processes and Product Use (IPPU)	3,247	3,252	3,263	3,422	3,422	3,422
<b>Total Gross Emissions</b>	<b>302,052</b>	<b>312,262</b>	<b>303,787</b>	<b>286,148</b>	<b>275,400</b>	<b>277,216</b>

**Table 27 Carterton District FY19 to FY24 emissions by source**

Emissions Source	FY19 (tCO <sub>2</sub> e)	FY20 (tCO <sub>2</sub> e)	FY21 (tCO <sub>2</sub> e)	FY22 (tCO <sub>2</sub> e)	FY23 (tCO <sub>2</sub> e)	FY24 (tCO <sub>2</sub> e)
Enteric Fermentation from Livestock	160,753	172,383	163,550	156,514	156,718	156,718
Other Agriculture Emissions	58,056	62,052	57,681	55,201	55,556	55,556
On-Road Transport	46,971	42,968	46,355	42,268	34,447	33,158
Electricity Consumption	6,829	6,969	9,385	6,307	3,486	6,187
Off-Road Transport	5,881	5,597	5,990	5,668	4,466	4,283
Air Travel	4,685	3,476	1,309	1,991	3,242	4,096
Marine Transport	3,447	2,973	3,639	2,907	3,642	3,642
Refrigerant and Air Conditioning Gases	3,011	3,026	3,051	3,212	3,212	3,212
Biofuel and Biogas (Stationary)	2,846	2,846	2,848	2,850	2,850	2,850
Stationary Diesel and Petrol Use	3,265	3,101	3,320	3,135	2,462	2,360
Solid Waste	2,823	2,730	2,459	2,228	2,055	1,944
Wastewater Treatment	1,969	2,829	2,756	2,435	1,597	1,597
LPG (Stationary)	628	635	667	672	677	677
Rail	490	249	413	413	642	589
Other Industrial Gases (IPPU)	236	226	212	210	210	210
Coal (Stationary)	162	202	155	139	139	139
<b>Total Gross Emissions</b>	<b>302,052</b>	<b>312,262</b>	<b>303,787</b>	<b>286,148</b>	<b>275,400</b>	<b>277,216</b>



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**Masterton District**
**Table 28: Masterton District FY19 to FY24 emissions by sector (including updated results for FY19 to FY22)**

Emissions Source	FY19 (tCO <sub>2</sub> e)	FY20 (tCO <sub>2</sub> e)	FY21 (tCO <sub>2</sub> e)	FY22 (tCO <sub>2</sub> e)	FY23 (tCO <sub>2</sub> e)	FY24 (tCO <sub>2</sub> e)
Agriculture	549,568	566,123	531,264	518,518	514,659	514,659
Transport	117,700	104,681	106,616	97,748	89,875	89,792
Stationary Energy	29,884	30,137	37,203	28,319	19,341	26,682
Waste	15,244	14,974	14,162	13,429	12,838	12,459
Industrial Processes and Product Use (IPPU)	9,027	9,083	9,157	9,651	9,651	9,651
<b>Total Gross Emissions</b>	<b>721,424</b>	<b>725,000</b>	<b>698,403</b>	<b>667,665</b>	<b>646,364</b>	<b>653,243</b>

**Table 29 Masterton District FY19 to FY24 emissions by source**

Emissions Source	FY19 (tCO <sub>2</sub> e)	FY20 (tCO <sub>2</sub> e)	FY21 (tCO <sub>2</sub> e)	FY22 (tCO <sub>2</sub> e)	FY23 (tCO <sub>2</sub> e)	FY24 (tCO <sub>2</sub> e)
Enteric Fermentation from Livestock	409,008	421,408	396,801	386,712	383,272	383,272
Other Agriculture Emissions	140,560	144,715	134,463	131,806	131,387	131,387
On-Road Transport	80,513	73,651	79,457	72,451	59,046	56,835
Marine Transport	13,988	11,510	13,047	9,791	13,885	13,885
Electricity Consumption	18,987	19,377	26,093	17,536	9,692	17,202
Air Travel	13,026	9,707	3,673	5,616	9,173	11,628
Refrigerant and Air Conditioning Gases	8,371	8,452	8,563	9,059	9,059	9,059
Solid Waste	11,078	10,706	9,777	8,943	8,320	7,926
Off-Road Transport	10,166	9,681	10,360	9,811	7,751	7,439
Wastewater Treatment	4,166	4,268	4,385	4,487	4,517	4,533
Stationary Diesel and Petrol Use	5,596	5,315	5,691	5,374	4,221	4,045
Biofuel and Biogas (Stationary)	3,107	3,109	3,114	3,122	3,122	3,122
LPG (Stationary)	1,745	1,772	1,872	1,894	1,914	1,921
Other Industrial Gases (IPPU)	656	631	594	592	592	592
Coal (Stationary)	450	565	435	393	393	393
Rail	7	132	79	79	20	5
<b>Total Gross Emissions</b>	<b>721,424</b>	<b>725,000</b>	<b>698,403</b>	<b>667,665</b>	<b>646,364</b>	<b>653,243</b>

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**South Wairarapa District**
**Table 30: South Wairarapa District FY19 to FY24 emissions by sector (including updated results for FY19 to FY22)**

Emissions Source	FY19 (tCO <sub>2</sub> e)	FY20 (tCO <sub>2</sub> e)	FY21 (tCO <sub>2</sub> e)	FY22 (tCO <sub>2</sub> e)	FY23 (tCO <sub>2</sub> e)	FY24 (tCO <sub>2</sub> e)
Agriculture	420,750	456,286	434,485	412,759	413,327	413,327
Transport	73,006	65,733	68,282	62,871	54,532	53,814
Stationary Energy	10,900	11,270	14,272	10,899	7,433	9,894
Waste	5,922	5,774	5,470	5,194	4,961	4,809
Industrial Processes and Product Use (IPPU)	3,726	3,743	3,754	3,926	3,926	3,926
<b>Total Gross Emissions</b>	<b>514,304</b>	<b>542,805</b>	<b>526,262</b>	<b>495,650</b>	<b>484,178</b>	<b>485,770</b>

**Table 31 South Wairarapa District FY19 to FY24 emissions by source**

Emissions Source	FY19 (tCO <sub>2</sub> e)	FY20 (tCO <sub>2</sub> e)	FY21 (tCO <sub>2</sub> e)	FY22 (tCO <sub>2</sub> e)	FY23 (tCO <sub>2</sub> e)	FY24 (tCO <sub>2</sub> e)
Enteric Fermentation from Livestock	309,610	336,093	322,383	306,312	306,242	306,242
Other Agriculture Emissions	111,140	120,192	112,101	106,447	107,085	107,085
On-Road Transport	55,993	51,221	55,258	50,386	41,064	39,526
Electricity Consumption	5,935	6,442	9,199	6,060	3,391	5,964
Off-Road Transport	7,007	6,669	7,137	6,753	5,319	5,103
Air Travel	5,377	4,000	1,506	2,285	3,717	4,755
Marine Transport	4,629	3,843	4,379	3,446	4,428	4,428
Refrigerant and Air Conditioning Gases	3,455	3,483	3,510	3,685	3,685	3,685
Solid Waste	4,204	4,016	3,673	3,370	3,130	2,955
Stationary Diesel and Petrol Use	3,892	3,696	3,957	3,737	2,935	2,813
Wastewater Treatment	1,719	1,758	1,797	1,824	1,830	1,854
LPG (Stationary)	720	730	767	771	776	785
Other Industrial Gases (IPPU)	271	260	244	241	241	241
Biofuel and Biogas (Stationary)	168	168	170	172	172	172
Coal (Stationary)	186	233	178	160	160	160
Rail	-	0	2	2	4	2
<b>Total Gross Emissions</b>	<b>514,304</b>	<b>542,805</b>	<b>526,262</b>	<b>495,650</b>	<b>484,178</b>	<b>485,770</b>

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## 8.0 Appendix B: Assumptions and Data Sources

The calculation method for the FY24 GHG emission inventory for Greater Wellington differs from previous GHG emission inventories completed for Greater Wellington by AECOM. Data for this GHG emissions inventory has been collected for a list of emission sources which cover approximately 90% of Greater Wellington's emissions. These emission sources were calculated as per previous inventories, and remaining sources have been based on the FY22 GHG emissions inventory, with some of these sources adjusted based on population change where this was deemed relevant.

The following table details assumptions, exclusions and whether data has been collected, adjusted or not adjusted based on the FY22 emissions inventory.

Sector / Category	Assumptions and Exclusions
<b>General</b>	
Geographical Boundary	LGNZ local council mapping boundaries have been applied.
Population	Population figures are provided by StatsNZ.  The 2022 calendar year population was used for the 2023 financial year population, with the 2023 calendar year used for the 2024 financial year population.
Global Warming Potential Used	Emissions are expressed on a carbon dioxide-equivalent basis (CO <sub>2</sub> e) using the 100-year Global Warming Potential (GWP) values from the IPCC 6 <sup>th</sup> Assessment Report (AR6).
Full Inventory	Emissions for all sources broken down by individual main greenhouse gases are provided in the supplementary spreadsheet information supplied with this report.
GPC Production Approach	GPC reporting is predominately production-based (as opposed to consumption-based) but includes indirect emissions from energy consumption.  Production-based emissions reporting is generally preferred by policy-makers due to robust established methodologies such as the GPC, which enables comparisons between different studies. Production-based approaches exclude globally produced emissions relating to consumption (e.g., embodied emissions relating to products produced elsewhere but consumed within the geographic area such as imported food products, cars, phones, clothes etc.).  Cross-boundary movements such as air travel and marine freight journeys departing or arriving in Greater Wellington have been included with emissions related to the journeys split equally between the origin and destination, despite the emissions being produced outside the Greater Wellington geographical boundary, as per the GPS requirements.
Emission Factors	All emission factors have detailed source information in the calculation tables within which they are used. Where possible, the most up to date, NZ-specific emission factors have been applied. This inventory uses applicable emission factors predominantly from the New Zealand Ministry of the Environment Measuring emissions: A guide for organisations: 2024 detailed guide. The emission factors for electricity are obtained from MBIE data from the financial year.
<b>Transport Emissions</b>	
Petrol and Diesel:	Total petrol and diesel consumption in Greater Wellington was calculated from total petrol and diesel sold in the Wellington Region which was then apportioned out to the territorial authorities within the region based on the total distance

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	<p>travelled by vehicles in each territorial authority in the financial year (known as Vehicle Kilometres Travelled or VKT).</p> <p>Allocating fuel consumption across a region based on VKT does not account for the likely makeup of the vehicle fleet of a particular geographic area (e.g. where a more rural area may use more diesel, or a more urban area may have more hybrid or electric vehicles travelling).</p> <p>Fuel sold in an area does not always mean that the fuel is used in that area, however this approach is considered to be a robust and comparable estimate of fuel consumption in a geographic area.</p> <p>Total petrol and diesel fuel use was then divided by likely end use. The division into Transport and Stationary Energy end use (and within Transport, on-road and off-road) was calculated using fuel end use data provided by the Energy Efficiency and Conservation Authority (EECA) in April 2020.</p> <ul style="list-style-type: none"> <li>- On-road Transport is defined as all standard transport vehicles used on roads e.g. cars, bikes, buses.</li> <li>- Off-road Transport is defined as machinery for Agriculture, construction and other industry used off-roads.</li> <li>- Stationary Energy petrol and diesel use is defined as fuel not used for transport either on or off roads. Petrol and diesel used for Stationary Energy has been reported in the Stationary Energy sector.</li> </ul> <p>This method produces results for off-road and stationary uses of petrol and diesel that are heavily impacted by changes in on-road transport uses of petrol and diesel as this represents the largest proportion of petrol and diesel sales. Better data and understanding of off-road and stationary uses of petrol and diesel are required to improve the applicability of these results.</p> <p><i>Data collected for FY23 and FY24.</i></p>
Rail Diesel	<p>Consumption was calculated by Kiwi Rail using the induced activity method for system boundaries. The following assumptions were made:</p> <ul style="list-style-type: none"> <li>- Net Weight is product weight only and excludes container tare (the weight of an empty container)</li> <li>- The Net Tonne-Kilometres (NTK) measurement has been used. NTK is the sum of the tonnes carried, multiplied by the distance travelled.</li> <li>- National fuel consumption rates have been used to derive litres of fuel for distance.</li> <li>- Type of locomotive engine used, and jurisdiction topography, have not been incorporated in the calculations.</li> </ul> <p>Using the induced activity method, the trans-boundary routes were determined, and the number of stops taken along the way derived. The total litres of diesel consumed per route was then split between the departure territorial authority, arrival territorial authority and any territorial authority the freight stopped at along the way. If the freight travelled through but did not stop within a territorial authority, no emissions were allocated.</p> <p>This data is subject to commercial confidentiality.</p> <p>Data was not available for FY22 therefore the FY21 value has been used for FY22.</p> <p><i>Data collected for FY23 and FY24.</i></p>
Jet Kerosene	<p>Calculated using the induced activity method as per rail diesel.</p> <p>An estimate of fuel use was calculated for flights arriving and departing from Wellington and Kāpiti Airports:</p>

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	<ul style="list-style-type: none"> <li>- The schedule of flights arriving and departing from the airport containing details on the aircraft used for each flight was used to calculate fuel consumption.</li> <li>- Flight distances and aircraft fuel burn rates were used for these calculations.</li> <li>- As per the induced activity method, only 50% of emissions calculated per one-way arrival and departure were allocated to Greater Wellington. The remaining 50% of each leg was allocated to the originating or destination location.</li> </ul> <p>An estimation of fuel use from military, freight, private, and other flights for FY22 has been estimated based on data provided in 2023.</p> <p>Wellington Airport has been treated as a regional airport, so emissions have been split between the territorial authorities in the region on a population basis. Kāpiti Airport has been treated as a local airport with all emissions allocated to Kāpiti Coast District.</p> <p><i>Data collected for FY23 and FY24.</i></p>
Aviation Gas	<p>Aviation gas is mostly used by small aircraft for relatively short flights.</p> <p>Data for Wellington and Kāpiti airports was not available for the FY22 inventory, so an assumption was made based on similar sized airports in New Zealand. This is the same assumption used in the FY20 inventory.</p> <p>Wellington Airport has been treated as a regional airport, so emissions have been split between the territorial authorities in the region on a population basis. Kāpiti Airport has been treated as a local airport with all emissions allocated to Kāpiti Coast District.</p> <p>No estimate of aviation gas usage has been made for aerodromes and other flights outside these two airports. This is expected to be a small emission source.</p> <p><i>Adjustment of FY22 results based on population change for FY23 and FY24.</i></p>
Marine Diesel – Freight	<p>Calculated using the induced activity method as per rail diesel and jet kerosene.</p> <p>An estimate of fuel use was calculated for vessels arriving and departing from CentrePort (Wellington Port):</p> <ul style="list-style-type: none"> <li>- The schedule of vessels arriving and departing from Wellington Port containing details on size of the vessel was used to calculate fuel consumption.</li> <li>- Shipping distances and vessel fuel burn rates were used for these calculations.</li> <li>- As per the induced activity method, only 50% of emissions calculated per one-way arrival and departure were allocated to Wellington Port. The remaining 50% of each leg was allocated to the originating or destination Port.</li> </ul> <p>International shipping passing through CentrePort was split by weight of cargo into 'Logs' and 'All other cargo'. Emissions generated by 'All other cargo' has been allocated on a per capita basis between all territorial authorities in the Wellington Region. Emissions generated by 'logs' was split between territorial authorities, proportionally, by the percentage share of district forest area of harvest age (&gt;26 years old).</p> <p><i>FY23 calculated for the Wellington City Emissions Inventory 2023. No adjustment of the FY23 results for FY24.</i></p>

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Marine Diesel (Local)	<p>Port operational vessels:</p> <ul style="list-style-type: none"> <li>- Fuel use has been provided directly from Wellington Port (CPL) for FY21</li> <li>- The FY21 figure has also been used for years since.</li> <li>- All emissions from this source have been allocated to Wellington City</li> </ul> <p>Local ferries:</p> <ul style="list-style-type: none"> <li>- Diesel fuel use has been provided directly by the ferry operator.</li> <li>- Electricity usage has been provided directly by the ferry operator (beginning in FY22)</li> <li>- All emissions from this source have been allocated to Wellington City</li> </ul> <p>Private use, other commercial operators, and commercial fishing:</p> <ul style="list-style-type: none"> <li>- Most small private boats use fuel purchased at vehicle gas stations so this consumption will be included in off-road transport petrol and diesel emissions.</li> <li>- No data was available to determine emissions from other commercial operators, and commercial fishing.</li> </ul> <p><i>Adjustment of FY22 results based on population change for FY23 and FY24.</i></p>
Marine fuels – Inter-island ferries	<p>Data has been provided by the ferry operators in commercial confidence.</p> <p>Assumptions of fuel use have been used where data was not provided.</p> <p><i>No adjustment of FY22 results for FY23 and FY24.</i></p>
Cruise Ships	<p>The GHG emissions from cruise ships for FY19 to FY24 has been calculated as part of a separate piece of work for Wellington City Council to understand the impact on Wellington City's emissions inventory profile.</p> <p>Cruise ship emissions have been estimated using the induced activity method as per rail diesel, jet kerosene, and marine freight.</p> <p>An estimate of fuel use was calculated for each vessel arriving and departing from Greater Wellington based on the estimated fuel consumption of each vessel, the distance travelled to and from Wellington, and while stationary in port.</p> <p>As per the induced activity method, for emissions produced during the journey to/from Wellington the emissions are allocated equally between Greater Wellington and the next/last port.</p> <p>Within Greater Wellington, 100% of Greater Wellington's cruise ship emissions are allocated to Wellington City.</p> <p><i>Data collected for FY23 and FY24.</i></p>
LPG	<p>Total North Island consumption data was used and then split on a per capita basis to determine the territorial authority's consumption. National LPG end use data has been used to breakdown consumption into Stationary Energy and Transport usage, these are then reported separately in their respective categories.</p> <p><i>Adjustment of FY22 results based on population change for FY23 and FY24.</i></p>
<b>Stationary Energy Emissions</b>	
Consumer Energy End Use	<p>Stationary Energy demand (e.g. electricity use, natural gas, etc.) is broken down by the sector in which they are consumed. We report Stationary Energy demand in the following categories: industrial (which includes Agriculture, forestry, and fishing); commercial; and residential. These sectors follow the Australia New Zealand Standard Industrial Classification 2006 definitions.</p>

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	<p>In addition to Agriculture, forestry and fishing, the industrial sector includes mining, food processing, textiles, chemicals, metals, mechanical/electrical equipment and building and construction activities.</p> <p>Emissions from petrol and diesel used for Stationary Energy are not broken down into these sectors.</p> <p>Energy demand used for transport is reported in the Transport sector.</p>
Electricity Consumption	<p>Electricity demand has been calculated using grid demand trends from the EMI website (<a href="http://www.emi.ea.govt.nz">www.emi.ea.govt.nz</a>) to obtain raw grid exit point data for Greater Wellington. Reconciled demand has been used as per EMI's confirmation.</p> <p>The breakdown into sectors is based on NZ average consumption per sector (residential, commercial, and industrial).</p> <p><i>Data collected for FY23 and FY24.</i></p>
Public Transport Electricity	<p>Electricity used in the public transport system is included in the Transport sector (where known).</p> <p><i>Data collected for FY23 and FY24.</i></p>
Private Transport Electricity	<p>Electricity used for private transport (e.g. electric cars, electric bikes, electric micro-mobility) has not been separated from other Stationary Energy electricity consumption due to a lack of reliable data.</p>
Coal Consumption	<p>National coal consumption data has been provided by MBIE for 2022. Regional industrial coal data has been provided by EECA.</p> <p>National residential and commercial coal consumption has been divided between territorial authorities on a per capita basis.</p> <p>Regional industrial coal consumption has been divided between territorial authorities on a per capita basis.</p> <p><i>No adjustment of FY22 results for FY23 and FY24.</i></p>
Biofuel and Wood Consumption	<p>For FY24, national biofuel consumption data has been provided by the Ministry for the Environment (MfE, 2023) for the 2021 year. This is the most recent year available.</p> <p>Biofuel consumption has been divided between territorial authorities on a per capita basis.</p> <p>Biofuel emissions are considered to be biogenic. Biofuel CO<sub>2</sub> emissions are not included in total gross emissions but are reported separately.</p> <p>FY20, FY21, and FY22 use the FY19 figure, adjusted for population change.</p> <p><i>No adjustment of FY22 results for FY23 and FY24.</i></p>
LPG Consumption	<p>North Island LPG sales data (tonnes) has been provided by the LPG Association for 2020 and 2021. Data interpolated between known data points or copied from the most recent data point where data is not available.</p> <p>'Auto' and 'Forklift' sales represent Transport uses of LPG. All other sales represent Stationary Energy uses of LPG.</p> <p>Sales have been divided between territorial authorities on a per capita basis.</p> <p>The breakdown into sectors (Residential, Commercial, and Industrial) is based on NZ average consumption per sector as per MfE data.</p> <p><i>Adjustment of FY22 results based on population change for FY23 and FY24.</i></p>

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Petrol and Diesel (Stationary Energy end use)	<p>Total petrol and diesel consumption in Greater Wellington was calculated from total petrol and diesel sold in the Wellington Region which was then apportioned out to the territorial authorities within the region based on the total distance travelled by vehicles in each territorial authority in the financial year (known as Vehicle Kilometres Travelled or VKT). As most petrol and diesel is used for transport uses, this provides the most accurate way of calculating this data.</p> <p>Total petrol and diesel fuel use was then divided by likely end use. The division into Transport and Stationary Energy end use (and within Transport, on-road and off-road) was calculated using fuel end use data provided by the Energy Efficiency and Conservation Authority (EECA) in April 2020.</p> <ul style="list-style-type: none"> <li>- On-road Transport is defined as all standard transport vehicles used on roads e.g. cars, bikes, buses.</li> <li>- Off-road Transport is defined as machinery for Agriculture, construction and other industry used off-roads.</li> <li>- Stationary Energy petrol and diesel use is defined as fuel not used for transport either on or off roads. Petrol and diesel used for Stationary Energy has been reported in the Stationary Energy sector.</li> </ul> <p>This method produces results for stationary uses of petrol and diesel that are heavily impacted by changes in transport uses of petrol and diesel. Better data and understanding of stationary uses of petrol and diesel are required to improve the applicability of these results.</p> <p><i>Data collected for FY23 and FY24.</i></p>
Natural Gas Consumption	<p>Natural gas consumption data has been provided by FirstGas. Territorial Authorities supplied by gas from each Point of Connection (POC) have been confirmed by FirstGas.</p> <p><i>Data collected for FY23 and FY24.</i></p>
Biogenic Emissions	<p>Some Carbon Dioxide (CO<sub>2</sub>) emissions are considered to be biogenic. These are CO<sub>2</sub> emissions where the carbon has been recently derived from CO<sub>2</sub> present in the atmosphere (for example, some agricultural and Waste emissions). These emissions are not included in calculating total CO<sub>2</sub>e.</p>
<b>Agricultural Emissions</b>	
Agriculture	<p>Agriculture emissions relates to emissions produced by livestock, crops and fertiliser in the geographic area. Agriculture emissions do not relate to imported foods or goods (reported in a consumption-based footprint), or agricultural activities such as farm transport or food processing within the geographic area (these are reported in this inventory under Transport or Stationary Energy respectively).</p> <p>Regional agricultural data from StatsNZ for 2023 has been used to calculate agricultural emissions, with the 2023 value used for 2024. Territorial authority-level livestock numbers and fertiliser data was taken from the 2017 Agricultural Census (StatsNZ) with the change in regional data used to estimate the change in livestock and fertiliser use in the individual territorial authorities since 2017.</p> <p><i>Data collected for FY23 and FY24.</i></p>
<b>Solid Waste Emissions</b>	
Landfill Emissions	<p>Landfill Waste volume and landfill gas capture system information has been provided by the respective council departments.</p> <p>Solid Waste emissions from landfill are measured using the IPCC First Order Decay method that covers landfill activity between 1950 and the present day, as per the GPC reporting requirements. This method accounts for the gradual</p>

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	<p>release of emissions from waste over a long period of time, and so calculates the emissions produced per year from waste in landfill (including emissions from closed landfill sites).</p> <p>This approach differs from that used by individual councils for their organisational footprints which includes council-owned landfill sites. The predominant organisational footprint method calculates the likely future emissions from the waste entering landfill that year, and attributes those emissions to that year (and doesn't include emissions from waste already in the landfill, or emissions from closed landfill sites).</p> <p>Waste volume:</p> <ul style="list-style-type: none"> <li>- Where information is not available, waste volumes have been estimated based on historical national data on a per capita basis (MfE, 2023).</li> <li>- Contaminated soil has been excluded from the calculation to be consistent with previous years as it is considered to be inert for the purposes of this assessment (this differs from Council's organisational emissions inventory)</li> </ul> <p>Landfill gas capture system efficiency and Landfill gas flaring / burning for energy generation:</p> <ul style="list-style-type: none"> <li>- Data or assumptions provided directly from council or landfill management contacts</li> </ul> <p>Emissions are allocated to territorial authorities based on where the waste was produced, even if the waste is disposed in landfill outside the territorial authority.</p> <p><i>Data collected for FY23 and FY24.</i></p>
<b>Wastewater Emissions</b>	
Wastewater Treatment Plants	<p>Wastewater Treatment Plants:</p> <ul style="list-style-type: none"> <li>- Calculation of emissions includes emissions released directly from wastewater treatment, flaring of captured gas (if present) and from discharge onto land/water.</li> <li>- Wastewater treatment plant emissions have been calculated following the WaterNZ (2021) guidance based on information provided at the time of calculation.</li> <li>- Where data was not available, assumed values have been used based on the WaterNZ (2021) guidance.</li> <li>- Emissions relating to discharge of biosolids sent to landfill has been included in the Solid Waste emissions source.</li> <li>- The results for each treatment plant may differ from emissions calculated for other purposes (e.g. council organisational GHG reporting) due to the different requirements of GHG reporting for different purposes.</li> <li>- Emissions are allocated to territorial authorities based on where the wastewater was produced, even if the wastewater is treated outside the territorial authority.</li> </ul> <p><i>Data collected for FY23 and FY24.</i></p>
Individual Septic Tanks	<p>Individual Septic Tanks:</p> <ul style="list-style-type: none"> <li>- Populations not connected to known wastewater treatment plants are assumed to be using septic tanks.</li> <li>- The population not connected to centralised wastewater treatment has been estimated based on the number of rateable properties not connected to sewerage.</li> </ul>

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	<i>Adjustment of FY22 results based on population change for FY23 and FY24.</i>
<b>Industrial Processes and Product Use Emissions</b>	
Industrial processes	<p>It is assumed that there are no significant non-energy related emissions of greenhouse gases from industrial processes in the Region (e.g. aluminium manufacture).</p> <p><i>Data collected for FY23 and FY24.</i></p>
Industrial Product Use	<p>National data covering industrial product use (e.g. fire extinguishers, refrigerants) have been estimated based on data provided in the New Zealand Greenhouse Gas Emissions 1990-2021 report (MfE 2023). Emissions are estimated on a per capita basis applying a national average per person.</p> <p><i>Data collected for FY23 and FY24.</i></p>

**8.5 CHIEF EXECUTIVE'S REPORT****File Number:****Author:** Kym Fell, Chief Executive**PURPOSE**

The purpose of the attached report is to provide Council with an update on Council operations (as at 27 March 2025).

**RECOMMENDATION**

That Council receives the Chief Executive's Report as at 27 March 2025.

**ATTACHMENTS**

1. Chief Executive's Report [↓](#)

**Chief Executive Report to Council**  
**2 April 2025**

As we move further into 2025, our focus remains on delivering for our community, strengthening strategic priorities, and ensuring operational resilience. Over the past month, we've worked hard to maintain service continuity, advance key infrastructure projects, and engage with stakeholders at both regional and national levels.

**Post Local Waters Done Well**

The Local Waters Done Well (LWDW) initiative continues to be a major focus as we progress through the consultation process, which started on 21 March 2025. A big thank you to our small but dedicated team for preparing a transparent and comprehensive consultation document, which has now been shared with the community for feedback.

Now, our attention is shifting to what comes next. The two options we've put forward will shape the future of local water services in Masterton in very different ways.

- If we retain water services in-house, we need to ensure we can attract and retain the expertise required to meet Taumata Arowai's standards in an increasingly competitive market. This includes both water services staff and contractors to support our development and asset management programmes.
- If we transition to a joint Council-Controlled Organisation (CCO), we'll need to navigate some tough decisions, including potential role reductions and adjusting current service levels. These changes are necessary to keep rates at a sustainable level for our community.

A key challenge under the joint CCO model is reducing Council's stranded overhead costs by approximately \$1.7 million. The Executive Leadership Team (ELT) will present a report to Council with potential efficiency measures, but these will likely involve trade-offs, particularly regarding non-essential services.

At the same time, we need to keep an eye on the bigger picture—Council amalgamation. As local government evolves, amalgamation offers an opportunity to create stronger, more efficient councils that can better serve their communities. By pooling resources, expertise, and infrastructure, councils can reduce duplication, streamline decision-making, and improve service delivery.

There are clear benefits, including economies of scale, stronger workforce retention, and better financial sustainability. The Wairarapa, and potentially Tararua, could see significant advantages from such a move. However, it will take bold leadership and a willingness to face the challenges ahead.

**Local Body Elections**

Preparations for the upcoming Local Body Elections are on track to ensure a fair and efficient process. These elections are crucial for shaping our district's future, and we are committed to delivering an accessible and well-managed process.

Harriet Kennedy, our Deputy Electoral Officer, is leading this work, ensuring that all legal requirements are met. A key priority is boosting voter participation. We are rolling out targeted strategies to encourage engagement, including clear messaging on key dates, voter eligibility, and how to cast a vote. As election day gets closer, we urge everyone to stay informed and get involved.

**Queen Street Masterton: Shop Facade Concerns**

ELT member Karen Yates and I recently met with Queen Street retailers concerned about the condition of shop facades. Issues like rundown appearances, poor signage, and graffiti are

affecting the overall look of the town centre and could be impacting local businesses. Retailers are looking to Council for leadership in improving the area's visual appeal.

Council recognises the importance of a vibrant CBD. Over the next 12 months, we will focus on spatial planning, engaging with the retailer group, and exploring ways to support both public space enhancements and private shopfront improvements. This may involve design guidelines, financial incentives, or grants for facade upgrades.

Retailers are keen to see immediate action, but Council's ability to intervene directly with private property owners is limited. Ultimately, while we can provide guidance and support, real change will come from property owners taking ownership of their buildings. By working together, we can transform Queen Street into a more attractive and welcoming space for businesses and the community.

### **The Future of Economic Development in Wairarapa**

According to Destination Wairarapa and Business Wairarapa, the current economic development model in the region is fragmented and inefficient. Multiple organisations are working in silos, leading to duplication of efforts, confusion for businesses, and missed investment opportunities. Ratepayer funds aren't being used as effectively as they could be, and the region lacks a strong, unified identity.

Destination Wairarapa and Business Wairarapa propose establishing a Wairarapa Economic Development Agency (WEDA) in collaboration with the three District Councils. A unified approach would improve efficiency, strengthen regional branding, and create a cohesive strategy for attracting investment and economic growth.

Key aspects of this proposal include defining governance structures, securing funding, setting performance targets, and ensuring stakeholder engagement. The three Wairarapa District Councils are being asked to consider supporting this initiative, with implementation targeted for the next financial year.

While the idea has clear potential, we will first meet with elected members to gauge their appetite for backing this proposal before any formal commitments are made.

### **Conclusion**

Looking ahead, our focus remains on making practical, sustainable decisions that benefit our community. Whether it's navigating the future of water services, considering council amalgamation, revitalising Queen Street, or strengthening our economic development strategy, we're committed to finding the best way forward together.

There will be challenges, but also plenty of opportunities. By working collaboratively and keeping a clear direction, we can continue to make positive progress for Masterton and the wider Wairarapa region. I look forward to ongoing discussions with Council and our community as we tackle these important issues.

Kym Fell  
**Chief Executive**

**8.6 MEETING REPORTS FROM COUNCILLORS****File Number:****Authoriser:** Gary Caffell, Mayor**PURPOSE**

Councillors are appointed to a number of external groups and organisations as representatives of Masterton District Council. This agenda item allows Councillors to report back on meetings attended in that capacity.

**ATTACHMENTS****Nil**

**8.7 MAYOR'S REPORT****File Number:****Author:** Gary Caffell, Mayor**PURPOSE**

The Mayor will provide a verbal report.

**RECOMMENDATIONS**

That Council receives the verbal report from the Mayor

**ATTACHMENTS**

Nil

## 9 PUBLIC EXCLUDED

### RESOLUTION TO EXCLUDE THE PUBLIC

#### RECOMMENDATIONS

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>9.1 - Public Excluded Minutes of Council Meeting held on 19 February 2025</b>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(e) - the withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>9.2 - Public Excluded Minutes of Extraordinary Council Meeting held on 5 March 2025</b>	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>9.3 - Audit and Risk Committee Meeting - 26 February 2025</b>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(c)(i) - the withholding of the information is necessary to</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7



	<p>protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public</p> <p>s7(2)(e) - the withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> <p>s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage</p>	
<b>9.4 - Land Acquisition</b>	<p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

